

0220-04457-0001

TRANSMITTAL

TO
City Council

DATE
NOV 26 2013

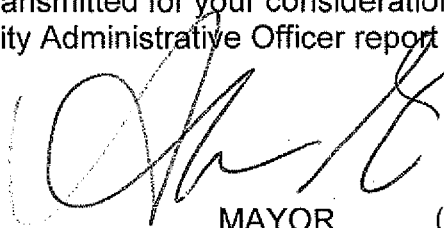
COUNCIL FILE NO.

FROM
The Mayor

COUNCIL DISTRICT
All

**Department of Transportation Recommendation
on
Seven New Contracts Relative to the Charter Bus Program**

Transmitted for your consideration. See the
City Administrative Officer report attached.



MAYOR (Ana Guerrero)

MAS:IR:06140049

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

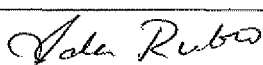
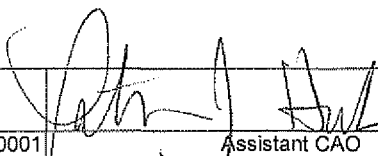
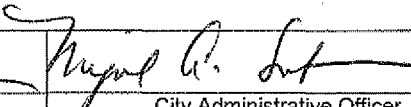
To: Mayor	Date: 11-19-13	C.D. No. All	CAO File No.: 0220-04457-0001				
Contracting Department/Bureau: Department of Transportation		Contact: Jim Lefton (213)972-8408					
Reference: Department of Transportation request dated October 31, 2013 to the Mayor's Office; Referred to the CAO on November 4, 2013.							
Purpose of Contract: To continue services for the Charter Bus Program							
Type of Contract: (X) New contract () Amendment		Contract Term Dates: February 1, 2014 to January 31, 2019					
Contract/Amendment Amount: Proposed amount = Total amount is \$750,000							
Source of Funds: Proposition A Local Transit Assistance Fund							
Name of Contractor: Seven As-Needed contractors as follows:							
<ol style="list-style-type: none"> 1. Atlantic Express of LA, Inc. 201 W. Sotello Street, Los Angeles CA 90012 2. Cal Tours (California Sun Line). 21032 Devonshire Street #216, Chatsworth CA 91311 3. First Student, Inc. 13200 Crossroads Pkwy #450, City of Industry CA 91746 4. Screamline Investment Corp (Four Coach Charter & Tours). 2130 S. Tubeway Ave, Commerce CA 90040 5. Silverado Stages Inc. 241 Prado Road, San Luis Obispo, CA 93401 6. Town Ride Inc. 1423 E 15th Street, Los Angeles CA 90021 7. Transit Systems Unlimited Inc. 8976 Laurel Canyon Road, Sun Valley CA 91352 							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty. /Affirm. Action	Pending		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**			
3. Charter Section 1022 findings completed			X	c. Equal Benefits Ordinance	Pending		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	Pending		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	Pending		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: ***68 %	*N/A = not applicable ** Contracts over \$100,000 *** Excluding Transit Systems which is an national organization.						

COMMENTS

The Department of Transportation (DOT) is requesting authority to execute contracts with seven firms for the continuation of services provided for the City's Charter Bus Program. Each contract will be for a term of five years from February 1, 2014 to January 31, 2019. The compensation for each contractor is unknown as the need for trips are determined on an as-needed basis. The total amount of all funds to be expended shall not exceed \$750,000. Sufficient funding is available in the Proposition A Local Transit Assistance Fund 2013-14 Adopted Budget to fund this expense.

Background and Continued Scope of Work

The City's Charter Bus Program is administered by the DOT and currently provides up to 1400 bus trips per year to community groups, primarily seniors, youths and individuals with disabilities. This service has been contracted out to a private charter bus operator since the 1970's to provide safe, reliable and cost effective service. The trips are typically requested through the Mayor's Office, the

		
IR	Analyst 0220-04457-0001	Assistant CAO
		City Administrative Officer

Council Offices, the Department of Recreation and Parks and other agencies and occur year round. However the highest demand is during the summer.

