

**City of Culver City, California
Agenda Item Report**

Meeting Date: 7/22/13		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Csched to Provide Runcutting and Scheduling Services for Culver Citybus in an Amount Not-to-Exceed \$54,928, with an Option for a Three (3) Year Retainer to Provide Similar Services at the Rates Specified in this Report.			
Contact Person/Dept.: Samantha M. Blackshire/Transportation		Phone Number: (310) 253-6535	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/16/13)			
Department Approval: Art Ida (07/10/13)		City Attorney Approval: Carol Schwab (by H. Baker) (07/15/13)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball)(07/16/13)		City Manager Approval: John M. Nachbar (07/16/13)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with CSched to provide runcutting and scheduling services for Culver CityBus. <u>BACKGROUND:</u> Due to increased and changing traffic patterns in the Culver CityBus service area, many operators are finding it difficult to maintain the current route schedules. The last time staff utilized a consultant to perform runcutting and scheduling services was in 2008. Since then, staff has made minor changes to various routes in an effort to improve service efficiency. In 2011, the Transportation Department, with assistance provided by a consultant under a contract approved by the City Council, conducted a federally-required system-wide Line-by-Line Analysis, which provided ridership information and general service recommendations. In order to implement the suggested changes, the Transportation Department is in need of runcutting and scheduling services. The scope of work for the services include converting and analyzing Automated Vehicle Location (AVL) data to ascertain current running times for various lines and determine where modifications will be needed with the input of staff. The scope of work also includes ride-alongs on-board buses in order to fully understand traffic patterns and bus bunching. The services will include the development of timetables that will be utilized by the public and time points that the bus operators will follow in order to deliver efficient public transit service. Also, the services will help to:			

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- Improve service integrity and eliminate data redundancy;
- Improve productivity and operational efficiency;
- Improve responsiveness;
- Improve the management of manpower; and
- Coordinate time points for transfers between Culver CityBus and other transit agencies.

DISCUSSION:

Staff released Request for Proposal (RFP) #1529 Provision of Runcutting and Scheduling Services on June 17, 2013. The RFP was published in the American Public Transit Association's Passenger Transport, the leading trade publication for the public transportation industry, and the Culver City News. The Department received four (4) proposals.

An evaluation panel which consisted of the Transit Operations Manager, Senior Management Analyst/Transportation Planner, Management Analyst and a Transit Operations Supervisor reviewed all of the proposals. Each proposal was evaluated based on the following criteria:

Proposed Scope of Work	50%
Experience of Firm and Personnel	35%
Completeness of Proposal	5%
Project Costs	10%

After initial review of all the proposals, staff requested each of the firms provide a proposal for an option of a three (3) year retainer for future runcutting and scheduling services.

After carefully reviewing the proposals and responses a second time, the evaluation team reached a consensus that CSched's proposal best meets the City's needs. CSched would be able to provide the services requested in the RFP and build upon that knowledge to perform additional runcutting and scheduling for three (3) additional years, should the City wish to do so. The service changes associated with the scope of work are planned to be implemented in phases during Fiscal Year 2014/2015.

Staff believes that CSched's experience will assist them in providing the runcutting and scheduling services for Culver CityBus. CSched has performed similar tasks for King County Metro (Seattle, WA), Pace Suburban Bus (Arlington Heights, IL), and Chicago Transit Authority (Chicago, IL).

FISCAL ANALYSIS:

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The City Council Adopted Budget for Fiscal Year 2013/2014 includes sufficient funding for the proposed agreement in the Contractual Services line item. CSched's quoted costs for the initial service are \$54,928. As previously mentioned, in addition to the initial services, ongoing runcutting and scheduling services may be required as traffic patterns and transportation options (e.g. rail service) continue to evolve. Consequently, staff is recommending a three year retainer with CSched (to commence in the year following the initial service) in an amount not to exceed \$15,000 per year. The retainer is referred to as optional because the City will only pay for service if it is required. The following hourly rates pertain to the optional three-year retainer which could be employed after the completion of proposed scope of work.

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sr. Scheduler	\$163	\$172	\$181
Scheduler	\$147	\$155	\$163
Staff	\$100	\$105	\$111

MOTION:

That the City Council:

1. Approve a professional services agreement with CSched to provide runcutting and scheduling services for Culver CityBus in an amount not to exceed \$54,928, with an option for a three (3) year retainer, not to exceed \$15,000 per year, to provide similar services at the rates specified in this report; and,
2. Authorize the Transportation Director to approve change orders in the amount of \$7,500 (~14%) for unexpected additional costs; and
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.