



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE

April 16, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

33 April 16, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR
FORD THEATRES SHUTTLE SERVICE
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a services contract to Transit Systems Unltd, Inc., to provide transportation service for patrons of Ford Theatres before and after scheduled performances from the Universal City/Studio City Metro station and the parking location in Los Angeles at 3330 Cahuenga Boulevard West.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract service is statutorily exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter.
2. Award the contract for Ford Theatres shuttle service to Transit Systems Unltd, Inc. This contract will be for a term of 1 year with three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 54 months with a maximum potential contract sum of \$845,460.
3. Delegate authority to the Director of Public Works or his designee to execute the contract; to renew this contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Transit Systems Unltd, Inc., has successfully performed

during the previous contract period, and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or his designee, it is in the best interest of the County to do so.

4. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will award a contract to Transit Systems Unltd, Inc., to provide on-call and intermittent transportation service free of charge to patrons of Ford Theatres. Due to the limited parking space at Ford Theatres, this service will provide transportation service before and after scheduled performances from the Universal City/Studio City Metro station and the parking location in Los Angeles at 3330 Cahuenga Boulevard West, as shown in Enclosure A. This service is scheduled generally from May through October of each year.

The current contract will expire on April 30, 2019. The award of this contract will continue the current service by the same recommended contractor.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy II.2, Support the Wellness of our Communities and Objective II.2.2, Expand Access to Recreational and Cultural Opportunities; Strategy II.3, Make Environmental Sustainability our Daily Reality and Objective II.3.5, Support a Clean, Flexible, and Integrated Multi-Modal Transportation System that Improves Mobility and will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The annual cost is \$170,800 plus 10 percent of the annual contract sum for additional work within the scope of the contract, including the three 1-year renewal options and a month to month extension up to 6 months for a maximum potential contract term of 54 months with an estimated maximum potential contract sum of \$845,460. This amount is based on the annual unit prices quoted by the contractor and our estimated annual utilization of the contractor's services.

Funding for this service is included in the Top-of-Pot Proposition A Local Return Transit Program and included in the Transit Operations Fund Fiscal Year 2018-19 Budget. Funds to finance the contract's option years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Transit Systems Unltd, Inc., located in Sun Valley, California. This contract will commence on May 1, 2019, or upon the Board's approval and execution between both parties, whichever occurs last, for a period of 1-year. With the Board's delegated authority, Public

Works may renew the contract for three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 54 months.

The recommended contract with Transit Systems Unltd, Inc., was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard service contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure B reflects the proposer's utilization participation and community business enterprise program information. Data regarding the proposer's minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Public Works has evaluated and determined that the contracted service is required on an on-call and intermittent basis; therefore, Proposition A (County Code Chapter 2.121) and the Living Wage Program (County Code Chapter 2.201) do not apply to this contract.

ENVIRONMENTAL DOCUMENTATION

This service is statutorily exempt from the provisions of the California Environmental Quality Act, pursuant to Section 21080 (b) (10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

CONTRACTING PROCESS

On October 23, 2018, a notice of the Request for Proposals (RFP) was placed on the County's "Doing Business With Us" website (Enclosure C); Public Works' "Business Opportunities" website; Twitter; and advertisements were placed in the Los Angeles Daily Journal, Los Angeles Sentinel, and La Opinión. Also, Public Works informed 1,401 Local Small Business Enterprises; 153 Disabled Veteran Business Enterprises; 116 Social Enterprises; and 145 independent contractors, various business development centers, and municipalities about this business opportunity.

On November 6, 2018, Public Works conducted a Proposers' Conference and four potential proposers attended but on November 27, 2018, only one proposal from Transit Systems Unltd, Inc., was received. The proposal was first reviewed to ensure it met the minimum requirements in the RFP. The proposal having met these requirements was then evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, work plan, references, and equipment utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the apparent responsive and responsible proposer, Transit Systems Unltd, Inc., located in Sun Valley, California. Public Works determined the contractor's price to be reasonable for the work requested.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will continue the services without disruption to the public and will not result in the displacement of any County employees as this service is presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this Board letter to Public Works, Business Relations and Contracts Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" written in a larger, more prominent script than the last name "Pestrella".

