



City of Richmond Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Via Contact Name: Garrett Brinker

Address: 10 Crosby Street, Floor 2

City: New York State: CA Zip Code: 10013

Phone Number (574) 286-4710 E-Mail Garrett.Brinker@ridewithvia.com

Duration of Contract: July 7, 2021 to July 7, 2024

Estimated Cost: \$ 1,000,000 Funding Source (Account String) _____

Is the product/service IT related? Yes _____ No If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes _____ No

For Product: Does the manufacturer sell the item(s) through distributors? Yes _____ No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

See attached Project Description.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Via will be funded directly by the Clean Mobility Options Voucher Program (CMO) and is named in the CMO NOPA. Via was listed as one of the three on demand low emission transit shuttles solicited by CMO for the purpose of partnering with potential grant awardees to develop clean vehicle sharing and ridesharing projects. Via was the only operator to offer seven passenger vans as opposed to the other "shuttle" companies that utilized passenger vehicles could only accommodate five people each trip. Additionally, Via was the only company to offer two service models; Software as a Service and Transportation as a Service. offers on demand service as well as door to door service (see attached CMO Directory).

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Transportation

Requester Name and Title: Denée Evans, Project Manager

Note: Requester must be able to defend this justification.

Date: 7/8/21 Phone: 621-1718

Department Director (Print) LaShonda White (Sign) LaShonda White Date: 7/9/2021

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director:

APPROVED: Antonio Banuelos Digitally signed by Antonio Banuelos
DN: cn=Antonio Banuelos, o=City of Richmond,
ou=Finance Department,
email=abanuelos@cityofrichmond.ca.us, c=US
Date: 2021.07.13 09:20:29 -0700 For N. Brown
DATE: 7 / 13 / 2021

NOT APPROVED: _____

COMMENTS:

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.

City of Richmond On-Demand PHEV Project: “Richmond On-Demand”

Project Description

The City of Richmond has a robust set of regional multimodal options running through it, including BART, Amtrak, AC Transit fixed route buses, and a new ferry service to San Francisco. However, there are limited effective first-mile / last-mile connections to these regional transit services. Further, residents, workers, and visitors have difficulty moving around Richmond by public transit because intra-Richmond transit services are limited. Some lower-income neighborhoods do not possess adequate transit at all, such as Nystrom Village, leading to transit deserts. Via's on-demand plug-in hybrid vehicle (PHEV) microtransit service would improve first-mile / last-mile connections and fill in transit deserts, greatly improving mobility for residents of Richmond.

Richmond On-Demand will be a demand-responsive, dynamically routed microtransit service with PHEVs to bridge transportation gaps and provide connectivity between services and locations throughout much of the City of Richmond. Covering 5.6 square miles, the service will feature:

- Three custom-branded 6-passenger PHEVs;
- a custom-branded passenger application for app-based ride hailing;
- drivers, vehicles, and full operations, including customer service;
- one additional Level 2 charger, in addition to leverage other Level 2 chargers already installed across Richmond

Based on Via's simulation tools, population, and travel data, we can predict the following quality of service:

- 12 hours of service, 5 days / week
- Capacity: 12-15 total rides per hour
- Average wait time: 9-11 minutes
- Average walking distance: 200-300 meters
- Average ride duration: 12-14 minutes

Please note: the balance between quality of service and efficiency can be adjusted to best meet the needs of the City and its riders, and we look forward to continuing project scoping discussions in the coming weeks. More details on timelines below.

Service Area

Based on the requirements of the Clean Mobility Options grant, no less than 80 percent of infrastructure and services may be located within Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores. The service area was drawn to both reflect these requirements, serving more disadvantaged communities in Richmond, while enabling general mobility and FMLM connections to regional transit.