The DOT released a Request for Proposal (RFP) in July 2013 for the selection of new contractors as the City's current contracts with various Charter Bus companies will expire on January 31, 2014. A total of seven contractors are recommended for new contracts. The recommended contractors offer one or multiple bus types such as coach, transit, school buses and wheelchair accessible buses to provide trips to various clientele. The following seven firms are recommended for new contracts:

1. Atlantic Express of LA, Inc.
2. Cal Tours (dba: California Sun Line)
3. First Student, Inc.
4. Screamline Investment Corp (dba: TourCoach Charter & Tours)
5. Silverado Stages, Inc.
6. Town Ride, Inc.
7. Transit Systems Unlimited, Inc.

The evaluation panel was comprised of staff from the DOT and the City's Department of Recreation and Parks. Proposals were evaluated based on the following criteria; Qualifications of Proposer, Qualification of Proposed Staff and Organization of Operations, Operating Methodology, and Cost Effectiveness. The Department also advises that site visits were conducted at the various proposed contractor yards to ensure that adequate facilities are available for proper maintenance of the vehicles. Lastly, all of the recommended firms have satisfactory inspection ratings for their fleet and facilities by the California Highway Patrol (CHP).

The Department advises that all recommended contractors have submitted the required documentation in compliance with City contracting policies. This documentation is still pending review with the Bureau of Contract Administration as of the date of this report.

The Los Angeles Administrative Code (LAMC) Section 10.5 states that all contracts over three years shall be submitted to Council for approval. Therefore, this must be approved by Council.

RECOMMENDATIONS

That the City Council and the Mayor authorize the General Manager of the Department of Transportation (DOT) to execute a total of seven As-Needed contracts for the continuation of the City's Charter Bus Program for a term of five years from February 1, 2014 to January 31, 2019 with total compensation not to exceed \$750,000, subject to the approval of the City Attorney as to form.

FISCAL IMPACT

There is no General Fund impact. Funding for these services has been set aside in the Proposition A Local Transit Assistance Fund 2013-14 Adopted Budget. Funding for subsequent years for these services will be provided in those fiscal year budgets. The recommendations comply with City Financial Policies in that sufficient special fund revenues are available and eligible for this purpose.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

OFFICE OF THE MAYOR
RECEIVED

2013 NOV -5 PM 4: 33

2013 NOV -4 PM 5: 03

Date: October 31, 2013

ADMINISTRATIVE OFFICER

CITY OF LOS ANGELES

To: The Honorable Eric Garcetti, Mayor
Attention: Mandy Morales, Legislative Coordinator

From: *for* *Jaime de la Vega*
Jaime de la Vega, General Manager
Department of Transportation

Subject: **SELECTION OF CONTRACTORS TO PROVIDE CITY CHARTER BUS SERVICES**

SUMMARY

The Department of Transportation (LADOT) is requesting authority to execute contracts with seven firms for the continued provision of services for the City's Charter Bus Program.

RECOMMENDATION

That the Council:

Authorize the General Manager, Department of Transportation, to execute contracts with Atlantic Express of LA, Inc., Cal Tours (dba: California Sun Line), First Student, Inc., Screamline Investment Corp. (dba: TourCoach Charter & Tours), Silverado Stages, Inc., Town Ride, Inc., and Transit Systems Unlimited, Inc., for a five year term to provide services as part of the City's Charter Bus Program, subject to the approval of the City Attorney as to form and legality.

DISCUSSION

LADOT received proposals from eight firms by the submission deadline established in the RFP of September 10, 2013. Five of the eight firms that submitted proposals are incumbent providers, including Atlantic Express of LA, Inc., Cal Tours (dba: California Sun Line), First Student, Inc., Screamline Investment Corp. (dba: TourCoach Charter & Tours) and Transit Systems Unlimited, Inc. Three new firms also submitted proposals, including Ryan's Express, Silverado Stages, Inc. and Town Ride, Inc.

A review of the submitted proposals for compliance with the City's standard contracting requirements showed that proposals from seven of the eight firms were responsive and in accordance with the criteria established in the RFP. The proposal submitted by Ryan's Express was deemed non-responsive for failure to comply with the City's required Business Inclusion Program. LADOT is recommending to award contracts to the remaining seven responsive firms, as follows:

Firms Recommended for Contract Award

1. Atlantic Express of LA, Inc.
2. Cal Tours (dba: California Sun Line)
3. First Student, Inc.
4. Screamline Investment Corp. (dba: TourCoach Charter & Tours)
5. Silverado Stages, Inc.
6. Town Ride, Inc.
7. Transit Systems Unlimited, Inc.

