

T Transportation Committee

Business Item

Item: 2008-310

Meeting date: November 10, 2008

Metropolitan Council Meeting December 10, 2008

ADVISORY INFORMATION

Date:	October 31, 2008
Subject:	Sole Source Contract with Safe Travel Inc.
District(s), Member(s):	All
Policy/Legal Reference:	Procurement Procedures, section 10.4.1
Staff Prepared/Presented:	Arlene McCarthy, Director MTS (651) 602-1754 Gerri Sutton, Ass't Dir. Contracted Transit Services (651) 602-1672 Andrew Krueger, Manager Customer Service (651) 602-1679 Joel Kulow, Metro Transit Procurement (612) 349-5063
Division/Department:	Metropolitan Transportation Services / Metro Mobility

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to:

1. Terminate the existing contract with Safe Travel, a sole proprietorship wholly owned by Deena Smith.
2. Execute a contract with Safe Travel Inc., a Minnesota Corporation established by Deena Smith in an amount not to exceed \$385,260. The term of the contract shall not extend beyond January 31, 2011.

Background

In October 2007, the Council issued a Request for Proposals (RFP) for travel instruction and related services in conjunction with Metro Mobility's Travel Instruction Program. Travel instruction programs are designed to help people with disabilities learn how to use and take advantage of regular route public transit. The programs instruct persons how to use accessible regular route buses as an alternative to more costly door-through-door ADA paratransit services. Safe Travel, a sole proprietorship wholly owned by Deena Smith, was the only entity to respond to the RFP. The price proposed by Safe Travel was deemed fair and reasonable based on the previous contract for similar services. The Council approved the contract with Safe Travel at its December 12, 2007 meeting. (Business Item 2007-393, attached)

In 2008 upon advice from her financial advisor Deena Smith established Safe Travel Inc. for tax purposes. Safe Travel Inc. is a domestic corporation incorporated in the state of Minnesota under Chapter 302A. Safe Travel Inc. has agreed, by motion of its board of directors, to perform all services required by the contract with Safe Travel "in accordance with the terms of the contract."

Rationale

If the Council approves this proposed contract with Safe Travel, Inc, the terms, conditions, and amount of the contract would remain unchanged except for minor modifications necessary because of the change in contractors. The Council and the current contractor would mutually agree to terminate the current contract and the Council would enter into a new contract with Safe Travel Inc. for the remaining term of the original contract. Since the "legal entity" with whom the Council would be contracting is changing from a sole proprietorship to a corporation, Council action was deemed necessary by staff. However, because the original contract was competitively procured less than one year ago, the conditions, term and amount of the contract will be unchanged, and staff does not believe new responses would be received if an RFP were reissued. Staff recommends proceeding on a sole source contract basis.

Funding

The Travel Instruction program is included in Metro Mobility's 2009 operating budget.

Known Support/Opposition / Issue(s)

There is no known opposition.

Transportation Committee

Business Item

Item: 2007-393

Meeting date: November 26, 2007

For the Metropolitan Council Meeting December 12, 2007

ADVISORY INFORMATION

Date:	11/19/2007
Subject:	Authorization to Award Contract for Travel Instruction Services
District(s), Member(s)	All
Policy/Legal Reference:	Travel Instruction Plan approved by the Transportation Accessibility Advisory Committee (TAAC), August 7, 2002
Staff Prepared/Presented	Arlene McCarthy, Director MTS (651)602-1754 Chris Gran, Director of Purchasing – Metro Transit (612)349-5060 Gerri Sutton, Asst. Dir. Contracted Transit Services (651)602-1672 Andrew Krueger, Manager of Customer Services – Metro Mobility (651)602-1808
Division/Department:	Metropolitan Transportation Services (MTS)

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to execute a contract with Safe Travel to provide travel instruction services from January 1, 2008 through December 31, 2011, in an amount not to exceed \$485,000.

Background

- The purpose of a travel instruction program is to provide the opportunity and incentives for the disability community to use fixed route services and to increase awareness of the viability and convenience of mainline transit. Travel instruction has been offered by the Metropolitan Council since January 2003.
- Requests for proposals (RFP) were advertised in the State Register, Passenger Transport and on the Council's website. The RFP was released on October 3, 2007. One proposal was received by the November 2, 2007 due date and evaluated by a four-member evaluation panel consisting of staff from MTS, Metro Mobility, and the Minnesota State Council on Disabilities. The proposal by Safe Travel was rated as very good to excellent and was unanimously approved by the panel. The price proposal, evaluated separately, was considered to be 'fair and responsible.'

Rationale

- Implementation of a travel instruction program was one of several demand management strategies identified in the Council's 2001 legislative report titled "Options, Alternatives and Strategies for the Future of Metro Mobility/ADA Paratransit Service".
- The implementation of a travel instruction program assists Metro Mobility in its efforts to manage growth. Metro Mobility's long-term service plan includes increased incentives and a stronger reliance on transfers between paratransit and fixed route services to accommodate lengthy trips.
- The travel instruction program offers qualified ADA certified riders a more flexible and affordable transportation option.