

CITY OF OAKLAND

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2016 MAR 10 PM 12:39

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Brooke A. Levin
Director, Public Works

SUBJECT: On-Call Transportation Professional
Services Agreements

DATE: February 5, 2016

City Administrator Approval

Date:

3/9/16

RECOMMENDATION

Staff Recommends That The City Council Adopt a Resolution Authorizing The City Administrator Or Designee To Enter Into Professional Services Agreements For On-Call Transportation Planning And Funding Services In The Amount Of Five Hundred Thousand Dollars (\$500,000.00) Each To Six (6) Firms: Nelson Nygaard Consulting Associates, Inc., Fehr And Peers Transportation Consultants, Alta Planning + Design, Community Design + Architecture, Placeworks, and Kittelson Associates Inc.

EXECUTIVE SUMMARY

These professional services agreements are needed to provide professional on-call transportation planning and funding services to assist the Transportation Planning and Funding Division (TPFD) and other Departments and Divisions with all aspects of Complete Streets planning, design, prioritization, and implementation. These agreements will provide administrative cost and time savings to the City as compared to a project-by-project consultant selection process. Individual task orders under the contracts will vary from small amounts, for studies and support services, up to the full amount of the agreements, in the case of large projects requiring full design and support services. The agreements are for a three-year period.

BACKGROUND / LEGISLATIVE HISTORY

The Public Works Department's Transportation Planning and Funding Division (TPFD) engages the community in developing transportation plans and projects, designs and reviews design for all public and private streetscape facilities, performs environmental review, authors grant applications and manages subsequent grant projects, actively collects and analyzes multi-modal transportation data (for bicycle, pedestrian, transit, and automobile), and offers technical support services for various public and private transportation plans and projects across the City.

The On-Call Transportation Planning and Funding Services professional services agreements are needed to assist TPFD and other Departments and Divisions to produce the high quality and timely public infrastructure plans and projects that the Oakland community and our funders

Item: _____
Public Works Committee
March 22, 2016

(which include the Alameda County Transportation Commission, Metropolitan Transportation Commission, Bay Area Air Quality District, and other State and Federal grant sources).

In November 2015, the OPW Transportation Planning and Funding Division (TPFD) issued a Request for Qualifications (RFQ) to provide on-call transportation planning and funding services. The RFQ solicited proposals from Tier I firms and Tier II firms. A two-tier pre-qualification process was used in accordance with Oakland Municipal Code, OMC Chapter 2.04.045. The two tier process encourages and nurtures Oakland-certified small local firms to compete with like-sized firms rather than with larger, more experienced firms. The Tier I category is restricted to Oakland-certified small, local firms and advances the goals of OMC Chapter 2.04.045(b), known as the Mandatory Preferred Small Local Business Program, by establishing a list of pre-qualified firms to perform, on an on-call basis, work less than \$250,000.00. The Tier II category is open to all firms and advances the goals of OMC Chapter 2.04.045(a) by establishing a list of pre-qualified firms to perform, on an on-call basis, work in excess of \$250,000.00.

Duration of each contract is three (3) years. Notices of the RFQ were posted in the City isupplier website for access by all LBE/SLBE certified firms. A legal advertisement was posted on the Oakland Tribune on November 12, 2015. City staff held a voluntary pre-proposal meeting on December 8, 2015. The City received two (2) Tier I proposals and thirteen (13) Tier II proposals by the due date of December 18, 2015.

ANALYSIS AND POLICY ALTERNATIVES

The Oakland Public Works Department has historically retained lists of on-call consultants to assist staff with plans and projects that are outside the technical scope of staff. This kind of assistance includes: development of transportation plans and projects, design and design review for all public and private streetscape facilities, environmental review, grant applications and grants management, collecting and analyzing multi-modal transportation data (bicycle, pedestrian, transit, automobile), and offering technical support and review services for various public and private transportation plans and projects.

A panel of four transportation professionals evaluated the proposals. One practitioner/reviewer represented the Metropolitan Transportation Commission, one represented AC Transit, and two represented the City of Oakland. The following evaluation criteria used were set forth in the RFQ:

- Presentation, completeness, clarity, organization, and conformance of proposal;
- Demonstrated ability and experience of the project manager and proposed team;
- Demonstrated expertise or resources;
- Prior experience and ability to work with City staff and stakeholders;
- Staff and resources to deliver quality products on schedule; and
- Project management and quality control.

