

To: Board of Directors

Date: July 10, 2013

From: Bill Churchill, Director of Transportation

Reviewed by:

SUBJECT: Paratransit Workshop and RFP Timeline

Background:

In April staff requested the board hold a Paratransit workshop sometime between July 2013 and September 30, 2013. Although the Board was receptive to the idea of having a workshop to discuss Paratransit concepts, a specific date for such a meeting was not given. As staff has worked on developing material for the workshop it has become clear that a September meeting would provide the necessary time to provide the Board of directors with a comprehensive package of information for discussion. Additionally, staff has begun to develop a timeline for the development and release of an RFP for Paratransit services with three primary goals; provide for Board input, create sufficient time to invite competitive bids and complete a contract for a July 1st 2014 start-up.

Proposed Timeline:

1) September 2013, O&S Meeting	Review of Board Paratransit Workshop
2) September 19, 2013 Board Meeting	Paratransit Workshop
3) October 2013, O&S Meeting	Review of Draft RFP Scope of Work
4) November 2013, O&S Meeting	Final Review draft RFP
5) November 21, 2013 Board Meeting	Board of Directors authorizes the release Paratransit RFP
6) December 2013-February 2014	RFP on street
7) March 2014	Bid Evaluation
8) April 2014 O&S	Staff recommendation of Bid Award
9) April 2014, Board Meeting	Selection by Board of Directors
10) April 2014	Completion of Contract
11) May 2014 – June 30 th 2014	Potential Contractor Transition
12) July 1 st 2014	Winning Contractor Starts Service

Recommendation:

The O&S Committee recommends the Board of Directors hold the Paratransit Workshop at the September 19th 2013 Board meeting following O&S review of the presentation.