



Administrative Report

N.1., File # 21-2535

Meeting Date: 8/3/2021

To: MAYOR AND CITY COUNCIL

From: CAMERON HARDING, COMMUNITY SERVICES DIRECTOR

TITLE

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CITY OF REDONDO BEACH TRANSIT CENTER PROPERTY MANAGEMENT AND MAINTENANCE SERVICES REQUEST FOR PROPOSAL FOR THE NEW TRANSIT CENTER

EXECUTIVE SUMMARY

The Request for Proposal (RFP) for Transit Center Property Management and Maintenance Services will enable the City to select a contractor to provide property management and maintenance services at the new Redondo Beach Transit Center.

The RFP includes the management and provision of daily property management services between 8 AM to 10 PM. The RFP has been prepared in coordination with the Public Works Department. The City will administer and oversee the property management contract, and the selected Contractor will provide all labor, supervision, technical support, administration, oversight, quality control, equipment, supplies and materials to maintain the Transit Center in a clean, attractive, safe and welcoming manner. Based on staffing limitations of Public Works, the new Redondo Beach Transit Center (RBTC) facility will require an outside company to ensure there is general maintenance and upkeep of the public facility, landscaping, office and driver's rooms, bike facilities, parking and general property. The RBTC is funded solely by the Transit Fund and receives no support from the General Fund.

Staff recommends the approval to issue an RFP for the Transit Center Property Management and Maintenance Services. Subject to City Council approval, the RFP will be issued Monday, August 9, 2021. A Transit Center Proposals Review Committee comprised of Transit Division and Public Works staff and representatives with transit center operations and property management expertise will evaluate the proposals and interview the highest ranked contractors. Staff anticipates returning to the City Council on November 16, 2021, with a recommendation for a contract award to a selected proposer.

BACKGROUND

The current Transit Center, which has been in operation since November 1987, is located at Kingsdale south of Artesia Blvd, on the westside of the South Bay Galleria (SBG). The facility provides a small passenger waiting area for transit patrons to access local and regional bus service.

The public facilities are limited to bus benches, trashcans and general transit information, and transit patrons may use the SBG owned public parking. Bathroom facilities are available only for transit drivers. The City has an agreement with the SBG to clean and maintain the driver bathrooms, and has a separate agreement with a security company to provide transit center security.

Current City staffing in both the Transit Division and Public Works Department will be inadequate to provide direct management and oversight, and work of the various daily and ongoing maintenance services of the new RBTC facility. As such, the new RBTC facility will require property management services to ensure there is general maintenance and upkeep of the public facility, landscaping, office and driver's rooms, bike facilities, parking and general property.

The RBTC is under construction, with the anticipated opening date in January 2022. The new transit center is located at 1521 Kingsdale Avenue (directly south of the Target). The entire site is approximately 6.5 acres in size.

RBTC amenities include 12 bus bays, a passenger waiting area, a ticket vending machine, real-time arrival monitors, a driver operator lounge, security offices, public and private restrooms, bicycle facilities, and public art. The facility includes a public parking lot with 320 parking spaces, EV charging, and a drop-off kiss and ride lot with 13 parking spaces.

The RBTC will serve 5 transit operators as an intermodal transit facility for the South Bay region, and may be a future Metro Rail station by 2028. Regional and Local transit operators serving the transit center are: Beach Cities Transit, Metro, Torrance Transit, GTrans, and the Lawndale Beat. Transit services will operate seven days a week, with Metro routes leaving and arriving between 5 a.m. and 12:30 a.m. Beach Cities Transit, Torrance Transit, GTrans, and the Lawndale Beat operate daily services between 6 a.m. and 9 p.m. The transit drivers and supervisors will use the building's driver breakroom and bathroom throughout the day.

The RFP scope of work consists of the management of the RBTC's facility maintenance and upkeep, janitorial and landscaping maintenance and related services, including the provision of all labor, supervision, technical support, administration, oversight, quality control, equipment, supplies and materials in a professional and timely manner. The contractor will be responsible to establish subcontracts for on-call services such as plumbing, locksmith, painting, etc. Major repairs to the RBTC will be coordinated with the Public Works Department.

The City will be responsible to provide vehicular area sweeping services, and all utilities. RBTC security services will also be provided by the City. City Council approved the RBTC Security Services RFP on June 1, 2021, which was issued on June 3, 2021, and the proposals received on July 26, 2021 are currently under evaluation.

RFP Evaluation Process

A Transit Center Proposals Review Committee comprised of representatives with transit operations and property management expertise from the City Transit staff and external representatives will evaluate the proposals in accordance with the evaluation criteria included in the RFP. The committee

will select a proposer that will be recommended for City Council consideration and approval.

Consistent with City procurement policy, the City is not obligated to accept the lowest priced proposal and will consider all factors in selecting a property management company. The evaluation criteria will be based on the categories detailed below which include: Contractor's Experience, Qualifications of Key Personnel, Technical Project Approach, and Cost Effectiveness. Proposals will be scored using the evaluation criteria and point system as shown in the following table:

Evaluation Criteria	Max Possible Points
Project Approach	40
Experience and Technical Competence	25
Cost Proposal	20
Qualifications of Key Personnel	15
Total Possible Points	100

The RFP schedule is shown below:

Request for Proposals Issued	August 9, 2021
Pre-proposal Conference	August 25, 2021
Proposals Due	September 22, 2021
City Council Award	November 16, 2021
Start of Service -TBD	Upon Completion of Construction

COORDINATION

The Transit Division worked with Roy Glauthier Consulting and the Public Works Department to develop the Transit Center Property Management Request for Proposals. The sample agreement has been approved as to form by the City Attorney's office.

FISCAL IMPACT

The City transportation programs are funded by dedicated transportation funding under the Municipal Transit Operator Formula Allocation Procedure (FAP) and Local Return Proposition A funds. The City receives approximately \$1.5 million annually in Proposition A Funds, and unexpended Local Return Proposition A Fund funds are placed in the Proposition A Special Revenue Fund for future allocation. The FY 2019-20 CAFR lists a Local Return Proposition A Fund fund balance of \$2.4 million. The City Council approved additional RBTC funding in the FY 2021-22 Transit Fund budget for contracted professional services and maintenance agreements as line item transfers and Decision Packages in anticipation of increased costs for services. The Local Return Proposition A (dedicated transit funds) reserve can be used to increase the funding upon the contract award if necessary. If Local Return Proposition A Fund sales tax revenues do not meet the City's costs in the future, other Local Return funds such as Proposition C, Measure R and Measure M may be used. The City may also consider generating revenues via advertising. Transit projects, programs and services receive no support from the General Fund.

jrooney

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

1. RFP Redondo Beach Transit Center Property Management and Maintenance Services #2122-002
2. RBTC Powerpoint Presentation