

Upcoming Opportunities with the Southern California Regional Rail Authority (SCRRA)



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Who We Are

- ❖ **SCRRA Joint Powers Authority established in 1991 by the counties of Los Angeles, Orange, Riverside, San Bernardino & Ventura**
- ❖ **Metrolink founded in 1992**
- ❖ **3rd largest commuter rail system in U.S. by directional miles; 8th largest by ridership**
- ❖ **Only transportation provider that serves entire Southern CA region**
- ❖ **163 weekday trains on 7 lines**
- ❖ **55 stations**
- ❖ **Operates on a 512-mile system (shared with freights, Amtrak)**



❖ **Approximately 43,000 average weekday passenger boardings**

❖ **Approximately 8,500,000 annual weekday auto trips removed**

SCRRA's Procurement Methods

- ❖ **Request for Quote (RFQ)**
 - **Small dollar value procurements (under \$2,500)**
 - **Award to lowest responsive bidder**
- ❖ **Invitations for Bid (IFB)**
 - **Construction/maintenance/rehab projects >\$25,000**
 - **Award to lowest, responsive, responsible bidder**
- ❖ **Request for Proposal (RFP)**
 - **All professional services except A & E**
 - **SCRRA Board approves proposal evaluation criteria prior to issuance of RFP**
 - **Award based on selection of responsive firm with highest technical qualifications and reasonableness of cost (best value)**

SCRRA's Procurement Methods

- ❖ **Request for Proposal (RFP) for Architectural and Engineering (A & E) Services**
- ❖ **Selection of firm based solely on responsiveness to proposal requirements and qualifications (technical & staff experience), per Brooks Act**
- ❖ **Cost negotiations take place after firm is selected**
- ❖ **Upcoming SCRRA Opportunities:**
 - **On-Call Engineering Design Services (January 2014)**
 - **Communications & Signal Installation (March 2014)**
 - **Construction/Project Mgmt Services (June 2014)**

How to Access SCRRA Opportunities

❖ Vendor Registration:

- Log on to www.metrolinktrains.com/doing_business
- Click on “Access Vendor Portal” and register on PlanetBids
- Select your procurement codes
- Receive e-notices of RFQs/IFBs/RFPs that match your procurement codes
- Access your account and view opportunities at any time

❖ Advertisements:

- All competitive procurements >\$2,500 are posted on PlanetBids
- All competitive procurements >\$25,000 are also advertised in major newspapers in the counties of Los Angeles, Orange, Riverside, San Bernardino and Ventura

On-Call Engineering Design Services Bench Contract



Existing On-Call Engineering Contracts

CONTRACT	FIRM	FUNDING
On-Call Engineering	JLP	\$21,000,000
On-Call Engineering	AECOM	\$21,000,000
On-Call Engineering	HDR	\$21,000,000

Types of Projects

- ❖ **Capital Projects**
- ❖ **Rehabilitation Projects**
- ❖ **Public Projects**
- ❖ **Third Party Projects**
- ❖ **Special Projects**

Types of Engineering Services

- ❖ **Railroad (Track, Signals, Bridges, Communications)**
- ❖ **Traffic**
- ❖ **Architectural**
- ❖ **Structural**
- ❖ **Electrical**
- ❖ **Mechanical**
- ❖ **PTC System**

Potential Subconsulting Opportunities

This contract will have a Small Business Enterprise (SBE) goal!

- ❖ **Railroad Surveying and Mapping**
- ❖ **Utility Location and Potholing**
- ❖ **Geotechnical**
- ❖ **Signal and Communications**
- ❖ **Environmental**
- ❖ **Right-of-way Engineering**
- ❖ **Railroad operations planning and modeling**

Potential Subconsulting Opportunities, cont'd.

- ❖ **General civil site work (grading, drainage, etc.)**
- ❖ **Updating and developing SCRRA Engineering Standards, manuals, specifications and Track Charts**
- ❖ **Safety program plans/reports for grade crossing/right-of-way system**
- ❖ **Scheduling, estimating and development of short- and long- term capital programs**
- ❖ **Communications and signal professional support**
- ❖ **Field engineering support**

Railroad Operating System – Core Competency

- ❖ Almost all of SCRRA's projects involve working within or near the railroad's operating system – rail corridor, back offices, communication sites, maintenance and support facilities.
- ❖ Safety, adherence to rules and operational reliability are *critically* important.
- ❖ Fundamental assumption is that prime consultants, subconsultants and contractors are qualified and competent to work within the railroad environment .

