



Cover Memorandum/Staff Report

File #: 18-0292 CRA

Agenda Date: 3/28/2019

Item #: 4A.

TO: CRA Board of Commissioners
FROM: Jeff Costello, CRA Executive Director
DATE: March 28, 2019

AWARD OF RFP 2018-08 FIXED ROUTE TRANSPORTATION SERVICES

Recommended Action:

Award Request for Proposals for Fixed Route Transportation Services, authorize General Counsel to prepare an agreement for the services being provided, and authorize the Board Chair to execute the agreement in a form acceptable to General Counsel.

Background:

On December 18, 2018, the CRA issued a Request for Proposals (RFP) for Fixed-Route Transportation Services.

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

- Downtowner Holdings, LLC
- First Transit, Inc.
- Maruti Fleet & Management, LLC

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.)

On March 12, 2019, CRA staff presented a recommendation to accept the proposal from Downtowner Holdings, LLC for the Fixed Route Transportation Services and authorize contract negotiations. However, the CRA Board requested presentations from the two (2) highest ranked proposers based on the selection committee recommendation: Downtowner Holdings, LLC and First Transit, Inc.

If a proposer is selected, it is recommended that the Board direct the CRA's General Counsel to prepare an agreement for the services, and authorize the Board Chair to execute the agreement in order to implement services by May 1, 2019. The term of the agreement shall be a two-year contract based on the scope of service identified in the RFP with the option to renew for up to three (3) one-year terms.

Attachment(s): Exhibit A - RFP and 1 addendum; Exhibit B - Selection Committee Results; Exhibit C - Vehicle and Service Description for Downtowner Holdings, LLC; Exhibit D - Vehicle and Service Description for First Transit, Inc.

CRA Attorney Review:

N/A

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 this fiscal year to fund transportation services is \$735,000.00

Timing of Request:

N/A