



ITEM ID: 2026-176-0

TRANSMITTAL DATE: April 17, 2026

MEETING DATE: April 24, 2026

TO: Board of Directors

FROM: Paul Hubler, Chief Strategy Officer

SUBJECT: Contract No. SP649-26 - Planning Support Services - Recommendation to Award Bench Contract

Issue

The Authority requires continued consultant support to help perform multidisciplinary planning services.

Recommendation

It is recommended that the Board authorize the Chief Executive Officer to:

1. Award Bench Contract No. SP649-26 for Planning Support Services to:
 - SP649A-26 - Jacobs Engineering Group Inc
 - SP649B-26 - HDR Engineering, Inc
 - SP649C-26 - Mott MacDonald
 - SP649D-26 - WSP USA Inc
 - SP649E-26 - Kimley-Horn and Associates, Inc; and
2. Approve a total not-to-exceed contract authority amount of \$8,000,000 for the bench contract for a term of five years. Work under this bench contract will be authorized through the Contract Task Order (CTO) process on an as-needed basis.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **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. The planning support services that will be provided by this bench contract help develop plans that provide for greater connectivity, more attractive transportation alternatives, system integration, economic development, sustainability, and equity; and ultimately help Metrolink transform from a “commuter” passenger rail model to a “regional” passenger rail model.

Background

Multidisciplinary planning consultant support is needed to help the Authority perform planning activities related to:

Planning Category	Task / Expertise Examples
Project Development	<ul style="list-style-type: none"> • Project Study Reports • Conceptual design • Feasibility studies • Corridor studies • Cost estimation (ROM) • Project scheduling • Environmental review reports and process updates • Environmental and technical studies • Permit and stakeholder coordination • Review of other third-party environmental reviews and representation of the Authority in project reviews • Real Estate and Right of Way Planning and Valuation
Station Planning	<ul style="list-style-type: none"> • Current and future station siting and land use • Connectivity, accessibility, and design standards • First/Last-Mile strategies • Station amenities • Stakeholder coordination • Station maintenance analysis • Wayfinding strategies • Crowd management strategies

Service Planning	<ul style="list-style-type: none"> • Schedule development • Crew and equipment analysis and rostering • Schedule performance analysis • Operations simulation • Operating cost analysis • Multimodal service integration • Service planning research • Service growth development • Train schedule validation • Major events planning support • Travel Demand Management (TDM) strategies • Third party coordination and negotiation support (e.g., regional transit partners, freight railroads, LOSSAN, etc.)
Fleet & Facilities Planning	<ul style="list-style-type: none"> • Zero Emission (ZE) technology and fleet analysis and planning • Level boarding • Fleet development and management • Industrial Engineering • Maintenance and support facility planning • Fuel consumption and emission evaluation
Economic, Social, and Data Analysis	<ul style="list-style-type: none"> • Analysis of mobility data (including cellphone data and Caltrans traffic counts) • Project database development and management • Economic analyses (e.g., economic impacts, benefit cost analysis, etc.) • Demographics analysis
Policy Development	<ul style="list-style-type: none"> • Fare Policy • Parking policy • Americans with Disabilities Act (ADA) policy
Modeling, Forecasting, and Financial Analysis	<ul style="list-style-type: none"> • Travel demand modeling • Ridership Demand Modeling • Ridership projections for schedule changes and special trains • Financial forecasting • Revenue generation analysis and support • Vehicle Miles Traveled (VMT) and carbon reduction analysis
Mapping & Spatial Analysis	<ul style="list-style-type: none"> • Geographic Information System (GIS) support • Spatial analysis • Web-based atlas development and management

Federal Title VI Program	<ul style="list-style-type: none"> • Title VI equity analysis • Title VI outreach support • Title VI Program development, implementation and compliance support
Market Analysis	<ul style="list-style-type: none"> • Origin-Destination Surveys • Market assessments
Strategic Planning	<ul style="list-style-type: none"> • Long- and short-range planning • Strategic Business Plans • Performance Management/Measures • Executive advisory services • Peer benchmarking
Fare Strategy and Integration	<ul style="list-style-type: none"> • Fare structure analysis and development • Fare technology • Regional fare integration • Open Loop ticketing • Trip planning strategies
Grant Support	<ul style="list-style-type: none"> • Discretionary and formula grant application preparation support • Grant opportunity monitoring • Grantor workshops and webinar participation

This new Bench Contract will replace the existing Bench Contract No. SP515-20 for Planning Support Services which was awarded by the Board in April 2020 to five consultants and expires on May 25, 2026; although three active CTOs will be allowed to continue for no more than a year solely to complete ongoing work.

Discussion

On December 19, 2025, the Authority issued a Request for Proposals (RFP) No. SP649-26 for Planning Support Services for a contact term of five years. The solicitation was published in the five member counties and posted on the Authority's online procurement module. Notifications were sent to 1,893 registered firms. One hundred and twenty-eight prospective bidders viewed the solicitation on the procurement module. A virtual pre-proposal conference was held on January 9, 2026, with 59 prospective bidders representing 30 firms in attendance. The Authority received and answered 49 questions. Nine proposals were received by the due date of February 6, 2026. All nine firms were found responsive and moved on to the evaluation phase.

Proposals were evaluated in accordance with the Authority's procurement policies and procedures. A Technical Evaluation Committee, consisting of four internal subject matter experts evaluated and scored the technical proposals. Five firms met the minimum qualifications with a technical score of 56 or greater, per the RFP requirements.

The price score was based on the calculation formula published in the RFP. Proposers were required to provide the maximum billable rates for Year 1 of the bench contract for 23 predefined, mandatory labor titles/specialties which are expected to be utilized most commonly under this bench contract. Proposers were further required to provide annual

escalation rates, which could not exceed 3%, for Years 2-5 of the bench contract which automatically calculated the maximum billable rates for those contract years. Using hypothetical billable hours for each of the 23 labor titles/specialties in Year 5, a total cost was automatically calculated for Year 5 which served as the basis for the price score. Proposers were allowed to add other labor titles/specialties to their price proposals, though they were not subject to the price score calculation.

The final scores for the five proposers meeting the Minimum Technical Score are as follows:

Proposer	Technical Score	Price Score	Total Score
Jacobs Engineering	70.75	20.00	90.75
HDR	71.25	19.07	90.32
Mott MacDonald	65.50	19.03	84.53
WSP	66.75	14.03	80.78
Kimley-Horn	65.50	14.72	80.22

The Authority held negotiation meetings with Mott MacDonald, WSP, and Kimley-Horn regarding their proposed maximum billable rates as they were generally higher than the Authority Independent Cost Estimate (ICE), which was prepared prior to the publication of the RFP. All three firms adjusted their maximum billable rates downwards. The maximum billable rates offered by Jacobs Engineering and HDR were generally either below or aligned with the Authority's ICE; therefore, negotiations with these two firms were not necessary. The final maximum billable rates for the five firms are deemed to be fair and reasonable, and align with current market prices as reflected in the Authority's ICE.

All five firms, along with subconsultants, proposed project teams that are multidisciplinary in nature, and have extensive experience providing planning support services for other public transit agencies throughout the nation, including other regional railroads. Jacobs Engineering, Mott MacDonald, and WSP are on the Authority's existing Planning Support Services bench contract; and HDR and Kimley-Horn are part of the Authority's engineering bench and SCORE Program-related contracts. All five firms are confirmed to be responsible entities, based on past performance on these other Authority contracts.

Work under the new Contract will be awarded to the consultants following the competitive CTO process; although the Authority reserves the right to award non-competitive CTOs to specific bench consultants if deemed in the interest of the Authority (e.g., follow-up activity to a previously awarded CTO; specialized services and/or personnel; etc.). The Authority anticipates non-competitive CTOs to be rarely executed. Contract Task Orders will be issued on an as-needed basis - there is no minimal financial obligation associated with this bench contract.

Staff recommends contracts be awarded to the five highest-ranked proposers identified above, to provide Planning Support services on an on-call basis.

Budget Impact

The amount for which contract authority is requested is included in the Adopted Operating Budget for FY26 (\$378,020). Funding for subsequent years (FY27 and beyond) will be requested through the annual budget or an equivalent process. There is no financial

commitment with respect to subsequent years, and work will be authorized only if funding is approved.

Next Steps

Upon award by the Board, staff will execute Bench Contract Nos. SP649A-E with the five firms listed above and issue Notices to Proceed (NTP) to begin providing as-needed Planning Support Service through the CTO process.

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Approved by: Paul Hubler, Chief Strategy Officer

Attachment(s)

[Presentation - RFP No. SP649-26 Planning Support Services](#)