

# M E M O

## *Alameda Corridor Transportation Authority*

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To: Governing Board

Meeting Date: June 20, 2024

From: Graham M. Christie, Chief Operating Officer *Graham M. Christie*

Subject: APPROVE Agreement No. C0922 for On-Call Information Technology Services with BCA Watson Rice – Western Region, LLP for a term of 4 years and compensation not-to-exceed \$2,000,000

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### **Recommendation:**

Approve the proposed Agreement No. C0922 with BCA Watson Rice – Western Region, LLP (BCAWR) for on-call Information Technology (IT) Services with a compensation amount not-to-exceed \$2,000,000 and a four-year term and authorize the Chief Executive Officer or his designee to execute said agreement.

### **Discussion:**

ACTA's core competency and capabilities of employed staff involve contract administration, accounting and accounts payable activities. ACTA has always relied on contracted services to provide engineering and technical support. Prior to the proposed agreement, the Alameda Corridor Engineering Team (ACET), a Joint Venture of four engineering firms, provided various engineering services, including IT services. As the expiration date of the ACET agreement term approached, the Governing Board directed that the contract for the various services provided by ACET should be renewed using competitive selection procedures.

ACTA issued a Request for Proposals (RFP) seeking well-qualified and experienced firms to provide on-call IT services in support of Alameda Corridor operations and maintenance. Services will be provided on an as-needed basis through Contract Task Orders (CTO) issued by ACTA to the Consultant during the term of the Agreement. Sample types of IT services that might be requested are listed in Transmittal 1, Agreement Scope of Work.

### **Selection Process:**

On April 15, 2024, the IT Services RFP was posted on the ACTA website. Notice of its availability was advertised on the web-based procurement systems utilized by the two ports: the City of Los Angeles' Los Angeles Business Assistance Virtual Network (LABVN) and Port of Long Beach's PlanetBids. Bidder questions were due on April 29, 2024, and ACTA responses to questions were posted on May 3, 2024. Proposals were due on May 14, 2024.

Fourteen proposals were received by the due date, as shown in Transmittal 2. A panel consisting of ACTA's CEO, CFO, COO and the Director of Systems, Revenue & Finance reviewed and evaluated the written proposals using criteria set forth in the RFP. The evaluation criteria included: the firm's and any subconsultants' qualifications; project team organization and management; experience and qualifications of proposed personnel; hourly rates; and clarity and responsiveness of the proposal.

The proposals were ranked based on the panel’s review using the evaluation criteria. The top six firms were selected to interview. Based on their proposal score combined with their interview performance, BCA Watson Rice – Western Region, LLP was unanimously ranked the highest by all panel members. As a result of the final scoring of the proposals (see Transmittal 2), it is recommended that the Board approve the proposed agreement with BCA Watson Rice – Western Region, LLP, attached in Transmittal 3.

**Budget Impact:**

The contract value for IT services is \$2 million for a 4 year term. This budget amount is based on ACTA’s proposed “Hybrid Organization,” as presented to the Governing Board on April 6, 2023, which allows for a transition of services from the ACET agreement to a combination of on-call services and in-house staffing.

Funds of approximately \$450,000 for the first year of IT services are included in the FY25 Operating Budget under the *Professional Services* line item plus the *Rail and Non-Rail Support Service* in the Operations & Maintenance budget. Funds for future fiscal years will be brought to the Governing Board as part of the Operating Budget for approval each year.

**Co-General Counsel Review:**

ACTA’s Co-General Counsel has reviewed and approved the proposed Agreement as to form.

**Transmittals:**

- Transmittal 1 – Agreement Scope of Work
- Transmittal 2 – List of Proposing Firms and Scores
- Transmittal 3 – Agreement No. C0922 with BCAWR