

# Agenda Report

April 24, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Human Services and Recreation Department

**SUBJECT: CONTRACT AWARD TO SILVERADO STAGES INC/MICHAELANGELO LEASING INC (DBA RYAN'S EXPRESS), MISSION SCHOOL TRANSPORTATION INC AND TOURCOACH CHARTER AND TOURS (DBA SCREAMLINE INVESTMENT CORPORATION) FOR BUS TRANSPORTATION SERVICES FOR THE HUMAN SERVICES AND RECREATION DEPARTMENT**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002 (F), for coach bus, school bus and accessible bus service with Silverado Stages Inc./Michelangelo Leasing, Inc.; dba: Ryan's Express in an amount not-to-exceed \$75,000 for an initial two year contract with three options for one-year extensions subject to the approval of the City Manager. If all options are exercised the total contract value is \$200,000.
3. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002 (F), for school bus service with Mission School Transportation, Inc. in the amount not-to-exceed \$65,000 for an initial two year contract with three option for one-year extensions subject to the approval of the City Manager. If all options are exercised, the total contract value is \$145,000.
4. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002 (F), for coach bus and accessible bus service with Screamlane Investment Corp. dba TourCoach Charter & Tours in the amount not-to-exceed \$45,000 for an initial two year contract with three option for one-year extensions subject to the approval of the City Manager. If all options are exercised, the total contract value is \$125,000.

## BUS TRANSPORTATION SERVICES CONTRACTS

April 24, 2017

Page 2 of 4

### **BACKGROUND:**

The Human Services and Recreation Department (HSRD) provides recreational and educational opportunities to people of all ages and abilities. Approximately 60 times per year, buses are chartered to transport groups of seniors, youth and people with disabilities to various athletic, educational and social activities, competitions, events, and excursions. Funding for this program is available through local sales tax return funds Propositions A and C. Traditional yellow school buses are generally used to transport youth, while seniors and groups of Adaptive Recreation participants require coach buses and wheelchair accessible buses.

On December 13, 2016, an RFP for bus transportation services was published on Planet Bids and posted on the City of Pasadena website. Three hundred and twenty-eight notices were sent to vendors. Twenty-eight vendors downloaded the RFP; none were local. Six proposals were received. Five were responsive.

The RFP requested proposals for as-needed bus transportation services. Three categories of bus services were identified in the RFP: coach, wheelchair accessible and school bus service. The RFP was structured so as to allow for multiple awards in each bus service category. In order to ensure fleet availability during peak times and to meet the diverse needs of our clientele, multiple awards are required within each category of bus service.

Having multiple bus service contractors is an industry standard best-practice commonly utilized by medium to large scale recreation departments and makes it far less likely that planned activities will have to be canceled or rescheduled due to lack of transportation. The top two point-earners from each bus service category are being recommended for contract award. Each proposer offers a unique fleet. Service will be requisitioned between the awarded contractors based on the Department's needs; for example a wheelchair lift, seating capacity, etc., and a contractor's fleet composition and availability.

Of the six proposals received, one was non-responsive as requested information was not included. A review panel of three individuals was convened and consisted of one senior transportation planner with extensive expertise in busing, one senior HSRD recreation supervisor with expertise in the Department's programs and bus transportation needs and the City's accessibility issues coordinator.

The review committee evaluated and scored the responsive proposals based on criteria established in the RFP, including best value and cost effectiveness, technical merit and management ability, training and safety programs, local Pasadena business and small/micro-business preference. Each proposal was graded on a 100 point scale by three scorers. Following the complete evaluation process, the proposal review committee awarded the highest scores to Silverado Stages Inc./Michelangelo Leasing, Inc.; dba: Ryan's Express (233 points), and Screamlane Investment Corp. dba

## BUS TRANSPORTATION SERVICES CONTRACTS

April 24, 2017

Page 3 of 4

TourCoach Charter & Tours (214 points) for coach bus service. For wheelchair accessible bus service, the top two proposals are Silverado Stages Inc./Michelangelo Leasing, Inc.; dba: Ryan's Express (238 points), and Screamline Investment Corp. dba TourCoach Charter & Tours (201 points). For school bus service, Silverado Stages Inc./Michelangelo Leasing, Inc.; dba: Ryan's Express (232 points) and Mission School Transportation, Inc. (225 points) scored the highest. For scoring criteria and final score, reference Attachment 1, RFP Score Summary.

The initial contract period is two years with three optional one-year extensions at the sole discretion of the City Manager. These companies are recommended for award of the proposed contracts based upon the overall scoring of the proposal, best value pricing, technical merit and management ability, and extensive training and safety programs.

### **COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's strategic planning goal to maintain fiscal responsibility and stability.

### **ENVIRONMENTAL ANALYSIS:**

The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed contract authorization for bus transportation services. This contract would continue the Department of Human Services and Recreation's existing program of chartering buses to transport groups of seniors, youth and people with disabilities to various athletic, educational and social activities, competitions, events, and excursions. The proposed contract does not involve any construction or any new physical changes to the environment.

BUS TRANSPORTATION SERVICES CONTRACTS

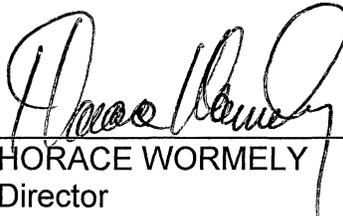
April 24, 2017

Page 4 of 4

**FISCAL IMPACT:**

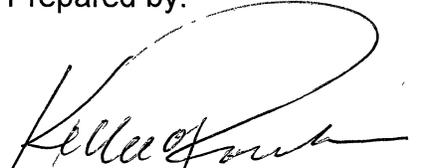
It is anticipated that \$65,000 will be spent in any single fiscal year beginning in Fiscal Year 2018. Funds are available through Proposition A, 20824036-811400, and Proposition C, 20924039-811400, which are special funds for recreational transit. Other funding, such as grant funding for summer camp programming and HSRD programming funds, may also be used for these services and will be appropriated during the upcoming budget cycle. The maximum five year term shall not exceed \$470,000 without prior approval of City Council and a written amendment of the contracts.

Respectfully submitted,



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Director  
Human Services and Recreation

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Approved by:



STEVE MERMELL  
City Manager

Attachments (2)

Attachment 1 – RFP Score Summary

Attachment 2-- Taxpayer Protection Amendments