The evaluation panel, consisting of representatives from LADOT and the City's Department of Recreation and Parks, evaluated and scored each of the responsive proposals (see Attachment 1) and recommended the selection of all seven responsive firms for contract award.

The proposals were evaluated based on the following criteria:

RFP Evaluation Criteria

<u>Categories</u>	<u>Points</u>
1. Qualifications of Proposer	20
2. Qualifications of Proposed Staff and Organization of Operations	20
3. Operating Methodology	20
3. Cost Effectiveness	<u>40</u>
Total	100 (per rater)

Unlike its other transit operating contracts, LADOT solicits charter bus contractors to provide trips on an as-needed basis as requests are received from the clients. As a result, LADOT needs to contract with multiple contractors in each bus type to ensure an adequate supply of vehicles is available to meet the demands of the program. With this in mind, the seven responsive proposers were ranked relative to each bus type requested in the RFP (coach, transit, school bus and wheelchair-accessible buses). The following is the rank order of the recommended contractors for each bus type based on the evaluation criteria listed above:

**Charter Bus Program
Proposer Rankings by Bus Type**

<u>Coach Bus</u>	<u>School Bus</u>	<u>Wheelchair-Accessible Bus</u>	<u>Transit Bus</u>
1. Cal Tours	1. Atlantic Express	1. First Student	1. Cal Tours
2. TourCoach	2. First Student	2. Atlantic Express	2. TourCoach
3. Town Ride	3. Town Ride	3. Cal Tours	3. Transit Systems
4. Transit Systems	4. TourCoach	4. TourCoach	
5. Silverado Stages	5. Cal Tours	5. Transit Systems	
	6. Transit Systems	6. Silverado Stages	

The goals of the Charter Bus Program are to provide safe, reliable, quality and cost-effective charter bus service. The RFP requires strict compliance with operating standards established by LADOT for these services to help ensure our goals are met. LADOT also conducted site visits to the various proposed contractor yards to ensure that adequate facilities are available for proper maintenance of vehicles. Further, all of the recommended firms have proven track records and currently have satisfactory inspection ratings for their fleet and facilities by the California Highway Patrol (CHP).

The cost rates proposed by the five incumbent firms actually **decreased** by an average of 8.4% compared with their current fifth year contract rates. Attachment 2 lists the proposed first year rates by company and bus type.

The City's adopted budget for the Charter Bus Program during fiscal year 2013-2014 is \$800,000, of which \$50,000 is set aside for maintaining the trip reservation system. The remaining \$750,000 annual budget is split evenly between the 15 council offices and the Mayor's Office (\$46,875 per office).

The proposed contracts will be in compliance with all City personal services contract requirements.

BACKGROUND

LADOT has contracted with private charter bus operators since the 1970's to provide safe, reliable, quality and cost-effective charter bus service. Charter bus trips are provided to community groups, primarily seniors, youths and individuals with disabilities, for recreational, educational, and cultural purposes. The Charter Bus program has continuously provided charter bus services to groups requesting trips through the Mayor's Office, Council Offices, the Department of Recreation and Parks, and other agencies.

The Charter Bus Program currently provides about 1,400 bus trips per year, with the highest service demand occurring during the summer. To meet this demand, LADOT contracts with multiple companies (with different bus types) to ensure that an adequate supply of vehicles are available and that the City is able to have the greatest flexibility in selecting the bus companies and vehicle types that can provide the most cost-effective service for each particular trip requested.

On December 9, 2008, the City Council authorized LADOT to negotiate and execute five-year term contracts for the continued operation of the City's Charter Bus Program with the following eight firms:

Existing Contracted Charter Bus Companies

1. CUSA CC LLC (dba: Coach America Los Angeles),
2. Atlantic Express of LA, Inc.,
3. Cal Tours (dba: California Sun Line),
4. Evans and Son Tours, Inc. (dba: California Touch of Class),
5. Laidlaw Transit, Inc. (dba: First Student, Inc.),
6. Transit Systems Unlimited, Inc.,
7. Hot Dogger Tours, Inc. (dba: Gold Coast Tours) and
8. Screamline Investment Corp. (dba: TourCoach Charter & Tours).

