



September 2, 2015
2:00 p.m.

AGENDA

**Board Budget and Finance Committee Meeting
Riverside Transit Agency – Board Room
1825 Third Street
Riverside, CA 92507**

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 Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at www.riversidetransit.com or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

ITEM

RECOMMENDATION

- | | |
|--|--------------------------------|
| <p>3. PUBLIC COMMENTS – NON-AGENDA ITEMS
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.</p> | <p>RECEIVE COMMENTS</p> |
| <p>4. <u>APPROVAL OF MINUTES – JULY 1, 2015 COMMITTEE MEETING (P.4)</u></p> | <p>APPROVE</p> |
| <p>5. <u>CASHFLOW PROJECTIONS (P.6)</u></p> | <p>RECEIVE AND FILE</p> |
| <p>6. <u>QUARTERLY CAPITAL STATUS (P.8)</u></p> | <p>RECEIVE AND FILE</p> |
| <p>7. <u>QUARTERLY INVESTMENT REPORT (P.9)</u></p> | <p>RECEIVE AND FILE</p> |
| <p>8. <u>QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT (P.11)</u></p> | <p>RECEIVE AND FILE</p> |
| <p>9. <u>ANNUAL REPORT FOR PUBLIC AGENCIES SELF-INSURED FOR WORKERS' COMPENSATION BENEFITS (P.18)</u></p> | <p>APPROVE</p> |
| <p>10. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 15-024 TO STANLEY CONVERGENT SECURITY SOLUTIONS, INC. FOR THE PURCHASE AND INSTALLATION OF AN ACCESS CONTROL SYSTEM (P.21)</u></p> | <p>APPROVE</p> |
| <p>11. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 15-016 TO DAN BOYLE AND ASSOCIATES, INC. FOR SCHEDULING SERVICES; AUTHORIZATION TO ENTER INTO A LICENSE AGREEMENT WITH GIRO, INC. FOR HASTUS SCHEDULING SOFTWARE (P.24)</u></p> | <p>APPROVE</p> |
| <p>12. BOARD MEMBER COMMENTS</p> | |

ITEM

RECOMMENDATION

13. ANNOUNCEMENTS

14. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, October 7, 2015, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

15. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
July 1, 2015

1. CALL TO ORDER

Committee Chairwoman Krupa called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on July 1, 2015, in the RTA Board Room.

2. ROLL CALL

Committee Members Attending

1. Committee Chair Linda Krupa, City of Hemet
2. Chairman Andrew Kotyuk, City of San Jacinto
3. Second Vice-Chairman Frank Johnston, City of Jurupa Valley
4. Director Berwin Hanna, City of Norco
5. Director Maryann Edwards, City of Temecula
6. Alternate Barry Busch, County of Riverside, District V

Committee Members Absent

1. Director Brenda Knight, City of Beaumont
2. Director Randon Lane, City of Murrieta

RTA Staff

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

Other Attendees:

1. Donna Johnston, County of Riverside District II

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – JUNE 3, 2015 COMMITTEE MEETING

M/S/C (HANNA/KNIGHT) approving the June 3, 2015 committee meeting minutes.

The motion carried unanimously.

5. CASH FLOW PROJECTIONS

Mr. Fajnor presented the cash flow projections.

6. AUTHORIZATION TO RENEW AGREEMENT NO. 15-027 WITH CALIFORNIA BAPTIST UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM

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

- Authorize staff to renew Agreement No. 15-027 with Cal Baptist University to continue the U-Pass program from August 16, 2015 through August 15, 2016. The Agreement will generate up to \$37,639 in fare revenue.

The motion carried unanimously.

7. AUTHORIZATION TO AMEND AGREEMENT NO. 10-035 WITH THE RIVERSIDE COMMUNITY COLLEGE DISTRICT FOR RENEWAL OF THE GO-PASS PROGRAM

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

- Authorize staff to amend Agreement No. 10-035 with the Riverside Community College District to extend the Go-Pass program for a period of four years beginning August 23, 2015 through August 22, 2019. The agreement will be based on the program's existing pricing structure.

The motion carried unanimously.

Comments were made by the following Board members: Chairman Andrew Kotyuk, Director Maryann Edwards, Committee Chair Linda Krupa, Director Berwin Hanna. Mr. Rubio made an announcement.

8. NEXT MEETING

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

9. MEETING ADJOURNMENT

The meeting was adjourned at 2:12 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 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-August 2015 with projections through October 2015. This reporting period covers the first four months of FY16.

There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency
FY16 Cash Flow Projection**

