



**BOARD BUDGET AND FINANCE COMMITTEE MEETING
WEDNESDAY, APRIL 1, 2015, 2:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>	
2. <u>SELF-INTRODUCTIONS</u>	
3. <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> 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.	RECEIVE COMMENTS
4. <u>APPROVAL OF MINUTES – MARCH 4, 2015 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CASH FLOW PROJECTIONS (P.6)</u>	RECEIVE AND FILE
6. <u>AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 15-013 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 15-014 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER) (P.8)</u>	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.

ITEM

RECOMMENDATION

7. AUTHORIZATION TO AWARD AGREEMENT NO. 14-059 TO PSOMAS FOR ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THE ROUTE 1 RAPIDLINK BUS STOPS PROJECT – PHASE I AND II; AND AUTHORIZATION TO AWARD AGREEMENT NO. 14-061 TO PSOMAS, INC. FOR A&E SERVICES FOR THE DOWNTOWN AND VINE STREET BUS STOPS PROJECT (P.11)

APPROVE

8. BOARD MEMBER COMMENTS AND REMARKS

9. ANNOUNCEMENTS

10. NEXT MEETING
BOARD BUDGET AND FINANCE COMMITTEE MEETING
WEDNESDAY, MAY 6, 2015
2:00 P.M.
RTA HEADQUARTERS
1825 THIRD STREET
RIVERSIDE, CA 92507

11. ADJOURN

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
March 4, 2015

1. CALL TO ORDER

Committee Chairwoman Krupa called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on March 4, 2015, in the RTA Board Room.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Chairman Andrew Kotyuk, City of San Jacinto, Council Member
2. Director Linda Krupa, City of Hemet, Mayor
3. First Vice-Chairman Frank Johnston, City of Jurupa Valley, Council Member
4. Director Brenda Knight, City of Beaumont, Mayor
5. Director Berwin Hanna, City of Norco, Council Member
6. Director Randon Lane, City of Murrieta, Mayor Pro Tem
7. Director Maryann Edwards, City of Temecula, Council Member
8. Alternate Barry Busch, County of Riverside, District V, Board Assistant

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Virginia Werly, Director of Contract Operations
9. Bob Bach, Director of Maintenance
10. Rick Kaczerowski, Director of IT
11. Natalie Zaragoza, Contracts Manager
12. Brad Weaver, Marketing Manager
13. Eric Ustation, Government Affairs Representative
14. Rick Kaczerowski, Director of Information Technologies
15. Joan Hepworth, Deputy Clerk of the Board

Other Attendees:

1. Donna Johnston, County of Riverside District II, Alternate-at-Large

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – FEBRUARY 4, 2015 COMMITTEE MEETING

M/S/C (LANE/HANNA) approving the February 4, 2015 committee meeting minutes.

The motion carried with six affirmative votes and one abstention (BUSCH).

Randon Lane left the meeting at 2:03 p.m.

5. CASH FLOW PROJECTIONS

Mr. Fajnor presented the cash flow projections.

Brenda Knight arrived to the meeting at 2:06 p.m.

6. QUARTERLY CAPITAL STATUS

Mr. Fajnor presented the quarterly capital status.

Randon Lane returned to the meeting at 2:12 p.m.

7. QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT

Mr. Fajnor presented the quarterly natural gas procurement status report.

8. AUTHORIZATION TO RENEW ANNUAL SOFTWARE LICENSING AND SUPPORT SERVICES AGREEMENT WITH ORACLE AMERICA, INC. (ORACLE) FOR ENTERPRISE RESOURCE PLANNING (ERP) INFORMATION MANAGEMENT SOFTWARE

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

- Authorize staff to renew its annual software licensing and support services agreement with Oracle America, Inc. for the Agency's Enterprise Resource Planning (ERP) Information Management software for the period from July 1, 2015 through June 30, 2016 in an amount not-to-exceed \$39,769.56.

The motion carried unanimously.

9. AUTHORIZATION TO RENEW ANNUAL SOFTWARE LICENSING AND SUPPORT SERVICES AGREEMENT WITH TRAPEZE SOFTWARE GROUP, INC. (TRAPEZE) FOR PARATRANSIT SCHEDULING SOFTWARE SYSTEM (PASS)

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

- Authorize staff to renew its annual software licensing and support services agreement with Trapeze Software Group, Inc. for PASS software for the period from May 1, 2015 through April 30, 2016 in an amount not-to-exceed \$75,995.

The motion carried unanimously.

10. BOARD MEMBER COMMENTS AND REMARKS

Comments were made by the following Board members:

Director Brenda Knight
Chairman Andrew Kotyuk
Director Maryann Edwards
Director Linda Krupa

11. ANNOUNCEMENTS

Mr. Rubio made an announcement.

12. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, April 1, 2015
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

13. MEETING ADJOURNMENT

The meeting was adjourned at 2:32 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

April 1, 2015

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 March 2015 with projections through May 2015. This reporting period covers the first eleven months of FY15.

Recommendation:

Receive and file.

**Riverside Transit Agency
FY15 Cash Flow Projection**

	Actual											
1	General Account	3/20/2015	3/27/2015	4/3/2015	4/10/2015	4/17/2015	4/24/2015	5/1/2015	5/8/2015	5/15/2015	5/22/2015	5/29/2015
2	Est. Cash, Beg Balance (Book)	31,243	(94,132)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring		2,386,512									
5	LTF GASB 43/45		133,333									
6	RIN's Credit				7,000				6,000			
7	LCFS					25,000						
8	Farebox	295,340	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
9	Total Other Farebox	13,454	101,575	59,485	4,196	3,233	92,573	29,060	39,705		170,942	16,954
10	Total Other Local	845	1,000	20,000	1,000	1,000	4,000	20,000	1,000	1,000	1,000	1,000
11	FTA Operating		47,447		71,102				72,000			
12	Capital - Local, State			20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
13	Echo - FTA Capital		43,326	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
14	Transfer from Investment to Gen Acct.	585,635		2,627,515	101,742	722,767	672,164	2,652,940	77,433	751,000		1,134,047
15	Disbursements:											
16	Payroll = Net+Tax	(703,348)		(720,000)		(725,000)		(725,000)		(725,000)		(725,000)
17	A/P Wires	(5,146)	(557,340)	(1,982,000)	(180,040)	(22,000)	(763,738)	(1,972,000)	(191,138)	(22,000)	(163,738)	(422,000)
18	A/P Checks	(198,508)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)	(145,000)
19	Capital Expenditures	(113,645)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
20	Transfer to Investment from Gen Acct.		(1,926,720)								(3,205)	
21	Transfer to GASB Trust Acct.											
22	Actual Ending Book Balance / Targeted Minimum Balance	(94,132)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

23 LAIF Account:

24	Beginning balance	14,500,000	13,950,000	15,876,720	13,249,205	13,147,463	12,434,417	11,762,253	9,109,313	9,031,880	8,280,880	8,284,085
25	Quarterly Interest Income					9,720						
26	Transfers to/from Gen Acct.	(585,635)	1,926,720	(2,627,515)	(101,742)	(722,767)	(672,164)	(2,652,940)	(77,433)	(751,000)	3,205	(1,134,047)
27	Transfers to/from County Pool	35,635	-	-	-	-	-	-	-	-	-	-
28	Ending balance	13,950,000	15,876,720	13,249,205	13,147,463	12,434,417	11,762,253	9,109,313	9,031,880	8,280,880	8,284,085	7,150,038

29 County Pool Account:

30	Beginning balance	8,903,355	8,867,720	8,874,719	8,874,719	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384
31	Quarterly Interest Income		6,999		2,665							
32	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
33	Transfers to/from LAIF	(35,635)	-	-	-	-	-	-	-	-	-	-
34	Ending balance	8,867,720	8,874,719	8,874,719	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384	8,877,384

<i>Restricted</i>	9,934,387	10,074,719	10,074,719	10,077,384	10,077,384	10,077,384	10,077,384	10,077,384	10,077,384	10,077,384	10,077,384	10,077,384
<i>Available for Operating</i>	12,789,201	14,726,720	12,099,205	11,997,463	11,284,417	10,612,253	7,959,313	7,881,880	7,130,880	7,134,085	6,000,038	

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

April 1, 2015

TO: BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 15-013 with the University of California, Riverside for the University Pass (U-Pass); Authorization to Renew Revenue Agreement No. 15-014 with the University of California, Riverside for the Operation of Route 51 (Crest Cruiser)

Summary: The Agency has two revenue agreements with the University of California, Riverside (UCR) that are due to expire on June 30, 2015. One agreement is for the University's U-Pass program and the other agreement funds the operation of Route 51.

U-Pass

The U-pass was launched in the summer of 2006 as a pilot program allowing UCR's approximate 20,000 students to ride the Agency's fixed-route transit network at a discounted fare. This fare was reimbursed by the University on a fixed-amount per-student basis. The program was designed to encourage and provide an affordable and convenient alternative for students traveling in and around the UCR campus as well as throughout the Agency's service area. Because of the programs popularity, it was later expanded to include UCR faculty and staff.

The U-Pass enables UCR students, faculty and staff members with valid University identification (ID) cards to board any RTA fixed-route bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Each trip is reimbursed by UCR at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

The partnership between the Agency and UCR was so successful it became the catalyst for expanding the college pass programs which now include Moreno Valley College, Riverside City College, Mount San Jacinto College, La Sierra and Cal Baptist Universities.

