



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: JUNE 07, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
HALI AZIZ, ASSISTANT TRANSPORTATION PLANNER**

**SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH VENTURA TRANSIT SYSTEM, INC. FOR THE CITY'S OPERATION AND MAINTENANCE OF PUBLIC TRANSIT AND TRANSPORTATION SERVICES FOR THREE YEARS WITH A TOTAL CONTRACT COST OF \$916,920.00 FOR THREE YEARS EXPIRING ON JUNE 30, 2024 WITH AN OPTION OF TWO ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED \$353,700.00 PER YEAR**

**MEETING DATE: JUNE 23, 2021**

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve a professional service agreement with Ventura Transit System, Inc. For the City's operation and maintenance of public transit and transportation services for three years with a total contract cost of \$916,920.00 for three years expiring on June 30, 2024 with an option of two one-year extensions in an amount not to exceed \$353,700.00 per year.

**BACKGROUND:**

The current Professional Service Agreement between the City and MV Transportation, Inc. is set to expire on June 30, 2021. The City released a Request for Proposals (RFP) for operation and maintenance of Calabasas Transit and received two proposals from MV Transportation and Ventura Transit. Both

proposals were reviewed by staff for organization, competence, experience, reliability and cost among other factors.

After a thorough review, staff determined that both proposals are competitive meeting all the requirements set forth by the City leaving the cost of the contract to be the distinguishing factor in the selection process. Ventura Transit has proposed a lower hourly rate; therefore, staff recommends their selection as City's prospective service provider.

**ANALYSIS:**

The RFP requested interested parties to submit a fee schedule for a five year period. MV Transportation proposed a fixed monthly fee of \$18,027 and a variable hourly fee of \$45.55 starting at year 1 increasing gradually every year thereafter. On the other hand, Ventura Transit proposed an hourly fee of \$48.50 starting at year 1 adding 5% each year thereafter. When comparing the hourly cost, MV has proposed lower rates. However, MV's fee schedule involves a fixed monthly rate as well as a variable monthly rate, which results in a higher monthly and annual cost than Ventura Transit's fee schedule. To compare the two proposals, staff estimated operating 6000 hours of service. Below table depicts the annual cost to the City at 6000 hours using proposers' fee schedule.

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Ventura</b>	\$ 48.50	\$ 50.92	\$ 53.40	\$ 56.14	\$ 58.95
	6000 hours	6000 hours	6000 hours	6000 hours	6000 hours
<b>Total annual contract Cost</b>	<b>\$ 291,000</b>	<b>\$ 305,520</b>	<b>\$ 320,400</b>	<b>\$ 336,840</b>	<b>\$ 353,700</b>

<b>MV</b>	\$ 45.55	\$ 45.13	\$ 46.45	\$ 47.90	\$ 50.22
	6000 hours	6000 hours	6000 hours	6000 hours	6000 hours
Total variable cost	\$ 273,300	\$ 270,780	\$ 278,700	\$ 287,400	\$ 301,320
Monthly fixed fee	\$ 18,027	\$ 16,794	\$ 17,130	\$ 17,552	\$ 17,839
Annual fixed cost	\$ 216,324	\$ 201,528	\$ 205,560	\$ 210,624	\$ 214,068
<b>Total annual contract cost (variable + annual fixed)</b>	<b>\$ 489,624</b>	<b>\$ 472,308</b>	<b>\$ 484,260</b>	<b>\$ 498,024</b>	<b>\$ 515,388</b>

As discussed above, both proposers have submitted successful bids and the distinguishing factor remains to be the contract cost. Because Ventura Transit has proposed a lower hourly rate resulting in lower annual contract cost, staff recommends selecting Ventura Transit as the prospective service provider for services starting in August 2021.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City uses proposition A and proposition C funds to cover operation and maintenance cost of public transit services, no additional funding for the contract is required at this time.

**REQUESTED ACTION:**

City Council approve a professional service agreement with Ventura Transit System, Inc. For the City's operation and maintenance of public transit and transportation services for three years with a total contract cost of \$916,920.00 for three years expiring on June 30, 2024 with an option of two one-year extensions in an amount not to exceed \$353,700.00 per year.

**ATTACHMENTS:**

Attachment A: Professional Service Agreement