

REQUEST FOR
PROPOSAL FOR
TRANSPORTATION

Agenda item "q" - "Request for proposal for transportation" was introduced by Assistant City Manager Glenn. Mr. Glenn reported that he had received a draft of a Request for Proposal from Mr. Hinshaw of CALTRANS for a fixed route transit system. The draft proposal was presented for Council's scrutiny and highlighted by Mr. Glenn.

Following a lengthy discussion with questions being directed to Staff, Council, on motion of Mayor Pro Tempore McCarty, Murphy second, authorized Staff to proceed with requesting proposals for "City of Lodi Transit Service, with modifications to be made to sections "G" and "I" of the the "Request for Proposal" document. The motion carried by the following vote:

Ayes: Councilmen - McCarty, Murphy, and
Katnich

Noes: Councilmen - Hughes and Pinkerton

At the suggestion of Councilman Hughes, Council further directed Assistant City Manager Glenn to represent the City of Lodi at the Tuesday, March 24, 1981 COG meeting and to present the City's position that before a finding is made that the City of Lodi has an "unmet transit need", that it be more adequately substantiated.

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL

DATE

NO.

FROM: THE CITY MANAGER'S OFFICE

MARCH 2, 1981

SUBJECT: REQUEST FOR PROPOSAL FOR TRANSIT SYSTEM

I have received a draft of a Request for Proposal from Mr. Hinshaw of CALTRANS for a fixed route transit system. The proposal contains the standard boiler plate for such requests and includes the same concepts as he discussed with Council at a previous shirtsleeve session.

I have shown the plan to the Chamber of Commerce Highway and Transportation Committee and on Wednesday morning, March 4, 1981, will present it to the Downtown Merchants for their comment.



JERRY L. GLENN
ASSISTANT CITY MANAGER

JLG:vc

NOTICE AND REQUEST FOR PROPOSALS

Notice is hereby given that the City of Lodi, California, will accept proposals from qualified contractors to furnish management, supervisory, maintenance, operations and equipment necessary for a two-bus, with backup, fixed route bus system within the City of Lodi.

Proposals will be received at the City Hall, 221 West Pine Street, Lodi, California, until 10:00 a.m. on _____ at which time all proposals will be opened and read aloud.

Proposals received after the date and time specified above shall be considered late bids and, therefore, shall not be opened and/or considered for award. Copies of the Transit Study, proposal and further information may be obtained from Mr. Jerry Glenn, Assistant City Manager, 221 West Pine Street, City of Lodi, California 95240.

REQUEST FOR PROPOSALS

CITY OF LODI TRANSIT SERVICE

NOTICE IS HEREBY GIVEN that the City Council of the City of Lodi, California, is inviting proposals for the following work:

SCOPE OF WORK

Provide services for daily operation, maintenance, and management for a fixed route transit system for the City of Lodi. The contractor will be required to provide vehicles, drivers, maintenance, fuel, back-up vehicle, dispatchers and resident manager for the system for one year. Actual system operations, including route design, scheduling, fare structure and modifications will be under the scrutiny and direction of the Lodi City Council with advisory review by the San Joaquin County Council of Governments.

CITY RESPONSIBILITIES

- A. Directing operations of the system, including setting schedules, routes, and fare structure; setting performance standards; and monitoring and evaluating system performance.
- B. Securing a fuel allocation for the operation, if necessary.
- C. Installation of bus stop signs and other route improvements.

TRANSIT CONTRACTOR RESPONSIBILITIES:

- A. Provide management and technical operating services necessary for operation of proposed transit systems, including resident manager.
- B. Cooperate with City's instructions regarding scheduling, routing, and fare structure.
- C. Provide fully-equipped transit vehicles equipped with fare-boxes, wheelchair lifts and air conditioning. The vehicles shall be of uniform color with markings acceptable to the City.
- D. Employ and supervise all personnel.
- E. Provide repairs of all transit vehicles including routine and preventive maintenance.
- F. Implement and sustain a driver training and safety program.
- G. Secure and maintain comprehensive public liability and property damage insurance coverage with City of Lodi as an additional insured in the amount of (\$15 Million). A certificate of insurance shall be provided to the City Clerk. *Renew*
- H. Provide and maintain Workers' Compensation insurance covering the system's employees as required by the State of California. A certificate of insurance shall be provided to the City Clerk. *Renew*
- I. Performance bond in the amount of (\$100,000) to be deposited with the City of Lodi. *Renew*
- J. Maintain accurate data pertaining to system operation in a format acceptable to the City and in accordance with the Uniform Systems of Accounts issued by the State Controller.
- K. Collect, record, and deposit all revenues as required by the City.
- L. Provide labor relations and maintain grievance handling policy procedures for employees.

