



**Board of Directors Special Meeting
March 11, 2019**

Frank J. Lichtanski Administrative Building
Board Room, First Floor
19 Upper Ragsdale Dr., Suite 100, Monterey 93940
10:00 am

1. CALL TO ORDER

1-1. Roll Call.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Members of the public may address the Board on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time either individually, through staff, or on a subsequent agenda.

3. ACTION ITEM

3-1. Award contract for Automatic Passenger Counters for up to 135 vehicles to Urban Transportation Associates for a contract period of up to 3 years not to exceed \$654,455. (Lisa Rheinheimer, Mark Eccles, Sandra Amorim) (Page 3)

4. ADJOURN

NEXT MEETING DATE: April 8, 2019
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor
10:00 a.m.

NEXT AGENDA DEADLINE: March 26, 2019

**Dates and times are subject to change.*

Please contact MST for accurate meeting date and times or check online at <http://mst.org/about-mst/board-of-directors/board-meetings/>

Advocating and delivering quality public transportation as a leader within our community and industry.

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
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Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



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To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing
Sandra Amorim, Purchasing Manager

Subject: Procurement of Automatic Passenger Counters

RECOMMENDATION:

Award contract for Automatic Passenger Counters for up to 135 vehicles to Urban Transportation Associates for a contract period of up to 3 years not to exceed \$654,455.

FISCAL IMPACT:

The MST FY 2018/19 Capital Budget includes \$150,000 for the purchase of Automatic Passengers Counters. MST recently received \$163,000 in SB 1 formula funding which must be matched on a one to one basis. The remainder of the funds required will be programmed in the FY 2020 Draft Capital Budget, which will be presented to your Board to review and approve in June 2019.

POLICY IMPLICATIONS:

Federal regulations require that MST provide a methodical and accurate accounting of passenger ridership statistics to the National Transit Database (NTD), which is used to apportion transit funds throughout the country.

Your Board approves purchases over \$25,000.

DISCUSSION:

Due to historical financial constraints, MST has retrieved and reported passenger boardings to the NTD by way of the farebox, where people pay by cash or a transit pass - a function for which the fareboxes were not designed to perform. Using this method, the location of where people get off the bus is not captured at the farebox, making it impossible for staff to know how many passengers are actually riding on a specific bus at any particular time. To address this issue during previous triennial passenger surveys, onboard camera videos were pulled from randomly selected bus trips for staff to review and record origin and destination information. This method is time and resource intensive and quite inefficient. In addition, NTD is increasingly dissatisfied with this methodology and process.

Rather than continuing with its current practices, staff has for several years investigated utilizing Automatic Passenger Counters (APC) to perform these tasks. APC's are infrared sensors which are installed at the doors of buses to automatically count those boarding and alighting from the bus. The information collected from automatic passenger counters would be used to document the number of passengers in monthly reports, monthly NTD reports, as well as the triennial passenger survey of boardings and alightings required by the NTD.

New, ongoing funding from SB1 would allow MST to purchase APC equipment for the MST fleet to better comply with NTD requirements during our next review period. The next triennial passenger survey year begins July 1, 2019, and this is one of the main reasons for installing automatic passenger counters near that date. APC's also offer other advantages, including:

- Reduced staff time spent “cleaning” passenger data collected from the farebox
- Reporting of real-time passenger load data, which can be used to better manage bus size requirements
- Data that is 97% accurate
- Adherence information to better manage route scheduling

MST issued a Request for Proposals for automatic passenger counters in November with proposals due in December 2018. MST staff ranked proposers on qualifications and experience of the firm, features and benefits of proposed product, service and warranty, and the pricing of the total package. The highest ranking proposer based on the evaluation criteria was Urban Transportation Associates (UTA).

Supplier	Score	Proposal Amount
Dilax Systems Inc. (DILAX)	80.25	\$454,662
Urban Transportation Associates	87.25	\$654,455
INFODEV	58.75	\$830,580

Prior to issuing the RFP in November 2018, MST issued an Invitation for Bids (IFB) in October 2018 for an Automated Passenger Counter (APC) system. DILAX was the apparent lowest bidder as part of the IFB. As part of the IFB process, MST staff met with DILAX staff and customers on several occasions. MST received negative reviews from at least one customer regarding DILAX. As a result of those meetings, MST determined it was not necessary to verify references when later reviewing the proposals from the RFP in December.

While UTA scored the highest, it is also approximately \$200,000 higher than DILAX. As such, MST staff wanted to proceed cautiously and verify that the additional cost was warranted by performance of the product and project management experience.

To that end, MST staff determined that as compared to UTA, DILAX could not meet MST's objectives based on issues such as experience with National Transit Database (NTD) reporting and based on the feedback from the DILAX customer. Additionally, after key MST staff met with DILAX representatives, significant concerns were raised that DILAX would not meet our objectives based substantially on experience with NTD reporting and the cloud-based reporting suite demonstrated. It was apparent that a significant amount of staff time would be needed to manage data derived from the APCs through the DILAX reporting tool.

On the other hand, the feedback for UTA was positive and reaffirmed that they have extensive experience with NTD objectives, requirements and implementation of the tools necessary to have relevant statistical information. UTA staff members are experts in the transit industry and have successfully handled multiple transit agency installations and NTD certifications. The data reported through UTA was demonstrated to be clean and minimal staff time and resources would be needed to use the data to meet reporting requirements.

Therefore, staff feels the pricing is warranted and are highly confident that UTA is best positioned in the marketplace to deliver a premium product and implementation required for NTD certification.

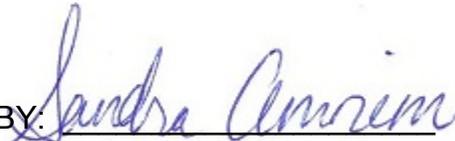
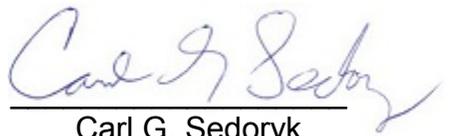
Based on the outcome of the RFP process, MST staff included a Board memo for the January 14, 2019, MST Board Meeting. MST recommended the award of the RFP to Urban Transportation Associates, Inc. (UTA).

On January 11, DILAX filed a Pre-Award Protest regarding RFP #19-10 pursuant to the MST Formal Protest Procedures. As a result, MST staff pulled the item from the Board Agenda and determined not to proceed further with the solicitation or award of the contract pending resolution of the Protest. In accordance with the Protest Procedures, the General Manager on February 19, 2019, provided a written denial to DILAX, responding to each material issue raised in the Protest. On February 28, 2019, the General Manager / CEO sent a supplemental letter providing the timeline for an appeal to the Board regarding the General Manager's response along with a copy of the Formal Protest Procedures. DILAX failed to file a written protest of the decision prior to the March 5, 2019 deadline.

Upon award by the Board, MST staff would work with UTA to install automatic passenger counters on up to 135 MST buses. Having this number of units installed would allow the NTD-required data to be collected. An additional five (5) will have been

installed on the new trolley buses, which may begin service on Memorial Day weekend in May 2019.

Staff recommends that the Board award a contract for Automatic Passenger Counters for up to 135 vehicles to Urban Transportation Associates (UTA) for a contract period of up to 3 years not to exceed \$654,455.

PREPARED BY:  REVIEWED BY: 
Sandra Amorim Carl G. Sedoryk