



City of Hallandale Beach City Commission Agenda Cover Memo

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|---|-----------------------------|--|-------------------------|--|---|--------------------------|
| Meeting Date: | | Item Type: | | | 1 st Reading | 2 nd Reading |
| 4/15/2020 | | <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other | | Resolution Reading | N/A | N/A |
| File No.: | | | | Public Hearing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20-112 | | | | Advertising Required | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | | Quasi Judicial: | <input type="checkbox"/> | <input type="checkbox"/> |
| Fiscal Impact (\$): | | Account Balance (\$): | Funding Source: | | Project Number : | |
| \$0 See Cost Benefit | | \$219,035.00 | 160-4130-534010 | | 20-112 | |
| Contract/P.O. Required | | RFP/RFQ/Bid Number: | Sponsor Name: | | Department: | |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | RFP # FY 2018-2019-007 Community Shuttle Services | Vanessa Leroy, Director | | Development Services | |
| Strategic Plan Focus Areas: | | | | | | |
| <input checked="" type="checkbox"/> Financial | | <input type="checkbox"/> Organizational Capacity | | <input checked="" type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Development, Redevelopment and Economic Development | |
| Implementation Timeline | | | | | | |
| Estimated Start Date: 5/1/2020 Estimated End Date: 5/1/2025 | | | | | | |

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, APPROVING CONTRACT FOR MINIBUS SERVICES WITH LIMOUSINES OF SOUTH FLORIDA INC.; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The proposed Resolution approves the negotiated contract agreement with Limousines of South Florida Inc. (LSF) to operate the City's Community Shuttle Bus Service, also known as "Minibus" for three years, with provisions for optional annual contract extensions.

Background:

On May 28, 2019, Request For Proposal, RFP # 2018-2019-007 Community Shuttle Services, was launched for the selection of a community shuttle bus service provider to continue operating the minibus service in Hallandale Beach. As per the RFP, the new service would meet Broward County Transit's Community Shuttle Bus Program requirements and include new vehicles, technologies, including mobile app tracking, on-board cameras, and on-board free Wifi access.

On February 19, 2020, the City Commission adopted Resolution No. 2020-014 (Exhibit 1), awarding the RFP contract to Limousines of South Florida Inc. (LSF), the current community shuttle "minibus" service provider. The Resolution also allowed for the City Manager to negotiate contract terms for the continuing operation of the Minibus service and required City Commission's approval to execute the contract.

Current Situation:

The proposed contract will temporarily continue the minibus service *with the existing fleet or slightly used but new to our system vehicles as necessary*. It allows the vendor up to 120 days to procure new fleet for the operation of the service thereafter. It sets forth a transition plan for operation of electric vehicle (EV) subsequent to the City's purchase of such vehicles.

The proposed contract provides for service implementation, with three-year contract, in two stages, the second stage being optional annual contract extensions. It includes the following:

- First stage, with non-EV fleet – first three years
 - o Minibus service operations continued with slightly used gas-fueled vehicles for 90 to 120 days from contract effective date.
 - o The service will provide five (5) buses in operation and one (1) spare for four (4) bus routes.
 - o Existing services will be upgraded with new vehicles and technologies provided by LSF once new fleet arrives within 120 days.
 - o Minibus service routes will be expanded with additional vehicles per route upon County approval.
- Second stage, including EV fleet implementation:
 - o Procurement of electric vehicles and technology package by the City
 - o Contract to be amended to accommodate new EV fleet, policies and service conditions.
 - o Continued service with operation and maintenance completed by LSF.
 - o Expanded service routes continued with new EV fleet.
 - o Making provisions for maintenance and storage facilities for the electric vehicles.
- The technology package includes vehicle tracking, mobile app tracking, on-board cameras, on-board free public Wi-Fi access, and mechanism to clearly announce stops in the buses.
- The proposed contract introduces a Community Shuttle Program Implementation Master Plan with robust service, training, reporting, management, quality control and assurance and implementation strategies to maintain and operate the minibus.
- The technology package coupled with the implementation master plan will provide the City more control over monitoring and enforcing the terms of the contract, including

driver trainings and certifications, service and maintenance scheduling, customer service policies, among other things.

- The proposed contract addresses the Broward County Transit conditions required by the Interlocal Agreement (ILA) between the City and Broward County and BCT (Broward County Transit) for the operation of the community shuttle service.

Upon approval of this contract and any substantial amendments thereafter, the City must amend the ILA accordingly.

Why Action is Necessary:

The current contract for community shuttle services expired March 31, 2020, after a six-month extension was granted by the City Commission. Under the Coronavirus Disease 2019 (COVID-19) declared state of emergency, the City Manager exercised his emergency power, pursuant to Sec. 23-8.- Exception to bid requirements (1) Emergency purchases, to procure an additional one (1) month extension at the same terms and conditions until April 30, 2020. Extension Letter attached (Exhibit 4). A new contract must be executed to continue service beyond this date.

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.

The Resolution and related contract with the awarded vendor are also needed to amend the Interlocal Agreement (ILA) with Broward County, which requires updated details such as community shuttle service vendor, service rates, vehicles, etc., for the City to receive funding from the County for the minibus service.

Furthermore, execution of the contract agreement will allow the City to replace the old and damaged buses currently in circulation with new vehicles.

Cost Benefit:

Previously, the Minibus services was funded by multiple sources, including the Broward County Transit Grant, Hallandale Beach Community Redevelopment Agency (CRA) contributions and the City's Transportation Fund. On August 21, 2019, Broward County approved the Transportation System Surtax Interlocal Agreement (ILA), which enables funding for the entire costs of operation, maintenance and capital costs for local community bus services using the Transportation Surtax proceeds.

Funding from Broward County for these services is accomplished through Broward County Transit's Community Shuttle Bus Program with an Interlocal Agreement (ILA) between Broward County and the local municipalities. This ILA with the City of Hallandale Beach was approved by the City Commission on October 11, 2019, through Resolution 2019-096. The ILA must be amended upon execution of this contract and any substantial changes thereafter of the contract or service.

The current minibus hourly service rate is \$46.94. Limousines of South Florida Inc. (LSF) proposed hourly service rates ranging from \$50.00 to \$62.00, based on the cost proposal options of the RFP, to manage and operate the minibus service. According to the Interlocal Agreement with Broward County, the proceeds from the Broward County Transportation Surtax will fully fund the operation and maintenance costs of the community shuttle service. Therefore, the cost for the minibus services will be funded by Broward County Transportation Surtax.

PROPOSED ACTION:

Staff recommends approval of the Resolution approving a contract between Limousines of South Florida and the City of Hallandale Beach for the operation of the community shuttle “minibus” service.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Resolution 2020-014
- Exhibit 3 – Proposed Contract
- Exhibit 4 – Extensin Letter March-April 2020