

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 10/23/2024

**Staff Report No.** 24-511

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager/Chief Executive Officer  
**SUBJECT:** Request for Qualifications for On-call Planning Services

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider authorizing the issuance of a Request for Qualifications for On-call Planning Services.

Staff Contact:  
Ramakrishna Pochiraju, Executive Director of Planning & Engineering

**STRATEGIC IMPORTANCE:**

Goal - Convenient and Reliable Service  
Initiative - Service Quality

The On-call Planning contracts will permit the District to more quickly and efficiently procure consultant services to develop plans and projects that support District goals and objectives.

**BUDGETARY/FISCAL IMPACT:**

There is no financial or budgetary impact associated with this action because it only establishes a pre-selected pool of qualified consultant firms. Funding for individual projects would be identified prior to issuing task orders.

**BACKGROUND/RATIONALE:**

District projects frequently require specialized planning expertise to support or supplement the efforts of staff. These efforts include but are not limited to, service planning; infrastructure planning; policy development; traffic engineering; grant application preparations; data analysis and public engagement. The Board approved solicitation of existing on-call Planning services in 2019 and awarded the on-call planning contracts to three firms in September 2020 (SR 19-157 and 19-157a). The existing on-call planning services contracts are well utilized but expire in December 2025. Staff is seeking the Board authorization to issue solicitation for new on-call planning services.

Up to four (4) firms will be selected from qualified proposers to provide these services for the District. Each firm will be limited to an annual amount of \$1,000,000 with a maximum aggregate of \$5.0 million over five years. The minimum amount for each task order will be \$2,500. Each contract will have a five-year offering

period and a seven-year contract term. This allows firms tasked with work in the fifth year to complete the work before the actual contract term expires. When the need for services under these contracts is identified, the District will engage the services via the existing requisition/purchase order system, strengthened with a Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) outreach campaign aimed at increasing the level of DBE/SBE participation. The expected procurement schedule is shown below.

Proposed Action Date

Board Authorization to Solicit	October 2024
Request for Qualifications Issued	January 2025
Qualifications and Proposals Due	March 2025
Evaluation of Proposals Complete	April 2025
Board Approval of Contracts	August 2025
Execute Contracts	November 2025
Task Order Issued	As needed

When a project arises, staff will develop the scope and the independent cost estimate for the task order and then solicit a fee proposal from the best qualified firm out of the four selected firms. The Purchasing Department will then issue the task order. The Contracts Compliance Administrator and the Project Manager will assess potential tasks to identify those suitable for SBE set-aside and/or goal-setting opportunities.

**ADVANTAGES/DISADVANTAGES:**

The advantage of retaining a panel of On-call Planning consultants is that most planning projects can be launched more quickly. There is no disadvantage of taking this action because the District would still retain the right to procure firms independent of the list, if warranted.

**ALTERNATIVES ANALYSIS:**

There alternative approach to providing the District with the kinds of services intended for these On-call contracts would be to procure contracts independently for each project. This would result in extended project implementation schedules and increased effort among project managers and contract specialists.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 465, Procurement Policy  
SR 19-157 Solicitation for On-Call Planning Services

**ATTACHMENTS:**

None.

**Prepared by:**

Jim Cunradi, Transportation Planning Manager

**Approved/Reviewed by:**

Ramakrishna Pochiraju, Executive Director of Planning & Engineering  
Robert del Rosario, Director of Service Development and Planning  
Fred Walls, Director of Procurement and Materials  
Aimee L. Steele, General Counsel/Chief Legal Officer  
Chris Andrichak, Chief Financial Officer