



October 2, 2018
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

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 – SEPTEMBER 5, 2018 COMMITTEE MEETING (P.3)

APPROVE

5. CASH FLOW PROJECTIONS (P.6)

RECEIVE AND FILE

6. AUTHORIZATION TO AWARD AGREEMENT NO. 19-002 TO ND CONSTRUCTION COMPANY FOR CONSTRUCTION AND INSTALLATION SERVICES FOR TEN BUS STOP LOCATIONS (P.8)

APPROVE

7. AUTHORIZATION TO AWARD AGREEMENT NO. 19-001 TO SUDWEEKS CONSTRUCTION, INC. FOR CONSTRUCTION SERVICES TO UPGRADE THE FRONT LOBBY AT THE AGENCY'S RIVERSIDE FACILITY (P.11)

APPROVE

8. AUTHORIZATION TO AWARD AGREEMENT NO. 18-048 TO CARTER EXECUTIVE CONSULTING, INC. TO CONDUCT A FARE POLICY STUDY (P.14)

APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING

Wednesday, November 7, 2018
2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

12. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
September 5, 2018

1. CALL TO ORDER

Committee Chair Berwin Hanna called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on September 5, 2018, in the RTA Board Room.

2. SELF INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Berwin Hanna, City of Norco
2. Linda Molina, City of Calimesa
3. Dawn Haggerty, City of Canyon Lake
4. Dick Haley, City of Corona
5. Linda Krupa, City of Hemet
6. Anthony Kelly Jr., City of Jurupa Valley
7. Maryann Edwards, City of Temecula
8. ¹Ike Bootsma, County of Riverside, District II
9. ²Jeff Comerchero, County of Riverside, District III
10. ³Barry Busch, County of Riverside, District V

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. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Adam Chavez, Director of Maintenance
9. Jim Kneepkens, Director of Marketing
10. Natalie Zaragoza, Director of Contracts
11. Rick Majors, Director of Risk Management
12. Rick Kaczerowski, Director of Information Technologies
13. Eric Ustation, Government Affairs Manager
14. Brad Weaver, Media & Public Relations Manager
15. Melissa Blankenship, Contracts Manager
16. Stephanie Sirls, Contract Operations Manager

¹Alternate for John Tavaglione, County of Riverside, District II

²Alternate for Chuck Washington, County of Riverside, District III

³Alternate for Marion Ashley, County of Riverside, District V

Other Attendees

1. Marion Ashley, Supervisor, County of Riverside, District V

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – JULY 11, 2018 COMMITTEE MEETING**

M/S/C (HALEY/KRUPA) approving the July 11, 2018 committee meeting minutes.

The motion carried unanimously.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections which were received and filed.

6. **QUARTERLY CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status which was received and filed.

7. **QUARTERLY INVESTMENT REPORT**

Mr. Fajnor presented the quarterly investment report which was received and filed.

8. **QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT**

Mr. Fajnor presented the quarterly natural gas procurement status report which was received and filed.

9. **ACTUARIAL STUDY RESULTS FOR LIABILITY INSURANCE**

Mr. Fajnor presented the actuarial study results for liability insurance which was received and filed.

10. **ANNUAL REPORT FOR PUBLIC AGENCIES SELF-INSURED FOR WORKERS' COMPENSATION BENEFITS**

Mr. Fajnor presented the annual report for public agencies self-insured for workers' compensation benefits which was received and filed.

11. **AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 18-044 WITH LA SIERRA UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM**

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

- Authorize staff to renew Agreement No. 18-044 with La Sierra University to continue the U-Pass program from September 29, 2018 through September 28, 2019. The agreement will generate up to \$4,860 in fare revenue.

The motion carried unanimously.

12. **AUTHORIZATION TO AWARD AGREEMENT NO. 18-043 TO FLOOR TECH AMERICA, INC. FOR THE REMOVAL AND INSTALLATION OF NEW CARPETING AT BOTH THE AGENCY'S RIVERSIDE AND HEMET FACILITIES**

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

- Authorize staff to award Agreement No. 18-043 to Floor Tech America, Inc. for the removal and replacement of carpeting at the Agency's Riverside and Hemet facilities in the amount of \$119,122 with a ten-percent contingency of \$11,912 for a total project budget amount of \$131,034.

The motion carried unanimously.

13. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Anthony Kelly, Jr. and Committee Chairman Berwin Hanna.

14. **ANNOUNCEMENTS**

None.

15. **NEXT MEETING**

Wednesday, October 3, 2018
2:00 p.m.
Riverside Transit Agency
Board Room
1825 Third Street
Riverside, CA 92507

16. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 2018

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-September 2018 with projections through November 2018. This reporting period covers the first five months of FY19.

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

Recommendation:

Receive and file.

**Riverside Transit Agency
FY18/19 Cash Flow Projection**

General Account	Actual										
	9/21/2018	9/28/2018	10/5/2018	10/12/2018	10/19/2018	10/26/2018	11/2/2018	11/9/2018	11/16/2018	11/23/2018	11/30/2018
Est. Cash, Beg Balance (Book)	131,515	23,074,043	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:											
LTF Operating - recurring	27,141,814	-	-	-	-	5,044,204	-	-	-	-	5,044,204
LTF OPEB	177,778	-	-	-	-	177,778	-	-	-	-	177,778
RIN's Credit				96,863					90,000		
LCFS											
CalPERS CERBT Disbursement	91,287				87,947					90,000	
Farebox	206,724	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Total Other Farebox		123,732		455,396	93,854	218,269	172,332	455,396	126,133	236,956	
Total Other Local	1,098	10,464	7,496	5,000	5,000	10,464	5,000	5,000	5,000	5,000	10,464
FTA Operating					45,644						
Capital - Local, State	65,036	419,376	906,056	122,370							
FTA Capital	7,900	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Transfer from Investment to Gen Acct.	281,014		2,629,448	475,372	32,555		2,865,668	1,194,604	252,034	783,044	
Disbursements:											
Payroll = Net+Tax	(21,388)	(990,969)		(1,000,000)		(1,000,000)		(1,000,000)		(1,000,000)	
A/P Wires	(322,602)	(22,150,610)	(3,478,000)	(90,000)	(200,000)	(50,000)	(2,978,000)	(590,000)	(200,000)	(50,000)	(320,000)
A/P Checks	(179,634)	(165,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
Capital Expenditures	(6,498)	(85,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Transfer to Investment from Gen Acct.	(4,500,000)	(356,035)				(4,335,715)			(208,167)		(4,847,445)
Transfer to OPEB Trust Acct.											
Actual Ending Book Balance / Targeted Minimum Balance	23,074,043	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

LAIF Account:

Beginning balance	107,034	107,034	107,034	107,034	107,034	107,534	107,534	107,534	107,534	107,534	107,534
Quarterly Interest Income					500						
Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
Ending balance	107,034	107,034	107,034	107,034	107,534	107,534	107,534	107,534	107,534	107,534	107,534

County Pool Account:

Beginning balance	3,305,690	3,302,574	3,302,574	3,302,574	3,302,574	3,303,274	3,303,274	3,303,274	3,303,274	3,303,274	3,303,274
Quarterly Interest Income					700						
Transfers to/from Gen Acct.	(3,115)	-	-	-	-	-	-	-	-	-	-
Ending balance	3,302,574	3,302,574	3,302,574	3,302,574	3,303,274	3,303,274	3,303,274	3,303,274	3,303,274	3,303,274	3,303,274

CalTrust Account:

Beginning balance	49,644,356	53,866,458	54,195,872	51,566,424	51,091,053	50,964,644	55,300,359	52,514,691	51,320,087	51,182,365	50,399,321
Quarterly Interest Income		80,000					80,000				80,000
Transfers to/from Gen Acct.	4,222,102	249,414	(2,629,448)	(475,372)	(126,409)	4,335,715	(2,865,668)	(1,194,604)	(137,721)	(783,044)	4,847,445
Ending balance	53,866,458	54,195,872	51,566,424	51,091,053	50,964,644	55,300,359	52,514,691	51,320,087	51,182,365	50,399,321	55,326,766

