

To: Administration and Finance Committee

Date: 2/23/2015

From: Anne Muzzini, Director of Planning & Marketing **Reviewed by:**

SUBJECT: RFP for On Call A&E Services

Summary:

Funded capital projects such as facility rehabilitation and bus stop access improvements will require the services of an engineering firm for design, bid specification development, and construction management. Many cities and transit operators use “on call” architectural and engineering (A&E) services to augment staff resources and keep projects moving. Having an “on call” A&E firm will eliminate the need to go out to bid for each project separately. Hansen Bridgett, our legal firm, is working with staff to develop an RFP that meets the FTA requirements.

Background on Upcoming Projects:

County Connection owns the operations maintenance and administration facility located at 2477 Arnold Industrial Way in Concord. The facility was built approximately 30 years ago and in recent years has required updates to the HVAC system, the bus wash, in ground hoists, and roofing. We will need engineering services for facility upgrades and maintenance related projects such as a parking lot redesign to add spaces for driver parking and bus access.

There are approximately 2,200 bus stops, most of which are located in public right of way. A year ago a bus stop access improvement plan was developed with the intention of identifying a ranking and cost for desired stop improvements. Staff has been working to obtain funding for stop improvements and will need engineering services to help refine and implement these projects.

Most routes end or begin at one of the 7 BART stations in the service area. Recently BART has been engaged in upgrading station signage, making improvements to the Concord station, and implementing a private/public development at the Walnut Creek BART station. These projects directly affect County Connection. Coordinating with the developer at the Walnut Creek BART station so that it incorporates inductive charging will be one project requiring engineering services in the near future.

Recommendation:

Staff recommends that the Committee support releasing an RFP for “on call” engineering services. There is no requirement for Board action until an award is made. The RFP asks for qualifications and rates for individuals. Prices for each project would be set through issuance of work orders. The term would be for 3 years with 2 one year options.