



**BOARD BUDGET AND FINANCE COMMITTEE MEETING
WEDNESDAY, JULY 11, 2012, 2:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

1. **CALL TO ORDER**
2. **SELF-INTRODUCTIONS**
3. **PUBLIC COMMENTS– NON-AGENDA ITEMS** **RECEIVE COMMENTS**
Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes
4. **APPROVAL OF MINUTES – JUNE 6, 2012 COMMITTEE MEETING (P.3)** **APPROVE**
5. **CASH FLOW PROJECTIONS (P.6)** **RECEIVE AND FILE**
6. **AUTHORIZATION TO AWARD AGREEMENT NO. 12-018 TO RACEWAY FORD FOR THE PURCHASE OF THREE, MODEL YEAR 2012, STAKEBED TRUCKS (P.8)** **APPROVE**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting or any person with limited English proficiency (LEP) who requires language assistance to communicate with the RTA Board during the meeting should contact the RTA Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable RTA to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda related writings or documents provided to the Board of Directors are available for public inspection in the office of the Clerk of the Board and at the reception desk while the meeting is in session.

7. AUTHORIZATION TO AWARD AGREEMENT NO. 12-017 TO PIANA CONSTRUCTION AND PAINTING FOR FACILITIES PAINTING SERVICES (P.10) APPROVE
8. AUTHORIZATION TO ENTER INTO AGREEMENT NO. 12-012 WITH TRANSPORTATION MANAGEMENT & DESIGN, INC. FOR LONG-TERM SCHEDULING SERVICES (P.12) APPROVE
9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. NEXT MEETING
Board Budget and Finance Committee Meeting
Wednesday, September 5, 2012
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507
12. ADJOURN

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
June 6, 2012

1. CALL TO ORDER:

Committee Chair Jeff Comerchero called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on June 6, 2012, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Committee Chair Comerchero asked to forego self-introductions.

Board Committee Members Present:

1. Committee Chair Jeff Comerchero, City of Temecula, Councilmember
2. Committee Vice-Chair, Joanne Evans, City of Perris, Mayor Pro Tem
3. Chairman of the Board, Doug McAllister, City of Murrieta, Mayor
4. Director Barry Talbot, City of Canyon Lake, Councilmember
5. Director Frank Johnston, City of Jurupa Valley, Councilmember
6. Director Wallace Edgerton, City of Menifee, Councilmember
7. Director Andy Melendrez, City of Riverside, Councilmember
8. Director Andrew Kotyuk, City of San Jacinto, Mayor
9. Alternate Andrea Puga, County of Riverside, District II
10. Director Marion Ashley, County of Riverside, District V

RTA Staff:

1. Larry Rubio, Chief Executive Officer
2. Tom Franklin, Chief Operating Officer
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzaud, Chief Procurement and Logistics Officer
5. Jim Kneepkens, Director of Marketing
6. Eric Ustation, Government Affairs Representative
7. Bob Bach, Director of Maintenance
8. Gordon Robinson, Director of Planning
9. Brad Weaver, Marketing Manager
10. Laura Murillo, Director of Human Resources
11. Natalie Gomez, Clerk of the Board
12. Virginia Werly, Contract Operations Manager
13. Natalie Zaragoza, Contracts Manager
14. Kathy Thomas, Senior Planner
15. Dave Carson, Systems Analyst

Other Attendees:

Director Ella Zanowic, City of Calimesa, Mayor
Barry Busch, Board Assistant to Supervisor Marion Ashley

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES MAY 2, 2012, COMMITTEE MEETING:
M/S/C (PUGA/TALBOT) approving the May 2, 2012 Committee meeting minutes with the correction of Item 2.10 and an update to Item 9. The motion carried unanimously.

5. CASH FLOW PROJECTIONS:
Mr. Fajnor presented the Cash Flow projections.

Director Melendrez arrived at the meeting during the presentation.

6. QUARTERLY CAPITAL STATUS
Mr. Fajnor presented the Quarterly Capital Status.

Director Edgerton arrived at the meeting during the presentation.

Director Kotyuk arrived at the meeting during the presentation.

7. AUTHORIZATION TO AWARD AGREEMENT NO. 12-016 TO RACEWAY FORD FOR THE PURCHASE OF NINE, MODEL YEAR 2013, FORD FOCUS (MID-SIZE) VEHICLES:

M/S/C (ASHLEY/EDGERTON) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 12-016 to Raceway Ford for the purchase of nine, model year 2013 Ford Focus vehicles in the amount of \$146,002.44.

