



Ventura County Transportation Commission

Motorist Aid Program Freeway Service Patrol Request for Proposals

Pre-proposal Conference

June 16, 2020





Welcome and Today's Agenda

- About the Ventura County Transportation Commission
- Partnership with VCTC, Caltrans and CHP
- RFP released June 5, 2020
- Purpose of today's Conference
- Questions and Open Forum
- RFP Schedule and Closing Remarks
- Housekeeping Items





RFP Process and Requirements

- Formal/structured RFP process
- RFP Evaluation Committee composition
- All questions directed to RFP contact (Mr. Kent)
- Addenda posted will respond to all questions
- Prohibited communications
- Model contract
- Insurance
- DBE is encouraged, but no requirement



RFP Process and Requirements, continued

- Proposer responsibilities:
 - Review the RFP
 - Ensure ALL required forms are signed and submitted
 - Incomplete proposal WILL NOT be forwarded to the Evaluation Committee for review
 - <https://www.goventura.org/work-with-vctc/contracts/>
- Addendum No. 1 – summary of this meeting and responses to questions
- Resulting contract:
 - Fixed unit rate contract(s)
 - Submit a separate proposal for each beat
 - Three-year term, with two one-year options



RFP Process and Requirements, continued

- Minimum requirements:
 - Current and valid business license
 - 5 or more years experience operating a tow service
 - Contract with law enforcement agency
 - No FSP contract terminations
 - Compliance with the standard operating procedures (SOP)
 - Compliance with all laws governing a tow service business
- **ALL** of these requirements must be met for VCTC to review and evaluate your proposal!



RFP Process and Requirements, continued

- Myth: lowest price always wins – No! Price is 25% of your score
- Dedicated vehicles WHILE on the Beat
- Myth: can't use the FSP trucks post FSP service – NOT!
- CHP oversight
- Rates/Price Form:
 - Rates are fixed for the duration of the contract
 - Incorporate potential increases in costs/inflation
 - Driver pay to and from beat and training
 - Proposers must use the Microsoft excel spreadsheet provided



RFP Process and Requirements, continued



Price Form Template:

- Download the Excel Spreadsheet from GoVentura.org
- Other forms will not be accepted
- Itemize costs by line item
- Form will calculate for you
- Except for profit
- Hourly rate, by year, calculated at the bottom
- Regular vs. CFSP rates

B.1 Detailed Itemized Price Form for Years 1 to 5 - Hourly Cost Breakdown for Beat 1

Beat 1 is 12.9 miles along U.S.-101, from Ventura/Los Angeles County line to Camarillo Springs Road
All hourly rate proposed costs are specific to the FSP Program ONLY. In F.1, F.2 and F.3, round to dollars (no cents).

Year:	1	1	2	2	3	3	4	4	5	5
	Regular FSP Hrlly Cost	CFSP / Extra Work Hrlly Cost	Regular FSP Hrlly Cost	CFSP / Extra Work Hrlly Cost	Regular FSP Hrlly Cost	CFSP / Extra Work Hrlly Cost	Regular FSP Hrlly Cost	CFSP / Extra Work Hrlly Cost	Regular FSP Hrlly Cost	CFSP / Extra Work Hrlly Cost
A. FSP Tow Truck Costs										
1. FSP Tow Truck Payment (3 trucks)										
2. Fuel (to Beat, include cost escalation)										
3. Maintenance (3 trucks, oil, tires, brakes, paint, etc.)										
4. Insurance (3 trucks)										
5. Miscellaneous FSP tow truck equipment costs										
B. Labor Costs										
1. Driver hourly rate (include tax & contributions)										
2. Driver benefits hourly rate (sick, vacation, etc.)										
3. Supervisor/Manager hourly rate										
4. Supervisor/Manager benefits hourly rate (sick, vacation, pension, etc.)										
5. Travel & preparation costs (to inspect truck, time to get to Beat, time back to yard, time to replenish supplies, etc.)										
C. Facility / Business Costs										
1. Lot/Building (office equipment, insurance, computer, supplies, etc.)										
2. Permits, licenses, fees, registration										
3. Workers' Compensation insurance										
4. Liability insurance										
5. All other VCTC required insurance										
D. FSP Program Costs										
1. Supplies (raingear, uniforms, boots, phone, etc.)										
2. Driver training fees (time in training, proficiency costs, background fees, assume potential Driver turnover)										
3. Fuel to hand out to motorists										
4. Incidentals										
E. Profit (Applied to Hourly Rate)										
F. Calculation of Proposed Price										
1. Firm fixed price Hrlly Rate (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Regular FSP Only: 1,786 hours per calendar year X two (2) primary tow trucks X Hourly Rate	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A
3. Sum of Costs for 5 Yrs Regular FSP	\$ -									
Tow Truck Information										
Input all info below if your existing tow trucks will be used for FSP. With new trucks, identify make/year/model & put NEW in VIN field.										
Make/Manufacturer	Year	Model	Miles	VIN #						

