



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, MARCH 2, 2011, 1:00 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 – FEBRUARY 2, 2011, COMMITTEE MEETING (P. 3)** **APPROVE**
5. **CONSENT CALENDAR**
All items on the Consent Calendar will be approved by one motion and there will be no discussion on individual items unless a Board member or member of the public requests a specific item be pulled from the calendar for separate discussion
 - A. **TRANSPORTATION CENTER MONTHLY REPORT – JANUARY 2011 (P. 5)** **RECEIVE AND FILE**
 - B. **PERSONNEL REPORT – JANUARY 2011 (P. 8)** **RECEIVE AND FILE**
6. **RATIFY LETTER OF PARTICIPATION FOR UNIVERSITY OF CALIFORNIA, RIVERSIDE SUBMISSION FOR U.S. DEPARTMENT OF ENERGY FUNDING OPPORTUNITY DE-FOA-0000239 GRANT (P. 14)** **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 #10-049 TO EMPIRE TRANSPORTATION FOR FIXED ROUTE AND REGIONAL COMMUTER SERVICES (COMMUTERLINK) (P. 17) APPROVE
8. BOARD MEMBER COMMENTS AND REMARKS
9. OTHER BUSINESS
10. ADJOURN

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
February 2, 2011

1. CALL TO ORDER:

Committee Chairman Doug McAllister called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on February 2, 2011, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self introductions of those in attendance took place.

Attendees:

1. Committee Chairman Doug McAllister, City of Murrieta Mayor Pro Tem
2. Chairman Bob Buster, County of Riverside, District I
3. Director Ella Zanowic, City of Calimesa Mayor
4. Director Ike Bootsma, City of Eastvale Councilmember
5. Director Daryl Hickman, City of Lake Elsinore Councilmember
6. Director Jesse Molina, City of Moreno Valley Mayor Pro Tem

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. Mark Stanley, Director of Planning
7. Bob Bach, Director of Maintenance
8. Laura Murillo, Director of Human Resources
9. Maricela Hernandez, Clerk of the Board of Directors
10. Virginia Werly, Contract Operations Manager
11. Brad Weaver, Communications Manager
12. Natalie Zaragoza, Contracts Manager
13. Virginia Werly, Contract Operations Manager

Other Attendees:

None.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES – JANUARY 12, 2011, COMMITTEE MEETING:

M/S/C (HICKMAN/BOOTSMA) approving the minutes of January 12, 2011, Committee meeting. The motion carried unanimously.

5. CONSENT CALENDAR:
M/S/C (HICKMAN/MOLINA) approving the receipt and file of item A – Personnel Report – December 2010. The motion carried unanimously.

M/S/C (HICKMAN/MOLINA) approving the receipt and file of item B –Transportation Center Monthly Report – December 2010. The motion carried unanimously.

6. APPROVAL OF MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT GO-PASS PROGRAM PRICING STRUCTURE AND PROGRAM REQUIREMENTS AND AUTHORIZATION TO PROVIDE INFORMATION FOR STUDENT REFERENDUM:

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

- Approve the proposed MSJC Go-Pass pricing structure and program requirements.
- Authorize staff to provide the necessary information to MSJC students and administrators to create a student referendum to establish a five-year Go-Pass program.

The motion carried unanimously.

7. ADOPT RESOLUTION APPROVING THE IMPLEMENTATION OF PROVISIONS OF THE INTERNAL REVENUE CODE 414(H)(2) TO TAX DEFER MEMBER PAID CONTRIBUTIONS TO CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM:

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

- Board of Directors Authorizing Approval to Implement Provisions of Internal Revenue Code 414(h)(2) to Tax Defer Member Paid Contributions to California Public Employees' Retirement System.

The motion carried unanimously.

8. BOARD MEMBER COMMENTS AND REMARKS:

Director Zanolovic reported that Director Robinson was recently hospitalized. She said that he received the plant and card sent by the Agency and was very grateful for the gesture.

9. OTHER BUSINESS:

Mr. Rubio announced that on February 7 and 8 he would be commuting to San Diego to attend the American Public Transportation Association (APTA) Transit CEO's Seminar and said he would be available by cell phone.