	Actual											
1	General Account	8/21/2015	8/28/2015	9/4/2015	9/11/2015	9/18/2015	9/25/2015	10/2/2015	10/9/2015	10/16/2015	10/23/2015	10/30/2015
2	Est. Cash, Beg Balance (Book)	99,002	55,228	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring		4,219,798				4,219,798				4,219,798	
5	LTF OPEB		150,000				150,000				150,000	
6	RIN's Credit		10,352			10,000				10,000		
7	LCFS											
8	CalPERS CERBT Disbursement	97,933				100,152				90,000		
9	Farebox	206,491	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
10	Total Other Farebox	93,574	30,157	132		263,478	109,706	68,358	13,813	55,652	290,192	
11	Total Other Local	635	2,000	30,000	2,000	2,000	2,000	30,000	2,000	2,000	2,000	31,000
12	FTA Operating				44,582				45,500			
13	Capital - Local, State					33,492		18,307	20,000	20,000	20,000	20,000
14	Echo - FTA Capital			45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
15	Transfer from Investment to Gen Acct.	460,223		2,868,868	222,500	379,879		2,687,334	513,797	621,348		1,238,000
16	Disbursements:											
17	Payroll = Net+Tax	(718,443)		(740,000)		(730,000)		(730,000)		(740,000)		(740,000)
18	A/P Wires	(39,799)	(377,671)	(2,129,000)	(239,082)	(29,000)	(234,630)	(2,044,000)	(565,110)	(29,000)	(239,940)	(519,000)
19	A/P Checks	(137,359)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)
20	Capital Expenditures	(7,030)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
21	Transfer to Investment from Gen		(3,964,863)				(4,216,874)				(4,412,050)	
22	Transfer to OPEB Trust Acct.											
23	Actual Ending Book Balance / Targeted Minimum Balance	55,228	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

24 LAIF Account:

25	Beginning balance	5,400,000	4,950,000	8,919,223	6,050,355	5,827,855	5,447,976	9,664,850	6,977,516	6,463,719	5,845,957	10,258,008
26	Quarterly Interest Income									3,587		
27	Transfers to/from Gen Acct.	(460,223)	3,964,863	(2,868,868)	(222,500)	(379,879)	4,216,874	(2,687,334)	(513,797)	(621,348)	4,412,050	(1,238,000)
28	Transfers to/from County Pool	10,223	4,361	-	-	-	-	-	-	-	-	-
29	Ending balance	4,950,000	8,919,223	6,050,355	5,827,855	5,447,976	9,664,850	6,977,516	6,463,719	5,845,957	10,258,008	9,020,008

30 County Pool Account:

31	Beginning balance	26,009,201	25,998,979	25,994,618	25,994,618	25,994,618	25,994,618	25,999,402	25,999,402	26,004,870	26,004,870	26,004,870
32	Quarterly Interest Income						4,784		5,467			
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
34	Transfers to/from LAIF	(10,223)	(4,361)	-	-	-	-	-	-	-	-	-
35	Ending balance	25,998,979	25,994,618	25,994,618	25,994,618	25,994,618	25,999,402	25,999,402	26,004,870	26,004,870	26,004,870	26,004,870

<i>Restricted</i>	26,148,979	26,294,618	26,294,618	26,294,618	26,294,618	26,449,402	26,449,402	26,454,870	26,454,870	26,604,870	26,604,870
<i>Available for Operating</i>	4,855,228	8,669,223	5,800,355	5,577,855	5,197,976	9,264,850	6,577,516	6,063,719	5,445,957	9,708,008	8,470,008
Avg Operating expenses per month =	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000
No. of months Oper Cash On Hand =:	0.84	1.51	1.01	0.97	0.90	1.61	1.14	1.05	0.95	1.69	1.47

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Quarterly Capital Status

Summary: The Agency has, at any one time, a multitude of capital projects in progress or pending as circumstances and funding dictate. These capital projects are funded through a variety of funding sources including, but not limited to, Federal, State, and Local grants. Capital items funded with these grants include, but are not limited to, Revenue and Non-Revenue Vehicles, Transit Centers, Facility Improvements, and Information Systems.

Depending on the nature of the project, it can take multiple years to accumulate the required funding to complete the project. It can also take multiple years to complete the project once it has commenced. Examples of such a scenario are the heavy-duty CNG bus fleet replacement/expansion and the Intelligent Transportation System (ITS) enhancement/expansion projects.

The Agency will always have capital needs due to replacement of retired assets, acquisition and/or maintenance of Agency infrastructure, and unique needs such as transit centers to serve the transportation needs of our customers. As such, the Agency should always have a backlog of open projects that preserve the future of the Agency.

A presentation will be given at the committee meeting which provides an update on the Agency's capital projects, focusing on the activities from June through August 2015. The Agency is required to provide quarterly reporting to the Federal Transportation Administration (FTA) and the Riverside County Transportation Commission (RCTC) one month after the end of each quarter. This reporting was submitted.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Quarterly Investment Report

Summary: The Agency has two (2) investment vehicles for its cash balance above and beyond immediate need. The first is the Local Agency Investment Fund (LAIF) which is managed by the Treasurer of the State of California. While the balance earns interest on a daily basis, investment results are only published on a quarterly basis – fifteen (15) days after the end of each calendar quarter. The second is the Riverside County Treasurer’s Pooled Investment Fund (County Pool) which is managed by the Treasurer of the County of Riverside. While the balance earns interest on a daily basis, investment results are provided on a quarterly basis as well. However, different from LAIF, County Pool results are provided as follows: approximately 30% five (5) days after the end of the quarter and the remaining 70% forty-five (45) days after the end of the quarter.

The attached report presents investment performance for the 4th quarter of FY15 (as of June 30, 2015).

Recommendation:

Receive and file.

**RIVERSIDE TRANSIT AGENCY
Investment Report
For the Quarter Ended June 30, 2015**

Investment Type	Institution	Amount of Investment at 6/30/15	Current Market Value at 6/30/15	Quarter to Date Average Rate of Interest Earned	Effective Interest Rate for the Quarter	Quarter to Date Interest Earned
Local Agency Investment Fund (LAIF)	State of California	\$4,700,000.00	\$4,701,803.52	0.29%	0.29%	\$6,917.99
Riverside County Treasurer Pooled Investment Fund	County of Riverside	\$9,178,789.15	\$9,178,789.15	0.33%	0.33%	\$7,636.40

Note: Sufficient funds are available to meet the next 30 days' operating and 90 days' capital obligations. Additionally, the above portfolio conforms with the Agency's Investment Policy.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Craig Fajnor, Chief Financial Officer
SUBJECT: Quarterly Natural Gas Procurement Status Report

Background: Prior to August 1, 2013, the Agency had always purchased its natural gas (converted to compressed natural gas or CNG) requirements for fueling revenue and non-revenue vehicles from the southern California Gas Company (SoCal Gas). The cost of the gas from SoCal Gas included the commodity cost of the gas as well as the transmission costs and related taxes/fees.

In May 2013, the Board authorized staff to enter into a multi-year contract with GHI LLC for the Agency's natural gas commodity requirements for conversion to CNG. The highlights of the GHI contract are as follows:

- GHI provides a fixed 4% discount off the SoCal Gas commodity cost (in the contract base years; 1-3)
- GHI provides the Agency with 5% of the total Renewable Identification Number (RINs) Credit earned
- GHI will both opt-in on the Agency's behalf for the California Air Resources Board (CARB) Low Carbon Fuel Standards (LCFS) Credit program and financially administer the Agency's LCFS Credits
- GHI provides the Agency with 100% of the LCFS Credit value earned
- GHI will provide a fixed 6% discount off of the SoCal Gas commodity cost (in the contract option years; 4-5)

The current Board approved Agency Investment Policy includes language regarding the purchase of natural gas requirements for conversion to CNG. In summary, the natural gas purchase language outlines the acceptable ways staff can purchase natural gas requirements for use in fueling Agency vehicles, whether from

SoCal Gas or an approved Energy Services Provider (ESP). The policy also includes language that describes the discipline to purchase a long-term fixed price-per-therm contract provided certain parameters are met. The policy also states that if the Agency buys its CNG requirements from an entity other than SoCal Gas, staff would prepare a quarterly report for the Board regarding the performance results under the new purchase arrangement and provide a performance comparison to the prior purchase arrangement.

Summary: Attachment A to this staff report identifies the cost savings the Agency has experienced by purchasing natural gas from GHI versus purchasing it from SoCal Gas. The savings are calculated and depicted for both a monthly and trailing quarter basis.

Attachment B to this staff report identifies the RINs Credit earned by the Agency under its natural gas purchase arrangement with GHI. RINs credits are earned and paid monthly. As a reminder, no such opportunity existed with SoCal Gas nor was it offered by the other responsible and responsive bidder during the formal procurement process.

Attachment C to this staff report identifies the LCFS Credits earned by the Agency under its natural gas purchase arrangement with GHI. LCFS credits are earned monthly but paid quarterly. As a reminder, no viable means to provide this credit to the Agency was offered by the other responsible and responsive bidder during the formal procurement process.

Attachment D to this staff report indicates the key statistics being measured and tracked to determine whether or not the Agency should convert from the current monthly floating index cost per therm purchase arrangement to a longer-term fixed price per therm purchase arrangement per the Investment Policy. The statistics are kept to follow and enact, if applicable, the discipline installed as part of the annual investment policy.

It should be noted that, based on the investment policy discipline and market conditions, the Agency did execute contract purchases for three months of natural gas requirements (80%) commencing in July and October. The contracts cover the periods of July through September and October through December 2015, respectively.

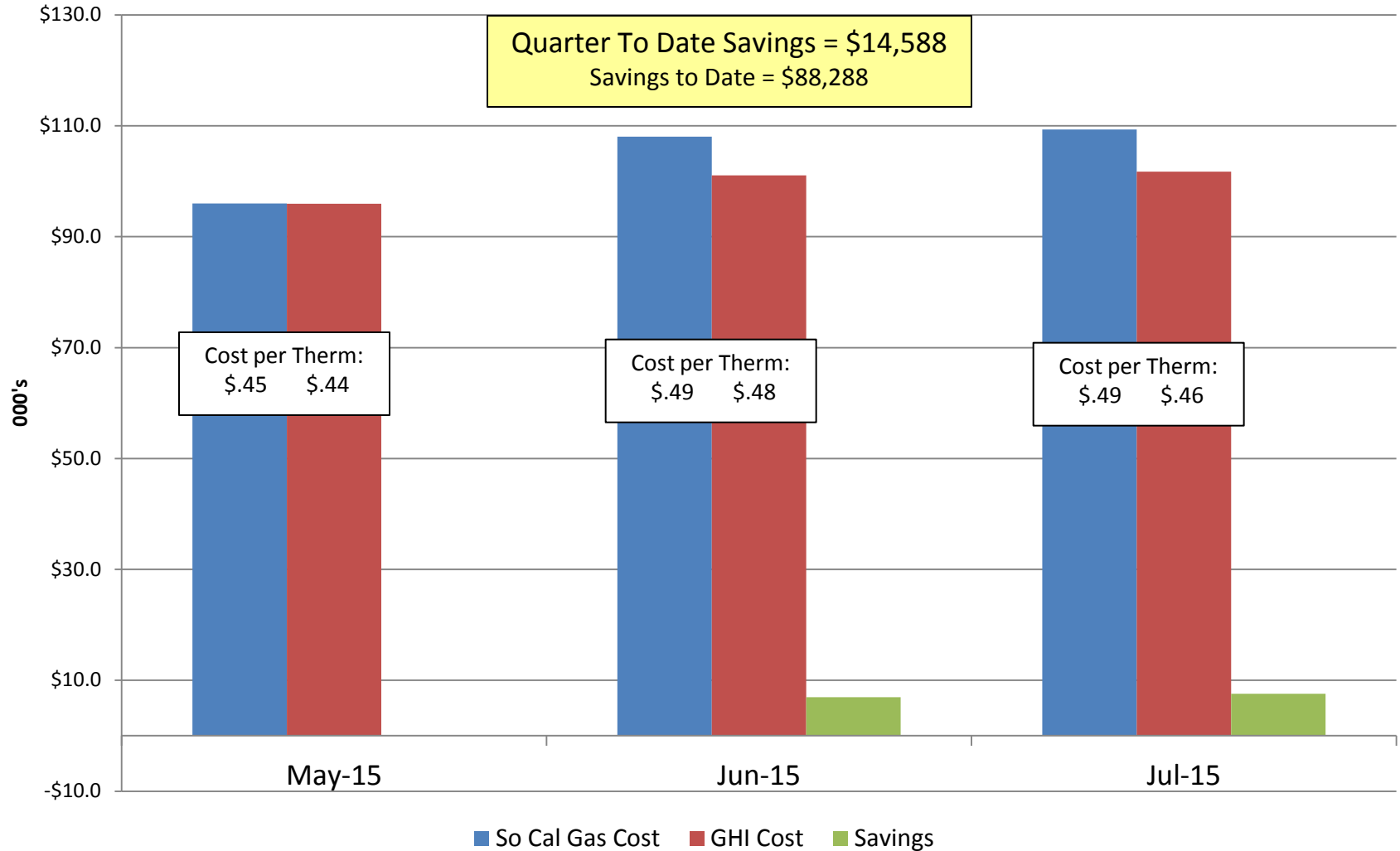
Fiscal Impact:

Under the current purchase arrangement with GHI, the Agency experienced \$14,588 of cost savings in the quarter covering May - July 2015 for its natural gas commodity requirements. In addition, the Agency earned a total of \$77,841 of combined revenue from the Federal RINs and State LCFS Credits' programs.

Recommendation:

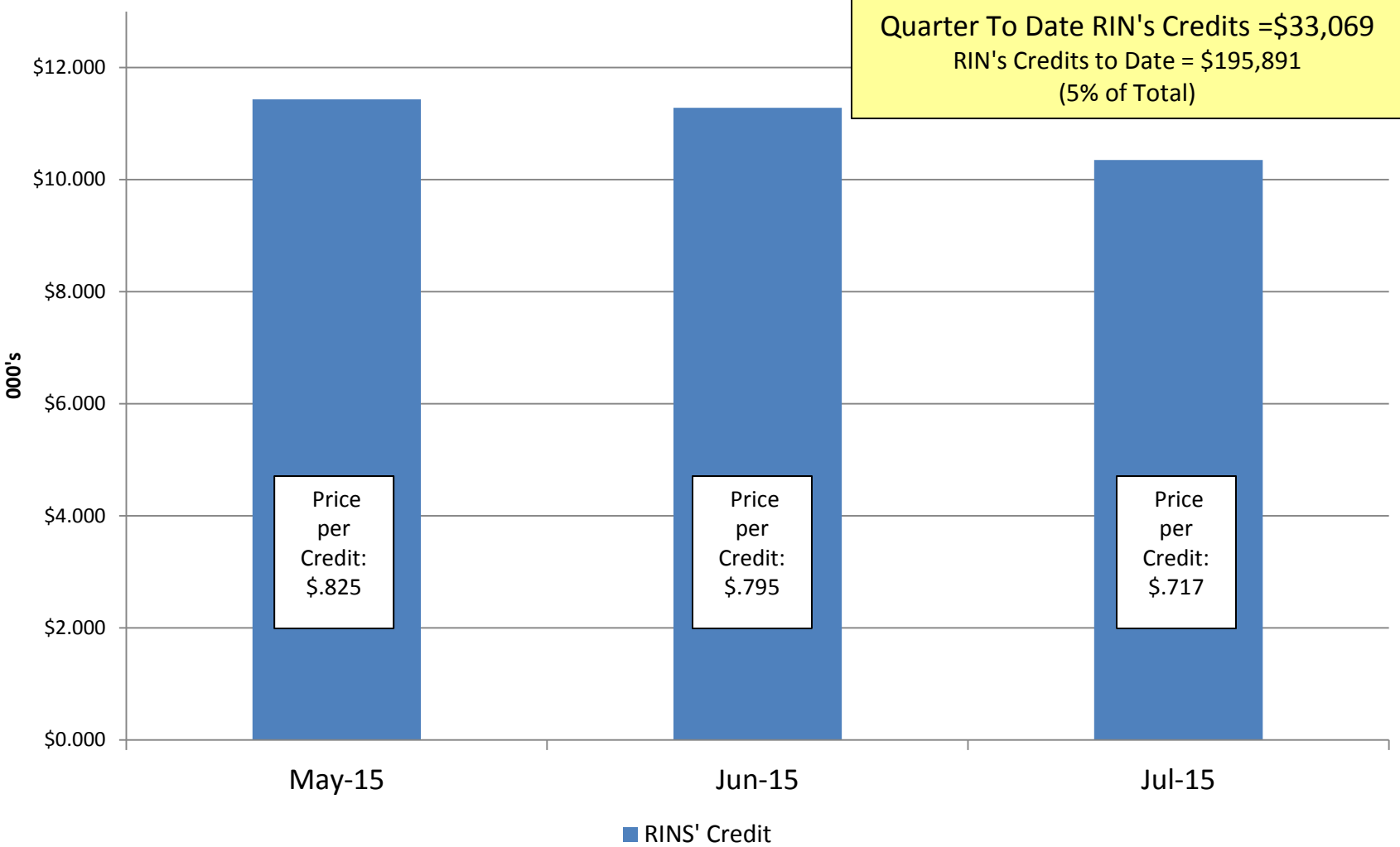
Receive and file.

Attachment A CNG Cost Savings - So Cal Gas vs. GHI

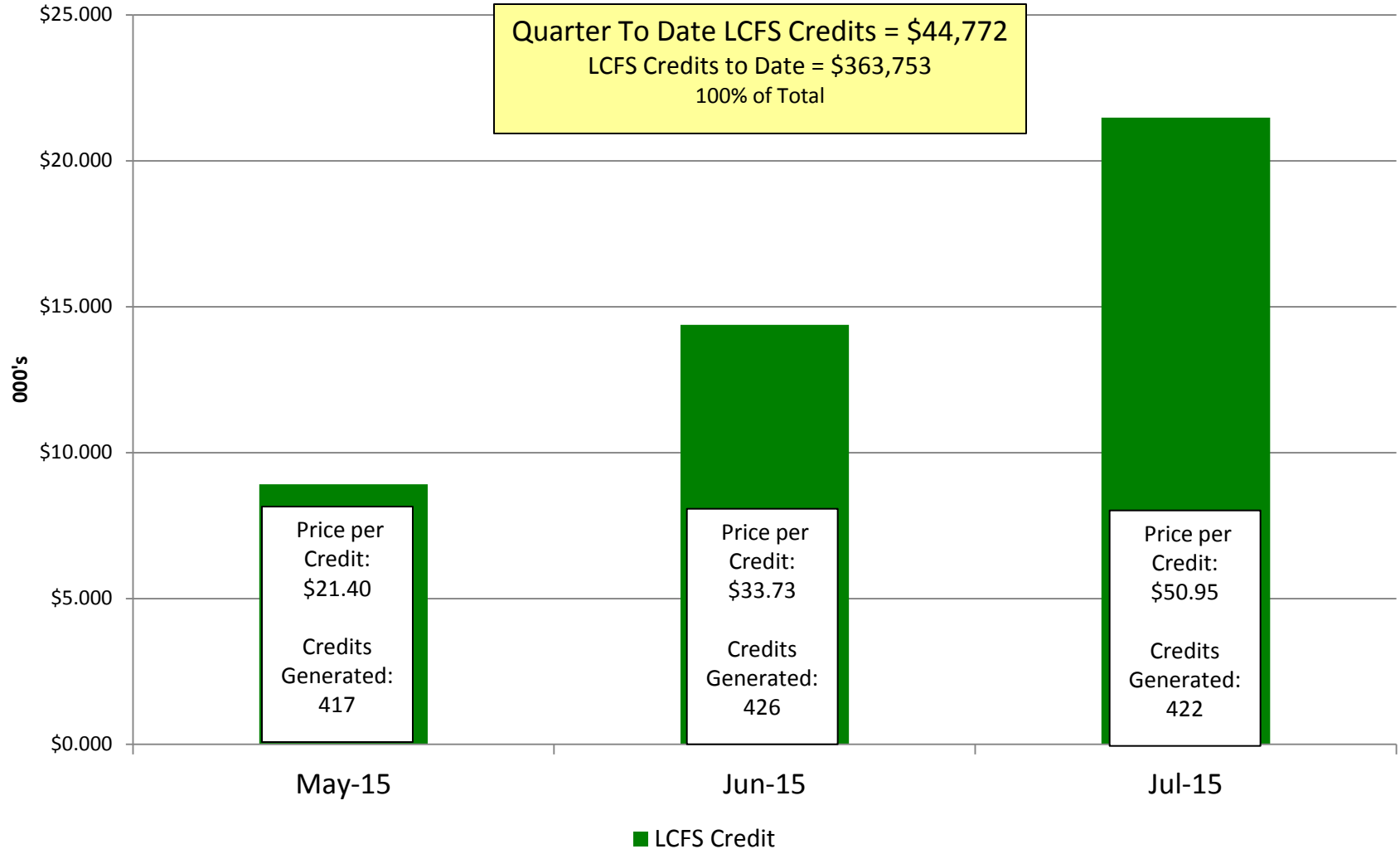


Attachment B

Renewable Identification Number (RIN's) Credit

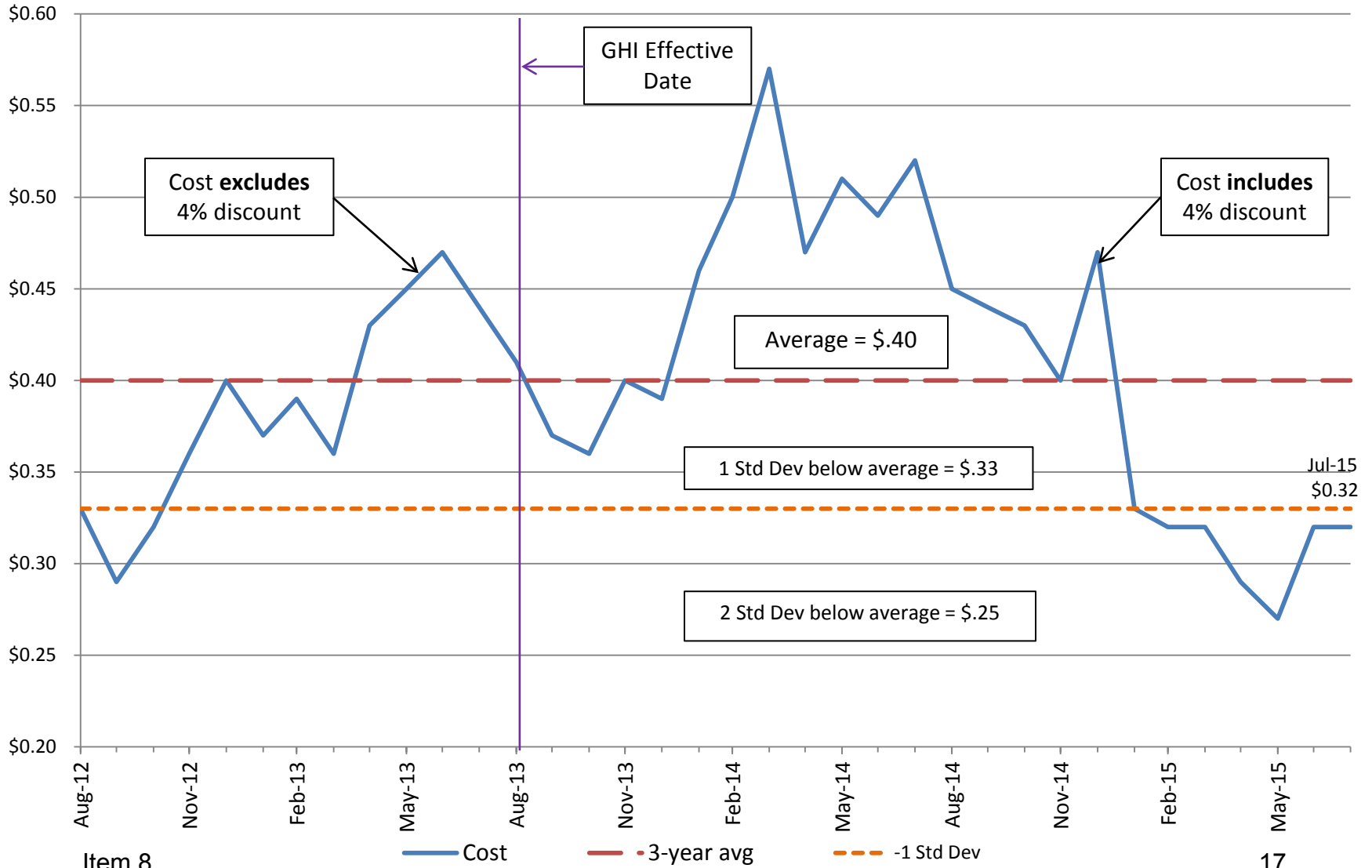


Attachment C Low Carbon Fuel Standards (LCFS) Credit



Attachment D

CNG Cost per Therm Trailing 3 Years (commodity cost only)



Item 8

17

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer
Rick Majors, Risk Manager

SUBJECT: Annual Report for Public Agencies Self-Insured for Workers' Compensation Benefits

Summary: The Agency has been self-insured for workers' compensation benefits since April 1991. Prior to that, it was insured with the State Compensation Insurance Fund. The change to a self-insured plan permitted the Agency greater flexibility to work with the designated claims administrator to address employee needs while ensuring control of workers' compensation costs.

By October 1st of each year, public agencies that are self-insured for workers' compensation benefits are required to file a report with the State of California covering the previous fiscal year's activity. The Agency's annual report was filed with the State prior to the October 1st deadline. The California Labor Code requires each public self-insurer to advise its governing Board within 90 days after submission of the Self-Insurers Annual Report of the total liabilities reported and whether current funding of those liabilities is in compliance with the requirements of Government Accounting Standards Board (GASB) Publication 10.

In conjunction with this filing, AON completed an actuarial study of the Agency's self-insured workers' compensation and vehicle liability programs as of June 30, 2015. The study shows the Agency's estimated outstanding losses as of the end of the prior fiscal year (FY15) for workers' compensation total \$2,730,285 while liability totaled \$332,596. Included within the workers' compensation figure is a factor for Incurred But Not Reported (IBNR) claims.

A comparison of the Agency's Projected Financial Position for total workers' compensation and vehicle liability over the prior fiscal year is shown below:

	June 30, 2014	June 30, 2015	Change Incr.+(Decr.)
Assets Available	\$ 2,705,794	\$ 3,062,881	\$ 357,087
Estimated Outstanding Losses	<u>\$ 2,705,794</u>	<u>\$ 3,062,881</u>	<u>357,087</u>
Projected Financial Position (Assets - Estimated Outstanding Losses)	<u>-</u>	<u>-</u>	<u>-</u>

Assets Available consist of workers' compensation and vehicle liability reserves currently being recognized by the Agency. Staff derives case reserve amounts from a third party administrator based on an analysis of actual claims, claim amounts, and claim severity. Agency assets set aside to cover estimated losses and claims increased by \$357,087 when comparing June 2015 to June 2014.

Estimated Outstanding Losses are derived by AON statistical formulae based on annual claims, cost per claim, and claim severity. Overall Estimated Outstanding Losses increased by \$357,087 since last year. The increase in estimated outstanding losses is due to an increase in claims severity, which was buffered by a decrease in claims frequency.

Projected Financial Position equals Assets Available minus Estimated Outstanding Losses, and represents the amount of assets remaining after payment of all estimated losses and claims. In aggregate, the Agency's Projected Financial Position is unchanged from the prior year as it is fully reserved to the expected confidence level of 55%. The confidence level is the degree of certainty an actuary holds that assets are sufficient to pay losses in five and a half of the ten years in a ten year period for both workers' compensation and vehicle liability.

The current funding of Agency workers' compensation liabilities is in compliance with the requirements of GASB 10.

Fiscal Impact:

None

Recommendation:

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

- Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

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. 15-024 to Stanley Convergent Security Solutions, Inc. for the Purchase and Installation of an Access Control System

Summary: In 2003, the Agency installed the existing access control system. This system allows Agency employees to swipe their employee identification badge, which uses embedded micro-chip technology, to gain access into various areas of the Agency's facilities as determined by each specific employee's roles and responsibilities. Due to the existing system's age, the Agency's ability to adequately maintain the system has become increasingly difficult and costly as replacement parts are no longer readily available.

Over the last 12 years, the industry has made substantial advancements in the equipment design, reliability and software functionality of the major elements of access control systems. Improvements such as wireless components reduce the cost, complexity and disruption of installation by eliminating the need for hardwired connections. These wireless components also provide the ability to utilize the system at individual office doors, something that could not be done with the current hardwired system. This new wireless functionality will eliminate office keys as employees will use their identification badge to enter their offices.

With these key elements for a new system in mind, staff retained the services of an electrical engineering firm, Design West, to provide the project specifications, plans, and an independent engineer's cost estimate. To give the Agency the maximum ability to control its on-going maintenance and support costs of any new system, an important requirement of this procurement was that the equipment and software make use of Open Hardware Protocol architecture as well as have an Open Database Connectivity.

Major features of the new access control system include:

- Improved safety: Replaces all keyed doors with monitored and controlled access through the use of employee identification badges.
- Increased efficiency: Eliminates re-keying doors because keys are lost, stolen, or retained by former employees.
- Reduced cost: Eliminates Agency personnel labor costs associated with locating adequate replacements parts, as well as cost for third party contractor services for key replacements.
- Increased safety for both the Agency's personnel and Agency assets.

The project's Scope of Work incorporated the above key features and set forth the detailed requirements of the overall project. Performance metrics were included for the equipment and software along with training for Agency staff which included deliverables such as software manuals and training aides. Additionally, parameters were clearly defined for acceptance testing, final acceptance and warranty issues.

On June 16, 2015, the Agency issued Invitation for Bid (IFB) 15-024. 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 of those cities that are members of the Joint Powers Agreement (JPA).

On August 7, 2015, the Agency received bids from the following vendors:

Firm Name / Location	Bid Amount
Simplex Grinnell, Rancho Cucamonga, CA	\$326,732
Stanley Convergent Security Solutions, Inc. Riverside, CA	\$359,462
ASSI Security, Irvine, CA	\$397,540

Staff reviewed the low bidder's submittal and found it non-responsive based on their failure to acknowledge receipt of Addendum No. 7 on their bid submittal documents. This was a specific requirement stated in the instructions to bidder's package. SimplexGrinnell was informed that their bid submittal was determined by staff to be non-responsive.

The second lowest bid submitted by Stanley Convergent Security Solutions, Inc. (Stanley) was thoroughly reviewed to ensure it complied

with the requirements of the IFB. Their bid amount of \$359,462 is well within the engineer's estimate of \$438,110 for the project. Based on this review and evaluation, staff recommends awarding an agreement to Stanley, the lowest responsive and responsible bidder.

Staff also recommends the Board authorize a ten percent contingency in the amount of \$35,946 be added to the project budget for use in the event of unforeseen circumstances. Such use would be subject to a future change order or amendment to the proposed Agreement if necessary.

Fiscal Impact:

This project was included in the Agency's FY13 capital budget approved by the Board in the form of 100 percent Proposition 1B Security funds. After this award, the Agency has an unencumbered balance of Proposition 1B Security funds of \$614,546.

