

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** April 14, 2025
SUBJECT: Approve the award of RFP #25-013 to Matrix Consulting Group, LTD. for a Fleet Services Operational Efficiency Audit in the amount not to exceed \$61,530 and authorize the City Manager to execute the related professional services agreement.

PRESENTER: Paulette Hartman, City Manager

SUMMARY:

It is recommended that the City Council approve the award of RFP #25-013 to Matrix Consulting Group, LTD. for a Fleet Services Operational Efficiency Audit as detailed in the attached proposal in the amount not to exceed \$61,530.

GENERAL DESCRIPTION:

As part of the FY 2024-2025 Adopted Operating Budget, the City Council approved conducting a Fleet Services Operational Efficiency Audit. The Council's directive to conduct this efficiency audit stemmed from a desire to proactively identify areas for improvement and ensure optimal resource utilization. This aligns with the City Council goals to drive operational excellence into every area. This audit is intended to identify areas for improvement, streamline processes, optimize resource utilization, and enhance service delivery within Fleet Services operations. Ultimately, this audit will provide the City with valuable insights and recommendations to create a more efficient and effective Fleet Services department that is optimized to meet the evolving needs of the city.

To ensure a fair and competitive selection process, the city conducted a comprehensive nationwide search, reaching 2,350 potential vendors. On February 5, 2025, the city formally released a Request for Proposals (RFP) through Public Purchase, a well-established and widely used procurement platform. This broad outreach resulted in a strong response from the vendor community, with 8 proposals received by the submission deadline of February 19, 2025, from the following firms.

CST Fleet Services	Matrix Consulting Group, LTD.	OpEx Solutions, Inc.
Public Works	RTA Fleet Management Software	Synoptek, LLC
Twilight Training LLC	MGT Impact Solutions, LLC	

Proposals were then evaluated based on the firm's experience, qualifications, proposed methodology, cost and references. Based on an evaluation of the selection criteria, a five-member committee including representatives from the City Manager's Office, Fleet Services, and Public Works departments recommend awarding the contract to Matrix Consulting Group, LTD. due to their demonstrated expertise, comprehensive approach, competitive pricing and understanding of the City's needs. Their extensive experience in conducting operational efficiency audits for similar municipal fleet services was also a significant factor in their selection.

RECOMMENDATION:

Approve the award of RFP #25-013 to Matrix Consulting Group, LTD. for a Fleet Services Operational Efficiency Audit in the amount not to exceed \$61,530 and authorize the City Manager to execute the related professional services agreement.