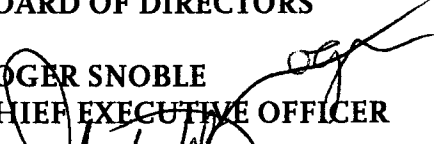



**Metro**

December 8, 2004

**TO:** BOARD OF DIRECTORS

**THROUGH:**  ROGER SNOBLE  
CHIEF EXECUTIVE OFFICER

**FROM:**  JOHN B. CATOE, JR.  
DEPUTY CHIEF EXECUTIVE OFFICER

**SUBJECT:** CONTRACT BUS SERVICE REQUEST FOR PROPOSAL (RFP)

**ISSUE**

Staff is in the process of preparing three Request For Proposals (RFPs) for maintenance and operations services for the contracted bus lines. This board box intends to provide the Board a background on the proposed procurement process.

**DISCUSSION**

Metro operates 21 bus lines that are contracted to private transportation companies. These companies provide maintenance and operations services for these lines comparable to those provided at Metro operating divisions. Currently these services are provided by three companies under seven contracts.

Several of the contracts are expiring in June 2005 while options on the other contracts have been exercised. Staff plans to reprocure these services and the bus lines have divided into three regional contracts (see Exhibit A for Region Map). Establishing the contracts in this manner will provided flexibility to add additional service to each region should the need arise.

The following is a rundown of some of the aspects of the RFP process that may be of specific interest:

- Each contract will have a five-year term
- Fuel cost will be paid on a reimbursement basis
- While one contractor may be awarded more than one contract, a dedicated site and dedicated management staff will be required for each separate sector. Bundling of contracts with a single site and/or management staff will not be permitted.
- Each contract with have a separate DBE Goal that has been set at 10%
- Line 58 will not be included in RFP process because it will be coming before the Sector Council for elimination in June 05.

## Procurement Process

The RFPs are scheduled for release on December 8, 2004. The RFPs will be advertised in transportation trade journals and will be posted on the Internet. A Pre-proposal meeting outlining the procurement process and the statement of work will be held.

An important aspect of the procurement process will be the evaluation process used for the basis of contract award. The following evaluation criteria and percentages have been set for these RFPs:

- Proposed Operation & Maintenance Program 30%
- Price 30%
- Key Personnel Experience & Qualifications 15%
- Corporate Experience & Local Support 10%
- Employee Retention 10%
- Past Performance 5%

A separate Source Selection Committee will evaluate and score the proposals for each RFP using the evaluation criteria outlined above. Each committee will be composed of Metro staff representing the Sectors where the service will operate. In addition, each committee will have at least one representative from an outside agency that also operate contract services. Additional input will be provided by staff representing Corporate Safety and Operator Central Instruction.

The Contract award for each contract will be made to the proposer whose proposal meets the requirements of the RFP and is most advantageous to Metro based upon the proposal evaluation criteria.

## NEXT STEPS

Staff anticipates that the recommendation to award the contracts will be presented at the April 2005 Board Meeting.

## ATTACHMENT

### A. Map of Contract Services Regions