Recommendation:

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

- Authorize staff to award Agreement No. 15-024 to Stanley Convergent Security Solutions, Inc. for the purchase and installation of an Access Control System in the amount of \$359,462, with a ten percent contingency of \$35,946 for a total not-to-exceed project budget of \$395,408.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 2, 2015

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. 15-016 to Dan Boyle and Associates, Inc. for Scheduling Services; Authorization to enter into a License Agreement with GIRO, Inc. for HASTUS Scheduling Software

The Agency contracts with an outside consultant to prepare 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 triannual service changes fulfill the Agency's obligations under the terms of its Memorandum of Understanding (MOU) with the Amalgamated Transit Union (ATU).

In July 2012, the Board approved awarding an agreement for scheduling services to Transportation Management & Design, Inc. (TMD). The services provided by TMD include Schedule Writing, Blocking, Runcutting, Rostering, Schedule Optimization, and data exports for Google Transit, Bing, Transtar, and other similar applications. This agreement is due to expire on September 30, 2015.

TMD utilizes proprietary HASTUS scheduling software to develop the Agency's schedules and coach operator bid materials under a license agreement with GIRO, Inc. (GIRO), the developer of the software. Under the Agency's current agreement with TMD, staff has direct access to this software for data input and to run test scenarios before introducing actual schedule changes.

On April 1, 2015, the Agency issued Request for Proposal (RFP) 15-016 for Scheduling Services for a two-year base period with two one-year options. 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 of those cities that are members of the Joint Powers Agreement (JPA).

In response to the RFP, on May 7, 2015 the Agency received three proposals:

- Dan Boyle & Associates, Inc. (Boyle), San Diego, CA
- CSched USA, Chicago, IL
- 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.

The RFP specified that proposers were required to use an automated scheduling software, and, as before, the Agency would continue to require direct access to the software in order to enter initial schedule data (reducing contractor workload) and to run test scenarios prior to introducing new schedule changes. As such, all three vendors submitted proposals utilizing HASTUS scheduling software. The proposing firms also noted that while each had their own license agreement with GIRO, in order for Agency staff to continue to use the software as before, the Agency would now be required to enter into a three-party license agreement between the Agency, the consultant and GIRO. The three-party license is a change from previous agreements and is a temporary license that enables Agency staff to have access to the software. This temporary license will require renewing each year, for the term of the Agency’s agreement with the successful vendor.

Upon completion of the technical review, TMD and Boyle were ranked number one and two respectively. The proposal received from CSched USA was eliminated from further consideration due to deviations in their proposal related to the scope of work.

The next step in the evaluation process was to conduct a thorough price analysis comparing resources and individual cost elements for price reasonableness. This comparative process highlights variances between vendors and ensures proposals are compared on an equitable basis. Table 1 below is a comparison of the initial pricing for both the base period and the two one-year options.

Table 1 – Initial Pricing

Firm	Base Period (Two Year) FY 2016-17	1st Option Term FY 2018	2nd Option Term FY 2019	Total
Boyle	\$339,716	\$179,811	\$185,326	\$704,763
TMD	\$575,841	\$293,530	\$303,370	\$1,209,712

Staff then conducted interviews with both firms to give them the opportunity to explain in further detail items such as proposed staffing, number of project hours, timelines, etc. Upon completion of the interviews, staff solicited Best and Final Offer's (BAFO's) from both firms. The firms were also asked to submit costs for the use of the HASTUS scheduling software for all four years based on 200 peak vehicles (the anticipated number for the expansion of the fleet). The original proposals were based on the current peak vehicle count of approximately 159 peak vehicles for year one of the agreement, with up to 190 Peak Vehicles over the life of the potential four-year contract. BAFO pricing is summarized in Table 2 below:

Table 2 – BAFO Pricing

Firm	Base Period (Two Year) FY 2016-17	1st Option Term FY 2018	2nd Option Term FY 2019	Total
Boyle	\$435,924	\$216,323	\$222,883	\$875,130
TMD	\$608,992	\$307,280	\$317,270	\$1,233,542

Based on the overall evaluation process (technical review, price analysis, vendor interviews, reference checks), it was the evaluation committee's determination that Boyle is the most technically responsive and responsible vendor and provides the best value to the Agency. Staff also recommends the Board authorize a ten percent contingency in the amount of \$87,513 to use towards any significant changes in revenue service levels that may occur over the next four years. Such use would be subject to a future change order or amendment to the proposed Agreement if necessary.

Fiscal Impact:

This item is included in the Board approved FY16 operating budget. Funding to cover this request is in the form of Local Transportation Funds (LTF), federal funds and other local revenue revenues. A profile of the proposed budget is shown below:

Funding Source			
Federal Section 5307	LTF	Other	Total
\$ 21,000	\$ 147,000	\$ 42,000	\$ 210,000

Funding for these services beyond the current fiscal year will be included in future fiscal year budget requests.

Recommendation:

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

- Authorize staff to award Agreement No. 15-016 to Dan Boyle and Associates, Inc. for scheduling services for a two-year base period with two one-year options in the amount of \$875,130 with a 10% contingency of \$87,513 for a total not-to-exceed contract amount of \$962,643.
- Authorize staff to enter into annual Agreements with GIRO, Inc. for a temporary HASTUS license during the term of the above Agreement.