

**Metro**Los Angeles County
Metropolitan Transportation AuthorityOne Gateway Plaza
Los Angeles, CA 90012-2952213.922.2000 ext.
metro.net**SYSTEM SAFETY & OPERATIONS COMMITTEE
OCTOBER 17, 2013****SUBJECT: BUS STOP USABILITY STUDY****ACTION: APPROVE CONTRACT AWARD****RECOMMENDATION**

Award and execute a firm fixed price (FFP) Contract No. OP3594-3074 for a period of 18 months to TranSystems, Incorporated to perform the Bus Stop Usability Study for a firm, fixed price of \$1,493,460.

ISSUE

As a result of a complaint filed with the Federal Transit Administration (FTA) Office of Civil Rights, the FTA informed Access Services, the Los Angeles County designated ADA paratransit agency, that it should grant unrestricted eligibility since it is not known if bus stops and the pathways to and from the bus stops in Los Angeles County are usable. An effort is required to inventory conditions at bus stops to identify and address usability of these bus stops.

DISCUSSION

Usability of bus stops is vital in helping to determine if individuals with disabilities can use fixed route services for particular trips or must make alternative transportation arrangements. Certain environmental barriers could render bus stops unusable to those requiring accessibility when utilizing fixed-route services. As a result, Metro is interested in improving access to and from bus stops throughout Los Angeles County and is conducting a study to identify those bus stops that are not usable. Los Angeles County has an estimated 25,000 bus stops countywide, and fewer than 15,000 are Metro bus stops. The remaining 10,000 bus stops are utilized by other fixed-route/municipal transit providers.

An effort is needed to inventory conditions and to identify and address the usability of these bus stops. The major tasks of the Bus Stop Usability Study project are to:

- 1) Perform a comprehensive study of existing bus stop conditions including GPS coordinates as well as other attributes of each bus stop;
- 2) Facilitate coordination and education by involving key stakeholders in this project;

- 3) Participate in meeting, providing status reports, final reports, and documentation of the overall study; and
- 4) Provide a list of unusable bus stops to Access Services for inclusion on their website.

The data gathered will consist of attributes and environmental barriers as well as photographs of bus stops which will be included in Metro's Trip Planner. This will assist individuals with disabilities in determining whether using fixed-route services for particular trips is appropriate or if alternative transportation arrangements must be made. This project will also create a baseline inventory of all stops within Los Angeles County that can be used by Metro's Stops and Zones, other Metro Departments, and fixed-route/municipal providers to enable them to work with the respective cities to remove identified environmental barriers to enhance services provided to transit customers in Los Angeles County.

Metro applied for and received \$750,000 in FTA Job Access and Reverse Commute (JARC) funds and is matching the federal funds with \$750,000 in Proposition C 40% Discretionary funding to conduct this assessment and study of Los Angeles County bus stops.

DETERMINATION OF SAFETY IMPACT

Providing vital bus stop condition information to Los Angeles County transit customers for travel planning will provide enhanced safety and security for transit customers.

FINANCIAL IMPACT

Total contract amount is \$1,493,460. Funding of \$746,730 is included in the FY14 budget under cost center 3594 Contract Services, line 50316, Professional and Technical Services, Bus Stop Usability project 410035.

Since this is a multi-year project, the cost center manager, project manager, and Executive Director, Bus Operations will ensure that costs are budgeted in future years.

Impact to Budget

Source of funds for this procurement are JARC funds and eligible local transit funds. No other sources of funds were considered for this project.

ALTERNATIVES CONSIDERED

The Board may choose not to approve the recommended actions. We do not recommend this action as not providing this vital information to Access Services could lead to an increase in demand for paratransit services by approximately 18,000 customers who use wheelchairs and who, in turn, would be given unrestricted ADA paratransit eligibility, thus leading to even greater demand on an already burdened

system. Additionally we would risk losing federal funds that will lapse if not used for the Bus Stop Usability Study during this fiscal year.

