

MEMORANDUM

December 1, 2014

To: MVTA Board

From Michael Abegg, Transit Planning Manager

Subject: Authorize a Contract with SRF for project management services UPDATED

Requested Action

Authorize a sole-source contract with SRF for project management services related to RouteMatch and TransitMaster AVL integration.

Background

MVTA is currently in negotiations with both RouteMatch Software and Trapeze Group on software integration work to allow MVTA's RouteMatch generated AVL data to be integrated with the regional transit databases operated by the Met Council using Trapeze's software. In order to ensure good quality and a high level of performance by both vendors, staff believes it is important to engage a third-party contractor to provide project management oversight rather than attempt to perform this work with in-house staff.

SRF is considered to be uniquely qualified to perform this work at this time due to a combination of factors: previous recent experience providing construction management services to MVTA on Cedar Avenue projects, previous performance in a similar role on Metro Transit UPA Transit Technology projects, and staff familiarity with SRF staff who would be involved with this project. While several of MVTA's other "on-call" consultants are capable of performing this work, the need to activate a firm quickly with established relationships, coupled with potential conflicts with other firms' current work with Metro Transit, suggest that SRF be appointed for this work on a sole-source basis.

Impact

MVTA will be severely hampered by not outsourcing the project management for this contract. Because of the high visibility of AVL integration project, it is critical that detailed and extensive oversight be conducted and documented. No current MVTA staff have the level of qualification and experience that SRF staff can provide in monitoring and carefully documenting technology vendor performance to the degree that will be necessary. More to the point, having MVTA staff perform this work would require a significant reduction in the performance of their other duties over the next year, at a time when staff are already stretched thin with Cedar BRT and Eagan Bus Garage project deliveries.

Staff received a proposal from SRF on January 25. Upon review, staff considers both the hours and rates proposed to be fair and reasonable – rates are lower than other recent vendors for similar job categories and hours reflect MVTA's expectations for the tasks at hand. The proposed cost of \$65,869.00 is available in MVTA's operating budget.

Recommendation

Award a contract to SRF Consulting Group, Inc., for AVL Integration Project Management, in the amount of \$65,869.00, and authorize the Chair and Executive Director to execute the agreement utilizing MVTA's standard contract agreement for technical consulting.

MA/

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 13-_____

AUTHORIZING AN AGREEMENT WITH SRF CONSULTING, INC.

WHEREAS, MVTA is working with RouteMatch Software, Inc., and Trapeze Software Group, Inc. to create technical interfaces between the two vendors' software products; and,

WHEREAS, MVTA is in need of additional contract management support during the performance of the interface construction; and,

WHEREAS, SRF Consulting Group, Inc. (SRF) has previously demonstrated skill and knowledge in assisting regional transit agencies with technology integration projects; and,

WHEREAS, SRF's proposed project hours and rates are fair and reasonable for the work required by MVTA;

NOW, THEREFORE BE IT RESOLVED that the chair and executive director be authorized to execute an agreement with SRF Consulting Group, Inc., for AVL Integration Project Management, at a cost of \$65,869.

ADOPTED by the Minnesota Valley Transit Authority this 30th day of January, 2013.

Chair

Attest:
