



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:			1 st Reading	2 nd Reading
2/16/2022		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other		Ordinance Reading	N/A	N/A
				Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
				Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
				Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:						
21-572						
Fiscal Impact (\$):		Account Balance (\$)	Funding Source:		Project Number:	
1,076,937		1,076,937	150-4781-534010		G2005	
Contract/P.O. Required		RFP/RFQ/Bid Number:		Sponsor Name:		Department:
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	RFP # FY 2020-2021-006 Community Shuttle Maintenance and Operation Services		Vanessa Leroy, Director		Community Enhancement & Sustainable Development
Strategic Plan Focus Areas:						
<input checked="" type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects		
Implementation Timeline:						
Estimated Start Date: 2/16/2022 Estimated End Date: 2/16/2024						

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDING PHASE 1 REQUEST FOR PROPOSAL #FY 2020-2021-006 COMMUNITY SHUTTLE MAINTENANCE AND OPERATION SERVICES TO THE SOLE PROPOSER, LIMOUSINES OF SOUTH FLORIDA INC., AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The proposed Resolution awards RFP # FY 2020-2021-006 Community Shuttle Maintenance and Operation Services to Limousines of South Florida Inc. (LSF), a community shuttle service company, to operate the City's Community Shuttle Bus Service, also known as "Minibus". The Resolution also authorizes the City Manager to negotiate and execute the terms of the contract with LSF, including services and technologies, operation of gasoline/propane and Electric Bus Transit vehicles, routes, etc., and any future amendments of the contract as necessary.

This Resolution awards Phase 1, the operation, maintenance, and management of the Community Shuttle Service Program with County-leased buses. The City will launch a new RFP for the Operation and Maintenance of Phase 2, to operate and maintain the EV buses that the City will purchase to replace County-leased buses.

Background:

The City Community Shuttle Service Program is a free service provided to residents and visitors of Hallandale Beach for over twenty (20) years. It consists of four (4) routes. Over the past 8 years, this service has been operated by Limousines of South Florida Inc. (LSF) through an RFP award in May 2014 and a series of contract agreement extensions under unique circumstances between September 2019 and present.

Buses are provided by Broward County. The City and County has executed an amendment to the County Interlocal Agreement to lease six (6) gasoline/propane vehicles leased from Broward County, pursuant to Article 3. Vehicles, 3.1. Lease of the ILA. Exhibit 5. Five of these buses were delivered in 2021 and currently in operation. The sixth bus will be delivered once received by the County.

The proposed Award Resolution will allow the City Manager to negotiate contract terms for the continuing operation of the Minibus service pursuant to recommendations from the evaluation of RFP 2020-2021-006.

Current Situation:

On August 5, 2021, Request For Proposal, RFP # 2020-2021-006 Community Shuttle Maintenance and Operation Services, was launched for the selection of a community shuttle bus service provider to continue operating the Community Shuttle service in Hallandale Beach. The released RFP and addenda are provided in Exhibit 6. The City Clerk's list of proposers is provided in Exhibit 7.

As per the RFP, the new service would meet Broward County Transit's Community Shuttle Bus Program requirements and include two phases:

Phase 1: Contractor to provide management, operations, and maintenance for six (6) new Broward County leased Gasoline/propane fueled vehicle fleet, ADA compliant, to operate four (4) community shuttle routes.

Phase 2: Contractor will transition to provide management, operation, and maintenance for at least nine (9) City purchased EV Electric urban transit vehicles, to operate four (4) community shuttle routes, and to provide operation and maintenance of the EV Electrical Vehicles Battery charging stations.

Both phases to operate new vehicles, technologies, including mobile app tracking, on-board cameras, and onboard free Wifi access.

The proposing firms were requested to provide a cost proposal for all six (6) following options:

1. Option 1 – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Propane Fueled shuttle buses. Contractor to provide AVL/GPS and Smart Phone Application
2. Option 1A – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Gasoline Fueled shuttle buses. Contractor to provide AVL/GPS and Smart Phone Application.
3. Option 1B – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Propane Fueled shuttle buses. County to provide the Technology Package
4. Option 1C – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Gasoline Fueled shuttle buses. County to provide the Technology Package
5. Option 2 – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 2** Routes, and the City will supply the EV Electrical Transit shuttle buses, and Battery Charging Stations. Contractor to provide the Technology Package.
6. Option 2 A – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified for **Phase 2** Routes, and the City to provide the EV Electrical Community Transit shuttle buses, Battery Charging Stations, Bus Video Surveillance System, and Communication Radio. Contractor to provide AVL/GPS, Wi-Fi System, and Smart Phone Application, unless County provides the Technology Package.

Only one (1) firm submitted a proposal in response to the RFP: Limousines of South Florida Inc. (LSF). LSF submitted cost proposals for all six options above.

LSF submitted a Variance Form with questions related to Phase 2: Management, Operation, and Maintenance of EV Electric urban transit vehicles, that were answered: "NO ADDITIONAL INFORMATION AVAILABLE". LSF mentions that all these questions have a monetary impact on LSF's Hourly Rate Quoted in Phase two of the RFP. Exhibit 8. LSF would like to have the ability to renegotiate the rates quoted for Phase 2 of their submittal in the event that the information becomes available at a later date and has the adverse effect of change in the conditions that were used in their calculations.

Similar questions raised were regarding the EV Transit Vehicle Fleet; EV Fleet Manufacturer, EV Bus model, engine, passenger capacity; EV Bus parking and maintenance location, maintenance program, facilities and equipment provided by the City and by the contractor; EV Fleet battery charging system and battery capacity; and EV vehicles, components, and battery charging stations warranty program. Answers provided to proposers are part of Addendum # 6 (Exhibit 6).

