



STAFF REPORT

MEETING DATE:	December 13, 2016
SUBJECT:	Authorize the Executive Director to Issue a Request for Proposals for the Consolidated Transportation Services Agency (CTSA)
AGENDA ITEM:	5-8
STAFF CONTACT:	Kathy Urlie, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to issue a request for proposals (RFP) for consolidated transportation services agency (CTSA) services. A draft RFP is attached. SRTA staff anticipates requesting a five-year contract, with options to extend for up to five additional years.

DISCUSSION:

Under contract to SRTA, Shasta Senior Nutrition Program (SSNP) is the designated CTSA for the Shasta region through June 30, 2017. As the CTSA, SSNP provides specialized transit services in areas not covered by the Redding Area Bus Authority (RABA), and is eligible to receive up to five percent annually of regional Local Transportation Fund (LTF) for qualifying services.

Standard procurement practices include the regular evaluation of service providers and periodically going out to bid for contract work.

Results of the procurement process will be presented to the board of directors at the February meeting. Due to the large capital start-up and operation needs for transit service, and the need to be able to recoup some of the initial investment, the RFP will likely call for a five-year contract, with options to extend, for up to five additional years.

ALTERNATIVES:

The board of directors may request specific modifications to the attached scope of work, or request additional information.

OTHER AGENCY PARTICIPATION:

SRTA staff will invite Caltrans District 2 and RABA staff to evaluate proposals received.

FINANCING:

SRTA may provide up to five percent LTF funding to the designated CTSA. The amount available varies from year to year according to the LTF allocation received. In the 2016-17 year, almost \$280,000 has been budgeted for CTSA service operation.

Daniel S. Little, AICP, Executive Director

Attachment: Draft Request for Proposals (Not Available for TAC)