

RFP ANALYSIS

RFP NO. 19-22 – Transportation Services

DUE DATE – July 25, 2019 at 2:00 P.M.

RFP INFORMATION: proposals for an annual contract with the option of 3 annual renewals for demand response transportation services for the City's Elderly Transportation Program. The RFP requested proposals for minimum services and any discounts, incentives, or additional services for each of the two service types listed along with response to minimum contract criteria.

The RFP content invited interested entities to propose transportation options for the following services:

-Curb to Curb service – transportation available through company dispatch receiving the call for service; service sensitive to the needs of elderly riders age 62 years and older; provided from the curb of the rider to the curb of the rider's destination location and vice versa. Not operating on a fixed route or schedule.

-Dial-A-Ride service – transportation available within 24 hours of the request for service made by program participant; sensitive to the needs of elderly riders age 62 years and older; service may provide shared rides to destinations and may transport several passengers at different pick-up points before arrival at each passenger's respective destination and may be interrupted in route to those destinations in order to pick up other passengers. No fixed route or schedule.

Need for the Vendor Services in the RFP:

The Killeen Community Development Department is seeking a transportation vendor to provide demand response transportation services to participants of the City's Elderly Transportation Program (ETP). The ETP provides elderly (age 62 years and older) Killeen residents monthly transportation services, via a contract vendor, for essential appointments and activities allowing for the participants to maintain their independence while enhancing their quality of life. The ETP assists an average of 200 persons per year and is funded primarily through the City's Community Development Block Grant from the Department of Housing and Urban Development. Additional fund sources, as available, supplement the ETP from the Area Agency on Aging of Central Texas, Texas Department of Transportation.

City Staff from Community Development worked with the Purchasing Division and Legal Department to produce a proposal packet containing a detailed description of the services requested, requested hours of operation, minimum technical requirements for the number and type of equipment (vehicles) to be used, conditions necessary to meet compliance with City of Killeen Code of Ordinances, Section 29-33, and other elements for consideration when contracting for expenditure of federal funds.

The City anticipates awarding one contract to one vendor for a minimum of one service type.

PROPOSAL SPECIFICATIONS:

The proposal contained sixteen pages of general information, service type descriptions, minimum equipment type and conditions, submittal requirements and contract obligations. Offerors were allowed to submit for one or both types of services requested.

The selection criteria and evaluation was based upon the most responsible offeror(s) whose proposal was determined to be the lowest evaluated offer resulting from negotiation, or the offeror who provides transportation services at the best value for the City taking into consideration the relative importance of price and other evaluation factors set forth in the RFP document and in accordance with Texas Local Government Code, Chapter 252. The City reserved the right to negotiate a contract with a selected offeror(s). City reserved

RFP ANALYSIS

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the right to limit the number of trips or rides taken by program participants as budgetary controls deem necessary. The evaluation criteria will be grouped into percentage factors as follows:

30% - PROPOSED SERVICE MEETING CITY'S PRESENT NEEDS AND REQUIREMENTS AS WELL AS FUTURE NEEDS AND REQUIREMENTS.

25% - TOTAL PROPOSED PRICE PER RIDE-MAXIMUM FEE.

25% - LEVEL OF CUSTOMER SERVICE PROVIDED WITH PROGRAM.

20% - QUALIFICATIONS/PAST EXPERIENCE.

PROJECT FUNDING SOURCE:

City of Killeen Community Development Block Grant Program funding – FY 2019 Killeen Elderly Transportation Program \$50,000.00 (account # to be assigned) and other local, state, or federal funding made available to the program.

RFP PROCESS:

The RFP packet was placed on the internet at the City's purchasing page, on Demand Star, and the Electronic State Business Daily on July 1, 2019.

The RFP Notice was published June 30, and July 7, 2019 in the Killeen Daily Herald. Questions and clarifications were due to the Purchasing Division, in writing, by 3:30 p.m., July 17, 2019. The RFP submittal was due at 2:00 pm July 25, 2019; sealed proposals received at the Purchasing Division were recorded as received and then to be delivered to the Killeen Community Development Department for review.

To create local interest, Purchasing Staff sent the RFP Notice to six local transportation entities: Hill Country Transit-Take the HOP; Arrow Trailways; Express cab company; Ambiance Limousine; ANS Airport Shuttle and Charter Services, and Killeen Express Shuttle.

