



# Agenda Report

February 27, 2023

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Transportation  
**SUBJECT:** **CONTRACT AWARD TO COURVAL SCHEDULING INC. dba CSCHED TO PROVIDE TRANSIT SCHEDULING SOFTWARE**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Courval Scheduling Inc. to provide transit scheduling software services in an amount not to exceed \$86,179 for a period of three years, which includes the base contract amount of \$78,345 and a contingency of \$7,834 to provide for any necessary change orders. Competitive price bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services; and
3. Authorize the City Manager to extend the term of the contract for two additional one-year terms for a total additional amount not to exceed \$53,313.

## **BACKGROUND:**

Pasadena Transit provides six local fixed routes, which connect Pasadena residents, visitors and workers to key points of interest throughout the City and to the regional transportation network including the Metro L (Gold) Line. Total fixed route fleet is 29 vehicles with approximately 21 operating during peak service hours. Service is operated seven days a week except on six major holidays.

Currently, staff utilizes a labor-intensive manual system of spreadsheets and data input to produce fixed route schedules and vehicle schedule assignments that over time have become increasingly complex. Specialized software, typically used by transit systems to

develop schedules, streamlines the labor-intensive aspects of the scheduling process. In addition, this specialized software incorporates algorithmic optimization to provide enhanced scheduling.

City staff issued a Request for Proposal (RFP) to procure a fixed route scheduling software solution that offers intuitive user-friendly timetable editing and block scheduling to efficiently plan service as well as provide training and support for the product. For additional efficiency, it was also desired that the proposed software integrate with the City's Automatic Vehicle Locator (AVL) system, Connexionz. This integration is critical to ensuring schedules do not need to be manually reformatted.

### **CONSULTANT SELECTION**

On August 19, 2022, the City released a RFP to procure a scheduling software. The RFP was advertised through the City's bid notification system, Planet Bids. The solicitation was downloaded by 38 firms, including one local firm. On September 16, 2022, five proposals were submitted, none of which were local. Of the five proposals received, one proposal was not evaluated as the services described were not responsive to the solicitation. The Courval Scheduling Inc. proposal was rated the highest based on the rating criteria stated in the RFP and, as such, recommended for this project.

The list of proposers who participated in this RFP and summary of evaluation scores, can be found in Attachment A.

All four responsive proposers provide an adequate scheduling software solution. However, Courval Scheduling Inc scored the highest in terms of the proposed solution and experience. The Courval Scheduling Inc proposed software, HASTUS by Csched, provides all requested functions including the ability to build timetables and optimize vehicle blocking (scheduling), bus stop and route management, and detour management as well as providing detailed and easy to read and downloadable reports and statistics. The software also provides the desired integration with Connexionz. Finally, in addition to providing the software, Courval Scheduling Inc also provides in-house scheduling support through Csched-Services. The software was reviewed by the Department of IT and met their requirements.

The proposed contract fully complies with the City's Competitive Selection process. The contract with Courval Scheduling Inc will be for a not-to-exceed amount of \$139,492 for a period of three years with two, one-year options including a 10% contingency of \$12,680 subject to the approval of the City Manager.

### **COUNCIL POLICY CONSIDERATION:**

This project supports the City Council Guiding Principle 5 of the General Plan: Mobility Element, to promote Pasadena as a city where people can circulate without cars. The project will allow the City to provide reliable public transportation by ensuring efficient and reliable schedules.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The execution of a contract for transit scheduling software is a continuing administrative activity that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

The total compensation under this contract will be an amount not to exceed \$139,492 for a period of three years with two, one-year options including a contingency of \$12,680 subject to the approval of the City Manager. The first year of this contract, which includes the initial start-up costs and training, is anticipated to cost \$36,424. The expenses associated with this contract in Fiscal Year 2023 have been programmed in the Department of Transportation's annual operating budget in the Proposition C (Fund 209) consultant services account (20924043-811400). Funding for the second and third year, as well as the first and second option years of the contract should they be exercised, will be programmed into the future year operating budgets as part of the annual budget process. There will be no impact to the General Fund.

The following table presents a contract summary.

|                  | <b>Base<br/>Years<br/>1-3</b> | <b>Option<br/>Year 1</b> | <b>Option<br/>Year 2</b> | <b>Total</b>     |
|------------------|-------------------------------|--------------------------|--------------------------|------------------|
| <b>Sub Total</b> | <b>\$78,345</b>               | <b>\$23,813</b>          | <b>\$24,654</b>          | <b>\$126,812</b> |
| 10% contingency  | <b>\$7,834</b>                | \$2,381                  | \$2,465                  | <b>\$12,680</b>  |
| <b>Total</b>     | <b>\$86,179</b>               | <b>\$26,194</b>          | <b>\$27,119</b>          | <b>\$139,492</b> |

Respectfully submitted,



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Attachment:

Attachment A – Consultants Evaluation Criteria and Scores