TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: On Call Project Management / Construction Management Services

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing the release of a solicitation for On-Call Project Management / Construction Management (PM/CM) services.

BACKGROUND/RATIONALE:

District projects frequently require specialized PM/CM support to supplement the efforts of the Architectural & Engineering services and the District’s in-house staff. These efforts include but are not limited to independent cost estimates, scope development, construction oversight, construction inspections, change order management, safety compliance monitoring, request for information and submittal administration, schedule monitoring, and project specification monitoring. Projects often need these specialized skills for a limited time period ranging from days to months depending on the situation.

On May 18, 2014 the District awarded a series of on-call PM/CM contracts which expired on June 15, 2017. Re-establishing the on-call PM/CM contracts will permit the District to engage the required services by issuing task orders when necessary.

The District intends to enter into 5 three year term on-call PM/CM contracts. Each selected firm will be limited to an annual amount of $500,000 with a maximum aggregate of $1.5 million for three years. The per task order minimum will be $2,500.

The resulting contracts will be on-call, multiple-award task order based contracts. When the need for services under these contracts is identified, the District will engage the services via the existing requisition/purchase order system, in a similar manner to the way on-call Architecture and Engineering contracts are used. The procurement approach used for the subject contracts will be qualifications-based, price not determinative, Brooks Act, as defined by FTA Circular 4220.1F Rev 3. An aggressive Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) outreach campaign will be aimed at increasing the level of DBE/SBE participation.
The procurement is expected to proceed according to the timeline in Table 1.

<table>
<thead>
<tr>
<th>Proposed Action</th>
<th>Date Planned</th>
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<tbody>
<tr>
<td>Board Authorization to Solicit</td>
<td>August 9, 2017</td>
</tr>
<tr>
<td>Request for Qualifications Issued</td>
<td>September 1, 2017</td>
</tr>
<tr>
<td>Statements of Qualifications Due</td>
<td>September 29, 2017</td>
</tr>
<tr>
<td>Evaluations of SOQs Complete</td>
<td>October 20, 2017</td>
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<tr>
<td>Board Approval of Contracts</td>
<td>November 8, 2017</td>
</tr>
<tr>
<td>Execute PM/Cm Contracts</td>
<td>November 24, 2017</td>
</tr>
<tr>
<td>First Task Order Issued</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Table 1. Procurement Timeline.

An evaluation panel will be convened to assess proposals based on the evaluation criteria listed in the solicitation and shown in Table 2. Price will not be a factor while evaluating the proposals. Interviews of the prospective candidate firms will be optional as determined by the evaluation panel.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
</tr>
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<tbody>
<tr>
<td>Technical specialized experience</td>
<td>30</td>
</tr>
<tr>
<td>Relevant past performance</td>
<td>20</td>
</tr>
<tr>
<td>Professional qualifications and technical competence of team members and depth of firm</td>
<td>25</td>
</tr>
<tr>
<td>Capacity of firm to accomplish the work in the required time</td>
<td>20</td>
</tr>
<tr>
<td>Quality control program</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Table 2. Evaluation Criteria and Scoring

When in need, the project manager will develop the scope and the independent cost estimate for each task order, solicit a fee proposal from the best qualified firm out of the five selected firms, and coordinate with the procurement staff to issue the task order. The Contracts Compliance Administrator and the Project Manager will assess potential tasks to identify those suitable for small business enterprise (SBE) set-aside and/or goal-setting opportunities.

**BUDGETARY/FISCAL IMPACT:**
There is no impact to budget as these contracts will simply create a pool of contracts available as needed for future individual contract task orders. Funding for the task orders will be identified when they are established.
ADVANTAGES/DISADVANTAGES:
There are a number of advantages associated with re-establishing these on-call PM/CM contracts. Among these are:
1. Relatively quick access to specialized skills when necessary;
2. Pay as you go approach to project support specialties with the District paying only for the services utilized; and
3. No cost to the District if the services are not required or used.

There are no immediate disadvantages to re-establishing these on-call contracts.

ALTERNATIVES ANALYSIS:
There are three alternative approaches to providing the District with the kinds of services intended for these on-call contracts. It is important to note that having these on-contracts in place would not preclude the District from using any of these alternative methods. Staff tries to select the most cost and time-efficient method of fulfilling the needs of any given project from the range of options available.

1. Hire additional employees. Adding staff to handle the wide range of specialties and paying them full-time wages and benefits when they are only needed part-time is not cost-effective.
2. Individual Procurements. The District could elect to solicit proposals for each individual PM/CM engagement as specific needs arise. This would result in delayed project implementation and increased workload among project managers and contract specialists with no value added.
3. Temporary Employees. The District could use temporary employees hired through a placement agency for the duration of a particular project. This approach does not generally fit with capital projects as the irregular workload they generate typically would not align well with the steady full or part-time schedule of a temporary employee.

PRIOR RELEVANT BOARD ACTION/POLICIES:
Board Policy 465, Procurement Policy

Staff Report 12-172, July 11, 2012, Authorization to issue solicitations for on-call project management services.

Staff Report 12-172a, May 28, 2014, Award of on-call project management services.
ATTACHMENTS:

None.

Approved by: Ramakrishna Pochiraju, Executive Director of Planning and Engineering
Reviewed by: Denise Standridge, General Counsel
Claudia Allen, Chief Financial Officer
Chris Andrichak, Director of Management and Budget
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