



# Metropolitan Transportation Commission

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Meeting Agenda

### Operations Committee

#### *Committee Members:*

*Scott Haggerty, Chair    Julie Pierce, Vice Chair*

*Alicia Aguirre, Anne Halsted, Steve Kinsey,  
Sam Liccardo, Jim Sperling*

*Non-Voting Members: Tom Azumbrado, Dorene M. Giacomini*

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Friday, September 9, 2016

9:00 AM

Board Room - 1st Floor

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This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:00 a.m.

#### 1. Roll Call / Confirm Quorum

*Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (4).*

#### 2. Pledge of Allegiance

#### 3. Compensation Announcement - Committee Secretary

#### 4. Consent Calendar

- 4a.    [15-1828](#)    Minutes of July 8, 2016 meeting
- Action:            Committee Approval
- Attachments:    [4a Minutes July 2016](#)
- 
- 4b.    [15-1829](#)    Contract - In-Vehicle Equipment Installation & Maintenance: Absolute Wireless, Inc. (\$250,000)
- Action:            Committee Approval
- Presenter:        Robert Rich
- Attachments:    [4b In-Vehicle Equipment Installation and Maintenance](#)
- 
- 4c.    [15-1832](#)    Contract Change Order Amendment - Clipper® Card Website Enhancements: Cubic Transportation Systems, Inc. (\$75,000)
- Action:            Committee Approval
- Presenter:        Kelley Jackson
- Attachments:    [4c Clipper contract actions](#)

**4d. [15-1838](#)** Fourth Quarter MTC SAFE Financial Statements June 2016 (Unaudited)**Action:** Information**Presenter:** Sonia Elsonbaty**Attachments:** [4d 4th Qtr SAFE Financial Statements June 2016 \(Unaudited\)](#)**4e. [15-1834](#)** Contract - Regional Carpool Program: WSP | Parsons Brinckerhoff (\$6,150,000)**Action:** Committee Approval**Presenter:** Barbara Laurenson**Attachments:** [4e\\_Carpool Program Award to WSP-PB](#)**4f. [15-1879](#)** Bay Area Shuttle Census**Action:** Information**Presenter:** Bill Bacon**Attachments:** [4f\\_Bay Area Shuttle Census](#)**5. Public Comment / Other Business****6. Adjournment / Next Meeting**

The next meeting of the Operations Committee will be October 14, 2016, 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

**Public Comment:** The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site ([mtc.ca.gov](http://mtc.ca.gov)) for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章:** MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Titulo VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1828      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Consent  
**File created:** 7/28/2016      **In control:** Operations Committee  
**On agenda:** 9/9/2016      **Final action:**  
**Title:** Minutes of July 8, 2016 meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [4a Minutes July 2016](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of July 8, 2016 meeting

**Recommended Action:**  
Committee Approval

### Attachments



# Metropolitan Transportation Commission

## Meeting Minutes - Draft

### Operations Committee

#### *Committee Members:*

*Scott Haggerty, Chair    Julie Pierce, Vice Chair*

*Alicia Aguirre, Anne Halsted, Steve Kinsey,  
Sam Liccardo, Jim Spering*

*Non-Voting Members: Tom Azumbrado, Dorene M. Giacomini*

#### Agenda Item 4a

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

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Friday, July 8, 2016

9:30 AM

Board Room - 1st Floor

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#### 1. Roll Call / Confirm Quorum

**Present:** 6 - Commissioner Aguirre, Chairperson Haggerty, Commissioner Kinsey,  
Commissioner Liccardo, Vice Chair Pierce and Commissioner Spering

**Absent:** 1 - Commissioner Halsted

Non-Voting Member Present: Commissioner Giacomini

Non-Voting Member Absent: Commissioner Azumbrado

Ex Officio Voting Member Present: Commission Chair Cortese

Ad Hoc Non-Voting Members Present: Commissioner Bates, Commissioner Luce,  
Commissioner Tissier and Commissioner Worth

#### 2. Pledge of Allegiance

#### 3. Compensation Announcement - Committee Secretary

#### 4. Consent Calendar

Approval of the Consent Calendar

**Upon the motion by Vice Chair Pierce and second by Commissioner Spering, the  
Consent Calendar was unanimously approved by the following vote:**

**Aye:** 6 - Commissioner Aguirre, Chairperson Haggerty, Commissioner Kinsey,  
Commissioner Liccardo, Vice Chair Pierce and Commissioner Spering

**Absent:** 1 - Commissioner Halsted

4a. [15-1694](#) Minutes of June 10, 2016 meeting

**Action:** Committee Approval

- 4b. [15-1695](#) Purchase Order - Call Box Radio Upgrades: Case Systems, Inc. (\$410,775)  
*Action:* Committee Approval  
*Presenter:* Stephen Terrin
- 4c. [15-1696](#) Arterial Operations Program:  
i. Program for Arterial System Synchronization (PASS) FY 2016-17 Cycle of Projects (\$1,122,400)  
ii. Contract Amendments: DKS Associates (\$227,600), Iteris, Inc. (\$248,600), Kimley-Horn and Associates, Inc. (\$266,700) and TJKM Transportation Consultants (\$254,200)  
*Action:* Committee Approval  
*Presenter:* Jay Stagi
- 4d. [15-1768](#) Contract Amendment - 511 SF Bay System Integrator: Iteris, Inc. (\$347,636)  
*Action:* Committee Approval  
*Presenter:* Nisar Ahmed

## 5. Public Comment / Other Business

## 6. Adjournment / Next Meeting

**The next meeting of the Operations Committee will be September 9, 2016, 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1829      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Consent

**File created:** 7/28/2016      **In control:** Operations Committee

**On agenda:** 9/9/2016      **Final action:**

**Title:** Contract - In-Vehicle Equipment Installation & Maintenance: Absolute Wireless, Inc. (\$250,000)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4b In-Vehicle Equipment Installation and Maintenance](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract - In-Vehicle Equipment Installation & Maintenance: Absolute Wireless, Inc. (\$250,000)

**Presenter:**  
Robert Rich

**Recommended Action:**  
Committee Approval

### Attachments



METROPOLITAN  
TRANSPORTATION  
COMMISSION  
SERVICE AUTHORITY  
FOR FREEWAYS  
AND EXPRESSWAYS

Agenda Item 4b  
Bay Area Metro Center  
375 Beale Street, Suite 800  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Operations Committee

DATE: September 2, 2016

FR: Executive Director

W.I.: 6032

RE: Contract – In-Vehicle Equipment Installation & Maintenance: Absolute Wireless, Inc. (\$250,000)

### **Summary**

This memorandum requests Committee approval to enter into a three-year contract with Absolute Wireless, Inc. (Absolute), in the amount not to exceed \$250,000 for in-vehicle Freeway Service Patrol (FSP) maintenance services for voice and data communications equipment with the option to extend the contract for three additional years in increments determined by MTC SAFE.

