



June 27, 2014

To: Executive Board

Subject: **Option Exercise - Fleet Audit Services**

Recommendations

1. Receive and file an update on the cancellation of Request for Proposals (RFP) No. 14-032 for Fleet Audit Services; and
2. Authorize the Executive Director to exercise an option in the amount of Seventy-Eight Thousand Dollars (\$78,000) with Vehicle Technical Consultants (VTC) for the provision of fleet audit services and turnover audit services.

Analysis

On a quarterly basis, Foothill Transit performs maintenance audits of its buses utilizing the services of an independent consultant. Each audit involves a physical maintenance review of the condition of the buses being operated and maintained by Foothill Transit's service contractors, including a review of the maintenance documentation of each inspected vehicle. The contractor is also expected to perform periodic partial fleet audits, full fleet audits at each of Foothill Transit's two operating and maintenance facilities, and contractor turnover audits as necessary. If a new operations and maintenance contract is awarded and a turnover audit is performed, it is followed by a re-inspection to verify that previously identified required repairs are completed prior to the beginning of a new operations and maintenance contract.

Last March RFP No. 14-032 was issued and proposals were received from Parsons Brinckerhoff and Foothill Transit's current fleet maintenance audit contractor, Vehicle Technical Consultants (VTC). An evaluation team consisting of Foothill Transit staff reviewed and scored the two proposals. Based on the evaluation scores, Parsons Brinckerhoff was determined to be the highest rated proposer. A review of their price proposal revealed their price was seven times higher than the per-bus cost that Foothill Transit currently pays for similar services and higher than what was budgeted in the approved FY 2015 Business Plan. Based on that, RFP No. 14-032 was canceled and staff recommends that a one-year option in the amount of Seventy-Eight Thousand Dollars (\$78,000) under the current contract with VTC be exercised. This will allow the continued performance of necessary fleet maintenance audits.

Budget Impact

The cost for performance of Fleet Audit Services is included in the approved FY 2015 Business Plan and Budget.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Executive Director