<i>Deferred Revenue Capital >>></i>	40,623,518	40,648,518	40,648,518	40,648,518	40,649,218	40,649,218	40,674,218	40,674,218	40,882,385	40,882,385	40,907,385
<i>OPEB Trust Funding >></i>	533,334	533,334	533,334	533,334	533,334	533,334	711,112	711,112	711,112	711,112	888,890
<i>Available for Operating >>></i>	39,193,258	16,473,629	13,844,181	13,368,810	13,242,901	17,400,838	14,590,170	13,395,566	13,049,677	12,266,633	16,991,301

<i>Restricted</i>	41,156,851	41,181,851	41,181,851	41,181,851	41,182,551	41,360,329	41,385,329	41,385,329	41,593,496	41,593,496	41,796,274
<i>Available for Operating</i>	39,193,258	16,473,629	13,844,181	13,368,810	13,242,901	17,400,838	14,590,170	13,395,566	13,049,677	12,266,633	16,991,301

Avg Operating expenses per month =>	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600
No. of months Oper Cash On Hand =>	5.36	2.25	1.90	1.83	1.81	2.38	2.00	1.83	1.79	1.68	2.33

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 2018

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. 19-002 to ND Construction Company for Construction and Installation Services for Ten Bus Stop Locations

Summary: In July of 2015, the Board of Directors adopted a Bus Stop Strategic Policy to establish clear guidelines for the procurement, prioritization and deployment of bus stop amenities (shelters, benches, trash receptacles, etc.). The policy ensures a fair and equitable distribution of resources across the Agency's service area. This particular project will include Americans with Disabilities Act (ADA) site improvements, the installation of bus shelters, benches and other associated amenities at various bus stops located in Jurupa Valley, Riverside, Hemet, Murrieta, San Jacinto and the County (Attachment A).

On August 29, 2018, staff issued Invitation for Bid (IFB) No. 19-002. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website. 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.

On September 20, 2018, the Agency received bids from the following vendors:

Firm Name / Location	Bid Amount
ND Construction Company, Anaheim, CA	\$118,113.00
Fleming Environmental Inc., Fullerton, CA	\$271,525.80
PTM General Engineering Services Inc., Riverside, CA	\$294,946.00

Since this is a public works project subject to California's Prevailing Wage Laws, the Agency is required to restrict its bidders list and subsequent contract award to only those contractors and subcontractors registered with the State of California's Department of Industrial Relations.

Staff reviewed the low bidder's submittal to ensure compliance with the requirements of the IFB. Based on a thorough review, staff recommends

awarding a contract to ND Construction Company (ND), the lowest responsive and responsible bidder. The Agency has previously worked with this firm on many similar projects including the Galleria at Tyler, the Inland Valley Medical Center, Menifee Town Center, Moreno Valley, Murrieta Gateway, and the cities of Riverside and San Jacinto. ND has also refurbished bus shelters and amenities for the Agency in over 65 locations throughout Western Riverside County and has satisfactorily completed the projects awarded to them on-time and within budget.

Staff recommends the contract include a ten-percent contingency of \$11,811.30 to be utilized in the event unforeseen issues arise during construction. Such use would be subject to a future change order or amendment to the proposed contract if necessary.

Fiscal Impact:

Sufficient funds to cover this request are included the Agency’s FY19 capital budget. The funding profile is shown below.

Funding Source		
Federal Section 5307	STA	Total *
\$ 103,939.44	\$ 25,984.86	\$ 129,924.30

* Amount Includes Ten-Percent Contingency

Recommendation:

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

- Authorize staff to award Agreement No. 19-002 to ND Construction Company for construction and installation services for ten bus stop locations in the amount of \$118,113.00 with a ten-percent contingency of \$11,811.30 for a total not-to-exceed contract amount of \$129,924.30.

