

PROCUREMENT SUMMARY

VANPOOL VEHICLE SUPPLIER BENCH/PS10754X00051491

1.	Contract Number: PS10754300051491, PS10754400051491, PS10754500051491	
2.	Recommended Vendor(s): Airport Van Rental Green Commuter Enterprise Rideshare (a division of Enterprise Holdings)	
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: February 27, 2018	
	B. Advertised/Publicized: February 27, 2018	
	C. Pre-Proposal Conference: March 8, 2018	
	D. Proposals Due: April 2, 2018	
	E. Pre-Qualification Completed: In Process	
	F. Conflict of Interest Form Submitted to Ethics: May 1, 2018	
	G. Protest Period End Date: July 20, 2018	
5.	Solicitations Picked up/Downloaded: 11	Bids/Proposals Received: 3
6.	Contract Administrator: Gina Romo	Telephone Number: (213) 922-7558
7.	Project Manager: Kevin Holliday	Telephone Number: (213) 922-2459

A. Procurement Background

This Board Action is to approve three bench contracts for vehicle vanpool suppliers in support of Metro's Vanpool Program by offering monthly subsidy payments to provide leased vehicles to Metro's Vanpool Program volunteer participants. Board approval of contract awards are subject to resolution of any properly submitted protest.

The Request for Proposals (RFP) was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price subsidy reimbursement (not-to-exceed \$500 per month paid to contractors to support each authorized vanpool lease). The total aggregated value of all contracts under the Vanpool Vehicle Supplier Bench for vanpool lease services shall not exceed \$45,000,000 for five years, inclusive of three, one-year options.

One amendment was issued during the solicitation phase of this RFP:

- No. 1, issued on March 26, 2018, updated the RFP document number, the proposal validation period and provided the Annual Lease Price Worksheet document.

A pre-proposal conference was held on March 8, 2018, and was attended by five individuals, representing three firms. A total of 17 questions were asked and responses were released prior to the proposal due date.

A total of 11 firms downloaded the RFP and were included in the planholder's list. Three proposals were received on April 2, 2018.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro Shared Mobility and Implementation department and from San Bernardino County Transit Authority was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated using the following pass/fail criteria established in the RFP:

- Minimum three years of experience in public vanpool contracting, vehicle rental, car sharing, or similar function.
- Fleet availability of seven-passenger vehicles meeting the terms as outlined in the Statement of Work (SOW).
- Evidence of ability to provide vanpool vehicles that are compliant with the American with Disabilities Act of 1990.
- Provision of vehicles at delivery/in-service that shall minimally meet the vehicle specifications as stated in the SOW.
- Month-to-month driver agreement in place and sample(s) submitted.
- Supplier's Annual Lease Price Worksheet submitted in accordance with instructions included and within the SOW.
- Key personnel resumes submitted with staff allocation plan included.
- Documented plan for interface with Metro's Project Manager and staff.
- Provides a schedule and plan for regular vehicle maintenance and unscheduled emergency road and repair services.
- Provides documentation of procedures that reimburses vanpool drivers for incidental expenses or emergency repairs incurred by volunteer participant/group and/or 3rd party.
- Documented vanpool driver selection and approval process.
- Vanpool driver safety and training program in place sufficient to ensure driver proficiency in safe vehicle operations.
- Documented vanpool route and/or rider recruitment advertising plan.

The pass/fail criteria are appropriate and consistent with criteria developed for other similar vanpool vehicle supplier services.

All three proposals received were determined to be within the competitive range and are listed below in alphabetical order:

1. Airport Van Rental
2. Enterprise Rideshare, a division of Enterprise Holdings
3. Green Commuter

The PET independently evaluated the technical proposals according to the pass/fail criteria during the period of April 4 through April 17, 2018.

The PET interviewed all three firms on April 18, 2018. The firms had an opportunity to present their proposed project manager, the team's qualifications and respond to questions from the PET. In general, each team's presentation addressed the requirements of the RFP, experience with all aspects of the required tasks, and stressed each firm's commitment to the success of the project. The firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the evaluation committee's questions. Each team was asked questions relative to their ramp-up protocol and ability to enroll over 1,000 vanpools and provide vehicles, each team's reporting process to capture fleet agreement participants, each team's safety processes, and how each team would handle Americans with Disabilities Act compliance.

The final evaluation, after the oral presentations, determined all three firms to be technically qualified to be included on the bench.

Qualifications Summary of Firms within the Competitive Range:

Airport Van Rental (AVR)

AVR is a local Los Angeles based van rental company. They have experience in several large metropolitan markets including San Francisco, Sacramento, San Jose, Las Vegas, Chicago, Indianapolis, Houston, as well as the southern California cities of Los Angeles, Long Beach, Costa Mesa, San Diego, and Ontario. They have an established fleet and management team and have recently added a former vRide operational manager, with over 13 years of vanpool experience, to the team to assist with the Metro contract. AVR has the manufacturer relationships to add vehicles to the fleet as necessary to ensure vehicles are always available for volunteer participants. They are continuously working to enhance their customer experience. AVR provided a strong well thought-out proposal exhibiting both recent and long term relevant van rental experience.

Green Commuter (GC)

GC is an all-electric vanpooling, car share and fleet replacement company. They initiated the nation's first all-electric vanpool service featuring the Tesla Model X in 2017. GC provides an alternative to traditional gasoline fuel vehicles. Their inclusion in the vehicle supplier bench allows Metro the opportunity to offer volunteer participants the choice of a green vehicle option. GC currently offers vanpool service to Raytheon and FedEx in the greater Los Angeles area.

Enterprise Rideshare, a division of Enterprise Holdings (ER)

ER is an incumbent to the Metro Vanpool Program with a 23-year history of leasing vehicles for public vanpools. Enterprise began their ride share program in California in 1994. They have a dedicated team for vanpool and a fleet of vanpool vehicles with the maintenance and customer service representatives to support them.

The following is a summary of the PET evaluation.

	FIRM	Pass/Fail
1	Airport Van Rental (AVR)	Pass
2	Green Commuter	Pass
3	Enterprise RideShare a division of Enterprise Holdings	Pass

C. Price Analysis

Metro has established a baseline for monthly vanpool subsidy payments of up to 50% of total monthly lease, not-to-exceed \$500 per month, per approved vanpool. Metro will pay this monthly amount directly to the vanpool vehicle suppliers.

D. Background on Recommended Contractor

AVR was founded in 2007 and is located in Los Angeles specializing in providing van rentals in large cities throughout the nation. As of May 2018, AVR was fully approved by the Victor Valley Transit Authority as a supplier for vanpool services.

GC was founded in 2014 and is located in Los Angeles. Although they are relatively new to the vanpool market, they offer a niche for a green alternative that has not been previously available to the region. They initiated a car sharing programming in Chattanooga, Tennessee that further advances the innovative opportunities for alternative vehicle uses in transit.

ER is Metro's incumbent vanpool service provider and has over 60 years of experience in the vanpool industry. Enterprise has over 400 locations and nearly 5,000 rental employees in Southern California to assist Metro and volunteer participants.