



**Metro**

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Metropolitan Transportation Authority

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**PLANNING AND PROGRAMMING COMMITTEE  
SEPTEMBER 17, 2014**

**SUBJECT: EMPLOYER RIDESHARE AND ANNUAL TRANSIT PASS SUPPORT**

**ACTION: EXTEND CONTRACT FOR EMPLOYER RIDESHARE PROGRAM AND  
ANNUAL TRANSIT PASS SUPPORT IMPLEMENTATION SERVICES**

**RECOMMENDATION**

Authorize the Chief Executive Officer to execute Modification No. 5 to Contract No. PS107140706 with Inland Transportation Services, Inc. (ITS) to provide employer rideshare program and annual transit pass support implementation services for up to an additional six months from January 1, 2015 to June 30, 2015 in an amount not to exceed \$480,000. This modification would increase the total contract value from \$2,662,292 to \$3,142,292.

**ISSUE**

Inland Transportation Services, Inc. has provided employer rideshare program support since April 2010 when the contract was awarded. The contract has undergone several modifications and will be ending on December 31, 2014. Staff has initiated a solicitation for a new contract intended to replace the current contract. Board authorization is requested to extend the contract for an additional six months to allow Metro to continue providing rideshare services to Los Angeles County employer worksites and commuters through completion of the procurement process and possible vendor transition.

**DISCUSSION**

**Background**

Metro provides commute assistance services to worksites in Los Angeles County with the objective to improve commuter mobility by reducing single occupant vehicle trips and providing information and services to increase transit ridership, carpooling, vanpooling, walking, and bicycling to work. Metro's commute assistance services are comprised of two sections: 1) Employer/Commuter Rideshare Program Support managed by the Planning Department, and 2) Employer Annual Transit Pass Programs managed by Communications. Metro's contract with ITS includes support in both areas by providing in-house consulting staff to manage and provide services. ITS staff also manage the Los Angeles County portion of the regional rideshare database called

RidePro. RidePro is a software system that assists worksites with air quality compliance and employer based ridematching.

During the course of the contract, modifications were required for several reasons. The most significant modification occurred during the second year of the contract when several new positions were added in an effort to support the ExpressLanes Project. One of the project's goals was to promote ridesharing options and form 100 new vanpools within 1 year of opening the ExpressLanes on the 110 Freeway. Given the time sensitivity of this goal, rather than initiate a new contract, Metro modified the contract with ITS to add three (3) new positions and utilize the company's expertise in rideshare programs and incentives. This modification was done pursuant to Metro policies and under the review of Procurement. Staff conducted outreach in support of carpooling, vanpooling and using new transit options on the ExpressLanes. They met with Employer Transportation Coordinators (ETC) and also participated in outreach efforts to the general public. Staff achieved its goal for vanpool formation and ultimately enhanced the value of the overall service. However, this resulted in accelerating the spending rate of the contract. In June representatives of Planning and Communications met with Procurement to determine how best to procure for the services. Procurement recommended an extension to the current contract while a new solicitation was prepared to ensure there was no gap in services and to allow for a period of transition should the current vendor not be selected. This recommendation is the basis of this request.

A new contract will be awarded in early 2015. If a new vendor is selected, staff expects a transition period of two to three months.

### **DETERMINATION OF SAFETY IMPACT**

The rideshare and annual transit pass programs have demonstrated effectiveness in reducing the number of cars on the road during the peak commute period. This contributes to public safety. Currently, Metro provides support to over 250,000 commuters and 1,000 worksites in Los Angeles County.

### **FINANCIAL IMPACT**

If this request is approved, the total contract value will increase to \$3,142,292. The FY 15 approved budget includes costs for the additional service months in Cost Center 4540 and 7140, Project 405547, Tasks 01.10 and 01.09. The funding source for this contract comes from Proposition C 25% sales tax. These funds are from a Regional Rideshare grant programmed in the Transportation Improvement Program (TIP) pursuant to the Long Range Transportation Plan (LRTP). The Project Managers from each Cost Center will be accountable for managing costs as part of this modification and transitioning remaining budget to the new contract if it is executed before June 30, 2015.

### Impact to Budget

The source of funds for this action, Proposition C 25% Streets & Highway, is not eligible to fund bus and rail operating and capital expenditures.

### ALTERNATIVES CONSIDERED

The Board can choose not to authorize the CEO to execute this contract modification to continue providing rideshare and annual transit pass support implementation services. However, staff does not recommend this option. If the Board denies this request, services from ITS will lapse and Metro will no longer be able to provide support to worksites regulated by the South Coast Air Quality Management District (AQMD) and ridematching services to thousands of commuters. In addition, support to the annual transit pass programs (A-TAP and B-TAP) would end and that could result in a loss of revenue to the agency. Moreover, Metro just recently executed a license agreement with Trapeze Software Group for the use of RidePro in partnership with the Orange County Transportation Authority (OCTA) and the Ventura County Transportation Commission (VCTC) and without the continuation of this contract, Metro would lose the financial investment in this database.

