

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR MANAGEMENT SERVICES FOR TRANSIT (CYRIDE)

BACKGROUND:

In March of this year, the CyRide Director retired and the Transit Board of Trustees appointed a current CyRide management employee, Barb Neal, to serve as the Interim Director. Since the recruitment process for a permanent director is expected to take three to four months, the department has a need for additional management services. A cost effective option to fill this temporary need is to seek these services from an outside consulting firm.

An outside firm will be responsible to provide assistance to the Interim Director with specific projects such as the development of materials and agendas for Transit Board of Trustee meetings as well as the coordination with internal and external staff personnel to advance the Facility and Electric Bus Studies, national grant applications, and consult on the formation of a safety position. The consultant will also develop and review written materials to support CyRide's administrative division, such as press releases, white papers, communications with Iowa DOT and FTA. The duration of services is expected to start immediately and end after the new director is in place and on-boarding has occurred. The Transit Board is recommending that this contract be established for a cost not to exceed amount of \$40,000. It should be noted that the consulting firm will be paid on an agreed upon rate for each hour any work is performed. If the recruitment process takes longer than expected, additional funding might be recommended in the future.

SRF Consulting Group, Inc is a firm that can provide the services as a management consultant to provide project assistance for the Interim Director. Sheri Kyras, the previous CyRide Director, is now a consultant employed by this firm and has extensive knowledge of the transit operations. If a contract is awarded to this company, Sheri's expertise will add value to the tasks listed above. She will perform duties as an independent contractor.

City's purchasing policy requires competitive proposals for professional services qualified by education, experience, or technical ability at a threshold of \$25,000.

City staff is seeking authorization to enter into a contract with SRF Consulting Group, Inc. of Omaha, Nebraska for management services based on the knowledge and expertise of the individual assigned to the work. Staff also is recommending that the City Council waive the City's purchasing policies requiring competitive proposals to provide for selection of this firm. Funding of these services will be from salary savings in CyRide's administration funds. The Transit Board recommended an award to SRF Consulting Group, Inc at the May 9, 2019 meeting.

ALTERNATIVES:

1. Waive the City's purchasing policy requirement for competitive proposals and award a contract to SRF Consulting Group, Inc. of Omaha, Nebraska in the amount not to exceed \$40,000.
2. Reject the waiver request and direct staff to issue a request for proposal.

MANAGER'S RECOMMENDED ACTION:

After the retirement of the Transit Director in March, the Transit Board appointed an Interim Director. As the recruitment process continues, the department is in need of additional management services to help during this personnel vacancy. The assigned consultant can provide CyRide the necessary additional management services and assist in moving the projects forward in the department until a permanent director is hired.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.