



**TO:** Yamhill County Transit Area Board of Directors and Yamhill County Board of Commissioners

**FROM:** Cynthia Thompson, Transit Manager

**Cc:** Ken Huffer, Carolina Rook, Keri Hinton, Christian Boenisch

**DATE:** November 4, 2019

**Re:** Board Action Items for Yamhill County Transit and Board of Commissioners

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**Yamhill County Transit Area Action Items for Board of Directors and Yamhill County Board of Commissioners**

**Date: YCTA Board of Directors and BOC Formal Session November 7, 2019**

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**Project Description:**

Yamhill County Transit Area Request for Proposal (RFP) for Public Transit Service Provider

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**Background Info:**

Yamhill County Transit Area (YCTA) released the Request for Proposal (RFP) on July 19, 2019. The RFP was advertised on the Yamhill County and YCTA websites, McMinnville and Newberg local newspapers, the Daily Journal of Commerce, and the Community Transportation Association of America and the Oregon Transit Association websites. The RFP was also sent via email blast through ODOT's Civil Rights Dept to its mailing list of Disadvantaged Business Enterprise (DBE) companies.

YCTA received interest from eleven companies. Three companies declined to bid and five did not attend the required pre-bid meeting. First Transit, MTM Transportation and MV Transportation attended the August 7, 2019 pre-bid meeting held at 2:00 pm at 434 NE Evans Street, McMinnville.

There were two addenda's changing the timeline and final proposals were due September 30, 2019. These changes were due in large part, because YCTA received over 150 written questions from the potential bidders and YCTA responded to these questions via the RFP requirements.

YCTA received two proposals on September 30, 2019. RFP respondents included First Transit and MTM Transportation. County Counsel and Transit Manager reviewed the proposals to ensure they met requirements outlined in the RFP.



Yamhill County Transit Advisory Committee (YCTAC) appointed an executive review sub-committee to serve on the RFP Evaluation Committee. The RFP Evaluation Committee was comprised of YCTAC members Frank Sheridan, Ken Moore, and Scott Essin and Yamhill County representatives Cynthia Thompson, Justin Hogue, and Rick Olson.

The RFP Evaluation Committee met on October 15, 2019 and received copies of the proposals for review and scoring. As there were only two proposals and both met the RFP requirements, both qualified proposers were invited to interview. Interviews were conducted on October 23, 2019. The RFP Evaluation Committee scored the interviews and then completed overall scoring for each proposal. Committee members scored each proposal on the information provided in each of the proposals and as presented during the interviews. The Evaluation Committee met on October 31, 2019 to review the final scoring.

The RFP states *“The highest scoring proposer as recommended by the evaluation committee will be invited to enter contract negotiations. If contract negotiations do not result in a contract acceptable to both parties, Yamhill County will invite the second ranked proposer to enter contract negotiations.”*

While the final score was very close, it was determined that MTM Transportation was the highest scoring proposal. Based on this outcome, it is recommended that MTM Transportation be invited into contract negotiations.

Both vendors cost proposals are substantially higher than the current hourly rate which may impact contract negotiations. If contract negotiations with MTM do not result in a contract acceptable to both parties, Yamhill County will invite First Transit to enter contract negotiations.

**Staff Recommendation:**

Staff recommends the Board of Directors and Board of Commissioners approve a **Notice of Intent to Award to MTM Transportation** as the highest scoring vendor according to the requirements outlined in the RFP.

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