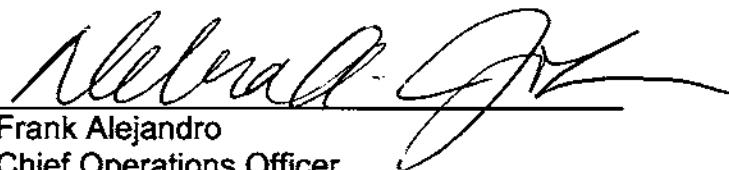
ATTACHMENTS

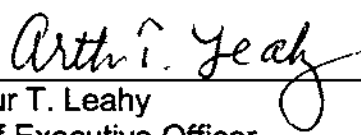
Attachment A: Procurement Summary

Prepared by: Giovanna M. Gogreve, ADA Paratransit Program Administrator
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Questions: Michelle Stewart, Assistant Administrative Analyst
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Michelle Lopes Caldwell
Chief Administrative Officer


for Frank Alejandro
Chief Operations Officer


Arthur T. Leahy
Chief Executive Officer

PROCUREMENT SUMMARY
BUS STOP USABILITY STUDY

| | | |
|----|--|-------------------------------------|
| 1. | Contract Number: OP35943074 | |
| 2. | Recommended Vendor: TranSystems, Inc. | |
| 3. | Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order | |
| 4. | Procurement Dates: | |
| | A. Issued: March 5, 2013 | |
| | B. Advertised/Publicized: March 9, 2013 | |
| | C. Pre-proposal Conference: March 11, 2013 | |
| | D. Proposals/Bids Due: April 4, 2013 | |
| | E. Pre-Qualification Completed: Yes | |
| | F. Conflict of Interest Form Submitted to Ethics: Yes | |
| | G. Protest Period End Date: (15 Calendar Days after Notification of Intent to Award) | |
| 5. | Solicitations Picked up/Downloaded: 37 | Bids/Proposals Received: 2 |
| 6. | Contract Administrator: Tamara Reid | Telephone Number: (213) 922-7215 |
| 7. | Project Manager: Giovanna M. Gogreve | Telephone Number: (213) 922-2835 |

A. Procurement Background

This Board Action is to approve an award to TranSystems, Inc. to perform a Bus Stop Usability Study.

The RFP was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm Fixed Price.

Two amendments were issued during the solicitation phase of this RFP:

- o Amendment No. 1 was issued on March 7, 2013 and included Attachment A, Bus Stop Inventory for LA County;
- o Amendment No. 2 was issued on March 14, 2013 to provide answers to formally submitted questions.

A pre-proposal meeting was held on March 11, 2013 and four questions were asked during and after the pre-proposal meeting. A total of two proposals were received on April 4, 2013.

B. Evaluation of Proposals/Bids

A total of two proposers responded to this solicitation. A source selection committee (SSC) consisting of staff from Bus Contract Services, Access Services, LA SAFE, Stops and Zones, Metro Relations, Information Management and Planning convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following minimum qualification, and evaluation criteria and weights:

Minimum Qualifications

The Project Manager was required to have a minimum of three years in bus transportation experience and to have participated in the evaluation of the universal design of transit facilities. In addition, the firm was required to have experience with Geographic Information Systems (GIS), Data Analysis, Universal Design of Transit Facilities, and Assessment on Usability and Accessibility of bus stops.

| | |
|---|------------|
| • Degree of the Firm and Personnel Skills and Experience | 30% |
| • Understanding of Work and Appropriateness of Approach for Implementation and Completion | 25% |
| • System Demonstration and User Interface | 20% |
| • Cost/Price Proposal | <u>25%</u> |
| Subtotal | 100% |

The evaluation criteria are appropriate and consistent with criteria developed for similar bus information studies. Several factors were considered when developing these weights, giving the greatest importance to the understanding of the work and the management team.

