


Date: December 12, 2018

To: Board of Directors

From: Doug Kelsey 

Subject: **RESOLUTION 18-12-80 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH SP PLUS CORPORATION FOR POWELL GARAGE EMPLOYEE SHUTTLE SERVICES**

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute a contract with SP Plus Corporation (SP+) for Powell Garage employee shuttle services.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

4. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

Powell Garage houses bus maintenance activities and serves as a base for TriMet bus operations. It will be completely renovated over the next two to three years. During the renovation, employee parking will not be available on-site. Therefore, there is a need for temporary employee shuttle services (Services) from TriMet's SE Main Street Park & Ride facility to TriMet's Powell Garage facility. The SE Main Street Park & Ride is located approximately 1.75 miles from Powell Garage, and will serve as employee parking during the garage renovation. The Services will be provided on a continuous 3.5 mile loop system between the Powell Garage and SE Main St. Park & Ride, with 15 minutes between pickups at both facilities. The Contractor shall provide the Services 24 hours a day, seven days a week,

365 days a year, unless otherwise requested by TriMet. The Services are subject to TriMet's ongoing needs and will be evaluated by TriMet every three months, coinciding with TriMet bus operator sign-ups.

6. Procurement Process

A competitive Request for Proposals (RFP) process was used to select the contractor for the Services. The RFP was issued on September 21, 2018, and proposals were due on October 16, 2018. A total of 55 vendors were notified of the RFP and 20 vendors viewed the solicitation.

TriMet appointed an evaluation committee (EC) to review and evaluate the proposals, which was comprised of staff from TriMet's Capital Projects and Construction Division. EC members were selected based on their expertise, experience and knowledge related to the Services. TriMet received a total of three proposals, from SP+, Environmental Commuter Options Co. dba ecoShuttle (ecoShuttle), and MTRWestern, LLC (MTRWestern). The EC ranked the proposals in accordance with the procedures and criteria established in the RFP. After completing the initial review process, the EC determined that SP+ and ecoShuttle were in the competitive range for follow-up questions and requests for clarification. After the follow-up process, the EC determined that SP+ was the highest ranked proposer. Final full scores for the proposers are as follows:

Evaluation Criteria	Possible Points	SP+	ecoShuttle	MTRWestern
Qualifications of the Proposer, Staff, and Diversity	40	34.7	33.0	26.0
Work Plan	40	29.3	29.7	31.3
Price	20	20.0	17.8	16.0
Total Score	100	84.0	80.5	73.3

Accordingly, TriMet proposes to award a contract to SP+.

The term of the contract will be for one (1) year with TriMet's option to extend for four (4) additional one (1) year terms. The not-to-exceed amount if all option years are exercised will be \$2,765,970.

7. Diversity

SP+'s workforce is comprised of 28% women and 47% minorities. SP+ will be self-performing all the Services.

8. Financial/Budget Impact

The Services are included in the FY 2018-19 Capital Program budget.

9. Impact if Not Approved

TriMet could re-procure the contract, however, this option is not recommended because SP+ is a well-qualified firm and has offered fair and reasonable pricing. Re-procurement would result in an unnecessary delay in providing the Services, which are needed by TriMet's Powell Garage employees to get to their workplace.

RESOLUTION 18-12-80

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH SP PLUS CORPORATION FOR POWELL GARAGE EMPLOYEE SHUTTLE SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with SP Plus Corporation for Powell Garage employee shuttle services (Contract); and

WHEREAS, the total amount of the Contract is expected to exceed \$1,000,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated October 25, 2017, adopted a Statement of Policies requiring the Board to approve goods and services contracts obligating TriMet to pay in excess of \$1,000,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract for a term of up to five years in an amount not to exceed \$2,765,970.

Dated: December 12, 2018



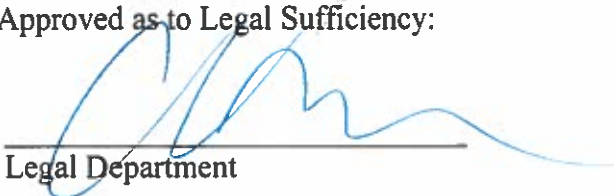
Presiding Officer

Attest:



Recording Secretary

Approved as to Legal Sufficiency:



Legal Department