### **Background**

The FSP program requires voice and data communications between the tow operators and the California Highway Patrol (CHP), Caltrans, and MTC SAFE. Such communications are critical for fleet operations and for measuring tow service performance. The data communications system includes the Mobile Data Terminal (MDT), modem, radio, antennas, and associated wiring, located both in the tow trucks and at the CHP and MTC SAFE offices. The installation and maintenance of this equipment is on an as-needed basis.

### **Procurement Process**

On May 18, 2016, MTC issued a Request for Proposal (RFP) to select a contractor to provide the above-described services. An email advertising the availability of the RFP on MTC's website was sent to 22 individuals/firms. The selected vendors were a combination of prior bidders, firms contacted in prior outreach efforts and a web search. At the closing date, MTC received one proposal, which was evaluated by a panel of representatives from MTC staff. The evaluation criteria included: 1) qualifications and experience (30%); 2) cost effectiveness (20%); 3) references (20%); 4) approach (15%); and 5) weighted cost proposal (15%).

After a review and scoring of the proposal, the three MTC staff members on the evaluation panel unanimously recommended the selection of Absolute based on the scoring in the table below. Absolute scored highly in terms of cost effectiveness (within budget), outlined a clear overall work plan, and is well qualified to provide this service.

Evaluation Factors	Weight (%)	Evaluator's Average Score (%)
Qualifications and Experience	30	28
Cost Effectiveness	20	18
References	20	17
Approach	15	14
Weighted Cost Proposal	15	15
<b>Total</b>	<b>100%</b>	<b>91%</b>



Absolute has been in the business of wireless communications installation, service, and repair since 1997. Furthermore, Absolute has been the main provider of MTC's in-vehicle FSP maintenance services for voice and data communications equipment since 2005. Absolute has held two continuous contracts with MTC over the last 11 years. The most recent contract expired on June 30, 2016.

Absolute is an authorized service provider for a variety of major communications companies including LATA, Trimble, Fleetmatics, Peoplenet, Serion, Teletrac, Routemaster, Kenwood, and Motorola. Beyond its experience with MTC, Absolute also contracts with a number of other public agencies throughout Northern California. Absolute is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a three-year contract with Absolute in an amount not to exceed \$250,000 to provide in-vehicle equipment installation and maintenance services, with an option to extend up to an additional three years at increments determined by MTC SAFE, subject to approval by this Committee and approval of future SAFE budgets.

  
Steve Heminger

SH: st

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract

Work Item No.:	6032
Contractor	Absolute Wireless, Inc. Hayward, CA
Work Project Title	In-Vehicle Equipment Installation & Maintenance
Purpose of Project:	Provide in-vehicle maintenance for voice and data communication equipment for the FSP Program.
Brief Scope of Work:	Perform installation/de-installation of radios and mobile data terminals (MDTs) at the start of new MTC SAFE tow contracts or when additional trucks are introduced into FSP service. Provide radio and MDT equipment maintenance as needed. Support MTC SAFE staff with additional work on a task order basis
Project Cost:	\$250,000
Funding Source:	SAFE
Fiscal Impact:	\$100,000 is approved in the FY 2016-17 budget \$75,000 is subject to approval of the FY 2017-18 budget \$75,000 is subject to approval of the FY 2018-19 budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with Absolute Wireless, Inc. to provide in-vehicle maintenance for voice and data communication equipment for the FSP Program, as described above and in the Executive Director's memorandum dated September 2, 2016, and the Chief Financial Officer is authorized to set aside \$250,000 in the yearly amounts provided above, with amounts for future fiscal years subject to inclusion in such fiscal years' budgets.
Operations Committee:	<hr/> Scott Haggerty, Chair
Approved:	Date: September 9, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1832      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Consent  
**File created:** 8/2/2016      **In control:** Operations Committee  
**On agenda:** 9/9/2016      **Final action:**  
**Title:** Contract Change Order Amendment - Clipper® Card Website Enhancements: Cubic Transportation Systems, Inc. (\$75,000)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4c Clipper contract actions](#)

Date	Ver.	Action By	Action	Result
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### Subject:

Contract Change Order Amendment - Clipper® Card Website Enhancements: Cubic Transportation Systems, Inc. (\$75,000)

### Presenter:

Kelley Jackson

### Recommended Action:

Committee Approval

### Attachments



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 4c  
Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## Memorandum

TO: Operations Committee

DATE: September 2, 2016

FR: Executive Director

W. I. 310-2700, 320-1221

RE: Contract Change Order Amendment – Clipper® Card Website Enhancements: Cubic Transportation Systems, Inc. (\$75,000)

### Project Status Report

Attachment 1 includes information about current Clipper® system operations. In July, Clipper® again exceeded the 20 million fee-generating transaction threshold.

### Contract Actions

Staff recommends that the Operations Committee authorize the Executive Director or his designated representative to negotiate and enter into the following contract action:

**i. Contract Change Order Amendment – Clipper® Card Website Enhancements: Cubic Transportation Systems, Inc. (\$75,000)**

Clipper® Contract Change Order 101 supports ongoing management of the information on the Clipper®, Clipper® Direct and Clipper® mobile sites. MTC and the Clipper® contractor, Cubic Transportation Systems, Inc. (Cubic), are continually updating and improving the websites to respond to system changes, such as expansion to new services and transit operator fare policy updates, as well as input from customers. The Clipper® websites are the primary means through which Bay Area transit riders access information about Clipper® and manage their accounts. In June 2016, there were 203,858 unique visits to the Clipper® desktop site and 109,794 visits to the mobile site. In comparison, the Clipper® Customer Service Center received about 53,000 calls in June 2016. The proposed change order amendment provides funding for continued improvements to the navigation and the content of the three Clipper® program websites. This will be Amendment No. 9 to Change Order 101. The addition of \$75,000 will bring the total amount under this change order to \$584,000. Cubic is neither a small business nor a disadvantaged business enterprise.

This item does not require Clipper® Executive Board approval because it is not considered a significant business matter per the Clipper Memorandum of Understanding.

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract change order amendment with Cubic in an amount not to exceed \$75,000 for the services described above.

