

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: February 2, 2023

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Request for Qualifications (RFQ) #22-01 Short-Range Transit Plan Update

REQUESTED ACTION:
BY MOTION,

- 1. Authorize the Executive Director to negotiate terms of a professional services agreement with a qualified, responsive consultant firm for development of a Local Short-Range Transit Plan Update per RFQ #22-01**
- 2. Approve a contract budget amount not to exceed \$125,000 for said professional services agreement**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) utilizes a consultant generated Short- and Long-Range Transit Plan (Plan) to help direct the capital and operating programs of the organization. The most recent Plan was completed and adopted in 2019. The Plan reflected expected changes in population demographics, evaluated existing services, recommended goals and objectives, and proposed changes to address gaps in service and improve system performance. The Plan covered fiscal years 2019/20 through 2023/24 and included year-by-year implementation strategies within projected capital and operating budgets.

DISCUSSION

While elements of the 2019 Plan were implemented and beneficial, the COVID pandemic had significant and lingering impacts to local transit ridership, just as it has changed travel patterns across the region and the country. In common with the rest of the transit industry, El Dorado Transit has also experienced challenges in hiring and retaining frontline staff which has hindered efforts to restore services suspended during the pandemic.

Given these fundamental, unforeseen challenges, an update to the previous Plan is deemed necessary to reassess the current demand for local transit services and develop timely strategies to best address the emerging transportation needs of the community. It is anticipated that the planning effort will take approximately nine (9) months and be informed by extensive public and stakeholder engagement efforts. Staff is seeking to present a final Plan for Board adoption by the

end of 2023 that includes recommendations for local service initiatives to be implemented over the subsequent three (3) years.

In response to its Request for Qualifications (RFQ) #22-01 released in November 2022, El Dorado Transit staff received three (3) written proposals from consulting firms interested in leading the project. All three (3) consulting firms submitted responsive, detailed proposals which highlighted the company's qualifications, experience, and recommended approach to the anticipated project scope. Staff chose to release an RFQ rather than a traditional Request for Proposals (RFP) in the interest of engaging prospective consultant firms in an iterative process to refine the final project scope, timeline, and budget. The RFQ is available for review at <https://eldoradotransit.com/board-meeting/february-2-2023/>

With the requested action, staff is seeking to establish a not-to-exceed contract budget of \$125,000, and for Board authorization to negotiate the scope of a professional services agreement with the prospective consultant firm determined to be the best fit and value to the agency. If approved, staff will work with the preferred firm to finalize the project scope, timeline, and agreement terms, then return to the Board with a draft professional services contract and recommendation to award at a future meeting.

FISCAL IMPACT

The requested action is for negotiating authority of up to \$125,000 only and does not bind El Dorado Transit to award a contract, or to procure services or supplies. If approved, staff anticipates returning to the Board at a subsequent meeting with a negotiated draft agreement, project budget, and award recommendation.

Project related expenses anticipated for the current fiscal year (FY) ending June 30, 2023, have been included in the adjusted FY 2022/23 Operating Budget, Service and Supply Account No. 5030.00 line item, proposed for approval later in this agenda.