



Board Report

File #: 2017-0116, **File Type:** Contract

Agenda Number: 13.

**FINANCE, BUDGET AND AUDIT COMMITTEE
SEPTEMBER 20, 2017**

SUBJECT: TAP FARE COLLECTION EQUIPMENT INSTALLATION SERVICES

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a four-year Contract No. PS40387000 to Robnett Electric, Inc. for the installation of TAP Fare Collection Equipment at regional bus stops and transit centers and other locations on an as-needed, task order basis, for an amount not to exceed \$1,400,000, subject to resolution of protest(s).

ISSUE

To support the TVM Expansion Program for Municipal Transit Centers and bus stops, staff initiated procurement through the Small Business Set-Aside Program to retain a contractor that could install and support TVMs at a reduced cost than using the Universal Fare System (UFS) base contract with Cubic.

DISCUSSION

At the October 2016 Board meeting, Directors Butts, Knabe, Najarian, and Dupont-Walker introduced a Motion (Attachment C) directing staff to expand the TVM Expansion Program to include municipal transit centers and bus stops.

Expanding the TVM system to enable greater and more convenient access to the region's transit patrons will further encourage the use of TAP cards.

This Contract with Robnett Electric, Inc. for fare equipment installation services will include the following:

Installation of TAP Vending Machines at Municipal Operator Locations

Eleven TVMs will be installed at nine locations. Staff and Municipal Operators have worked together to develop the installation plan illustrated in Table 1. The installation plan is tentative pending continued assessment of site conditions and finalization of agency agreements including permits with property owners. Installations, including necessary infrastructure work and support work, are scheduled to occur in FY18 with a budget not to exceed \$1.4 million.

Table 1 - Phased TVM Installation Plan

Agency	Location	No. of TVM's	Implementation Date ¹
Santa Monica Big Blue Bus	Rimpau Terminal	1	Oct 2017
	LAX City Bus Terminal	1	Oct 2017
Burbank Bus	Downtown Burbank Metrolink Station	1	Oct 2017
Santa Clarita Transit	McBean Regional Transit Center	1	Nov 2017
Long Beach Transit	Transit and Visitor Information Center	2	Nov 2017
Culver Citybus	Culver City Transit Center - Westfield Culver City Mall	1	Dec 2017
Norwalk Transit	Cerritos Mall Bus Stop	1	Jan 2018
Torrance Transit	Torrance Transit Park and Ride Regional Terminal	2	Jan 2018
Beach Cities Transit	Redondo Beach Transit Center	1	Feb 2018
Total		11	Oct 2017 to Feb 2018

¹ Subject to change pending Municipal Operator readiness

DETERMINATION OF SAFETY IMPACT

The approval of this contract award will not have an impact on the safety of Metro’s patrons or employees.

FINANCIAL IMPACT

Funding of \$1.4 million for the installation of the TVMs and associated infrastructure work is included in the approved FY2018 budget for cost center 3020, TAP, under project 210148 “Muni TVM Installations.” TVM annual operational costs, including maintenance and revenue servicing, will be the responsibility of the Municipal Operators and will not impact Metro’s budget. By utilizing a contractor separate from the UFS base contract, staff estimates a savings of approximately \$360,000 to install TVMs for the Municipal Operators.

Impact to Budget

There is no unplanned budget impact as funding for fare collection equipment installation services has been included in the FY2018 adopted budget. The funding source is Proposition C 40%. These funds are eligible for Metro, regional bus and rail capital, and operations.

ALTERNATIVES CONSIDERED

The Board may choose not to award the Contract for fare collection equipment installation services. This is not recommended as it would contradict the TVM Expansion Program adopted by the Board in April 2016. Additionally, minor projects requiring TAP fare collection equipment to be installed, removed, or relocated would require using the UFS Base Contract at a greater cost.

NEXT STEPS

Upon approval by the Board, staff will execute Contract No. PS40387000 with Robnett Electric, Inc. for the installation, removal and relocation of TAP fare collection equipment.

ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Attachment C - Motion by Directors Butts, Knabe, Najarian, and Dupont-Walker to Amend Item 6 (2016-0387), "TVM Expansion Program"

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Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

TAP FARE COLLECTION EQUIPMENT INSTALLATION SERVICES/
PS40387000

1.	Contract Number: PS40387000	
2.	Recommended Vendor: Robnett Electric, Inc.	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: 4/26/2017	
	B. Advertised/Publicized: 4/26/2017	
	C. Pre-Proposal Conference: 5/12/2017	
	D. Proposals Due: 5/30/2017	
	E. Pre-Qualification Completed: 8/17/17	
	F. Conflict of Interest Form Submitted to Ethics: 8/14/17	
	G. Protest Period End Date: 9/25/2017	
5.	Solicitations Picked up/Downloaded: 12	Bids/Proposals Received: 2
6.	Contract Administrator: Ana Rodriguez	Telephone Number: (213) 922-1076
7.	Project Manager: Gregory Wasz	Telephone Number: (213) 922-3829

A. Procurement Background

This Board Action is to authorize the award of Contract No. PS40387000, issued to support Metro in the as-needed installation and modifications to TAP Fare Collection equipment at various locations throughout Los Angeles County. Board approval of contract awards are subject to resolution of any properly submitted protest.

Request for Proposals (RFP) No. PS40387 was issued under the Small Business Set-Aside Program in accordance with Metro's Acquisition Policy.

Work under this Contract will be authorized through the issuance of separate Firm Fixed Price task orders. Each task order will contain a specific statement of work for the required services.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on April 28, 2017, changed the Pre-Proposal Conference date;
- Amendment No. 2, issued on May 25, 2017, extended the RFP due date to May 30, 2017.

A Pre-Proposal Conference was held on May 12, 2017, and was attended by one firm. A total of 12 firms downloaded the RFP and were included on the plan holders list. Two proposals were received on the due date of May 30, 2017 from the firms listed below in alphabetical order:

1. Global Installation and Maintenance, Inc.
2. Robnett Electric, Inc.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro's TAP, Revenue Collection and Systems Engineering departments was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- | | |
|--|------------|
| • Degree of the Prime's Skills and Experience | 30 percent |
| • Experience and Capabilities of the Subcontractors on the Contractor's Team | 20 percent |
| • Effectiveness of Management Plan | 10 percent |
| • Understanding of Work and Appropriateness of Approach for Implementation | 20 percent |
| • Cost Proposal | 20 percent |

The evaluation criteria are appropriate and are consistent with criteria developed for other, similar professional services procurements. Several factors were considered when developing these weights, giving the greatest importance to the Degree of the Prime Contractor's Skills and Experience.

The Diversity and Economic Opportunity Department (DEOD) reviewed the firms that submitted proposals in order to confirm their Metro Small Business Enterprise (SBE) certification status. Both proposers were deemed eligible Metro SBE certified firms.

From May 31, 2017 through June 7, 2017, the PET conducted its independent evaluation of the proposals received. The final scoring determined Robnett Electric, Inc. to be the highest rated proposer.

Qualifications Summary of Firms within the Competitive Range:

Robnett Electric, Inc. (Robnett)

Robnett, based out of Los Angeles, California, proposed an experienced team including a project manager, foreman and other participating subcontractors that have worked with Metro over the past decade. The Robnett team is familiar with Metro's fare equipment having worked with the Universal Fare System (UFS) since its initial implementation in 2003. Aside from establishing their degree of

experience, Robnett’s proposal also clearly addressed the approach and steps that will be taken upon issuance of a Task Order with a defined scope. Overall, their experience and approach were determined to best meet Metro’s requirements for this project.

Global Installation and Maintenance, Inc. (Global)

Global provides design, construction, and maintenance services of electrical, low voltage and fiber optic systems. Established in 2006, Global has provided its services to businesses such as MV Transportation, Veolia Transit and the Orange County Transportation Authority. While Global’s proposal conveyed their experience doing fiber optic, electrical, and communication systems work, it did not adequately address the firm’s, or any subcontractors’, experience in the installation of fare equipment. Global’s proposal also did not satisfactorily explain its proposed approach on how it will perform the work.

The following is a summary of the PET’s evaluation scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Robnett Electric, Inc.				
3	Degree of the Prime's Skills and Experience	90.00	30.00%	27.00	
4	Experience and Capabilities of the Subcontractors on the Contractor's Team	90.83	20.00%	18.17	
5	Effectiveness of Management Plan	82.50	10.00%	8.25	
6	Understanding of Work and Appropriateness of Approach for Implementation Price	93.40	20.00%	18.68	
7	Cost Proposal	87.34	20.00%	17.47	
8	Total		100.00%	89.57	1
9	Global Installation and Maintenance, Inc.				
10	Degree of the Prime's Skills and Experience	62.50	30.00%	18.75	
11	Experience and Capabilities of the Subcontractors on the Contractor's Team	0.00	20.00%	0.00	
12	Effectiveness of Management Plan	74.17	10.00%	7.42	
13	Understanding of Work and Appropriateness of Approach for Implementation Price	54.53	20.00%	10.91	
14	Cost Proposal	100.00	20.00%	20.00	
15	Total		100.00%	57.08	2

C. Cost Analysis

The fully burdened negotiated rate structure for the labor classifications required under this Contract have been determined to be fair and reasonable based upon an independent cost estimate, cost analysis, technical analysis, fact finding, and negotiations.

Work will be performed through the issuance of separate task orders. Proposals submitted for each task order will be subject to cost analysis and negotiations to determine that they are consistent with the terms of the contract and are fair and reasonable.

D. Background on Recommended Contractor

The recommended firm, Robnett, was established in 1965 and has been in business for 52 years. Over the past 14 years, they have supported Metro and other municipal operators in the installation and maintenance of fare collection equipment at various stations throughout Los Angeles County. The proposed project manager has over 15 years of experience working on similar projects and has been the project manager for Robnett on all UFS related work since the implementation of Metro's UFS system. Furthermore, Robnett has retained the same staff, subcontractors, and vendors who are all familiar with Metro's fare equipment, installation practices, and safety requirements.

DEOD SUMMARY

TAP FARE COLLECTION EQUIPMENT INSTALLATION SERVICES / PS40387000

A. Small Business Participation

Effective June 2, 2014, per Metro's Board-approved policy, competitive acquisitions with three or more Small Business Enterprise (SBE) certified firms within the specified North American Industry Classification System (NAICS) as identified for the project scope shall constitute a Small Business Set-Aside procurement. Accordingly, the contract administrator advanced the solicitation, including posting the solicitation on Metro's website, advertising, and notifying certified small businesses as identified by NAICS code(s) that this solicitation was open to **SBE Certified Small Businesses Only**.

Robnett Electric, Inc., an SBE Prime is performing 30% of the work with its own workforce. Work throughout this project shall be issued on a task order basis as needed. The prime listed two (2) major firms, Maxim Crane and Penhall Company as non-SBE subcontractors on this project.

SMALL BUSINESS PRIME (SET-ASIDE)

	SBE Contractor	% Committed
1.	Robnett Electric (Prime)	30%
	Total Commitment	30%

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy is not applicable to Contract.

C. Prevailing Wage Applicability

Prevailing Wage requirements are applicable to this project. DEOD will monitor contractors' compliance with the State of California Department of Industrial Relations (DIR), California Labor Code, and, if federally funded, the U S Department of Labor (DOL) Davis Bacon and Related Acts (DBRA). Trades that may be covered include: surveying, potholing, field, soils and materials testing, building construction inspection, construction management and other support trades.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract.

Metro

Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA



Board Report

 File #:2016-0387, File Type:Informational Report

Agenda Number:

 REGULAR BOARD MEETING
APRIL 28, 2016

Motion by:

DIRECTORS BUTTS, KNABE, NAJARIAN AND DUPONT-WALKER

TO AMEND ITEM 6

TVM EXPANSION PROGRAM

As we adjust to the opening of two new LRT extensions and the bus and rail coordination issues, there is a need that goes beyond this specific purchase and placement of these 54 TVM's at key Metro stations: that of placing TVMs at key Municipal Operator locations to facilitate further expansion and utilization of the TAP Card system.

The opening of these two new extensions puts ever increasing pressure on the availability, distribution and usage of the TAP card payment system. Expanding the TAP TVM system to enable the Municipal Operators' ridership greater and convenient access will further ensure the success of the expanding Metro rail system. We cannot overlook nor put off into the distant future the needs of the Municipal Operators or the contribution they are making to bring riders to the Metro rail lines.

We believe that this Board should instruct Staff to come back in six months with an implementation plan to install TVMS on key regional transit centers and bus stops at Metro and Municipal Operator locations where Metro provides a significant percentage of the bus service, e.g. the Pico-Rimpau and LAX Transit Center, and that it be prioritized in phases based on readiness for installation, and funding availability for the purchase, installation, operation and maintenance and security.

Previously CMAQ was used as the funding source for the UFS and this should be examined as an appropriate use of funding as this relates to the opening of the Foothill and Expo extensions, respectively. CMAQ funds have historically been used for Municipal Operator needs and should be continued to be available to fund Metro/Municipal Operator-related projects.

WE THEREFORE MOVE that this Board instruct the CEO and Metro staff to return to this Board in six (6) months with a plan designed to select and prioritize the expansion of TVM machines to the sites described above based on a ridership and TAP card usage threshold to warrant selection and

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placement of TVM machines.

The Plan should then recommend options for funding, especially CMAQ; including a phased implementation, respective roles and responsibilities of Municipal Operators and Metro, and funding for purchase, installation, operation and maintenance, and security for the selected TVM sites.