The current contracts with these eight existing charter bus service providers are due to expire on January 31, 2014.

On July 19, 2013, LADOT issued a Request for Proposals (RFP) for the continued operation of charter bus services (coach, transit, school bus and wheelchair-accessible buses) under the City's Charter Bus Program. LADOT received proposals from eight firms by the submission deadline of September 10, 2013. LADOT is requesting authority to award contracts with seven of these firms (one firm deemed non-responsive). The following are the business locations of the seven selected proposers:

1. Atlantic Express of LA, Inc.
201 W. Sotello Street
Los Angeles, CA 90012
2. Cal Tours (California Sun Line)
21032 Devonshire St. #216
Chatsworth, CA 91311
3. First Student, Inc.
13200 Crossroads Pkwy, #450
City of Industry, CA 91746
4. Screamline Investment Corp.
(TourCoach Charter & Tours)
2130 S. Tubeway Ave.
Commerce, CA 90040

5. Silverado Stages, Inc.
241 Prado Road
San Luis Obispo, CA 93401
6. Town Ride, Inc.
1423 E. 15th St.
Los Angeles, CA 90021
7. Transit Systems Unlimited, Inc.
8976 Laurel Canyon Blvd.
Sun Valley, CA 91352

FINANCIAL IMPACT

There is no impact on the Budget. Adequate funds have been included in the City's adopted FY 2013-14 Proposition A Local Transit Assistance (PALTA) Budget.

JTV:gh

Attachments:

- 1- RFP Evaluation Rankings
- 2- Proposed First Year Charter Bus Rates
- 3- Contract with Atlantic Express of LA, Inc.
- 4- Contract with Cal Tours, Inc. dba: California Sun Line
- 5- Contract with First Student, Inc.
- 6- Contract with Screamline Investment Corp. dba: TourCoach Charter & Tours
- 7- Contract with Silverado Stages, Inc.
- 8- Contract with Town Ride, Inc.
- 9- Contract with Transit Systems Unlimited, Inc.

COACH BUS*	Cal Tours	Silverado Stages	TourCoach	Town Ride	Transit Systems	Final Ranking
Evaluator 1	1	5	2	3	4	1. Cal Tours 2. TourCoach 3. Town Ride 4. Transit Systems 5. Silverado Stages
Evaluator 2	1	5	2	3	4	
Evaluator 3	1	5	2	3	4	
AVERAGE RANK	1	5	2	3	4	

SCHOOL BUS*	Atlantic Express	Cal Tours	First Student	TourCoach	Town Ride	Transit Systems	Final Ranking
Evaluator 1	1	5	2	4	3	6	1. Atlantic Express 2. First Student 3. Town Ride 4. TourCoach 5. Cal Tours 6. Transit Systems
Evaluator 2	1	5	2	4	3	6	
Evaluator 3	1	6	2	3	4	5	
AVERAGE RANK	1	5.3	2	3.7	3.3	5.7	

WHEELCHAIR ACCESSIBLE*	Atlantic Express	Cal Tours	First Student	Silverado Stages	TourCoach	Transit Systems	Final Ranking
Evaluator 1	2	3	1	6	4	5	1. First Student 2. Atlantic Express 3. Cal Tours 4. TourCoach 5. Transit Systems 6. Silverado Stages
Evaluator 2	2	3	1	5	4	6	
Evaluator 3	2	3	1	6	4	5	
AVERAGE RANK	2	3	1	5.7	4	5.3	

TRANSIT BUS*	Cal Tours	TourCoach	Transit Systems	Final Ranking
Evaluator 1	1	2	3	1. Cal Tours 2. TourCoach 3. Transit Systems
Evaluator 2	1	2	3	
Evaluator 3	1	2	3	
AVERAGE RANK	1	2	3	

* Most proposers did not submit cost proposals for all bus types, hence, this chart only shows proposers who submitted costs for a particular bus type.

