



- 3.3 Environmental Leadership   
  4.1 Educate & Call to Action   
  4.2 Build Partnerships  
 4.3 Value of Transit   
  4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Capital Metro frequently requires real estate consulting services in compliance with Federal Transit Administration (FTA) requirements. These services are utilized for projects related to transit and transportation as well as for operational and administrative needs. The FTA Consulting and Relocation Assistance Services provided under this contract will serve these recurring needs.

**BUSINESS CASE:** It is more cost-effective to contract for FTA Real Estate and Relocation consulting services than to employ staff full-time who are dedicated to this periodic need. An active task-order contract allows the agency to fulfill these needs as they arise. The funding for these services is included in the FY 2022 capital budget.

**COMMITTEE RECOMMENDATION:** This item will be presented to the full board on September 27, 2021.

**EXECUTIVE SUMMARY:** Capital Metro has maintained FTA Real Estate Consulting Services and Relocation Assistance Services task order contracts to supplement agency staff and assist with property acquisition. Due to an increase in the number of projects requiring compliance with FTA Federal regulations, this services contract is intended to provide all the resources necessary to fulfill these requirements for the duration of this contract period. The contractor’s work process and product shall conform to and comply with all State and Federal procedures and regulations.

**DBE/SBE PARTICIPATION:** The DBE goal is 9%. The prime contractors will exceed the goal utilizing the following DBE subcontractors:

Prime Contractors	DBE Subcontractors	Race/ Gender	Services / Products	DBE Responsive
<b>Stateside Right of Way Services</b>	Prime is a certified DBE, Austin, TX	Caucasian Female	Project management	65%
	Community National Title Company, Dallas, TX	Hispanic Female	Title Services	1%
			<b>TOTAL</b>	<b>66%</b>
<b>Pinnacle Consulting Management</b>	Community National Title Company, Dallas, TX	Hispanic Female	Title Services	9%
	Lleweleyn-Davies Sahni II Houston, TX	Asian Male	Land Planning Services	4%
			<b>TOTAL</b>	<b>13%</b>

**PROCUREMENT:**

On July 8, 2021, a Request for Proposals was issued and formally advertised. By the closing date of August 9, 2021, eleven (11) proposals were received. The evaluation team met on September 16, 2021, to discuss the matrix results of

the final evaluations of the proposals, and the consensus resulted in agreement to recommend two (2) firms to the Capital Metro Board of Directors.

The prices are considered fair and reasonable based on adequate competition. Both contracts will be indefinite quantity/indefinite delivery contracts for a not-to-exceed amount of \$2,725,000 for a three-year base period plus a not-to-exceed amount for both contracts of \$908,333 for three (3) Option Periods of 12 months each, for a total not-to-exceed amount for both contracts of \$5,450,00 for six (6) years.

RESPONSIBLE DEPARTMENT: Real Estate

**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-164**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to acquire real estate in support of its transportation services; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro recognize the need to utilize FTA Real Estate Consulting and Relocation Assistance Services in support of its mission.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a task order contract with Pinnacle Consulting Management Group, Inc. and Stateside Right of Way Services for FTA Consulting and Relocation Assistance Services in the aggregate amount not to exceed \$5,450,000 for the base period of three (3) years and three (3) one-year options.

**Date:** \_\_\_\_\_

**Secretary of the Board  
Eric Stratton**