



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Professional Services Agreement for Federal Transit Vehicle Fleet Inspections for Beeline and Dial-A-Ride Vehicles

1) Motion authorizing the City Manager, or a designee, to enter into and execute a Professional Services Agreement (PSA) with TRC Engineering Services, LLC for quarterly fixed-route and demand-response transit fleet inspections and fixed-route new vehicle in-plant production inspections, delivery acceptance inspections and post-delivery compliance audit report services in an amount of \$292,689 for a five-year term, with an option to extend the agreement for one additional year for \$73,493 and a second additional year for \$50,576.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for August 8, 2023 **calendar**

EXECUTIVE SUMMARY

Glendale's Beeline fixed-route bus and Dial-A-Ride (DAR) paratransit services offer mobility and cleaner transportation options to the community. The Federal Transit Administration (FTA) requires transit agencies to provide yearly third-party vehicle inspections to ensure federally funded vehicles are properly maintained and in good working order. In addition, the FTA requires a third-party be on-site during the bus build to ensure that Glendale bus orders are built to purchase order specifications.

The intent of this item is to hire a third-party fleet inspector for the Beeline and DAR in an amount of \$292,689 for a five-year term, with an option to extend the agreement for one additional year for \$73,493 and a second additional year for \$50,576.

COUNCIL PRIORITIES

Operational Efficiency – The City of Glendale has made substantial investments in our Beeline and DAR fleets and quarterly third-party inspections help ensure this investment is properly maintained.

Mobility/Traffic & Pedestrian Safety – The Beeline and DAR provide fixed route and curb-to-curb transportation services to transit riders in Glendale and La Cañada Flintridge and the unincorporated areas of La Crescenta and Montrose. Third party inspections allow the city to make sure the fleet of vehicles for these transportation services are safe and operational to serve these communities.

RECOMMENDATION

That the City Council authorize the City Manager to execute a PSA with TRC Engineering Services, LLC (TRC) for federal transit vehicle fleet inspection services in an amount not to exceed \$292,689 for a five-year period with two one-year extension options.

BACKGROUND

The city owns 41 Beeline buses and nine DAR fleet vehicles that are maintained by the city's transportation services contractor. Per federal regulations, the city must provide oversight that the vehicles and vehicle records are properly maintained. To ensure quality control of the Beeline and DAR contractor maintenance program, a PSA for a third-party firm to provide quarterly transit fleet inspections is needed. The third-party inspector will also provide in-plant production inspections, delivery inspections, delivery acceptance inspections, and post-delivery compliance audit reports for new buses. For new Beeline bus purchases, that must meet federal procurement requirements including Buy America certifications, the inspecting firm will provide in-plant production inspections, delivery acceptance inspections and post-delivery compliance audit reports for the new vehicles.

The city has capital grant funding to purchase five new battery-electric transit buses in FY 2024, 22 new battery-electric transit buses in FY 2025, and 10 new battery-electric buses in 2029. The recommended firm is needed to provide required inspection services for these procurements.

ANALYSIS

Request for Proposals Selection

In anticipation of the expiration of the current third-party fleet inspection PSA, a Request for Proposals (RFP) for Federal Transit Vehicle Fleet Inspections was released on May 17, 2023. The RFP was sent to ten companies nationwide who perform transit vehicle maintenance inspections or similar services and was posted on the city website for any

other interested parties. Although there are several companies that provide fleet audit services, staff found that many will not provide services at the agency's location, or for the duration specified. Several lack the expertise to inspect the models of Glendale's vehicles or Glendale lies outside of their geographic service areas. On June 12, 2023, the city received only one proposal from TRC who is the incumbent inspector.

The single proposal was scored based on the evaluation criteria defined in the RFP. TRC proposal scored 94 points. The RFP evaluation criteria and scoring results are shown in the following chart:

Evaluation Scoring Summary		
Evaluation Criteria	Possible Points	TRC Engineering Services, LLC
Part I. Background, Affirmations, Certifications, and Financial Stability	5	5.0
Part II. Qualifications and Technical Proposal		
Technical Capacity - Quarterly Fleet Inspection	30	30.0
Technical Capacity - In-plant Production Inspections, Delivery Acceptance Inspections and Post-delivery Compliance Audit Reports	20	18.0
Experience, References, and Performance Record	15	14.0
Part III. Price Proposal and Staffing Plan		
Price & Staffing Proposal for Quarterly Fleet Inspections	15	15.0
Price & Staffing Proposal for In-plant Production Inspections, Delivery Acceptance Inspections and Post-delivery Compliance Audit Reports	15	12.0
Totals	100	94.0

TRC provided very clear methodologies for each of the inspection services. Its knowledge and experience in compressed natural gas bus engineering and maintenance is extensive and the firm has experience with battery-electric bus inspections.

