



**ITEM ID:** 2023-304-0

**TRANSMITTAL DATE:** October 6, 2023

**MEETING DATE:** October 13, 2023

**TO:** Contracts, Operations, Maintenance, and Safety Committee

**FROM:** Paul Hubler, Chief Strategy Officer

**SUBJECT:** Bench Contract No. SP515-20 - Planning Support Services - Exercise One-Year Option and Increase Funding Authority

**Issue**

The Authority requires continued external planning support for the development of capital improvement, policy, and technology strategies; analysis of service schedules; evaluation of ridership and performance measures; and other planning services.

**Recommendation**

It is recommended that the Committee recommend the Board authorize the Chief Executive Officer to amend bench Contract No. SP515-20, Planning Support Services to:

1. Increase the contract authority by \$3,000,000 to a new, not-to-exceed amount of \$8,000,000.
2. Extend the period of performance through May 25, 2026.

**Strategic Commitment**

This report aligns with the Strategic Business Plan commitments of:

- **Customers Are Our Business:** We respect and value our customers, putting them at the heart of all we do, and work hard to attract and retain new customers by understanding their needs and finding new and innovative ways to bring them on board by supporting better transportation choices and service options for our existing and potential customers.
- **Advancing Key Regional Goals:** We will grow the role of regional rail in addressing

climate change, air quality, and other pressing issues by advancing toward zero emissions, making rail a compelling alternative to single-occupant automobiles and advancing equity-focused opportunities for all communities throughout Southern California. Since Planning Support services help develop plans that provide for greater connectivity, more attractive transportation alternatives, system integration, economic development, sustainability, and equity.

## **Background**

On April 24, 2020, the Board authorized the Chief Executive Officer to award bench contract SP515-20 for Planning Support Services to the following firms:

- Cambridge Systematics, Inc. (SP515A-20)
- Jacobs Engineering Group, Inc. (SP515B-20)
- Mott MacDonald Group, Inc. (SP515C-20)
- WSP USA, Inc. (SP515D-20)
- Dewberry Engineers Inc. (SP515E-20)

The bench contract was awarded for a base period of five years from May 26, 2020, through May 25, 2025, with a single one-year option, and for a total not-to-exceed contract authority of \$5,000,000 for the base period.

Work performed under the bench contract has been issued to the five contracted firms as Contract Task Orders (CTOs), as necessary. The Authority issued CTOs along eight broad planning service categories:

1. Project development and environmental review services
2. Station area planning support services
3. Service development and operations modeling
4. Business analysis (including facilities and fleet analysis)
5. Regional fare integration analysis and support
6. Financial forecasting and analysis
7. Ridership and revenue modeling
8. Data analytics and performance measurement

## **Discussion**

The requested increase in contract authority is based on historical expenditure rate of the past years of the bench contract. Contract value has been expended at a higher-than-expected rate due to more projects being undertaken than were planned for in the original budget prepared by the Planning and Development Department. These additional projects were funded by other departments such as Operations and Customer Experience and Special Projects and by outside grant funds.

In addition, important studies budgeted for in the FY24 Operating Budget remain yet to be initiated and completed, including operations modeling support for a capital project development, measurement of performance on the Strategic Business Plan, and a study on

potential improvements to the Riverside Line.

As an alternative to extending a one-year contract to the five consultant teams as proposed in this request, Metrolink could publish a Request for Proposal (RFP) for planning support services teams. This is not recommended, as the Authority already has the benefit of five highly competent teams which provide competition, innovative approaches and deep benches of highly capable professionals.

**Budget Impact**

There is no budget impact of this Board Report, as the issuance of contracts under this Planning Support Services bench is subject to the amounts approved by the Board and its member agencies in the FY24 and future year Operating Budgets and any grants received. Funding is identified in the Member Agency and Board-approved FY2023-24 Operating Budget and future year Operating Budgets to be developed. Amounts are only expended based upon approval of the Operating Budget each year.

**Next Steps**

Upon Board Approval, staff will amend the contracts with the five bench firms to exercise the extension option and to increase the total contract authority.

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