



Heritage Valley Transit Services Policy Advisory Committee (HVPAC)

AGENDA

**Monday, May 9, 2022
1:30 p.m.**

The meeting will be via ZOOM Webinar

Please click the link below to access the webinar:

<https://us02web.zoom.us/j/81802382103?pwd=ekVhbVhLUmN3U0lQWHlraUVMeFM5dz09>

Call-in Option:

Dial: US 1.669.900.6833

Webinar ID: 818 0238 2103

Passcode: 12345

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. As such, VCTC will continue to conduct its meetings by teleconference, its commissioners will participate in the meeting from individual remote locations, and no physical location will be open to the public for the Commission meeting.

Members of the public are encouraged to attend the meeting remotely. Members of the public who wish to address the committee on an item to be considered at this meeting are asked to please use the raise hand feature in Zoom (or *9 if you are calling into the Zoom meeting) at the time the Chairperson requests public comments. The meeting host will then advise you when it is your turn to speak. Verbal public comments are limited to three minutes.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in this meeting, please call 805.642.1591 x111 at least 48 hours before the meeting to help staff in assuring those reasonable accommodations are made to provide accessibility.

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENTS:** Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES**
Recommendation: That the Committee waive the reading and approve the minutes for the special meeting of May 2021.
- ITEM 6 RIDERSHIP AND OUTREACH UPDATE, Erin Kenneally, Transit Specialist**
Recommendation: Receive and file.
- ITEM 7 DRAFT FISCAL YEAR (FY) 2022/2023 VALLEY EXPRESS BUDGET**
Aaron Bonfilio, Program Manager – For Action
Recommendation: That the Committee recommend for approval by the Ventura County Transportation Commission, the draft Fiscal Year 2022/2023 Valley Express budget.
- ITEM 8 REQUEST FOR PROPOSAL FOR NEW OPERATOR CONTRACT**
Aaron Bonfilio, Program Manager - For Action
Recommendation: That the HVPAC approve authorizing VCTC to finalize and issue Request for Proposals for Valley Express bus service on behalf of the Heritage Valley Transit Service member agencies.
- ITEM 9 DETERMINE THE NEXT MEETING DATE AND LOCATION**
Aaron Bonfilio, Program Manager - For Discussion
Recommendation: That the Committee discuss the next meeting date (below), start time (between 2:00 p.m. and 3:00 p.m.), and location, including VCTC's office in Camarillo.
- Monday, October 24th
 - Monday, October 31st
 - Monday, November 7th
- ITEM 10 ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 118. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.



**HERITAGE VALLEY TRANSIT SERVICE
POLICY ADVISORY COMMITTEE (HVPAC)**

Wednesday, May 12, 2021
10:00 a.m. via Zoom

MEETING MINUTES

MEMBERS PRESENT:

Lynn Edmonds, City of Fillmore (Chair)
Andy Sobel, City of Santa Paula
Kelly Long, County of Ventura
Darren Kettle, VCTC

VCTC STAFF PRESENT:

Martin Erickson, Public Transit Director
Aaron Bonfilio, Program Manager – Transit Services

ITEM 1 CALL TO ORDER

Chair Edmonds called the meeting to order at 10:10 a.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS – No announcements.

ITEM 3 PUBLIC COMMENT – None.

ITEM 4 FARE PROMOTION

ACTION

Sobel moved, seconded by Long, that the committee approve a six-month, half-price fare promotion for the Valley Express, beginning July 1, 2021 and running through December 31, 2021; and, approve a three-month continuation of a fare-free promotion for Dial-a-ride trips to/from Vaccine appointments, beginning July 1, 2021 and running through September 30, 2021.

ITEM 5 ADJOURNMENT

The meeting was adjourned at 10:25 a.m.



ITEM 6

DATE: MAY 9, 2022

MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

FROM: ERIN KENNEALLY, TRANSIT SPECIALIST

SUBJECT: RIDERSHIP AND MARKETING REPORT

RECOMMENDATION

- Receive and file.

BACKGROUND

Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the COVID-19 pandemic however service resumed in August 2021.

This report provides a Quarter 3 (Jan-Feb-Mar) comparison between key performance indicators (KPI) in FY2020/2021 and FY2021/2022. In addition, this report provides an update regarding the recent marketing activities for Valley Express.

