

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 16-091

WHEREAS, The citation processing agreement with PRWT Services was awarded in November 2008 for a five-year term with the option to extend for up to five additional years; there was only one proposal submitted for the current agreement; and,

WHEREAS, At the time the 4th Amendment was approved, the SFMTA had hired a consulting firm to research current industry practices and draft a scope of work (SOW) for the pending request for proposals; and,

WHEREAS, Although the scope of work was submitted by the consultant in the fall of 2015, stakeholder review determined that it did not meet service needs and had to be re-drafted; and,

WHEREAS, Redrafting was completed in late March 2016, and further RFP development, including evaluation criteria, changes to business model to increase competition, cost proposals and submission requirements took until mid-June, 2016; and

WHEREAS, Further extension of the agreement for the remaining two years available in the agreement would accomplish the following: 1) lock in the 2008 per citation fee of \$2.89 for the duration of any extension period up to new contract award, and 2) allow for software system transition or integration needs should the current contractor not be chosen and/or should multiple vendors be chosen for the new agreement; and,

WHEREAS, The extension will request funds to continue ongoing operations for the agreement; no additional project requests are being made; and,

WHEREAS, Although the current agreement combines citation processing, permit processing and special collections functions and support, the new RFP consists of separate citations and permit processing requirements to allow potential vendors to bid on one or the other, or both services; this allows vendors with more focused services to bid on either service need; and,

WHEREAS, Proposals for the collection services portion of services will be sought under a separate RFP to be issued at a later date; and,

WHEREAS, The vendor chosen for citation processing services will not be eligible for the collection services contract in order to prevent any potential conflict, whereby collection efforts might supersede timely processing in the effort to maximize collections revenue; and,

WHEREAS, The local business enterprise (LBE) goal for the citations portion of the RFP will be 11% and the LBE goals for the permit portion will be 12%; and,


WHEREAS, On June 22, 2016, the SFMTA, under authority delegated by the Planning Department, determined that the contract amendment and the Request for Proposals are not “projects” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Section 15060(c) and 15378(b); now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute the Fifth Amendment to SFMTA Contract No. 2008/09-61 with PRWT Services, Inc. for citation processing and related services to extend the Agreement by two years, until October 31, 2018, and to increase the contract by \$15,159,658 for a contract amount not to exceed \$77,885,593; and, be it further

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors recommends that that Board of Supervisors approve the Fifth Amendment pursuant to San Francisco Charter Section 9.118 ; and, be it further

RESOLVED, the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation or his designee to issue a Request for Proposals for San Francisco Municipal Transportation Agency Contract No. 2016-83 for Citation Processing, Permit Processing and Support Services, and negotiate a contract for these services with the highest-ranked proposer(s) for a term of five years, with the option to extend the contract for up to five additional years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of July 19, 2016.

  
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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency