



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>Robert M. Pann</i> 5 JUNE 2019		GENERAL MANAGER ACTION REQ'D: Approve and forward to Board of Directors		
DATE: 5/31/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Nikhila Pai Dept: Budget <i>Nikhila Pai</i> Signature/Date: 6/3/19	General Counsel <i>[Signature]</i> 6/3/19 []	Controller/Treasurer <i>[Signature]</i> 6/3/19 []	District Secretary []	BARC <i>[Signature]</i> 6/3/19 []

Award of Agreement Nos. 6M4647, 6M4648, 6M4649, and 6M4650 for On-Call Professional Services for Capital Budget

PURPOSE:

To obtain Board authorization for the General Manager to award Agreement No. 6M4647 to Sperry Capital Inc., Agreement No. 6M4648 to InnoFin Solutions, LLC, Agreement No. 6M4649 to Sjoberg Evashenk Consulting, Inc., and Agreement No. 6M4650 to Slalom, LLC, to provide on-call professional services for the Capital Budget and Funds Management Division. Each Agreement shall have a term of three (3) years, with two (2) one-year options to extend, for a total not-to-exceed amount of \$1,000,000.

DISCUSSION:

A Request for Proposals ("RFP") was issued for on-call professional services for six (6) Central Support Service Areas ("CSSA"): Operating Budget, Human Resources, Procurement/Materials Management, Capital Budget, Performance and Audit, and Finance for award of up to four (4) agreements for each service area. The selected consultants will be working on special projects to develop and implement process improvements and efficiencies, determine root causes of issues/problems, recommend strategies to address those issues/problems, develop new policies and procedures based on industry best practices, assess risk factors and recommend control measures at all levels of the District. The Capital Budget and Funds Management Division intends to pursue several improvement projects including but not limited to:

1. An evaluation of division oversight of capital funding across all project phases including funding assessments at project milestones;

accountability and reduce inefficiencies;

3. A plan for implementing a useful and accurate capital budget which ties to project phasing, short-term capital budget, and the Capital Improvement Plan; and
4. Recommendations on capital funds reporting that aligns with peer agencies, including but not limited to capital budgeting, budget to actuals, phased funding, capital funding & expiration dates, funding transfers, expense limits, and labor charging.

In order to streamline the process, the District issued one RFP for all six CSSAs. However, a separate evaluation committee for each CSSA evaluated the Proposers for their specific CSSA. This award is for agreements for the Operating Budgets CSSA.

RFP No. 6M4639 was advertised on January 31, 2019, and a subsequent Notice to Proposers was sent to fourteen (14) prospective proposers. Thirty-nine (39) prospective proposers downloaded the RFP from the District's Procurement Vendor Portal. Two Pre-Proposal Meetings were held on February 20, 2019 in the morning and afternoon, with twenty (20) prospective proposers attending. Three (3) Addenda was issued for the RFP over the course of advertisement.

On March 12, 2019, six (6) responsive proposals for the Capital Budget CSSA were received from the following firms:

1. Accenture, LLP (San Francisco, CA)
2. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)
3. Slalom, LLC (San Francisco, CA)
4. InnoFin Solutions, LLC (Denver, CO)
5. Harvey M. Rose Associates, LLC (San Francisco, CA)
6. Sperry Capital, Inc. (Sausalito, CA)

The six (6) proposals were reviewed and evaluated by a Source Selection Committee ("Committee") consisting of staff from the District's Budget Department, Office of Civil Rights ("OCR"), Office of Planning, Development & Construction, and Contract Administration. All six (6) proposals were determined to be responsive and to have met the Technical Requirements of the RFP. In accordance with the provisions of the RFP, the selection of Consultants to provide the services is based on the best value methodology. Under this approach, the District retains the right to award to other than the lowest cost proposal, based on a determination that certain technical advantages available from a proposal will equate to added value for the District. According to the terms of the RFP the proposals were evaluated and scored based on the criteria contained in the RFP with respect to the qualifications of the firm and key personnel.

The Committee then reviewed the price proposals and determined that all six (6) proposals

were within the competitive range. All proposers were short-listed and invited to an oral interview. The oral interviews were conducted on May 23, 2019.

After the oral interviews, the Committee combined the qualifications/technical scores and the oral interview scores and based on best value analysis determined that the following four (4) proposers offered best overall value to the District:

1. Sperry Capital, Inc. (Sausalito, CA)
2. InnoFin Solutions, LLC (Denver, CO)
3. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)
4. Slalom, LLC (San Francisco, CA)

Pursuant to the District's Non-Federal Small Business Program, OCR set a 5% Small Business Prime Preference for this Agreement for Small Businesses (SB) certified by the California Department of General Services (DGS). Sjoberg Evashenk Consulting, Inc., Harvey M. Rose Associates, LLC, and Sperry Capital, Inc. are certified SBs, making them eligible for the 5% Small Business Prime Preference for this Agreement for evaluation purposes.

Pursuant to the District's Non-Discrimination Program for Subcontracting, the Availability Percentages for this Agreement are 8.4% for Minority Business Enterprises (MBEs) and 5.7% for Women Business Enterprises (WBEs). Sjoberg Evashenk Consulting, Inc. and Slalom, LLC will not be subcontracting any portion of the Work and therefore, the provisions of the District's Non-Discrimination Program for Subcontracting do not apply.

InnoFin Solutions committed to 0% MBE and 0% WBE participation. InnoFin Solutions did not meet either the MBE or WBE Availability Percentages; therefore, InnoFin Solutions was requested to provide the Office of Civil Rights with supporting documentation to determine if it had discriminated on the basis of race, national origin, color, gender or ethnicity. Based on the review of the information submitted by InnoFin Solutions, the Office of the Civil Rights found no evidence of discrimination.

Sperry Capital, Inc. Committed 0% MBE and 100% WBE participation. Sperry Capital, Inc. did not meet the MBE Availability Percentages; therefore Sperry Capital, Inc. was requested to provide the Office of Civil Rights with supporting documentation to determine if it had discriminated on the basis of race, national origin, color, gender or ethnicity. Based on the review of the information submitted by Sperry Capital, Inc. the Office of Civil Rights found no evidence of discrimination.

The Office of General Counsel will approve the Agreements as to form.

FISCAL IMPACT:

Each agreement has a not to exceed cost limit of \$1,000,000. However, no dollar amount is

guaranteed to any of the Consultants.

Costs for professional services will be funded by the FY20 – FY22 Operating Budget of Capital Budget and Funds Management (Cost Center 1106484). Funding for services to be rendered in FY20 – FY22 will be included in the proposed annual operating budget of the Budget Department for that year, subject to Board approval. This action is not anticipated to have any fiscal impact on unprogrammed District reserves in the current Fiscal year.

ALTERNATIVES:

The District could reject all proposals and solicit new proposals.

RECOMMENDATION:

It is recommended that the Board adopt the following motion:

MOTION:

That the General Manager is authorized to award Agreement No. 6M4647 to Sperry Capital Inc., Agreement No. 6M4648 to InnoFin Solutions, LLC, Agreement No. 6M4649 to Sjoberg Evashenk Consulting, Inc., and Agreement No. 6M4650 to Slalom, LLC, to provide on-call professional services for the Capital Budget and Funds Management Division, each in an amount not to exceed \$1,000,000, pursuant to notification to be issued by the General Manager, and subject to compliance with the District's protest procedures.