Disadvantaged Business Enterprise (DBE) Program and Small Business Enterprise (SBE) Provisions



DBE Program Overview

- ❖ **SCRRA is required to operate a DBE Program as a condition of receiving DOT/FTA financial assistance.**
- ❖ **SCRRA's current overall DBE goal is 9%.**
- ❖ **We are currently administering a race-neutral DBE Program.**
- ❖ **We are a non-certifying member agency of the California Unified Certification Program (CUCP) and accept DBE certifications from all CUCP certifying member agencies.**

Bidders and proposers should endeavor to utilize sufficient DBEs to assist SCRRA in meeting its overall DBE goal.

DBE Program Requirements

Prime proposer's responsibilities:

- ❖ **With proposal or within 48 hours after proposals are due:
Submit *Bidders List* (*see Attachment A*)**
 - **Must include the requested information for ALL of the following firms:**
 - ✓ **Prime proposer**
 - ✓ **All listed subcontractors (subconsultants, vendors, suppliers, etc.)**
 - ✓ **All other firms that submitted a bid, quote or proposal to the prime but were NOT selected by the prime**

DBE Program Requirements

Prime consultant's responsibilities:

- ❖ With executed contract: Submit *Race-Neutral DBE Participation Listing (see Attachment B)* and copy of DBE certification letter or printout from the state-wide DBE directory for each DBE
 - DBE must perform a commercially useful function (defined in RFP and contract provisions)
 - DBE must be certified in NAICS code(s) directly applicable to *contract* scope of work
 - ✓ If you are unfamiliar with NAICS codes, visit www.naics.com
- ❖ When DBEs begin work: Submit proof of participation for each DBE (letter from DBE or copy of signed subcontract)

DBE Program Requirements

Prime consultant's responsibilities:

- ❖ Comply with DBE reporting requirements:
 - Submit monthly DBE utilization reports (**SCRRRA Form 103 – see Attachment C**) to Dalia via email, at sabald@scrra.net
- ❖ Count DBE participation correctly (defined in contract provisions)
- ❖ Terminate a DBE for “good cause” ONLY (defined in contract provisions and in 49 CFR § 26.53)
- ❖ Pay DBEs (and all subcontractors) promptly – talk to your subs about *your* invoicing and payment cycles
- ❖ Meet DBE commitment % by contract end
 - **Sanctions may be imposed for failure to meet DBE commitment**

Overview of SBE Provisions

- ❖ In accordance with DBE regulations (49 CFR § 26.39), SCRRA has developed provisions to facilitate small business participation on our DOT-assisted contracts
- ❖ SCRRA's SBE provisions include SBE contract goals and a Good Faith Effort (GFE) process
- ❖ SBE goal % will be based on the level of potential subcontracting opportunities AND on projected SBE and DBE availability (all DBEs are SBEs)
- ❖ To be deemed **RESPONSIVE** to SBE requirements, prime proposers must list sufficient SBEs to meet the contract goal OR submit GFE documentation and pass SCRRA's GFE evaluation

SBE Eligibility Criteria

- ❖ **An SBE is defined according to federal small business size standards based on NAICS codes. Refer to the weblink below for complete list of eligibility criteria:**
 - www.sba.gov/category/navigation-structure/contracting/contracting-officials/small-business-size-standards
- ❖ **Additional qualifier: Annual gross sales, averaged over the most recent three tax years, cannot exceed \$22.41 million, regardless of NAICS code**
 - **This is consistent with the threshold for DBEs**

SBE Certification

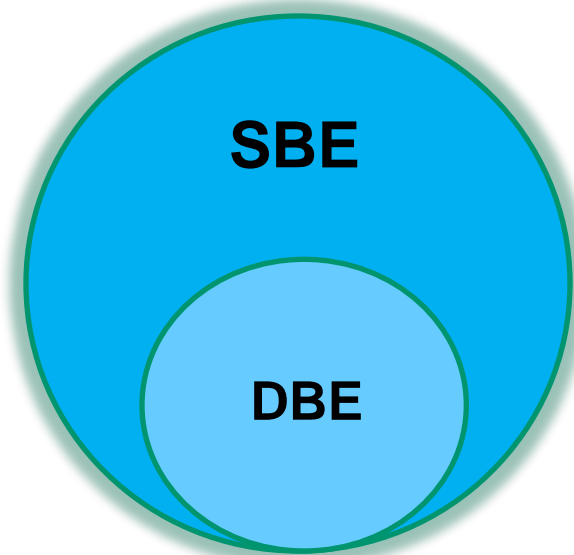
- ❖ **SCRRA conducts its own SBE certifications via PlanetBids.**
 - Also conducts random desk audits, i.e., request copy of signed tax returns and/or employer's quarterly payroll report.
 - **Certification tip: Do NOT round off your annual gross sales – list the exact amounts from your tax returns.**