Based on the panel's evaluation, six (6) firms out of the total 15 proposals that were submitted are recommended as the most qualified to provide the needed on-call transportation planning and funding related services. All are Tier II firms; no Tier I firms were recommended. All

~~selected firms clearly demonstrated their understanding of the scope and requirements in their proposals. All firms but one are Oakland-based. All firms are LBE/SLBE compliant. Three of the six firms are not yet EBO compliant; however all non-compliant firms will have to come into compliance prior to contract execution. The information has been verified by the Social Equity Contract Compliance Memorandums and is provided in (**Attachment A**) for Tier II firms.~~

The recommended firms are:

- 1) Nelson Nygaard Consulting Associates, Inc. (Oakland)
- 2) Fehr and Peers Transportation Consultants (Oakland)
- 3) Alta Planning + Design (Oakland)
- 4) Community Design + Architecture (Oakland)
- 5) Placeworks (Berkeley)
- 6) Kittelson Associates, Inc. (Oakland)

As projects arise, the City will request on-call consultants with the appropriate expertise to develop proposals for the project that includes a scope of work, schedule for completion and fee. The City will evaluate the proposals on a competitive basis, select a consultant, negotiate, and assign a Task Order. The on-call contracts are not for a specific project, no minimum amount of work is implied or guaranteed, and no appropriation is made as a result of this action. Individual task orders will vary from very small amounts (e.g. studies and data collection) up to the full amount of the contract in the case of large projects needing full planning or design services.

FISCAL IMPACT

The on-call services will be utilized for projects funded by various capital improvement funds and grants such as Measure B, Measure BB, Transportation Development Act (TDA) funds, and others. The approval of these contracts will not result in additional appropriation of funds. The services will be funded through the appropriations of individual projects which will be identified prior to the performance of the work.

PUBLIC OUTREACH / INTEREST

The City's web-based procurement system iSupplier was utilized for distribution of the RFQ. The RFQ was also formally advertised in the Oakland Tribune.

COORDINATION

This report and resolution was coordinated with OPW Contract Services Division, Contract Compliance, Office of the City Attorney and the Controller's Bureau.

PAST PERFORMANCE

The following is a summary of each firm and their most recent performance status:

- 1) Nelson Nygaard Consulting Associates, Inc. has not had a contract with OPW in the last three years.
- 2) Fehr and Peers has completed twelve task orders with OPW in the last three years and were rated good to excellent.
- 3) Alta Planning + Design has not had a contract with OPW in the last three years.
- 4) Community Design + Architecture had completed eight task orders in the last three years with OPW and were rated good to excellent.
- 5) Placeworks has not had a contract with OPW in the last three years.
- 6) Kittelson Associates, Inc. had completed fifteen task orders in the last three years with OPW and were rated good to excellent.

SUSTAINABLE OPPORTUNITIES

Economic: These on-call contracts will generate business tax, sales tax, and other revenues for the City by those firms who work on the projects. Local, Oakland-based businesses will be utilized on the projects and will benefit directly.

Environmental: Projects completed under these contracts will help reduce congestion and air pollution by improving auto, transit, pedestrian and bicycle travel throughout the City.

Social Equity: Projects completed under these contracts will provide greater mobility, accessibility and safety to people in Oakland that use all modes of transportation. This action will support the community engagement, conceptual planning, design and delivery of projects and plans that will offer improved access to jobs, housing, markets, libraries, recreational facilities and other services.

Consultants will be required to design City improvements in compliance with the physical access requirements of applicable accessibility codes and the Americans with Disabilities Act.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council adopt a resolution authorizing the City Administrator or designee to enter Into Professional Services Agreements for On-Call Transportation Planning and Funding Services in the amount of Five Hundred Thousand Dollars (\$500,000.00) each to six (6) firms: Nelson Nygaard Consulting Associates, Inc., Fehr And Peers Transportation Consultants, Alta Planning + Design, Community Design + Architecture, Placeworks, and Kittelson Associates Inc.

For questions regarding this report, please contact Iris Starr, Manager of Transportation Planning and Funding, at 510-238-6229.

