

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Michael Longhi, Chief Financial Officer

DATE: March 4, 2021

SUBJECT: TransAction and Six Year Program Update Contract

1. **Purpose:** To seek Northern Virginia Transportation Authority (NVTA) approval of proposed TransAction and Six Year Program Update contract with Cambridge Systematics, Inc as recommended by the Finance Committee.
2. **Suggested Motion:** *I move Authority approval of the proposed TransAction and Six Year Program Update Contract award to Cambridge Systematics Inc. and; authorize the Executive Director to sign the attached Contract Award Notice.*
3. **Background:**
 - a. A consultant open house was conducted on December 4, 2019, to allow potential contractors and subcontractors to discuss the upcoming procurement in an open and transparent environment for all potential competitors.
 - b. A Request for Proposals (RFP) was issued on November 12, 2020, with proposals due on December 11, 2020.
 - c. Notice of this open procurement was placed on the NVTA website and with the Commonwealth's eVA procurement notice system.
 - d. Four firms submitted responsive and responsible Technical and Price proposals eligible for consideration by the RFP Evaluation Team.
 - e. The RFP Evaluation Team consisted of eight jurisdiction members and one NVTA staff member, for a total of nine voting members. VDOT shared a staff member with modelling experience for technical assistance on that topic. Jurisdiction Evaluation Team members involved their subject matter experts. Each participating jurisdiction and NVTA had one vote.
 - f. Two of the four respondent proposals received close scores on their technical proposals and were interviewed on January 6, 2021. All cost proposals were then released for best value evaluation.
 - g. When the cost proposals were evaluated, the same two highest ranking firms retained their relative positions. However, on rescoring on best value, one of those two firms received eight of the available nine votes.

- h. As required by the Virginia Public Procurement Act, negotiations commenced with the two top ranked firms. The negotiations were conducted by NVTA's CFO with support from NVTA staff, using the comments and recommendations of the Evaluation Team.
- i. Negotiations included questions and requests, specific to each firm, recommended by the Evaluation Team and subject matter experts.
- j. After an initial round of negotiations, both firms were requested to submit Best and Final Offers.
- k. The Best and Final Offers were requested to include cost reductions to bring the proposed costs in line with the project budget approved by the Authority in FY2020.
- l. After an examination of the Best and Final Offers in terms of both technical responses and costs reductions, the negotiations resulted in further affirmation of the Evaluation Team's prior consensus.
- m. Negotiations achieved the Evaluation Team's suggested objectives and achieved significant cost reductions.

4. Award Recommendation: NVTA staff recommends award of the TransAction and Six Year Program Update Contract to Cambridge Systematics Inc., (CS). Factors supporting the recommendation are:

- a. Constancy with the Evaluation Team vote 8/1 in favor of CS.
- b. Successful negotiations of enhanced technical features as recommended by the Evaluation Team.
- c. Successful cost negotiations.
- d. The CS selection furthers the Authority's Strategic Plan goal to develop in-house modeling capacity.
- e. The modeling system and approach for Trans Action and Six Year Update are consistent and compatible with what is in use by many member jurisdictions and MWCOG/TPB.
- f. The modeling system approach is expected to be the most compatible in the future with expected industry evolution and evolution in MWCOG/TPB modeling and data.
- g. The modeling system(s) proposed are commercial products with vendor support as well as a local and national community of users.
- h. The proposed contract is within previously appropriated funding, so no budget action is required.
- i. CS had previously completed TransAction 2040.
- j. The recommendation recognizes, that there is some schedule risk for the adoption of the next Six Year Program Update (tentatively scheduled for summer of CY2022). This is due to the change in the modeling platforms (current to future). However, it is recognized that this is the appropriate time to make the long-term investment in a modeling platform that will have broad compatibility and further the NVTA Strategic Plan Goal of developing in-house modeling capacity.



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

DRAFT, 2021

Mr. Thomas Harrington, Principal
Cambridge Systematics, Inc.
3 Bethesda Metro Center, Suite 1200
Bethesda, MD 20814

Dear Mr. Harrington:

The Northern Virginia Transportation Authority has acted to authorize the award of a contract to Cambridge Systematics Inc. (CS) to perform the work requested in the Authority's RFP No. 2021-01 and described in your Technical Proposal and separate Price Proposal dated December 11, 2020.

The following clarifications and modifications apply:

1. The CS Responses to Additional Questions dated January 8, 2021.
2. The CS Responses to Additional Questions dated January 26, 2021.
3. The CS Price Proposal dated February 3, 2021.
4. NVTA clarification of the intent of RFP Section E, Item 6 through the replacement of the word Engineers in the first sentence on page 52 with Transportation Planning Consultants.
5. NVTA restatement of RFP Section E, Article 15 (Page 33) with: "To the extent applicable, all materials and equipment furnished by the Consultant shall be fully guaranteed against defects in material and workmanship in accordance with the most favorable commercial warranties the Consultant gives any customer for such supplies or services."

This letter, together with NVTA RFP 2021-03 and the Cambridge Systematics Technical Proposal and Price Proposal dated December 11, 2020, with the attachments and revisions noted above provides the agreement to conduct the project under the specified terms and

conditions. This letter also constitutes your notice to proceed unless advised otherwise in writing by NVTA on or prior to March 25, 2021.

If you concur please sign both originals and return one copy to Michael Longhi, NVTA CFO. Please contact Mr. Longhi with any questions.

Sincerely,

Monica Backmon
Executive Director

Mr. James Brogan
Executive Vice President
Cambridge Systematics

Date

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