



DATE June 1, 2016
TO GCTD Board of Directors
FROM Marlena Kohler, Purchasing Manager/DBE Officer
SUBJECT Consider Authorizing Award of Contract to NV5 West, INC. for Construction Inspector Services for the New Administration and Operations Facility Project

1. EXECUTIVE SUMMARY

A competitive bid process for Construction Inspection Services for the New Administration and Operations Facility Project began with the issuance of Request for Proposal (RFP) 16-02 on October 20, 2015. The purpose of the RFP was to hire a consultant/firm that would be used on an on-call basis for approximately 2-3 years during the construction of GCTD new facility.

The RFP was posted on our website as well as the Public Purchase website. Four (4) proposals were received. All proposals were considered responsive. An evaluation committee independently evaluated and scored each proposal. At the conclusion of the evaluation process, which included interviewing the top two highest rated firms; NV5 West, Inc. received the highest overall score. Their proposal is considered fair and reasonable based on adequate competition. A responsibility determination was conducted, which resulted in determining that NV5 West, Inc. is a responsive and responsible firm capable of meeting GCTD's requirements.

It is recommended that the Board of Directors authorize award of a contract for Construction Inspection Services to NV5 West, Inc. in an amount not-to-exceed \$125,000 for the entire term of the contract.

2. BACKGROUND

GCTD requires a consultant for construction inspection services, on an as-needed basis, to augment GCTD's staff construction inspection services over the course of the construction of our new Administration and Operation Facility. This on-call contract is necessary for the primary purpose of assuring that the GCTD facility is constructed to meet all project requirements and specifications.

A competitive bid process to locate a qualified consultant/firm to provide Construction Inspection Services for the New Administration and Operations Facility Project began on October 20, 2015 with the issuance of Request for Proposal (RFP) 16-02.

Four (4) proposals were received when the bid closed on November 12, 2015. All four (4) proposals were determined to be responsive.

Firm	Location
BPI	Los Angeles, CA
MBPro	Ontario, CA
NV5	Ventura, CA
Twining	Ventura, CA

GOLD COAST TRANSIT DISTRICT

The Evaluation Committee comprised of Reed Caldwell, Director of Engineering & Construction, Chuck McQuary, Facility Project Planner, Vanessa Rauschenberger, Director of Planning & Marketing and Marlena Kohler, Purchasing Manager/DBE Officer evaluated, independently, all four proposals. The overall evaluation was based on a 100 point system (400 total possible points). Listed below are the evaluation criteria and point allocation:

CRITERIA	POSSIBLE POINTS
Qualification of Firm	30
Proposed Team and Organization	25
Detailed Work Plan	25
Fee	20
TOTAL	100

The results of the four evaluator's total scores are as follows:

Firm	Qualification	Proposed Team	Detailed Work Plan	Fee	Total Points	Ranking
BPI	90.0	67.5	70.0	48.0	275.5	3
MBPro	78.0	50.0	55.0	30.0	213.0	4
NV5	102.0	85.0	85.0	62.0	334.0	1
Twining	105.0	82.5	72.5	48.0	308.0	2

As a result of the evaluations, the evaluation committee elected to interview the top two (2) firms, NV5 and Twining. At the conclusion of the interviews, NV5 West, Inc received the highest overall score. NV5 demonstrated a better understanding of GCTD and the scope of work required.

A price analysis was conducted on NV5 West Inc.'s using the proposed rates from all four proposals. The proposed rates for the initial base year are summarized as follows:

Firm	Lead Inspector Hourly Rate
BPI	\$83.00
MBPro	\$110.00
NV5	\$92.00
Twining	\$82.00

NV5's proposed rate of \$92 per hour for their Lead Inspector is considered fair and reasonable and in line with those generally charged in this type of work.

A responsibility determination was conducted on NV5 West Inc. Staff confirmed that NV5 was not listed in the System of Award Management (SAM) nor were there any complaints filed with the Better Business Bureau. The client references provided by NV5 were contacted and provided no negative responses. NV5 has also current and active with the State of California's Public Works Contractor (PWC) registry. As a result, NV5 West, Inc. was determined to be a responsive, responsible firm capable of meeting GCTD's requirements.

3. SUMMARY AND RECOMMENDATIONS

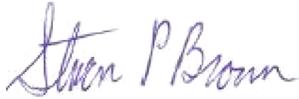
A Request for Proposal was issued and submissions were evaluated to determine the most highly qualified firm to provide Construction Inspection Services for GCTD's New Administration and Operations Facility Project. After an extensive evaluation process, which included interviewing the top two highest

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rated firms, NV5 West, Inc. a firm located in Ventura, received the highest overall score. NV5 is considered responsive and responsible and their proposal is considered fair and reasonable.

It is recommended that the Board of Directors authorize award of a contract for Construction Inspection Services to NV5 West, Inc. in an amount not-to-exceed \$125,000 for the entire term of the contract.

Concurrence:

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style and is positioned above a horizontal line.

Steven P. Brown
General Manager