  
\_\_\_\_\_  
Steve Heminger

### Attachments:

- Attachment 1: Current Clipper® system operations
- Attachment 2: Disadvantaged Business Enterprise and Small Business Enterprise Status

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## Current Clipper® System Operations

**Table 1: Summary of System Usage**

	Last Month July 2016	Prior Month June 2016	Prior Year July 2015
<b>Transaction Volume</b>			
Average Weekday Ridership <sup>1</sup>	778,929	798,513	765,654
Fee-Generating Transactions <sup>2</sup>	20,709,573	21,803,169	21,646,370
Unique Cards Used	904,688	921,522	849,864
Active Card Accounts	1,802,236	1,794,023	1,646,322
Settled Transit Operator Revenue	\$44,724,839	\$46,603,404	\$44,109,401
<b>Autoload Activity</b>			
Percent of Registered Cards with Autoload	31%	31%	35%
<b>Call Volume</b>			
Customer Service Representative (CSR) Calls	25,611	27,980	29,062
CSR Calls per Unique Card Used	0.03	0.03	0.03
<b>Website Traffic</b>			
Unique Visitors - Standard	135,153	143,185	152,564
Unique Visitors - Mobile	62,270	64,829	55,509
Website Visits - Standard	191,511	203,858	210,876
Website Visits - Mobile	105,599	109,794	94,702
Website Visits per Unique Card Used	0.33	0.34	0.29

### Notes on System Usage:

All transaction volume figures stayed within a percentage point between May and June, with average weekday ridership, unique cards used and active card accounts increasing slightly, while fee-generating transactions and settled transit operator revenue were down slightly. Interestingly, use of customer support channels all increased, some significantly: Calls to customer service jumped 10 percent, unique visitors and total visits to the desktop website increased 8 percent and 9.4 percent, respectively. Unique visitors and total visits to the mobile site grew 12.3 percent and 14.8 percent, respectively. Website visits per unique card used were up nearly 10 percent.

<sup>1</sup> Includes average daily number of boardings, including transfers but excluding some Caltrain monthly pass trips (Caltrain only requires monthly pass customers to tag their cards once at the beginning of each month).

<sup>2</sup> Includes single-tag fare payments, BART and Caltrain exits, Golden Gate Transit entries, add-value transactions, opt-out purse refunds and pass use, including institutional passes. Does not include transfers or transactions where fee value is \$0 (e.g., issuance of free cards, zero-value tags in dual-tag systems, etc.).

**Table 2: Monthly Market Penetration Rates<sup>3</sup>**

	Monthly Clipper Boardings	Clipper Market Penetration Rate		
		June 2016	May 2016	April 2016
AC Transit	1,772,866	41.1%	42.7%	41.2%
BART <sup>4</sup>	6,944,980	62.8%	63.3%	63.8%
Caltrain <sup>5</sup>	920,940	60.2%	57.3%	53.6%
Golden Gate Ferry	222,645	90.8%	90.7%	89.4%
Golden Gate Transit	196,423	45.1%	42.5%	42.3%
SamTrans	360,271	35.7%	37.3%	30.2%
SFMTA (Muni)	8,754,338	48.9%	48.1%	48.5%
VTA	1,492,290	43.6%	46.3%	45.5%
WETA	115,940	47.1%	51.0%	54.0%
Napa Solano Group <sup>6</sup>	35,876	N/A	10.0%	9.6%
FAST	11,794	N/A	14.0%	13.9%
Napa VINE	1,562	1.7%	1.9%	1.6%
SolTrans	19,702	16.2%	14.9%	15.6%
Vacaville City Coach	111	N/A	0.3%	0.4%
East Bay Group <sup>8</sup>	105,366	14.7%	13.4%	12.5%
County Connection	30,081	10.5%	9.6%	9.2%
Tri Delta Transit	27,980	14.5%	13.9%	13.3%
WestCAT	29,577	29.3%	23.0%	26.3%
Wheels (LAVTA)	14,497	10.8%	9.8%	10.4%
Sonoma/101 Group	5,431	2.0%	1.8%	1.9%
Petaluma Transit	425	1.8%	1.5%	1.4%
Santa Rosa City Bus	2,859	1.7%	1.6%	1.8%
Sonoma Co. Transit	2,147	2.4%	2.4%	2.2%

<sup>3</sup> MTC uses the National Transit Database (NTD) to calculate most market penetration rates. NTD typically has a two-month delay before ridership data are available.

<sup>4</sup> Calculation of BART monthly market penetration is calculated using monthly BART total exits by ticket type, which is equivalent to number of linked trips per month.

<sup>5</sup> Calculation of Caltrain market penetration assumes that monthly pass holders board Caltrain 1.75 times a day per weekday. Caltrain sold 15,774 calendar passes during the June 2016 pass vending window.

<sup>6</sup> Total for this operator group includes fare payment not allocated to a specific operator.

REQUEST FOR COMMITTEE APPROVAL  
Summary of Consultant Contract Change Order Amendment

Work Item No.:	310-2700, 320-1221
Contractor:	Cubic Transportation Systems, Inc. San Diego, CA
Project Title:	Clipper® Card Website Enhancements
Purpose of Contract Change Order Amendment:	Support the ongoing management of the information on the Clipper® and Clipper® Direct websites, as well as the Clipper® mobile site (m.clippercard.com).
Brief Scope of Work:	Provide continued improvements to the navigation and the content of the three Clipper® program websites under Clipper® Contract Change Order No. 101.
Project Cost Not to Exceed:	<p>\$75,000 (this Contract Change Order Amendment)</p> <p>Total capital contract value including Change Orders before this Change Order = \$158,563,477</p> <p>Total authorized capital contract amount with this Change Order = \$158,638,477 (this total does not include other August 22 contract approval actions).</p>
Funding Source:	STP, CMAQ, STA, STP Exchange, Regional Measure 2 Capital and Regional Measure 2 Operating
Fiscal Impact:	Funds available in the FY 2016-17 MTC agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract change order amendment to the Clipper® Contract with Cubic Transportation Systems, Inc. to provide the services described above and in the Executive Director's memorandum dated September 2, 2016, and the Chief Financial Officer is authorized to set aside \$75,000 for such amendment.
Operations Committee:	<hr/> Scott Haggerty, Chair
Approved:	Date: September 9, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1838      **Version:** 1      **Name:**

**Type:** Report      **Status:** Consent

**File created:** 8/4/2016      **In control:** Operations Committee

**On agenda:** 9/9/2016      **Final action:**

**Title:** Fourth Quarter MTC SAFE Financial Statements June 2016 (Unaudited)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4d\\_4th Qtr SAFE Financial Statements June 2016 \(Unaudited\)](#)

Date	Ver.	Action By	Action	Result
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### Subject:

Fourth Quarter MTC SAFE Financial Statements June 2016 (Unaudited)

### Presenter:

Sonia Elsonbaty

### Recommended Action:

Information

### Attachments





METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 4d  
Bay Area Metro Center  
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## *Memorandum*

TO: Operations Committee

DATE: September 2, 2016

FR: Executive Director

W.I.: 1231

RE: Fourth Quarter MTC SAFE Financial Statements June 2016 (Unaudited)

Please find attached for Committee receipt the MTC SAFE financial statements for the fourth quarter, which ended June 30, 2016. The June 30 financials are preliminary, unaudited and subject to change upon completion of the FY 2015-16 audit.

### **SAFE Program**

The unaudited SAFE results for FY 2015-16 shows a surplus of \$3 million. There will be additional accrual of expenditures before the results are final. The surplus also does not include \$0.5 million of encumbrances that will carry over into the next fiscal year. An increase in vehicle registrations in all nine counties helped vehicle registration fees exceed the adopted budget by \$0.4 million or 6%.


