



# Ventura County Transportation Commission

## Freeway Service Patrol Request for Proposals - Beats 1-5

Pre-proposal Conference  
September 24, 2025





# Welcome and Today's Agenda

- About the Ventura County Transportation Commission
- Partnership with VCTC, Caltrans and CHP
- Purpose of today's Conference
- FSP Beats 1-5 RFPs Released **September 5, 2026**
- Questions and Open Forum
- RFP Schedule and Closing Remarks
- Housekeeping Items





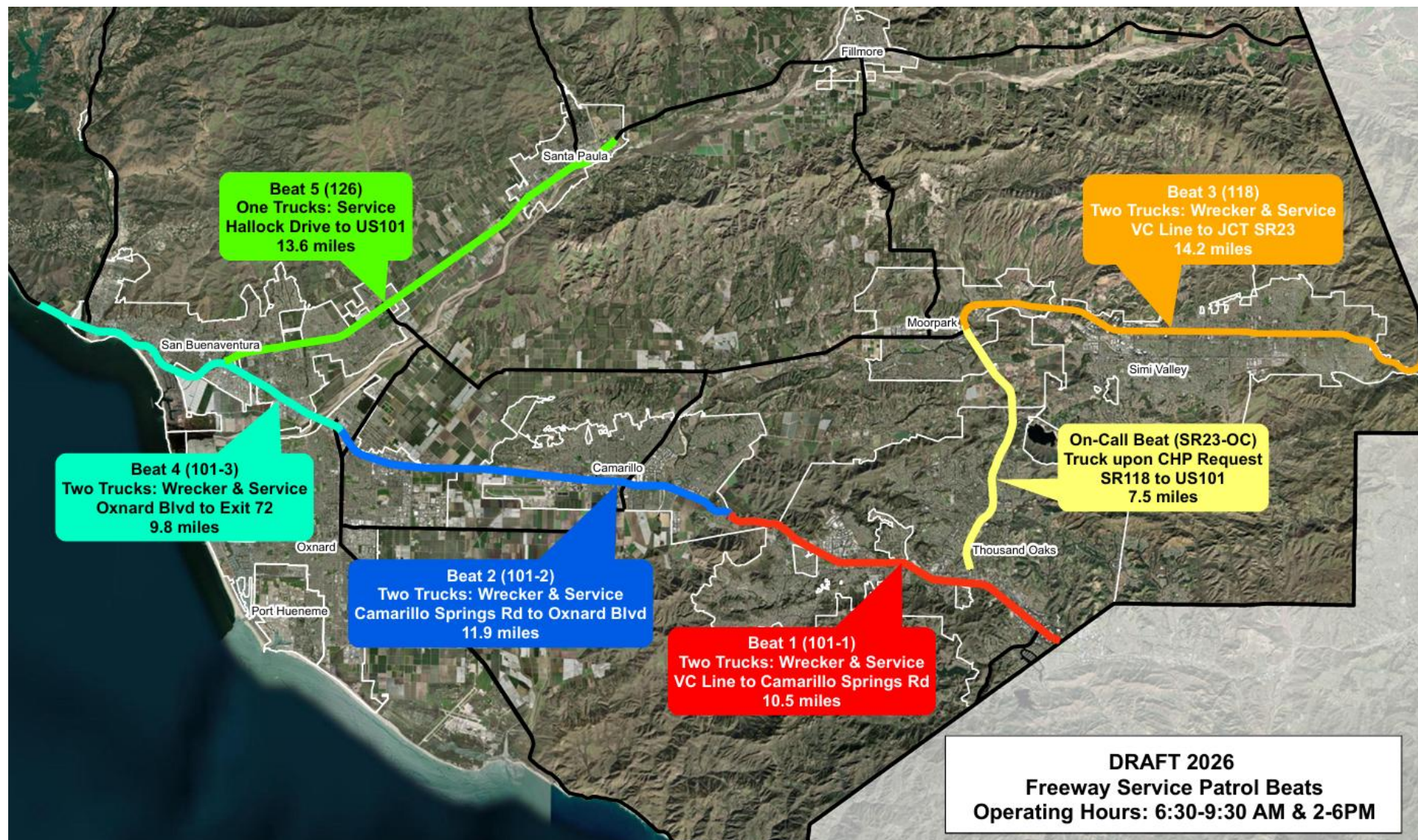
# Scope of Work

- This procurement is highly similar to RFP's issued in the past.
  - Two New Patrol Beats
  - Service Trucks
- Three-year contract term (5,131 hours) with a two-year option.
- Contractor must commit to patrolling Monday-Friday 6:30-9:30 a.m. and 2-6 p.m. with two (2) trucks and maintain a backup truck.
- Contractor must be able to comply with Standard Operating Procedures, statewide guidelines, technology requirements and maintain good standing with law enforcement.
- Drivers must pass a background check, complete the FSP driver certification course and attend annual CHP trainings.





