

STAFF REPORT



MEETING DATE:	5/7/2014
SUBJECT:	Authorize Technical Service Agreement for Consultant Study of Transit Technology and Coordination of Consolidated Transportation Service Agency (CTSA) Services
AGENDA ITEM:	5-4
STAFF CONTACT:	Dave Wallace, Chief Fiscal Officer

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Authorize the executive director to enter into a technical services agreement with IBI Group to complete a study of transit technology and a study for coordination of transit services, not to exceed \$28,400, for a term ending December 31, 2014.
2. Authorize the executive director to amend the agreement to include any unforeseen tasks as necessary, not to exceed \$5,680 (20%) in total additional work.

DISCUSSION:

In March, 2014, SRTA solicited two requests for quotes (RFQ) consistent with board of director's action in February, 2014. One RFQ was to complete a consultant study of transit technology, and the other RFQ was to report on transit coordination. Four responses were received on the technology RFQ, and three responses were received on the transit coordination RFQ. The proposals were evaluated and references checked. C.R. Peterson Consulting, LLC submitted a combined \$33,450 quote. Moore & Associates submitted a combined quote of \$29,057. EVP Group submitted a quote of \$15,400 for the transit technology portion only. IBI Group, with a quote of \$28,400, is recommended based on experience, cost and an overall better understanding of SRTA's needs and expectations.

It is also recommended that the board of directors authorize the executive director to approve contract amendments – limited to a cumulative total of 20% of the base amount – as needed for new work tasks not anticipated in the original scope of work.

The transit technology study will assist RABA in determining the appropriate system to gather ridership information and provide better communication to riders. The coordination of transit services study will provide alternatives in structuring rural demand response services. The studies should be completed this summer.

ALTERNATIVES:

The board of directors may select another quote or reject all consultants and direct staff to issue a new request for quotes.

OTHER AGENCY INVOLVEMENT:

The Social Services Transportation Advisory Committee (SSTAC), Shasta Senior Nutrition Programs (as the CTSA) and RABA have been advised of both projects. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:

The total recommended contract amount is not to exceed \$28,400. Up to \$5,680 may be amended into the contract for new work tasks outside of the original scope of work. Federal Transit Administration Section 5303 funding is programmed in the current OWP for both projects.



Daniel S. Little, AICP, Executive Director