

STAFF REPORT

SUBJECT: Contract Award for LAVTA On-Call Bus Shelter Installation, Removal, and Related Services

FROM: Jennifer Yeamans, Senior Grants, Project Management & Contract Specialist

DATE: February 28, 2018

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**Action Requested**

Recommend the Board of Directors award a contract for on-call bus shelter installation, removal, and related services to Hammercraft Construction and Development Inc.

**Background**

When LAVTA implemented service changes based on the recommendations from the Comprehensive Operations Analysis (COA), route realignments meant there were shelters remaining at stops that were no longer served with fixed-route service. The amount of shelter-related work post-COA was determined to be beyond the scope of LAVTA's operations and maintenance contractor's agreed-upon scope of work that calls for performance of routine maintenance.

Recognizing the potential value in bundling numerous shelter-related projects beyond the scope of LAVTA's O&M contract, LAVTA released a request for proposals (RFP) for on-call bus shelter installation, removal, and related services. The RFP #2017-18 solicited interested firms that could provide a full range of bus shelter-related services including:

- Removing shelters past their useful life
- Installation of new and replacement shelters
- Relocating shelters from locations no longer served to locations with bus service
- Other related maintenance tasks such as replacing shelter amenities, making repairs to broken components, and the like

LAVTA issued RFP #2017-18 on November 16, 2017, and proposals were due on December 20, 2017, at 2:00 p.m. One addendum was issued on December 13, 2017, responding to questions received. LAVTA received no proposals in response to this solicitation, and so re-issued the solicitation as RFP #2018-02 on January 5, 2018. Proposals were due on January 26, 2018, at 2:00 p.m., before which time one proposal was received from Hammercraft Construction and Development Inc.

**Discussion**

In order to determine the firm's qualifications for providing on-call bus shelter maintenance services, the sole proposal received was ranked by a panel consisting of LAVTA staff according to the following criteria as set forth in the RFP:

<b>Criteria</b>	<b>Average Score</b>
General Qualifications (max 10 points)	10
Understanding the Scope of Work (max 20 points)	19
Price (max 60 points)	40
References (max 10 points)	10
<b>Total Points (100 max)</b>	<b>79 points</b>

The evaluation committee reviewed the proposal to determine its strengths and weaknesses. The reviewers determined that the proposal represented a reasonable value to LAVTA based on the quality of previous work provided by the proposer to the Authority, and with the understanding that the cost proposal included was not binding to any future potential task order that might be negotiated under this contract.

**Budget Considerations**

The approved FY 17-18 Agency Budget provides for up to \$163,658 for Bus Shelters, Signs, and Stops in the Capital Improvement Program to support bus stop and shelter modifications necessitated by the COA. The contract itself does not stipulate a value amount, as the work is task order-based, subject to the Board-approved funding contained in the current and future annual budgets. Proposers were informed that there is no guarantee of work associated with this contract.

**Recommendation**

Staff recommends the Finance and Administration Committee recommend that the Board authorize the Executive Director to execute a one-year contract with two one-year options with Hammercraft Construction and Development for on-call bus shelter installation, removal, and related services.

Attachment:

1. Resolution 08-2018

**RESOLUTION 08-2018**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING AN ON-CALL BUS SHELTER INSTALLATION, REMOVAL, AND  
RELATED SERVICES CONTRACT**

**WHEREAS**, LAVTA requires the services of qualified firms to provide on-call bus shelter installation, removal, relocation, and other related services on an needed-basis; and

**WHEREAS**, the agency issued a Request for Proposals (RFP) for On-Call Bus Shelter Installation, Removal, and Related Services # 2018-02; and

**WHEREAS**, LAVTA utilized the “Best Value” method for procurement, in conformance with applicable procurement guidelines, and the evaluation committee determined the sole proposal received from Hammercraft Construction and Development as a responsive and responsible bidder; and

**WHEREAS**, LAVTA intends to enter into contract with Hammercraft Construction and Development to provide a range of bus shelter maintenance services related to removing shelters past their useful life, installation of new and replacement shelters, relocating shelters from locations no longer served to locations with bus service, and other related maintenance tasks requested in the RFP; and

**WHEREAS**, work shall be issued on a task order basis as outlined in the Request for Proposals #2018-02 and the contractor shall complete the services within the time frame and budget specified in each task order; and

**WHEREAS**, funds for this contract shall be within the annual Budget authority adopted by the Board of Directors;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board authorizes the Executive Director to enter into a one-year contract with Hammercraft Construction and Development for on-call bus shelter installation, removal, and related services, from the effective date of the contract; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Executive Director to execute two optional extension years at LAVTA’s sole discretion for on-call bus shelter installation, removal, and related services.

PASSED AND ADOPTED this 5th day of March 2018.

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Karla Brown, Chair

Attest:

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Michael Tree, Executive Director