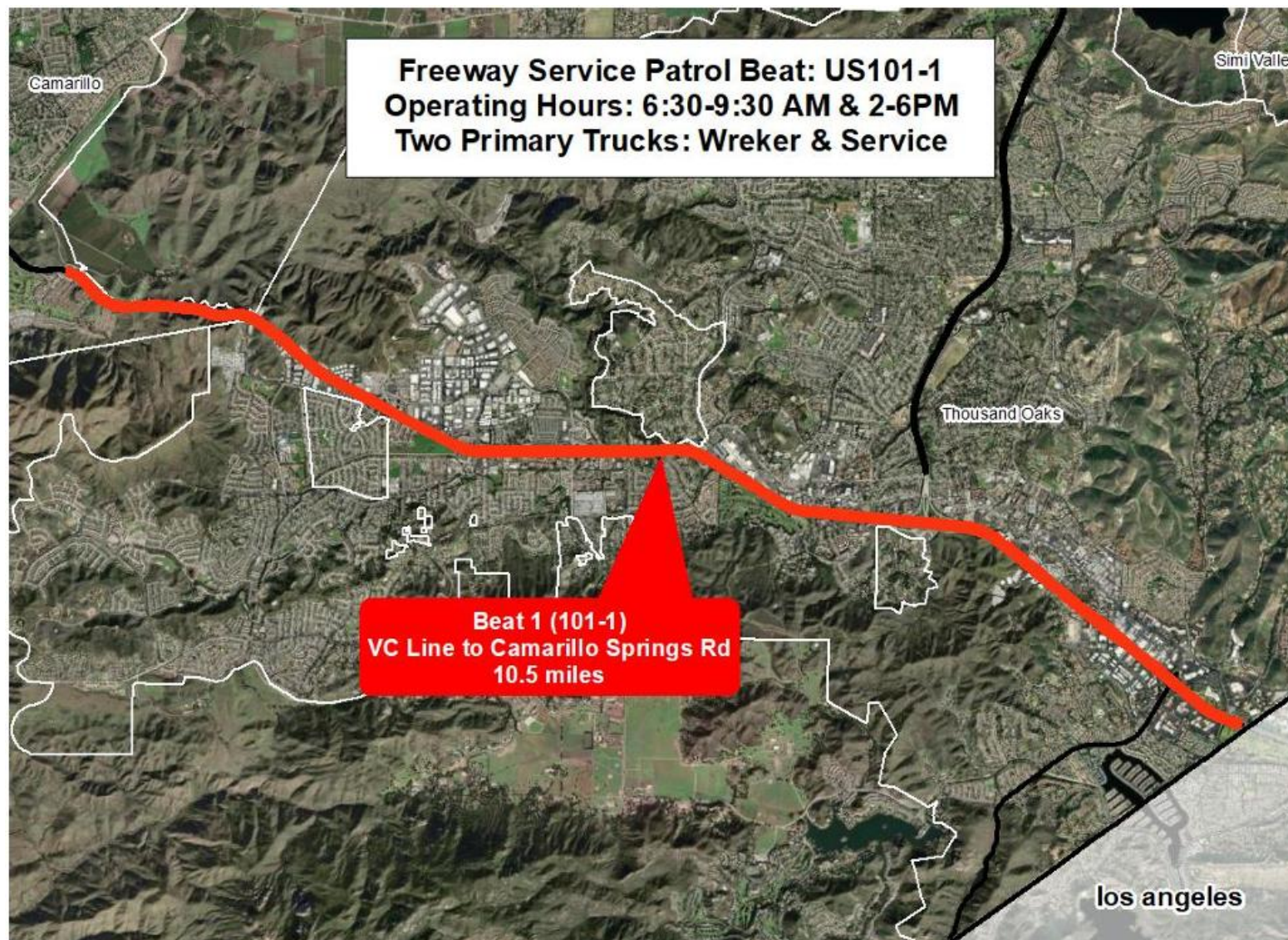
# Ventura County FSP Beats - 