- ❖ **To apply for SBE certification, log on to your SCRRA PlanetBids vendor account and click on the “Small Business Certification” tab. Note: You must be a registered vendor to apply for SBE certification.**

- ❖ **SCRRA accepts ONLY the following as proof of SBE eligibility:**
 - **SBE certification letter from SCRRA**
 - **DBE certification letter from any state's Unified Certification Program (UCP) certifying agency**

All DBEs = SBEs

- ❖ DBEs are a smaller subset of SBEs
- ❖ Therefore, SCRRA encourages proposers to also utilize DBEs to meet the SBE goal and to assist SCRRA in meeting its overall DBE goal
- ❖ All California-based DBEs will also count as race-neutral DBE participation



SBE Provisions Requirements

Prime proposer's submittal requirements:

- ❖ With proposal or within 48 hours after proposals are due:
SBE Participation Listing (see Attachment D) and proof of SBE eligibility for each listed SBE (SCRRA SBE certification letter or DBE certification letter)
 - Must sign and submit form even if zero SBEs are listed
- ❖ If the *SBE Participation Listing* AND proof of SBE eligibility are NOT submitted by the required deadline, the proposal is automatically deemed **UNRESPONSIVE**
- ❖ If SBE goal is not met, GFE documentation is due within 48 hours after contact (email and phone) by SCRRA

SBE Provisions Requirements

SBE goal is deemed to NOT be met IF:

- ❖ Prime proposer did not list sufficient SBEs to meet the contract goal; OR
- ❖ SCRRA's evaluation of proposer's SBE commitment % reveals that one or more of the listed SBEs:
 - Is not certified or eligible per SCRRA standards (i.e., not SBE certified with SCRRA or not a certified DBE)
 - Is not certified in the NAICS code that represents the contract scope of work
 - Is not listed as performing a commercially useful function

Proposers are STRONGLY encouraged to conduct a GFE, even if they believe that they will meet the SBE contract goal

Proposal Responsiveness Example

- ❖ SBE contract goal is 15%
- ❖ Three (3) proposals are received
 - Proposer #1 lists a 20% SBE commitment and does not conduct or submit a GFE.
 - SCRRA's evaluation reveals that one SBE listed at 6% does not qualify as a SCRRA SBE. Actual SBE commitment becomes 14%.
 - Proposal #1 is deemed **UNRESPONSIVE**.

 - Proposer #2 lists a 10% SBE commitment and submits a GFE.
 - GFE does NOT pass SCRRA's evaluation.
 - Proposal #2 is deemed **UNRESPONSIVE**.

 - Proposer #3 lists a 10% SBE commitment and submits a GFE.
 - GFE passes SCRRA's evaluation.
 - Proposal #3 is deemed **RESPONSIVE**.

SBE Provisions Requirements

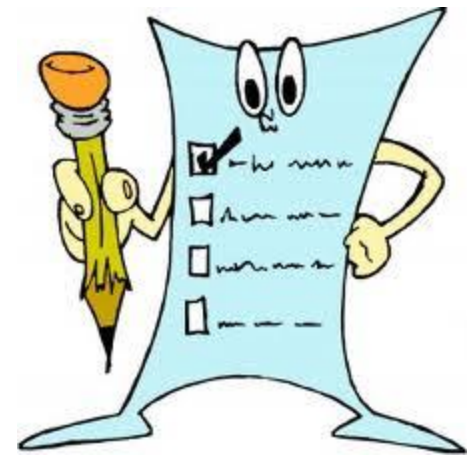
Prime consultant's responsibilities:

- ❖ Comply with SBE reporting requirements:
 - Submit monthly SBE utilization reports (**SCRRA Form 103 – see Attachment C**) to Dalia via email at sabald@scrra.net
- ❖ Count SBE participation correctly (defined in contract provisions)
- ❖ Terminate SBE for “good cause” ONLY (defined in contract provisions)
- ❖ Pay SBEs (and all subcontractors) promptly
- ❖ Meet SBE commitment % by contract end
 - **Sanctions may be imposed for failure to meet SBE commitment**

Good Faith Effort (GFE) Overview

GFE Steps & Scoring

- ❖ Eight (8) steps worth ten (10) points each = 80 points
- ❖ Each step gets either ten (10) points or zero (0) points
 - No partial credit
- ❖ 60 out of 80 points = passing score



GFE Requirements

1. **Attend the pre-proposal meeting.**

SUBMIT: A copy of the sign-in sheet with proof of attendance.

