



November 25, 2019

To: Members of the Board of Directors
From: Darrell E. Johnson, Chief Executive Officer *[Signature]*
Subject: Approval to Release Request for Proposals for Vanpool Service Providers

Overview

The Orange County Transportation Authority vanpool program was launched in 2007, and since that time has grown to 486 vanpools serving 90 Orange County employers, with more than 1.2 million annual passenger trips. The Orange County Transportation Authority contracts with private firms to provide vanpool services, and the current contract expires June 30, 2020. Staff is requesting Board of Directors' approval to release a request for proposals for vanpool service providers.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 9-1698 for selection of vanpool service providers.
- B. Approve the release of Request for Proposals 9-1698 to select firm(s) to provide subsidized commuter vanpool services and Measure M2 Project V Station Van Program service for a five-year initial term, with two, two-year option terms.

Discussion

Since 2007, the Orange County Transportation Authority's (OCTA) family of transportation services has included a vanpool program. A vanpool is a group of five to 15 people who commute to work in a shared vehicle. This program offers commuters a convenient and cost-effective transportation option, with direct service between their homes and worksites. The average vanpool trip length is 37 miles one-way. The program helps achieve air quality goals by providing an alternative to single-occupant vehicle travel. Thirty-five percent of vanpools in the OC Vanpool program originate and travel to worksites within Orange County. The remaining 65 percent originate in Los Angeles, Riverside,

San Bernardino, or San Diego counties and travel to worksites in Orange County. There are currently 486 active vanpools traveling to 127 Orange County worksites.

OCTA generates federal Section 5307 grant funding based on the passenger and revenue vehicle miles reported by the vanpools. OCTA provides each qualified vanpool a monthly subsidy of \$400 to reduce costs and incentivize use.

Currently, at least three vanpool service providers exist in the Southern California market, providing the required service offering new vanpool options, including hybrid plug-in or fully electric vehicles, in addition to gasoline-powered vehicles. This procurement will provide OCTA with the opportunity to possibly award multiple contracts for vanpool operation and expand the vehicle options available to vanpool customers. A small portion of the proposed vanpool contract will also be used to support the Community Based Transit Circulators Program (Measure M2 Project V). This procurement will replace the current contract which is scheduled to expire in June 2020.

Procurement Approach

OCTA Board of Directors (Board)-approved procurement policies and procedures require that the Board approve the release of all request for proposals (RFP) over \$1 million, as well as approve the draft RFP with evaluation criteria and weightings, which will be used to evaluate proposals received in response to this RFP. The recommended evaluation criteria and weightings are as follows:

- | | |
|-------------------------------------|------------|
| • Qualifications of the Firm | 20 percent |
| • Staffing and Project Organization | 30 percent |
| • Work Plan | 30 percent |
| • Cost and Price | 20 percent |

Several factors were considered in developing the evaluation criteria weightings. Staffing and project organization as well as work plan are weighted highest at 30 percent each to emphasize the importance of the proposing firms having a knowledgeable management team and staff who are experienced in providing all aspects of services to vanpool participants, as well as demonstrating their understanding and approach to meeting reporting requirements. Qualifications of the firm, as well as cost and price, are weighted at 20 percent each to ensure firms have relevant experience and adequate resources to comply with the program requirements as specified in the Scope of Work, and to ensure OCTA receives the best value for the services provided.

The contract for this procurement will be for a five-year initial term with two, two-year option terms. The total budget is anticipated to be approximately \$8,103,915 for the initial term.

Fiscal Impact

The vanpool subsidy will be included in the OCTA Fiscal Year 2020-21 Budget. The subsidy is funded with Congestion Mitigation Air Quality grant funds in Account 1842-7319-D4621-L77 and with Measure M2 Project V local funds in Account 0017-7831-TV193-N57

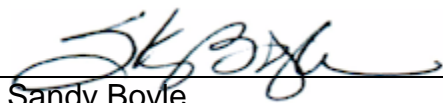
Summary

Board approval is requested to release RFP 9-1698 for vanpool service providers and approval of the proposed evaluation criteria and weightings.

Attachment

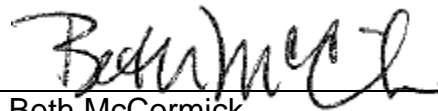
- A. Draft Request for Proposals (RFP) 9-1698, Vanpool Service Providers

Prepared by:



Sandy Boyle
Section Manager, Vanpool Program
714-560-5761

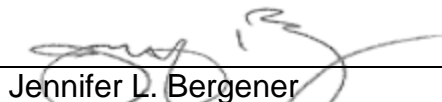
Approved by:



Beth McCormick
General Manager, Operations
714-560-5964



Virginia Abadessa
Director, Contracts Administration and
Materials Management
714-560-5623



Jennifer L. Bergener
Chief Operating Officer, Operations
714-560-5462