

T Transportation Committee
For the Metropolitan Council meeting of December
12, 2007

ADVISORY INFORMATION

Date Prepared: November 27, 2007

Subject: Authorization to Award Contract for Van-GO! Vanpool Program

Summary of Committee Discussion:

Randy Rosvold, Senior Project Administrator, presented the item for committee approval. He provided an overview of the Van-GO! program and fielded questions from members regarding the number of active vanpools, financial performance of the program, provider selection process, and breakdown of projected budget over the next four years.

Motion made motion seconded and passed. Hearing no objection, Chair Mary Hill Smith stated that this item could move to the full Council as a Consent Item.

Recommendation:

That the Metropolitan Council authorize the Regional Administrator to execute a contract with Vanpool Services, Inc. (VPSI) to provide vans and administrative support for the Van-GO! Vanpool program from January 1, 2008 to December 31, 2011 in an amount not to exceed \$ 2.9 million.

Transportation Committee

Meeting date: November 26, 2007

For the Metropolitan Council Meeting December 12, 2007

ADVISORY INFORMATION

Date:	October 31, 2007
Subject:	Authorization to Award Contract for Van-GO! Vanpool Program
District(s), Member(s):	All
Policy/Legal Reference:	Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000
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) John Harper, Supervisor Contracted Transit Services (651-602-1744) Randy Rosvold, Senior Project Administrator (651- 602-1710)
Division/Department:	Metropolitan Transportation Services (MTS)

Proposed Action/Motion

That the Metropolitan Council authorize the Regional Administrator to execute a contract with Vanpool Services, Inc. (VPSI) to provide vans and administrative support for the Van-GO! Vanpool program from January 1, 2008 to December 31, 2011 in an amount not to exceed \$ 2.9 million.

Issue(s)

The contract that supports the Van-GO! Vanpool program expires December 31, 2007. The current contract outlines the following contractor responsibilities that will continue under the terms of the new agreement:

1. Purchase and lease vans to program participants; and
2. Support Van-GO! program administrative and marketing efforts; and
3. Collect and report information for National Transit Database reporting purposes.

Overview and Funding

Vanpooling is a nationally recognized Travel Demand Management (TDM) strategy that provides cost effective transportation option for non-traditional commute trips. The Van-GO! Vanpool program began in 2000 as a demonstration project to test the Twin Cities market for subsidized vanpools. More than 100 vanpools have been formed since the inception of the program, and currently 150,000 annual trips are provided by 66 active vanpools.

Metropolitan Transportation Services subsidizes 55% of the lease cost for participating vanpools. Participating vans supply a volunteer driver and pay 45% of the lease plus fuel and other miscellaneous expenses.

Request for Proposals were mailed to nine firms. In addition, advertisements were placed in the Minnesota State Register, Passenger Transport Magazine and with the Association for Commute Transportation (ACT). One proposal was received. The proposal was evaluated by a four member evaluation panel consisting of staff from Metro Transit Rideshare, Minneapolis Transportation Management Organization and Metropolitan Transportation Services.

The panel evaluated the proposal on the following criteria

- Overall experience
- Size and scope of past experience in relation to that required in the RFP

- Fleet options, age, and maintenance practices
- Management, administrative, financial, and technical capabilities
- Volunteer driver screening and training program
- Compliance with the RFP
- Vehicle lease cost

VPSI's response to the RFP was rated by the evaluation panel as very good to excellent. The company has a demonstrated record of 30 years nationwide experience as a competent vanpool fleet provider and rideshare program administrator. VPSI is the current contractor for the *Van-GO!* Program. VPSI's proposed price is 5% less than the current contract price.

The *Van-GO!* Program is included in the Metropolitan Transportation Services budget for 2008.