

STAFF REPORT

SUBJECT: Contract Award for LAVTA On-Call ZEB Consulting Services

FROM: Toan Tran, Director of Operations and Innovation

DATE: May 23, 2022

Action Requested

Staff requests the Projects & Services Committee recommend the Board of Directors award contracts for on-call zero-emission bus (ZEB) services to Center for Transportation and the Environment (CTE) and Zen Clean Energy Solutions (Zen).

Background

With the approval of the ZEB Rollout Plan at the April 2022 board meeting, LAVTA is moving towards a fleet of fuel cell electric buses (FCEB). LAVTA does not have personnel on staff with the expertise in the areas associated with these types of projects. Since 2016, LAVTA has utilized an On-Call ZEB Consulting Agreement with CTE, in order to more efficiently use staff resources and speed up project timelines as needs arise. With the existing five-year agreements expiring at the end of 2021, LAVTA released a request for proposals (RFP) for on-call ZEB consulting services. RFP #2022-05 solicited interested firms that could provide a range of services including:

- Grant writing
- Technical Support
- Project Support & Oversight

The initial term of the on-call contract(s) is three years, with two additional one-year options available to exercise at LAVTA's sole discretion.

The RFP was released on March 18, 2022, and proposals were due on April 18, 2022, at 2:00 p.m. The solicitation was conducted electronically via the Bid Express service, enabling a broad reach to prospective proposers, and also advertised in the Valley Times on March 23 and March 28. A virtual pre-proposal conference with 23 participants was held April 1, and one addendum was issued on April 11, responding to questions received. LAVTA received four (4) proposals from the following firms:

- Center for Transportation and the Environment, Atlanta, GA
- Lockwood, Andrews & Newman, San Jose, CA
- Parsons, Oakland, CA
- Zen Clean Energy Solutions, Vancouver, BC

Discussion

Initial Technical Evaluation

In order to select a qualified firm for on-call ZEB consulting services, proposals were rated in four categories and assigned points (100% total) as noted below.

Evaluation Criteria - % Weight (100% Best)	Scoring
Complete and thorough conformance with the terms and requirements of this RFP	Pass/Fail
Proposer’s qualifications and experience: Firm’s ability to provide zero-emission bus consulting and support services in accordance with the RFP requirements.	30 points
Staffing and Project Organization: Strengths, experience and qualifications of key personnel, particularly the Project Manager. Previous public transportation experience including on-call contract work.	30 points
Work Approach to Scope of Services: Firm’s approach to quality control, project management and product delivery.	20 points
Cost and Price Analysis based on Proposer’s Cost Proposal	20 points
Total Points	100 points

The evaluation committee consisted of both LAVTA staff as well as AC Transit staff familiar with the range of projects LAVTA will undertake. The committee reviewed the technical proposals to determine the relative strengths of each firm. All firms provided an excellent range of services and staff in their proposals. Following evaluation of the written proposals and interviews, the reviewers indicated overall consensus that LAVTA would be best served by two companies, whose technical proposals were scored overall as follows:

Firm	Total Points (Avg/ 100 points max)
CTE	91
Zen	80

All two proposers were deemed both responsive and responsible, capable of carrying out the contracts. CTE has extensive experience with the agency’s goals, needs, and LAVTA staff, as well as, key stakeholders at each city and in the community. Zen proposed a very strong management team that has a broad range of relevant experience to LAVTA’s needs, including FCEB and fueling station projects.

Detailed Technical Evaluation

After analyzing the qualifications of the top two qualified firms overall, the evaluation committee evaluated the firms with respect to each discipline listed in the RFP, in order to determine whether it might be more advantageous for LAVTA to award a single contract or multiple contracts to meet its potential variety of needs during the contract term. After ranking each firm’s proposal within each discipline, the following firms were deemed most qualified in each.

Discipline	Most Qualified Firm
Grant Writing	CTE
Technical Support	Zen
Project Support & Oversight	CTE

Firms will receive task-order requests associated with the discipline for which they scored highest. If the highest-scoring firm cannot complete the assigned task order or their work plan is deemed inadequate, LAVTA will use the second-highest scoring firm.

Evaluation of Cost Proposals

Following ranking of the technical proposals for each firm and determining that all were most-qualified in at least one discipline to perform some part of the project scope needed, LAVTA staff evaluated each firm’s cost proposals and determined the costs associated with the firms’ proposals were fair and reasonable. Future task orders will be issued on either a firm-fixed-price or cost-plus-fixed-fee with ceiling compensation basis, depending on the needs and circumstances of the project.

Fiscal Impact

There is no fiscal impact outside the Board-adopted budget. The contract does not stipulate a value amount, as the work is task-order-based, subject to Board-approved funding contained in the annual budget. Proposers were informed that there is no guarantee of work associated with this contract.

Recommendation

Staff recommends the Project and Services Committee refer Resolution 23-2022 to the Board of Directors for approval, authorizing the Interim Executive Director to execute three-year contracts with two one-year options with CTE and Zen for on-call ZEB consulting services. Task orders will be awarded based on the most-qualified firm for each scope or work.

Attachment:

1. Resolution 23-2022

RESOLUTION 23-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING ON-CALL ZEB CONSULTING SERVICES CONTRACTS**

WHEREAS, LAVTA requires the services of qualified firms to provide on-call zero-emission bus (ZEB) services on an as-needed basis; and

WHEREAS, the agency issued Request for Proposals (RFP) for On-Call Engineering Consulting Services RFP 2022-05; and

WHEREAS, LAVTA utilized the “Best Value” method for procurement, in conformance with applicable procurement guidelines, and the evaluation committee determined Center for Transportation and the Environment (CTE) and Zen Clean Energy Solutions (Zen) as the most responsive and responsible proposers; and

WHEREAS, LAVTA intends to enter into contracts with CTE and Zen to provide a range of ZEB consulting services related to grant application, technical support, and project support & oversight among other tasks requested in the RFP; and

WHEREAS, work shall be issued on a task order basis to the most-qualified firm as outlined in the On-Call ZEB Consultant staff report dated June 6, 2022, and the consultants shall complete the services within the time frame and budget specified in each task order; and

WHEREAS, funds for these contracts shall be within the annual Budget authority adopted by the Board of Directors;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board authorizes the Interim Executive Director to enter contracts with CTE and Zen for on-call ZEB consulting services, for three years from the effective date of the contract, in a form approved by Legal Counsel; and

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to execute two optional extension years exercisable at LAVTA’s sole discretion for on-call engineering services.

PASSED AND ADOPTED this 6th day of June 2022.

Karla Brown, Chair

Attest:

Tamara Edwards, Interim Executive
Director