



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

---

**File #:** 22-592, **Version:** 1

**Item #:** C-6.

---

**CC - (1) Approval of a Professional Services Agreement with IBI Group, a California Partnership to Assist the City of Culver City in Developing a Technology Roadmap Plan for Culver City's Transportation Technology Infrastructure in an Amount Not-To-Exceed \$122,418 (Proposed Fee \$111,289 with 10% Contingency, \$11,129); and (2) Authorization to the City Manager to Approve Amendments to the Agreement up to The Contingency Amount.**

**Meeting Date:** January 10, 2022

**Contact Person/Dept:** Mike Tobin/Transportation Department

**Phone Number:** (310) 253-6593

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/05/2022)

**Department Approval:** Rolando Cruz, Chief Transportation Officer (12/20/2021)

---

### **RECOMMENDATION**

Staff recommends the City Council (1) approve a professional services agreement with IBI Group, a California Partnership to assist the City of Culver City in developing a Technology Roadmap Plan for Culver City's Transportation Technology Infrastructure in an amount not-to-exceed \$122,418 (proposed fee \$111,289 with 10% contingency, \$11,129); and (2) authorize the City Manager to approve amendments to the agreement up to the contingency amount.

### **BACKGROUND**

This roadmap plan will assess and evaluate the Transportation Department's existing IT capabilities, infrastructure, and programs. It will perform a comprehensive survey of the existing transit technology market and identify feasible technology solutions that would support the organization in achieving its strategic mobility goals and enhance daily operations and service delivery. The consulting firm will conduct a system-by-system needs assessment of Culver City's existing transit technology infrastructure, develop a strategic roadmap outlining the recommended sequence of projects over a multi-year period, and finally provide estimated costs to develop and implement best practice

business processes through sector-leading technology solutions. The roadmap should serve as the agency's guide to procuring, developing, and implementing innovative transit technology solutions to enhance the agency's operations and service delivery. The goal of the roadmap plan will include improved customer experience, improved access to data and analysis, improved cyber security, improved operational efficiency, among many others. As noted in the solicitation, staff intended to use the results of this RFP to evaluate and select a firm to negotiate a contract for the listed roadmap plan.

## **DISCUSSION**

On October 21, 2021, the City released Request for Proposals #2227 on PlanetBids to solicit proposals from qualified individuals or firms for consulting services for the development of a Transportation Technology Roadmap Plan. Responses to all questions received were posted to PlanetBids on November 15, 2021. There were four questions and responses released prior to the proposal due date.

On November 18th, 2021, staff received three submissions. The three proposals that were forwarded for evaluation included Four Nine Technologies, IBI Group, a California Partnership, and OMNI Group. Based on adequate notification and the number of prospective proposers who registered to view the RFP through PlanetBids, staff believes the process allowed for fair competition.

The evaluation team, comprised of Transportation and Information Technology Department staff, reviewed, scored, and ranked proposals based on the following criteria: (1) Qualifications and Experience of the Proposing Firm, (2) Qualifications and Experience of the Project Team, (3) Past Performance, and (4) Quality of Work Plan and Management Approach. After carefully reviewing and scoring each proposal, the evaluation team's rankings were compiled, and IBI Group was found to be the highest-ranking proposer.

Staff recommends that IBI Group be awarded a Professional Services Agreement for consulting services for the development of the Transportation Department's Technology Roadmap. IBI Group is a Canadian-based international professional services company comprised of industry leading architects, engineers, planners, designers, and technology professionals united by a common desire: to create livable, sustainable, technologically advanced urban environments. The firm has previously worked on a plethora of Transportation Technology related projects with other transit properties throughout the country, including Santa Monica Big Blue Bus, LA Metro, Foothill Transit, the Bay Area Transportation Authority, and the Akron Metropolitan Regional Transportation Authority. Therefore, the IBI Group has demonstrated extensive experience working on projects similar in scope to the services being solicited in RFP #2227.

## **FISCAL ANALYSIS**

Staff recommends approving a base contract amount of \$111,289 to IBI Group for the development of a Transportation Technology Roadmap. Additionally, staff recommends that Council authorize the City Manager to approve amendments to the agreement in an additional amount not-to-exceed \$11,129. The City Council Adopted Budget for Fiscal Year 2021/2022 includes sufficient funding in Account 20370100.619800 to cover the cost of this procurement. All purchases will be made with

Transportation Department funds.

## **ATTACHMENTS**

None.

## **RECOMMENDED MOTIONS**

That the City Council:

1. Approve an agreement with IBI Group, a California Partnership to assist the City of Culver City in developing a Technology Roadmap Plan for Culver City's transit technology infrastructure in an amount not-to-exceed \$122,418 (proposed fee \$111,289 with 10% contingency, \$11,129); and
2. Authorize the City Manager to approve amendments to the agreement up to the contingency amount; and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.