



**VENTURA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE COMMITTEE
AND
HERITAGE VALLEY POLICY ADVISORY COMMITTEE**
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SPECIAL MEETING AGENDA

**Oxnard Harbor District
Board Room
333 Ponomo Street
Pt. Hueneme, CA 93044**

**FRIDAY, NOVEMBER 7, 2014
10:30 AM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comments** – comments are limited to items on the Special Meeting Agenda
- 4. Meet and Confer regarding the Heritage Valley Transit Service Contract**
- 5. Adjournment**



Item #4

November 7, 2014

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION ADMINISTRATIVE COMMITTEE AND
HERITAGE VALLEY POLICY ADVISORY COMMITTEE**

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: MEET AND CONFER REGARDING THE HERITAGE VALLEY SERVICE CONTRACT

BACKGROUND:

As part of the Commission's 2012 County Transit Plan, the Commission approved the creation of a separate transit service to provide the community level transit needs in the Heritage Valley. As a result, the Heritage Valley Transit Service (HVTs) Cooperative Agreement was developed and subsequently approved by all parties, which are the Cities of Fillmore and Santa Paula, the County of Ventura and the Commission. Through this agreement the member agencies formed a policy advisory committee, charged with making recommendations to the Commission regarding the service, of which the Commission is an ex officio member. The agreement also called for the formation of a technical advisory committee, consisting of representatives from each of the member agencies, of which, again, the Commission is an ex officio member.

On July 25, 2014 the Commission approved release of the Request for Proposals (RFP) for operations and maintenance of the HVTs system. Prior to its review and approval by the Commission, the draft RFP was reviewed by the Heritage Valley Technical Advisory Committee as well as the Heritage Valley Policy Advisory Committee (HVPAC). The RFP sought the most qualified proposal that provided the best value to the agencies. The deadline to submit proposals was September 4, 2014. VCTC received three responsive proposals.

An Evaluation Panel comprised of representatives from both the HVPAC member agencies as well as peer agencies, reviewed the submitted responsive proposals. On September 19, 2014 Oral Interviews were conducted and the proposals were subsequently scored. The Evaluation Panel recommended to the HVPAC (Heritage Valley Policy Advisory Committee) that MV Transportation be awarded the contract. On October 1, 2014 the HVPAC reviewed the Evaluation Panels recommended selection. The HVPAC voted to recommend to the Commission a "Best and Final Offer" (BAFO) be requested from the companies with the top two ranked proposals. On October 3, 2014 the Commission reviewed the aforementioned recommendations and approved the technical selection panel's recommendation to award the contract to MV Transportation without a BAFO process, and direct the Executive Director to negotiate a final contract with assistance from legal counsel.

Under the Cooperative Agreement, "when formal action of VCTC is required, the Transit Committee (HVPAC) must make a recommendation to VCTC". If VCTC does not approve the Transit Committee's recommendation, the Transit Committee and the VCTC Administrative Committee, consisting of the VCTC Chair, Vice Chair and Immediate Past Chair, must meet and confer in an effort to resolve differences in the recommended action. In addition, pursuant to Section 3 of the Cooperative Agreement, because VCTC Chairperson Fernandez is a member of both committees, the Commission will have appointed a temporary member to the Administrative Committee to participate in the meet-and-confer process on behalf of VCTC.

Following the meet-and-confer process, the Committees will report the outcome to the Commission.