

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/23/2019

Staff Report No. 18-230a

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: On-Call Architectural and Engineering Services

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving a modification to the release of a solicitation for On-Call Architectural and Engineering (A&E) services approved on October 10, 2018, to include a three-year offering period and a five-year period of performance.

BUDGETARY/FISCAL IMPACT:

There is no immediate impact to budget, as this solicitation will simply create a pool of contracts available as needed for future individual contract task orders. Funding for the task orders will be identified when the services are required.

BACKGROUND/RATIONALE:

On October 10, 2018, the Board approved the release of a solicitation for on call A&E contracts. That request included a three year term for both the offering period and the performance period. In preparing the solicitation, the Director of Capital Projects determined that it would be in the best interest of the District to extend the period of performance beyond the offering period so that task orders issued late in the offering period could be completed within the contract period of performance. The General Counsel and the Procurement Director concurred with this request. Accordingly, the request for permission to solicit is modified to include a three-year offering period and a five-year period of performance. With this modification, task orders can be issued up until the end of the third year of the contract and all work from the task orders must be completed by the end of the fifth year of the contract.

ADVANTAGES/DISADVANTAGES:

Advantages are outlined in the staff report. There is no disadvantage to modifying this solicitation to allow a longer period of time in which to complete the tasks.

ALTERNATIVES ANALYSIS:

Staff considered not establishing a period of performance beyond the offering period but that would have limited the effective offering period to just over a year because A&E engagements typically run the entire life cycle of a project. That would force AC Transit to resolicit these contracts annually rather than every three

years. Staff considered this impractical.

Staff also considered establishing a separate period of performance for each individual tasking but that was determined unacceptable as it would have required multiple contract amendments.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 465, Procurement Policy

Staff Report 18-230, October 10, 2018, Approve Issuing Solicitations for On-Call Architectural & Engineering (A&E)

ATTACHMENTS:

None

Approved by:

Ramakrishna Pochiraju, Executive Director of Planning & Engineering

Reviewed by:

Denise C. Standridge, General Counsel

Claudia L. Allen, Chief Financial Officer

Chris Andrichak, Director of Management and Budget

Gene Clark, Director of Procurement and Materials

Phillip Halley, Contracts Compliance Administrator

Prepared by:

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