



## Board Report

File #: 2017-0632, File Type: Contract

Agenda Number: 22.

### SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE NOVEMBER 16, 2017

**SUBJECT: ELEVATOR AND ESCALATOR INSPECTION SERVICES**

**ACTION: APPROVE CONTRACT AWARD**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP884190003367 for elevator and escalator inspection services throughout Metro bus and rail facilities with Lerch Bates, Inc. for a not-to-exceed amount of \$853,746 for the three-year base period, \$304,980 for option year one, and \$343,925 for option year two, for a combined total of \$1,502,651, effective January 1, 2018 through December 31, 2022, subject to resolution of protest(s), if any.

#### **ISSUE**

The existing contract to provide elevator and escalator inspection services is due to expire on December 31, 2017. To continue providing the critical inspection services for Metro's elevators and escalators system-wide, a new contract award is required effective January 1, 2018.

#### **DISCUSSION**

Under the new Contract, the consultant will continue to conduct annual equipment audits and periodic inspections on each of the 148 escalators and 199 elevators throughout Metro's transit system, including all bus and rail stations, locations, terminals, the Union Station East Portal and the Gateway Building.

Performing annual equipment audits and generating critical reports by certified and highly trained professionals within the vertical transportation industry are necessary to verify that equipment operation and condition conform to the latest codes, regulations and standards governing vertical transportation equipment, ensure equipment safe operations, closely monitor the maintenance contractor's performance, and recommend repairs in a timely manner, minimize downtime and maintain equipment reliability and service availability.

The consultant is also required to provide inspection and acceptance of newly installed equipment ensuring compliance with project specifications and code requirements, as well as perform as-needed services reviewing and preparing specifications for equipment additions, upgrades, modifications and related construction support services.

### **DETERMINATION OF SAFETY IMPACT**

The approval of this item will ensure meeting Metro maintenance standards providing the necessary technical expertise to ensure elevators and escalators safe operations and reliability.

### **FINANCIAL IMPACT**

Funding of \$142,291 is included in the FY18 budget in cost center 8370 - Elevators/Escalators, account 50316, Professional and Technical Services, under various operating projects.

Since this is a multi-year contract, the cost center manager and the Sr. Executive Officer, Maintenance and Engineering will be accountable for budgeting the cost in future years.

#### **Impact to Budget**

The source of funds for this action will come from Federal, State, and local funding sources including sales tax and fares that are eligible for Bus and Rail Operating Projects. They will maximize fund use given funding allocation provisions.

### **ALTERNATIVES CONSIDERED**

Staff considered providing this service through in-house staff; however, this would require the hiring, training and certification of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates that this is not a cost-effective option for Metro.

### **NEXT STEPS**

Upon Board approval, staff will execute Contract No. OP884190003367 to Lerch Bates, Inc., effective January 1, 2018, to provide the necessary elevator and escalator inspection services throughout Metro bus and rail facilities.

### **ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

## ELEVATOR AND ESCALATOR CONSULTING SERVICES / OP884190003367

1.	<b>Contract Number:</b> OP884190003367	
2.	<b>Recommended Vendor:</b> Lerch Bates, Inc.	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	A. <b>Issued:</b> July 6, 2017	
	B. <b>Advertised/Publicized:</b> July 7, 2017	
	C. <b>Pre-proposal/Pre-Bid Conference:</b> July 19, 2017	
	D. <b>Proposals/Bids Due:</b> August 7, 2017	
	E. <b>Pre-Qualification Completed:</b> September 26, 2017	
	F. <b>Conflict of Interest Form Submitted to Ethics:</b> October 3, 2017	
	G. <b>Protest Period End Date:</b> November 20, 2017	
5.	<b>Solicitations Picked up/Downloaded:</b> 9	<b>Bids/Proposals Received:</b> 3
6.	<b>Contract Administrator:</b> Rommel Hilario	<b>Telephone Number:</b> (213) 922-4654
7.	<b>Project Manager:</b> Ronald White	<b>Telephone Number:</b> (213) 922-6737

**A. Procurement Background**

This Board Action is to approve a contract award to provide regular and as-needed consulting services in support of Metro's existing elevator/escalator maintenance contract as outlined in Request for Proposal (RFP) No. OP42511. Metro provides testing, inspections, routine maintenance, repair and improvement services through contracted services for 199 elevators and 148 escalators system wide. Board approval of contract awards are subject to resolution of any properly submitted protest.

The RFP was issued as a competitive negotiated procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit rate.

