

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: YURI KOSLEN, TRANSIT PLANNER
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH MV
TRANSPORTATION FOR ADA PARATRANSIT SERVICES AND
DEVIATED FIXED-ROUTE SERVICE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve a Professional Services Agreement to MV Transportation, Inc. of Fairfield, California, for the delivery of ADA Paratransit Service, Deviated Fixed-Route service, and Supplementary “call-ahead” Service during the COVID pandemic and Travel Demand Management Support for a 30-month term in the amount of \$3,885,311.

EXECUTIVE SUMMARY

The Transit Division of Transportation and Public Works contracts for ADA Paratransit transportation service and deviated fixed route services. The current contractor, MV Transportation, Inc., has an Agreement with the city that expires at the end of December 2020. A Request for Proposals (RFP) process was conducted beginning in September 2020. Two proposals were received and MV Transportation was selected as the successful bidder. As part of the Request for Proposals process, staff analyzed MV Transportation’s proposal to ensure that the cost was fair and reasonable. MV Transportation’s performance has met the City’s expectations in their management of the services throughout the previous contract. Staff seeks Council approval to award a 30-month contract through June 30, 2023, with four one-year options to extend.

BACKGROUND

The Transit Division (“Transit”) of Transportation and Public Works (TPW) has contracted ADA Paratransit service since the late 1990s when this service became a requirement under the Americans with Disabilities Act (ADA). Paratransit service complements the City’s fixed route transit system, by providing next-day paratransit services seven days a week to those who are unable (temporarily or permanently) to

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independently use Santa Rosa CityBus due to a disability or health related condition. This service is provided within three-quarters ($\frac{3}{4}$) of a mile from existing CityBus routes.

The City of Santa Rosa has partnered with Oakmont Village Association (OVA) to provide deviated/flexible fixed route bus service for the Oakmont Community continuously since 1998. Route 16 is the City's only deviated fixed route and it operates within the Oakmont Community for the general public. Route 16 operates with a shared cost agreement approved by City Council and the Oakmont Village Association. The service operates Monday through Friday and deviates up to $\frac{3}{4}$ of a mile from its standard route to provide service upon request within the Oakmont community as well a daily trip to nearby grocery stores and pharmacies.

The current contractor, MV Transportation, Inc., has operated both the paratransit and deviated fixed route services for the City of Santa Rosa since 2002. MV Transportation continues to be a strong partner with the City of Santa Rosa. The company continues to staff the local office with experienced leaders who work daily with City staff to provide a safe, reliable, efficient and courteous service to the public. MV Transportation's team has provided critical support for evacuations during the 2017, 2019 and 2020 fire emergency as well as throughout the pandemic.

The current Contract with MV Transportation was awarded in 2015 with an expiration in December 2020.

PRIOR CITY COUNCIL REVIEW

On June 2, 2015, City Council passed a resolution awarding a three-year contract with two one-year options to extend to MV Transportation Inc. of Fairfield, California.

On July 26, 2016, City Council passed a resolution approving a three-year agreement with the Oakmont Village Association to share equally in the annual cost of operating the deviated fixed route service to the Oakmont Community.

On June 26, 2018, City Council passed a resolution to extend the contract with MV Transportation for 90 days to allow staff additional time to conduct market research and negotiate a full year extension of the contract with MV Transportation and increased the total contract obligation by \$160,000 to a total of \$3,888,100.

On September 25, 2018, City Council passed a resolution approving the Second Amendment to Professional Services Agreement with MV Transportation, Inc. to extend the contract for two years thus increased the total contract obligation by \$2,718,051 to a total of \$6,606,151.

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On June 16, 2020, the City Council passed a resolution to extend the Contract with MV Transportation for six months, increase compensation to cover that period, and allow for use of federal CARES Act funding and pandemic related services.

ANALYSIS

A Request for Proposals (RFP) process was conducted beginning in September 2020 by posting the RFP on PlanetBids. A pre-proposal video conference was conducted that was attended by ten separate firms resulting in eighty pre-proposal questions being submitted and subsequently answered by the City. On October 13th, the City received two proposals.

The RFP selection committee was made up of two City of Santa Rosa Transit Planners and the City of Petaluma's Transit Manager. City Council members in the consultant selection rotation were contacted but were unable to assist based on the timing of the process. The results of the scoring for the two bids were consistent among the evaluators. Based on the selection committee scores MV Transportation was found to have the most responsive, technically advanced, and competitively priced proposal. In addition, MV Transportation demonstrated a robust staffing and training plan and a clear understanding of the contract scope and service requirements. Transit Division staff recommends that MV Transportation begin a new contract period starting January 1, 2021 and ending on June 30th, 2023. At the end of that period staff will decide whether to exercise year one of the four option years.

