



Memorandum

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DATE: November 12, 2020

TO: Alameda County Transportation Commission

FROM: Erika Cheng, Senior Administrative Analyst
Seung Cho, Director of Procurement and Information Technology

SUBJECT: Approve the FY2021-22 Professional Services Contracts Plan

Recommendation

It is recommended that the Commission approve the FY2021-22 Professional Services Contracts Plan.

Summary

Alameda CTC contracts for certain professional services in areas where factors such as cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff, including, but not limited to, services such as media and public relations, projects and programs management, and administrative services including contract compliance and equity support services. Involvement of the private sector continues to be critical to the success of Alameda CTC and its work in delivering high quality transportation programs and projects in Alameda County.

Approval of the staff recommendation will:

- A. Authorize the Executive Director to enter into negotiations and execute professional services contract amendments with existing firms for the following:
 - a. Information Technology Services;
 - b. On-call Media and Public Relations Services;
 - c. Construction Management Services; and
- B. Authorize the Executive Director to issue a Request for Proposals (RFP) and/or Request for Qualification (RFQ), enter into negotiations, and execute a professional services contract with the top-ranked firm for the following:
 - a. Contract Compliance and Equity Support Services; and
 - b. Information Technology Services (to be issued in FY21-22 for FY2022-23).

Background

Alameda CTC contracts with a number of consultant firms to support and supplement staff resources to administer and deliver its projects and programs. Each year, staff outlines the proposed action plan for the following fiscal year and seeks Commission authorization to continue and/or modify existing contracts or to initiate a competitive bid process to consider new firms to provide specific services. The initial term of these professional services contracts are typically one to three years in length, with the option to renew for additional years of services for a term totaling five years. This practice of seeking the Commission's approval of its fiscal year professional services contracts plan is intended to ensure high performance from quality consultants and continued accountability from Alameda CTC.

The background and recommendations for each of the professional services contracts are discussed below and summarized in Table 1:

A. Amendment Execution

1. **Information Technology Services** – These services include remote network hosting and management of the local area network, upgrade and maintenance of the central servers, workstations/virtual desktops and phone systems, implementation of the agency's remote disaster recovery plan, helpdesk support, and on-call information technology support services. Novani was awarded a contract in 2016 through a competitive bid process to provide these services. Under the Alameda CTC Procurement Policy, professional services contracts of an administrative nature shall generally be limited to a maximum period of five (5) years. However, to ensure continuity and successful implementation of recent crucial IT security enhancements necessary to combat increased exposure to threats of ransomware attacks, phishing scams, and other virus activity in response to the pandemic and resulting increase in staff working from home, staff is requesting authorization to extend the term by one additional year from July 1, 2021 to June 30, 2022. The current fiscal year budget for this contract is \$353,554. Staff recommends authorization to execute an amendment with Novani for IT services through June 30, 2022, with a budget increase of \$370,000.
2. **On-call Media and Public Relations Services** – These services include communications and public relations, graphics design, report design and publication, preparation of press and other public materials, assistance at public meetings and events, website development and support, and support for agency communications and outreach needs. Next Steps Marketing was awarded a two-year contract with three (3) optional years in 2019 through a competitive bid process to provide on-call media and public relations services for Alameda CTC. The current fiscal year budget for this contract is \$850,000. Staff recommends authorization to execute an amendment with Next Steps Marketing for media and public relations services through June 30, 2024, with a budget increase of \$2,741,628.
3. **Construction Management Services** – These services include: construction management, including expertise to support and ensure the successful delivery of Alameda CTC's current and future projects through project completion, based on current projects and/or programs; construction support and implementation, including tasks to advertise, award, and administer assigned project(s) through construction, to

monitor project scope, cost, and schedule risks, and to assist with project close out; and on-call construction management services. VSCE, an Alameda CTC-certified Small Local Business Enterprise firm with offices in Oakland, California, was awarded a two-year contract with three (3) optional years in 2018 through a competitive bid process to provide construction management services for Alameda CTC. The current fiscal year budget for this contract is \$950,000. Staff recommends authorization to execute an amendment with VSCE for construction management services through June 30, 2024, with a budget increase of \$1,000,000.

B. Contract Procurement and Execution

1. **Contract Compliance and Equity Support Services** – These services include: coordination and administration of Alameda CTC's Local Business Contract Equity Program, such as processing of Local Business Enterprise, Small Local Business Enterprise, and Very Small Local Business Enterprise certifications; assistance with determining contract-specific contract participation goals; providing independent review of contract payment data for compliance with the LBCE Program; providing outreach, and contract compliance and monitoring services; and providing as-needed technical support. L. Luster & Associates (LLA), an Alameda CTC-certified Very Small Local Business Enterprise firm with offices in Oakland, California, was awarded a contract in 2016 through a competitive bid process; in 2020, this contract was subsequently assigned to Luster National, an Alameda CTC-certified Small Local Business Enterprise firm with offices in Oakland, California, as successor to LLA by acquisition. The current fiscal year budget for this contract is \$275,834. Staff recommends the issuance of a Request for Qualifications and/or Request for Proposals and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for an anticipated initial contract term of up to three years beginning July 1, 2021, including options to exercise additional years if any, totaling no more than five years.
2. **Information Technology Services** – These services include: remote network hosting, management, and security of the local area network, upgrade and maintenance of the central servers, workstations/virtual desktop systems, implementation of the agency's remote disaster recovery plan, helpdesk support, and on-call information technology support services. Novani was awarded a contract in 2016 through a competitive bid process. The current fiscal year budget for this contract is \$353,554. In addition to the above staff recommendation for authorization to execute an amendment, staff recommends the issuance of a Request for Qualifications and/or Request for Proposals and authorization to enter into negotiations and execute a professional services contract with the top-ranked firm for an anticipated initial contract term of up to three years beginning July 1, 2022, including options to exercise additional years if any, totaling no more than five years.

Table 1 – Summary of the FY2021-22 Professional Services Contracts Plan

Services	Current Firm	Approved FY 2020-21 Budget	Last RFP Issuance	Recommended Action
Information Technology Services	Novani	\$353,554	2016	Execute Amendment for 1 year and \$370,000, and Issue RFP and/or RFQ
Media and Public Relations Services	Next Steps Marketing	\$850,000	2019	Execute Amendment for 3 years and \$2,741,628
Construction Management Services	VSCE	\$950,000	2018	Execute Amendment for 3 years and \$1,000,000
Contract Compliance and Equity Support Services	Luster National	\$275,834	2016	Issue RFP and/or RFQ

Fiscal Impact: The fiscal impact for contracts, including amendments, that are executed or procured as a result of approving this item will be included in the FY2021-22 budget, which is scheduled for Commission approval in Spring 2020.