



Legislation Text

File #: 18-0200 CRA, Version: 1

TO: CRA Board of Commissioners
FROM: Jeff Costello, CRA Executive Director
DATE: December 11, 2018

REQUEST FOR PROPOSALS - FIXED-ROUTE TRANSPORTATION SERVICES

Recommended Action:

Authorize the issuance of the Request for Proposals for Fixed-Route Transportation Services, in the substantially attached form.

Background:

At a Special Meeting of the CRA Board on October 22, 2018, the Board approved the Interlocal Agreement between the City and CRA for funding of Transportation Services in FY 2018-19 subject to the terms and conditions of the ILA, including the following:

- The CRA agreed to pay the City an amount not to exceed One Hundred Twenty Thousand and 00/100 Dollars (\$120,000.00) for the operation of the Downtown Roundabout ("Trolley Services") from November 1, 2018 through January 31, 2019, for operations of the Trolley Services within the Community Redevelopment Area. The term of the Agreement shall commence November 1, 2018 and terminate on January 31, 2019.
- The parties may agree to extend the Agreement for an additional term, subject to the CRA providing written notice to the City on or before January 1, 2019 of its intent to extend the Agreement for an additional term.

At the November 14, 2018, Joint CRA/DDA Board meeting regarding Transportation Services, CRA staff informed the Board that the new ridership data collection system was in the process of being procured, and it was anticipated that the data collection system would be installed by December 1, 2018. Last week the data collection system units were installed in the trolleys and the data collection became operational on December 1st.

In order to obtain sufficient data, it was also recommended that the Trolley Services remain in place until April 30, 2019, which was the consensus of the Board. During this time period, a new Request for Proposals (RFP) for Fixed Route Transit Services could be issued and awarded by the April 30, 2019. In addition, a separate RFP or Pilot Program for Point-to-Point Transit Services could also be considered.

The item before the CRA Board is the authorization to issue the RFP for Fixed-Route Transportation Services. The intent of this 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. The CRA has allocated \$500,000 for the implementation and operations for the first year of the Program. The anticipated start date of operations for the selected proposer is May 1, 2019.

Based on the discussion at the November 14th DDA/CRA Boards Joint Workshop meeting, the Scope of Services in the RFP includes the following:

Vehicle type and size	Vehicles should be a new mid-sized shuttle with seating capacity of 16-22 passengers and be aesthetically tourist-oriented. The use of environmentally friendly vehicles is required . All vehicles must meet required ADA compliance standards, be air conditioned, and be equipped with bicycle racks. The vehicles used throughout the term of the contract must be consistent and identifiable with the appropriate program signage.
Optional fare charge	Services are currently free to Riders; however, proposals that consider a fare are encouraged to off-set operational costs.
Advertising	Subject to CRA's prior written consent, advertising within and/or outside of vehicles may be permitted and is encouraged to off-set operational costs, if in accordance with all City ordinances, policies and procedures.

Attachment(s): Exhibit A - Request for Proposals - Fixed-Route Transportation Services

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 allocated from General Ledger #5230 from Downtown Mobility in the FY 2018-2019 CRA Budget.

Timing of Request:

N/A