The MV Transportation's proposal includes annual salary increases for drivers and dispatchers after the first 18 months. Mechanic wages will increase in the first year of the contract due to recruitment and retention challenges. The proposal includes technology advancement options that would provide notification to riders and allow for online booking and scheduling. The contract contains the necessary federal language to ensure the contractor is prepared to respond to disaster/emergency activities as directed by the City's Emergency Operations Center or CityBus supervisory staff.

In keeping with the RFP, MV will be able to provide, at the direction of City staff, additional deviated fixed route services, a supplementary "call-ahead" service and Travel Demand Management support. These services will enable the City to continue to respond to the challenges of the coronavirus emergency and other possible future transportation demands. In the past contract, the Oakmont service was the only deviated fixed route. With this contract the City will be able to deploy additional deviated fixed route services with dispatch support to other parts of the City. The supplementary "call ahead" service has been active since the beginning of the April 2020 in response to pandemic-related reduction of fixed route services. The "call ahead" service is a curb-to-curb service that supports passengers whose trip times may be impacted by fixed route service changes. Passengers who meet the qualifications

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must call a day ahead to schedule a ride on the service. Additionally, MV will be able to support meal or grocery delivery needs of the community. The Travel Demand Management support, although currently not being deployed, will provide for ADA paratransit service complementing any future transportation network company (TNC) (e.g. Lyft or Uber) based services. Through its proposal MV Transportation was able to convey its ability to continue to provide existing services and add services quickly if the City’s Transit Division determines those services are necessary to improve public transit in the City of Santa Rosa.

Additionally, this contract contains language that will allow the Transit Division to use any future federal emergency funding (similar to the CARES Act funding) to support this contract. The provisions include supporting the contractor in maintaining a highly trained and skilled workforce during and beyond the current pandemic. Staff believes this step ensures readiness for full-service restoration when that time comes. This contract allows MV Transportation to be reimbursed for personal protective equipment and cleaning supplies required to deliver services in manner consistent with federal, state, and local safety guidelines. These provisions of the contract allow the City flexibility to support the dynamic nature of our riders and community needs now and through the life of this contract.

The ADA paratransit contract is a federally-funded contract which requires staff to complete an Independent Cost Estimate (ICE) prior to receiving bids, and then once bids have been received a Price Analysis is conducted. MV Transportation’s pricing is about 8.2% more than the ICE, an increase that is less than the 10% threshold which would require further investigation and evaluation under federal rules. Additionally, the Price Analysis identified that both bids received were within 1% of each other, demonstrating the value of the MV Transportation bid, which was superior to the other bid received from both a technical and responsiveness perspective.

Contract costs include a monthly fixed fee as well as a variable cost based on the revenue hours actually operated given demand for paratransit trips. The pricing for the contract, based on an assumption of 17,500 revenue hours operated annually, is provided in Exhibit B and in the chart below.

Service Type	Month 1-6	Month 7-18	Month 19-30
ADA Paratransit	\$695,688	\$1,391,375	\$1,417,877
Deviated Fixed-Route	\$75,498	\$150,997	\$153,896

Service Type	Month 1-6	Month 7-18	Month 19-30
ADA Paratransit	\$694,226	\$1,388,451	\$1,417,941
Deviated Fixed-Route	\$75,351	\$150,702	\$153,903

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While the City's paratransit service is on track to deliver far less than 17,500 annual revenue hours due to the current effects of the pandemic on ridership, if revenue hours are held constant at 17,500 (last five year average annual), the proposed contract results in a 7.7% increase in the first full year of the contract and a 1.5% increase in the second full year. The deviated-fixed route portion of the contract has a more significant increase of 16%; however, this is due to the shifting of expenses into the deviated-fixed route portion of the contract that were previously allocated to the paratransit costs in the previous contract. The deviated-fixed route component of the contract only represents about 10% of the total contract costs.

The total contract cost over the 30-month period (2.5 years) is \$3,885,311. Funding for the ADA Paratransit Services and the Deviated Fixed Route Service is provided by state and federal grant funds. The initial contract period of 30 months was selected to align this contract with those of Sonoma County Transit and Petaluma transit to facilitate further discussion of integrating these services in the future.

FISCAL IMPACT

This action has no impact on the General Fund. Funding for the ADA paratransit services and the Oakmont deviated-fixed route service is provided by State Transportation Development Act Article IV funds and Federal Transit Administration (FTA) 5307 funds and is included in the Transit Division budget. Exhibit B shows the annual contract amounts for paratransit and the deviated fixed portion which for the 30-month contract period. Exhibit B also details the costs associated with the four one-year extensions, should the City elect to exercise any extension term.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change on the environment, or a reasonably foreseeable indirect physical change on the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Professional Services Agreement with MV Transportation, Inc. Scope of Services

CONTACT

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