



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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Marin County Board of Supervisors
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SUBJECT: Award of Bid for RideGreen Employee Shuttle Services to Transmetro Inc.

Accounting

Dear Board Members:

Airport

RECOMMENDATION: 1) Authorize Department of Finance to increase expenditure appropriations in the Public Works transportation budget, offset by a reduction in non-departmental appropriations; and 2) Authorize Director of Public Works to award bid and issue contract for Employee Shuttle Services to Transmetro Inc., of San Francisco, CA to provide shuttle services from SMART trains to four County locations for a one year period at a cost of \$200,007.

Building Maintenance

Capital Projects

Certified Unified Program Agency (CUPA)

SUMMARY: The Department of Public Works (DPW) staff contacted Marin Transit regarding "last mile" access, to get employees to and from the train station to their place of employment. We discussed the "COM Card" transportation program where the College of Marin pays Marin Transit a fixed cost per student which allows students to use any Marin Transit services. Marin Transit also provides dedicated bus service for the benefit of College of Marin students. This was seen as a potential good model for County employees, allowing them to use Marin Transit service for trips during their workday, and providing a dedicated service for the Civic Center SMART station. Marin Transit indicated they would need 9 to 10 months to get a dedicated shuttle up and running and work out the CARD details. With the originally anticipated start of SMART in November 2016, there was not enough time. We explored a temporary one-year shuttle contract issued by the County, but managed by Marin Transit similar to operations management contracts Marin Transit has with other agencies for yellow bus service. Marin Transit indicated they did not have the resources to offer this service, so those tasks will be handled by DPW.

Communications Maintenance

County Garage

Disability Access

Engineering & Survey

Flood Control & Water Resources

Land Development

Purchasing

Real Estate

In June 2016, the County Administrator's office conducted an employee survey to identify interest in using the new SMART commuter train rather than driving to work. DPW developed a Request for Proposals (RFP) based upon the employee survey results and solicited proposals from qualified firms. On August 31, 2016, DPW staff received proposals from four shuttle firms. The proposals were reviewed by an Evaluation Panel and deemed too costly, since it would take two shuttles in operation to meet the peak demand at 30 minute intervals per the survey.

Reprographic Services

Road Maintenance

Stormwater Program

Transportation & Traffic Operations

Waste Management

DPW prepared a revised solicitation specifying a single vehicle with capacity for 30 sitting and 10 standing. The proposed shuttle will provide loop service between the SMART Civic Center Station, the Civic Center Arch on Judge Haley Drive, and the stop across from the Post Office on Civic Center Drive (for 10 and 20 North San Pedro employees), 120 North Redwood Drive, and 1600 Los Gamos Drive. On October 14, 2016, two proposals were received and later reviewed by the Evaluation Panel, which selected Transmetro as the firm that meets the RFP criteria and was most cost effective. The proposed shuttle would serve eight morning trains (between 5:50 to 9:38) and eight evening trains (between 3:45 to 7:35). The contract would be hourly at \$100.81/hour, for an estimated 1984 hours, for a total of \$200,007.

The shuttle does not provide capacity to meet the survey peak period demand from the survey of 42 to 76 passengers. Since the employee survey indicated demand potentially exceeding shuttle capacity, if that occurs staff recommends that boarding priority be given to persons with disabilities first, and Non-Civic Center stops second. The shuttle is proposed to be free, with no pass or identification required to board.

Transmetro is holding their negotiated bid prices through the delay with SMART starting operations. They will not be using the County fuel pumps but may be parking two shuttle vehicles in the County parking lot above or west of 10 and 20 North San Pedro Road. By issuing a purchase order well in advance of SMART service starting provides sufficient lead time for Transmetro to obtain vehicles, hire and train a driver and work out route details before a possible April, 2017 SMART service start.

DPW staff will be monitoring shuttle use patterns during the contract period. To determine appropriate use goals for the shuttle, staff looked at Marin Transit's Short Range Transit Plan Table 2-3: Productivity Goals by Typology:

Typology	Routes	Productivity Target (minimum)
Local Trunkline Service	35, 36, 45, 71	25 passengers/ REVENUE HOUR
Local Basic Service	17, 22, 23, 28, 29, 49	20 passengers/ REVENUE HOUR
Local Connector Service	19, 51, 219, 222, 228, 233, 251, 257, 259	8 passengers/ REVENUE HOUR
Supplemental	113, 115, 117, 119, 125, 126, 127, 139, 151, 154	20 passengers/TRIP
Rural	61, 65, 68	4 passengers/ REVENUE HOUR
Recreational	66	25 passengers/ REVENUE HOUR
Demand Response	Local DAR, Novato DAR	2 passengers/ REVENUE HOUR

The proposed County shuttle operates somewhere between Local Connector and Supplemental service. In consultation with the County Administrator's office, staff recommends a minimum productivity target of 20 passengers per trip. Data will be provided weekly from the shuttle operator in an excel spreadsheet. The data will have been collected by shuttle drivers in the form of vehicle logs or trip sheets for each day of service including passenger counts and incident reports.

Marketing of the shuttle to employees as an opportunity to connect to the SMART train is important to its success. This will be managed by the RideGreen coordinator in the Community Development Agency, with our RideGreen initiatives.

FISCAL IMPACT: Funding for the RideGreen program was included in the FY 2016-17 Proposed Budget. Your Board's approval is requested to increase the Department of Public Works, general fund expenditure appropriations in the Transportation – Miscellaneous projects program by \$200,007 in FY 2016-17, offset by a reduction in non-departmental appropriations, to administer the contract with RideGreen. The department will continue to monitor the shuttle use patterns and will work with the County Administrator to incorporate the contract cost in the FY 2017-18 Proposed Budget.

REVIEWED BY:

<input checked="" type="checkbox"/>	Department of Finance	<input type="checkbox"/>	N/A
<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Very truly yours,



Craig Tackabery
Chief Assistant Director

C: Pauletta Jordan, Procurement Manager

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