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Title: Award a contract in the amount of \$144,001 to Transportation Management & Design, Inc. ("TMD") for fixed-route scheduling and training services - Bid File No. 022814JD

Sponsors: Department of Transportation

Indexes:

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Attachments: 1. TMD Scheduling Services Agreement 031915.pdf, 2. RFP Service Planning Services Final 12015.pdf

Date	Ver.	Action By	Action	Result
4/9/2015	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

April 9, 2015

FROM: BRIAN MARSHALL, Director
Department of Transportation

BY: JOHN DOWNS, Planning Division Manager
Department of Transportation/FAX

SUBJECT

Award a contract in the amount of \$144,001 to Transportation Management & Design, Inc. ("TMD") for fixed-route scheduling and training services - Bid File No. 022814JD

RECOMMENDATION

Staff recommends the Council award a contract in the amount of \$144,001 to TMD for fixed-route scheduling and training services.

EXECUTIVE SUMMARY

On February 3, 2015, the Department of Transportation/FAX ("FAX") released a Request for Proposal ("RFP") for Fixed-Route Scheduling Services. The purpose of the RFP is to procure specialized services that are critical to the efficient operation of FAX services. Specifically, the RFP asks for proposals for conducting a full schedule review to determine the functional status of the FAX fixed-route operating schedules, to prepare new operating schedules based on current conditions, and to

train in-house personnel on the use of Trapeze FX Blockbuster Scheduling Software, allowing staff to develop efficient and effective operating schedules.

FAX received one proposal from TMD of Carlsbad, California. FAX staff evaluated the proposal and found the TMD personnel and work plan to be excellent.

BACKGROUND

FAX has been without a qualified transit scheduler since January 3, 2013, when its full-time scheduling supervisor retired. At the time FAX was undergoing service and staff reductions, and a decision was made to contract scheduling services with a private consulting firm to reduce costs. Essentially, with only a few minor corrections, FAX has been operating with the same fixed-route schedules since 2013. Because of the complexity of the scheduling process and the importance of having accurate and current schedules, FAX now believes it would be significantly more efficient to train in-house personnel to prepare operating schedules using the Trapeze FX Blockbuster scheduling software that FAX has been using since 2006. This will allow FAX to address operational requirements in a timelier manner using personnel who have important local knowledge and understanding of the FAX system.

FAX issued the RFP for Fixed-Route Scheduling and Training Services on February 3, 2015, and received one proposal from TMD prior to the February 26, 2015, due date. The RFP was advertised in the Business Journal, Bids Online, and with the A/E Consulting Information Network. In addition to these listings, staff directly contacted firms who are known to perform these kinds of consulting services. Firms contacted included TMD; Runcutter; John E. Pappas, Transit Consultant; and GIRO.

Hank Lanum, TMD, was clearly interested in the project and would provide a proposal. Arthur N. Gaudet, Runcutter, would not be providing a proposal because of the emphasis placed on the use of Trapeze software, which he did not feel well qualified to teach. John E. Pappas had a time sensitive commitment to another transit agency that would preclude his ability to respond with a proposal. Finally, Francois Carignan, Giro, believed because his firm specializes in the scheduling software Giro markets called Hastus that they would not likely propose. Staff also spoke with April Hawkins, A/E Consulting Information Network, to make sure the RFP listing was placed on all appropriate contractor referrals.

ENVIRONMENTAL FINDING

This is not a “project” for the purpose of CEQA pursuant to CEQA Guidelines Section 15378.

LOCAL PREFERENCE

Local preference was not considered due to the use of federal funds.

FISCAL IMPACT

This project will be 80 percent funded the Federal Transit Administration (“FTA”) Planning funds and 20 percent State or local transit funds. There will be no impact to the General Fund.

Attachments:

TMD Scheduling Service Agreement
RFP for Fixed-Route Scheduling and Training Services