



DATE: July 11, 2017

TO: Sherman M. Stovall, GRTC Assistant Vice President of Operations

FROM: Carl L. Palmer, GRTC General Manager 

SUBJECT: Award Memo for a Contract for Procurement of Management and Operations of Specialized Transit Arranged Ride (STAR) Complimentary Paratransit Services for Greater Roanoke Transit Company- RFP# 17-GRTC-0403

The Greater Roanoke Transit Company d/b/a Valley Metro (GRTC or Valley Metro) needs to obtain a Contract to provide Management and Operations of Specialized Transit Arranged Ride (STAR) Complimentary Paratransit services for GRTC. It is necessary for GRTC to maintain such services for customers who are not able to use GRTC's fixed route services.

In order to comply with federal and state procurement requirements, GRTC issued a Request for Proposal (RFP) to provide GRTC with Management and Operations of STAR Complimentary Paratransit Services, RFP # 17-GRTC-0403. The RFP was issued on April 3, 2017. There were four (4) addenda issued, one of which extended the opening date from May 3, 2017 to May 18, 2017.

The RFP was posted on the Valley Metro website and at GRTC's Campbell Court Transfer Center and Roy Z. Meador Administration Building. The RFP was also advertised in the Roanoke Times and the Roanoke Tribune.

After proper advertisement, as noted above, one response was received from Unified Human Services Transportation Systems, Inc., d/b/a RADAR (RADAR) by the opening date of May 18, 2017.

A selection committee reviewed and evaluated the RADAR proposal. The committee determined that RADAR made the best proposal and that such proposal best furthers the interest of GRTC for the Management and Operations of the STAR Complimentary Paratransit Services for GRTC. Negotiations were conducted with RADAR and a Contract was agreed to that provides for the services referred to above.

The term of the Contract is for a period of four (4) years and eleven (11) months, starting on August 1, 2017, with an option to renew for up to three (3) additional one (1) year periods, or any combination thereof.

The compensation method the parties agreed to is a Cost Allocation Method that will be invoiced and adjusted monthly as described in the Contract, provided that the amount to be paid to the Contractor shall not exceed the amounts listed below for the time periods listed without the prior written consent of GRTC:

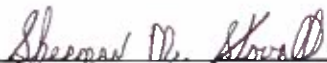
8/1/17 - 6/30/18 (Year 1 - 11 months)	\$1,723,351
7/1/18 - 6/30/19 (Year 2)	\$1,783,139
7/1/19 - 6/30/20 (Year 3)	\$1,845,422
7/1/20 - 6/30/21 (Year 4)	\$1,910,321
7/1/21 - 6/30/22 (Year 5)	\$1,977,962
Option Years	
7/1/22 - 6/30/23 (Year 1 Option)	\$2,049,481
7/1/23 - 6/30/24 (Year 2 Option)	\$2,123,019
7/1/24 - 6/30/25 (Year 3 Option)	\$2,199,726

The Contract provides for various other requirements and obligations to be performed by RADAR and GRTC, including a scope of services to be provided by RADAR to GRTC.

Recommended Action:

Accept the above proposal, award, and execute a Contract with Unified Human Services Transportation Systems, Inc., d/b/a RADAR for the above described services, using the compensation method set forth above, and with the term of the Contract as set forth above.

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The above recommendations are approved by the GRTC Assistant Vice President of Operations.



Sherman M. Stovall
GRTC Assistant Vice President of Operations



Date

Copy: Carl L. Palmer, General Manager, GRTC
Kevin Price, Assistant General Manager, GRTC
Stephanie Giles, Director of Finance, GRTC
Laura Carini, General Counsel, GRTC
Tiffany Ollie, Purchasing Supervisor, GRTC