

SUBJECT: Operations & Maintenance RFP Update

FROM: Mike Tobin, Director of Operations

DATE: September 9, 2024

Action Requested

None – information only.

Background

The Livermore Amador Valley Transit Authority (LAVTA) contracts with a private company to operate its bus routes and manage day-to-day operations. This includes responsibilities for dispatch, road supervision, operations, and fleet and facilities maintenance. The Operations & Maintenance (O&M) Request for Proposals (RFP) is the largest procurement that LAVTA undertakes every 5-7 years.

LAVTA issued its last O&M RFP in 2017, awarding the contract to MV Transportation (MV). MV has been the successful proposer the last three times the O&M Contract was procured and has been providing fixed-route O&M services for LAVTA continuously since 2003. The current contract with MV commenced on July 1, 2018. The initial three-year term of the contract expired on June 30, 2021. Since then, the Board of Directors has extended the contract by exercising each of the four option years in sequence.

The agreement with MV has undergone several modifications to enhance employee retention and address challenges resulting from the COVID 19 pandemic. Specifically, in addition to exercising the option years, these modifications introduced a one-time appreciation bonus of up to \$1,500 per

employee to acknowledge their efforts and formalized various letter agreements to boost driver retention and satisfaction, including a driver sign-on bonus, referral bonus program, retention bonuses, a biweekly raffle for drivers with split shifts, a split shift guarantee, additional standby hour payments for operators with 35 hours or less, and incentives for drivers who work on their day off to drive school trippers. Lastly, Modification 6 exercised the final option of the agreement and introduced split shift differential pay for operators with splits of three hours or more, further supporting those with demanding schedules.

The current contract with MV expires June 30, 2025. Over the past several months, staff have been working on developing the components of the new 2025 O&M RFP. This includes updates to the scope of work, evaluation criteria, performance criteria, reporting requirements, technology requirements, and cost estimates.

Discussion

The 2025 O&M RFP was issued on Tuesday, September 3rd. Below is the solicitation timeline that includes important milestones. Based on this timeline, a contract is expected to be awarded in March of 2025, with a Notice to Proceed being issued approximately one month later.

RFP Issued	September 3, 2024
Pre-Proposal Conference and Facility Tour (optional but highly recommended)	October 15, 2024, at 10:00 a.m. PDT
Questions and RFCs Due	October 29, 2024, prior to 4:00 p.m. PST
Agency’s Response to Questions/RFCs	November 7, 2024, by end of business
Proposals Due	November 20, 2024, prior to 2:00 p.m. PST
Interviews	December 18-19, 2024
Contract Award (tentative)	March 5, 2025
Notice to Proceed (tentative)	April 1, 2025

If approved by the LAVTA Board of Directors, the successful Proposer will execute an Agreement for a three (3) year base term with up to four (4), one-year option terms. The initial term of the agreement shall be from July 1, 2025, through and including June 30, 2028.

Summary of Scope

The Scope of Work for this RFP requires the selected vendor to utilize LAVTA-provided vehicles, facilities, equipment, and technology systems to deliver safe and reliable fixed-route transit services. The vendor will be tasked with supplying all necessary personnel to operate the service in strict adherence to the published timetables and schedules. Throughout the contract, the vendor will work closely with LAVTA staff to enhance all aspects of service delivery, including safety, reliability, schedule adherence, and customer service. Additionally, the vendor will be required to fill key management positions with individuals possessing the skills and experience necessary to oversee all operational functions and staff effectively.

Recommendation

None - information only.