Respectfully submitted,

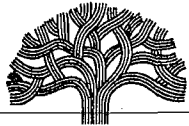


BROOKE A. LEVIN
Director, Oakland Public Works

Reviewed by:
Michael J. Neary, P.E.
Assistant Director / City Engineer
Bureau of Engineering and Construction

Prepared by:
Iris Starr, Manager
Transportation Planning and Funding
Bureau of Engineering and Construction

Attachment:
A: Contract Compliance Memorandum



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Iris Starr,
Capital Improvement Program Manager

FROM: Deborah Barnes, Director
Contracts and Compliance

SUBJECT: Compliance Analysis
RFQ for On-Call Transportation Planning Services 2015-Tier II

DATE: January 15, 2015

The City Administrator's Office, Contracts and Compliance Unit conducted a compliance review of twelve (12) proposals in response to the above referenced project. Below is the outcome of the compliance evaluation for the minimum 50% Local and Small Local Business Enterprise (L/SLBE) participation requirement. Firms are also reviewed for compliance with the Equal Benefits Ordinance (EBO).

Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Credits and Discounts		Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points		
Acumen Building Enterprise, Inc.	NA	92%	82%	4%	6% *12%	98%	5 points	2 points	0 pts	N
Alta Planning & Design	NA	90%	75%	0%	15% *30%	105%	5 points	0 points	1 pts	N
BKF Engineers	NA	70%	60%	10%	0%	70%	4 points	0 point	0 pts	Y
CDM Smith, Inc.	NA	50%	10%	30%	10% *20%	60%	3 points	0 points	0 pts	Y
Community Design + Architecture	NA	53%	0%	43%	10% *20%	63%	3 points	1.5 points	0 pts	Y
DKS Associates	NA	75%	60%	15%	0%	75%	4 points	2.5 points	0 pts	Y
Fehr & Peers	NA	80%	60%	5%	15% *30%	95%	5 points	2.5 points	0 pts	Y
Kimley Horn and Associates	NA	90%	62%	5%	23% *46%	113%	5 points	1 point	0 pts	Y
TJKM Transportation Consultants	NA	60%	15%	15%	30% *60%	90%	5 points	0 point	0 pts	N
Wood Rodgers, Inc.	NA	70%	70%	0%	0%	70%	4 points	1 point	0 pts	Y

** Per the L/SLBE Program a VSLBE/LPG's participation and preference points are double counted towards meeting the requirement*

Comments: As noted above, all firms met and/or exceeded the minimum 50% L/SLBE participation requirement. Acumen Building Enterprise, Inc., Alta Planning and Design and TJKM Transportation are not EBO compliant. They will have to come into compliance prior to contract execution.

Non-Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Credits and Discounts			Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points			
Kittleston & Associates, Inc.	NA	0%	0%	0%	0%	0%	0 points	0 points	0 pts	N	
Placeworks	NA	60%	55%	5%	0%	0%	0 points	0 points	0 pts	N	

Comments: As noted above none of the firms met the 50% L/SLBE participation requirement. While Placeworks achieved 55% L/SLBE participation, they failed to meet the minimum 25% SLBE requirement. Therefore they are deemed non-compliant at this stage. Since this is a negotiated process the firms may revise their teams to meet the requirement.

Neither firm is EBO compliant. They will have to come into compliance prior to contract award.

Should you have any questions you may contact Vivian Inman, Contract Compliance Officer at (510) 238-6261.



INTER OFFICE MEMORANDUM

TO: Iris Starr,
Capital Improvement Program Manager

FROM: Deborah Barnes, Director
Contracts and Compliance

SUBJECT: Compliance Analysis

DATE: January 15, 2016

RFQ for On-Call Transportation Planning Services 2015-Tier I

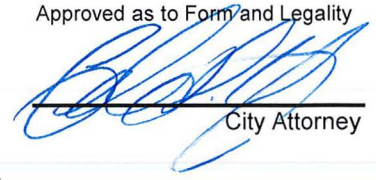
The City Administrator's Office, Contracts and Compliance Unit conducted a compliance review of three (3) proposals in response to the above referenced project. Below is the outcome of the compliance evaluation for the minimum 50% Local and Small Local Business Enterprise (L/SLBE) participation requirement. Firms are also reviewed for compliance with the Equal Benefits Ordinance (EBO).

Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Credits and Discounts			EBO Compliant? Y/N
Company Name	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points	Oakland Workforce Preference Points	
Diablo Engineering	NA	100%	0%	0%	100% *200%	200%	5 points	0 pts	0 pts	N
Nelson/Nygaard Consulting Services	NA	50%	7%	30%	13% *26%	63%	3 points	0 pts	0 pts	N
Questa Engineering Corporation	NA	50%	0%	10%	40% *80%	90%	5 points	0 pts	0 pts	Y

Comments: As noted above, all firms met and/or exceeded the minimum 50% L/SLBE participation requirement. Diablo Engineering and Nelson/Nygaard Consulting Services are not EBO compliant. They will have to come into compliance prior to contract award.