M. Provide customer relations, complaint handling procedures, marketing of the system, including printing of bus schedules and other material for public distribution.

N. Provide office for general operations, vehicle maintenance and storage, and dispatching facility. A local telephone number must be provided.

O. Provide motor carrier transportation network (mobile radio system) with specifications and maintenance agreement which shall be cleared for use by the City prior to service start-up. CB operations shall not be acceptable. Dispatcher shall be on duty during all hours of operation.

DESCRIPTION OF SERVICE

The following schedules of service are preliminary and are intended only to give interested contractors an estimate of the type and amount of transit service necessary to meet the transit needs in the City of Lodi. A map of the tentative routes is attached. The initial service level will be determined after a contractor has been selected. Once selected, the details of transit service and conditions of operation will be set forth in an agreement between the City of Lodi and the contractor.

The initial phase of service will consist of two fixed routes operating 5 days a week, 12 hours per day, approximately 250 days per year. Contractors are asked to include an additional price for a third fixed route of the same approximate length as the other two.

The vehicles for fixed route should be 12 to 16 passenger vehicles of similar size and make equipped with farebox, air conditioning, wheelchair lifts and other interior features desirable for the safety and

comfort of elderly passengers. Vehicles should have convertible seats to be used by non-handicapped and moved out of the way when handicapped are transported.

PROPOSAL CONTENT

Proposals should contain discussion of contractor's approach to providing service described including, but not limited to, scheduling, coordination with City of Lodi's dial-a-ride services; and general approach to operation. Contractors are encouraged to use their expertise and ingenuity in developing proposals.

The following cost information should be provided:

1. Cost of personnel (wages and benefit package).
2. All overhead expenses including licenses, Workers' Compensation, theft insurance, management fee, utilities, and other corporate expenses.
3. Vehicle depreciation or lease cost.
4. Maintenance for vehicles, including all labor, equipment, parts, and services.
5. Any preparation and set-up expense involved.
6. Overall cost-per-hour to operate and manage the service.

In addition, contractors should provide the following information:

1. Current financial statement of company.
2. Names and titles of all contractor supervisory or management employees that would be involved in implementing the project.
3. Listing of current fixed route and/or dial-a-ride operations.
4. Indication of how rapidly system can be placed into service.
5. Method and schedule of payments for the service.

SELECTION OF TRANSIT CONTRACTORS

Proposals will be reviewed at the direction of the City Council. Prospective contractors may be asked to appear and discuss their proposals in front of a Council committee or the entire Council.

SUBMISSION OF PROPOSALS

Proposals should be addressed to:

Alice M. Reimche
City Clerk
City Hall
221 West Pine Street
Lodi, CA 95240

All proposals must be received at this office by _____.

CONTACT PERSON

Questions regarding this request for proposal should be addressed to Mr. Jerry Glenn, Assistant City Manager, 221 West Pine Street, Lodi, CA 95240, telephone (209) 334-5634.

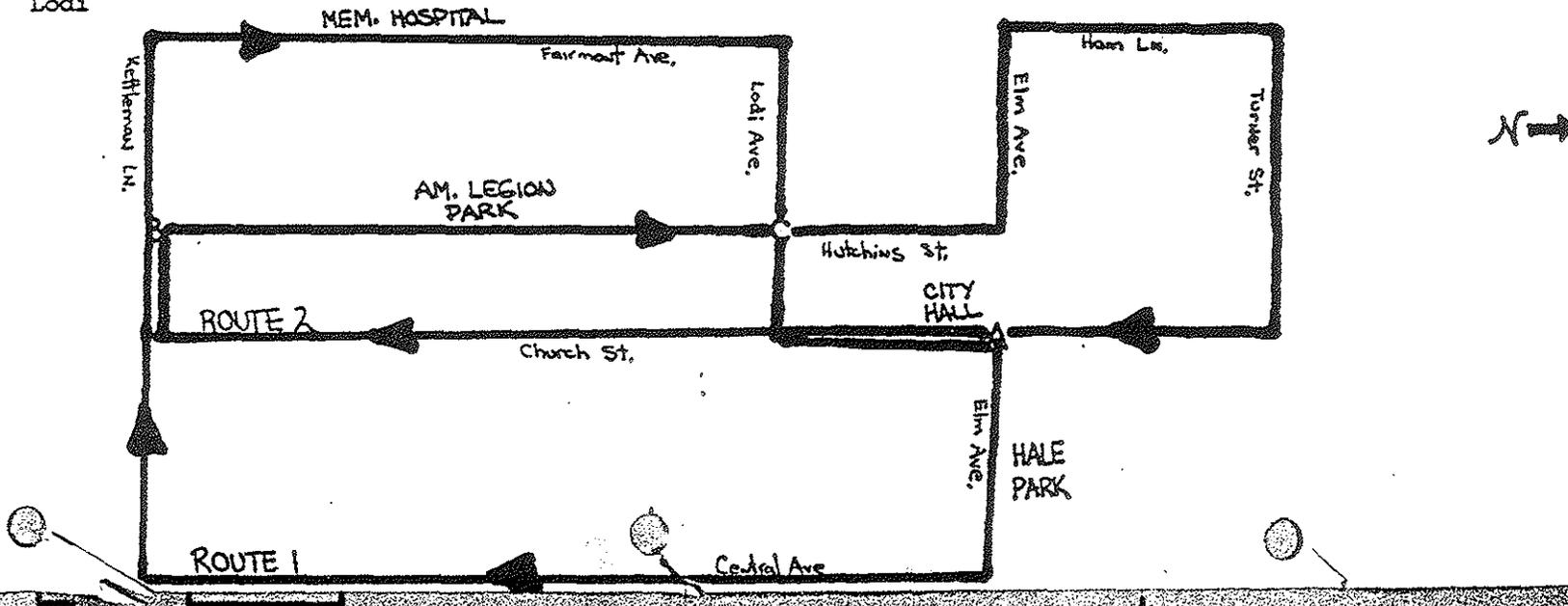
**CITY OF LODI
FIXED ROUTE SCHEDULE**

**ROUTE 1
(Read down)**

A Church & Elm	700am	730	800	830	900	930	1000	1030	1100	1130	1200pm	1230	100	130	200	230	300	330	400	430	500	530	600	630	700
B Kettleman & Hutchins	715	745	815	845	915	945	1015	1045	1115	1145	1215	1245	115	145	215	245	315	345	415	445	515	545	615	645	-
C Hutchins & Lodi	725	755	825	855	925	955	1025	1055	1125	1155	1225	1255-125	155	225	255	325	355	425	455	525	555	625	655	-	

**ROUTE 2
(Read down)**

A Church & Elm	700am	730	800	830	900	930	1000	1030	1100	1130	1200pm	1230	100	130	200	230	300	330	400	430	500	530	600	630	700
B Kettleman & Hutchins	710	740	810	840	910	940	1010	1040	1110	1140	1210	1240	110	140	210	240	310	340	410	440	510	540	610	640	-
C Hutchins & Lodi	715	745	815	845	915	945	1015	1045	1115	1145	1215	1245	115	145	215	245	315	345	415	445	515	545	615	645	-



1/30/81

CITY OF LODI

TRANSIT STUDY

PERSONS WITHIN POTENTIAL FIXED ROUTE SERVICE AREA (1980) (1)

<u>Traffic Zone</u>	<u>Population</u>	<u>Traffic Zone</u>	<u>Population</u>
42.0104	419	43.0203	1173
05	812	04	1650
42.0202	1282	43.0401	998
03	82	44.0001	1329
04	1583	02	730
05	1497	04	480
06	1285	05	780
07	454	06	799
08	493	07	20
09	946	08	568
43.0201	1568	45.0006	1113
02	1139	07	1035

Proposed Service Area Total Population = 22,414

(1) Data from 1980 Socio-Economic Projections used by Caltrans in their traffic model. (updated 2/79)

PERSONS WITH INCOME - \$10,000

47.38 (1) x 22,414 = 10,602 people in proposed area

PERSONS AGE 62 AND OVER

C.T. 42.01	(1,231 pop.) x (10%) (2)	=	123
C.T. 42.02	(7,623 pop.) x (20.3%)	=	1,548
C.T. 43.02	(5,530 pop.) x (24.8%)	=	1,371
C.T. 43.04	(998 pop.) x (12.5%)	=	125
C.T. 44.00	(4,706 pop.) x (19.7%)	=	927
C.T. 45.00	(2,148 pop.) x (25.9%)	=	556

Transit Study Area - Total Elderly = 4,650

(1) Inventory and Needs Analysis for the City of Lodi, JHK and Associates, 1976, p 25.

(2) ibid, p 59.