The inspector's hourly rate including benefits was \$120 which is only \$1 more than the recently expired agreement. Each year the hourly rate only increases by \$1, with the Year 7 hourly rate at \$126. This is less than a 1% increase per year. TRC represents the best value price and other factors considered.

TRC's privately owned Bus Technology Center is the largest in North America providing technical support in bus design and engineering, bus manufacturing and bus maintenance. TRC has provided technical support in the public transportation field for the past 32 years. TRC has a direct staff of 38 full-time employees that are engineers, managers, maintenance specialist and bus inspectors who work on bus quality assurance projects, maintenance audits, fuels and emission studies, and Buy America fleet audits.

TRC has a highly qualified project team for Glendale, led by a mechanical engineer with 37 years of experience in transit bus maintenance and bus engineering. The proposed team also has extensive experience in providing maintenance and production inspections of transit vehicles including compressed natural gas and battery electric transit buses. The number of staff and labor hours proposed for each of the two Glendale project components is practical and applicable.

TRC has a complete work approach to the Glendale project which meets all of the objectives and standards set forth in the city's' RFP. The approaches and the written deliverables for the two different components, quarterly fleet inspections and new vehicle production and acceptance inspections and services, are clearly defined and appropriate. TRC's costs are fair and reasonable.

PSA Cost Proposal

The quarterly fleet inspections cost is comprised of an hourly rate for the inspectors and travel expenses. The full amount of the travel expenses is included in the cost proposal, but TRC will reduce the cost of the travel expenses if another transit agency can be scheduled during the same time. In addition to the proposed PSA cost as requested in the RFP, there may be additional travel expenses that cannot be determined at this time for the new vehicle in-plant production inspections. The bus manufacturer is currently unknown for the two productions in FY 2025 and FY 2029. Therefore, a contingency is requested to cover inspection costs for additional vehicles in case of fleet expansion and/or bus turnover inspections if a new inspecting firm is selected.

The final cost of the proposed Agreement is \$292,689 for the initial 5-year term. The costs are summarized as follows:

TRC Engineering Services, LLC	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	5-Year Total		Op. Yr 1 2029	Op. Yr 2 2030	7-Year Total
Fleet Inspection Costs	40,560	41,413	42,285	43,176	44,089	211,523		45,022	45,978	302,523
In-Plant, Delivery, Post-Delivery Inspections	10,820	43,738				54,558		21,790		76,348
10% As-needed inspections and travel time						26,608		6,681	4,598	37,887
Total Expenses	51,380	85,151	42,285	43,176	44,089	292,689		73,493	50,576	416,758

STAKEHOLDERS/OUTREACH

Not Applicable

FISCAL IMPACT

The federal transit vehicle fleet inspection services cost \$292,689 for the five-year PSA duration and potentially a total of \$124,069 for the two additional one-year extensions or \$416,758 total. The funds for the first year of this service in the amount of \$51,380 was approved as part of the FY 2023-24 budget. No new appropriation is being requested at this time. Funding for the remaining PSA years will be requested as a part of the City's annual budget process. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$51,380	GL: 43110-2580-PWD-7533-P0000-	Transit Utility Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

Not Applicable: the action requested herein to retain vehicle inspection services is ministerial and does not constitute a project for the purposes of California Environmental Quality Act (CEQA).

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report:

Officers of TRC Engineering Services, LLC:

Full Name	Title	Business Address	City	State	Zip
Mary Grace. Pigman	CEO/President	2200 Winter Springs Bl., Ste. 106-344	Oviedo	FL	32765
Linda Rios	Chief Financial Officer	2200 Winter Springs Bl., Ste. 106-344	Oviedo	FL	32765
Mary Grace Pigman/ Armando Pigman	Board of Directors	2200 Winter Springs Bl., Ste. 106-344	Oviedo	FL	32765

ALTERNATIVES

Alternative 1: Authorize the City Manager to enter into and execute a PSA with TRC as described in this report.

Alternative 2: Elect not to execute the PSA as recommended herein. This will result in additional staff time to conduct another RFP process for the services and delaying maintenance oversight of the current fleet and the purchase of new vehicles.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

Martha D'Andrea, Transit Manager

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

None.