



## Memorandum

**DATE:** February 13, 2012

**TO:** Planning, Policy and Legislative Committee

**FROM:** Diane Stark, Senior Transportation Planner

**SUBJECT:** **Approval to Extend the Guaranteed Ride Home Agreement (A7-015), Issue a Request for Proposals and Negotiate and Execute a Professional Services Agreement**

### Recommendation

It is recommended that the Commission authorize the following actions related to the Guaranteed Ride Home Program (ACTC No. A7-015):

1. Extend the date of contract ACTC A7-015 to July 31, 2012;
2. Amend Nelson/Nygaard contract ACTC A7-015 to allow use of an additional \$64,000 of TFCA funding for the Guaranteed Ride Home Program, which was approved by the Board May 26, 2011, to fund continued operations of the GRH program through July 31, 2012
3. Issue a Request for Proposals (RFP) for operations of the Guaranteed Ride Home program from July 2012 through November 2013; and
4. Authorize the Executive Director, or designee of the Executive Director, to negotiate and execute a professional services agreement in accordance with procurement procedures.

### Summary

The Guaranteed Ride Home (GRH) Program is a Transportation Demand Management (TDM) strategy that encourages people to reduce their vehicle trips by offering them a ride home for emergency or unscheduled overtime when they take alternative modes of transportation to work. The program is currently funded by Transportation for Clean Air (TFCA) funds through November 2013. Funding for the program was approved by the Board October 2009 for Fiscal Years FY 2009/10 through 11/12 (expiring January 2012), and May 2011 for FY 11/12 through 12/13. Although TFCA funding is available for the GRH Program, the date of the agreement between Alameda CTC and the consultant managing the program has expired and needs to be extended to continue operating the program. Furthermore, the amount of funding in the current agreement with the consultant does not include TFCA funding approved for continuing the program January 2012 through November 2013 (FY 11/12 through 12/13).

In addition to amending the current agreement with the consultant to continue operating the GRH Program with approved TFCA funding, Alameda CTC policy requires that we provide a competitive bid five years after a consultant was selected to manage a program. Since the current consultant was selected in July 2007, Alameda CTC will issue a Request for Proposals (RFP) in March 2012 to provide adequate time to select and hire a consultant team by July 2012. The Commission is therefore requested to extend the date of the current contract through July 31, 2012, authorize issuance of an RFP, and authorize the Executive Director or designee to negotiate and execute a professional services agreement for the GRH Program.

### **Background**

The Guaranteed Ride Home Program is a Transportation Demand Management (TDM) strategy that encourages people to take alternative modes of transportation to work. It is one of the TDM strategies that Alameda CTC is undertaking to meet the State requirements in the Congestion Management Program (CMP). It also contributes towards the Alameda CTC's efforts to reduce greenhouse gas emissions, as required by recent state legislation, SB 375 and AB 32.

The purpose of the program is to provide a ride home to registered employees in cases of emergency or unscheduled overtime on days the employee has used an alternative mode of transportation to go to work other than driving alone. Alternative modes include carpools, vanpools, transit, walking or bicycling. By encouraging use of alternative modes, it results in a reduction in the number of single occupancy vehicle trips taken. The 2010 Annual Evaluation Report, based on employee and employer surveys, shows that 3,330 drive-alone one-way trips per week were replaced by alternative mode trips by those who joined the program.

The Guaranteed Ride Home Program is funded by the TFCA. The current program is funded by two TFCA funding cycles: 1) November 2009 to December 2011 (approved by the Alameda CTC Board October 2009 and expiring January 2012), and 2) December 2011 to December 2013 (approved by the Alameda CTC Board on May 26, 2011).

Alameda CTC policy requires that we provide a competitive bid every five years after a consultant is selected to manage a project or program. Nelson/Nygaard was selected as the consultant team to operate the program through a Request for Proposals in 2007. Therefore, before July 2012, we will issue a Request for Proposals (RFP) for which Nelson/Nygaard and other consultants may submit proposals to manage the Alameda CTC GRH Program.

TFCA funds available for the program include \$64,000 through July 31, 2012 and an additional \$155,000 through November 2013.

### **Fiscal Impact**

Approval of the recommended actions will result in the encumbrance and subsequent project expenditures of TFCA funding of up to \$64,000 through July 2012 and an additional \$155,000 through November 2013 eligible to be reimbursed.