10. ADJOURNMENT:

The meeting was adjourned at 1:11 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – January 2011

Summary: The Customer Information Center answered 36,881 calls in January 2011, an 18% increase compared to January 2010. Calls included 200 commendations, general comments and valid complaints. Calls to Dial-A-Ride reached 10,920, a 0.2% increase compared to January 2010. A total of 47,801 calls were received between the two call centers, an increase of 13% compared to the same period last year.

The attached report presents call volume history and details commendations, general comments and complaints by route and type.

Recommendation:

Receive and file.

Riverside Transit Agency

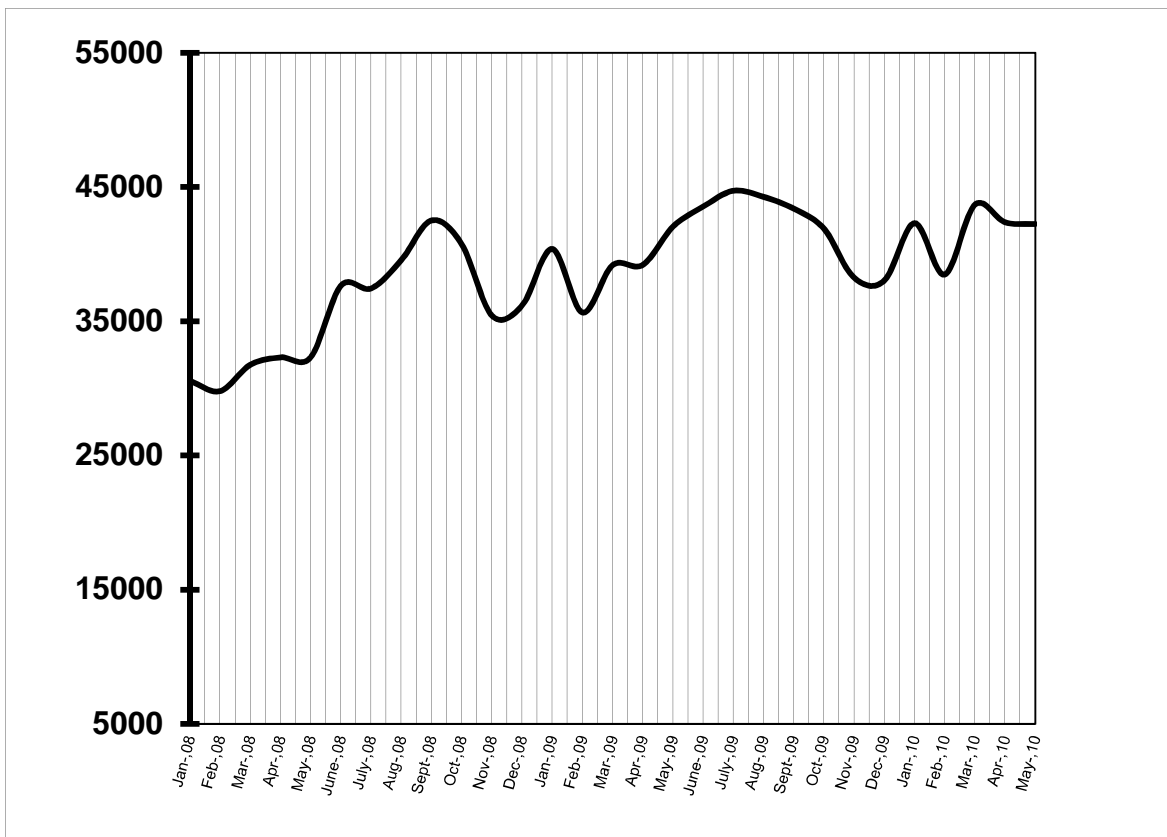
January 2011 Transportation Center Call Totals

Customer Information Center (CIC)	Same Month		Percent Change
	Current Month	Last Year	
Information Calls	36,681	31,202	17.6%
Complaints	140	156	-10.3%
Comments	35	25	40.0%
Commendations	25	16	56.3%
Total CIC Calls	36,881	31,399	17.5%

Dial-A-Ride (DAR)

