

PROCUREMENT SUMMARY

CNG FUELING STATIONS OPERATIONS & MAINTENANCE SERVICES AT
DIVISIONS 2, 8, 9 & 15 - OP125246000

1.	Contract Number: OP125246000	
2.	Recommended Vendor: Clean Energy	
3.	Type of Procurement (check one): ☐ IFB ☒ RFP ☐ RFP-A&E ☐ Non-Competitive ☐ Modification ☐ Task Order	
4.	Procurement Dates:	
	A. Issued: 09/12/2024	
	B. Advertised/Publicized: 09/12/2024	
	C. Pre-Proposal Conference: 09/19/2024	
	D. Proposals Due: 10/21/2024	
	E. Pre-Qualification Completed: 01/10/2025	
	F. Ethics Declaration Forms Submitted to Ethics: 11/04/2024	
	G. Protest Period End Date: 02/24/2025	
5.	Solicitations Downloaded: 10	Bids/Proposals Received: 1
6.	Contract Administrator: Pascale Batareseh	Telephone Number: (213) 922-6338
7.	Project Manager: Anthony Carballo	Telephone Number: (213) 418-3335

A. Procurement Background

This Board Action seeks approval for Contract No. OP125246000 issued in support of the operations, maintenance and testing of existing CNG fueling stations at Divisions 2, 8, 9 and 15. The contract spans a three-year base term with two (2) one-year options. Board approval of contract awards are subject to the resolution of any properly submitted protest(s), if any.

Request for Proposals (RFP) No. OP125246 was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate. The Diversity & Economic Opportunity Department did not recommend a goal for this solicitation.

Two (2) amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on September 19, 2024 extended the Questions & Answers due date;
- Amendment No. 2, issued on October 7, 2024 extended the proposal due date, and revised Exhibit 2 – Schedule of Quantities and Prices and corrected a typo in the Scope of Services.

A total of eight (8) firms downloaded the RFP and were included in the planholders list. A virtual pre-proposal conference was held on September 19, 2024, and was attended by five (5) participants representing two (2) firms. There were twenty-one

(21) questions received for this RFP and responses were provided prior to the proposal due date.

A total of one (1) proposal was received on October 21, 2024.

B. Evaluation of Proposals

A diverse Proposal Evaluation Team (PET) consisting of staff from Facilities and Property Maintenance, and Bus 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:

- | | |
|-----------------------------------|-------------|
| • Qualifications of the Firm/Team | 15% Percent |
| • Work Plan/Project Approach | 20% Percent |
| • Management Plan/Approach | 35% Percent |
| • Cost Proposal | 30% Percent |

The evaluation criteria are appropriate and consistent with criteria developed for other, similar competitive Request for Proposals. Several factors were considered when developing these weights, giving the greatest importance to Management Plan/Approach.

Since only one (1) proposal was received, staff conducted a market survey of the firms on the planholders list to determine why no other proposals were received. Only one firm responded to our inquiry indicating that the reason they chose not to participate in this solicitation was based on a combination of Term and Scope of Work, and the requirement that workers performing maintenance services were not their staffing.

Based on the results of the market survey, Metro staff determined that the solicitation was not restrictive and that decisions not to propose were based on individual business considerations.

During the week of December 4, 2024, the PET met to discuss the evaluation process and began their review of the proposal. During evaluations, it became necessary to request clarifications from the firm regarding their personnel coordination plan as well as their spare parts strategy. Metro received the Proposer's clarifications on December 16, 2024. Clean Energy answered Metro's questions and provided all the required information for the PET to complete their proposal review.

Qualifications Summary of Firms within the Competitive Range:

Clean Energy

Clean Energy has the organizational capacity to service Metro's CNG fueling stations. Their expertise is high, as they have a track record of working with the nation's largest transit agencies. They have a lot of knowledge and experience with qualified personnel to lead their teams. Their project manager has a high level of supervisory experience that can effectively coordinate and act as the point of contact for issues that arise at CNG compounds. The training, safety, monitoring, and emergency preparedness Clean Energy possesses are all critical to Metro CNG operations.

The PET finalized their scoring on December 18, 2024 and the following is a summary of the PET scores.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Clean Energy				
3	Qualifications of the Firm/Team	86.67	15.00%	13.00	
4	Work Plan/Project Approach	86.67	20.00%	17.33	
5	Management Plan/Approach	85.00	35.00%	29.75	
6	Price	90.00	30.00%	30.00	
7	Total		100.00%	90.08	1

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon the expectation of adequate competition, previous contracts, and fact finding. The reason that the Proposal amount increased from \$7,356,950 to \$10,222,962 is due to Metro including a weighted formula for the calculation of maintenance costs based on the per term price provided by the contractor (with three tiers and a percentage), representing the likely usage of each tier. Upon reviewing the Contractor's proposal, it was determined that this formula resulted in an artificially low proposal amount that would likely not be enough to cover Metro's actual needs under this contract. A revised formula was developed and reissued to the Contractor. The firm fixed unit rates the Contractor proposed remained the same from their original proposal, but the revised formula resulted in an increase to the Not-to-Exceed amount of the contract, which is more in line with Metro's expected requirements.

	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	Clean Energy	\$7,356,950	\$10,383,590	\$10,222,962

D. Background on Recommended Contractor

The recommended firm, Clean Energy, located in Newport Beach, California, has been in business for 27 years and is a leader in the field of operating and maintaining natural gas equipment nationwide. Some of Clean Energy's customers over the years, as listed in their proposal, are Foothill Transit, Valley Metro RPTA, City of Phoenix ABM Facilities, Omnitrans, Gold Coast Transit, and Santa Clarita Transit. Clean Energy has provided reliable maintenance services at these four CNG fueling stations since 2013 under another current contract and has performed satisfactorily. They have supported Metro's CNG operations in many projects.