



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Amendment of Transit Professional Services Agreement - James E. Brown & Associates (not to exceed \$17,290)

MEETING DATE: October 4, 1995

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That City Council approve the attached amendment to the Transit Professional Services Agreement and authorize James E. Brown & Associates to proceed with work.

BACKGROUND INFORMATION: The City of Lodi's GrapeLine fixed-route transit system has operated for ten months. Ridership has exceeded expectations. Latest data show GrapeLine handles an average of 480 passengers per day. Overall Dial-A-Ride ridership has actually declined. This is to be expected given its \$1.00 fare, versus \$.25 for a senior citizen on the GrapeLine. However, wheelchair usage on Dial-A-Ride is increasing. Although both systems are available to anyone regardless of age or ability, Dial-A-Ride is acquiring a greater identity as a seniors/wheelchair-oriented service.

As the Assistant City Manager previously indicated to City Council, part of the rationale for the City operating GrapeLine initially was to "work out the bugs" before transferring the system to a contractor. One of the problems revealed during this period is Route 2 ridership. Route 2 operates primarily in East Lodi and has almost 50% greater usage than any of the other three routes (which have roughly equivalent usage). Route 2 experiences difficulty collecting all these passengers and staying on its half-hour schedule.

Refinements are necessary to make the system even more effective and useful to the citizens of Lodi. James E. Brown & Associates, with public and City Council input, designed the original GrapeLine route layout. This firm now proposes to provide the following services:

- 1) Preparation of a Request for Proposals (RFP) document and process for the City of Lodi's Transit Services;
- 2) Preparation of an on-board survey and boarding and alighting count on the City's transit system; and
- 3) Evaluation of the current fixed routes and schedules and development of recommendations of any modifications or changes that may improve the system.

APPROVED: _____

Thomas A. Peterson
THOMAS A. PETERSON
City Manager



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All three tasks are important, although Mr. Brown will make preparation of the RFP highest priority. This RFP must be carefully structured; completion is expected by the end of February. A contractor to operate Dial-A-Ride and GrapeLine should be on-line before the close of this fiscal year. Staff will work persistently to make this happen as soon as possible.

It should be noted that on Exhibit A, Task 2, of the Agreement, the cost of hiring surveyors is estimated to be \$1,000.00. GrapeLine drivers can be trained to do this work, at no additional cost. In effect, the not-to-exceed cost of the James E. Brown Agreement becomes \$16,290.00. It is requested that Council appropriate \$17,500.00 for the performance of all three tasks. This will leave \$1,210.00 to be used for such items as placing ads for public workshops, contingencies, etc.

FUNDING: Federal Transit Administration Section 9 (80%) and Local Transit Fund (20%) moneys are available for planning purposes.


for Jack L. Ronsko
Public Works Director

Prepared by Kirk J. Evans, Administrative Assistant to the City Manager

JLR/KJE/lm

Attachment

cc: James E. Brown & Associates
Accounting Manager w/Special Allocation

AMENDMENT TO JAMES E. BROWN AND ASSOCIATES
CONSULTING SERVICES AGREEMENT
FOR TRANSIT PLANNING AND MANAGEMENT CONSULTING SERVICES

"Additional Consulting Service No. 1"

This Amendment has been entered as per Section 3 of James E. Brown and Associates Consulting Services Agreement, dated May 13, 1994.

A. Additional Services Required:

- 1) Preparation of a Request for Proposals document and process for the City of Lodi's Transit Services.
- 2) Preparation of an on-board survey and boarding and alighting count on the City's transit system, and
- 3) Evaluation of the current fixed routes and schedules and development of recommendations of any modifications or changes that may improve the system.

B. Additional Compensation for Services:

The Consultant will conduct the majority of the work on this project using a combination of James E. Brown, with the assistance of James E. Emerson, an associate who has worked on the Lodi Project. This project will be conducted on a time and expense basis at an hourly rate of \$65.00 an hour. The estimated costs and scope of services are outlined in Exhibit A. Both parties recognize that the costs estimated in Exhibit A are preliminary, and based on the consultant's current understanding of the City's goals. The actual cost of the project will be affected by the City's requirements and the input the Consultant and City receives from the bidder/contractor community on Task 1 and the Lodi rider/potential rider community on Task 3. Total cost of additional services provided under this contract amendment shall not exceed, and city shall not be obligated to pay, any amount over \$17,290.00 for services provided under this contract amendment.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement.

