

**MOTION:**

**SECOND:**

**RE:                AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH  
KEOLIS TRANSIT AMERICA TO PROVIDE FIXED ROUTE BUS AND PARATRANSIT  
OPERATIONS AND MAINTENANCE SERVICES**

**ACTION:**

**WHEREAS**, the existing bus operations and maintenance services contract with First Transit, Inc. began on July 1, 2013 for a term of up to 10 years; and

**WHEREAS**, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") authorized the Executive Director in June 2019 to conduct a new competitive procurement during the eighth year of this contract; and

**WHEREAS**, a new procurement at this time will further evolve PRTC's operations and maintenance programs, including implementation of new paratransit services in the western service area, new technologies, and a new western area maintenance facility; and

**WHEREAS**, management conducted a competitive procurement resulting in the submission of three proposals, all of which were deemed responsive and responsible; and

**WHEREAS**, Keolis Transit America was ranked highest, and ensuing negotiations were conducted to ensure PRTC is in a better position to meet a challenging budgetary landscape; and

**WHEREAS**, a predictable model was developed consisting of fixed and variable rates, in which the variable rate items are based on the levels of service added; and

**WHEREAS**, this cost model provides PRTC the flexibility to adjust service levels more effectively in the future based on service needs and the financial outlook of the agency; and

**WHEREAS**, the new contract would have a five (5)-year base period, followed by up to five (5) option years executed at the sole discretion of PRTC to execute singly or in combination.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute a contract with Keolis Transit America, in a form approved by legal counsel, for fixed route bus and paratransit operations and maintenance services effective November 1, 2020 for an initial five (5)-year term with up to five (5) years in options thereafter that are PRTC's sole discretion to exercise singly or in combination.

**BE IT FURTHER RESOLVED** that the Potomac and Rappahannock Transportation Commission also authorizes the Executive Director to exercise the contract options without the need for further Commission action if this is deemed to be in PRTC's best interest.

**Votes:**

**Ayes:**

**Nays:**

**Abstentions:**

**Absent from Vote:**


**Alternate(s) Present Not Voting:**


**Absent from Meeting:**



July 2, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant   
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorize the Executive Director to Execute a Contract with Keolis Transit America to Provide Fixed Route Bus and Paratransit Operations and Maintenance Services

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Recommendation:

Authorize the Executive Director to execute a contract with Keolis Transit America to provide fixed route bus and paratransit operations and maintenance services. This is a five (5)-year base contract with up to five (5) options years exercised at PRTC's sole discretion.

Background:

On June 6, 2019 the Commission authorized the Executive Director to conduct a procurement process for the operations and maintenance contractor services during the eighth year of the current 10-year contract with First Transit, Inc. The procurement was not due to performance issues by the incumbent, but to further evolve PRTC's operations and maintenance programs, including implementation of new paratransit services in the western service area, new technologies, and a new western area maintenance facility.

RFP #20-04 was issued in September 2019. A mandatory pre-proposal conference was held, which included a full facility tour, and was attended by representatives from seven (7) firms. Three (3) firms ultimately submitted proposals: First Transit, Inc. (the incumbent company), MV Transportation, and Keolis Transit America. In-person interviews were conducted with all three (3) firms.

The evaluation criteria utilized were as follows:

- Qualification and Experience (20 points)
- Staffing Plan and Organization (25 points)
- Operating Methodology (25 points)

- Professional References (10 points)
- Proposed Costs (20 points)

Scoring of the proposals resulted in the following:

Company	Technical Score	Cost Score	Total Score
Keolis Transit America	50.62	17.19	67.81
First Transit, Inc.	42.74	18.71	61.47
MV Transportation	40.74	20.00	60.74

Best and Final Offers (BAFO) were evaluated, however, they did not impact the original scoring. This process further strengthened the technical merits of the Keolis proposal and provided more clarity as negotiations began. The COVID-19 pandemic halted negotiations temporarily as the focus turned to operational issues, budget refinement, and navigating through constantly changing conditions. Once negotiations resumed, PRTC requested a cost model that puts the agency in a better position to meet a challenging budgetary landscape. Negotiations focused on developing a predictable model that benefits PRTC, providing flexibilities to adjust service levels in the future based on service needs and the financial outlook of the agency. Fixed and variable rates were created for the following cost categories:

- Key management and administrative labor and benefits (fixed)
- General administrative and office expenses (fixed)
- Operational supervisors (fixed)
- Monthly fee (fixed)
- Operations labor and benefits (variable)
- Maintenance labor and benefits (variable)
- Parts, materials, and insurance (variable)

Variable items are based on the levels of service operated. This allows PRTC to have more control of costs, more predictable budgeting, and plan changes in service more effectively.

While estimated costs associated with operating out of the new western maintenance facility were included in the FY21 and beyond budget the Commission approved at its June meeting, actual costs are dependent on when the facility is operational and what level of service is operated from that facility. This contracting model allows us the flexibility of controlling those costs so they are within the approved budgeted amount.

#### Fiscal Impact:

Year one (1) of the contract is valued at approximately \$24,629,187, with an additional one-time start-up cost of \$740,523. While costs estimates associated with operating from the western facility were included in the FY21 and beyond budget the Board approved at its June 2020 meeting, the actual costs are dependent on when the facility is operational and the amount of service originating from that

facility. This particular contract costing model allows PRTC to control those costs so they do not exceed the already approved FY21 budgeted amount.

Federal:	\$0	
State:	\$0	
Local:	\$25,369,710	
	Fredericksburg:	\$0
	Manassas:	\$ 264,345
	Manassas Park:	\$135,692
	Prince William:	\$24,969,673
	Spotsylvania:	\$0
	Stafford:	\$0
Total:	\$25,369,710	