2026







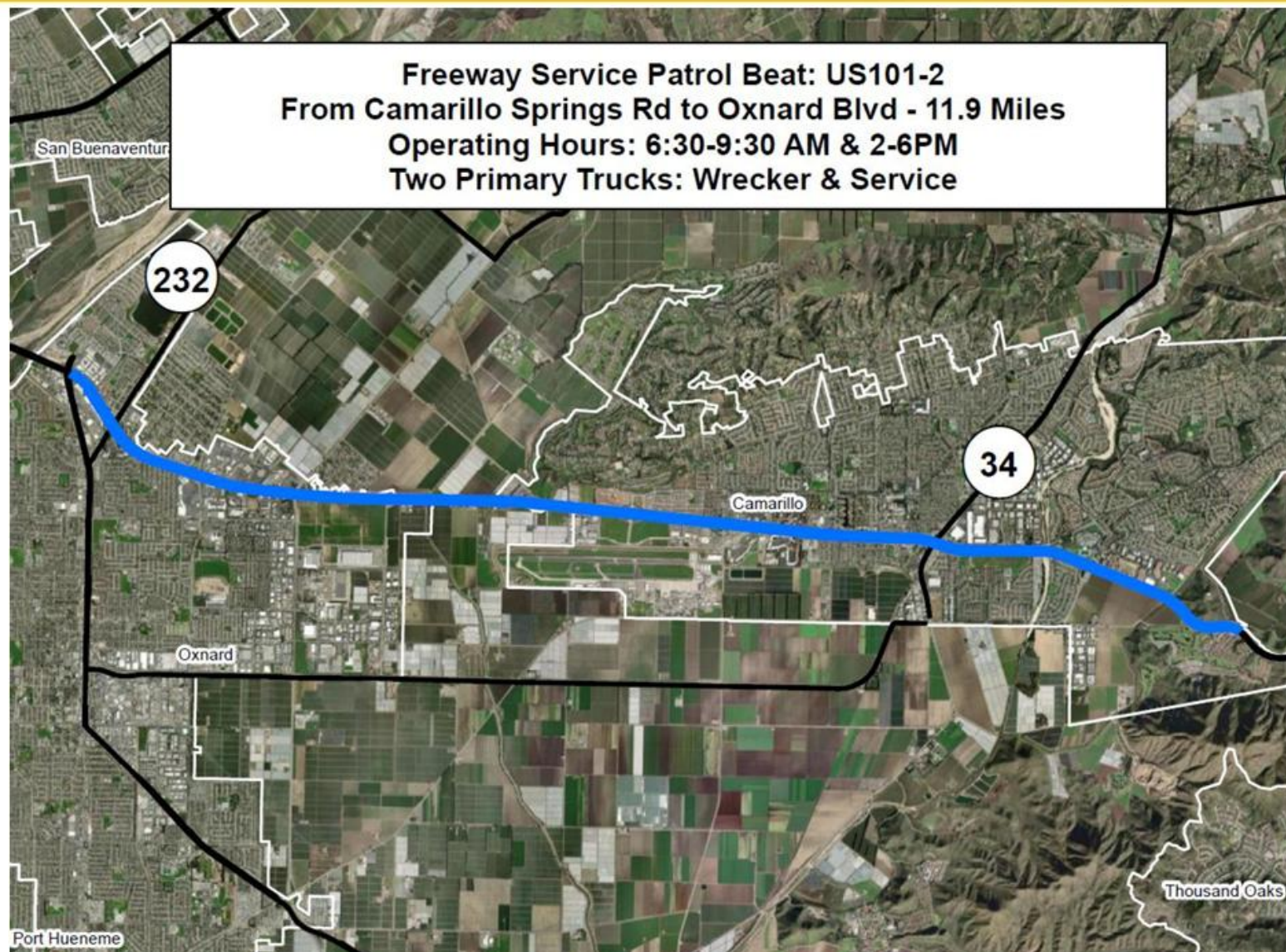
# FSP Beat 1 (101-1)







