

Consultant-assisted project for the development and application of the COG/TPB travel demand model: Re-bidding the contract for FY 2015

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Project background

- Begun in FY 2006; Now in its ninth year
- Project has been conducted using a series of one-year contracts and contract extensions (amendments)
- First contract was designed to be renewable for up to two additional fiscal years
 - ▣ Thus, consultant could hold the contract for up to three consecutive years, after which the contract required re-bidding
- Original contract was a task-order contract, whose total cost was not to exceed \$150,000 per year
- Task orders were mutually agreed to by the consultant and TPB staff, after the award of the contract



Project background

- Subsequent contracts, in FY 2009 and FY 2012, have been structured in the same way as the original contract
- Contract awards:
 - ▣ FY 2006-2008: Vanasse Hangen Brustlin, Inc. (VHB)
 - ▣ FY 2009-2011: Cambridge Systematics, Inc. (CS)
 - ▣ FY 2012-2014: AECOM



Re-bidding the contract

- It is now time to re-bid this contract for FY 2015
- Re-bidding process, from RFP to a signed contract, should take about three months
 - ▣ So, by starting in April, we should have a signed contract by July 1 (start of FY 2015)
- Although the contract limit has historically been \$150k per year
 - ▣ FY 2015 contract limit will likely be \$200k
 - ▣ Nonetheless, contract limit for subsequent years (e.g., FY 2016 & 2017) would likely revert to \$150k



Re-bidding the contract

- The process used to develop the Request for Proposals (RFP), advertise the RFP, form a selection committee, score proposals, announce a winning bid, develop a contract, etc. is governed by COG policy set out in this document:
 - Office of Accounting & Finance. *Procurement Policy*. Washington, D.C.: Metropolitan Washington Council of Governments, July 10, 2013.



Re-bidding the contract

- Two main steps
 - ▣ RFP process
 - ▣ Developing the contract
- Definitions for subsequent slides
 - ▣ COG Project manager: Mark Moran
 - ▣ COG Contracts and Purchasing Manager:
 - Has been Thomas Savoie, but he is leaving COG today (3/21/14), so COG is seeking a new person to fill this role
 - In the interim period, existing COG staff will be providing this service



RFP process

- COG project manager develops scope of work, budget, and evaluation criteria. Forwards documents to COG contracts and purchasing manager, who converts scope of work into RFP format (early April)
- After internal COG approvals, the RFP is advertised by posting it to the COG website (early April)
 - ▣ Must be posted for a minimum of 10 business days
 - ▣ In the past, we also sent the RFP to the TMIP e-mail distribution list, which has about 1,600 subscribers



RFP process

- If the project manager requests it, the purchasing manager will work with the project manager to schedule a pre-bid meeting that occurs within the 10-day minimum advertisement period (mid April)
 - Purchasing manager will put together both the list of questions and answers, and the list of attendees.
 - The Q&A document will become an amendment to the RFQ, and will be posted to the COG website and e-mailed to all the pre-bid meeting attendees.



RFP process

- Form technical selection committee (TSC)
 - ▣ As a minimum, the TSC includes the COG purchasing manager and the COG project manager
 - ▣ May also include individuals who have knowledge or expertise that would facilitate the evaluation process
- Purchasing manager receives proposals from bidders by a given deadline, which must be 10 days or more after advertisement (ca. end of April)
- TSC reviews proposals
- TSC meets to evaluate/score proposals (early May)
- Purchasing manager notifies the bidders about results of award of contract (late May or early June)



Developing the contract

- COG project manager gives COG purchasing manager the scope of work to be performed (mid June)
- Purchasing manager puts the scope of work into the appropriate contract format, with the appropriate “terms and conditions” (mid June)
- COG internal approvals
- Purchasing manager forwards the contract to the winning vendor. If negotiations are needed, they happen at this point.



Developing the contract

- Once negotiations have been completed, the contractor signs the final document and returns it to the COG purchasing manager (late June)
- Contract is then sent to COG Executive Director for signature.
- COG Exec. Dir. returns the fully executed contract back to COG purchasing manager, who forwards the contract to the vendor with a notice to proceed (late June).
- Goal start date for contract: July 1, 2014 (FY 2015)



Conclusion

- Consultant-assisted project to provide assistance with the COG/TPB travel demand model is
 - ▣ about to begin its tenth year
 - ▣ about to be re-bid for FY 2015
- Contract limit will likely be up to \$200k for FY 2015 and \$150k for subsequent years.
- We will follow COG's official procurement policy
- Process should take about three months, ending Jul. 1
- We encourage any qualified and suitable consultant to prepare a bid



Thank you!

- Questions?
- Mark Moran (mmoran@mwkog.org)