The motion carried unanimously.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 12-013 TO PACIFIC BUILDERS & ROOFING, INC. DBA WSP ROOFING FOR MAINTENANCE BUILDING NON-STRUCTURAL ROOF REPLACEMENT:

M/S/C (JOHNSTON/EVANS) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 12-013 to Pacific Builders & Roofing (dba WSP Roofing) for Non-Structural Roof Replacement in the amount of \$158,000; with further authorization for an additional amount of \$7,900 (5%) as contingency.

The motion carried unanimously.

9. BOARD MEMBER COMMENTS AND REMARKS:

Director Edgerton thanked Chairman McAllister for sending an email concerning an anonymous letter. Director Edgerton stated he had worked with a number of CEO's during his career and wanted the Board to know that Mr. Rubio was the best CEO he has ever worked with and appreciated his style of leadership and service.

Director Ashley stated that he and Director Melendrez have the honor of serving on the Board of two of the best run organizations in Riverside County; the March Joint Powers Authority and the Riverside Transit Agency.

Chairman McAllister appreciated and agreed with the sentiments from the Board members about Mr. Rubio.

10. OTHER BUSINESS

Mr. Rubio announced that former long term Board member and dear friend Frank Hall is very ill. Frank has been battling leukemia for a couple of years and is at the Corona Regional Medical Center. Please keep him and his family in your thoughts and prayers.

11. NEXT MEETING:

Board Budget and Finance Committee Meeting
Wednesday, July 11, 2012
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

13. ADJOURN:

The meeting adjourned at 2:32 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Cash Flow Projections

Summary: The Agency develops cash flow projections for the entire fiscal year representing weekly increments. Due to the size of the report, it is difficult to portray the entire fiscal year.

The attached report represents actual cash performance through late-June 2012 with projections through August 2012. This reporting period covers the end of FY12 and the first two months of FY13. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency
FY13 Cash Flow Projection**

	Actual										
General Account	6/22/2012	6/29/2012	7/6/2012	7/13/2012	7/20/2012	7/27/2012	8/3/2012	8/10/2012	8/17/2012	8/24/2012	8/31/2012
1 Est. Cash, Beg Balance (Book)	(204,255)	(142,102)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3 Receipts:											
4 LTF Operating - recurring						3,143,241					3,143,241
5 LTF GASB 43/45						116,667					116,667
6 CalPERS CERBT Receipt							80,000				
7 Farebox	122,543	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
8 Total Other Farebox	132,990	63,829		1,022	14,936	445,176	2,824	17,022	14,664		219,256
9 Total Other Local	355	15,000	1,000	1,000	1,000	28,750	1,000	1,000	1,000	1,000	25,000
10 FTA Operating			1,026,941					996,163			
11 Capital - Local, State		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
12 Echo - FTA Capital	241,595	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
13 Transfer from Investment to Gen Acct.	7,675,000	2,038,687	861,459	714,978	290,964		268,376	1,360,815	171,536	771,000	
14 Disbursements:											
15 Payroll = Net+Tax		(590,000)		(640,000)		(595,000)		(595,000)		(595,000)	
16 A/P Wires	(99,877)	(253,544)	(1,834,400)	(22,000)	(251,900)	(122,000)	(297,200)	(1,725,000)	(132,200)	(122,000)	(297,200)
17 A/P Checks	(309,265)	(150,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
18 Capital Expenditures	(26,188)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
19 Transfer to GASB Trust Acct.		(1,041,870)									
20 Actual Ending Book Balance / Targeted Minimum Balance	(142,102)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

LAIF Account:											
22 Beginning balance	10,975,000	3,300,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
23 Quarterly Interest Income					2,245						
24 Transfers to/from Gen Acct.	-	(2,038,687)	(861,459)	(714,978)	(290,964)	2,961,833	(268,376)	(1,360,815)	(171,536)	(771,000)	3,151,963
25 Transfers to/from County Pool	(7,675,000)	1,738,687	861,459	714,978	288,719	(2,961,833)	268,376	1,360,815	171,536	771,000	(3,151,963)
26 Ending balance	3,300,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000