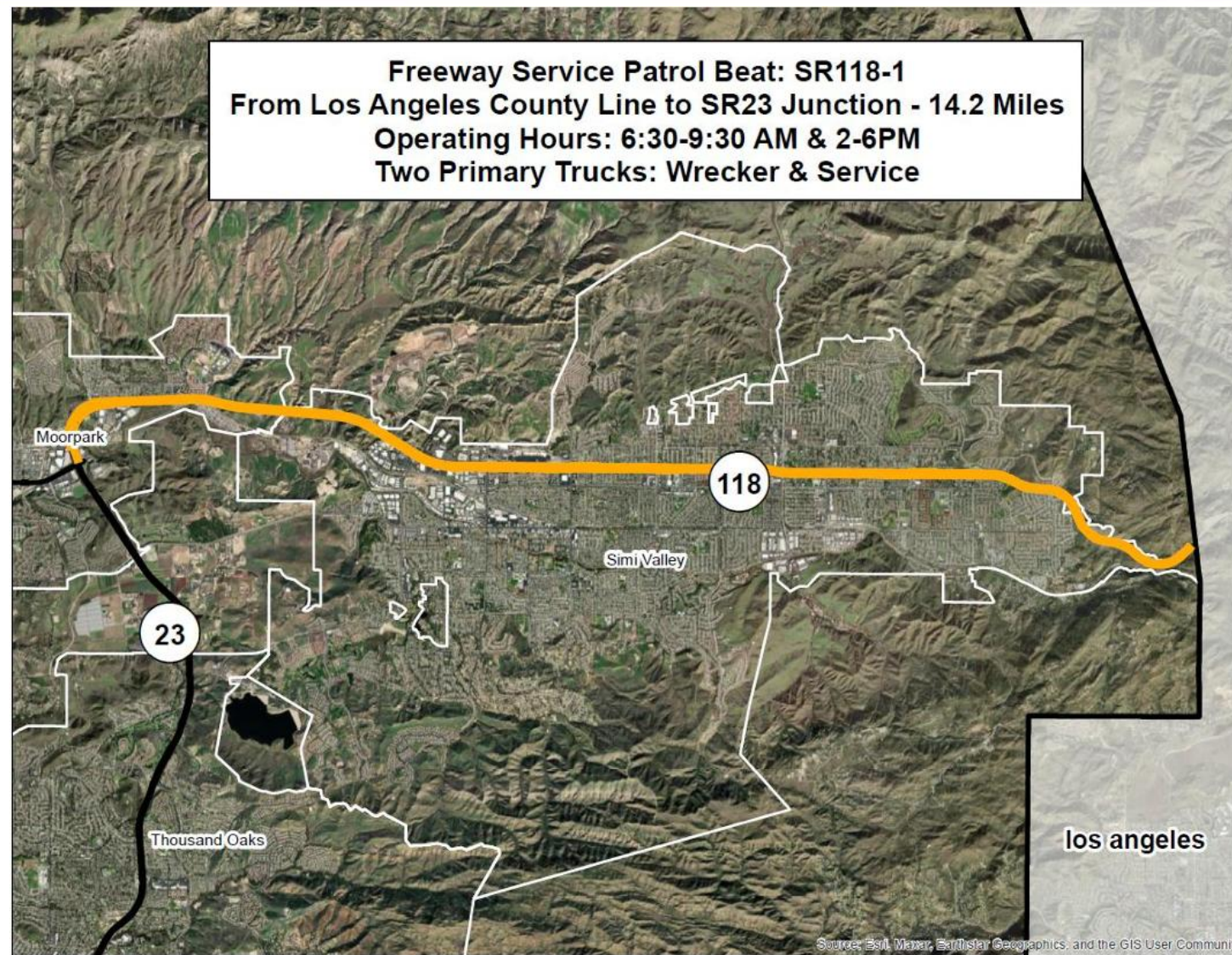
## FSP Beat 2 (101-2)







