



CITY OF EL MONTE

Braden Yu
Director of Public Works and Utilities

Sarah Zadok
Transportation Operations Manager

PUBLIC WORKS DEPARTMENT

January 15, 2020

Subject: Request for Quote (RFQ) – Review and Modification of Request for Proposal for Operation of the City’s Fixed-Route and Dial-A-Ride Programs

To whom it may concern:

The City of El Monte is requesting quotes from agencies with experience in review and modification of RFPs for the maintenance and operations of the City’s local fixed-route transit and paratransit Dial-A-Ride Programs. We are requesting that the RFP conforms with industry standards; provides liability protections; that the RFP include required updated FTA verbiage/clauses, along with providing an outline for required solicitation verbiage for advertisement of said RFP; and to provide recommendations/instructions to City staff for the solicitation process to ensure FTA compliance as the City may apply for future FTA grant monies to enhance these services.

We have attached a copy of the “Draft” RFP to assist you with providing a quote for the above outlined review and modification. When awarded, the RFP (Not the RFQ) should include the following review, modification and the introduction of new processes and/or forms to enhance performance of service delivery from the contractor (not required in your response to the RFQ):

- FTA circular compliance;
- Introduce a process for accurately reporting data derived from the “El Monte Trolley Daily Trip sheet” (attached): revenue miles, passenger counts, boarding and alighting and type of rider; and
- Introduce a monitoring process by which the contractor will monitor, evaluate and ensure on-time performance (within 95 percent) for each of the five (5) routes. A process could include: secret rider, supervisor following behind bus and recording on time performance (running hot) etc.

We will need a quote from your company, a brief description of your company’s experience and two industry (Transportation related) references included in your response to the RFQ no later than 4:30 p.m. on January 27, 2020.

The award of this project is anticipated to be provided no later than Thursday, January 30th, and we will need the awarded Contractor’s completed RFP Word document with recommendations submitted to City staff no later than February 27, 2020. In order to meet deadlines, your quote may be emailed to: szadok@elmonteca.gov. If you have any questions, please do not hesitate to contact Sarah Zadok, Transportation Operations Manager at 626-580-2217.

Sincerely,
CITY OF EL MONTE

Sarah Zadok
Transportation Operations Manager