One amendment was issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on July 20, 2017, provided pre-proposal documents including agenda, sign-in sheets, and planholder's list.

A pre-proposal conference was held on July 19, 2017. A total of three participants representing three firms were in attendance.

On August 7, 2017, Metro received three proposals as follows, in alphabetical order:

1. HKA Consulting Services, Inc.
2. Lerch Bates, Inc.
3. National Elevator Inspection Services

**B. Evaluation of Proposals**

The Proposal Evaluation Team (PET), consisting of staff from the Facility Maintenance and General Services departments reviewed proposals based on the technical criteria consistent with the qualifications, experience, and resources necessary to meet the requirements of the RFP. Each proposal addressed the firm’s degree of skills, personnel experience, understanding of the work, and cost/price to perform the work.

Proposals were evaluated in accordance with the criteria and weights established in the RFP and in compliance with Metro’s Acquisition Policy.

- Degree of the Consultants Team’s Skills and Experience 20%
- Effectiveness of Management Plan 25%
- Understanding of Work and Appropriateness of Approach for Implementation 15%
- Cost Proposal 40%

Several factors were considered in developing these weights, giving greatest importance to the cost proposal.

To clarify the requirements of the Statement of Work, Best and Final Offers (BAFO) were requested from each proposer and were subsequently evaluated by the PET.

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

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>Lerch Bates, Inc.</b>				
3	Degree of the Consultants Team’s Skills & Experience	86.5	20%	17.3	
4	Effectiveness of Management Plan	80.0	25%	20.0	
5	Understanding of Work and Appropriateness of Approach for Implementation	74.7	15%	11.2	

6	Cost Proposal	89.0	40%	35.6	
7	<b>Total</b>		<b>100.00%</b>	<b>84.1</b>	<b>1</b>
8	<b>National Elevator Inspection Services</b>				
9	Degree of the Consultants Team's Skills & Experience	65.5	20%	13.1	
10	Effectiveness of Management Plan	62.4	25%	15.6	
11	Understanding of Work and Appropriateness of Approach for Implementation	48.7	15%	7.3	
12	Cost Proposal	100.0	40%	40.0	
13	<b>Total</b>		<b>100.00%</b>	<b>76.0</b>	<b>2</b>
14	<b>HKA Consulting Services, Inc.</b>				
15	Degree of the Consultants Team's Skills & Experience	65.5	20%	13.1	
16	Effectiveness of Management Plan	51.2	25%	12.8	
17	Understanding of Work and Appropriateness of Approach for Implementation	53.3	15%	8.0	
18	Cost Proposal	56	40%	22.4	
19	<b>Total</b>			<b>56.3</b>	<b>3</b>

**C. Cost/Price Analysis**

The recommended price has been determined to be fair and reasonable based upon adequate competition, price analysis, independent cost estimate, fact finding, and technical evaluation.

<b>PROPOSER</b>	<b>AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
Lerch Bates, Inc. (incumbent)	\$1,502,651.00	\$1,558,276.29	\$1,502,651.00
National Elevator Inspection Services	\$1,330,619.00		
HKA Consulting, Inc.	\$2,393,075.69		

**D. Background on Recommended Contractor**

In 1947, Lerch Bates, Inc. became the first independent elevator consulting firm in the US. Since then, they have added offices and capabilities around the world, bringing industry expertise and technology together to work with clients. In 1986, Lerch Bates became an employee owned consulting firm.

Lerch Bates' experience in public transportation consulting covers some of the largest systems in North America and includes Washington Metropolitan Area Transit, Bay Area Rapid Transit, Massachusetts Bay Transportation Authority, Seattle Sound Transit, and New York City Transit. In addition to their public transportation consulting, Lerch Bates also provides vertical transportation consulting on some of the largest buildings around the world, such as the Burj Khalifa, Taipei 1010, Shanghai World Financial Center, Petronas Towers 1 and 2, the Empire State Building, and the Willis Tower. Lerch Bates also currently provides vertical transportation consulting for Metro and has performed satisfactorily.

DEOD SUMMARY

ELEVATOR AND ESCALATOR CONSULTING SERVICES / OP884190003367

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) did not establish a Small Business Enterprise/Disabled Veteran Business Enterprise (SBE/DVBE) goal for this procurement for highly specialized elevator/escalator inspection services due to the lack of certified firms available to perform the work. Lerch Bates, Inc. did not make an SBE commitment.

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is not applicable to this Contract.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this Contract.

**D. Project Labor Agreement/Construction Careers Policy**

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