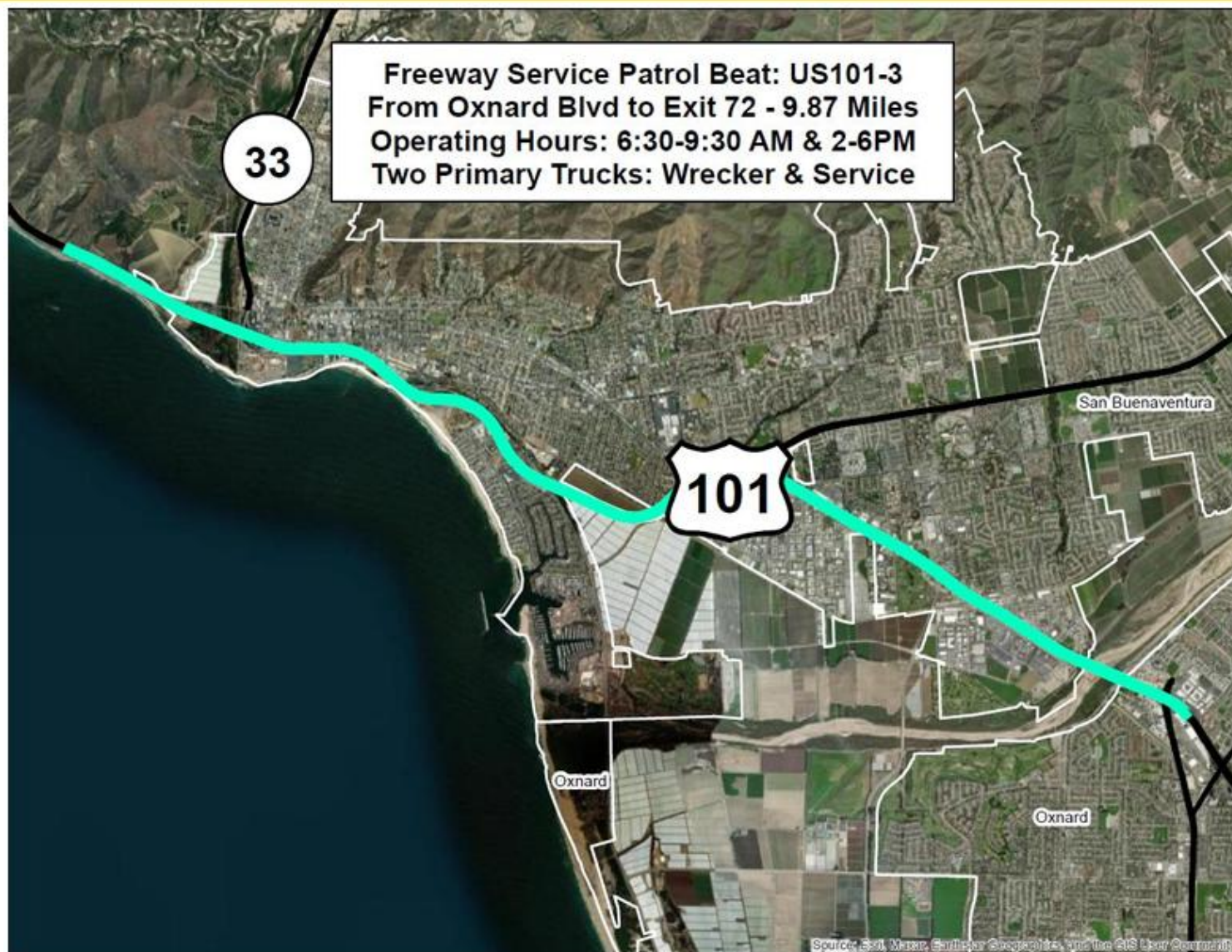
# FSP Beat 3 (118-1)