This offer remains firm for _____ days from the date of proposal submittal (minimum must be 120 days).

Signature of Authorized Proposer Representative _____

Date _____

Print Authorized Proposer Representative's Name _____



RFP Process and Requirements, continued

- Submittal requirements:
 - Follow exact requirements outlined in Section II
 - Only hardcopy proposals will be accepted
 - NO fax or emailed proposals
 - Submit to Mr. Kent, at VCTC's address in Ventura
 - Clearly mark your proposal package with the Beat number
 - Proposals are **due by 4:00 p.m. on Monday, August 3, 2020**
- Evaluation Criteria:
 - Each Beat evaluated separately
 - Contract awarded to most responsive/responsible proposer



Scope of Work

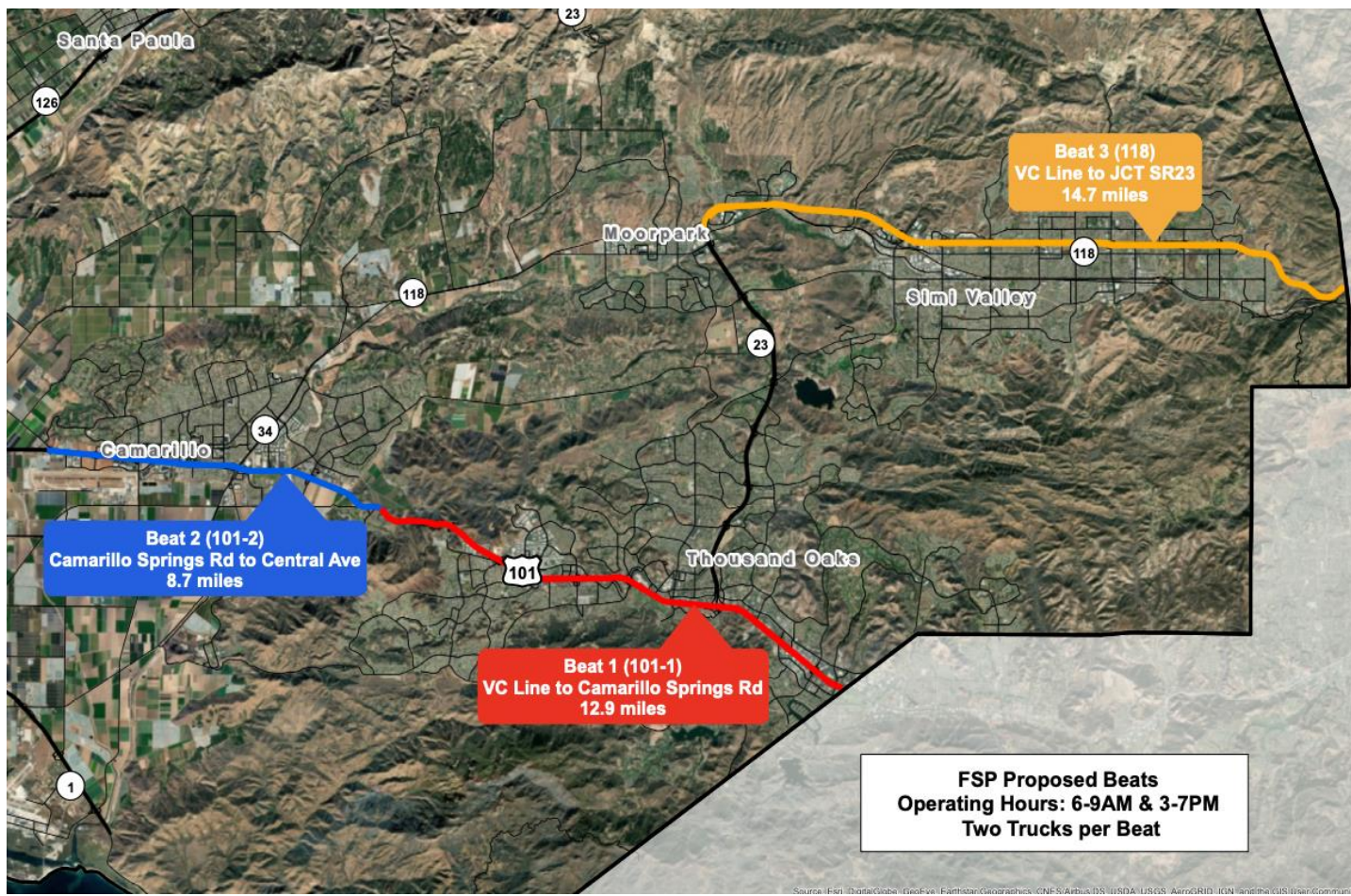
What is FSP?

