MEMO

DATE: December 6, 2007

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: Contracts and Purchase Orders between $5,000 - $250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between $5,000 and $250,000

Vendor	Contract Purpose	PO Amount
IBI Group, Inc	Analyze existing conditions to identify preferred truck routes in and around the Cities of Port Hueneme and Oxnard CA.	$74,913

SCAG executed the following Purchase Order(s) between $5,000 and $250,000

Vendor	PO Purpose	PO Amount
CA Center for Reg. Leadership	CA Regional Progress Report	$32,352
Intaglio	Printing Of The State Of The Region	$25,540
Aquent	Open PO For Various Graphics Services	$25,000
Caliper Corporation	Annual renewal of TransCAD Software License	$22,275
Aquent	Open PO For Graphics Temp Workers	$15,000
Software Spectrum	Microsoft Office And OS Licenses	$12,327
Veer, Inc.	Open PO for stock photo images	$10,000
Jupiter Images Corp.	Open PO For Stock Photo Images	$10,000
Getty Images	Open PO For Stock Photo Images	$10,000
AT & T California	Switches (hardware) and 1 yr. Maintenance	$9,405
Thomson West	Subscription For Westlaw	$6,600
Dennis Flanzer Associates, Inc.	Architectural Design Services	$5,750
Dell Marketing	Computer Monitors And External Hard Drives	$5,500

MEMO

FISCAL IMPACT:

None. Funding is available.

Reviewed by: _____
Division Manager

Reviewed by: _____
Chief Financial Officer

CONSULTANT CONTRACT

Consultant: IBI Group

Scope: The City of Port Hueneme, in association with the Southern California Association of Governments (SCAG), requested consultant services to assist in preparation of a study to analyze existing conditions to identify preferred truck routes in and around the Cities of Port Hueneme and Oxnard.

The Port of Hueneme is the only deep sea port between the San Pedro Bay ports and the Port of Oakland, handling containerized cargo being distributed throughout the region. Goods moving through the port generate a high volume of truck traffic, which travel through the Cities of Port Hueneme and Oxnard. The agricultural activities in the area also generate a significant amount of truck traffic. With the projected growth, the traffic volume is expected to increase, both trucks and passenger vehicles, leading to considerable impacts on residential area and the traffic flow in the area.

The main objectives of the study are to analyze existing conditions, identify preferred corridors for goods movement, and examine impacts associated with truck traffic in residential areas and on existing road systems. Streets to be studied include Channel Island Boulevard, Port Hueneme Road, Rive Avenue, and Ventura Road. The study is expected to be completed in six (6) months.

Contract Amount:

Total not to exceed	**$74,913**
IBI Group	$74, 913

Contract Period: Notice to Proceed – 06/30/08

Work Element: 08-130.SCGC10 $75,000 Funding Sources: FTA

Request for Proposal: SCAG staff notified 701 firms of the release of RFP No. 08-018. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. A total of 37 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

IBI Group	$74,913
KOA Corp. (1 subcontractor)	$74,975
Transtech Engineers, Inc.	$60,268
Wilbur Smith Associates (2 subcontractors)	$74,875

Selection Process: The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Andres Santamaria, Public Works Director, City of Port Hueneme
Jason Samante, City Traffic Engineer, City of Oxnard
Vinod Kumar, Senior Transportation Engineer, Caltrans Dist. 7
Mike Jones, Assistant Transportation Planner, SCAG
Akiko Yamagami, Assistant Transportation Planner, SCAG

Basis for Selection: The PRC recommends IBI Group for the contract award because of the firm's ability to provide high quality work to fulfill the requirements of the project. IBI Group is a multi-disciplinary firm comprised of planners, engineers, architects and designers, which will fully meet the objectives of the study. The study will require critical evaluations of traffic flows, physical design, residential impacts and technical feasibility to arrive at realistic recommendations. IBI Group can meet these demands. The firm's diverse expertise and success with similar projects will be highly beneficial in meeting the objectives required by the scope of work. During the interview session, IBI Group was the only firm in discussing the need to quantify environmental impacts of truck traffic, and understood the importance of integrating sustainability into the study recommendations. They also recognized the importance of identifying funding sources, and finding methods to secure those funding sources in order to implement recommendations resulting from the study

After reviewing all proposals, the PRC concluded that all consultants are capable of performing technical tasks such as data collection and analysis. However, in its proposal, Transtech Engineers, Inc. failed to clearly address its approaches on other tasks outlined in the scope of work specifically; administrative tasks; project-related issues and constraints; and recommendations. Therefore, the PRC decided to invite Transtech Engineers, Inc. to the interview specifically for them to address these important omissions. Unfortunately, Transtech Engineers, Inc. again failed to address these issues, and was not considered for contract award in spite of their lowest bidding price.

Among IBI Group, KOA Corp and Wilbur Smith Associates, the PRC determined that they all possess the necessary technical knowledge and skills, including the familiarity with traffic

engineering software. They all recommended including trucking industry in the study process to build consensus. They identified methodologies to adjust for seasonal fluctuation that is expected to influence the data collection due to trends in agricultural and the port's activities. IBI Group and Wilbur Smith Associates discussed the evaluation criteria for truck impacts on residential area more elaborately than KOA Corp.

While the final scores were close among IBI Group, KOA Corp and Wilbur Smith Associates, IBI Group distinguished themselves by demonstrating their ability to perform multi-disciplinary evaluations, arriving at realistic recommendations based on the analyses, discussing environmental impacts from truck traffic, and calling for sustainable recommendations. Their recognition on the importance of securing funding sources and flexibility in addressing project-related constraints also contributed to the PRC ranking the firm highest among others. Over all, the PRC determined that IBI Group will be able to deliver the highest quality product, therefore, IBI Group is recommended for the contract award.