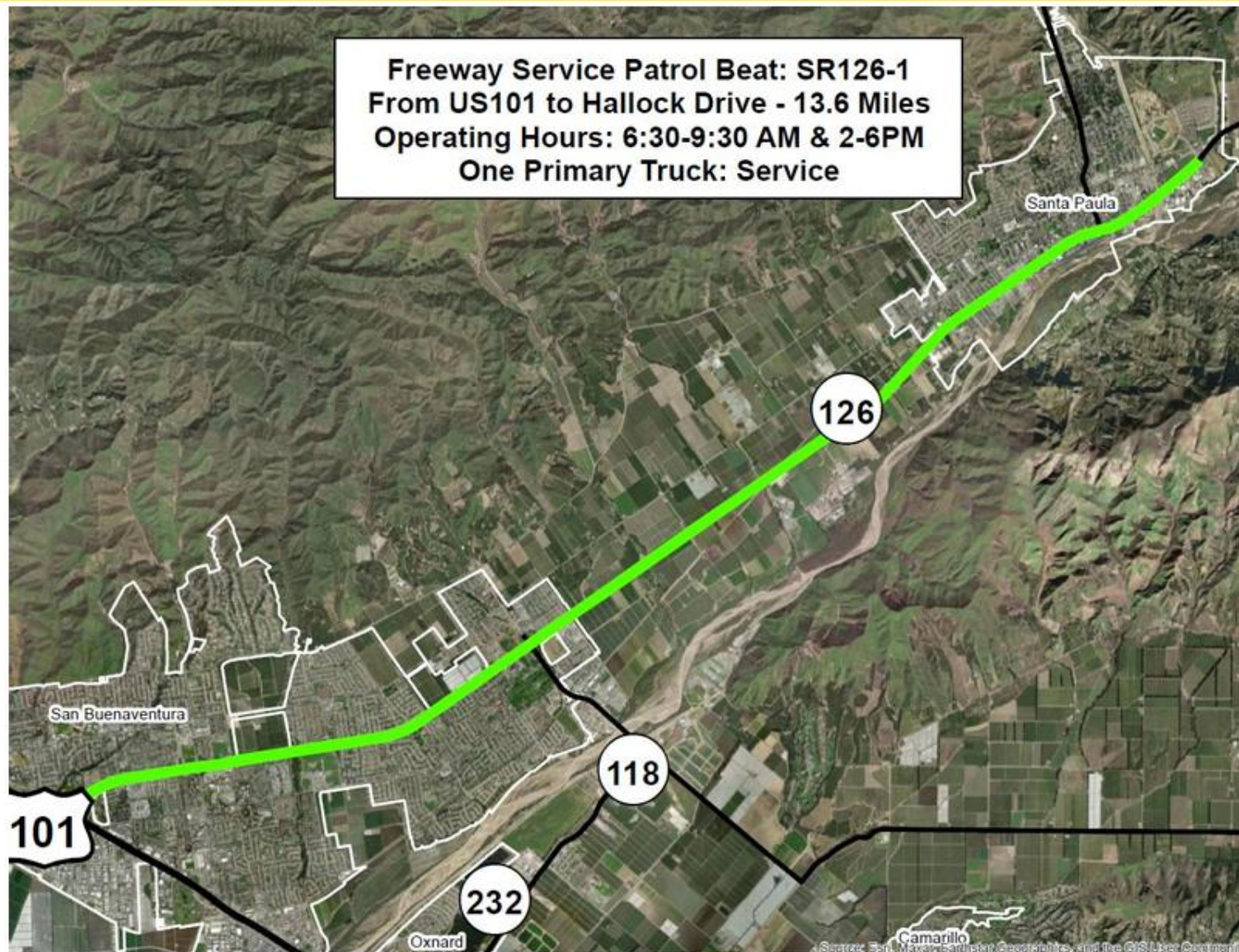
## FSP Beat 4 (101-3)







# FSP Beat 5 (126-1)







## 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 minutes 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





# Service Trucks – Addendum No. 1

## Service Truck Requirements:

[Contracts - Ventura County Transportation Commission](#)







# 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 1<sup>st</sup> day of FSP service
- Each Beat is for a three-year contract term
- At VCTC's discretion, may extend for additional two years





# RFP Process and Requirements

- Formal/structured RFP process
- RFP Evaluation Committee composition
- All questions directed to RFP contact (Mr. Kent) [fsp@goventura.org](mailto:fsp@goventura.org)
- 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 – 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
- 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
- Wrecker vs Service Truck rates
- 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
<b>A. FSP Tow Truck Costs</b>										
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>B. Labor Costs</b>										
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.)										
<b>C. Facility / Business Costs</b>										
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										
<b>D. FSP Program Costs</b>										
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										
<b>E. Profit (Applied to Hourly Rate)</b>										
<b>F. Calculation of Proposed Price</b>										
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	\$ -									
<b>Tow Truck Information</b>										
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

