



City of Culver City

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Staff Report

File #: 22-467, **Version:** 1

Item #: C-9.

CC - Approval of a Professional Services Agreement with CST Fleet Services to Conduct a Municipal Fleet Efficiency and Utilization Study in an Amount Not-to-Exceed \$67,230 (\$61,060 Base Cost Plus \$6,200 Contingency Authority)

Meeting Date: November 8, 2021

Contact Person/Dept: Allison Cohen/Transportation Department
Phone Number: (310) 253-6543

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 (11/04/2021); Ron Hall, CST Fleet Services (11/03/2021)

Department Approval: Rolando Cruz, Chief Transportation Officer (10/28/2021)

RECOMMENDATION

Staff recommends the City Council approve a professional services agreement with CST Fleet Services to conduct a municipal fleet efficiency and utilization study in an amount not-to-exceed \$67,230 (\$61,060 base cost with a contingency of \$6,200).

BACKGROUND

The City of Culver City Transportation Department's CityFleet Division is responsible for the maintenance and replacement of all City vehicles and other fleet equipment. The City's municipal fleet is comprised of 456 units (vehicles and equipment) that are wholly owned by the City and operated by any one of 30 operating divisions across seven City departments including Police, Fire, Public Works, Parks and Recreation, Community Development, Finance, and Transportation. To manage vehicle acquisition and maintenance information, the CityFleet Division uses AssetWorks' FleetFocus FA and is in the process of implementing AssetWorks' Capital Asset Management (CAM) module to better understand the costs of the City fleet and to ensure the CityFleet Division may continue to provide efficient and effective fleet management services.

On September 23, 2021 the City of Culver City released Request for Proposals #2213 seeking proposals from qualified individuals or firms for consultant services to conduct an evaluation of the City's fleet and to provide recommendations relative to utilization, capital replacement, and data management that will allow staff to perform whole life costing and automate forecasting of fleet capital needs and associated expenditures. The evaluation and analysis will consist of a review of the fleet's composition, operating departments' needs, and replacement and utilization policies and procedures. The selected consultant will also provide the City with actionable recommendations related to fleet sustainability including an electrification transition plan and budget that accounts for operational feasibility, equipment reliability, and infrastructure needs. Combined with the deployment of a robust CAM module, the outcomes of this study should provide a better understanding of the costs of the City fleet and of techniques for managing fleet utilization, fleet rightsizing, and fleet modernization.

DISCUSSION

On October 21, 2021, proposals were received from Matrix Consulting Group, Mercury Associates, CST Fleet Services, and the Berkshire Group. The evaluation team, comprised of Transportation Department staff, reviewed, scored, and ranked proposals based on the following criteria: (1) Qualifications and Experience of the Proposing Firm, (2) Qualifications and Experience of the Project Team, (3) Past Performance, (4) Quality of Work Plan and Response to Scope of Services, and (5) Proposed Fees. After carefully reviewing and scoring each proposal, the evaluation team's rankings were compiled, and CST Fleet Services was found to be the highest-ranking proposer

CST Fleet Services (CST) has 20 years of experience in the fleet industry and has assisted hundreds of government organizations improve their fleet operations including dozens of local cities including Pasadena, Long Beach, South Gate, and Santa Monica and national private fleets including FedEx and UPS. CST specializes in identifying, implementing, and teaching cost savings initiatives for vehicle-based assets operated by public and private fleets, and has worked with more than 50 AssetWorks customers throughout North America. CST's work for Culver City will incorporate a combination of industry best practices related to procurement, operations, maintenance and lifecycle management practices and parametric modeling based on City provided fleet data. In addition to analyzing current utilization and efficiency levels, CST will benchmark the City's current state of operations against industry standard and provide the models they produce to the City so that project results can be updated in future years.

Joining CST in their work will be Energetics Incorporated (Energetics), a full-service technology and management consulting firm focusing on clean energy solutions. Energetics has conducted alternative fuel assessments and feasibility studies for private and government organizations for more than 30 years and has provided management support for the alternative fuel technology programs at the U.S. Department of Energy, City of Albany, New York, Santa Clara County, California, Santa Barbara County, California, Southern California Edison, San Diego Gas and Electric. Through their work with Culver City, Energetics will analyze current fleet practices, assess fueling and charging infrastructure, and review fleet management policies. From the evaluation, Energetics will develop recommendations that support the fleet's path towards reducing fuel expenditures and carbon footprint through electrification, implementing advanced transportation technologies, and creating a comprehensive vehicle management roadmap.

Staff recommends that CST Fleet Services be awarded a professional services agreement for the study of Culver City's municipal fleet efficiency and utilization.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2021/2022 includes sufficient funding in 30870400.619800 to cover the cost of this procurement.

ATTACHMENTS

None

RECOMMENDED MOTIONS

That the City Council:

1. Approve an agreement with the CST Fleet Services for an amount not-to-exceed \$61,060; and
2. Authorize the Chief Transportation Officer to approve amendments to the agreement with CST Fleet Services in an amount not-to-exceed \$6,200 for unexpected costs as needed; 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.