Both firms were determined to be within the competitive range. The firms are listed below in alphabetical order:

1. Moore & Associates
2. TranSystems, Incorporated

Interviews were conducted with each proposer's management team. Each proposer's management team made a formal presentation addressing each evaluation criteria of the RFP and they provided additional salient data and information pertaining to their approach to completing the Bus Stop Usability Study.

Qualifications Summary of Firms Within the Competitive Range:

Moore & Associates

Moore & Associates has a qualified management team to manage and complete an inventory of LA County Bus Stops. However, the system proposed for collecting and reporting their findings did not utilize an interactive database for information storage. During their presentation, Moore & Associates exhibited a vast knowledge of the requirements surrounding ADA compliance and expressed their commitment to providing exemplary services.

TranSystems, Incorporated

TranSystems has a qualified management team to manage and complete an inventory of LA County Bus Stops as well as sophisticated database program to support the Bus Stop Usability Study. During their presentation, TranSystems expressed their commitment to providing on-time performance and world class services.

| 1 | FIRM | Average Score | Factor Weight | Weighted Average Score | Rank |
|----|---|---------------|----------------|------------------------|----------|
| 2 | TranSystems | | | | |
| 3 | Degree of the Firm's Skills and Experience | 85.7 | 30.00% | 25.71 | |
| 4 | Appropriateness of Approach for Implementation and Completion | 82.8 | 25.00% | 20.70 | |
| 5 | System Demonstration and User Interface | 71.4 | 20.00% | 14.28 | |
| 6 | Price | 99.0 | 25.00% | 24.75 | |
| 7 | Total | | 100.00% | 85.44 | 1 |
| 8 | Moore & Associates | | | | |
| 9 | Degree of the Firm's Skills and Experience | 64.2 | 30.00% | 19.26 | |
| 10 | Appropriateness of Approach for Implementation and Completion | 65.7 | 25.00% | 16.43 | |
| 11 | System Demonstration and User Interface | 58.5 | 20.00% | 11.70 | |
| 12 | Price | 100 | 25.00% | 25.00 | |
| 13 | Total | | 100.00% | 72.39 | 2 |

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate price competition.

| | Bidder/Proposer Name | Original Proposal Amount | BAFO | Metro Independent Cost Estimate |
|----|----------------------|--------------------------|----------------|---------------------------------|
| 1. | Moore & Associates | \$1,482,977.70 | \$1,482,665.38 | \$1,500,000 |
| 2. | TranSystems | \$1,497,471.16 | \$1,493,459.14 | \$1,500,000 |

D. Background on Recommended Contractor

TranSystems, headquartered in Kansas City, MO with offices in 40 cities around the United States, is one of the largest engineering firms focusing exclusively on transportation-related solutions. Listed in the Engineering News Record as one of the country's top 25 transportation companies, TranSystems provides integrated solutions for the transportation industry. TranSystems offers wide-ranging and in-depth expertise with all transit modes and includes nationally-known experts in transit planning, analysis, and implementation.

E. Small Business Participation

The Diversity and Economic Opportunity Department (DEOD) established a 5% Disadvantaged Business Enterprise (DBE)/DALP goal for this solicitation. TranSystem, Inc. made a 11.7% DBE commitment.

| SMALL BUSINESS GOAL | DBE 5% | SMALL BUSINESS COMMITMENT | DBE 11.7% |
|---------------------|--------|---------------------------|-----------|
|---------------------|--------|---------------------------|-----------|

| | DBE/SBE Subcontractors | % Committed |
|----|------------------------|-------------|
| 1. | Arellano Associates | 11.7 |
| | | |
| | | |
| | Total Commitment | 11.7 |

F. All Subcontractors Included with Recommended Contractor's Proposal

| | Subcontractor | Services Provided |
|----|----------------------|-------------------------|
| 1. | Civic Resource Group | Methodology Development |
| 2. | Arellano Associates | Outreach & Coordination |
| 3. | Mercury Data System | Application Development |