



Cover Memorandum/Staff Report

File #: 18-0281 CRA

Agenda Date: 3/12/2019

Item #:

TO: CRA Board of Commissioners
FROM: Jeff Costello, CRA Executive Director
DATE: March 12, 2019

AWARD OF RFP 2018-08 - FIXED ROUTE TRANSPORTATION SERVICES

Recommended Action:

Accept the proposal for the Fixed-Route Transportation Services from Downtowner Holdings, LLC in the amount of \$436,869.00, and authorize contract negotiations.

Background:

On December 18, 2018, the CRA issued a Request for Proposals (RFP) for Fixed-Route Transportation Services. The intent of the solicitation is to obtain an agreement to provide a year-round fixed-route transportation program (Program) that will provide the City of Delray Beach (City) residents, visitors, and business employees (Riders) with convenient and efficient transportation option. The Program may include supplementary service during special events requiring vehicles, personnel and resources.

On February 1, 2019, the CRA received three (3) responses to the RFP:

Proposer	Amount
Downtowner Holdings, LLC	\$436,869.00
First Transit, Inc.	\$512,606.00
Maruti Fleet & Management, LLC	\$498,888.00

All three (3) proposals were reviewed for compliance with the RFP requirements, and all proposals were provided to the Selection Committee for consideration. As part of the evaluation process, the proposers made oral presentations to the selection committee on February 22, 2019. The selection committee reconvened for the final evaluation on March 1, 2019, and scored the proposals based on the criteria outlined on page 28 of the RFP. (See Exhibit B for Selection Committee Results.)

Downtowner Holdings, LLC proposes a fleet of three (3) Ford Cutaway shuttles with seating capacity of 14 passengers, with optional two (2) ADA wheelchair passengers. The shuttles will be wrapped in an identifiable way. Additionally, a mobile app for requesting rides, real-time tracking, and a process for counting passengers will be provided.

Based on the above factors, and the Selection Committee scoring, the recommendation is to accept the proposal from Downtowner Holdings, LLC in the amount of \$436,869.00, and to authorize contract negotiations.

The anticipated start date of operations for the selected proposer is May 1, 2019.

Attachment(s): Exhibit A - RFP and 2 addendums; Exhibit B - Selection Committee Results; Exhibit C - Vehicle and Service Description

CRA Attorney Review:

The CRA Attorney has reviewed Request for Proposals to form and determined it to be acceptable.

Finance Review:

N/A

Funding Source/Financial Impact:

\$975,000.00 allocated from General Ledger #5230 from Downtown Mobility in the FY 2018-2019 CRA Budget. The balance remaining for this fiscal year to fund transportation services is \$735,000.00

Timing of Request:

N/A