County Pool Account:											
28 Beginning balance	25,414,774	33,089,774	31,351,087	30,501,093	29,786,115	29,497,396	32,459,229	32,190,853	30,830,038	30,669,967	29,898,967
29 Quarterly Interest Income			11,465						11,465		
30 Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
31 Transfers to/from LAIF	7,675,000	(1,738,687)	(861,459)	(714,978)	(288,719)	2,961,833	(268,376)	(1,360,815)	(171,536)	(771,000)	3,151,963
32 Ending balance	33,089,774	31,351,087	30,501,093	29,786,115	29,497,396	32,459,229	32,190,853	30,830,038	30,669,967	29,898,967	33,050,930

<i>Restricted</i>	25,514,695	24,452,825	24,442,825	24,432,825	24,422,825	24,529,492	24,519,492	24,509,492	24,499,492	24,489,492	24,596,158
<i>Available for Operating</i>	10,875,079	9,898,262	9,058,268	8,353,290	8,074,571	10,929,737	10,671,361	9,320,546	9,170,476	8,409,476	11,454,772

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Award Agreement No. 12-018 to Raceway Ford for the Purchase of Three, Model Year 2012, Stakebed Trucks

Summary: Staff is requesting authorization to award a contract to Raceway Ford for the purchase of three stakebed trucks that will be used by the stops and zones department to maintain the 3,300 plus bus stops throughout the Agency's service area. The new vehicles are considered replacements for vehicles that have exceeded their useful life as defined by the Federal Transit Administration (FTA) and were included in the Agency's FY12 capital budget previously approved by the Board.

On May 14, 2012, staff issued Invitation for Bid (IFB) No. 12-018. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the IFB document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA). On June 4, 2012, the Agency received bids from the following two vendors:

Vendor Name / Location	Qty	Unit Cost	Total (all fees, taxes, etc.)	Extended Amount
Raceway Ford, Riverside, CA	3	\$ 58,233.00	\$ 62,758.31	\$ 188,274.93
Fritt's Ford, Riverside, CA	3	\$ 58,840.00	\$ 63,412.35	\$ 190,237.05

Staff reviewed the low bidder's submittal to ensure it complied with the requirements of the IFB. In addition to a standard 1-ton stakebed truck, stops and zones trucks are uniquely equipped and come with specialized equipment such as hydraulic post pullers, lift gates, air compressors and safety/spot lights. This specialized equipment enables stops and zones staff to work remotely servicing bus stops throughout the county. Based on the above pricing, staff recommends awarding an agreement to Raceway Ford, the lowest responsive and responsible bidder.

In addition, the Agency typically purchases a complete set of service manuals and schematics for maintenance purposes. The one-time cost for these manuals is \$217.00. The total cost for the three (3) stakebed trucks including applicable taxes, tire fees, and manuals is \$188,491.93.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's capital budget.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 12-018 to Raceway Ford for the purchase of three, model year 2012 stakebed trucks in the amount of \$188,491.93.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Award Agreement No. 12-017 to Piana Construction and Painting for Facilities Painting Services

Summary: Included in the Agency's FY12 capital budget are capital improvement projects for both the Riverside and Hemet facilities. One of the approved projects is the interior and exterior painting of various buildings both in Riverside and in Hemet. These facilities are approximately 30 and 20 years old respectively and the buildings are in need of professional re-painting.

The proposed improvements will include re-painting the interior and the exterior of the Administrative and Maintenance buildings at both facilities. These improvements will enhance the overall aesthetics and will also add years of serviceability to these facilities.

On May 14, 2012, staff issued Invitation for Bid (IFB) No. 12-017. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the IFB document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA). In addition, as part of the Agency's recently adopted Small Business Participation Policy, staff used the membership lists from the Chambers' of Commerce websites to identify local painting contractors. This outreach effort was to maximize and ensure local painting contractors received notice of this contracting opportunity. On June 25, 2012, the Agency received bids from the following vendors:

Firm Name / Location	Bid Amount
Piana Const. and Painting, Granada Hills, CA	\$483,000.00
A.J. Fistes Corp., Long Beach, CA	\$565,460.00
C.T. Georgiou Painting Co., Wilmington, CA	\$610,000.00
T & M Painting and Construction, Anaheim, CA	\$869,400.00
Prime Painting Contractors Inc., Northridge, CA	\$748,679.00
CAM Painting Inc., Bell Canyon, CA	\$1,133,520.00
Miken Construction, Ontario, CA	\$1,800,000.00

References were checked and staff reviewed the low bidder's submittal to ensure it complied with the requirements of the IFB. Based on the above pricing, staff recommends awarding a contract to Piana Construction and Painting, the lowest responsive and responsible bidder.