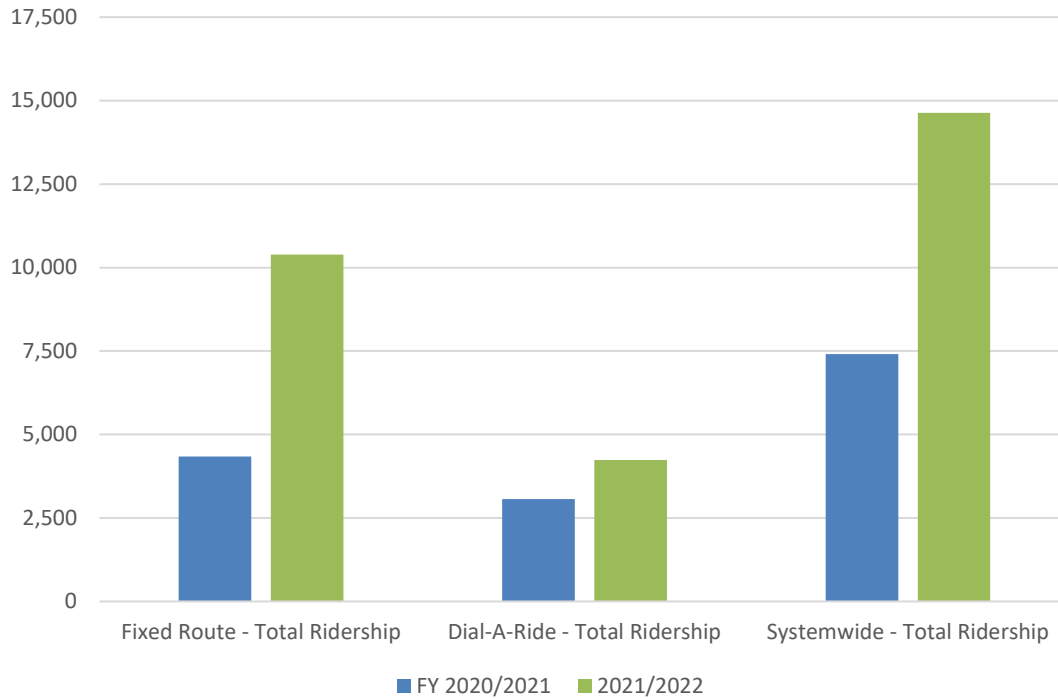
An earlier version of this report was presented to the HVTAC in March 2022. This report has been updated to reflect the most recent quarter.

Key Performance Highlights:

- This quarter, Valley Express ridership increased by 97.5% to 14,630 passenger trips compared to 7,400 in the same quarter of last year. Fixed route ridership increased by nearly 140%, while Dial-A-Ride ridership increased by 38%. The Piru route currently accounts for 72% of fixed route ridership as well as 51% systemwide ridership.
- Although operating costs have increased, due to the increase in ridership, average cost per passenger has decreased by 39%.
- Ridership decreased significantly due to the COVID-19 pandemic; however, we are seeing a steady increase in ridership and March 2022 saw the highest ridership since the pandemic began.

THIRD QUARTER COMPARISON

Valley Express Qtr 3 2020/21 vs Qtr 3 2021/22 Ridership



Quarterly Ridership Comparison by Route

THIRD QUARTER COMPARISON (Jan-Feb-Mar 2022)

Valley Express Bus & Dial-A-Ride	FY18/19	FY19/20	FY20/21	FY21/22	Change from 2019	Change from 2021
Santa Paula Fixed Route	851	633	249	452	-46.9%	81.5%
Santa Paula Tripper *	355	300	0	323	-9.0%	N/A
Fillmore Fixed Route	466	710	41	117	-74.9%	185.4%
Fillmore Tripper*	2,348	2,256	0	1,967	-16.2%	N/A
Piru Fixed Route	8,402	6,578	4,052	7,532	-10.4%	85.9%
Fixed Route Total	12,422	10,477	4,342	10,391	-16.4%	139.3%
Santa Paula DAR	6,740	5,619	2,397	3,621	-46.3%	51.1%
Fillmore DAR	2,598	2,084	670	618	-76.2%	-7.8%
Dial-A-Ride Total	9,338	7,703	3,067	4,239	-54.6%	38.2%
Valley Express Bus & Dial-A-Ride Total	21,760	18,180	7,409	14,630	-32.8%	97.5%

*Tripper service did not operate in 2021

Detailed Quarterly comparisons system-wide and for fixed route service and DAR service are shown in the following Tables 1, 2 and 3.