2. **Develop a subcontracting plan and select portions of the contract scope of work that can feasibly be performed by SBEs.**

SUBMIT: List of the items of work made available to SBEs.

3. **Advertise (print or online publication) for SBE participation no less than 10 business days prior to proposal due date.**

SUBMIT: Copies of ads placed. Must include prime proposer's name, project owner's name, contract name, type of work item(s) solicited, date proposals are due from SBEs, and SCRRA's proposal due date.

GFE Requirements

- 4. Enlist the assistance of industry- and trade-based organizations, non-profit agencies and/or online SBE/DBE directories to recruit SBEs.**

SUBMIT: Copies of online directory downloads, letters sent to organizations and any responses received, etc.

- 5. Solicit SBEs directly, in writing, no less than 10 business days prior to proposal due date.**

SUBMIT: Copies of written notices (letters, fax transmittals, emails, etc.). Must include prime proposer's name, project owner's name, contract name/title, type of work item(s) solicited, date proposals are due from SBEs, and SCRRA's proposal due date.

GFE Requirements

- 6. Follow up with SBEs relative to the initial solicitations sent to SBEs.**

SUBMIT: List dates and methods used for following up, name and contact information of person(s) contacted at each SBE firm, and results of the follow-up.

- 7. Document reason(s) for rejecting an SBE's bid/quote/proposal, and do not reject an SBE without a valid reason.**

SUBMIT: For each SBE rejected, list the work item, SBE's name, contact person, contact information, price bid, name of firm selected for that work, and reason(s) for rejecting the SBE.

GFE Requirements

8. Proposer's SBE commitment % compared to that of other proposers.

Proposer whose SBE commitment % is equal to or above the median SBE commitment % of all proposers, receives ten (10) points. Proposer whose SBE goal commitment % is below the median SBE commitment % receives zero (0) points.

What is a "median"?

- ❖ The median is the middle value in a set of values. Example: Values are 5, 7 and 10. Median is 7 (the middle value).
- ❖ If there is an even number of values, the median is the average of the two middle values. Example: Values are 2, 5, 7 and 10. The two middle values are 5 and 7. The median is the average of the two middle values, or 6.

GFE #8 Scoring Example

- ❖ SBE contract goal is 15%
- ❖ Four (4) proposals are received
- ❖ All proposers also submit GFE documentation

- Proposer #1's SBE commitment is 20% *
- Proposer #2's SBE commitment is 14% *
- Proposer #3's SBE commitment is 12% *
- Proposer #4's SBE commitment is 10% *

* After SCRRA's evaluation

Median is 13%

- Proposer #1's GFE does not need to be evaluated
- Proposer #2 receives 10 points for GFE #8
- Proposer #3 receives 0 points for GFE #8
- Proposer #4 receives 0 points for GFE #8

Know Your NAICS Codes!

- ❖ If you are SBE certified in a specific NAICS code and want to ascertain that you will receive SBE credit for performing work for SCRRA under that code:
 - Log on to www.naics.com and click on *Free Code Search*.
 - In the *NAICS Search* field, type in the NAICS code, then click on *NAICS Search*.
 - The NAICS code you typed in will appear as a hyperlink. Click on the code and scroll down to the *Corresponding Index Entries*.
 - If your contract scope of work is included in the list of entries for that NAICS code, you WILL receive SBE credit for work performed under that NAICS code.
 - If your contract scope of work is NOT included in the list of entries for that NAICS code, go back to the *NAICS Search* field, type in a keyword, locate your service, and apply for SBE certification under the appropriate NAICS code.

Thank you! This concludes our presentation.

Questions?

PRESENTERS' CONTACT INFORMATION:

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FOR A COPY OF TODAY'S PRESENTATION AND SIGN-IN SHEET:

- ❖ Log on to www.metrolinktrains.com/doing_business
- ❖ Click on “DBE and Labor Compliance” (left side of the webpage)
- ❖ Scroll down to the end of the DBE section