As with all construction-type projects, staff is also recommending approval of a 10% contingency amount of \$48,300.00 to be utilized in the event of unforeseen circumstances.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's capital budget.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 12-017 to Piana Construction and Painting for painting of the Riverside and Hemet facility buildings in the amount of \$483,000.00; with further authorization for an additional amount of \$48,300.00 (10%) as contingency.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Enter into Agreement No. 12-012 with Transportation Management & Design, Inc. for Long-Term Scheduling Services

The Agency contracts with an outside vendor to develop its bus schedules and operator bid materials. These items are revised and updated three times a year to coincide with each Service Change period (January, May and September). The tri-annual service changes in turn meet the Agency's obligations under the terms of its Memorandum of Understanding (MOU) with the Amalgamated Transit Union (ATU), Local 1277.

In July 2009, the Board approved the award of an agreement between the Agency and Transportation Management & Design, Inc. (TMD). This contract will expire September 30, 2012. TMD utilizes proprietary HASTUS scheduling software to develop the schedules and coach operator bid materials. The use of this software has greatly enhanced the Agency's efficiencies and has provided staff the ability to run complex test scenarios prior to introducing actual schedule changes. Additional services provided by the vendor include Schedule Writing, Blocking, Runcutting, Rostering, Schedule Optimization, and exporting data for Google Transit, Bing, Transtar, and other similar internet applications.

On April 16, 2012 the Agency issued Request for Proposal (RFP) 12-012 for Long-Term Scheduling Services. Services were requested for a one-year base period with two option years. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA).

In response to the RFP, on May 23, 2012 the Agency received proposals from the following three firms:

1. Dan Boyle & Associates (Boyle) – San Diego, CA
2. Roche Ltd., Consulting Group (Roche) – Montreal, ONT.
3. Transportation Management & Design, Inc. (TMD), - Carlsbad, CA

The proposals were evaluated by staff representing the Purchasing, Operations, and Planning Departments. All firms were rated in four technical areas: qualifications and related experience, staffing, project organization, and an understanding of the Agency’s requirements. All three firms were deemed technically responsive.

The next step in the evaluation process was to conduct a thorough price analysis comparing resources and individual cost elements for reasonableness.

Initial pricing is summarized in Table 1 below.

Table 1 – Initial Pricing

Firm	Base Period	1st Option Term	2nd Option Term	Total
	FY 13	FY 14	FY 15	
Boyle	\$238,920	\$222,061	\$230,943	\$691,924
Roche	\$249,288	\$232,392	\$222,171	\$703,851
TMD	\$232,142	\$240,340	\$248,845	\$721,327

Staff then conducted vendor interviews of the three firms. The interview gives each firm the opportunity to explain aspects of their technical submittals in greater detail and enables staff to assess the strengths and weaknesses of each firm that was not apparent from their written submissions.

Upon completion of the interviews, staff solicited Best and Final Offer’s (BAFO’s) from all three firms. As part of the Agency’s BAFO request, prospective firms were instructed to reduce the number of labor hours allocated to the schedule writing portion of the contract. New additions to Agency staff with HASTUS software expertise allows the Agency to eliminate the majority of labor hours previously outsourced for that task. All three firms supported this approach and included in their BAFO submittal, provisions for Agency staff to remotely access their HASTUS software.

BAFO pricing is summarized in Table 2 below:

Table 2 – BAFO Pricing

Firm	Base Period	1st Option Term	2nd Option Term	Total
	FY 13	FY 14	FY 15	
Boyle	\$223,767	\$206,509	\$214,771	\$645,047
Roche	\$210,736	\$171,874	\$162,004	\$544,614
TMD	\$178,839	\$176,548	\$180,523	\$535,910

Based upon the committee’s technical evaluation and the BAFO pricing submitted, it is staff’s recommendation that TMD be awarded the Agreement as the best value provider of these services for the Agency. The firm is the incumbent vendor and staff has been satisfied with the vendor’s overall performance for the past several years.

Fiscal Impact:

Funding in the amount of \$178,839 has been included in the Agency’s FY13 operating budget for long-term scheduling services. If approved, funding for option years will be will be requested in future year budgets.

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 12-012 with Transportation Management & Design, Inc. for long-term scheduling services for a one year base period with two one-year options in an amount that will not exceed \$535,910.