

Date: February 22, 2017

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 17-02-09 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH ADS SYSTEM SAFETY CONSULTING LLC; BSI EHS SERVICES AND SOLUTIONS; PARSONS TRANSPORTATION GROUP INC; AND VITAL ASSURANCE LTD FOR SAFETY MANAGEMENT SYSTEM (SMS) CONSULTING SERVICES

1. Purpose of Item

The purpose of this item is to request the TriMet Board of Directors (Board) adopt a resolution authorizing the General Manager to execute contracts with four firms: ADS System Safety Consulting LLC; BSI EHS Services and Solutions; Parsons Transportation Group Inc; and Vital Assurance Ltd for Safety Management System consulting services (Services).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board approval is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action:

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

The safety of passengers and employees is TriMet’s top priority. In 2015, the Federal Transit Administration (FTA) published a Safety Management System (SMS) Framework as the basis for its new National Public Transportation Safety Plan. The SMS Framework provides the building blocks and some of the major milestones for its implementation and aims to standardize the understanding and implementation of SMS through communication and partnership with the public transportation industry.

SMS is a management system, similar to a financial or quality management system. It ensures that TriMet has the necessary organizational structure, resources, operational procedures, and staffing and training in place to efficiently and effectively align safety priorities and promote continuous improvement in safety performance. SMS is comprised of four components:

1. Safety Management Policy

The objectives of this component are to: (a) generate a blueprint of how to meet and integrate SMS requirements into TriMet's service delivery operations; (b) create an accountability framework for the development of SMS implementation activities; and (c) develop safety policy documents.

2. Safety Risk Management

The objectives of the safety risk management are to: (a) establish and implement Safety Risk Management activities and tools so TriMet can identify and analyze hazards and evaluate safety risks; and (b) correct potential shortcomings in activities and tools that TriMet already has in place.

3. Safety Assurance

The objectives of the safety assurance component are to: (a) implement essential Safety Assurance activities and tools that allow TriMet to monitor safety performance during service delivery operations; (b) manage operational change; and (c) provide for continuous improvement of the SMS.

4. Safety Promotion

The objectives of safety promotion component are to develop training and communication strategies and programs that: (a) foster improved safety performance and competencies; and (b) increase safety awareness.

6. Procurement Process

On November 16, 2016, TriMet issued a Request for Proposals (RFP) for SMS Consulting Services with the intention of making multiple awards and allocating work throughout the term of the contracts through a competitive task order process. The RFP sought firms with qualifications and experience in providing the Services, specifically with regards to assisting transit agencies in meeting the mandated FTA SMS Framework, and following American Public Transportation Association (APTA) SMS guidelines.

On December 19, 2016 TriMet received twelve (12) proposals in response to the RFP:

- Allen, Davis, and Sergent (ADS) System Safety Consulting LLC
- Arcadis Design & Consultancy
- British Standards Institution Environmental Health and Safety (BSI EHS) Services and Solutions
- Bureau Veritas North America Inc.
- DuPont Sustainable Solutions
- Glostone Trucking Solutions

- Indy Safety Inc.
- LTK Engineering Systems
- Parsons Transportation Group
- SNC-Lavalin Rail & Transit Inc.
- Touchstone Consulting LLC
- Vital Assurance Ltd.

A Source Evaluation Committee (SEC) comprised of staff from the Safety, Security and Environmental, Maintenance Operations and Facilities Management departments was appointed to review and evaluate the proposals. The evaluation criteria in the RFP included: (1) qualifications of the firm, staff, and diversity; (2) project understanding/work plan; and (3) price proposal. After evaluating the proposals, ADS System Safety Consulting LLC, BSI EHS Services and Solutions, Parsons Transportation Group Inc, and Vital Assurance Ltd were shortlisted to the competitive range and the SEC opened price proposals from those four firms. Interviews were then scheduled with the four firms in the competitive range to seek clarification from the firms on their understanding of the Services to be provided. Following interviews, the evaluation committee determined that all four finalists would be considered for award and they were asked to submit a Best and Final Offer (BAFO). Overall proposal scores of the four firms after interviews and BAFOs are summarized in the table below:

	Possible Points	ADS System Safety Consulting LLC	BSI EHS Services and Solutions	Parsons Transportation Group Inc	Vital Assurance Ltd
<i>Evaluation Criteria</i>					
Qualifications of the Firm, Staff, and Diversity	30	23.8	23.3	27.0	24.5
Project Understanding – Work Plan	40	31.0	31.3	35.0	34.3
Price Proposal	30	30.0	24.6	27.5	26.4
Total Score =	100	84.8	79.2	89.5	85.2
Pricing** =		\$90,397.10	\$110,410.00	\$98,706.42	\$102,610.82

***Pricing was Proposed Based on Work Category Scenarios Outlined in the RFP and at Proposers' Hourly Rates*

It was determined that the four competitive range firms demonstrated the technical experience, qualifications, and a strong understanding of the work and are hereby being recommended for award. Each contract will be structured with a one-year base term, with TriMet's option for up to four additional one-year extensions. Price adjustments will be permitted on an annual basis if TriMet elects to exercise the additional one-year extensions and will be capped at the percentage difference from the prior year of the Consumer Price Index (CPI), for All-Urban Workers, for the Portland-Salem area. All four contracts will be task order based and the firms will all compete for individual task orders throughout the duration of the contracts. Pricing for each contract will include approved hourly rates for proposed staff and task orders will be priced accordingly. Actual payments made to each contractor will be based on the number of task orders that each firm is awarded throughout the duration of the contracts and will vary.

This Resolution authorizes TriMet to contract with ADS System Safety Consulting LLC, BSI EHS Services and Solutions, Parsons Transportation Group Inc and Vital Assurance Ltd for the Services in the amount of \$609,340.00 per contract for a total of \$2,437,360.00 for all four contracts for the five year period. The actual amount of money to be spent on each contract will be dependent on TriMet's requirements for the Services and the number of task orders awarded to each firm.

7. Diversity

TriMet's RFP required proposers to include a workforce diversity summary of the firm as well as a Disadvantaged Business Enterprise (DBE) subcontracting plan.

ADS System Safety Consulting LLC's workforce is 23% female and 54% minority. They are a federal certified DBE firm and intend to self perform a majority of the Services, but have identified DBE subcontracting opportunities for additional capacity, if necessary.

BSI EHS Services and Solutions intends to self perform the Services with its own workforce, which is 47% female and 23% minority. No subcontracting opportunities are anticipated.

Parsons Transportation Group Inc's workforce is 25% female and 27% minority. They intend to self perform a majority of the Services but has identified DBE subcontracting opportunities for additional capacity, if necessary.

Vital Assurance intends to self perform the Services with its own workforce, which is 38% female and 0% minority. No subcontracting opportunities are anticipated.

8. Financial/Budget Impact

The Services are budgeted for in the Safety, Security, and Environmental Services division budget for FY2017.

9. Impact if Not Approved

TriMet does not have the experience or expertise to be able to perform the Services with existing staff. If these contracts are not approved, TriMet risks non-compliance with federal requirements.

RESOLUTION 17-02-09

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH ADS SYSTEM SAFETY CONSULTING LLC; BSI EHS SERVICES AND SOLUTIONS; PARSONS TRANSPORTATION GROUP INC; AND VITAL ASSURANCE LTD FOR SAFETY MANAGEMENT SYSTEM (SMS) CONSULTING SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into contracts with four firms: ADS System Safety Consulting LLC; BSI EHS Services and Solutions; Parsons Transportation Group Inc; and Vital Assurance Ltd for Safety Management System Consulting Services (Contracts); and

WHEREAS, the total amount of each of the Contracts are expected to exceed \$150,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contracts shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Contracts.

Dated: February 22, 2017

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department