

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF CYRIDE FACILITIES STUDY CONTRACT

BACKGROUND:

CyRide solicited and received Requests for Qualifications on January 31, 2008, for consultant services to complete a Facilities Study of the existing bus site. The purpose of the study is to determine how its bus and maintenance needs could be accommodated within the existing site over the next 15 year period. This study will update CyRide's Facilities Master Plan completed in 2001 which recommended three phases of construction at the existing site. One phase has been completed, and a second will be completed later this spring with the new office building. The third, to add a new maintenance shop, has yet to be fully-funded and constructed. This study will confirm the need for this last phase and ensure that the existing site will accommodate CyRide's needs for the next 15 year period prior to implementing additional improvements to the existing site.

The following four firms submitted technical proposals.

- PB America's, Inc. and Ask Studios
- AMENT, Inc.
- Wendel Duchscherer Architects and Engineers
- TranSystems

CyRide staff ranked these proposals for their technical merit based on Federal Transit Administration procurement regulations. The most qualified firm was determined to be PB America's, Inc. After negotiations, the firm submitted a best and final offer of \$44,842.42 to complete the Facilities Study. Funding for this study is available through CyRide's operating budget and with Ames Area Metropolitan Planning Organization funding.

The Transit Board of Trustees approved this contract at its February 20, 2008 meeting.

ALTERNATIVES:

1. The City Council may approve a contract award to PB America's, Inc., for the completion of CyRide's Facilities Study.
2. The City Council may direct staff to decline the PB America's, Inc., cost proposal and negotiate with the second qualified responder to the request for proposals.
3. The City Council may not approve entering into a contract for a Facilities Study.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving award of the CyRide Facilities Study a to PB America's, Inc., for \$44,842.42. Before undertaking any further projects at the current CyRide location, it is important to confirm whether phase 3 of the original Facilities Master Plan is still necessary and whether the site can support the needs of CyRide for a period of 15 years into the future.