

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/10/2024

Staff Report No. 24-387

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Contract Award

ACTION ITEM

AGENDA PLANNING REQUEST: [ ]

RECOMMENDED ACTION(S):

Consider approving a single source contract award to One WorkPlace Construction, LLC (dba Vantis) to provide technological equipment, supplies, and labor associated with the upgrade of the tenth-floor conference room in the District's General Office building.

Staff Contact:
Ahsan Baig, Chief Information Officer

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations
Initiative - Infrastructure Modernization

The objective of this project is to transform the existing meeting space into a fully functioning Emergency Operations Center (EOC) for use by the District's emergency management personnel in a disaster, emergency, or other catastrophic event.

The upgraded technological meeting space also will serve as a hub for various professional meetings and events, including Executive Meetings, Board of Directors' meetings, inter-agency meetings, and meetings with other invited guests.

BUDGETARY/FISCAL IMPACT:

This upgrade project is estimated to cost the District approximately \$347,800.00 and will be funded by a federal grant with available funding in the amount of \$267,108.27, with any costs exceeding this amount to be paid from District capital budget funds. The targeted project completion date is approximately four months following issuance of the Notice to Proceed (NTP).

CONTRACT AWARD SUMMARY:

Table with 2 columns and 2 rows. Row 1: Vendor Outreach Summary. Row 2: No. DBE/SBEs: N/A

No. Registered Vendors:	Single Source
<b>Contract Summary:</b>	
# Proposals/Bids Received:	Single Source
Award Type:	Best Value
Independent Cost Estimate Range:	\$275,000.00-\$435,000.00
Recommended for Award:	Workplace Construction, LLC DBA Vantis
Small Business Type:	Not Applicable*
DBE/SBE Utilization %:**	N/A

\* Neither SBE, nor DBE

\*\* The District sets Small Business Enterprise (SBE) goals on contracting opportunities. The Federal Transit Administration (FTA) may authorize a Disadvantaged Business Enterprise (DBE) goal; however, SBE goals may result in DBE awards and utilization.

**Levine Act Disclosure**

California Government Code § 84308, commonly referred to as the “Levine Act,” precludes an Officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the Officer, or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Disclosure is not required for contracts that are competitively bid.

**BACKGROUND/RATIONALE:**

The 10th Floor Executive Conference Room (Conference Room) was originally intended to serve as an EOC for catastrophic events or declared emergencies. The EOC serves as the central command center for emergency management personnel in the District, ensuring mission continuity during emergencies. This location will be used to coordinate responses to natural disasters by providing information to emergency responders, coordinating resources, and communicating with the public. The conversion to an EOC was initially scheduled for 2020, but the COVID-19 pandemic, and the related office closure, delayed the timely upgrade of the Conference Room. In recent years, the District has encountered events of social unrest and disasters that have required office closure and system re-routing. Completing the overdue conversion to an EOC is necessary to ensure the District’s emergency management personnel can utilize technology equipped to handle critical emergency response operations in order to respond quickly and effectively in times of crisis.

In June 2022, the Procurement team issued a Request for Proposals (RFP) to upgrade the Conference Room's audio-visual equipment and IT infrastructure. After no responsive proposals were received, the original RFP was converted into a Request for Quotes (RFQ), and released again for vendors responses. In May 2023, stakeholders reviewed the project scope, focusing on technology upgrades, new furnishings, and equipment installations while limiting construction and demolition work. Upon review, staff learned that only one vendor could commit to meeting the District’s urgent project schedule. Outreach to prospective vendors indicated that some prospective vendors were unable to meet the project schedule due to supply chain challenges. With only one vendor able to meet the District’s schedule for this project, staff recommends that the Board approve a single-source contract to One WorkPlace Construction, LLC (dba Vantis) for the upgrade of the 10th

Floor Executive Conference Room. The project is estimated to take 4-6 months after contract execution. Initial tasks will include identifying the project schedule and holding a kickoff meeting with internal stakeholders.

**ADVANTAGES/DISADVANTAGES:****Advantages**

The proposed upgrade to the Conference Room will transform it into a state-of-the-art EOC with modernized facilities, enhancing staff productivity and employee engagement. The upgraded Conference Room will offer numerous benefits, including:

- **Improved Communication:** Advanced audio-visual equipment will enable seamless communication among emergency responders, ensuring timely decision-making during critical situations.
- **Enhanced Collaboration:** Upgraded IT infrastructure will facilitate real-time collaboration among team members, fostering a more productive work environment.
- **Increased Flexibility:** The modernized room will accommodate various meeting styles and formats, catering to diverse needs and preferences of employees.

**No Disadvantages**

Staff has identified no significant disadvantages related to completing this needed upgrade. Investing in this project will create a more effective and efficient EOC for the District. The EOC will support critical emergency response operations for the District and its surrounding communities. As noted, a centralized communications hub and EOC is a necessity during times of crisis, and as a designated emergency responder, the District will be more than poised to fulfill its obligations and lead efforts to keep the community informed and provide emergency transportation services as needed/called upon.

**ALTERNATIVES ANALYSIS:**

Initially, there was consideration of forgoing an upgrade to the Conference Room; however, with grant funding available and the imperative need for the EOC to function as a central command hub for District emergency operations, staff has concluded that upgrading Conference Room's technology and layout is essential to ensure effective EOC operations.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 465 - Procurement Policy

**ATTACHMENTS:**

None

**Prepared by:**

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**In Collaboration with:**

Cheryl Sudduth, Contracts Services Manager

**Approved/Reviewed by:**

Fred Walls, Director of Procurement & Materials Management

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