### **FSP Program**

Total program expenditures at the end of the fourth quarter are \$1.9 million below budget. This is mainly the result of lower fuel costs that drove down the Freeway Service operating expenses.

### **Capital Program**

The total life-to-date budget for the Capital Programs is \$24 million. As of the end of the fourth quarter of FY 2015-16, life-to-date expenses for the six active programs plus encumbrances total \$16.1 million.

If you have any questions about this report, please contact Brian Mayhew at (415) 778-6730.

  
Steve Heminger

### **Attachment:**

- MTC Service Authority for Freeways and Expressways Operating Budget As of June 2016 (Unaudited)

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**MTC Service Authority for Freeways and Expressways  
Operating Budget  
As of June 2016 (Unaudited)**

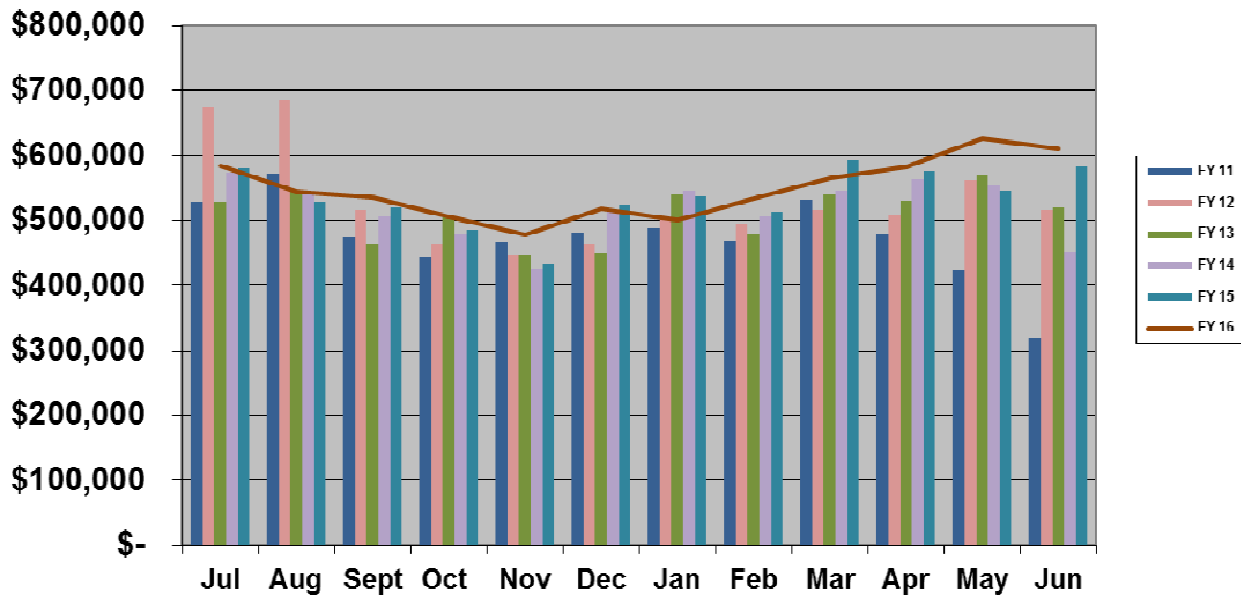
	1	2	3
	FY 2015-16 Budget	Actual YTD	Budget Balance Over (Under)
<b><u>SAFE Program</u></b>			
<b>REVENUE:</b>			
Vehicle Registration Fees	6,200,000	6,582,736	382,736
Surface Transportation Program (STP)	150,000	150,000	-
BATA	300,000	300,000	-
Interest Income	6,000	12,932	6,932
Other Revenue	-	7,647	7,647
<b>Total Revenue</b>	<b>6,656,000</b>	<b>7,053,315</b>	<b>397,315</b>
<b>EXPENSE:</b>			
Salaries and Benefits	210,500	250,980	40,480
General Operations	484,900	624,073	139,173
Consultant Services	397,500	197,756	(199,744)
Callbox Operating Expense	670,000	613,383	(56,617)
<b>Total Expense</b>	<b>1,762,900</b>	<b>1,686,193</b>	<b>(76,707)</b>
<b>OPERATING TRANSFERS In (Out):</b>			
MTC	(2,092,900)	(847,194)	(1,245,706)
FSP	(2,502,100)	(1,637,528)	(864,572)
Safe Capital	-	(6,600,000)	6,600,000
Operating Reserve	(298,100)	3,717,600	(4,015,700)
<b>Total Transfers</b>	<b>(4,893,100)</b>	<b>(5,367,122)</b>	<b>474,022</b>
<b>NET Operating Revenue (Exp)</b>	<b>-</b>	<b>-</b>	<b>-</b>

	1	2	3
	FY 2015-16 Budget	Actual YTD	Budget Balance Over (Under)
<b><u>FSP Program</u></b>			
<b>REVENUE:</b>			
Local Assistance Program (LAP)	5,800,000	4,863,908	(936,092)
Surface Transportation Program (STP)	2,065,000	2,047,267	(17,733)
Traffic Mitigation Program	100,000	36,554	(63,446)
<b>Total Revenue</b>	<b>7,965,000</b>	<b>6,947,729</b>	<b>(1,017,271)</b>
<b>EXPENSE:</b>			
Salaries and Benefits	697,400	672,473	(24,927)
General Operations	442,700	391,109	(51,591)
Consultant Services	335,000	124,732	(210,268)
Freeway Serv Operating Expense	8,992,000	7,396,944	(1,595,056)
<b>Total Expense</b>	<b>10,467,100</b>	<b>8,585,257</b>	<b>(1,881,843)</b>
<b>TRANSFERS In (Out):</b>			
Transfers from Callbox	2,502,100	1,637,528	864,572
<b>Total Transfers</b>	<b>2,502,100</b>	<b>1,637,528</b>	<b>864,572</b>
<b>Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>

