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## *Memorandum*

TO: BAIFA

DATE: March 7, 2014

FR: Executive Director

W. I. 6840

RE: Contract: BAIFA Express Lane Program Management Consultant: Parsons Brinckerhoff – Gray-Bowen, a Joint Venture (\$5,080,000)

This memorandum seeks Authority authorization for approval of a recommendation to award a contract to Parsons Brinckerhoff – Gray-Bowen, a Joint Venture (PB-GB) to provide Program Management Consultant services for BAIFA's Express Lanes for a three-year, three month term in an amount not to exceed \$5,080,000, with an option to extend up to an additional three years in increments of BAIFA's choosing, subject to the future BATA Express Lane budgets.

### **Background**

In September 2010, MTC entered into a contract with Parsons Brinckerhoff (then PB Americas) for express lane network technical assistance which will expire on April 30, 2014. Under this current contract, PB helped prepare the California Transportation Commission (CTC) application, developed the Concept of Operations, conducted special studies, helped coordinate initial public information, and supported initial project development and program management of BAIFA's "Phase 1" projects.

### **Procurement Process**

On September 25, 2013, BAIFA issued a Request for Proposal (RFP) for Program Management Consultant Services for BAIFA's Express Lanes to implement program controls and assist with program coordination for development of the 270-mile BAIFA Express Lane program. Through the issuance of task orders, the consultant could also augment BAIFA staff, on an as-needed basis, to provide project delivery support; continue and expand the public involvement and communications program; support the procurement and oversight of other express lanes professional service contracts; prepare for the proposed operations phase; and provide support during operation of BAIFA express lanes.

MTC posted the RFP was posted on its website and notified firms in MTC's database. On October 4, 2013, BAIFA held a proposer's conference, which was attended by representatives of 27 firms. Proposers were allowed to submit written questions and request changes to the contract terms. Responses to all questions were posted on our contract website.

By the due date of October 11, 2013, BAIFA had received one proposal from the PB-GB team. Staff believes a number of firms did not propose due to their desire to bid on future express lane design work that would be a conflict of interest if the firm were also the Program Management Consultant.

## Evaluation Process

The proposal was evaluated by a panel of five members made up of staff from BAIFA, Caltrans and the Solano Transportation Authority (STA). The proposal was scored based on the following evaluation criteria as listed in the RFP. The detailed description of each criterion is shown in Attachment A:

- Approach and Work Plan: 40%
- Qualifications and References: 25%
- Cost Effectiveness, Resource Availability and Allocation: 25%
- Communications: 10%

The panel held a face-to-face discussion with the proposer on December 13, 2013 to identify specific weaknesses in its proposal and to provide an opportunity to address them in its Best and Final Offer (BAFO). Weaknesses included such things as management approach, team structure and communications. Following discussions, BAIFA issued a Request for BAFO to PB-GB. The BAFO addressed the proposal's weaknesses by including more hands-on program controls and a change control process. Following receipt of the BAFO on January 22, 2014, the evaluation panel evaluated the BAFO against the evaluation criteria.

## Evaluation Results

The following table shows PB-GB's final average scores based on its proposal and BAFO.

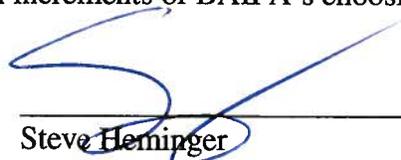
<b>PB/GB Joint Venture</b>	
Approach & Work Plan (max 40 pts.)	34
Qualifications & References (max. 25 pts.)	22
Resource Allocation (max: 25 pts.)	20
Communication (max 10 pts.)	8
<b>Total (max 100 points)</b>	<b>84</b>

The panel recommends PB-GB based on the evaluation criteria in the RFP. The PB-GB team presented a thorough work plan with emphasis on managing risk through program controls. They have a solid understanding of risks associated with interfaces between the design, toll system integration and civil work, as well as between the projects that make up the program and the partners that will deliver the projects.

Further, PB-GB is familiar with the current BAIFA express lanes program as well as the future Tier 2 projects, and brings very good qualifications for working on express lanes, program management, program controls and toll operations. The Project Manager and several team members have experience with programs of comparable complexity, including express lane projects and projects that require integration of civil and technical operations systems, and a great deal of experience working in California. The proposed rates are reasonable for the types of expertise assigned to the team. These rates are also highly comparable to what BAIFA is paying under PB's existing Technical Support contract.

## Recommendation

Staff recommends the Authority authorize the MTC Executive Director or his designee to negotiate and enter into a contract with the PB-GB in an amount not to exceed \$5,080,000 to provide Program Management Consulting Services for BAIFA's express lanes for a three years, three month term with options to extend up to an additional three years, in increments of BAIFA's choosing.

  
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Steve Heminger

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## REQUEST FOR BAIFA APPROVAL

### Summary of Proposed Contract

Work Item No.: 6840

Contractor: Parsons Brinckerhoff – Gray-Bowen, a Joint Venture

Work Project Title: BAIFA Express Lane Program Management Consultant

Purpose of Project: Provide program management services for BAIFA’s express lanes.

Brief Scope of Work: Program management support including: program controls and program coordination, project delivery support, public involvement and communications; oversight of other express lanes professional service contracts; preparations for the operations phase; support during operation of BAIFA express lanes.

Project Cost Not to Exceed: \$5,080,000

Funding Source: BATA Capital Program Budget

Fiscal Impact: Funding is included in the Express Lane Capital Project Budget, as adopted in the FY2013-14 Toll Bridge Program Operating and Capital Budget (BATA Resolution No. 111).

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a three-year, three-month contract with Parsons Brinckerhoff – Gray-Bowen, a Joint Venture to provide Program Management Consulting Services to BAIFA’s Express Lane Program as described above and in the Executive Director’s memorandum dated March 7, 2014 with the option to extend the contract for three additional years, subject to the approval of future budgets and the Chief Financial Officer is directed to set aside funds up to \$5,080,000 for such contract subject to the approval of future BAIFA budgets.

BAIFA:

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Amy Rein Worth, Chair

Approved:

Date: March 14, 2014.