



CITY OF BEVERLY HILLS

**TRAFFIC & PARKING COMMISSION**

April 23, 2014

**TO:** Traffic & Parking Commission

**FROM:** Chad Lynn, Director of Parking Services  
Genevieve Row, Audit & Permit Administrator

**SUBJECT:** Beverly Hills Taxi Franchise Review Panel Request

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Parking Services staff is requesting that the Chair of the Traffic and Parking Commission appoint a member of the Traffic and Parking Commission to serve on the Taxi Franchise Review Panel.

This panel will be asked to review both the written materials submitted by taxi companies responding to the Beverly Hills Taxi Franchise Request for Proposal (RFP), interviews, attend meetings, and possible site visits to assist in the selection of taxi service providers to the city.

A summary of the total estimated time dedication is as follows:

- On-Site Instruction and Proposal Distribution Meeting - 2-3 Hours
- On-Site Panel Meeting to rate/review written proposals - 4-8 hours
- On-Site Panel Interviews of Proposers – 1 or 2 days that are 4-8 hours each
- Min of 7-10 hours independently reviewing and rating written proposals, we estimate at least 1 hour per written proposal
  - o This will depend on the number of written proposals that advance to the interview phase

Staff is appreciative of Commissioners participation in the taxi franchise selection process.