Total DAR Calls	10,920	10,902	0.2%
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Total Calls	47,801	42,301	13.0%
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Complaints, Comments & Commendations January 2011

Valid Complaints

Category	Number This Month	Number This Month Last Year	12 Month Average per Month	Complaints per 10,000 Passengers
Conduct	8	11	16	0.12
Careless Driving	9	10	22	0.14
Early Bus	2	7	12	0.03
Late Bus	20	17	27	0.30
Passed By	17	25	23	0.26
Missed Transfer	8	15	6	0.12
Fare Dispute	5	2	5	0.08
Crowded	4	0	2	0.06
Customer Service	21	43	39	0.32
No Show	8	6	12	0.12
Passenger Conduct	1	1	3	0.02
Bus Stop	20	12	12	0.30
Other	17	7	11	0.26
Total	140	156	189	2.11

Ridership

	Ridership This Month	Ridership This Month Last Year	12 Month Ridership Average/Month
All services	664,823	603,941	660,468

Comments

	Number This Month	Number This Month Last Year	12 Month Average/Month	Comments per 10,000 Passengers
General Comments	35	25	36	0.53

Commendations

	Number This Month	Number This Month Last Year	12 Month Average/Month	Commendations per 10,000 Passengers
General Commendations	25	16	19	0.38

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – January 2011

Summary: The attached report summarizes personnel activity that occurred in January 2011. The following information is outlined in the report:

- Number of budgeted positions versus number of filled positions by department and position.
- Percentage of minority and female employees by position classification.
- Number of disciplinary actions by gender.
- Percentage of minority and female applicants by position.
- Number of minority and female employees by personnel actions

Recommendation:

Receive and file.

SUMMARY OF BUDGETED POSITIONS
January 2011

<u>DEPARTMENT AND TITLE</u>	<u>BUDGETED POSITIONS</u>	<u>FILLED POSITIONS</u>
<u>ADMINISTRATION</u>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<u>ACCOUNTING</u>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Principal Financial Analyst	1	1
Accounting Supervisor	1	1
Planning Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
A/P Clerk	1	1
General Acct. Clerk	1	1
Coin Counter (Full-time)	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Director of Human Resources	1	1
Labor Relations Officer	1	1
Risk Manager	1	1
Risk Management Specialist	1	1
Human Resources Specialist – Benefits	1	1
Human Resources Specialist – Recruitment	1	1
Human Resources Clerk	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	8	8
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technologies	1	1
ITS Administrator	1	1
Systems Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	6	6
Electronic Technician	1	1
Groundskeeper	1	1
Mechanic	27	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>10</u>
Department Subtotal	52	51

<u>DEPARTMENT AND TITLE</u>	<u>BUDGETED POSITIONS</u>	<u>FILLED POSITIONS</u>
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Planning & Program Manager	1	1
Customer Information Supervisor	1	1
Customer Information Center Clerk, Full-time	1	1
Customer Information Center Clerk, On-call	<u>16</u>	<u>16</u>
Department Subtotal	21	21
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	13	12
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	8	8
Transit Clerk	1	1
Coach Operator		
Full-Time	182	180
Part-Time	<u>20</u>	<u>23</u> ¹
Department Subtotal	229	229
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-time	2	1
Customer Service Specialist, Part-time	<u>0</u>	<u>1</u>
Department Subtotal	6	6
<u>PLANNING</u>		
Director of Planning	1	1
Senior Planner	1	1
Scheduling Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	10
Totals	346	345

¹The Agency experienced the following extended leaves of absences: 8 Coach Operators on workers' compensation; 4 Coach Operators on disability leave.

TOTAL WORKFORCE AND UTILIZATION ANALYSIS

<u>POSITION CLASSIFICATION</u>	<u>TOTAL EMPLOYEES</u>	<u>% OF MINORITY EMPLOYEES</u>	<u>% OF FEMALE EMPLOYEES</u>	<u>2000 CENSUS AVAILABILITY</u>		<u>2000 CENSUS UNDERUTILIZED</u>	
				<u>% MIN.</u>	<u>% FEM.</u>	<u>MIN.</u>	<u>FEM.</u>
Officials/Managers	42	42.9	28.6	29.6	33.2	No	Yes
Professionals	12	41.7	25.0	35.0	63.6	No	Yes
Administrative Support	39	69.2	76.9	46.7	81.7	No	Yes
Craftsmen & Kindred Workers	28	60.7	0.0	50.5	11.4	No	Yes
Operatives	203	70.9	42.9	67.3	25.6	No	No
Laborers	21	57.1	4.8	75.1	29.4	Yes	Yes

DISCIPLINARY ACTIONS

<u>DEPARTMENT</u>	<u>WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS</u>								<u>SUSPENSIONS</u>							
	<u>Male</u>				<u>Female</u>				<u>Male</u>				<u>Female</u>			
	<u>(C</u>	<u>B</u>	<u>H</u>	<u>O²)</u>	<u>(C</u>	<u>B</u>	<u>H</u>	<u>O)</u>	<u>(C</u>	<u>B</u>	<u>H</u>	<u>O)</u>	<u>(C</u>	<u>B</u>	<u>H</u>	<u>O)</u>
Maintenance	0	2	3	0	0	1	0	0	0	1	0	0	0	0	0	0
Operations	7	13	11	1	6	8	9	0	0	1	2	0	1	1	3	0
TOTALS	(37)				(24)				(4)				(5)			

APPLICATION ANALYSIS

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>%OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Operations Supervisor	38	37%	42%
Servicer	55	84%	11%

² C=Caucasian, B=Black, H=Hispanic, O=Other

**Personnel Activity
Full-Time and Regular Part-Time:**

January 2011

Personnel Activity	All Employees			Minority Employees Male				Minority Employees Female				Total Minorities	
	Activity	Total	Male	Female	Black	Asian/ Pac. Is.	Amer. Indian	Hispanic	Black	Asian/ Pac. Is.	Amer. Indian	Hispanic	Total
New Hires	0												0
Promotions	0												0
Transfers	0												0
Demotions	0												0
Terminations	0												0
Resignations	5	4	1					1					1
Retirements	0												0
Other	0												0

FOR FISCAL YEAR 07/01/10 THROUGH 06/30/11
FULL-TIME SEPARATIONS:

	<u>ADMINISTRATION</u>	<u>OTHER</u>
Terminations	1	3
Resignations	0	2
Retirements	0	7
Other	0	1

FOR FISCAL YEAR 07/01/09 THROUGH 06/30/10
FULL-TIME SEPARATIONS:

	<u>ADMINISTRATION</u>	<u>OTHER</u>
Terminations	1	7
Resignations	1	4
Retirements	2	9
Other	0	0

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Ratify Letter of Participation for University of California Riverside Submission for U.S. Department of Energy Funding Opportunity DE-FOA-0000239 Grant

Summary:

In late February, the University of California Riverside (UCR) Center for Environmental Research and Technology (CERT) contacted the Agency to obtain support for, and participation in, a proposed project that would be funded by a U.S. Department of Energy (DOE) grant. This project, if approved, would have the potential to provide significant benefits to the Agency's paratransit operations.

Entitled "FY2011 Vehicle Technologies Program Wide Funding Opportunity Announcement," the DOE grant was offered to develop more energy-efficient and environmentally friendly technologies for highway transportation vehicles to improve performance, decrease petroleum use, and reduce greenhouse gas (GHG) emissions.

UCR's submittal, entitled "Next Generation Environmentally-Friendly Driving Feedback Systems Research and Development," proposed a project to develop and install advanced technology routing systems on the Agency's paratransit vehicles that would reduce fuel consumption and increase the cost-efficiency of fleet operations. The proposed technology would include:

- Calculation of routes and schedules based on the vehicle, roadway, and traffic for the most efficient route.
- Monitoring of driving behavior, vehicle performance and fuel consumption in real-time.
- Provision of driving feedback or advice to the driver to reduce vehicle fuel consumption. A tone or voice will signal the driver for conditions including excessive idling, excessive speed or excessive acceleration.

- A scoring system that shows which vehicles, drivers and routes are the most efficient.
- Continually updated algorithms, which will account for real-world fuel consumption data from the engine control unit for each vehicle to customize route planning for each vehicle and driver rather than using fleet-wide averages.

A fleet fuel savings of 5-15 percent is predicted and the technology could be applied to other paratransit operations to increase efficiencies and decrease costs nationwide.

Because the Agency did not receive sufficient notice to obtain Board approval for support of the project before the DOE's grant submittal deadline, staff submitted the letter of support for the project and is now asking the Board to ratify the support letter. A copy of the letter is attached for your review.

Fiscal Impact:

The Agency's in-kind participation in the project would have a value of \$193,184 and consists of providing staff time for project oversight and direct vehicle operations. Because the staff time and operational costs would be incurred without the project, participation will not increase the Agency's budget, and the \$193,184 serves only to identify the local participation level required for the grant. RTA would not receive any funding from the grant.

If the project is successful, a fuel savings may be realized.

Recommendation:

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

- Ratify the RTA Letter of Participation for the UCR submission for DOE Funding Opportunity DE-FOA-0000239 Grant.



February 25, 2011

Riverside Transit Agency

1825 Third Street
P.O. Box 59968
Riverside, CA 92517-1968
Phone: (951) 565-5000
Fax: (951) 565-5001

Dr. Matthew Barth, Director
Dr. Kanok Boriboonsomsin
Center for Environmental Research and Technology (CERT)
University of California, Riverside
Riverside, CA 92521

Re: Participation in DE-FOA-0000239 proposal

Dear Drs. Barth and Boriboonsomsin:

The Riverside Transit Agency (RTA) is pleased to support your proposal titled *Next Generation Environmentally-Friendly Driving Feedback Systems Research and Development*, responding to the U. S. Department of Energy's funding opportunity DE-FOA-0000239.

RTA believes this project has the potential to significantly improve our paratransit fleet operation technologies by advancing route planning, reducing vehicle idling, and managing vehicle operations that waste fuel (such as excessive speed and hard acceleration) to the next level. In addition, the project could also have a positive significant impact on fleet operations and fleet fuel consumption at a national level.

For this project, RTA will participate by providing direct vehicle operations and staff time for project oversight at no cost to the project or the University of California, Riverside. This participation will contribute to the required cost share of the project and will have a minimum value of \$193,184. We are willing and able to provide certification for the amount that is expended towards the project.

We are very confident in the merits of the proposed research and look forward to working with CERT and the University of California, Riverside, on the project.

Sincerely,

A handwritten signature in blue ink that reads "Larry Rubio".

Larry Rubio
Chief Executive Officer

LR/SR/ng

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Award Agreement #10-049 to Empire Transportation for Fixed Route and Regional Commuter Services (CommuterLink)

Summary: The Agency provides fixed-route and regional commuter services to approximately 1.5 million people living in western Riverside County. Of the Agency's 465,000 projected annual fixed route revenue service hours, approximately 35% are operated by private contractor. Table 1 identifies the specific route numbers and corresponding annual revenue service hours and miles for each contracted route. The current Agreement for these services is due to expire on June 30, 2011.

On October 1, 2010, staff issued Request for Proposal (RFP) #10-049 for *Fixed Route and CommuterLink Services*. The RFP 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. In addition, the Agency sent notices of the contracting opportunity to the chambers' of commerce for those cities that are members of the Agency's Joint Powers Agreement for distribution among their membership. Eighteen (18) vendors downloaded a copy of the RFP document from the Agency's website.

The Scope of Work for this RFP requires the selected contractor to provide all services necessary for a 'turnkey operation' including but not limited to; facilities, operations, management, dispatching, maintenance, fuel, and insurance while the Agency provides the vehicles. The current number of vehicles assigned to the contracted fixed route and CommuterLink fleet, including spares is 84.

Contracted fixed route and CommuterLink services represents approximately 15% of the Agency's annual operating budget, employing 176 individuals in all aspects of the operation including drivers, mechanics, dispatchers and administrative support personnel.

Since fuel represents a major expense line item for a transportation services contract, vendors were instructed to use the Oil Price Information Service (OPIS) rack pricing for Colton, CA as the index to establish the baseline for

calculating fuel expenses. Using the OPIS rack pricing as the baseline put proposers on equal footing when developing their fuel projections. In addition, as is the case with the current agreement, the proposed agreement includes a fuel escalation/de-escalation clause. This clause either mitigates the successful contractor's expenses or provides a savings to the Agency should the cost of fuel increase or decrease by more than 10% during any six-month period. An example of this methodology is included under the fiscal impact section of this report.

The projected revenue vehicle hours and miles for FY12 are identified in Table 1 below. These projections are based on current schedule data for the Agency's contracted fixed route and CommuterLink services.

Table 1 – FY12 Hours and Miles

Route	Rev Hours	Rev Miles	Route	Rev Hours	Rev Miles
3	9,469	138,600			
7	9,760	153,399	51	1,947	20,992
8	9,801	191,570	53	710	10,563
23	13,297	199,114	55	715	9,328
24	8,586	125,951	61	6,192	123,708
30	7,400	89,386	74	10,544	201,144
31	7,536	143,160	79	10,703	212,596
32	5,898	74,499	202	5,295	158,084
33	4,674	67,906	204	5,268	138,950
35	6,639	168,455	208	6,893	176,831
40	3,019	69,974	210	2,632	45,763
41	7,010	132,354	212	5,667	156,897
42	5,983	92,741	217	6,725	219,992
50	2,454	15,900	Grand Total	164,997	3,137,857

On November 29, 2010, the Agency received proposals from the following four (4) vendors:

- Transportation Concepts, Inc. – Irvine, California
- First Transit, Inc. – Cincinnati, Ohio
- Southland Transit, Inc. – El Monte, California
- Empire Transportation, Inc. – Bellflower, California

The proposal submitted by Southland Transit, Inc. was deemed non-responsive as their submittal was incomplete and was excluded from further consideration.

The remaining proposals were evaluated by a selection committee representing staff from the purchasing, direct operations, contract operations, and maintenance departments. In addition to pricing, vendors were rated in four

technical areas: qualifications and related experience, staffing, project organization, and an understanding of the Agency’s requirements.

The three vendors were invited for in-person interviews. As part of the interview process, each vendor was asked to make available key project personnel so they could be interviewed directly by the committee in areas thought to be critical to the success of this project. This process is designed to be challenging and candidates are presented with real operational scenarios requiring them to demonstrate their experience and critical thinking skills.

After the interview process, the overall technical rankings were as follows:

Table 2 – Technical Ranking

Vendor Name	Technical Ranking
Empire Transportation	66.6
Transportation Concepts	55.4
First Transit	49.7

The next step in the evaluation process was to conduct a thorough price analysis comparing resources and individual cost elements for reasonableness. This exercise highlights cost variances by line item between vendors and is intended to ensure proposals are compared on an “apples to apples” basis. Table 3 below is a comparison of the initial pricing for both the base period and the five one-year options.

Table 3 – Initial Pricing

	Empire Transportation	First Transit	Transportation Concepts
Base Period			
First 2 years	\$ 18,276,189	\$ 21,552,301	\$ 21,864,499
Option 1	\$ 9,234,336	\$ 11,227,502	\$ 11,460,986
Option 2	\$ 9,433,345	\$ 11,682,350	\$ 12,000,273
Option 3	\$ 9,638,879	\$ 12,072,635	\$ 12,506,186
Option 4	\$ 9,849,306	\$ 12,434,814	\$ 12,996,174
Option 5	\$ 10,064,627	\$ 12,807,858	\$ 13,510,091
TOTAL COST	\$ 66,496,682	\$ 81,777,460	\$ 84,338,209
% Difference	0.00%	22.98%	26.83%

In order to address the variances and provide vendors the opportunity to clarify their pricing submittals, staff solicited Best and Final Offers (BAFO’s). Included in the Agency’s BAFO requests were vendor specific questions dealing with proposed operation plans, facility location(s) and corresponding fleet size requirements, the deadhead impact of the proposed work plan and whether changes to any of these items would ultimately affect each vendor’s pricing structure. Additionally, the committee decided to limit the number of option years from five one-year options to three one-year options. Finally, discrepancies

noted in the categories of labor expenses and associated fringe benefits, maintenance expenses, fuel expenses, facilities, training, and insurance expenses were highlighted as needing review to ensure pricing contained all known and anticipated costs.

