

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 23, 2006

TO: BOARD OF DIRECTORS

THRU:  Larry Rubio, Chief Executive Officer

FROM:  Vince Rouzaud, Director of Purchasing and Materials Management

SUBJECT: Authorization to Award Agreement No. 5-013 to IBI Group for a Comprehensive Operational Analysis (COA) of the Agency's Transit Operations

Summary: It is standard practice in the transit industry to periodically examine the operations of the overall transit system. Commonly referred to as a Comprehensive Operational Analysis, this study evaluates system-wide performance in terms of effectiveness and efficiency and its ability to meet existing and future transportation needs. It is recommended that a COA be completed every three to five years; the last such study was completed in FY 1997/98.

In July 2005, a project team comprised of staff representing Purchasing, Planning, Operations and Marketing held several meetings to discuss and formulate a Scope of Work. The team felt it was imperative that a study of the Agency's current services be approached from a "system-wide" point of view. With the population in Riverside County increasing, and the costs for providing the current services also increasing, it is critical that the Agency's services be operated as efficiently as possible so that current and future transportation needs continue to be met. The committee felt it was important that the study address the issues of route coverage, operating speed, system reliability and connectivity with local and/or regional transit services, as well as offer suggestions for improved service frequency.

Specifically, the objectives formulated by the committee were as follows:

1. Analyze the performance of the Agency's fixed route services and compare the results with established performance objectives and industry standards.
2. Analyze the performance of the Agency's paratransit services and provide recommendations for managing costs and growth connected with this service segment. Analysis must address the fiscal impacts of this service segment in relation to the Agency's fixed route/commuter route services.

3. Understand the existing and potential markets for transit service that will help increase ridership, fare recovery, and market share.
4. Obtain a comprehensive analysis and critique of each fixed route and the system as a whole that critically examines their efficiency, logical construction, and ability to meet existing community travel needs. The analysis should be taken from the point of view: *If the Agency's fixed route system was being designed from scratch today, would it take the same form with the same routing? If not, what would be different?*
5. Provide recommended future services and changes to existing services based on the analyses of study results.

It is anticipated that the COA will take approximately seven (7) to nine (9) months to complete. It is the Agency's intent to begin this study in the spring of 2006, with the goal of completing the study as close to January of 2007 as possible since planning for the 2007/2008 fiscal year budget begins at this point. The study's final report along with any recommendations will be presented to the Board in October or November of this year.

In August 2005, staff issued Request for Proposals (RFP) 5-013 for a Comprehensive Operational Analysis; the RFP was publicly advertised in a newspaper of general circulation and posted on the Agency's website. In response to the RFP, the Agency received the following proposals:

Nelson/Nygaard	\$467,802
IBI Group	\$299,971
Urbitran	\$288,371
Transportation Management & Design, Inc. (TMD)	\$245,417
Perteet	\$210,263

The proposals were reviewed by an evaluation committee which carefully weighed each proposal against the evaluation criteria outlined in the RFP.

Overall, the proposal submitted by the IBI Group received the highest technical ranking by the committee. Staff believes the IBI Group submitted the proposal with the most complete understanding of the Agency's requirements and that their proposed project team and work plan represented the best value to the Agency.

Fiscal Impact:

Funding for this project is shown below:

	Amount	
Federal Section 5307 (CA-90-Y337)	\$ 160,000	→ \$200,000 allocated in FY2005
State Transportation Assistance (STA)	40,000	
FY2007 Budget/SRTP Request	78,764	→ \$99,971 remaining project balance (contingent upon RCTC/FTA approval)
Reprogrammed 2004/2005 Funds **	\$21,207	
	<u>\$ 299,971</u>	

Project funding of \$200,000 was programmed as part of the fiscal year 2005/2006 budget and Short Range Transit Plan (SRTP). The remaining project balance of \$99,971 will be comprised of \$78,764 in the Agency's fiscal year 2006/2007 operating budget and SRTP request and \$21,207 of reprogrammed funding (see endnote below.) As stated above, staff is anticipating completion of the analysis in seven (7) to nine (9) months. When a nine (9) month period of performance is considered, staff estimates that the fiscal year 2005/2006 appropriation will fund approximately six (6) months of effort. If approved, the remaining funding will be appropriated in advance of vendor billing.

\*\* A fund balance of \$21,207 remains in a Fare Study that was completed in June 2005. In December 2005 the Board approved a staff request to reprogram these funds to the Comprehensive Operational Analysis, contingent upon approval by the Riverside County Transportation Commission (RCTC) and the Federal Transit Administration (FTA). If approval is received, these funds will be applied to this project and the fiscal year 2006/2007 operating budget and SRTP request will be adjusted accordingly.

Committee Recommendation:

This item was discussed at the Board Budget and Administration and Board Operations Committee meetings of February 1, 2006. The Committees' members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Authorize staff to enter into an agreement with the IBI Group to conduct a Comprehensive Operational Analysis at a cost not-to-exceed \$299,971.