CITY OF LODI, a municipal
corporation

JAMES E. BROWN AND ASSOCIATES

DIXON FLYNN
City Manager

JAMES E. BROWN

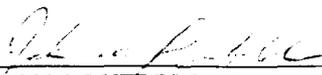
Dated: _____

Dated: _____

Attest:

Approved as to form:

JENNIFER M. PERRIN
City Clerk



JOHN M. LUEBBERKE
Deputy City Attorney

EXHIBIT A

SCOPE OF SERVICES AND ESTIMATED COSTS

Scope of Services:

Task 1: Request for Proposals Process:

1. Initial meetings, develop scope of work and alternatives	8 Hours
2. Prepare request for proposal documents	20 Hours
3. Pre-bid conference	8 Hours
4. Response to pre-bid conference and amendments	8 Hours
5. Review proposals, check references, prepare recommendations	16 Hours
6. Interviews	8 Hours
7. Contract negotiations/ Start-up	<u>8 Hours</u>
Total Estimated Hours RFP Project	76 Hours

Task 2: On-Board Survey and Boarding and Alighting Count:

1. Initial Meeting, develop final on-board survey and boarding and alighting count forms and survey/ count process schedule	10 Hours
2. Administer survey/ count project	30 Hours
3. Conduct survey and count	(1)
4. Data processing and reporting	(2)
5. Prepare reports and recommendations	<u>12 Hours</u>
Total Estimated Hours for Survey/Count	52 Hours

(1) For this project we believe that the drivers can hand out and collect the on-board survey forms (on one set of days) and fill out the boarding and alighting count forms (on another set of days). The cost of hiring surveyors is estimated to be \$1,000.00.

(2) There are several options for data entry processing of the survey and count data, the city may perform this processing with city staff or may have such services provided under this contract. The costs of data processing is estimated to be \$750.00.

Task 3: Evaluation of Fixed Route System:

1. Review ridership data, boarding and alighting count data and information from on-board surveys and boarding and alighting count forms, review comments received from the community, meet with drivers and dispatchers	14 Hours
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2. Participate in public workshops and council meetings to gather citizen input on current system and proposed changes to current system	20 Hours
3. Prepare service change recommendations, including revised routes and schedules	30 Hours
4. Prepare draft and final reports and recommendations, review with city council	<u>24 Hours</u>
Total Estimated Cost Fixed Route Evaluation and Revisions	88 Hours

Total Estimated Costs:

Task 1. Request for Proposals Process

Professional Services	76 Hours @ \$65.00/hour	\$ 4,940
Expenses		<u>500</u>
		\$ 5,440

Task 2. On-Board Survey and Boarding and Alighting Count:

Professional Services	52 Hours @ \$65.00/hour	\$ 3,380
Surveyors (Possible expenses if drivers to not conduct surveys)		1,000
Data Processing		750
Expenses		<u>500</u>
		\$ 5,630

Task 3. Evaluation of Fixed Route System

Professional Services	88 Hours @ \$65.00/hour	\$ 5,720
Expenses		<u>500</u>
		\$ 6,220

NOT TO EXCEED TOTAL ESTIMATED COST: \$17,290

CITY COUNCIL

STEPHEN J. MANN, Mayor
DAVID P. WARNER
Mayor Pro Tempore
RAY C. DAVENPORT
PHILLIP A. PENNINO
JACK A. SIEGLOCK

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6706
FAX (209) 333-6842

H. DIXON FLYNN
City Manager
JENNIFER M. PERRIN
City Clerk
City Attorney

September 28, 1995

James E. Brown and Associates
2163 Cottage Way
Sacramento, CA 95825

**SUBJECT: Amendment of Transit Professional Services Agreement -
James E. Brown & Associates (not to exceed \$17,290)**

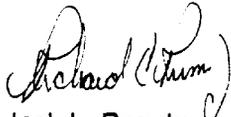
Enclosed is a copy of background information on an item on the City Council agenda of Wednesday, October 4, 1995, at 7 p.m. The meeting will be held in the City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the regular calendar for Council discussion. You are welcome to attend.

If you wish to write to the City Council, please address your letter to City Council, City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the mail. Or, you may hand-deliver the letter to the City Clerk at 305 West Pine Street.

If you wish to address the Council at the Council meeting, be sure to fill out a speaker's card (available at the Carnegie Forum immediately prior to the start of the meeting) and give it to the City Clerk. If you have any questions about communicating with the Council, please contact Jennifer Perrin, City Clerk, at (209) 333-6702.

If you have any questions about the item itself, please call Kirk Evans at (209) 333-6800, extension 590.


Dr. Jack L. Ronsko
Public Works Director

JLR/lm

Enclosure

cc: City Clerk