Charter Bus RFP Proposal Summary

Coach Bus Proposed Prices (First year, trips under 85 miles)

Company	Capacity	3 Hour Min.	Add'l Hours
Cal Tours	15	\$260.00	Unspecified
Cal Tours	24	\$300.00	\$50.00
Cal Tours	47	\$345.00	\$78.00
Cal Tours	55	\$385.00	\$85.00
Silverado Stages	22	\$395.00	\$50.00
Silverado Stages	47	\$538.00	\$51.00
Silverado Stages	56	\$565.00	\$90.00
Tourcoach Transport	24	\$290.00	\$65.00
Tourcoach Transport	28	\$300.00	\$70.00
Tourcoach Transport	38	\$320.00	\$75.00
Tourcoach Transport	47	\$340.00	\$85.00
Tourcoach Transport	56	\$360.00	\$90.00
Town Ride Inc.	56	\$398.00	\$85.00
Transit Systems Unlimited, Inc.	47	\$490.00	\$65.00
Transit Systems Unlimited, Inc.	55-56	\$540.00	\$75.00

Charter Bus RFP Proposal Summary

School Bus Proposed Prices (First year, trips under 85 miles)

Company	Capacity	3 Hour Min.	Add'l Hours
Atlantic Express	26A/39C	\$270.00	\$50.00
Atlantic Express	44A/66C	\$277.00	\$50.00
Atlantic Express	52A/78C	\$297.00	\$50.00
Atlantic Express	55A/84C	\$297.00	\$50.00
Cal Tours	24	\$275.00	\$57.00
Cal Tours	44/66	\$320.00	\$60.00
Cal Tours	52/78	\$335.00	\$64.00
First Student, Inc.	16A/20C	\$299.75	\$59.85
First Student, Inc.	39C	\$283.68	\$61.66
First Student, Inc.	24A/40C	\$308.68	\$61.66
First Student, Inc.	52A/78C	\$318.71	\$53.80
First Student, Inc.	39A/65C	\$343.71	\$53.80
Tourcoach Transport	52	\$300.00	\$60.00
Town Ride Inc.	52-84	\$289.00	\$64.00
Transit Systems Unlimited, Inc.	18-24	\$390.00	\$50.00
Transit Systems Unlimited, Inc.	41-43	\$420.00	\$60.00
Transit Systems Unlimited, Inc.	44-47	\$490.00	\$65.00
Transit Systems Unlimited, Inc.	55-56	\$540.00	\$75.00

Charter Bus RFP Proposal Summary

Wheelchair Bus Proposed Prices (First year, trips under 85 miles)

<u>Company</u>	<u>Capacity</u>	<u>3 Hour Min.</u>	<u>Add'l Hours</u>
Atlantic Express	9Amb/6WC	\$320.00	\$60.00
Cal Tours	30Amb/2WC	\$285.00	\$60.00
First Student, Inc.	10Amb/5WC	\$283.68	\$61.66
First Student, Inc.	8Amb/8WC	\$283.68	\$61.66
First Student, Inc.	6Amb/5WC	\$308.68	\$61.66
Silverado Stages	48Amb/2WC	\$565.00	\$90.00
Silverado Stages	14Amb/2WC	\$395.00	\$50.00
Tourcoach Transport	38	\$320.00	\$75.00
Tourcoach Transport	42 (Transit)	\$300.00	\$70.00
Tourcoach Transport	56	\$360.00	\$90.00
Transit Systems Unlimited, Inc.	18	\$390.00	\$50.00
Transit Systems Unlimited, Inc.	38-43	\$420.00	\$60.00
Transit Systems Unlimited, Inc.	55-56	\$540.00	\$75.00

Transit Bus Proposed Prices (First year, trips under 85 miles)

<u>Company</u>	<u>Capacity</u>	<u>3 Hour Min.</u>	<u>Add'l Hours</u>
Cal Tours	45	\$335.00	\$70.00
Cal Tours	50	\$385.00	\$80.00
Tourcoach Transport	42	\$300.00	\$70.00
Transit Systems Unlimited, Inc.	18-24	\$390.00	\$50.00
Transit Systems Unlimited, Inc.	41-43	\$420.00	\$60.00

Note that the tables above do not include other considerations such as availability, seat belts, air conditioning, etc. Please refer to the proposal for such details.