### NEXT STEPS

Execute Modification No. 5 to extend Contract No. PS107140706 with Inland Transportation Services, Inc. (ITS) to June 30, 2015 and increase the total contract value.

### ATTACHMENTS

- A. Procurement Summary
- B. Contract Modifications

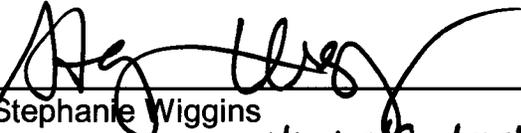
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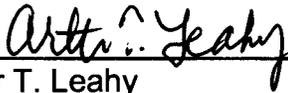
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Martha Welborne, FAIA  
Chief Planning Officer



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Stephanie Wiggins  
Executive Director, *Vendor/Contract Management*



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Arthur T. Leahy  
Chief Executive Officer

**PROCUREMENT SUMMARY**

**EMPLOYER RIDESHARE AND ANNUAL TRANSIT PASS SUPPORT**

<b>1.</b>	<b>Contract No.:</b> PS107140706			
<b>2.</b>	<b>Contractor:</b> Inland Transportation Services, Inc. (ITS)			
<b>3.</b>	<b>Mod. Work Description:</b> Contract Extension/Add Funds			
<b>4.</b>	<b>Work Description:</b> Employer rideshare program and annual transit pass support implementation services			
<b>5.</b>	<b>The following data is current as of :</b>	August 1, 2014		
<b>6.</b>	<b>Contract Completion Status:</b>			
	Bids Opened	N/A	Financial Status	
	Contract Awarded	04/24/10	Contract Award Amount	\$2,420,266
	Notice to Proceed (NTP)	04/28/10	Total of Modifications approved	\$242,026
	Orig. Complete Date	12/31/14	Pending Modifications (including this action)	\$480,000
	Current Est. Complete Date	06/30/15	Proposed Contract Value (with this action)	\$3,142,292
<b>7.</b>	<b>Contract Administrator:</b> Linda Rickert	<b>Telephone Number:</b> (213) 922-4186		
<b>8.</b>	<b>Project Manager:</b> Paula Carvajal April McKay	<b>Telephone Number:</b> (213) 922-4258 (213) 922-2290		

**A. Procurement Background**

This Board action is to approve a contract modification to extend the current contract for an additional six months and to add an amount NTE \$480,000 to cover the anticipated costs during the extended period.

This contract modification is processed in accordance with Metro's Acquisition Policy.

On April 24, 2010, Contract No. PS107140706 was awarded to Inland Transportation Services, Inc. in the amount NTE \$2,420,266 as a result of a competitive selection

process for employer rideshare program and annual transit pass support implementation services.

Attachment B shows that four modifications have been issued to date to add and/or delete work.

**B. Cost/Price Analysis**

This contract is a firm, fixed unit rate contract. Unit rates established in the contract are the unit rates that will be used for this extension period. Unit rates were determined to be fair and reasonable at time of contract award.

	<b>Proposal Amount</b>	<b>Negotiated Amount</b>	<b>MTA Estimate</b>
1.	\$480,000	\$480,000	\$480,000

**C. Small Business Participation**

Inland Transportation Services made a 10.63% Small Business Enterprise (SBE) commitment by listing one (1) SBE subcontractor. In March 2012, the one (1) SBE subcontractor (Redfern and Associates) asked to be released from their subcontract agreement because they were retiring. DEOD approved the substitution of Redfern and Associates with another SBE firm, The Van Stratten Group Inc., in April 2012. Inland Transportation Services' is exceeding its commitment with a current SBE participation of 12.35%.

<b>SMALL BUSINESS COMMITMENT</b>	<b>SBE 10.63%</b>	<b>SMALL BUSINESS PARTICIPATION</b>	<b>SBE 12.35%</b>
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	<b>SBE Subcontractor</b>	<b>Scope of Work</b>	<b>% Committed</b>	<b>Current Participation<sup>1</sup></b>
1.	Redfern and Associates	Conduct Surveys	10.63%	4.30%
2.	The Van Stratten Group	Conduct Surveys	Added	8.05%
	<b>Totals</b>		<b>10.63%</b>	<b>12.35%</b>

<sup>1</sup>Current Participation = Total Actual amount Paid-to-Date to SBE firms ÷ Total Actual Amount Paid-to-date to Prime.

**ATTACHMENT B****CONTRACT MODIFICATIONS**

	<b>Original Contract (NTP)</b>	<b>4/28/10</b>	<b>\$2,420,266</b>
<b>1</b>	Revised statement of work & reduced work plan due to budget cut	7/1/10	\$0.00
<b>2</b>	Added funds to the contract and added 2 Appointment Setter positions	8/9/10	\$100,000
<b>3.</b>	Added funding and added 3 Account Executive positions	7/1/11	\$142,026
<b>4.</b>	Reduced period of performance & confirmed rates to end of contract	7/10/13	\$0.00
<b>5. (Proposed)</b>	Add funding and extend Contract period of Performance (pending Board approval)	9/25/14	\$480,000
	<b>Total</b>		<b>\$3,142,292</b>