MARK PESTRELLA

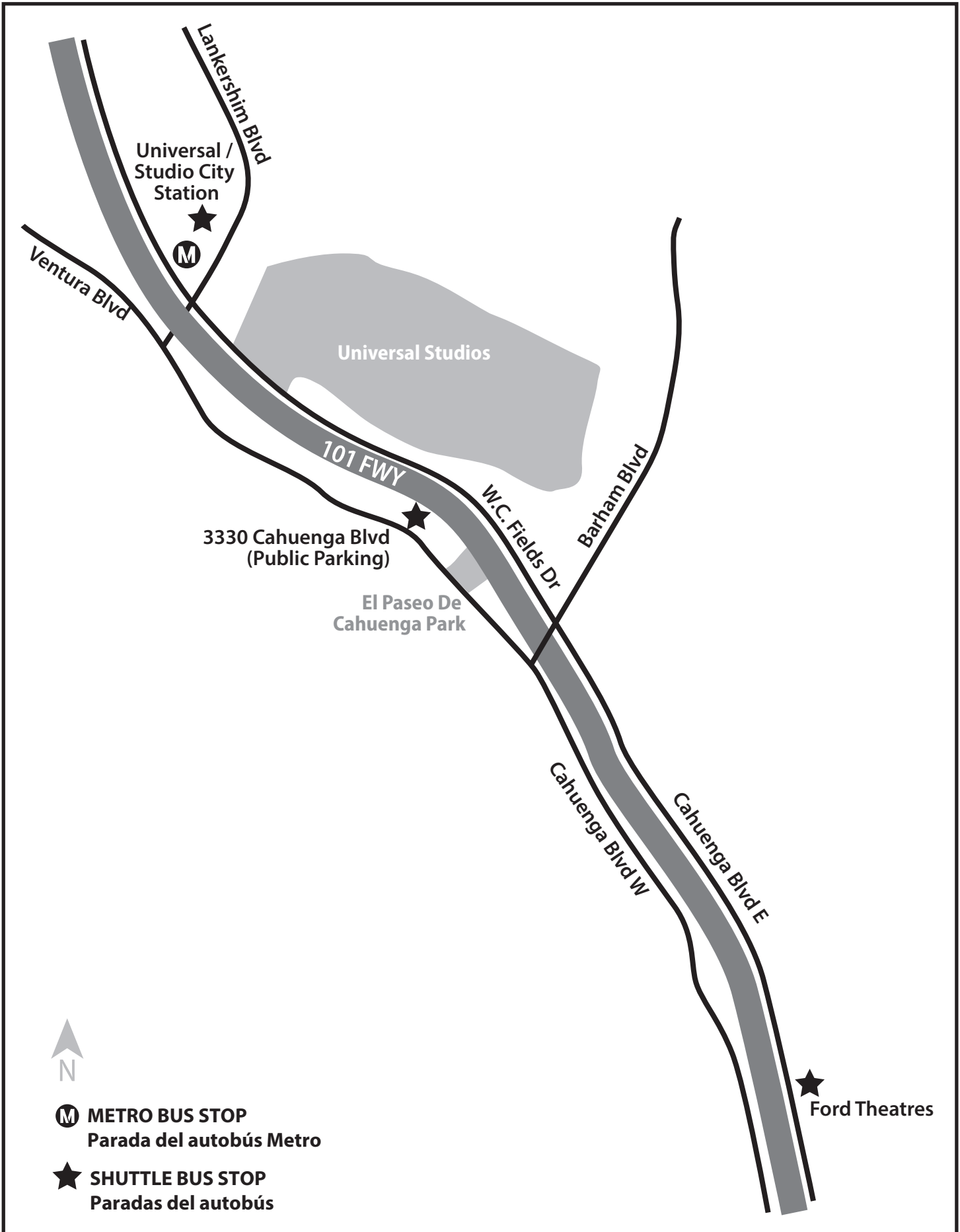
Director

MP:JQ:ep

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office

SERVICE ROUTE



PROPOSER'S UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR FORD THEATRES SHUTTLE SERVICE

SELECTED FIRM

	Small-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
1	None						
	Medium-Sized Business Category Proposer Name						
2	Transit Systems Unltd, Inc.	N/A	N/A	N/A	N/A	N/A	N/A
	Large-Sized Business Category Proposer Name						
3	None						

NON-SELECTED FIRMS

	Small-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
4	None						
	Medium-Sized Business Category Proposer Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
5	None						
	Large-Sized Business Category Proposer Name						
6	None						

*Information provided by Proposer in response to the RFP. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

PROPOSER'S UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR FORD THEATRES SHUTTLE SERVICE

FIRM INFORMATION*		Transit Systems Unltd, Inc.
BUSINESS STRUCTURE		Corporation
CULTURAL/ETHNIC COMPOSITION		NUMBER/% OF OWNERSHIP
OWNERS/PARTNERS	Black/African American	0
	Hispanic/Latino	1/97.5%
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	1/2.5%
<i>Female (included above)</i>		0
		NUMBER
MANAGER	Black/African American	0
	Hispanic/Latino	0
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	1
	White	2
<i>Female (included above)</i>		2
STAFF	Black/African American	20
	Hispanic/Latino	26
	Asian or Pacific Islander	1
	American Indian	0
	Filipino	0
	White	3
<i>Female (included above)</i>		20
Total # of Employees		55
COUNTY CERTIFICATION		
CBE		N
LSBE		N
OTHER CERTIFYING AGENCY		N/A

*Information provided by Proposer in response to the RFP. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

ENCLOSURE C

Bid Detail Information

Bid Number : PW-BRCD014
Bid Title : Ford Theatres Shuttle Service (2018-AN036)
Bid Type : Service
Department : Public Works
Commodity : BUS - TRANSIT (COACH-MINI) CONVENTIONAL
Open Date : 10/23/2018
Closing Date : 11/27/2018 5:30 PM
Bid Amount : \$ 85,000
Bid Download : Not Available

Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for the Ford Theatres Shuttle Service (2018-AN036) contract. This contract has been designed to have a potential maximum contract term of 4 years, consisting of an initial 1-year term and potential additional three 1-year option renewals. The total annual contract amount of this service is estimated to be \$85,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/brcd/servicecontracts/> or may be requested from Ms. Anna Leung at (626) 458-4072 or aleung@dpw.lacounty.gov or Mr. David Pang at (626) 458-7167 or dpang@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/brcd/servicecontracts>.

Public Works Business Opportunities Website Registration:

All interested proposers for this RFP are strongly encouraged to register at <http://dpw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this RFP through the website will receive automatic notification when any update to this RFP is made. The County does not have an obligation to notify any proposers other than through the Public Works websites automatic notification system.

Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise:

The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the Countys Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The Countys LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Programs. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

Minimum Mandatory Requirements: At the time of proposal submission, proposers must meet all minimum requirements set forth in the RFP documents including, but not limited to:

1. Proposer must have the following minimum number of years of experience using the listed vehicles to provide the same or similar type of fixed route services for governmental or social services agency(ies):

- Three years of experience with alternative fueled vehicles either compressed natural gas-, propane-, or gasoline-powered, 25 feet or longer cutaway buses and/or transit buses.

(Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.

2. Proposers project manager must have the following minimum number of years of experience managing the same or similar type of fixed route services for governmental or social service agency(ies) using the listed vehicles:

- Three years of experience with alternative fueled vehicles either compressed natural gas-, propane-, or gasoline-powered, 25 feet or longer cutaway buses and/or transit buses.

(Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.

3. Proposer or its subcontractors maintenance manager must have the following minimum number of years of experience maintaining a similar fleet of transit vehicles:

ENCLOSURE C

- Three years of experience with alternative fueled vehicles either compressed natural gas-, propane-, or gasoline-powered, 25 feet or longer cutaway buses and/or transit buses.

(Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.)

4. Proposer must provide copies of all Satisfactory California Highway Patrol Safety Compliance Inspections (or passed all reinspections) of the proposers maintenance facilities or terminals to be used for the proposed contract for the prior three 13-month inspections (California Vehicle Code 34501[c]). If the proposer has not performed services in California, the proposer must provide copies of a similar vehicle, maintenance facilities, or terminals inspection for the prior 3 years by a governmental agency. (Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.
5. Proposers vehicle(s) must meet or exceed the service vehicle requirements as set forth in Exhibit H, Minimum Required Contractor Vehicle Specifications. If the proposer does not meet the service vehicle(s) requirement at the time of submission, but fully intends to comply if awarded the contract, the proposer must provide an affirmative statement that upon start of the contract, the service vehicle(s) will comply with Exhibit H, Minimum Required Contractor Vehicle Specifications. (Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.)
6. Proposer must submit copies of its employees valid State of California Department of Motor Vehicles Class B (with P endorsement) commercial driver licenses, as well as any other required licenses or endorsements required by Federal, State, and local regulations. If the proposers employees do not meet the commercial driver license requirement at the time of submission, but fully intends to comply if awarded the contract, the proposer must provide an affirmative statement that upon the start of the contract the proposer will comply with this requirement. (Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.) Subcontracting is not allowed to meet this requirement.
7. Proposer or its subcontractor must submit copies of all National Institute for Automotive Service Excellence (ASE) certification in H-4 ASE Transit Bus Brake Test for all maintenance personnel identified or proposer must submit an affirmative statement that all of proposers maintenance personnel assigned to this contract within 12 months of the date of hire or the start of the contract, whichever occurs last, will obtain ASE certification in the H-4 ASE Transit Bus Brake Test. (Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.)
8. Proposer or its subcontractor must submit proof of Section 609 of the Clean Air Act: Motor Vehicle Air conditioning certification from an EPA-approved program or the equivalent ASE Refrigeration Recovery and Recycling Program certification for at least one member of their maintenance personnel identified in Form PW-20. (Use Form PW-20, Proposers Compliance with the Minimum Requirements of the RFP.)

A Proposers Conference will be held on Tuesday, November 6, 2018, at 2 p.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room B. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, proposers must submit questions in writing and request information for this solicitation within 3 business days from the date of the conference.

The deadline to submit proposals is Tuesday, November 27, 2018, at 5:30 p.m. Please direct your questions to Ms. Leung at (626) 458-4072 or Mr. Pang at (626) 458 7167.

Contact Name : Anna Leung
Contact Phone# : (626) 458-4072
Contact Email : aleung@dpw.lacounty.gov
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