



Legislation Text

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Agenda Date: 12/14/2022

Item #: 24.

Report regarding a resolution awarding a shuttle operations services agreement to ACE Mobility Solutions in an amount not to exceed \$350,000 for South San Francisco Community Shuttle Operations. *(Marissa Garren, Management Analyst I)*

RECOMMENDATION

It is recommended that the City Council adopt a resolution awarding a shuttle operations services agreement to ACE Mobility Solutions in an amount not to exceed \$350,000 for South San Francisco Community Shuttle Operations Services.

BACKGROUND/DISCUSSION

The South City Shuttle began in 2014 making 15 trips to 7 stop locations Monday through Friday, with one clockwise shuttle route traveling through Hillside Boulevard, the downtown area, and Rotary Plaza. Ridership in the first year of operation was approximately 10,000 passengers. Since its 2014 inception, the shuttle has since expanded the routes and operations. Currently, the South City Shuttle provides 15 clockwise trips from 7:15 a.m. to 7 p.m. and 12 counterclockwise trips from 8:10 a.m. to 6 p.m., Monday through Friday, excluding holidays. Beginning and ending locations for both shuttle routes are at the South San Francisco BART station. The shuttles travel through South San Francisco, with stops in the downtown area, at senior centers, Orange Memorial Park, city recreation buildings, city libraries, the Rotary Plaza, Kaiser Hospital, and transit connections at some SamTrans stops. The shuttle has proven to be a lifeline to over 60,000 South San Francisco passengers per year providing free transportation to work, school, medical appointments, and much more.

Shuttle Operations Request for Proposals and Scoring

Parking Company of America has been the City's shuttle operator since 2014 and their contract is effective through December 31, 2022. Staff issued a Request for Proposals (RFP) on the OpenGov website on September 1, 2022, and proposals were due on October 21, 2022. In addition to the online posting, staff notified local shuttle operation companies to generate and gauge interest in the RFP. Sixteen companies downloaded the proposal packet and two (2) submitted proposals: (1) ACE Mobility Solutions and (2) Parking Company of America. The hourly rate for shuttle services includes all costs for shuttle operations, including vehicle maintenance, driver costs, insurance, monitoring, administration, and reporting. Hourly rates are as follows:

Shuttle Operator	Hourly Rate
ACE Mobility Solutions	\$182
Parking Company of America	\$214

Both proposals were reviewed by a panel of three consisting of the Senior Planner, Deputy Director of Public Works, and Public Works Management Analyst I. Members of the panel rated the proposals in the following areas:

1. Proposed Approach - Described organization and processes of the shuttle bus service program including supervisor/employee requirements and qualifications, customer service, employee training, quality control, maintenance, vehicle cleaning, technology/data/reporting, and transition plan. *(35 points maximum)*
2. Qualifications and References - Included three most recent transit bus transit bus programs similar in size and scope within the last five (5) years, their business profile including size and organization structure, litigation, claims, and settlements, and the Project Team who will serve as Key/Lead Team Members to successfully fulfill project roles and complete the scope of services. *(35 points maximum)*
3. Price Proposal - Included all costs for work to be performed under contract based on the Scope of Work, proposed hourly rate based on approximately 6,300 annual service hours that incorporates the cost of labor, vehicles, maintenance, fuel, and costs for alternative vehicle types, low floor vehicles, and larger capacity vehicles. *(30 points maximum)*
4. Utilization of Alternative Fuel Vehicles - Described current or planned utilization of alternative fuel vehicles throughout performing the scope of services. *(+10 Bonus points)*
5. Labor Code 1070-1074 Declaration - Pledged to make every effort to retain all incumbent workers in accordance with California Labor Code 1070-1074. *(+10 Bonus points)*

Proposal scores by the panel are as follows:

Scoring Criteria	ACE Mobility Solutions	Parking Company of America
Proposed Approach <i>(35)</i>	31	29
Qualifications and References <i>(35)</i>	26	29
Price Proposal <i>(30)</i>	28	24
Utilization of Alternative Fuel Vehicles <i>(10)</i>	9	0
<u>Labor Code 1070-1074 Declaration <i>(10)</i></u>	<u>10</u>	<u>10</u>
Totals <i>(120 maximum points)</i>	104	92

After review of the submissions and the subsequent contractor interviews, staff recommends the shuttle services agreement be awarded to ACE Mobility Solutions (ACE) based on price and ability to provide safe and reliable transportation services to the City with alternatively fueled vehicles.

Alternative Fuel Fleet

ACE Mobility Solutions will begin operations in 2023 with liquefied petroleum gas (LPG) or compressed natural gas (CNG) and commits to transitioning to electric shuttles by 2024.

Agreement Term

The term of the agreement with ACE Mobility Solutions will be until June 30, 2025. Operations are funded by

the San Mateo County Transportation Authority and the City's adopted funding of Local Measure A funds until June 30, 2023. Staff will apply for San Mateo County Shuttle Program funding in early 2023 towards continued operations of the South City Shuttle until fiscal year 2024-25.

FISCAL IMPACT

Sufficient funding remains in the program's budget for the remainder of fiscal year 2022-23. San Mateo County Transportation Authority Measure A / C/CAG Congestion Relief funds finance 75 percent of the operations and the remaining 25 percent is funded by the City's Local Measure A funds. Staff will apply for San Mateo County Shuttle Program funding in early 2023 for continued operations of the South City Shuttle through fiscal year 2024-25.

RELATIONSHIP TO STRATEGIC PLAN

The Free South City Shuttle Program supports Priority Area 2: Quality of Life of the South San Francisco Strategic Plan by providing access to multi-modal transportation options.

CONCLUSION

Staff recommends City Council adopt the resolution awarding a shuttle operations services contract to ACE Mobility Solutions in an amount not to exceed \$350,000 for South San Francisco Community Shuttle Operation Services, approving a services agreement and authorizing the City Manager to execute the agreement.

Attachments:

- 1) Draft Shuttle Services Agreement
- 2) PowerPoint presentation



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Resolution approving a shuttle operations services agreement with ACE Mobility Solutions in an amount not to exceed \$350,000 for South San Francisco Community Shuttle Operations

WHEREAS, the City of South San Francisco (“City”) desires to provide safe, clean, and reliable transportation to its residents; and

WHEREAS, the South City Shuttle has provided free transportation to the South San Francisco community since 2014; and

WHEREAS, funding of the South City Shuttle is financed by San Mateo County Transportation Measure A funds (75%) and city Local Measure A funds (25%); and

WHEREAS, the current shuttle operations services agreement is effective until December 31, 2022; and

WHEREAS, on September 1, 2022, staff advertised a Request for Proposals (RFP) for shuttle operations services; and

WHEREAS, the City received two responses to the RFP from ACE Mobility Solutions and Parking Company of America; and,

WHEREAS, upon evaluation by a selection panel, City staff recommends selecting ACE Mobility Solutions for the operations and enter into a shuttle operations services agreement effective until June 30, 2025; and

WHEREAS, City staff has negotiated a services agreement with ACE Mobility Solutions attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby awards the contract to and approves a shuttle services agreement, attached herewith and incorporated herein as Exhibit A, with ACE Mobility Solutions of San Diego, CA in an amount not to exceed \$350,000, conditioned on the contractor’s timely execution of the shuttle services agreement and submission of all required documents, including but not limited to, certificates of insurance and endorsements, in accordance with the project documents.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the agreement in substantially the same form as Exhibit A and to execute any other related documents on behalf of the City upon timely submission by ACE Mobility Solutions a signed agreement and all other necessary documents, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to take any other required actions consistent with the intent of this resolution, that do not materially increase the City's obligations.

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