

**SUBJECT***Facilities Assessment***RECOMMENDED ACTION**

*To authorize the President and CEO to enter into a contract with Urban Engineers, Inc., to conduct a Facility Assessment for a total authorization amount not to exceed \$1,103,540.*

**BACKGROUND**

Since its creation in 1963, Long Beach Transit (LBT) has grown significantly to its present 100-square-mile service area, serving the City of Long Beach and 12 surrounding cities. The agency's 800 employees ensure that public transit service is available to more than 23 million boarding customers annually on 35 fixed routes with a revenue fleet of 249 buses distributed within two distinct facilities, LBT1 and LBT2. LBT also provides water taxi and paratransit services through third-party contractors.

Currently, both of LBT's operating and maintenance facilities are functioning at full capacity. LBT is planning to have a 100-percent alternatively fueled bus fleet by 2020, with the ultimate goal of having an all-electric bus fleet. With the recent completion of LBT's Systemwide Transit Analysis and Reassessment (STAR) Initiative, the mid-term and long-term roadmap recommendations project an increase in operating hours by 25 percent and 50 percent, respectively.

Considering these initiatives, LBT is undertaking a Facility Assessment, Programming Analysis and Facility Master Plan to determine and outline LBT's programmatic needs for the next 20 years (2019–2039). The assessment will include LBT infrastructure and programming needs consisting of service delivery, maintenance and operations and administrative services, along with other public services, such as information and call center support.

The Facility Assessment, Programming Analysis and Facility Master Plan will provide LBT with the necessary information to make informed, effective decisions regarding operations and support facility needs over the next two decades.

**PROCUREMENT**

LBT issued a Request for Proposal (RFP) to several qualified firms and received one submittal. LBT's Purchasing department contacted the qualified firms to inquire as to the non-responsiveness to the request. The firms conveyed that there was a lack of available staff or the desired technical expertise to conduct a facility assessment.



The proposal received was evaluated based on the following criteria: technical qualifications, experience and quality of work, references and price. Urban Engineers, Inc., of Los Angeles, California, was evaluated and deemed to possess the level of expertise required for the project and was found to be responsive and responsible by LBT's Purchasing department at a cost of \$1,194,114. A cost analysis was performed resulting with a series of clarification discussions and negotiations, for a total authorization amount not to exceed \$1,103,540.

#### **DBE/SBE PARTICIPATION**

The Small Business Enterprise (SBE) goal established for the solicitation was 13 percent. Urban Engineers, Inc., will exceed the established SBE goal at 15.6 percent by utilizing KH Consulting Group, a SBE-certified firm for 10.4 percent, Sapphos Environmental, Inc., a DBE-certified firm for 3.8 percent and Content Concierge, a DBE-certified firm for 1.4 percent.

#### **ALTERNATIVES CONSIDERED**

The Board may choose not to award this contract. However, staff does not recommend this option as LBT's facilities are currently functioning at full capacity. Furthermore, lack of planning for future growth could result in a long-term fiscal impact.

#### **BUDGETARY/FISCAL IMPACT**

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a contract with Urban Engineers, Inc., to conduct a Facility Assessment for a total authorization amount not to exceed \$1,103,540.

Funds for this contract were included in the previously approved Capital Budgets of Fiscal Years 2010, 2014, 2015 and 2016.

A handwritten signature in purple ink, reading 'K. McDonald'.

Kenneth A. McDonald  
President and Chief Executive Officer