

Award of the contract will provide the District with all bus operations, maintenance, management, customer service, operating, and supervisory staff required for the Service; a facility suitable for bus repair and parking needed for the Service; and fuel, lubricants, and other supplies and equipment related to operating the Service.

Budget Impact

Partial funds for the new contract are included in the District’s Fiscal Year 2025 approved Operating Budget. Incremental funds required for the remainder of FY2025 will be addressed through a budget amendment, which staff will present to the Board this winter. Funding for FY2026 and subsequent years will be incorporated into future operating budgets.

Background

On May 17, 2024, the District issued Request for Proposals (RFP) 24-S-S-065 for Coastside Transportation Services. The RFP was posted on the District’s e-procurement website. A total of four transportation firms, one charter bus firm, and one non-medical transportation firm attended the virtual pre-proposal meeting, which was held on May 23, 2024. The District accepted proposals until July 9, at which point it received one responsive proposal, from the incumbent contractor, MV Transportation, Inc. of Dallas, Texas.

Staff reached out to two other firms that also downloaded the solicitation materials. The firms shared that they made business decisions not to submit proposals due to reasons such as high workloads and/or insufficient financial resources to provide the Services.

A Selection Committee (Committee) comprised of qualified staff from Bus Maintenance and Bus Operations reviewed and scored the single proposal from MV in accordance with the following weighted criteria:

Company Qualifications, Experience & References	0-15 points
Qualifications and Experience of Key Personnel	0-20 points
Approach to Providing Services: Team Organization and Management Plans	0-25 points
Use of Qualified Employees of the Prior Contractor	0-10 points
Fuels and Lubricants Cost Plan	0-5 points
Reasonableness of Cost	0-25 points
Small Business Enterprise (SBE) Preference	0-5 points

Staff determined that MV submitted a responsive proposal. Risk Management and the District’s Insurance Broker reviewed MV’s coverage and had no concerns, the District’s Director of Treasury approved MV’s financial status, and the Office of Civil Rights confirmed that MV is a certified SBE and qualifies for the five SBE preference points.

The Committee’s review of MV’s proposal resulted in a score of 86. In all categories, the proposal was described as “Meets or exceeds expectations,” “Well-supported claims,” and “Strongly fits desired attributes.”

The Committee interviewed MV, found that the information received from the interview was consistent with the Committee’s initial review of the written proposal, and determined not to change MV’s scores.

The subsequent due diligence and negotiations processes included review of MV’s cost proposal by the District’s Financial Planning & Analysis (FPA) team. The District requested additional information to clarify its understanding of MV’s billable hours and variable cost rates. In turn, MV submitted a revised cost proposal, decreasing it by approximately \$2.6 million over the five-year base contract term to reflect incremental changes to staffing requirements, updated wages and benefits based on current market increases essential to recruit and retain personnel, an updated fleet plan for paratransit and non-ADA services, and use of new technologies.

MV has been providing the Services for the District for the past 12 years. The District’s current contract with MV expires on October 31, 2024.

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Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

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Awarding a Contract to MV Transportation, Inc. to Provide Coastside Transportation Services for a Five-year Term for a Total Not-to-exceed Amount of \$35,975,515, and Authorizing up to Four Additional Option Years for an Additional Not-to-exceed Amount of \$35,089,442

Whereas, on May 17, 2024, the San Mateo County Transit District (District) issued Request for Proposals (RFP) 24-S-S-065 for Coastside Transportation Services (Coastside Services) for a five-year term, with up to four one-year option terms, for operating, dispatching, managing, and maintaining in a safe, timely and professional manner District-provided buses as well as 12 Contractor-provided cutaway buses for Coastside Services; dispatching and managing Coastside Services bus operators; and providing appropriate vehicle storage and maintenance facilities; and

Whereas, in response to the RFP, the District received one responsive proposal; and

Whereas, a Selection Committee (Committee) composed of qualified District staff reviewed, evaluated, and scored the single proposal according to the evaluation criteria set forth in the RFP; and

Whereas, the Committee determined that the proposer, MV Transportation, Inc. of Dallas, Texas (MV), possesses the requisite experience and qualifications to successfully provide the Coastside Services; and

Whereas, staff completed negotiations and conducted a price analysis, and determined that MV's negotiated prices are fair and reasonable; and

Whereas, staff and Legal Counsel reviewed MV's proposal and determined that the proposal complies with the requirements of the solicitation documents; and

Whereas, staff recommends that the Board of Directors (Board) award a contract to MV to provide Coastside Services for a five-year term for a total not-to-exceed amount of \$35,975,515, and authorize the General Manager/CEO, or designee, to exercise up to four additional option years, exercisable in individual years or in combination, at the sole discretion of the District, for a total not-to-exceed amount of \$35,089,442, if in the best interest of the District.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby awards a contract for Coastside Transportation Services to MV Transportation, Inc. of Dallas, Texas for a five-year term for a total not-to-exceed amount of \$35,975,515; and

Be It Further Resolved that the Board authorizes General Manager/CEO, or designee, to exercise up to a four one-year option terms, individually or in any combination of years, for an aggregate not-to-exceed amount of \$35,089,442, if in the best interest of the District; and

Be It Further Resolved that the Board authorizes General Manager/CEO, or designee, to execute a contract with MV in full conformity with the terms and conditions of the RFP and negotiated agreement, and in a form of approved by Legal Counsel.

Regularly passed and adopted this 4th day of September, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary