CONTRACTED TRANSPORTATION SERVICES - EAST REGION

REQUEST FOR PROPOSAL (RFP) NO. OP35902469

EVALUATION PACKAGE

MSG/xx

EVALUATION OF RFP NO. OP35902469
GENERAL INSTRUCTIONS AND TEST FOR RESPONSIVENESS

Step 1 Evaluation committee must sign **Confidentiality & Conflict of Interest Certifications that is attached.**

Step 2 in the evaluation review is to read the Scope of Work in the RFP.

Step 3 in the evaluation review is to examine the evaluation package and become familiar with all the factors involved in the evaluation and scoring process.

DBE responsiveness will be determined by Contract Compliance.

Step 4 in the evaluation review is for the Contract Administrator to make the initial determination of responsiveness, subject to further evaluation. This is determined on Page of the RFP and outlined below. These forms must be completed and signed to be determined responsive:

Description	Comments
Proposal Letter	Prime Only
Form 60 Cost Proposal	Required of Prime & Subcontractors
Lobbyist Policy	Prime & Subcontractors
Federal Lobbying Cert.	Prime & Subcontractors
Conflict of Interest	Prime & Subcontractors
Conflict of Interest	Prime & Subcontractors
Employment	1 year restriction.
Debarment Form (> $100K)	Prime & subcontractors
Debarment Form (< $100K)	Prime & Subcontractors
Cert. of Current Cost & Pricing	Prime & Subcontractors

After all proposals have been evaluated for adequacy, proceed to the work sheet and fill in names of proposers horizontally across the top of the page.

A. Proposal Scoring

Evaluators will score the proposals based upon the factors outlined in the RFP, further detailed in the evaluation package. Evaluators will submit scores and narrative comments to the Evaluation Committee Chair. MAKE ONE COPY OF THE EVALUATION FORM FOR EACH PROPOSAL **BEFORE** BEGINNING THE SCORING PROCESS. TABULATE THE SCORE OF EACH FIRM ON THE SELECTION RATING SHEET.

B. Classifications; Discussions/Interview with Proposers

Oral or written discussions may be held with Proposers. Oral discussions may take form of conference calls or face-to-face interviews, depending upon the amount of time involved and the need for personal contact in the evaluation process. ALL evaluators must participate in these discussions.

C. Competitive Range

Based on the composite scores determined by the Evaluation Committee, a Competitive Range will be established. The number of proposers to be included in the Competitive Range will be determined solely at the discretion of the Evaluation Committee.

D. Notification

All Proposers will be notified in writing by the Evaluation Committee Chair. Proposers selected for the competitive range will be sent instructions regarding Pre-award audit and interview/negotiation conferences scheduled for February 2010. Proposers not selected for inclusion within the competitive range will not be notified until all firms are notified of the proposed recommendation for contract award.

E. Negotiations

If there are Presentations/Interviews and Negotiations, these must occur with ALL FIRMS within the Competitive Range. The presentations/interviews and negotiations with proposers will be conducted in strict compliance with the predetermined conference schedule (D above). Any outstanding issues relating to cost or technical appraisal will be identified at this time. IF THERE ARE SIGNIFICANT TECHNICAL ISSUES TO BE RESOLVED, PROPOSERS MAY BE REQUIRED TO SUBMIT REVISED SUBMITTALS AT THIS TIME. ALL MAJOR TECHNICAL ISSUES ARE TO BE RESOLVED PRIOR TO THE CONCLUSION OF NEGOTIATIONS.

F. Best and Final Offer (BAFO)

At the conclusion of the presentation/interviews, proposers within the competitive range will be asked to submit a Best and Final Offer (BAFO). The BAFO request may be orally issued at the interview but should be followed up in writing. In the request, the firm is asked to provide any additional information, confirm negotiated positions, clarify issues and submit a final cost/price offer. A deadline for submission is stipulated. Following the receipt of the BAFOs, copies are distributed to the Evaluation Team and a final scoring is determined.

G. Award Recommendation

After the conduct of the process identified above, Susan Dove, the Evaluation Committee Chair will consolidate the evaluation team scores and prepare a memorandum documenting the negotiations and recommending contract award. All members of the Evaluation Committee will sign this memorandum.

H. Agenda Item

The Evaluation Committee Chair, working with the evaluation team, will prepare and Agenda Item for the appropriate Board Committee recommending award of contract. Prior to finalizing of the agenda, all proposers will be notified in writing of the proposed award and the recommended firm will be required to execute and return the contract document. The recommendation, if approved by the Board Committee will then be considered by the full LACMTA Board of Directors.

H. Letter of Award

Following approval by the LACMTA Board, the Evaluation Committee Chair will assure that the executed contract, insurance certificates, certificates of current cost and pricing and any other required certificates have been received and completed.

LACMTA RIGHTS

Nothing in this evaluation plan is to be construed as limiting or reducing the MTA's rights identified in RFP No.OP35902469, Section Instructions to Proposers (IP) 13.