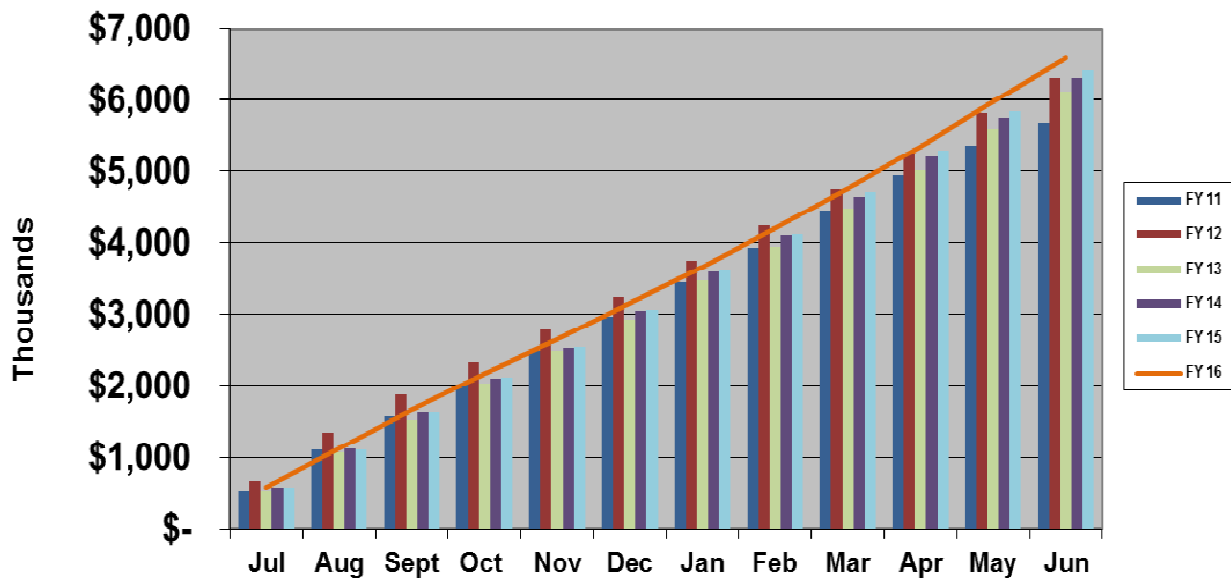
MTC Service Authority for Freeways and Expressways  
Capital Budget  
As of June 2016 (Unaudited)

	1	2	3	4
<u>Capital Program</u>	LTD Budget			Project Balance
	Thru FY 2015-16	Actual LTD	Encumbrance	LTD
<u>Active Programs</u>				
<b>REVENUE:</b>				
1. CMAQ	6,810,390	6,804,641	-	(5,749)
2. STP	1,556,260	721,378	-	(834,882)
<b>Total Revenue</b>	8,385,489	7,526,019	-	(821,793)
<b>EXPENSE:</b>				
6301 Bridge Callboxes	3,771,000	3,239,412	77,747	(453,841)
6303- Bay Area Camera Upgrade	9,464,583	8,644,838	696,605	(123,140)
6306- Data - AVL telecom system update	3,342,000	2,015,096	359,614	(967,290)
6314-Callbox Site Mitigation	1,650,000	974,625	76,359	(599,016)
6318-Connected Vehicles & Telematic	2,500,000	-	-	(2,500,000)
6319-Active OPS Mgt Program	3,200,000	-	-	(3,200,000)
<b>Total Expense</b>	23,927,583	14,873,971	1,210,325	(7,843,287)
<b>TRANSFERS In/(Out):</b>				
BATA	3,711,000	3,711,000	-	-
SAFE	11,831,094	11,831,094	-	-
<b>Total Transfer In/(Out)</b>	15,542,094	15,542,094	-	-
<b>Ending Balance</b>	-	8,194,142	-	-

## Total DMV Revenue Total All Counties



## Total YTD All Counties DMV Revenue (\$000)



**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR**  
**\$200,000 and Under**

**Apr-Jun'16**

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Teletran Tek		\$14,297
	<i>Call Box data collection and analysis service</i>	
Atlas Towing Service		\$18,000
	<i>Tow service</i>	
American Tow		\$6,500
	<i>Tow service</i>	

**PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR**

<b>\$2,500 - \$200,000</b>		<b>Apr-Jun'16</b>
Project Management Academy		\$1,000
	<i>Training</i>	
Alexander's Mobility Services		\$899
	<i>Moving service</i>	



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1834      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Consent

**File created:** 8/2/2016      **In control:** Operations Committee

**On agenda:** 9/9/2016      **Final action:**

**Title:** Contract - Regional Carpool Program: WSP | Parsons Brinckerhoff (\$6,150,000)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4e\\_Carpool Program Award to WSP-PB](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract - Regional Carpool Program: WSP | Parsons Brinckerhoff (\$6,150,000)

**Presenter:**  
Barbara Laurenson

**Recommended Action:**  
Committee Approval

### Attachments



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 4e  
Bay Area Metro Center  
375 Beale Street  
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## *Memorandum*

TO: Operations Committee

DATE: September 2, 2016

FR: Executive Director

W.I. 1222

RE: Contract – Regional Carpool Program: WSP | Parsons Brinckerhoff (\$6,150,000)

### **Summary**

This memorandum requests Committee approval to award a contract to WSP | Parsons Brinckerhoff (WSP|PB) to operate the Regional Carpool Program for a three and one-half year term in an amount not to exceed \$6,150,000 with an option to extend up to two years in increments of MTC's choosing, subject to future MTC budgets for future fiscal years.

### **Background**

MTC has operated the 511 Regional Rideshare Program for almost 20 years. On July 1, 2011, MTC entered into the current contract with PB Americas (now called WSP|PB) to operate the program for five years with the option to extend up to five additional years in increments of MTC's choosing. In February 2016, the MTC Operations Committee authorized a seven-month extension, and the current contract expires January 31, 2017. At its June 2015 meeting, staff briefed the Operations Committee on some significant changes necessary for the Program: (1) reduce program budget by 50 percent starting in FY 2016-17, (2) narrow the focus of the program to carpool and vanpool formation, and (3) partner with private sector firms to leverage investments and creativity. Lastly, staff recommended a new procurement to accomplish these changes.

Through the new program, MTC expects to better understand the changing rideshare industry and provide appropriate public sector leadership. The updated scope includes outreach and promotion for carpools, support for vanpools, development of partnerships with private sector ridematching apps, and other services. The Regional Carpool Program will support carpoolers during the launch of Bay Area Express Lanes, promote carpooling and vanpooling along high-priority congested travel corridors, and encourage first/last mile carpool solutions to transit, consistent with the program's annual work plan. The RFP included an optional task to support the Commuter Benefits Program if extended by the state legislature. If the program is extended, staff will return to the Committee for authorization to amend the contract.

### **Procurement Process**

To cultivate interest and competition, MTC issued an email notice of Industry Review Draft Request for Proposal (RFP) to over 1,100 firms in MTC's database and advertised it to the transportation demand management industry (via TDM ListServe). Staff held industry review discussions with the nine firms that requested meetings. Then, on April 21, 2016, MTC issued a revised RFP. Shortly thereafter, MTC held a Proposer's Conference. On June 27, 2016, MTC received proposals from three firms: AECOM; Edenred Commuter Benefits Solution (Edenred); and WSP|PB.



### Evaluation Process

Proposals were evaluated by a panel of four staff from MTC and the Solano Transportation Authority. Proposals were scored based on the evaluation criteria as listed in the RFP. The panel members individually scored each proposal and then met to discuss the proposals. Following the panel's discussion, members revised their scores as they deemed appropriate. The following table shows the final scores.

<b>Evaluation Results</b>	<b>AECOM</b>	<b>Edenred</b>	<b>WSP PB</b>
Cost (max 10 points)	8.8	10.0	8.7
Communication (max 10 points)	7.8	5.5	10.0
Resource Allocation (max 20 points)	15.0	10.2	17.5
Team Experience and Past Performance (max 30 points)	21.5	17.3	28.5
Approach (max 30 points)	21.2	17.0	27.8
<b>Total (max 100 points)</b>	<b>74.3</b>	<b>60.0</b>	<b>92.5</b>

The cost proposal for each team is shown in the table below.

<b>Team</b>	<b>AECOM</b>	<b>Edenred</b>	<b>WSP PB</b>
Cost	\$6,099,659	\$5,290,326	\$6,143,867

The panel recommends WSP|PB as the proposer most advantageous to MTC based on the evaluation criteria. WSP|PB's proposal was the only one with no significant weaknesses or deficiencies. WSP|PB proposes an aggressive, well-thought-out approach to working with carpool matching apps; a team structure with depth, local resources and cross-functional talent; and a cohesive plan for measuring results. They presented a creative customer outreach campaign featuring multiple touch points. The significant weaknesses of the other proposals collectively included poor team structure, unidentified key staff, longer program transitions than established by the RFP, unrealistic cost proposals and resource allocation, undefined outreach strategies and a reliance on technology solutions not aligned with MTC's goals.

WSP|PB's cost proposal was \$44,000 higher than AECOM's, but it includes \$40,000 more of direct-to-commuter incentives; a direct cost that can be expended at MTC's discretion or not. While their cost was considerably higher than Edenred's, Edenred's budget did not reflect some required budget elements and was unrealistic for some tasks. WSP|PB's proposal exceeds the Disadvantaged Business Enterprise (DBE) requirement with 15.46% budgeted for DBE participation. Attachment A presents WSP|PB's and its subcontractors' Small Business Enterprise and DBE status.

### Recommendation

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract with WSP|PB to operate the Regional Carpool Program for up to a three and one-half year term in an amount not to exceed \$6,150,000, subject to future MTC budgets for future fiscal years.



Steve Heminger

SH: bl

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WSP | PB Team  
Small Business Enterprise and Disadvantaged Business Enterprise Status

		DBE* Firm			SBE** Firm		
Firm Name		Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	WSP PB			X			X
Subcontractor	Switchpoint Planning	X	39464				X
	Transportation Analytics	X	36177		X	42967	
	Media Beef	X	42265				X
	Convey	X	38411		X	1367600	

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Contract

Work Item No.: 1222

Contractor: WSP | Parsons Brinckerhoff  
San Francisco, CA

Work Project Title: Regional Carpool Program

Purpose of Project: Form and maintain carpools and vanpools

Brief Scope of Work: Promote the adoption of, and increase in, carpooling behavior through the widespread adoption of private sector carpooling apps; support vanpools throughout the region; present carpooling and vanpooling information on 511.org; support incident response; coordinate commuter outreach and education with regional partners.

Project Cost Not to Exceed: \$6,150,000

Funding Source: CMAQ  
STP  
TFCA

Fiscal Impact: \$840,000 is included in the MTC FY 2016-17 Budget.  
\$1,740,000 is subject to inclusion in the MTC FY 2017-18 Budget.  
\$1,770,000 is subject to inclusion in the MTC FY 2018-19 Budget.  
\$1,800,000 is subject to inclusion in the MTC FY 2019-20 Budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with WSP | Parsons Brinckerhoff for the Regional Carpool Program as described above and in the Executive Director's September 2, 2016 memorandum and the Chief Financial Officer is directed to set aside funds up to \$6,150,000 for such contract in the yearly amounts provided above, with future fiscal years subject to the approval of such future MTC budgets.

Operations Committee:

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Scott Haggerty, Chair

Approved: Date: September 9, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1879      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 8/17/2016      **In control:** Operations Committee  
**On agenda:** 9/9/2016      **Final action:**  
**Title:** Bay Area Shuttle Census  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [4f\\_Bay Area Shuttle Census](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Bay Area Shuttle Census

**Presenter:**  
Bill Bacon

**Recommended Action:**  
Information

### Attachments



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

**Agenda Item 4f**  
Bay Area Metro Center  
375 Beale Street  
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TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## ***Memorandum***

TO: Operations Committee  
FR: Executive Director  
RE: Bay Area Shuttle Census

DATE: September 2, 2016  
W.I. 1517

### **Overview**

Over the last year the Bay Area Council and MTC gathered data to better understand the role public and private shuttle services play in the Bay Area's transportation system. This effort, the Bay Area Shuttle Census, represents the first attempt to gather information on shuttle services across the Bay Area. Shuttle service is defined as regularly scheduled transportation services in large multi-passenger vehicles operating as either "last mile" connections or serving longer routes between more distant parts of the Bay Area. Shuttle services are sponsored by employers, institutions, nonprofits, and local jurisdictions. Data was collected through a dedicated web portal with shuttle sponsors and operators submitting data directly into the portal. In order to encourage participation in the Shuttle Census, the Bay Area Council anonymized and aggregated all data submitted by sponsors and operators of shuttle services before transmitting the data to MTC. As participation was voluntary the data collected is only partial, but it is sufficiently broad to offer a valuable first look at the role shuttles play in moving tens of thousands of Bay Area residents each day.

During this first Shuttle Census MTC collected data for the period from 2012 to 2014 on the following: 1) Shuttle fleet ridership across the Bay Area; 2) Number of vehicles in the shuttle fleet; 3) Capacity of vehicles in the shuttle fleet; 4) Total vehicle miles traveled of the shuttle fleet; 5) County of origin and destination of each shuttle route.

Overall the results of the first Shuttle Census (detailed in Attachment 1) show that if shuttles collectively were treated as one transit system they would represent the seventh largest transit system in the Bay Area in terms of ridership. In reality, shuttles are likely an even larger part of the transportation system as the first Shuttle Census was not able to capture data from all shuttle services.

### **Next Steps**

MTC hopes to increase the number of data points collected as well as expand participation by shuttle sponsors and operators in the next Shuttle Census, currently planned for 2017. In addition, the state legislature and Governor Brown have agreed to reforms to the California Public Utilities Commission (CPUC) which currently has regulatory oversight of most shuttles. These reforms to the CPUC, which will be implemented by the administration over the next 18 months, include provisions that would shift the transportation regulatory responsibilities of the CPUC to the California State Transportation Agency (CalSTA) and present an opportunity for a comprehensive review of the types of data the state collects on shuttles as a part of their annual registration with the state. Today's item is for information only.

  
Steve Henfinger

### **Attachment:**

- Attachment 1: 2016 Bay Area Shuttle Census

SH: wb

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# 2016 Bay Area Shuttle Census

## First-Ever Look at Emerging Regional Resource

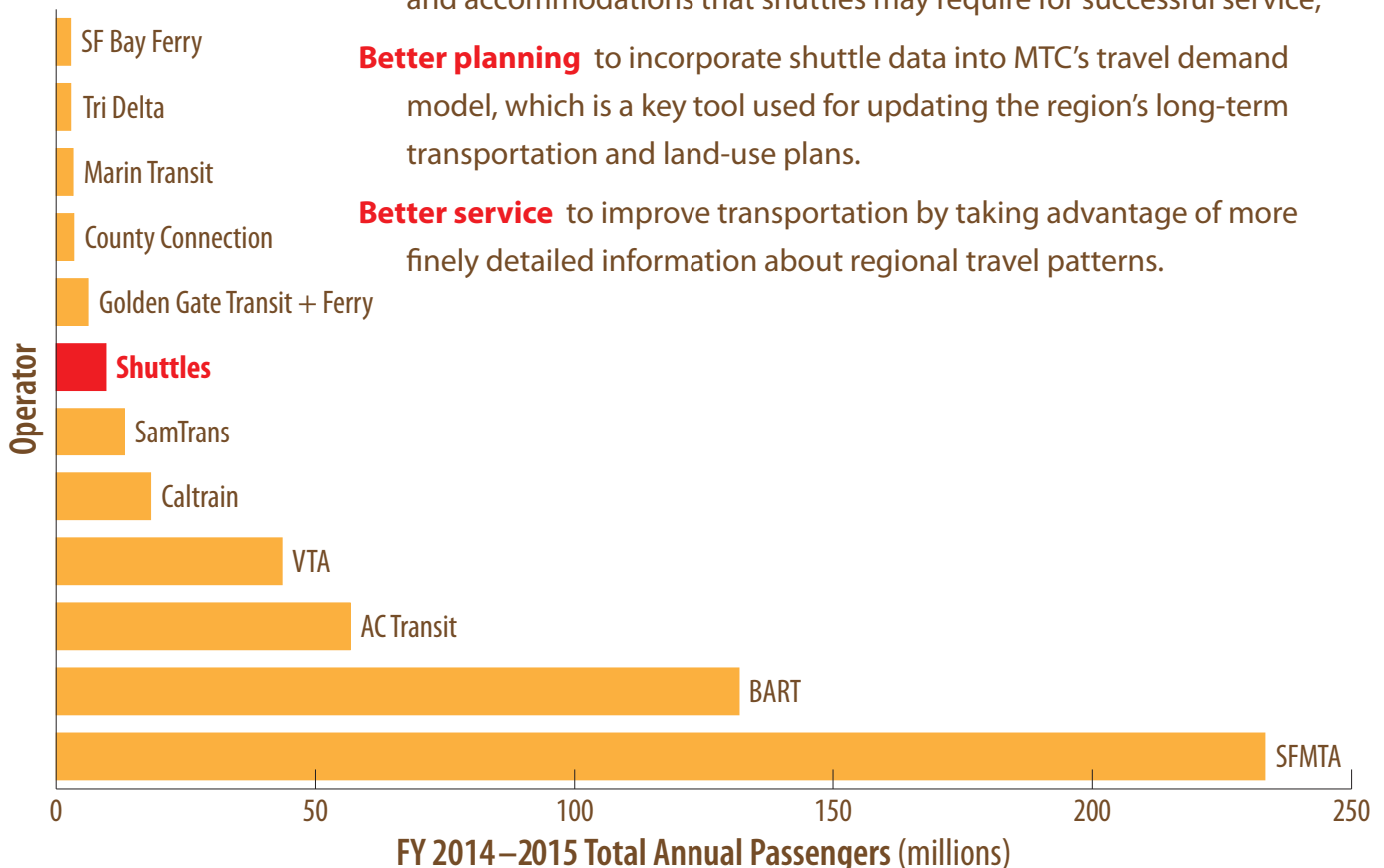
Public and private shuttle services have become an increasingly vital — and visible — part of the Bay Area transportation network. MTC and the Bay Area Council for the past year have teamed to provide for the first time a comprehensive assessment of the region's shuttle resources. Together, the 35 shuttle sponsors and operators that participated in this first-ever Shuttle Census carried over 9.6 million passengers in 2014 alone — more than all but six of the region's public transit agencies.

MTC and the Bay Area Council collected data on shuttle ridership, fleet size, trip origins and destinations, vehicle capacity, and miles traveled by shuttle vehicles. The three main goals for the Shuttle Census:

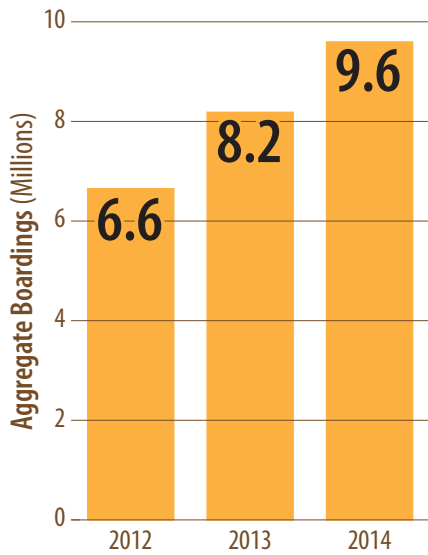
**Better information** to help the public and policymakers alike understand both shuttles' impact on Bay Area transportation and the local policies and accommodations that shuttles may require for successful service;

**Better planning** to incorporate shuttle data into MTC's travel demand model, which is a key tool used for updating the region's long-term transportation and land-use plans.

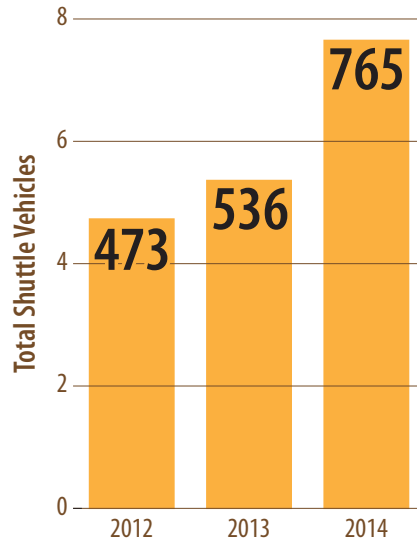
**Better service** to improve transportation by taking advantage of more finely detailed information about regional travel patterns.



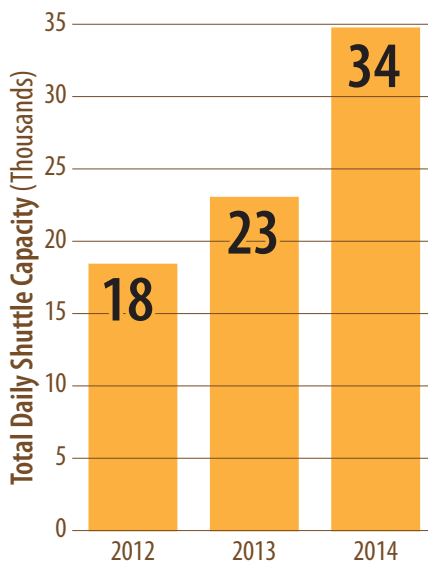
## Shuttle Ridership Growing Steadily



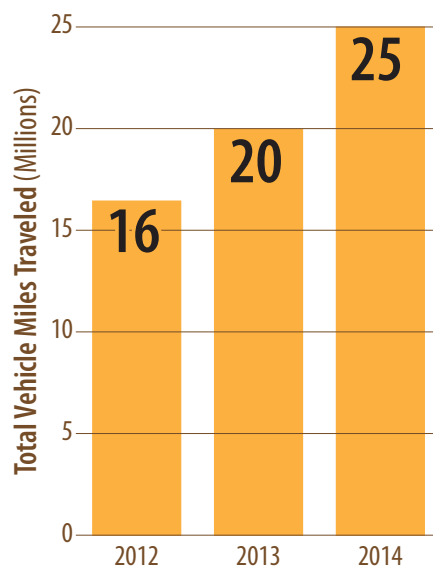
## Shuttle Fleet Expanding



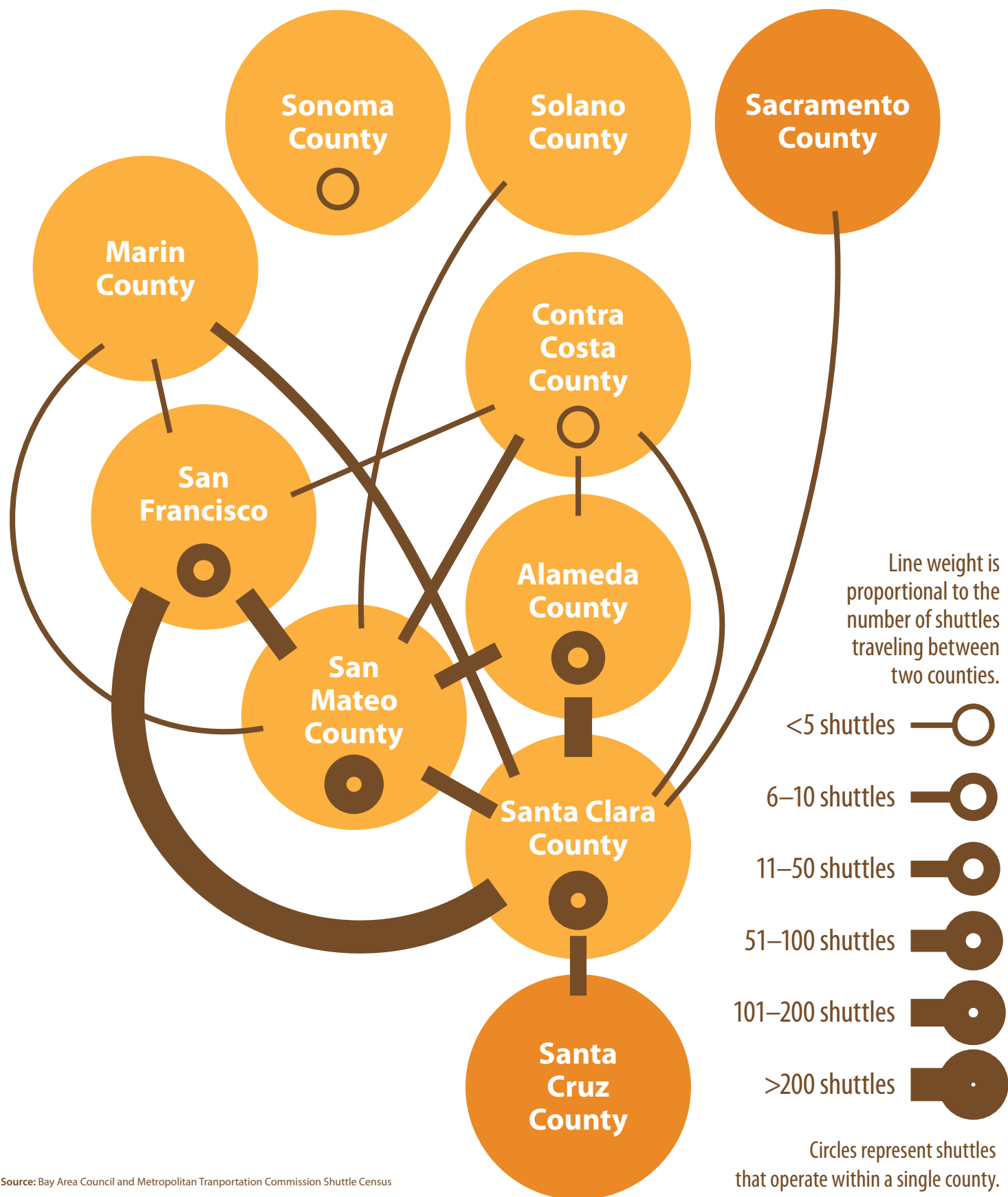
## Shuttle Capacity Keeps Pace with Growth



## More Shuttles Covering More Miles



# Number of Shuttles Traveling Between Bay Area And Adjacent Counties per Day



Source: Bay Area Council and Metropolitan Transportation Commission Shuttle Census



# Data from the Shuttle Census Will Help MTC and the Bay Area Council

- Encourage** Caltrans and Bay Area transit agencies to open park-and-ride facilities to shuttle services;
  - Advance** initiatives in local jurisdictions to better manage and accommodate shuttles where needed;
  - Identify** benefits provided by shuttle services to air quality and freeway congestion.
- The Bay Area’s shuttle fleet contributes to reducing congestion on the region’s roads and to reduced CO<sub>2</sub> emissions by reducing total vehicle miles traveled. In addition, many shuttles complement regional transit services by providing critical “last mile” connections to destinations from transit hubs. MTC hopes to more precisely quantify CO<sub>2</sub> emission impacts in the next Shuttle Census.
- The Shuttle Census’ anonymized data protects the privacy of shuttle passengers and operators alike, while also providing reliable facts and figures to enhance public discussion of shuttle-related issues. This information also may help public institutions and nonprofit organizations improve their shuttle operations’ efficiency, coordination and resource sharing.

Shuttle Census Participating Sponsors/Operators*		
ABM Industries	Loop*	TubeMogul
Amazon Lab 126	Electronic Arts	Twitter
AMD	Facebook	UC Berkeley
App Dynamix	Genentech	Visa
Apple	Google, Inc.	VM Ware
Apptus	Intuit	Walmart
Athleta	Microsoft Silicon Valley	WeDriveU*
Bauers*	Salesforce	Worldwide Ground Transportation Services (El Paseo Limo)*
Bayer	SAP	XTime
Black Tie Transportation Worldwide*	Service Now	Yahoo
	SJSU Parking Services	
Cisco	Stanford University Marguerite	
Clorox	Sunset Development	

\* Indicates companies that operate shuttle services for numerous individual sponsoring organizations. The Shuttle Census focused on commuter and “last mile” services only and does not include airport or charter transportation services.

Because operator and sponsor participation is voluntary, this initial Shuttle Census provides only a partial set of data. MTC and the Bay Area Council aim to expand the range of participating shuttle operators and sponsors to collect as much data as possible for future Shuttle Censuses.