POPULATION TO RIDERSHIP FACTOR FOR MODIFYING ITE MODEL TO MEET EXISTING REGIONAL USE (1979):

<u>Location</u>	<u>(Riders)</u>	<u>÷</u>	<u>(Total Population)</u>	<u>=</u>	<u>Annual person trips</u>
Merced	154,090	÷	33,750	=	4.566
Tracy	60,512	÷	16,400	=	3.690
Turlock	56,804	÷	23,050	=	2.464
COMBINED	271,406	÷	73,200	=	3.708

Lodi Projected Annual Transit Trips:

<u>(Population in service area)</u>	<u>(factor)</u>	<u>=</u>	<u>Total Trips</u>
(22,414)	(3.708)	=	83,111 Trips +

MODIFICATION OF ANNUAL RIDER FACTORS:

(ITE) Public Transportation Demand Equation

Original ITE Equation:

$$D = (12 (\text{SR. POP.}) + 19 (\text{NON SR. LOW INCOME POP.})) / .80, \text{ WHERE;}$$

D = Transit demand in one-way trips per year.

12 = The number of annual per capita trips generated by the elderly.

Sr. Pop. = Senior citizen (over 60 years old) population without access to a private vehicle.

19 = The number of annual, per capita trips generated by low income persons.

Non Sr. Low

Income Pop. = Low to moderate income population that is not elderly and does not have access to a private vehicle.

.80 = The demand ratio generated by the two groups which expands the model to all of the population.

$$D = (12 (4,650) + 19 (10,602 - 4,650)) ÷ (.80) = 211,110$$

$$\frac{83,111}{211,110} = .393686$$

Ridership (.393686 x 12 = 4.72 Annual Trips per Senior Citizen
Factors (.393686 x 19 = 7.48 Annual Trips per Non Senior Citizen - Low Income

$$D = (4.72 (4,650) + 7.48 (10,602 - 4,650)) \div (.80) = 83,086$$

Assuming for various reasons, 20% must use DAR:

$$(83,086) \times (.20) = 16,614 \text{ Trips by DAR}$$

$$(83,086) - (16,614) = 66,472 \text{ Trips by Fixed Route}$$

These projections are for areas served by two proposed fixed routes and are based on systems which have been in operation more than 3 years. Actual ridership will probably be less than 50% of projections: at the end of a one-year demonstration program.

SYSTEM COSTS

- Assume:
1. Two-16 passenger vans with a backup vehicle;
 2. Twelve hour service day;
 3. Annual service days equal 250;
 4. Hourly vehicle cost = \$25, \$20, \$18, or \$16;

$$(2 \text{ vans}) (12 \text{ hours}) (250 \text{ days}) (\$25) = \$150,000 \text{ annual cost}$$

$$(2 \text{ vans}) (12 \text{ hours}) (250 \text{ days}) (\$20) = \$120,000 \text{ annual cost}$$

$$(2 \text{ vans}) (12 \text{ hours}) (250 \text{ days}) (\$18) = \$108,000 \text{ annual cost}$$

$$(2 \text{ vans}) (12 \text{ hours}) (250 \text{ days}) (\$16) = \$96,000 \text{ annual cost}$$

Judging by bids received by Stanislaus County for fixed route service, the most likely cost per hour should be somewhere between \$18 and \$20 per vehicle, say:

$$\$120,000 \text{ annual cost}$$

Farebox return:

$$(\$120,000) (10\% \text{ TDA requirement}) = \$12,000$$

$$(\$12,000) \div (66,472 \times 50\%) = 36 \text{ cents per passenger avg.}$$

Recommended fare structure:

- 50 cents for general riders;
- 35 cents for seniors and handicapped

RECOMMENDATIONS to implement fixed route transit service
in the City of Lodi:

1. Service should be provided under a one-year feasibility demonstration program;
2. Through the RFP process, a private operator should be contracted with to provide a complete fixed route transit system;
3. Service should be available to the general public, with a reduced fare for senior citizens and physically handicapped persons;
4. Existing dial-a-ride transportation service should be continued for seniors and physically handicapped persons who are unable to use a fixed route system;
5. Fixed routing should utilize two vehicles on superimposed circular routes, there should be at least one additional vehicle available for backup in case of breakdowns;
6. Fixed routes should be generally confined to the central portion of Lodi where most elderly and low income families reside, while DAR would be available to eligible persons living outside the fixed route service area;
7. Fixed route service should be implemented utilizing maxi-vans or mini-buses, lift equipped.
8. Operational policies should be developed to assist the City Council in evaluation of the transit system's performance. These policies should be detailed enough to guide a Manager through the daily decisions required for a smooth operation. They should not be so inflexible as to prevent a manager from making minor changes to scheduling, routing, etc. necessary for operational improvement/refinement;

9. Service headways should be no greater than thirty minutes;
10. Final determination of transit need and reasonableness should be made at the end of the demonstration. Though final determination is the responsibility of the S.J.C.C.O.G., Lodi should also have a written definition of need and reasonableness for their own guidance.