



JUNE 10, 2010

AGENDA ITEM # 11

**REQUEST FOR QUALIFICATIONS:  
SACRAMENTO METROPOLITAN FREEWAY SERVICE PATROL**

Action Requested: Authorize distribution of RFQ

Key Staff: Norman Hom, Administrative Services Officer

**Recommendation**

Authorize distribution of Request for Qualifications for FSP motorist assistance services.

**Discussion**

The contract for Freeway Service Patrol Beats 1 and 2 will expire on November 30, 2010. Beat 1 is on Highway 99 and Business 80 between Grant Line Road and Exposition Blvd. Beat 2 is on Business 80/Interstate 80 from Exposition Blvd. to the Placer County line.

In order to establish a new contract for these beats, staff recommends the same two-step contractor selection process first used in the 2009 procurement for FSP Beats 5, 6, and 7. The first step is the issuance of a Request for Qualifications (RFQ), which is the action requested today. The RFQ is used to generate a pool of pre-qualified prospects that have been screened to successfully meet all the requirements for FSP contractors. The second step will be a Request for Bids (RFB). The RFB will be issued only to the eligible firms identified through the RFQ process, ensuring that the lowest bid will come from a qualified tow provider.

Staff recommends the following schedule for the RFQ process:

**Table 1. Proposed Schedule for Step 1—Request for Qualifications**

Date	Event
June 10, 2010	<u>STA Governing Board Meeting</u> : Authorize release of Request for Qualifications
July 8, 2010	Deadline for submittal of Qualifications
July 22, 2010	<u>STA Governing Board Meeting</u> : Approve List of Qualified Firms

On July 22, the STA Governing Board will consider the Review Committee's recommendation and establish a list of qualified firms. The Board will also be asked to begin the second step of the contractor selection process by authorizing the release of the Request for Bids to the list of qualified firms. A *tentative* schedule for RFB process is shown in Table 2 on the next page.

**Table 2. Tentative Schedule for Step 2—Request for Bids**

Date	Event
July 22, 2010	<u>STA Governing Board Meeting</u> : Authorize release of Request for Bids to List of Qualified Firms
August 5, 2010	Bidders Conference (if requested by one or more bidder)
August 16, 2010	Deadline for submittal of Bids
August 26, 2010	<u>STA Governing Board Meeting</u> : Award contract to low bidder
August 27, 2010- November 30, 2010 (approx 13.5 weeks)	Contractor procures vehicles and other necessary equipment, equips and outfits trucks, trains drivers, obtains insurance and medical certificates and pass inspections from CHP
December 1, 2010	New contract begins

With your Board's approval of this item, Notices of Availability for the RFQ (attached) will be sent to tow companies throughout the Sacramento Metropolitan area as well as to firms that have previously requested notification. The RFQ will also be advertised in a general circulation newspaper as well as featured on the STA website. RFQs will be available for download from the STA website or can be obtained upon request via email or U.S. mail.

Attachments:

- Notice of Availability of Request for Qualifications
- Request for Qualifications