



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Approve Scope of Work for Transit Operations Contract and Authorize Advertisement for Request for Proposals (GrapeLine, VineLine and Dial-A-Ride)

MEETING DATE: March 5, 2008

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Approve the Scope of Work for the Transit Operations contract and authorize staff to advertise for Request for Proposals (RFP).

BACKGROUND INFORMATION: The City's transit program began in January 1978 with a Dial-A-Ride type service through a contract with the local taxi company. The system was designed to meet the needs of seniors, disabled and economically disadvantaged persons who were unable to travel by car. The City took over the Dial-A-Ride program in September 1992 and added its Fixed Route service in November 1994. In 1996, the entire operation was contracted to a specialized provider. Services are currently provided by a contract with MV Public Transportation, Inc.

The City of Lodi's current contract is five years old and has expired. It is time to re-bid the contract. In addition to the current scope of work, the proposal will include ADA service reporting and tracking, computerized dispatching and the requirement that all proposed Contractor employees be fingerprinted and pass a background check before they are eligible to drive under the contract. In addition to the Scope of Work, the RFP documents will require the submittal of references, experience, and a wage and benefits schedule. The RFP will be evaluated for "Best Value", which includes reviewing management, training, accident history and staffing, in addition to price. The proposals will include a flat monthly charge for administration and dispatch, plus an hourly rate per vehicle revenue hour. The contract term shall be for four years, with two one-year extensions possible. Staff has included in the RFP the current pay scale and benefits package and calls for a minimum starting salary that is to be no less than \$1.00 lower than the existing starting salary. Setting the minimum pay levels has assisted in retaining and recruiting drivers.

The issuance of the RFP for Transit Operations in Lodi also coincides with the timing for release of the RFP for services covering the City of Galt. Staff has met with the City of Galt and is bringing forward the idea of bidding the two services concurrently with an optional bid to allow for one contractor to provide both services. By issuing the optional bid, the Cities would allow for joint management, staffing and oversight of the contracts which is anticipated to result in reduced costs for both systems. In addition, the concurrent management of the services should facilitate ease in reporting requirements associated with the federal funding we receive. Currently, data on Galt's services is prepared by their contractor, submitted to Galt and then submitted to us. If the two systems utilized the same contractor, staff would have direct access to all applicable data. A copy of the RFP is on file in the Public Works Department. The RFP is scheduled to be released March 7th, with proposals due on April 9th. Staff intends to bring this item back to the City Council at the first meeting in May for award.

APPROVED: _____
Blair King, City Manager

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FISCAL IMPACT: This agreement will allow the City of Lodi to claim and receive Federal Transit Administration funding. These funds will pay for on-going operations and upcoming capital needs. Without a new contract, Federal funding can not be utilized for operations. The current contract amount is approximately \$1.8 million per year and varies with the hours of service being provided. Staff believes that contracting the service provides the best value to the City. Transit service is very specialized and having a contractor who can share overhead expenses (such as training, operation support and technology changes) with their other contracts is a benefit. Other than specialized districts, very few cities directly operate their own transit service.

FUNDING AVAILABLE: Funding for this Transit Operations contract will be from Transportation Development Act (TDA) and Federal Transit Administration (FTA) funds.

Richard C. Prima, Jr.
Public Works Director

Prepared by Tiffani M. Fink, Transportation Manager

RCP/TMF/pmf

cc: Transportation Manager