For the period ending this June 30, ridership under this program is expected to exceed 400,000 trips. For the renewal, the per-trip cost and monthly maximum cap will continue at \$.90 and \$35, respectively. However, based on ridership projections for the coming year, the total not-to-exceed amount of the U-Pass Agreement will increase from the current \$309,000 cap to \$360,000.

Route 51 - Crest Cruiser

The Agency also provides fixed-route service in and around the UCR campus with Route 51. This route, which is also known as the Crest Cruiser, was operated by UCR until 2006 when the college asked the Agency to take over the route's operation. The Agreement is structured so that 100% of the route's operating expenses are fully reimbursed by UCR. For the renewal, the total not-to-exceed amount of the Route 51 Agreement will increase from the current \$118,865 cap to \$123,230.

Upon renewal of the Agreement, the Crest Cruiser will continue to operate during the regular academic school year, excluding holidays, break periods and the summer session, for a total of 164 school days. Hours of service will remain the same and begin at 7:00 a.m. and run through 6:03 p.m.

Fiscal Impact:

U-Pass

The U-Pass Agreement reimburses the Agency \$.90 per-trip, with a not-to-exceed cap of \$35 per-rider, per-month. Based on projected ridership for FY16, staff estimates this program will generate up to \$360,000 in fare revenue.

Crest Cruiser

With projected revenue service hours of 1,812.2 for FY16, operating expenses for the Crest Cruiser will be approximately \$123,230. This amount is fully reimbursed by UCR and covers all operational expenses (fuel, maintenance, labor, insurance, etc.).

Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 15-013 to continue the U-Pass program with UCR reimbursing the Agency at \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a not-to-exceed amount of \$360,000 from July 1, 2015 to June 30, 2016.

- Authorize staff to renew Revenue Agreement No. 15-014 with UCR for reimbursement of operating expenses of \$123,230 for Route 51 (Crest Cruiser) from July 1, 2015 through June 30, 2016.

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

April 1, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
Rohan Kuruppu, Director of Planning

SUBJECT: Authorization to Award Agreement No. 14-059 to Psomas for Architectural & Engineering (A&E) Services for the Route 1 RapidLink Bus Stops Project – Phase I and II; and Authorization to Award Agreement No. 14-061 to Psomas, Inc. for A&E Services for the Downtown and Vine Street Bus Stops Project

Summary: On January 22, 2015, the Board of Directors approved the adoption of the Agency's Comprehensive Operational Analysis (COA) and 10-Year Transit Network Plan. The two-year study identified and prioritized operational and capital recommendations to maximize the performance of existing services and identify additional transit needs. Both the Route 1 limited stop service (RapidLink) and the decentralized transit hub concept (Downtown/Vine Street) were developed to implement service strategies outlined in the Agency's COA.

RapidLink Bus Stops Project (Phase I and II)

The initial implementation of RapidLink service (Phase I) will operate in the corridor between the University of California Riverside (UCR) and Corona via University and Magnolia avenues. This service will complement the regular service on Route 1, but will stop only at RapidLink stop locations. RapidLink stops will have additional amenities and separate branding to differentiate the enhanced RapidLink service from local service. The project's tasks include the finalization of conceptual design, completion of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) environmental clearance documents, construction documents, stakeholder outreach, permitting and construction management services.

Phase II will extend RapidLink service along the Route 16 corridor between UCR and Perris via Moreno Valley. Since the construction

and operation of services for Phase II is contingent on the approval of additional funding only the initial planning, environmental clearance documents and stakeholder outreach were included as part of Phase II.

Key objectives of the RapidLink Bus Stops Project

- Design infrastructure improvements and amenities for RapidLink bus stops
- Implement a new service strategy to provide for current and future transit needs
- Improve travel times along the Route 1 corridor with express bus service
- Improve route connectivity, frequency and travel efficiencies for passengers
- Improve key bus stop locations that are essential to the development of transit supportive land uses along the corridor

In preparation for the launch of RapidLink service which is tentatively planned for August 2016, the Board in January 2014, authorized staff to purchase 14 expansion buses. The expansion buses are scheduled to begin arriving in the first quarter of 2016.

Downtown and Vine Street Bus Stops Project

The decentralized transit hub concept developed for downtown Riverside involves upgrading existing bus stops and creating new ones in the core of downtown. The project also includes the development of new layover space on Vine Street across from the Riverside Metrolink Station. The project's tasks include the finalization of conceptual design, completion of environmental clearance documents (NEPA/CEQA), construction documents, stakeholder outreach, permitting and construction management services. When the project is completed, the Agency will no longer access the Downtown Riverside Transit Terminal.