ATTACHMENT A

City	Location
Jurupa Valley	Mission Boulevard FS Pacific Avenue
Jurupa Valley	Mission Boulevard FS San Savaine Way
Jurupa Valley	Rubidoux Boulevard FS Mission Boulevard
Riverside	Chicago Avenue FS University Avenue
Riverside	Arlington Avenue FS Van Buren Boulevard (Big K-Mart)
Hemet	South State Street FS Stetson Avenue
Murrieta	Nighthawk Way at Murrieta Valley High School
San Jacinto	North State Street FS Sagecrest Way
Riverside County, District 1	Van Buren Boulevard FS Washington Street
Riverside	Central Avenue FS Falkirk Avenue

* FS = Far Side of intersection

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

October 2, 2018

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. 19-001 to Sudweeks Construction, Inc. for Construction Services to Upgrade the Front Lobby at the Agency's Riverside Facility

Summary: As part of the ongoing efforts to improve security at our Riverside and Hemet facilities, threat and vulnerability assessments are conducted about every two years by the Department of Homeland Security/Transportation Security Administration. In addition, the Agency has also commissioned third-party facility threat assessments to assist in identifying facility vulnerabilities. These assessments have consistently identified the Riverside front lobby as a highly vulnerable area, susceptible to unauthorized access or breach of security, which poses a risk to employees working the front reception counter. It has been recommended that the Agency enclose the reception area with a bank-type service counter with audio and security features and the replacement of all glass windows and doors between the reception area and the controlled space with bullet proof glass.

In March 2018, staff retained the services of TKE Engineering for Architectural and Engineering services to prepare the plans and specifications for the recommended security enhancements. The approved plans consist of replacing the reception counter with an ADA compliant and level 3 resistant counter; installing a level 3 bullet resistant transaction window with two transaction trays and interlocking package exchange; installing a level 3 bullet resistant barrier behind the walls of the reception area restroom; replacement of the interior storefront window with a level 3 bullet resistant wall and door; reinforcing the door-window with a 3-ply bullet resistant film; and, replacement of the conference room doors and window with level 3 bullet resistant materials.

On August 7, 2018, staff issued Invitation for Bids (IFB) 19-001. The IFB 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.

On September 7, 2018, the Agency received bids from the following three vendors:

Firm Name	Bid Amount
Sudweeks Construction, Inc., Canyon Lake, CA	\$112,500
Regency-Pacific Dev. Corp., Beaumont, CA	\$192,200
Dalke & Sons Construction, Inc., Riverside, CA	\$277,480

In addition, the Agency also received three "no bid" responses from the following vendors:

- Tovey/Schultz Construction, Inc. Lake Elsinore, CA
- Asia General Contractors, Inc. Los Angeles, CA
- New Dynasty Construction, Inc. Tustin, CA

Since this is a public works project subject to California's Prevailing Wage Laws, the Agency is required to restrict its bidders list and subsequent contract award to only those contractors and subcontractors registered with the State of California's Department of Industrial Relations.

Staff reviewed the low bidder's submittal to ensure compliance with the requirements of the IFB. Based on a thorough review, staff recommends awarding a contract to Sudweeks Construction, Inc., the lowest responsive and responsible bidder.

Staff also recommends including a ten-percent contingency of \$11,250 to be utilized in the event unforeseen issues arise during the construction. Such use would be subject to a change order or amendment to the proposed contract if necessary.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's FY19 capital budget. The funding profile is shown below:

Funding Source		
<u>Prop. 1B Security</u>	<u>Other</u>	<u>Total *</u>
\$ 123,750	\$ ---	\$ 123,750

* Amount Includes Ten-Percent Contingency

Recommendation:

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

- Authorize staff to award Agreement No. 19-001 to Sudweeks Construction, Inc. for the Front Lobby Security Upgrade Project at the Riverside facility in the amount of \$112,500 with a ten-percent contingency of \$11,250 for a total project budget amount of \$123,750.

