

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	02/26/18	Open	Action	02/20/18

Subject: Awarding a Contract for On-Call General Planning Support Services to WSP USA, Inc. and Delegate Authority to the General Manager/CEO to Award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc.

ISSUE

Whether or not to award a Contract for On-Call General Planning Support Services to WSP USA, Inc.; and Delegate Authority to the General Manager/CEO to award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc., contingent upon successful contract negotiations.

RECOMMENDED ACTION

- A. Adopt Resolution No. 18-02-_____, Awarding a Contract for On-Call General Planning Support Services to WSP USA, Inc.; and
- B. Adopt Resolution No. 18-02-_____, Delegate Authority to the General Manager/CEO to Award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc., Contingent Upon Successful Contract Negotiations.

FISCAL IMPACT

Budgeted:	Determined when work order is initiated	This FY:	\$ 100,000
Budget Source:	Operating and Capital	Next FY:	\$ 100,000
Funding Source:	Various	Annualized:	\$ 100,000
Total Budget:	\$ Not to exceed 500,000*	Total Amount:	\$ 500,000

*These will be work order contracts. Individual work orders will be funded from the operating budget and various capital projects on an as-needed basis to augment short-term spikes in work load or special projects.

AECOM	\$250,000
WSP	\$250,000

DISCUSSION

On October 23, 2017, the Board authorized the solicitation of proposals for On-Call General Planning Support Services to firms qualified to provide a broad range of general planning support services. Based upon particular planning needs, the Consultant team could be called upon to provide services related to: corridor planning; statistics; service planning/service assessments; transit service planning guidelines; policies and performance measures; transit and other related plan drafting, grant management and grant writing; analyzing and reporting; project oversight and management; and public information services.

Approved:

Presented:

Final 02/21/18

General Manager/CEO

Director, Planning

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	02/26/18	Open	Action	02/20/18

Subject: Awarding a Contract for On-Call General Planning Support Services to WSP USA, Inc. and Delegate Authority to the General Manager/CEO to Award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc.

The primary objective of engaging a planning consultant team is to have readily-available, specialized technical expertise, to be used as needed. SacRT Planning has a need for technical support where there currently is not the necessary in-house expertise and/or there is a need to supplement staff resources. Staff proposes that the planning consultant teams would be retained on contract, for a not to exceed amount of \$250,000 for each Contract, over a five-year period, with the work to be done on a Work Order basis. Staff will verify that funding is available prior to executing any Work Order and any Work Order that exceeds \$100,000 will require Board approval.

Staff released the Request for Proposals (RFP) on November 6, 2017, advertised the solicitation in publications of general circulation and posted the contracting opportunity on SacRT’s website. On December 8, 2017, SacRT received 4 responsive proposals from: AECOM Technical Services, Inc. (AECOM); ARUP North America Ltd. (ARUP); Michael Baker International; and, WSP USA, Inc. (WSP). The Selection Committee, consisting of James Boyle, Director, Planning; David Goldman, Director, Office Management and Budget; Wendy Williams, Director, Marketing, Communications and Public Information; James Drake, Principal Planner; and Traci Canfield, Senior Strategic Planner, reviewed the written proposals. The qualifying criteria included contract understanding, contract staffing and experience, approach to work, and reasonableness of billing rates and markups.

After evaluation and scoring of the written proposals, the Selection Committee determined AECOM and WSP to be the most qualified firms to provide On-Call General Planning Support Services. Both teams possesses extensive experience in transit service planning and operational assessments for fixed-route systems, shuttles and transit centers, as well as vehicle and crew scheduling, service delivery, paratransit planning, land use planning, geographical information systems (GIS), and data collection and analysis.

When SacRT requires services of a General Planning Support Services Consultant, SacRT will select a Consultant on a rotational basis, to the extent possible, considering the nature of the work requirements, availability of Consultant’s team members, and price. A Work Order will be prepared consistent with the RFP requirements and Consultant’s proposal.

Staff has successfully completed contract negotiations with WSP. Contract negotiations with AECOM are nearly finished, but do remain unfinished at the date of this writing; therefore, staff requests that the Board delegate authority to the General Manager/CEO to award and execute a Contract with AECOM, contingent upon successful contract negotiations.

Staff recommends the Board award a Contract for On-Call General Planning Support Services to WSP USA, Inc. for an amount not to exceed \$250,000; and, delegate authority to the General Manager/CEO to award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc. for an amount not to exceed \$250,000, contingent upon successful contract negotiations.

RESOLUTION NO. 18-02-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 26, 2018

AWARDING A CONTRACT FOR ON-CALL GENERAL PLANNING SUPPORT SERVICES TO WSP USA, INC.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract for On-Call General Planning Support Services between Sacramento Regional Transit District, therein referred to as "SacRT," and WSP USA, Inc., therein referred to as "Consultant," wherein Consultant agrees to provide On-Call General Planning Support Services, as specified, on a Work Order basis for an amount not to exceed \$250,000, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute said Contract.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

RESOLUTION NO. 18-02-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 26, 2018

**DELEGATE AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD A
CONTRACT FOR ON-CALL GENERAL PLANNING SUPPORT SERVICES TO
AECOM TECHNICAL SERVICES, INC.**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby delegates authority to the General Manager/CEO to award a Contract for On-Call General Planning Support Services to AECOM Technical Services, Inc., for an amount not to exceed \$250,000, contingent upon successful contract negotiations.

THAT, the General Manager/CEO is hereby authorized and directed to execute said Contract upon satisfaction of the foregoing contingency.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary