

RESOLUTION NO. 2004-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT BASED ON
REQUEST FOR QUALIFICATIONS (RFQ) RESULTS AND AUTHORIZE STAFF
SELECTION OF THE MOST QUALIFIED CONSULTANT FOR THE DEVELOPMENT
OF THE CITY'S SHORT-RANGE TRANSIT PLAN**

WHEREAS, The City of Elk Grove has solicited proposals for the purpose of directly operating its public transit services; and

WHEREAS, the City recognizes a need for evaluation of existing transit services and planning of future services; and

WHEREAS, the development of a short-range transit plan (SRTP) will accomplish these goals and afford the City greater opportunities to fund its future transit development.


NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby authorizes the City Manager to execute a contract based on RFQ results and authorize staff selection of the most qualified consultant to develop a short-range transit plan for the City of Elk Grove.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 18th day of February 2004.



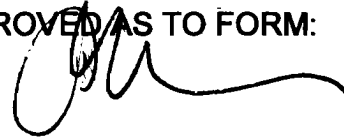
SOPHIA SCHERMAN, MAYOR of the
CITY OF ELK GROVE

ATTEST:



PEGGY E. JACKSON, CITY CLERK

APPROVED AS TO FORM:



ANTHONY B. MANZANETTI,
CITY ATTORNEY

ATTACHMENT 1 REQUEST FOR QUALIFICATIONS (RFQ)

TRANSIT DEVELOPMENT PLAN FOR THE CITY OF ELK GROVE

Purpose: The City of Elk Grove has \$100,000 available to engage a consulting firm(s) to work closely with City staff and policy officials in the development of a ten year Transit Development Plan (TDP) for the City. Background information about the City and current transit service is included in Attachment A.

Time Schedule: The City expects to negotiate directly with one or more consulting firms to refine and expand upon the scope of work and enter into an Agreement for Services **no later than February 18, 2004.** Work must start immediately thereafter and a draft of the plan, including proposed routes, schedules and guiding policies, must be ready for presentation to the City Council at a scheduled May 2004 meeting. The City is aware of **the very tight time schedule for this effort** and will work closely with the consultant throughout the effort to ensure that the work will be kept on schedule.

Work Elements: There are several elements of the work effort that must be addressed (*it is assumed that several of the work task elements noted below will be underway at the same time; as appropriate, information gathered from one or more elements will be providing critical input to others*)

1. Community outreach to identify local and regional transit needs among the different resident groups (seniors, youth, commuters, disabled, etc.). The City will be primarily responsible for setting up the local area meetings. The TDP consultant will be expected to attend these meetings to gather input for the planning effort. Household surveys may also be undertaken as part of this task.
2. Data collection and analysis of current transit ridership demand in the community to understand who is using the current local fixed-route, peak hour commute service, and local paratransit service (all current services provided through a contract with Regional Transit). Questions need to be answered that will provide information about system users (i.e., choice rider vs. transit-dependent, age, trip purpose), time of day/day of week demand, origin-destination travel patterns, and related data such as major boarding and alighting locations.
3. Development of operating policies, including performance measures and standards to guide implementation of revised and new services and to monitor service over time. Expected products include: system goals and objectives and standards for City Council adoption, either modifications to, or substitution of, existing routings, schedules, and fare policies, and related issues such as potential for local night and weekend service.

4. Development of a **ten year transit system operating plan** that addresses - and improves upon - 1) current services offered, and 2) latent demand identified in related Tasks 1 and 3. Planning for expected future growth in the City should be included. A phasing plan will be required for implementing necessary future changes to local fixed-route, commute service, and ADA required paratransit services. Alternatives to required ADA paratransit service that consider needs of other residents (i.e., seniors who are not ADA eligible) should also be evaluated.
5. Development of a **ten year capital plan** that compliments the operating plan to be developed above, including equipment recommendations for the local, commute, and paratransit service programs.
6. Development of a **ten year operating budget** that identifies funding sources (federal, state, local, fares, etc.) for the operating and capital plans.

Additional Work: Once the plan is adopted (expected at a scheduled City Council meeting in May 2004), the consultant may be retained to offer assistance (as requested) to City staff in the implementation of the plan and later evaluation of the new services.

Because the City intends to enter into serious negotiations with one or more firms as soon as possible (and sign a contract shortly thereafter), we are requesting that each firm that is **seriously interested in undertaking this work** have the following qualifications:

- Recent experience in developing transit plans for smaller and medium size transit programs in California,
- Be familiar with transit operating and capital funding availability at the federal and state levels, and
- Have an adequate professional staff **available to assign to this project on short notice** and commit to completing the work within the very tight time frame.

Format of Statement of Qualifications: An acceptable statement of qualifications must address all of the following points, in the order shown below:

1. A one page statement summarizing the qualifications of the individual(s) and organization to perform the work elements. The statement should include specific reference to recent experience in developing similar transit plans.
2. (include as enclosures) Copies of at least two different Transit Plan documents (SRTP's, TDP's, etc.) that they have developed for California jurisdictions since January 2000. Documents for agencies with roughly the same size population as Elk Grove would be most helpful, although all examples will be reviewed.
3. References (names, positions, and phone numbers) of individuals who worked with the firm in development of the plans listed above in #2.

4. Identification of specific staff that will be assigned to this effort, including details of their precise experience and involvement in developing transit plans.
5. A written commitment to the time frame of this work effort for assigning necessary support staff and the above named key individuals to complete the job as soon as practical, taking into account unforeseen delays caused by actions beyond the control of the City and the consulting company.
6. An organization chart depicting team members and each individual's approximate time commitment to this effort during the expected 3 to 4 month effort.
7. A statement that describes the company's insurance coverage (liability, auto, errors and omissions, worker's compensation) and that said policies will be able to meet the City's requirements as shown in the attachment. Any questions on the insurance requirements should be directed to Ms. Kathryn Burns in the City's Finance Department at (916) 478-2207 or kburns@elkgrovecity.org. It is strongly recommended that any concerns in this area should be resolved prior to submission of the Qualifications to ensure a timely startup of the work effort.

Proposal Submittal: Six (6) copies of the Statement of Qualifications (SOQ) shall be received no later than 12:00 Noon **Friday, January 30, 2004** at the Elk Grove City Hall, 8400 Laguna Palms Way, Elk Grove, CA 95758.

All SOQ's shall be submitted in a sealed envelope that is clearly marked "Elk Grove TDP." Late submittals will not be accepted.

Selection Procedure: A staff evaluation committee will review each SOQ for completeness. Individuals or firms deemed qualified should be expected to be contacted shortly after the submission date to provide additional detail about their qualifications and discuss a proposed work approach and project schedule.

Elk Grove reserves the right to award one or multiple contracts to complete the work tasks. Selection will be based on the sole judgment of Elk Grove as to which person/organization is most qualified to complete the project.

Elk Grove reserves the right to reject any or all proposal, or to waive minor irregularities in said SOQ. The City reserves the right to negotiate minor deviations to the identified work elements with the successful individuals(s) or organization(s).

All questions should also be addressed to Mr. Christian Kent, the City's Transit Manager, preferably via e-mail at ckent@elkgrovecity.org. His direct phone number is (916) 478-3627.

ATTACHMENT A

Background: Elk Grove is a relatively new city incorporated on July 1, 2000 and is now the second largest city in Sacramento County with a population of about 110,000; it is expected to continue to grow rapidly. Current service is provided under contract with Sacramento Regional Transit (RT) and includes one local route (operated currently as a route-deviation service within Elk Grove), two trunk line routes that feed LRT stations 7 to 10 miles away, and several commute-period routes that operate express service between one or more pick-up points in Elk Grove and downtown Sacramento. Paratransit service is included as part of the contract with RT and is currently provided by Paratransit, Inc, a non-profit agency.

Information on current routes and schedules offered by RT to Elk Grove residents (Routes 52, 53, 56, 57 59, 60, 65, and 66) can be found on their website at www.sacrt.com. Information on the paratransit service can be found at www.paratransit.org.

Limited current ridership data is available from RT and Paratransit, Inc. However, the consultant will be expected to collect more thorough data and passenger information from throughout the current service in order to develop and document demand and identify possible areas of improvements. This should result from observations, passenger comments/suggestions, and analytical results.

The City has recently issued an RFP for a transit service provider and is currently reviewing submittals. It is expected that a new contract for service will commence in the latter half of 2004 and that this Transit Plan will be the basis for the type and form of service that is to be offered to Elk Grove residents.

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2004-22**

**STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)**

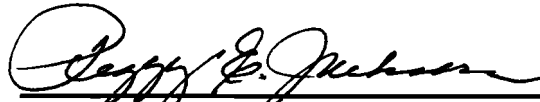
I, Peggy E. Jackson, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on the 18th day of February 2004 by the following vote:

AYES 5: COUNCILMEMBERS: Scherman, Soares, Briggs, Cooper, Leary

NOES 0: COUNCILMEMBERS:

ABSTAIN 0: COUNCILMEMBERS:

ABSENT 0: COUNCILMEMBERS:



**Peggy E. Jackson, City Clerk
City of Elk Grove, California**