As the City is still working through the details for the EV facility, the above questions could not be answered during the RFP process. Therefore, the City is not recommending award to Phase 2 of the RFP, related to the operation and maintenance of an EV bus fleet. The Evaluation Committee completed a review of and rated the firm's proposal. Limousines of South Florida was the only

proposal, which the City Administration is recommending for contract award and negotiation of Phase 1. See attached Summary Rating Sheet (Exhibit 9).

Staff completed a cost analysis for operation and maintenance for the operation and maintenance of the Community Shuttle service if it were operated in-house by the City (Exhibit 12). In summary, though the costs will be fully funded by Surtax revenues, and not the City, the resulting total cost for the management, operation and maintenance generates an Hourly Rate of \$69.60, a substantial financial impact to tax-payers compared to rates proposed in the RFP. Additionally, operating this service in-house, will require additional real-estate to house the 33 new employees it will require. Staff was unable to obtain a liability quote for insurance coverage for the buses. If the buses are operated in-house, they must be self-insured. Based on inquiries, staff is made aware that many of the positions sought are hard to find and a challenge to train and maintain. This analysis will be updated and reconsidered for the launch of Phase 2.

Why Action is Necessary:

The current Contract Agreement for community shuttle services expires on April 30, 2022, after a six-month extension that was granted by the City Commission in order to allow time for the completion of the procurement process and execution of the new O&M Agreement (Exhibit 4). A new contract must be executed to continue service.

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies, and contractual services, when the estimated cost shall exceed \$50,000 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

Cost Benefit:

Funding for the operation and maintenance of this service will be covered by Broward County Transportation System Surtax proceeds via Interlocal Agreement (ILA). The County ILA with the City of Hallandale Beach was approved by the City Commission on October 11, 2019, through Resolution 2019-096 (Exhibit 9).

The currently executed County ILA includes an approved hourly rate of \$51.94, which totals \$1,076,937.40 for the year. However, the Broward County budget does not include the cost for the APP/GPS that has a monthly recurring fee of \$175.00/month, and a yearly cost of \$2,100.00. This amount will be funded by the City. The County will pay for technology fees for services acquired by the County. Broward County will begin its procurement of the Automatic Passenger Counters (APC) and Wi-Fi, in the spring of 2022. Award and implementation for both systems are estimated to be in spring/summer 2023. (Exhibit 11).

Staff recommends the award of Phase 1, the management, operations, and maintenance for six (6) new Broward County leased Gasoline/propane fueled vehicle fleet, ADA compliant, to operate four (4) community shuttle routes. The final option will be determined upon negotiation of the contract.

The cost proposal received are as follows:

	Operate, Maintain & Manage Program	Supply Propane buses	Supply Gasoline buses	Provide AVL/GPS & Smart Phone Application	Hourly Rate	Annual Cost
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1	CONTRACTOR	CITY		CONTRACTOR	\$51.94	\$1,077,435.05
1A	CONTRACTOR		CITY	CONTRACTOR	\$51.94	\$1,077,435.05
1B	CONTRACTOR	CITY		COUNTY	\$51.19	\$1,061,877.17
1C	CONTRACTOR		CITY	COUNTY	\$51.19	\$1,061,877.17

The proposed rates to operate the Vehicle fleet for **Option 1** – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Propane Fueled shuttle buses. Contractor to provide AVL/GPS and Smart Phone Application, and for **Option 1A** – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Gasoline Fueled shuttle buses. Contractor to provide AVL/GPS and Smart Phone Application, **are proposed at \$51.94 for both Options 1 and 1A.**

The proposed rates to operate the Vehicle fleet for **Option 1B** – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Propane Fueled shuttle buses. County to provide the Technology Package, and for **Option 1C** – Contractor to operate, maintain, and manage the Community Shuttle Service Program for each of the specified **Phase 1** Routes, and the City will supply the Gasoline Fueled shuttle buses. County to provide the Technology Package, **are proposed at \$51.19 for both Options 1B and 1C.**

City Staff completed an in-house O&M cost analysis as requested by the City Manager's Office and recommends consideration for phase 2, rather than at this time (Exhibit 12). City Staff also recommends launching a new RFP at the time that all parameters regarding the Electric Vehicle Fleet, Charging Stations and the scope and schedule for the Parking and Maintenance program and facilities are prepared for purchase and construction.

PROPOSED ACTION:

Staff recommends the City Commission adopt the attached Resolution awarding the contract to RFP # FY 2020-2021-006 for the options related to Phase 1.

Staff also recommends not to award Options 2 and 2A for Phase 2.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Agreement LOSF May 21, 2014
- Exhibit 3 – Resolution 2019-046
- Exhibit 4 – LSF Contract Agreements and Extensions
- Exhibit 5 – County ILA and Amendments
- Exhibit 6 – RFP # FY 2020-2021-006 Community Shuttle Maintenance and Operation Services & Addenda
- Exhibit 7 – City Clerk's List - RFP # FY 2020-2021-006 Community Shuttle Maintenance And Operation Services
- Exhibit 8 – Variance submitted by Limousines of South Florida Inc., for ABC123456 RFP # FY 2020-2021-006
- Exhibit 9 – Summary Rating Sheet RFP # FY 2020-2021-006 Community Shuttle Maintenance And Operation Services
- Exhibit 10 – LSF Proposal

Exhibit 11 – RE Provision of a Technology Package to Monitor Community Shuttle Services.
Exhibit 12 – EV transit vehicle fleet in-house Operation and Maintenance Cost Analysis,
December 2021.



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