



May 10, 2021

To: Members of the Board of Directors

A handwritten signature in blue ink, appearing to read "Darrell E. Johnson", is positioned to the right of the "To:" field.

From: Darrell E. Johnson, Chief Executive Officer

Subject: Approval to Release Request for Proposals for Compressed Natural Gas Fueling Facility Operations and Maintenance

Overview

The Orange County Transportation Authority requires contracted services for the operations and maintenance of compressed natural gas fueling facilities for the Anaheim, Garden Grove, and Santa Ana bases. Staff has developed a request for proposals to initiate the competitive procurement process. Board of Directors' approval to release the request for proposals is requested.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 1-3317 to provide operations and maintenance services for compressed natural gas fueling facilities at the Anaheim, Garden Grove, and Santa Ana bases.
- B. Approve the release of Request for Proposals 1-3317 to provide operations and maintenance services for compressed natural gas fueling facilities at the Anaheim, Garden Grove, and Santa Ana bases for a three-year initial term with two, one-year option terms.

Discussion

The Orange County Transportation Authority (OCTA) requires contracted services for the operations and maintenance of compressed natural gas (CNG) fueling facility equipment located at the Anaheim, Garden Grove, and Santa Ana bases. OCTA requires the firm to furnish a qualified labor force sufficient to operate and maintain the three bus bases' CNG fueling facilities in accordance with all federal, state, and local regulatory agencies, while providing sufficient throughput to fuel OCTA's current bus fleet. OCTA provides both the electrical power and natural gas for this function.

The current contract for these services will expire on November 30, 2021. A new contract for the operations and maintenance of the CNG fueling facility equipment at the Anaheim, Garden Grove, and Santa Ana bases is required to continue CNG fueling operations.

Procurement Approach

OCTA's procurement policies and procedures require that the Board of Directors (Board) approve all request for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals received in response to the RFP.

The proposed evaluation criteria and weightings are as follows:

- Qualifications of the Firm 30 percent
- Staffing and Project Organization 15 percent
- Work Plan 25 percent
- Cost and Price 30 percent

Several factors are considered in developing the criteria weightings. A higher level of importance has been assigned to the qualifications of the firm to emphasize the importance of the proposing firms' related experience in CNG fueling facility operations and maintenance, with a proven history in successfully completing similar services efficiently. Staffing and project organization is assigned a 15 percent weighting to ensure the proposed staff is knowledgeable and experienced in preventative maintenance and other requested services. The work plan is weighted at 25 percent to ensure the proposing firms demonstrate understanding and approach to accomplish the work specified in the scope of work. Cost and price, weighted at 30 percent, is also a critical requirement for firms to demonstrate competitiveness in pricing to carry out the required turn-key services.

The contract for this procurement will be a three-year initial term with two, one-year option terms. The total budget for the initial term of this project is anticipated to be approximately \$5,581,353.

This RFP will be released upon Board approval of these recommendations.

Fiscal Impact

The project is included in OCTA's proposed Fiscal Year 2021-22 Budget, Operations Division, accounts 2166-7611-D3103-F59 and 2166-7611-D3107-F59, which are partially funded with Federal Transit Administration Formula 5337, State of Good Repair Grants Program funds.

Summary

Board of Directors' approval is requested to release RFP 1-3317 for compressed natural gas fueling facility operations and maintenance, as well as approval of the proposed evaluation criteria and weightings.

Attachment

- A. Draft Request for Proposals (RFP) 1-3317 Compressed Natural Gas Fueling Facility Operations & Maintenance

Prepared by:



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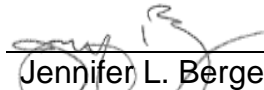
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