

To: Board of Directors

Date: 03/07/2023

From: Melody Reeb, Director of Planning, Marketing, & Innovation

Reviewed by: *Ref*

SUBJECT: On-Call Planning Services Contract Award

Background:

Many cities and public transit agencies retain planning services on an on-call basis to enlist support when an abundance of projects exceed the agencies' ability to fulfill all demands. Rates are agreed upon up front, and then specific work orders are developed for each project. Consultants must be able to deliver planning services working in collaboration with internal staff and external parties such as municipalities and other transit agencies. The scope of these services can include operations and capital planning, federal, state and/or local project compliance, evaluation of emerging mobility options, and public outreach.

As agencies reimagine post-pandemic services, seek new opportunities for grants, and transition to zero-emission fleets, staff anticipates several projects over the next few years that will likely require assistance from a consultant. This includes a comprehensive onboard passenger survey to provide statistically valid demographic data that is required by Federal Transit Administration (FTA) every five years, as well as updating the agency's Title VI program.

Request For Proposals Process:

Staff worked with legal counsel to develop a Request for Proposals (RFP) and sample agreement to ensure compliance with state and federal requirements. The RFP was released on December 12, 2022, and a pre-proposal conference was held on December 22, 2022 via teleconference. The following three (3) firms submitted proposals by the deadline on February 2, 2023. All of the proposals met the minimum standards set forth in the RFP.

Prime	Subconsultants
Nelson\Nygaard	Convey, Fehr & Peers, Placeworks
Transportation Management & Design (TMD)	Mott MacDonald, Circlepoint, Innovate Mobility
Zilo International Group	--

The proposals were reviewed by an evaluation panel consisting of County Connection staff as well as staff from partner agencies based on the following criteria:

Firm Qualifications	30 points
Key Personnel	20 points
Approach and Capacity	30 points
Cost Proposal	20 points
TOTAL	100 points

Based on the initial scoring, Nelson\Nygaard and TMD were invited to interview and present more detail on their proposed approach for the types of projects that staff anticipates undertaking in the next couple of years. Scores were then updated to reflect any additional information or clarifications provided during the interview.

Both firms put together extremely well-qualified teams and had very strong proposals, interviews, and references. However, TMD showed stronger technical skills and experience that better match the agency's more immediate needs, including in-depth knowledge of scheduling using Trapeze and previous work conducting on-board passenger surveys and Title VI equity analyses. TMD's team also includes a locally-based project manager with extensive transit agency experience. Overall, while Nelson\Nygaard scored higher in terms of firm qualifications, TMD ultimately scored higher for key personnel and approach. Both scored the same with regard to cost.

Financial Implications:

The contract will include a not-to-exceed (NTE) amount of \$750,000, but there will be no obligation to spend that amount. As projects are identified, staff will notify the appropriate Committee. Any work orders issued would be consistent with the adopted budget for that year, which typically includes around \$100,000 for service planning and development expenses.

Recommendation:

The MP&L Committee and staff recommend awarding a contract for on-call planning services to Transportation Management & Design (TMD) for a three-year base term with two one-year options for an amount not-to-exceed \$750,000.

Action Requested:

The MP&L Committee and staff request that the Board adopt Resolution No. 2023-029 authorizing the General Manager to enter into an agreement with Transportation Management & Design (TMD) for on-call planning services.

Attachments:

Resolution No. 2023-029

RESOLUTION NO. 2023-029

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

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**AWARDING A CONTRACT TO TRANSPORTATION MANAGEMENT & DESIGN, INC. FOR ON-CALL
PLANNING SERVICES IN AN AMOUNT NOT TO EXCEED \$750,000**

WHEREAS, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions ("Service Area");

WHEREAS, staff anticipates several projects over the next few years that will require assistance from an on-call planning services consultant;

WHEREAS, on December 12, 2022, CCCTA issued a Request for Proposals ("RFP") for on-call planning services, and received three proposals, which were evaluated by an evaluation panel consisting of CCCTA staff and staff from partner agencies in accordance with the evaluation process in the RFP;

WHEREAS, the evaluation panel has recommended that Transportation Management & Design, Inc. provide on-call planning services based upon its experience, proven technical ability, and superior understanding of the scope of work; and

WHEREAS, staff recommends and the Marketing, Planning & Legislative Committee concurs that the Board of Directors award a contract to Transportation Management & Design, Inc. for on-call planning services for a three-year base term with two one-year options, in an amount not to exceed \$750,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority awards a contract to Transportation Management & Design, Inc. for on-call planning services for a three-year base term with two one-year options, in an amount not to exceed \$750,000; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute the agreement with Transportation Management & Design, Inc., in a form approved by legal counsel.

Regularly passed and adopted this 16th day of March, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Amy Worth, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board