



METROPOLITAN  
TRANSPORTATION  
COMMISSION

**Agenda Item 2c**  
Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Operations Committee

DATE: February 1, 2019

FR: Executive Director

W.I. 1234, 1237, 6840

RE: Consultant Panel: On-Call Project/Program Management and Strategic Advisor Cycle 1:  
(Advanced Mobility Group, AECOM Technical Services, Inc., Atkins North America, Inc.,  
BayPac Consult Inc., Carlton Haack Consulting, Gannett Fleming, Gray-Bowen-Scott, IBI  
Group, Iteris, Inc., Jacobs Engineering Group, Inc., Kimley-Horn and Associates, Inc., Mott  
MacDonald, T.Y. Lin International, WSP USA Inc.)

This memorandum requests approval of a pre-qualified panel of consultants to provide On-Call Project/Program Management and Strategic Advisor Services to support the development and implementation of operational efficiency projects for a four-year period ending February 28, 2023, with an option to extend for one additional year.

### **Procurement Process**

On December 12, 2018, MTC issued a Request for Qualifications (RFQ) for On-Call Project/Program Management and Strategic Advisor Services, to support MTC on a range of operational improvement projects for the Design and Project Delivery Section and Field Operations and Asset Management Section. The RFQ permits MTC to add additional funds to the panel as the need arises through future RFQ cycles, and support for other MTC sections and programs within MTC may be added in a future procurement cycle. The RFQ was emailed to 2,166 individuals registered with MTC and posted on MTC's online procurement portal. It was also downloaded by 101 firms.

A total of 19 SOQs were received. Each SOQ was reviewed against the Minimum Qualifications (MQs). The 19 SOQs received were determined to meet the MQs and were then evaluated by a panel comprised of MTC staff (Evaluation Panel).

The Evaluation Panel reviewed each SOQ against the evaluation criteria specified in the RFQ, as listed below.

- |  |        |
|--|--------|
| 1. Experience and Qualifications of Firms and Proposed Staff | (60%)  |
| 2. Reasonableness of Rates                                   | (25%)  |
| 3. Written Communication                                     | (15%)  |
|  | (100%) |

Each criterion was scored with a total possible score of 100.

Based on the results of the evaluation, the Evaluation Panel recommended that 14 of the 19 firms be pre-qualified on the bench, as summarized in Attachment A to this memorandum. All selected firms demonstrated strong project management skills, identified qualified key staff with relevant project experience, and demonstrated an expertise in related consulting services.

Award of a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC's procurement procedures. Attachment A also includes each recommended firm's small business and disadvantaged business enterprise status.

Five firms were deemed, by the review panel, to be not as competitive with respect to the evaluation criteria for the services being sought under this procurement. These five firms are:

- Auriga Corporation
- Clevor Consulting Group Inc.
- KPMG LLP
- PMA Consultants, LLC
- RAM Project Solutions

### **Recommendation**

Staff recommends that this Committee approve the pre-qualified panel of consultants to provide On-Call Project/Program Management and Strategic Advisor services to MTC on an as-needed basis, for a four-year period ending February 28, 2023, with an option to extend for an additional year. Funding will become available in each fiscal year, subject to approval of MTC annual budgets. Staff will return to the Operations Committee for authorization of any contracts exceeding the Executive Director's signature authority.



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Steve Heminger

### **Attachment:**

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status

SH: kc

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Small Business Enterprise and  
Disadvantaged Business Enterprise Status

				<b>DBE*</b> <b>Firm</b>			<b>SBE**</b> <b>Firm</b>	
	<b>Firm Name</b>	<b>Role on Project</b>	<b>No</b>	<b>Yes</b>	<b>If Yes, List #</b>	<b>No</b>	<b>Yes</b>	<b>If Yes, List #</b>
Prime Consultant	Advanced Mobility Group	TBD			X			X
Prime Consultant	AECOM Technical Services, Inc.	TBD			X			X
Prime Consultant	Atkins North America, Inc.	TBD			X			X
Prime Consultant	BayPac Consult Inc.	TBD	X	42358		X	2004950	
Prime Consultant	Carlton Haack Consulting	TBD			X			X
Prime Consultant	Gannett Fleming, Inc.	TBD			X			X
Prime Consultant	Gray-Bowen-Scott	TBD			X	X	1756291	
Prime Consultant	IBI Group	TBD			X			X
Prime Consultant	Iteris, Inc.	TBD			X			X
Prime Consultant	Jacobs Engineering Group, Inc.	TBD			X			X
Prime Consultant	Kimley-Horn and Associates, Inc.	TBD			X			X
Prime Consultant	Mott MacDonald	TBD			X			X
Prime Consultant	T.Y. Lin International	TBD			X			X
Prime Consultant	WSP USA Inc.	TBD			X			X

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Contract Amendment

Work Item No.:	1234, 1237, 6840
Contractor:	See Attachment A to Executive Director's Memorandum Dated February 1, 2019.
Work Project Title:	On-Call Project/Program Management and Strategic Advisor Services
Purpose of Project:	Provide On-Call Project/Program Management and Strategic Advisor Services to support the development and implementation of operational efficiency projects.
Brief Scope of Work:	Provide project/program management and strategic advisory support to MTC for any phase of a project, including concept development, initial planning, project initiation, project development, project approval and environmental analysis, design, construction support, implementation and operations of the facilities, etc.
Project Cost Not to Exceed:	Project costs will be determined in each contract.
Funding Source:	Varies
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.
Motion by Committee:	That the above-referenced consultants be pre-qualified to enter into contracts with MTC to provide On-Call Project/Program Management and Strategic Advisor Services on an as-needed basis through February 28, 2023, as described above and in the Executive Director's memorandum dated February 1, 2019, with an option to extend contracts for one additional year, subject to applicable contract approval procedures and necessary budget approvals.
Operations Committee:	<hr/> Dave Cortese, Chair
Approved:	Date: February 8, 2019