* Diablo Engineering, Nelson/Nygaard Consulting Services and Questa Engineering Corporation proposed VSLBE/LPG participation is valued at 100%, 13% and 40%. However, per the L/SLBE Program a VSLBE/LPG's participation and preference points are double counted towards meeting the requirement. Therefore, the VSLBE/LPG value for Diablo Engineering, Nelson/Nygaard Consulting Services and Questa Engineering is 200%, 26% and 80%.

Should you have any questions you may contact Vivian Inman, Contract Compliance Officer at (510) 238-6261.



City Attorney

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

2016 MAR 10 PM 12:39

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL TRANSPORTATION PLANNING SERVICES IN THE AMOUNT OF FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) EACH TO SIX FIRMS INCLUDING: NELSON NYGAARD CONSULTING ASSOCIATES, INC., FEHR AND PEERS TRANSPORTATION CONSULTANTS, ALTA PLANNING + DESIGN, COMMUNITY DESIGN + ARCHITECTURE, PLACEWORKS, AND KITTELSON ASSOCIATES INC.

WHEREAS, professional on-call transportation planning and funding services are needed to assist the Transportation Planning and Funding Division (TPFD) and other Departments and Divisions with Complete Streets planning, community engagement, transportation planning, design and design review, environmental review, grant applications, data collection and analysis, research, staff training, and technical support services for various transportation plans and projects; and

WHEREAS, on-call transportation planning services agreements allow TPFD and other Departments and Division as a whole to respond and provide the necessary services in an efficient and timely manner and promote greater efficiency and safety within the transportation network; and

WHEREAS, TPFD anticipates that several currently grant-funded transportation plans and projects, including the Complete Streets Plan, the Bicycle Masterplan, the Pedestrian Plan, the Laurel Access to MacArthur, Maxwell Park and Seminary Plan (LAMMPS) Implementation, Complete Streets design for various street projects, the remainder of the Telegraph Avenue Complete Street, the 20th Street reconfiguration, the 19th Street BART to Lake Merritt Complete Street, Car Share, Bay Area Bike Share, and Transportation Impact Review Streamlining will all need to use the on-call transportation planning and funding services agreements; and

WHEREAS, mid-year projects will arise throughout the three-year period that will likely require on-call transportation planning services; and

WHEREAS, on-call transportation planning services will be funded through the various individual projects and funds will be identified prior to the performance of the on-call services; and

WHEREAS, the City conducted a two-tier pre-qualification process in accordance with Oakland Municipal Code Chapter 2.04.045; and

WHEREAS, through the City's Request for Qualifications process, all six Tier II firms meet the requirements of OMC Chapter 2.04.045(a) for pre-qualification for on-call transportation planning services; and

WHEREAS, the six firms have met the City's 50% Local/Small Local Business Enterprises (LBE/SLBE) Program requirements and will be in compliance with the Equal Benefits Ordinance (EBO) prior to signing a contract; and

WHEREAS, the City Council finds that the services provided pursuant to the agreements authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that the agreements shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

RESOLVED: That the City Council authorize the City Administrator to execute a Professional Services Agreement Contract with On-Call Transportation Planning Services Consultant to each of six Tier II Firms Including: Nelson Nygaard Consulting Associates, Inc., Fehr and Peers Transportation Consultants, Alta Planning + Design, Community Design + Architecture, Placeworks, and Kittelson Associates, Inc.; and be it

FURTHER RESOLVED: That the total amount of the Agreement for each of six firms shall be for a not-to-exceed amount of \$500,000.00; and be it

FURTHER RESOLVED: That the terms of each Agreement shall be for three (3) years and is anticipated to cover the time period from contract signature; and be it

FURTHER RESOLVED: That the City Administrator, or designee, is hereby authorized to approve any subsequent amendments to or extensions of said Agreements, provided that such amendments or extensions shall be approved for form and legality by the City Attorney and a copy shall be kept on file with the City Clerk; and be it

FURTHER RESOLVED: That the Agreements shall be approved for form and legality by the City Attorney, and a copy shall be kept on file with the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California