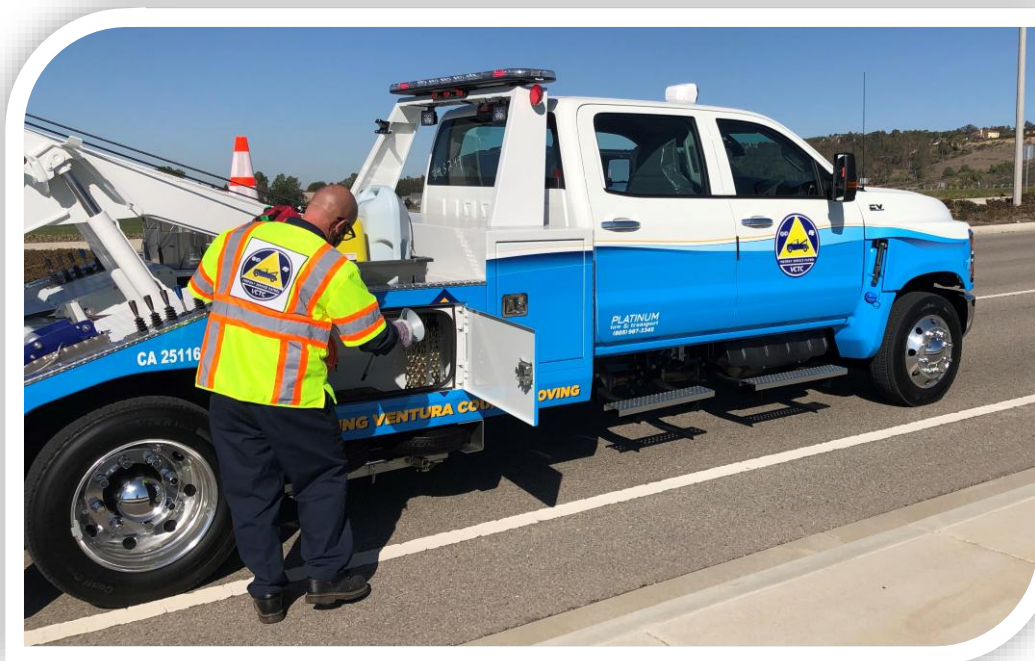
Print Authorized Proposer Representative's Name





## RFP Process and Requirements, continued

- Dedicated vs Non-Dedicated Truck During Non-Service Hours Option
- Proposer May Give VCTC the Option to Wrap the Trucks and Reflect Dedicated Truck Option in Price Proposal







## RFP Process and Requirements, continued

- Submittal requirements:
  - Follow exact requirements outlined in Section II
  - VCTC will accept electronic OR hard copy bid responses.
  - Submit to Mr. Kent, at VCTC's address in Camarillo
  - Clearly mark your proposal package with Beat # ...
  - Proposals are due by **4:00 p.m. on Friday, November 21st, 2025**
- Evaluation Criteria:
  - Contract awarded to most responsive/responsible proposer
  - Selection is based on demonstrated competence, qualifications, experience, capabilities and overall best value to perform the Scope of Work.





# RFP Process and Requirements, continued

- Section II
  - A. Proposal Cover Letter (Attachment F)
  - B. Technical information, Proposed Staffing and Work Plan
  - C. Required Forms (Attachments B-I): Price Forms, References, Certificate of Insurance, Contractor Representative Form, FSP Proposal Questionnaire, Non Collusion Affidavit
  - D. Scope of Work and/of Contract Exceptions







## Tips

### 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!
- Resources may be available through the Small Business Development Center and the Economic Development Collaborative - <https://edcsbdc.org/> & <https://edcollaborative.com/business-resources-ventura-county/>





## Key Dates and RFP Deadlines

- Additional questions may be submitted via email by no later than Wednesday, October 1<sup>st</sup>, by 4:00 p.m.
- Responses to all questions and a summary of this conference will be posted on VCTC's website by Friday, **October 10, 2025**
- Check the VCTC website often - may be additional Addenda
- Proposals are due **November 21, 2025**, by 4:00 p.m.
- Interviews/site visits – **December 1st – 12th, 2025** – keep these dates open!
- VCTC will award contract(s) on Friday, **January 2nd, 2026**
- Drivers/Trucks must be certified by CHP by **June 1st, 2026**
- Beats will commence on **July 1st, 2026**





## RFP Submission – November 21<sup>st</sup>

- VCTC will accept electronic OR hard copy bid responses.
  - Postmarks will not be accepted in lieu of receiving Proposals by the date and time specified.
- Proposals received after the date and time specified will be returned to the proposer without further consideration or evaluation.
- For electronic submission of proposals, email a file share link to [akent@goventura.org](mailto:akent@goventura.org)
  - Proposers will receive a confirmation email
- For hard copy submission, address proposals to VCTC offices:
  - Andrew Kent, FSP Program Analyst Ventura County Transportation Commission 751 E. Daily Drive, Suite 420 Camarillo, CA 93010
  - Five copies and Flash Drive with PDF of entire Proposal





updated 08.25.2025

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Ventura County Transportation Commission  
Motorist Aid Program - Freeway Service Patrol

[fsp@goventura.org](mailto:fsp@goventura.org)

(805) 642-1591