



City of Culver City

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Staff Report Details (With Text)

File #: 19-251 **Version:** 1 **Name:** Runcutting and Scheduling Services Professional Service Agreement
Type: Minute Order **Status:** Consent Agenda
File created: 8/29/2018 **In control:** City Council Meeting Agenda
On agenda: 9/11/2018 **Final action:**
Title: CC - (1) Approval of Three-Year Agreement With CSched USA to Provide Runcutting and Scheduling Services for Culver CityBus in an Amount Not-to-Exceed \$325,000.00 with an Option for an Additional Two-Year Term in an Amount Not-to-Exceed \$210,000.00; and (2) Authorization to the City Manager to Approve Amendments to the Agreement in an Additional Aggregate Amount Not-to-Exceed \$134,000.00 (~25%) for Unanticipated Costs.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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CC - (1) Approval of Three-Year Agreement With CSched USA to Provide Runcutting and Scheduling Services for Culver CityBus in an Amount Not-to-Exceed \$325,000.00 with an Option for an Additional Two-Year Term in an Amount Not-to-Exceed \$210,000.00; and (2) Authorization to the City Manager to Approve Amendments to the Agreement in an Additional Aggregate Amount Not-to-Exceed \$134,000.00 (~25%) for Unanticipated Costs.

Meeting Date: September 11, 2018

Contact Person/Dept: Diana Chang/Transportation Department

Phone Number: (310) 253-6566

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 (09/04/18)

Department Approval: Art Ida, Transportation Director (08/30/18)

RECOMMENDATION

Staff recommends the City Council (1) approve a three-year agreement with CSched USA to Provide Runcutting and Scheduling Services for Culver CityBus in an amount not-to-exceed \$325,000.00 with option for an additional two-year term in an amount not-to-exceed \$210,000.00; and (2) authorize the City Manager to approve amendments to the agreement in an additional aggregate amount not-to-exceed \$134,000.00 (~25%) for unanticipated costs.

BACKGROUND

Culver CityBus serves approximately 5 million transit riders annually and conducts service changes periodically to ensure transit service performance and maintain operational efficiency. City receives technical support from a consultant firm for every service change to conduct scheduling and runcutting work. The consultant firm produces bus schedules for timetable publication, work assignments for bus operators, GTFS feed for transit digital platform (such as the Google Map), and files for City's SmartBus System. The consultant firm also analyzes historical running time data and conduct system-wide bus ride-along to gain understanding of traffic conditions and service performance. Currently, Culver CityBus is undergoing a SmartBus System changeover from Conduent OrbCAD system to Clever Devices CleverCAD system. The transition of the SmartBus system is expected to be finished in Summer 2019. The consultant firm will create, test, and maintain the schedule interface data with the SmartBus System to ensure seamless schedule integration with the system.

The consultant work will optimize bus schedules, improve service productivity, and improve operations labor management. While the City has utilized a vendor for scheduling and runcutting services since 2013, a new Request for Proposals (RFP) was issued in compliance with internal requirements to periodically solicit proposals.

DISCUSSION

On July 12th, 2018, City released RFP No. 1904 for Provision of Runcutting and Scheduling Services. Proposers submitted questions to City through emails, and responses to the questions received were posted to City's bid web page on July 26th, 2018. On August 2nd, 2018, the City Clerk's Office publicly opened the proposals. Three (3) firms, which were listed below, submitted proposals:

1. CSched USA
2. Schedule Masters, Inc.
3. Transportation Management and Design, Inc (TMD)

The proposals were evaluated by an evaluation panel based on the criteria below:

1. Proposed Scope of Work (40%)
2. Experience of Firm and Personnel (35%)
3. Completeness of Proposal (5%)

4. Price (20%)

After careful and thorough evaluation of the proposals, additional responses, and reference checks, the outcome of the evaluation, based on the criteria listed on the RFP, rendered CSched USA as the most qualified firm.

CSched has substantial experience on scheduling and runcutting services for about a dozen transit agencies across North America. The firm is City's current consultant for runcutting and scheduling services and has consistently provided good quality work. CSched also currently manages runcutting and schedule production for SamTrans (San Francisco, CA), Norwalk Transit (Norwalk, CA), and Pace Suburban Bus (Chicago, IL). The firm also provides training and scheduling support for King County Metro (Seattle, WA), WMATA (Washington, D.C), and OC Transpo (Ottawa, ON). City staff received positive feedback on CSched USA through reference checks. The firm's proposal responses demonstrated the most thorough understanding of the project requirements among the proposers, and the proposal cost is within the anticipated cost range for the services.

Staff recommends the City Council approve a three-year agreement with CSched with an option for an additional two-year term and authorize the City Manager to approve amendments to the agreement in an additional aggregate amount not-to-exceed \$134,000 (25% contingency) for unexpected costs. The base amount of the agreement is not-to-exceed \$325,000.00, which includes three years of runcutting and scheduling services for service changes, system-wide bus ride-along and running time data analysis, and schedule interface to City's SmartBus systems. Staff recommends the agreement include two additional years (optional) in an additional amount not-to-exceed \$210,000.00. Further, staff recommends including 25% contingency, in an amount not-to-exceed \$134,000.00 (for five years), to account for unanticipated costs, including potential future major service changes during the agreement period. Due to the changing transportation environment, the contingency will allow for the flexibility should there be a need to implement major changes in Culver CityBus' service in the future.

FISCAL ANALYSIS

The cost of the three-year agreement, including contingency, is not-to-exceed \$406,500.00. The cost of service will be based on actual work performed.

The cost of the two-year optional services, including contingency, is not-to-exceed \$262,500.00. The cost of service will be based on actual work performed.

Total funding for the five-year period in the amount of \$669,000.00 has been identified for this project from local Measure M transit revenues.

Sufficient annual fund expenditures have been appropriated in the Transportation Department's Administration account 20370100.619800 in the FY2018-19 budget.

ATTACHMENTS

None

RECOMMENDED MOTIONS

That the City Council:

1. Approve a three-year agreement with CSched USA to provide runcutting and scheduling services in an amount not-to-exceed \$325,000.00 with an option for an additional two-year term in an amount not-to-exceed \$210,000.00;
2. Authorize the City Manager to approve amendments to the agreement in an additional aggregate amount of \$134,000.00 (~25%) for unanticipated costs.
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.