BID/RFP TABULATION and REVIEW:

A pre-proposal conference was conducted for this proposal at 10:00 a.m. July 10, 2019 in the Community Development Department Training Room; City Staff from Purchasing and Community Development conducted the meeting; no vendors attended this meeting.

One (1) addendum was issued July 11, 2019 for this project extending the date for questions or clarifications and also extending the proposal due date to July 25, 2019. The Addendum was posted on the Purchasing "bids" page on the same date for interested vendors to obtain.

Purchasing received one (1) protest letter from Star Shuttle, Inc. of San Antonio, Texas. The letter requested a new due date be issued to extend the RFP deadline. The protest pointed out a discrepancy in the information on the July 11, 2019 issued Addendum, which indicated a due date of: Wednesday July, 2019, 2:00 pm (an incorrect statement for the day of the week). Although the body of the addendum stated 2:00 pm, July 25, 2019, the protestor claims [this] caused confusion on which day of the week the RFP was due therefore the

RFP ANALYSIS

RFP NO. 19-22 – Transportation Services

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reason for the requested due date be extended OR to accept [their] electronic proposal. The proposal package and addendum indicate “sealed proposal packages will be received by the City of Killeen at the Purchasing Division” therefore, accepting an electronic proposal was not an option; the City declined to issue a new due date for the RFP as [it] would not allow for the Department to stay on schedule with an award and contract execution prior to the date the service would be needed.

One (1) proposal was received for the requested services from Cove Taxi, Inc. of Copperas Cove, Texas. City Staff conducted a thorough review of the proposal submitted confirming all requirements were met in accordance with those requirements called for by the request for proposals.

CONCLUSION:

The City of Killeen Community Development Department is requesting transportation services for its federally funded Elderly Transportation Program (ETP) through vendor contracted services. The annual contract will begin on October 1, 2019 with an option of 3 renewals. The ETP has received an annual allocation of \$50,000.00 from the FY 2019 Community Development Block Grant (CDBG) during the annual budget process under Ordinance #19-037 and will utilize other funding made available through local, state, and federal sources to increase the number of elderly Killeen residents assisted annually.

One (1) qualified vendor submitted a successful proposal under in accordance with the RFP instructions and issued addenda. The vendor meeting all requirements and who is proposing the best value, discounts, and services for the program is - Cove Taxi, Inc. of Copperas Cove, Texas.

RFPs reviewed by: Celeste Sierra, CD Specialist and Cinda Hayward, CD Administrator, Community Development Department. Proposal analysis reviewed by Leslie Hinkle, Executive Director of Community Development

Prepared by: Cinda Hayward, CD Administrator, Community Development Department

Attachments:

Pre-Proposal Conference Sign In sheet 1 page;

RFP Tabulation 1 page

RFP ANALYSIS

RFP NO. 19-22 – Transportation Services

DUE DATE – July 25, 2019 at 2:00 P.M.

PRE-PROPOSAL CONFERENCE

July 10, 2019 10:00 AM Killeen Community Development Department

802 N. 2nd Street, Building E. Community Development Department training Room, Killeen TX 76541

RFP #19-22 Transportation Services

PROPOSALS DUE: JULY 18, 2019, 2:00 PM

PRE-PROPOSAL CONFERENCE:


Please complete the requested information recording your attendance:

Contact Person (First and Last Name)	Company Name City, State, Zip Code	Phone Number	E-Mail Address
SOPHONIA PRICE	COK Killeen, TX 76541	501-7721	sprice@killeentx.gov
Odette Sierra	COK Corr. Dev.	254-501-7843	osierra@killeentx.gov
Attended 7/10/19 10:28am			

RFP ANALYSIS

RFP NO. 19-22 – Transportation Services
DUE DATE – July 25, 2019 at 2:00 P.M.

BID TABULATION
RFP NO. 19-22 – Transportation Services for Elderly Persons
OPENING: July 25, 2019 AT 2:00 P.M.



VENDORS	1 – Original	1- Copy	Addendum No. 1		
Cove Taxi	✓	✓	X		

I hereby certify that this is a correct and true tabulation of all bids received.

Signature: Laquanae Riano
Witness: Atty. General 7/25/19