



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No.** _____

FROM: City Administrator

SUBJECT: Approve Request for Proposal for the Purchase of a Transit Planning Software System

MEETING DATE: March 7, 2017

RECOMMENDATION:

1. Approve the Request for Proposal (RFP) for the purchase of a transit planning software system; and
2. Authorize the Transportation department to advertise for proposals and designate Friday, April 7, 2017, at 5:00 pm, as the bid due date.

ANALYSIS:

The City of Commerce has a \$35,000 grant (CA-90-Z093) from the Federal Transit Administrator (FTA), for the purchase of a transit planning software system. The City has pre-award authority for this project, which allows the City to start the procurement process. The primary role of the transportation department is to plan, design, schedule and monitor service for all of these modes. By today's technological standards, some of the core functions of public transit service/operations planning have traditionally been completed using outdated, multi-step procedures that typically involve the use of several different tools in a time-consuming process.

For example, one possible scenario might involve a task to estimate the potential cost, resource requirement, and demand for new service to an unserved area. The current workflow of estimating this through a new route or route change may involve the following tasks:

- Use of printed web maps (e.g. Google Maps) with hand-drawn routes to determine a route alignment scenario;
- GIS route digitizing and analyzing to estimate walk access, land use, demographic characteristics, and potential ridership capture of the route;
- Determination of estimated distance and travel-time of the proposed route; and
- Spreadsheet calculations and use of advanced scheduling software to determine the estimated operational costs and resources required based on the calculated distance, travel-time, and proposed schedule of the route.

With the advent of technological advances specific to the niche field of short-range transit operations planning, the transportation department is in need of an existing web-based map application that streamlines these multi-step processes by combining the planning-specific functions of the various tools and software that are traditionally used in the service planning workflow into a single tool.

After thorough research and study, staff believes a transit planning software tool will be a vital component to help achieve these goals, and have identified the following objectives in support of these goals:

- Optimize traditionally time-consuming multi-step processes that are core functions of the service planning workflow, ultimately resulting in better transit service for the public;
- Support faster and more frequent analysis of potential route or schedule changes;
- Provide the opportunity to give more expedient, accurate, and detailed responses to service requests;
- Allow staff the freedom and time-savings to be more creative in developing solutions to route and scheduling problems through scenario planning;
- Give all staff the opportunity to complete instant transit-related geospatial demographic analyses without special GIS software or expertise;
- Allow more efficient communication to internal staff for a faster decision-making process; and
- Enhance communication and participation with the public.

ALTERNATIVES:

1. Move to approve recommendation.
2. Provide staff with further direction.

FISCAL IMPACT:

The proposed activity can be paid for out of the approved Federal Transportation Administration (FTA) grant funding allocation below:

FTA Grant (CA-90-Z093):	<u>\$35,000</u>
TOTAL FUNDING	\$35,000

Project Cost Estimate:	
Transit Planning Software System	<u>\$35,000</u>
TOTAL EXPENSES	\$35,000

Combined with all other reasonably known, planned and approved expenditures, the proposed project can be absorbed without having an additional impact to Fiscal Year 2016-17 operating budget.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to the 2016 Strategic Plan - Goal #6: “Enhance Community Quality of Life Goal”; as this project will streamline the transit planning process and have a positive impact on transit operations.

Recommended by: Claude McFerguson, Director of Transportation

Fiscal impact reviewed by: Vilko Domic, Director of Finance

Approved as to form by: Eduardo Olivo, City Attorney

Respectfully submitted: Matthew C. Rodriguez, Interim City Administrator

ATTACHMENTS:

1. Request for Proposal (RFP) – Transit Planning Software