



STAFF REPORT
Board Meeting of November 17, 2021

AGENDA ITEM: 4-D

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

On-Call Planning and Technical Consulting Services

Enclosure: No

Action: Approve On-Call Planning and Technical Services List of Consultants and authorize staff to enter into on-call agreements

SUMMARY:

The Policy Board approved the release of a Request for Qualifications (RFQ) seeking qualified consulting firms to provide on-call planning and technical consulting services. The response to this solicitation was in the form of a Statement of Qualifications (SOQ). Staff received SOQs that met the RFQ requirements from 6 prime contractors:

- IBI Group
- TJKM
- DKS Associates
- Elite Transportation Group
- Green DOT Transportation Solutions
- VRPA Technologies

Staff is requesting that the Board approve these firms to be on the qualified list of consultants for on-call planning and technical services and to authorize staff to enter into on-call agreements for a period of three years with 2 one-year options with those on the list. When on-call services are required, a competitive mini-RFP will be prepared and the consultants on the qualified list will be asked to submit a proposal. Staff will award on-call work based upon qualifications, scheduling requirements, and reasonableness of cost for each task order. A amount of \$50,000 is already included in the budget for any needed on-call services.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.