

LAVTA Fixed-Route Operations & Maintenance RFP

Pre-Proposal Meeting

November 6, 2017

10:00 AM

Today's Agenda

- RFP Overview
- Q&A
- Facility Tours
 - LAVTA Maintenance, Operations & Administration (MOA) facility
 - Satellite O&M facility (875 Atlantis Ct.)
 - Livermore Transit Center (2500 Railroad Ave.)

Background

- LAVTA last bid fixed-route O&M in 2010
 - 3 base years, 4 option years
 - LAVTA/MV contract ends 6/30/2018
- Paratransit O&M contract is currently held by MTM Inc. and not part of this procurement

RFP Organization

- I. Terms and Conditions
- II. Scope of Work
- III. Federal Clauses

—plus—

- Exhibits A–K
- Cost Proposal Forms 1.1 and 1.2
- Attachments 1–6

Proposal Structure

- Required Items
 - Cover Letter
 - References
 - Key Personnel
 - Cost Proposal
 - Other Items as Listed in RFP
- Optional Items
 - \$25,000 Self-Insured Retention
 - Bus Shelter Maintenance

Evaluation Criteria

Criterion	Weighting Factor
Responsive and Complete	Pass/Fail
Experience of Key Personnel	30%
Cost/Price	25%
Approach to Scope of Work	35%
Commitment to Existing Workforce	10%

Procurement Process

- Evaluate/rank written proposals
- Interviews/rank
- Negotiate
- Award

Forms 1.1 and 1.2

- Download forms and fill out electronically
- Not a forecast of hours/trips
- Fill out in current-year dollars
- Specify escalators for years 2 – 7
- Identify workforce needs as work fluctuates

Schedule

RFP Issued	October 20, 2017
Pre-proposal Conference	November 6, 2017, 10:00 AM PST
Questions Due	November 17, 2017, 12:00 noon PST
Responses to Questions	December 1, 2017
Proposals Due	December 21, 2017, 4:00 PM PST
Interviews with Selected Proposers	January 23-26, 2018
LAVTA Board Awards Contract	March 5, 2018
Successful Proposer Starts Service	July 1, 2018

For Information

- Do not contact LAVTA board members
- Do not contact LAVTA staff
- Do refer to the procurement page on www.wheelsbus.com
- Do contact LAVTA's Procurement Officer in writing:
Tamara Edwards
tedwards@lavta.org

Next Steps

- Written questions due November 17
- Answers provided December 1
- Proposals due December 21 at 4:00 PM
- Interviews tentatively scheduled for January 23-26, 2018
- Contract award anticipated March 5, 2018
- Service begins July 1, 2018

Wrap Up

- Questions and Answers
 - Submit all questions in writing
 - Answers will be posted with Addendum
- Tour of facilities
 - MOA facility
 - Atlantis facility (875 Atlantis Ct.)
 - Livermore Transit Center (2500 Railroad Ave.)