- Ventura will be the 24th California County providing FSP!
- Fleet of continuously roving tow trucks
- Operate during peak-traffic, morning and afternoon
- Assist motorists, remove debris, tow disabled vehicles
- Differences in the FSP program, county by county
- Myth: you have to have direct FSP experience to propose
– *Not true!*



Scope of Work, continued

Ventura County FSP Beats



Source: Esri, DigitalGlobe, GeoEye, Earthstar, GeoGraphics, CNR, S/Airbus, D3, USDA, USGS, AeroGRID, IGN, iSatellite, US/GeoEye



Scope of Work, continued

Types of FSP services provided:

- Jump starts
- Provide a gallon of gas
- Refill radiators
- Change a flat tire
- All services are at no charge to the motorist!
- 10 minutes per assist
- Tow to an approved drop point



Scope of Work, continued

Yard Location:

- Myth: only Ventura tow operators may propose - NO!
- However, must be in close proximity to the beat
- 45 minute requirement to be on the beat, if needed
- Penalties assessed if cannot comply

Tow Truck Requirements:

- Minimum Class A, GVWR of 14K lbs, dual wheel chassis and four ton recovery equipment rating
- < 1 year old with 50K max miles on chassis
- Seating for 5 adults
- Branding/paint limitations

Truck and Equipment Requirements – SOW, Section 4.0



Scope of Work, continued

Training requirements:

- Initial two-day training at LA CHP Southern Division offices
- Bi-annual refresher training
- Required for Drivers to attain and maintain FSP certification
- Include these costs in your price form

Contract Term:

- Contract/payment will begin on 1st day of FSP service
- Each Beat is for a three-year contract term
- At VCTC's discretion, may extend for additional two years



Scope of Work, continued

Additional Tips:

- VCTC/Caltrans/CHP want to review great proposals
- First time FSP Proposer? Seek out a winning proposal!
- Google other agency FSP RFPs
- ID the Board approval date and Proposer's name
- Follow the agency's public information request process
- There may be a fee and it takes time to send to you
- Will be well worth the effort!



Ventura County FSP – Questions???



Bring on the Questions!



Key Dates and RFP Deadlines

- Additional questions may be submitted via email by no later than Tuesday **June 23rd**, by 3:00 p.m.
- Responses to all questions and a summary of this conference will be posted on VCTC's website by **July 1st**.
- Check the VCTC website often - may be additional Addenda
- Hardcopy proposals are due by **August 3rd**, by 4:00 p.m.
- Interviews/site visits Tuesday **August 18th** or Wednesday **August 19th** – keep these dates open!
- VCTC will award contract(s) on Friday **September 4th**
- Drivers/Trucks must be certified by CHP by **November 30th**
- Beats will commence on Monday **December 14th**



Ventura County Transportation Commission
Motorist Aid Program - Freeway Service Patrol

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