Susan M. Dove
Senior Contract Administrator

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RFP NO. OP35902469

CONTRACTED TRANSPORTATION SERVICES - EAST REGION

CONFLICT OF INTEREST CERTIFICATION

As a potential participant in the proposal evaluation process for RFP No.OP35902469, I certify that:

1. I do not have a financial interest in the outcome of the evaluation of the proposal.

2. I have not received a gift or any gratuity from a proposer directly, or indirectly through an intermediary.

3. Prior to participating in the proposal evaluation process, I will bring attention of the Proposal Evaluation Committee Chairperson any other potential conflict of interest matter, including but not limited to conflict of current or previous employment or Business relationships with a proposer or a known subcontractor.

Signed _____ Date _____

Name and Title _____

Chairperson
Signature: _____ Date _____

Name and Title _____

RFP No. OP35902469

CONTRACTED TRANSPORTATION SERVICES - EAST REGION

PROPOSAL EVALUATION CONFIDENTIALITY CERTIFICATION

As a participant in the proposal evaluation process for RFP No. OP35902469, I hereby certify that, unless required by law or by MTA policy:

" I will maintain strict confidentiality of the proposal evaluation and selection proceedings and the security of all documents pertaining thereto.

" I will not hold discussions nor divulge/accept information on any aspect of the evaluation for proposal(s) outside the authorized participants in the proposal evaluation process.

" I will keep my scores confidential from all others except the Evaluation Committee Chairperson or his/her duly appointed designee.

" If any representatives of proposers and proposed subcontractors attempt to communicate with me regarding the subject of the proposal evaluation, I will direct them to put their questions in writing to the Contract Administrator.

Signed _____ Date _____

Name and Title _____

Chairperson
Signature: _____ Date _____

Name and Title _____

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SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be indicated on the Evaluation Work Forms included herein.

Points	Rating	Basis of Rating
10	Excellent	Contractor's proposal indicates excellent conformance with stated requirements in terms of competence, analytical work and efficient use of resources. It also shows excellent use of those attributes within proposed team structure.
8	Good	Contractor's proposal indicates good conformance with stated requirements in terms of competence, analytical work and efficient use of resources. It also shows good use of those attributes within proposed team structure.
6	Average	Contractor's proposal indicates average conformance with stated requirements in terms of competence, analytical work and efficient use of resources. It also shows average use of those attributes within proposed team structure.
4	Below Average	Contractor's proposal indicates below average conformance with stated requirements in terms of competence, analytical work and efficient use of resources. It also shows below average use of those attributes within proposed team structure.
2	Poor	Contractor's proposal indicates poor conformance with stated requirements in terms of competence, analytical work and efficient use of resources. It also shows poor use of those attributes within proposed team structure.
0	Very Poor	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP OP35902469
CONTRACTED TRANSPORTATION SERVICES - EAST REGION

EVALUATION CRITERIA (Total Possible Score= 110%)

The proposal will be evaluated on the evaluation criteria outlined below. Proposer should ensure that it has addressed each item thoroughly and accurately.

EVALUATION CRITERIA/SUB-CRITERIA	WEIGHTS
A. QUALIFICATIONS OF THE FIRM	**10%**

- Demonstrated recent experience with similar projects and knowledge of the service area(s) proposed
- Demonstrated competence and experience of the firm, including sub-consultant(s) to perform the Statement of work requirements
- Demonstrated experience with the performance standards established in the statement of work (for example, vehicle maintenance, on-time performance, vehicle cleanliness, safety, etc.)
- Demonstrated experience providing bus contract services to State, Municipal, Federal government and/or commercial clients
- Demonstrated experience in coordinating local transit and shuttle services with municipal agencies

B. QUALIFICATIONS OF PROPOSED STAFF	**10%**

- Professional qualifications and years of experience of key project personnel
- Relevant experience of the project team including the General Manager, Operations Manager, Maintenance Manage and Safety/Training Manager (prior experience with fixed route local bus service)
- Proposed team/personnel's experience appropriate for technical and management requirements of the project
- Demonstrated experience in performing the duties described in the Statement of work with an operation of similar scope or better (i.e., prior experience with comparable numbers of drivers, buses, routes, etc.)

C. CONTRACTOR FACILITY	**10%**

- Documentation indicating that contractor has secured rights to lease or purchase the proposed facility for the entire contract term (this could be a purchase agreement, draft lease agreement reflecting terms negotiated by the contractor and property owner, or a lease proposal that has been conditionally accepted by the property owner or the owner's agent).

- A site plan for the facility, with detail indicating the location of the maintenance shop, maintenance bays, administrative offices, computer room, training room, dispatch center and other required spaces specified in the SOW.
- A site plan showing the layout for bus parking and movement into, out of, and within the facility.
- A map showing the location of the facility in relation to the service area and contract lines to be operated.