BAFO pricing is summarized in Table 4 below:

Table 4 – BAFO Pricing

	Empire Transportation	First Transit	Transportation Concepts
Base Period			
First 2 years	\$ 18,743,953	\$ 20,158,617	\$ 20,952,872
Option 1	\$ 9,195,187	\$ 10,480,589	\$ 10,977,600
Option 2	\$ 9,392,565	\$ 10,904,706	\$ 11,400,826
Option 3	\$ 9,596,467	\$ 11,263,574	\$ 11,870,715
TOTAL COST	\$ 46,928,172	\$ 52,807,486	\$ 55,202,013
% Difference	0.00%	12.53%	17.63%

At the conclusion of the evaluation process, it was the selection committee's determination that Empire Transportation was the most technically responsive and responsible vendor and would provide the best value to the Agency. Empire Transportation provided a detailed discussion of how improvements would be made to minimize deadhead hours and to provide a superior level of management oversight. As a result, staff recommends awarding a two-year agreement with three one-year options to Empire Transportation as the best value provider for contracted fixed route and CommuterLink services.

Fiscal Impact:

Empire Transportation has proposed \$18,743,953 to operate the services for the two-year base period and a total of \$46,928,172 for the full five years.

As mentioned previously, vendors were instructed to use OPIS rack pricing as the baseline for calculating fuel expenses. The final BAFO pricing for Empire Transportation shown in Table 4 above reflects final negotiated contract pricing inclusive of adjustments for fuel during the procurement period. It should be noted that the new Agreement is not scheduled to take effect until July 1, 2011, at which time the contract amount may need to be adjusted should fuel prices rise above current projections. If that should occur, staff will return to the Board in July with an update and recommendation.

The fuel escalation/de-escalation clause is structured so that it can only be utilized in the event of a greater than 10% increase or decrease in fuel costs during any six-month period.

Actual fuel costs will be based on the OPIS rack pricing for Colton, CA. per the example in Table 5 below:

Table 5 – Fuel Escalation Methodology

Threshold of Increase in Rate Per Gallon	10.01%				
Initial Billing Rate Per RSH	\$ 55.68				
Base Contract Fuel Rate per Gallon	\$ 2.18				
Fuel portion of Hourly Rate	\$ 8.42				

FUEL INCREASE	Rate Per Gallon				
		\$ 2.18	\$ 2.63	\$ 2.83	\$ 3.48
% Change in Fuel Rate	0.0%	20.95%	30.0%	60.0%	84.0%
Fuel portion of Hourly Rate	\$ 8.42	\$ 10.19	\$ 10.95	\$ 13.48	\$ 15.50
Adjusted Billing Rate Per RSH	\$ 55.68	\$ 57.44	\$ 58.21	\$ 60.73	\$ 62.76

FUEL DECREASE	Rate Per Gallon				
		\$ 2.18	\$ 1.96	\$ 1.85	\$ 1.74
% Change in Fuel Rate	0.0%	-10.01%	-15.0%	-20.0%	-25.0%
Fuel portion of Hourly Rate	\$ 8.42	\$ 7.58	\$ 7.16	\$ 6.74	\$ 6.32
Adjusted Billing Rate Per RSH	\$ 55.68	\$ 54.84	\$ 54.42	\$ 54.00	\$ 53.57

The Scope of Work also includes incentive payments should maintenance and operations performance standards be achieved or exceeded. These payments could amount to as much as \$10,000 per year if the vendor is able to achieve the following:

- Valid complaints per month 3 or less \$ 500/month
- Zero Preventable Accidents 0 \$1,000/quarter

By including the additional costs for incentives, the base term not-to-exceed amount will be \$18,763,953. The total five-year not-to-exceed amount will be \$46,978,172 should the Agency exercise all three one-year options.

Funding for these services will be incorporated in the Agency’s budget request for fiscal year FY2012. Funding for future years 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 enter into an agreement with Empire Transportation, Inc. for contracted fixed route CommuterLink services for a two-year base period with three, one-year options in an amount that will not exceed \$46,978,172.