

Metropolitan Transportation Commission Administration Committee

October 9, 2019

Agenda Item 2f

Consultant Bench: Printing and Photography Services

Subject: Staff requests approval of a pre-qualified bench of consultants to provide support in the following service areas: Category A) Printing; Category B) Specialty Fabrication and Printing; Category C) Photography; and Category D) Social Media and Marketing Photography. This bench will be utilized for a 36-month period ending September 30, 2022 for a variety of agency projects and programs. Attachment A to the Request for Committee Approval lists the firms recommended for each service category.

Background: In June of 2019, MTC issued a Request for Qualifications (RFQ) to establish an on-call bench of prequalified consultants to provide technical assistance in four service areas listed above.

In response to the RFQ, MTC received Statements of Qualifications (SOQs) from 15 consulting firms. All firms were found to have met the minimum qualifications for at least one area specified in the RFQ. An evaluation panel consisting of MTC staff evaluated the SOQs based on each firm's qualifications, quality and creativity of submitted samples, and competitiveness of rates and other costs. Based on the evaluations, staff recommends that the firms listed in Attachment A be approved as pre-qualified consultants for the indicated Service Categories. The firms recommended by the evaluation panel had evaluation scores of 70 percent or higher for providing services in the following service categories: a) printing; b) specialty fabrication and printing; c) photography; and d) social media and marketing photography. This represents all firms that submitted proposals.

Award of a contract with one of the pre-qualified consultants may be made by direct selection or via a mini-procurement, pursuant to MTC's procurement procedures. Attachment B includes a summary of the small business and disadvantaged business enterprise status of the recommended firms.

Issues: None

Recommendation: Staff recommends that this Committee approve the pre-qualified consultant bench identified in Attachment A, to provide On-Call Printing and Photography Services in the following service categories: a) printing; b) specialty fabrication and printing; c) photography; and d) social media and marketing photography. This bench will be utilized for a three-year

period ending September 30, 2022, with an option to extend for an additional three years.

Attachments:

- Attachment A: On-Call Printing and Photography Services Consultant Selections – List of Selected Firms by Category
- Attachment B: DBE and SBE Status
- Request for Committee Approval – Summary of Proposed Consultant Bench



Therese W. McMillan

ATTACHMENT A
On-Call Printing and Photography Services Consultant Selections
List of Selected Firms by Category

SELECTED FIRM	A: Printing	B: Specialty Fabrication & Printing	C: Photography	D: Social Media & Marketing Photography
Admail-Express, Inc.	X	X		
Another Dancing Bear Productions	X	X		
ARC Document Solutions, LLC	X	X		
Barrie Rokeach Aerial/Terrestrial Photography			X	X
Bay Print Solutions	X	X		
BP Promo	X	X		
Camden Hicks Architecture		X		
Coast Litho	X			
Dakota Press, INC.	X	X		
Direct Images Interactive, Inc.			X	X
Filterless LLC			X	X
J T Litho	X			
Karl Nielsen Photography			X	X
Mail Stream Inc.	X			
Noah Berger Photography			X	X
Number of Firms Selected	9	7	5	5

ATTACHMENT B
Disadvantaged Business Enterprise and Small Business Enterprise Status

Firm Name	DBE* Firm			SBE** Firm		
	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Admail-Express, Inc.			X	X	23352	
Another Dancing Bear Productions			X			X
ARC Document Solutions, LLC			X			X
Barrie Rokeach Aerial/Terrestrial Photography			X			X
Bay Print Solutions			X			X
BP Promo			X			X
Camden Hicks Architecture			X			X
Coast Litho			X			X
Dakota Press, INC.			X			X
Direct Images Interactive, Inc.			X			X
Filterless LLC			X			X
J T Litho			X			X
Karl Nielsen Photography			X			X
Mail Stream Inc.			X			X
Noah Berger Photography			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 Consultant Bench

Work Item No.: 1112

Contractors: See Attachment A to the Administration Committee Summary Sheet dated October 9, 2019

Work Project Title: On-Call Printing and Photography Services (Printing, Specialty Fabrication and Printing, Photography and Social Media and Marketing Photography)

Purpose of Project: To provide printing and photography services.

Brief Scope of Work: Provide services in the following service categories: a) printing; b) specialty fabrication and printing; c) photography; and d) social media and marketing photography.

Project Cost Not to Exceed: Individual contracts to be determined; the estimated total budget for the contracts has not been determined at this time.

Funding Source: TDA, other sources to be determined.

Fiscal Impact: No immediate fiscal impact until contracts are awarded.

Motion by Committee: That the consultants listed in Attachment A to the Administration Committee Summary Sheet dated October 9, 2019 be pre-qualified to enter into contracts with MTC to provide on-call printing and photography services on an as-needed basis through September 30, 2022, as described above and in the Administration Committee Summary Sheet dated October 9, 2019, subject to applicable contract approval procedures and necessary budget approvals, with an option on the part of MTC to extend the bench for up to three years through September 30, 2025.

Administration Committee:

Federal Glover, Chair

Approved: Date: October 9, 2019