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

October 2, 2018

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vincent Rouzaud, Chief Procurement and Logistics Officer
Craig Fajnor, Chief Financial Officer

SUBJECT: Authorization to Award Agreement No. 18-048 to Carter Executive Consulting, Inc. to Conduct a Fare Policy Study

Summary: The Agency's last comprehensive fare change went into effect on July 1, 2009. This change was the culmination of a fare policy study that began in early 2008 and was completed in early 2009. The process took much longer than originally anticipated due to the onset of the Great Recession, which created multiple issues not originally considered at the commencement of the fare policy analysis. The previous comprehensive fare analysis was performed by Transportation Management & Design.

In general, changes in fare structure are made more frequently than once every 10-years. The California Transportation Development Act (TDA) requires public transit operators meet or exceed a pre-determined ratio of fare revenues to total operating costs. This ratio, known as the Farebox Recovery Ratio (FRR), requires that an operator who provides service in an urban area achieve at least a 20 percent FRR. If the operator provides service in a rural area, or provides demand response service, a FRR of 10 percent must be achieved for these services. As the Agency provides all three service types, it must achieve or exceed a blended FRR that is generally in the 17 percent range. The target ratio changes annually.

With a 10-year constant fare structure and an operating budget that continues to increase each year, achieving the minimum FRR becomes increasingly more challenging. While the Agency has exceeded its FRR target in every year since the last fare increase, pure farebox recovery ratio performance has now fallen below target. Other farebox-allowable revenues have aided the Agency in exceeding these targets, but these other revenues cannot be counted upon as they are not continuing sources of revenue. Thus, staff determined the need for a comprehensive fare policy analysis to ensure the Agency's financial viability and to continue to meet or exceed anticipated FRR targets in the near future.

On July 27, 2018 the Agency issued Request for Proposal (RFP) No. 18-048. The RFP was 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 to the local Chambers’ of Commerce of those cities that are members of the Joint Powers Agreement.

On September 6, 2018 the Agency received proposals from the following four firms:

- Carter Executive Consulting, Inc. San Marcos, CA
- Nelson/Nygaard Consulting Associates, Inc. Seattle, WA
- Four Nines Technologies Corte Madera, CA
- Steer Brooklyn, NY

An evaluation committee representing staff from the Finance, Planning, Marketing and Purchasing departments evaluated the proposals in accordance with the criteria listed in the RFP.

Upon completion of the technical review, Carter Executive Consulting, Inc. (Carter) received the highest technical scores from the committee. Staff then reviewed the pricing submitted by all four firms. The price breakdown is shown below:

Firm Name	Price
Carter Executive Consulting, Inc.	\$124,980
Nelson/Nygaard Consulting Associates, Inc.	\$154,473
Four Nines Technologies	\$174,988
Steer	\$225,345

Since Carter was determined to be the best value to the Agency and also the highest technically ranked firm, the evaluation committee invited Carter for an in-person interview. The interview process gives staff the opportunity to ask specific questions that clarify and augment the written proposal.

The following summarizes key points of the evaluation committee’s analysis:

- Carter submitted a proposal that reflected a complete understanding of the Agency’s needs for its Fare Policy Study.
- Doug Carter, the sole owner of Carter and Project Manager for this project, has over 37 years of consulting experience in the

transportation industry in the areas of fare policy and pricing, financial modeling, performance improvement and public outreach.

- Doug Carter has led more than 100 fare policy projects for transit agencies throughout his career.

Based on the overall evaluation process (technical review, price analysis, in-person interviews, reference checks) it was the evaluation committee's determination that Carter was the most technically responsive and responsible vendor and provides the best value to the Agency.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's FY19 operating budget. The funding profile is shown below:

	Funding Source	
<u>FTA 5307</u>	<u>LTF</u>	<u>Total</u>
\$99,984	\$24,996	\$124,980

Recommendation:

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

- Authorize staff to award Agreement No. 18-048 to Carter Executive Consulting, Inc. to conduct a fare policy study in an amount that will not exceed \$124,980.