



Agenda Item No. (10)

To: Finance-Auditing Committee/Committee of the Whole
Meeting of December 14, 2023

From: Lauren dePaschalis, Capital & Grant Programs Analyst
Amy Frye, Director of Capital & Grant Programs
Joseph M. Wire, Auditor-Controller
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE EXECUTION OF ON-CALL CONTRACTS RELATIVE TO
REQUEST FOR PROPOSALS NO. 2023-D-075, GRANTS MANAGEMENT
PROFESSIONAL SERVICES**

Recommendation

The Finance-Auditing Committee recommends that the Board of Directors authorize the execution of three on-call contracts relative to Request for Proposals No. 2023-D-075, *Grants Management Professional Services*, with Villa Civil, APC of Encinitas, CA, Haley & Aldrich of San Jose, CA and WSP USA (WSP) of San Francisco, CA, to provide on-call professional support services for a three-year term, with two additional one-year options, to be exercised at the General Manager's discretion, for a total aggregate not-to-exceed amount of \$800,000 over the entire term for all three contracts, including both option terms, provided funding is available within the Golden Gate Bridge, Highway and Transportation District's (District) annual budget.

This matter will be presented to the Board of Directors at its December 15, 2023, meeting for appropriate action.

Summary

The Capital and Grant Programs Department (C&G) plans to contract for certain professional support services in areas where factors such as the degree of specialization required or timeliness of work would not enable the use of permanent, in-house staff. Services requested from outside firms include economic/cost benefit analysis preparation, grant application development and writing, capital planning assistance, integration of asset management data, and technical support for large, discretionary grant applications.

Utilizing experts to develop benefit-cost analyses for large discretionary grant applications has become an industry standard within the region. Agencies, such as BART, Caltrain, and SFMTA, have utilized similar services in previous grant cycles.

After the District received feedback from the Federal Department of Transportation (USDOT) that a more thorough benefit-cost analysis (BCA) would make its future application for the Suspension Bridge Seismic Retrofit Project (Project) more competitive, District staff worked with WSP to strengthen the BCA. USDOT then awarded the District a \$400 million grant for the Project in December 2022.

In addition to this Project, the District has other capital projects that have funding needs and that align well with state and federal grant program selection criteria. On-call professional support for applications for other large funding opportunities will allow the District to gather expert advice on capital planning practices and models, along with strategies for better integrating our asset data to inform our funding needs. As the District continues to compete for grant funding with other transit operators in the region and across the nation, consulting services provide a competitive advantage and allow the District to utilize an appropriate level of expertise.

On August 11, 2023, the District issued Request for Proposals (RFP) No. 2023-D-075, *Grants Management Professional Services*, to seek proposals from qualified firms to provide the following on-call services:

- Grant planning and strategy
- Grant application development and writing
- Grant monitoring and reporting
- Development of Benefit-Cost Analysis
- Development of internal training materials
- Facilitating grants workshops for internal staff
- Identification of relevant grant opportunities

The RFP was posted on the District's Procurement Portal, and notification was sent to all registered firms that selected the relevant North American Industry Classification System (NAICS) codes. Proposals were received from the following firms by the submission deadline of September 6, 2023:

1. WSP USA – San Francisco, CA
2. Haley & Aldrich – San Jose, CA
3. Villa Civil, APC – Encinitas, CA
4. Witt O'Brien's, LLC – Houston, TX
5. Global Organization and Planning Services, LLC – Newark, NJ
6. Nana Quality Staffing, LLC – Oakland, CA

An Evaluation Committee comprised of District staff reviewed and evaluated each proposal based upon the following criteria that was specified in the RFP:

- Proposal Understanding and Approach – 0-35 Points
- Proposer's Qualifications and Experience – 0-40 Points
- Social Equity – 0-10 Points
- Cost Proposal – 0-15 Points

The District evaluated proposals regarding understanding the District's needs, the firm's approach to meeting those needs, the skills, knowledge, and experience of the staff proposed, and the experience of the firm as a whole. After scoring proposers based on the written proposals, references, and interviews in accordance with the evaluation criteria in the RFP, the Evaluation Committee determined that the following three firms met all the RFP requirements for each proposed service category and received the overall highest scores: Villa Civil, APC; Haley & Aldrich; and WSP.

During the written proposal review and interview process, WSP demonstrated extensive expertise in grant writing, Benefit-Cost Analysis, and application development. WSP also cited great success assisting other agencies with many of the grants that the District is interested in pursuing. This resulted in the firm receiving a high score due to their qualifications and approach towards grant administration. Likewise, Haley & Aldrich had a unique understanding of funding plan development by looking closer at the legislative processes. Their experience working with funding agencies would assist the District in developing a more tailored grant and earmark timeline. Villa Civil, a grants management firm with a civil engineering background, described their capabilities in identifying and developing the District's list of assets to incorporate into capital planning. Their knowledge of engineering processes would assist the C&G team in understanding and planning for proposed projects. These three proposers had many years of experience working in the grants management industry, specializing in transit and/or infrastructure, and quoted proposed rates that were fair and reasonable. Each firm described a tailored approach to the District's request and demonstrated great understanding and skill for creating funding plans, model building, asset integration, and grant development.

Staff, the District's Attorney, and the Disadvantaged Business Enterprise (DBE) Program Administrator reviewed the proposals and found the three selected firms submitted all required documents, and their proposals are technically responsive to the specifications.

No contract-specific DBE or Small Business Enterprise (SBE) goal was established for this contract. However, proposers were encouraged to obtain DBE participation. Villa Civil is a certified DBE. Therefore, DBE participation is anticipated during the performance of these on-call services.

Fiscal Impact

These services will be provided pursuant to task orders, either on a firm fixed price or time and materials basis, as appropriate for the work involved. The total aggregate not-to-exceed amount for all three contracts (each for a three-year term, with two additional one-year option terms) is \$800,000. Each proposed contract will be budgeted at \$100,000 annually and costs will be incurred only when services are provided. Funds for the task orders will be based on the approved Operating Budget for the fiscal year in which these task orders are implemented.

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