D. OPERATING METHODOLOGY/WORK PLAN 20%

- Appropriateness of work plan and schedule as it relates to the Statement of Work, implementation and startup plan, awareness of project issues, strategies for meeting project goals and objectives
- A management plan that accurately describes the functions of all supervisory personnel, including list of operations positions necessary to effectively supervise the day-to-day operation (e.g., field supervisors, operations supervisors, trainers, dispatchers, lead mechanics, etc.)
- Appropriate policies and practices for hiring, training and supervising drivers (including driver training program, accident investigation, employee recognition, complaint investigation and ongoing training in compliance with Title II of the Americans with Disabilities Act)
- Innovative and creative elements of the proposal which exceed the requirements of the statement of work and/or enhance the proposer's ability to meet contract requirements (for example, use of video event recorders on vehicles, special customer service training, special vehicle maintenance programs
- Demonstrated ongoing driver training and safety program in compliance with 13 CCR as it relates to transit bus vehicle laws, vehicle orientation, safe bus operation and other factors as outlined in the statement of work and performance indicators (e.g., CHP inspections and traffic accidents)
- Demonstrated experience with the preparation of reports required in the statement of work
- Appropriateness of firm's preventive maintenance program including: responsiveness to bus breakdowns, the utilization of fleet management and/or preventive maintenance software, driver pre-operation safety inspection practices, etc.
- A safety program that meets or exceeds contract requirements as delineated in the Statement of Work.
- Demonstrated/approved security plan that outlines procedures to protect Metro farebox revenues against theft or inaccurate reporting
- A security plan that protects the vehicles from theft, damage and vandalism

E. PAST PERFORMANCE 15%

The proposals will be evaluated as follows regarding past performance for Metro and/or other transit agencies. Reference checks at Metro and/or other transit agencies will be made to assist in evaluating past performance in the following areas:

- The Contractor's performance in the area of overall conformance with contract/scope of work requirements, including schedule, deliverables, and overall customer satisfaction
- Contractor's performance in coordinating, cooperating and communicating with the Project Manager in a timely and responsive manner
- Contractor's performance in the area of Quality Assurance/Quality Control
- Has the Contractor been terminated or had any part of its contractual service reduced by any customer due to poor/unsatisfactory performance in the last 3 years? If so, please explain in detail.
- Has the Contractor received any "Cure Notices" or other written notices from any customer regarding poor/unsatisfactory performance in the last 3 years? If so, please explain in detail
- Has the Contractor been involved in any litigation or formal dispute with any customer in the last 3 years because of poor/unsatisfactory service? If so, please explain in detail

F. PRICE FOR SERVICES 35%

The Contractor's proposed price for services will be evaluated regarding price realism, including an objective analysis of the cost data which is allocable, allowable, reasonable and certifiable. If upon analysis of the proposed cost data, it is determined that the proposed price meets the criteria of being allocable, allowable, reasonable and certifiable, the proposer's price score will be calculated in the following manner:

$$\textbf{Proposer Price Score} = \textbf{Lowest}\ \frac{\textbf{Price Proposed}}{\textbf{Proposer's Cost}}\ \textbf{X}\ \textbf{Proposer's Price Points}$$

Price Points are calculated based on lowest price. Price is weighted at 35%. Technical is weighted at 65%, Compliance with Labor Code 1070-`1074 is 10%. Total points for each evaluator are 1000 points

E. COMPLIANCE WITH LABOR CODE 1070-1074. 10% Bonus

A detailed plan outlining how the firm will comply with the requirements of Labor Code 1070-1074. Compliance with Labor Code 1070-1074 is required for contract award.

- Certification of commitment to meet the requirements of Labor Code 1070-1074.

EVALUATION SUMMARY FORM
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
SELECTION RATING SHEET
for
CONTRACTED TRANSPORTATION SERVICES - EAST REGION
RFP No. OP35902469

Contract Administrator _____
Project Mgr. _____
RATER'S NAME: _____
NAME OF PROPOSER: _____

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as the proposer and the proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1 Qualifications of Proposed Firm	10				
2. Qualifications of Proposed Staff	10				
3. Contractor Facility	10				
4.Operating Methodology/WorkPlan	20				
5. Past Performance	15				
6. Price	35				
7. Compliance with Labor Code 1070-1074	10 point Bonus				
Total –					

I have rate the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of __ which is consistent with the rating scale.

Rater:_____
Signature/Date

NARRATIVE SECTION

1. Qualifications of Proposed Firm

2. **Qualifications of Proposed Staff**

3. Contractor Facility

4. Operating Methodology/WorkPlan

5. Past Performance

6. Price Reasonableness as it relates to the Statement of Work. Note: If proposer has understanding of the SOW, then the total price will be calculated based on formula.

7. Compliance with Labor Code 1070-1074

Please provide clear, concise comments. This document may be utilized in a debriefing.