Key objectives of the Downtown and Vine Street Bus Stops Project

- Elimination of the Downtown Riverside Transit Terminal
- Optimize route alignments and bus stop locations
- Facilitate the connectivity options between routes for the Agency and other third party transit service providers such as Omnitrans, SunLine, Greyhound, Amtrak and Metrolink
- Improvement of the mix of vehicle and bus traffic circulation by configuring bus routes that flow with existing traffic patterns both in downtown Riverside and within the area surrounding Vine Street

On November 3, 2014, staff issued Request for Proposal (RFP) No. 14-059 for Architectural and Engineering (A&E) Services for the design of the RapidLink Bus Stops Project. On the same day, staff issued RFP No. 14-061 for A&E services for the Downtown/Vine Street Project's design of bus stop improvements and the bus layover facility on Vine Street. While these were separate and distinct projects, staff chose to issue separate RFPs simultaneously to increase competition and give staff an option to award both projects to a single firm should there be a budgetary advantage through economies of scale.

The procurements were publicly advertised in a newspaper of general circulation and notices were published on the Agency's website along with copies of the RFP documents. The Agency also sent notices of the contracting opportunity to the local Chambers' of Commerce of those cities that are members of the JPA.

On January 6, 2015, the Agency received proposals from the following vendors:

RFP No. 14-059 RapidLink Bus Stops Project

- Kennard Design Group, Los Angeles, CA
- Mark Thomas & Company, Irvine, CA
- Owen, San Bernardino, CA
- Parsons, Ontario, CA
- Psomas, Riverside, CA
- TKE Engineering, Inc., Riverside, CA

RFP No. 14-061 Downtown and Vine Street Bus Stops Project

- Kennard Design Group, Los Angeles, CA
- Owen, San Bernardino, CA
- Parsons, Ontario, CA
- Psomas, Riverside, CA

An evaluation committee representing staff from the planning, operations and purchasing departments evaluated the proposals in accordance with federal Brooks Act procedures which precludes the use of price as an evaluation criteria. Proposals were scored in the three general areas listed as evaluation criteria in the RFP documents: qualifications and related experience, staffing and project organization, and an understanding of the Agency's requirements for these projects.

The next step in a Brooks Act procurement is to begin negotiations with the highest technically ranked firm. These negotiations continue until a fair and reasonable price is negotiated. Should

negotiations fail to result in a fair and reasonable price, the process moves to the next highest technically ranked firm until mutually agreeable terms and conditions have been negotiated. After the evaluation committee carefully reviewed all proposals, Parsons was determined to be the highest technically ranked firm.

On January 20, 2015, the committee met with the Parsons team to discuss the two projects and negotiate pricing. At the conclusion of that meeting, staff deliberated and came to the conclusion that further negotiations with Parsons would not result in mutually agreeable terms and conditions. Parsons was informed of the Agency's decision to cease negotiations and begin negotiations with the next highest technically ranked firm.

On February 18, 2015, the evaluation committee met with representatives from Psomas. During that meeting, it became clear to the evaluation committee that Psomas had a good understanding of the project's scope and that further negotiations would result in mutually agreeable terms and conditions. Staff then requested and received final revised pricing to perform both projects. A review of this information resulted in staff's determination that the final fees submitted by Psomas were fair and reasonable and within the Agency's project budget.

The evaluation committee has a high level of confidence in the project team assembled by Psomas. Their team spent a great deal of time researching the Agency's project and was well versed in every aspect of the job (site locations, local conditions, affected stakeholders, etc.). Members of the project team have performed similar A&E services for other transit properties and have participated in many similar transit projects. Psomas also has a successful history of projects performed for the Agency including; Corona Transit Center design services, a Galleria at Tyler conceptual site/landscape study, a Twin Cities feasibility study and a Vine Street feasibility study.

Based on the evaluation committee's final technical evaluation along with the outcome of the negotiations with Psomas, staff has determined Psomas to be the best value for the Agency for both projects.

Fiscal Impact:

Sufficient funds to cover this request are included the Agency's capital budget. In addition to the base contract amount for both projects, staff is also recommending each project include a ten-

percent contingency as shown below to be utilized in the event of unforeseen circumstances.

	<u>RapidLink</u>	<u>Downtown/ Vine Street</u>
Project Amount	\$624,460.00	\$550,887.00
10% Contingency	<u>\$ 62,446.00</u>	<u>\$ 55,088.70</u>
Total Not to Exceed	\$686,906.00	\$605,975.70

Recommendation:

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

- Authorize staff to award Agreement No. 14-059 to Psomas for A&E Services for the Route 1 RapidLink Bus Stops Project – Phase I and II in the amount of \$624,460 with a ten-percent contingency of \$62,446 for a not-to-exceed project total of \$686,906.
- Authorize staff to award Agreement No. 14-061 to Psomas for A&E Services for the Downtown and Vine Street Bus Stops Project in the amount of \$550,887.00 with a ten-percent contingency of \$55,088.70 for a not-to-exceed project total of \$605,975.70.