

PROCUREMENT SUMMARY

BIKE HUB OPERATIONS AND MAINTENANCE/PS63912000

1.	Contract Number: PS63912000	
2.	Recommended Vendor: BikeHub (dba: BikeHub/Tranzito)	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: July 1, 2019	
	B. Advertised/Publicized: July 1, 2019	
	C. Pre-Proposal Conference: July 10, 2019	
	D. Proposals Due: August 7, 2019	
	E. Pre-Qualification Completed: October 23, 2019	
	F. Conflict of Interest Form Submitted to Ethics: August 14, 2019	
	G. Protest Period End Date: August 25, 2020	
5.	Solicitations Picked up/Downloaded: 23	Proposals Received: 1
6.	Contract Administrator: Lily Lopez	Telephone Number: (213) 922-4639
7.	Project Manager: Paula Carvajal-Paez	Telephone Number: (213) 922-4258

A. Procurement Background

This Board Action is to approve Contract No. PS63912000 issued to support the operations of secure-access, group bicycle parking facilities known as Metro Bike Hubs for a two-year base term with one, two-year option term. Metro Bike Hub facilities are designed to offer self-serve unattended group bicycle parking facilities with attended service capabilities. Self-serve refers to registered users that access a securely controlled room to lock their bike to a bike rack at their convenience. Self-serve bicycle parking shall be available at all Metro Bike Hubs allowing 24/7 access. Attended services refers to staffing at a location during specified times where services may include, but not be limited to, customer service, check-in bike parking, bicycle repair/service, limited retail sale of bicycle parts and bicycle rental, and trip planning. Board approval of contract award is subject to resolution of all properly submitted protest(s).

The Request for Proposals (RFP) was issued under the Small Business Enterprise Prime (Set-Aside) Program in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price.

No amendments were issued during the solicitation phase of this RFP.

A pre-proposal conference was held on July 10, 2019, attended by two participants representing two firms. Six questions were asked during the solicitation phase. A total of 32 firms downloaded the RFP and were included in the planholders list.

One proposal was received on August 7, 2019 from BikeHub. A market survey was conducted of planholders that did not submit a proposal to ascertain the reason(s) for non-submittal. Fifteen responses were received. Reasons given for not submitting proposals included unfamiliar with operating and maintaining bike lockers, not having the experience or manpower to pursue the project, and firm's capabilities did not align with requested services.

B. Evaluation of Proposal

The Proposal Evaluation Team (PET) consisting of staff from Metro's Countywide Planning and Facilities Maintenance was convened and conducted a comprehensive technical evaluation of the proposal received.

The proposal was evaluated based on the following evaluation criteria and weights:

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|---|-----|
| • Experience | 15% |
| • Project Team | 15% |
| • Project Plan | 30% |
| • Cost Reduction Strategies | 10% |
| • Systemwide Access Control Redevelopment | 10% |
| • Cost | 20% |

Several factors were considered when developing these weights, giving the greatest importance to Project Plan. The PET evaluated the proposal according to the pre-established evaluation criteria.

On August 15, 2019 the PET completed its independent evaluation of the proposal and determined that the firm was qualified to perform the required services.

Qualifications Summary of Firm within the Competitive Range:

BikeHub (dba: BikeHub/Tranzito) is a Metro-certified SBE firm with demonstrated experience in designing and operating bike transit programs such as secure bike parking, bike share and mobility hubs. BikeHub's proposed approach is comprehensive and provides a clear plan to provide the required services. Their previous experience with Metro projects and their role as the incumbent contractor has equipped BikeHub for this work effort and places them in an ideal position to benefit both from their knowledge of the current operations as well as affording them the opportunity to enhance their services through innovation.

A summary of the PET scores is provided below:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	BikeHub				
3	Experience	93.33	15.00%	14.00	
4	Project Team	86.67	15.00%	13.00	
5	Project Plan	82.23	30.00%	24.67	
6	Cost Reduction Strategies	86.70	10.00%	8.67	
7	Systemwide Access Control Redevelopment	85.00	10.00%	8.50	
8	Cost	100.00	20.00%	20.00	
9	Total		100.00%	88.84	1

C. Cost Analysis

The recommended price has been determined to be fair and reasonable based upon a technical analysis, a cost analysis, fact finding, and negotiations.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated Amount
1.	BikeHub	\$1,101,242	\$2,194,551	\$1,070,573

The independent cost estimate (ICE) was developed with the assumption of higher labor rates for each of the classifications needed to fulfill the services required. Additionally, the cost of redeveloping access control was estimated at a higher amount as it assumed that the access control hardware would need to be replaced; however, BikeHub was able to retrofit the existing equipment which resulted in a cost savings. Lastly, due to the unique attributes of the project, some future location(s) may not require staffing which yielded a cost reduction in labor.

Based on the fact finding/statement of work discussion, BikeHub made a \$30,869 reduction to the overall price as there were savings identified in travel and other direct costs.

D. Background on Recommended Contractor

The recommended firm, BikeHub located in Alameda, California, and founded in 2004, specializes in planning, building, and operating bicycle transit projects for

transit agencies, corporations, and developers. BikeHub is the incumbent on the existing Metro Bike Hub contract awarded in September 2014, and has performed satisfactorily.