Table 1 System-wide Quarterly Comparison

SYSTEM-WIDE SERVICE - Valley Express KPI		Qtr 3 FY 2020/21	Qtr 3 FY 2021/22	Yr over Yr % Change
Ridership	System-wide	7,409	14,630	97%
Passengers per Mile	System-wide	0.14	0.28	100%
Passengers per Hr	System-wide	1.72	2.88	67%
Revenue Hours	System-wide	4,311	5,083	18%
Revenue Miles	System-wide	53,029	52,480	-1%
Operating Cost	System-wide	\$ 304,619	\$ 369,720	21%
Cost per Hr	System-wide	\$ 70.66	\$ 72.73	3%
Cost per Passenger	System-wide	\$ 41.11	\$ 25.27	-39%

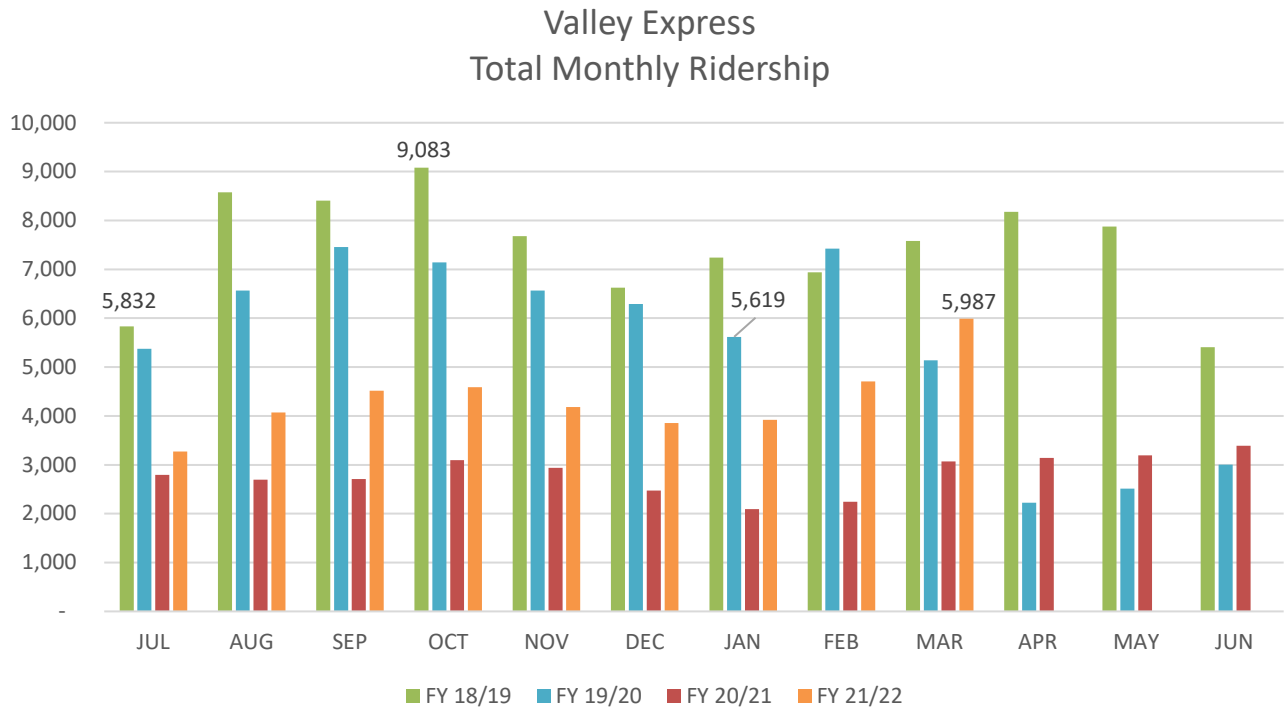
Table 2 Fixed Route Quarterly Comparison

FIXED ROUTE - Valley Express KPI		Qtr 3 FY 2020/21	Qtr 3 FY 2021/22	Yr over Yr % Change
Ridership	Fixed Route	4,342	10,391	139%
Passengers per Mile	Fixed Route	0.16	0.36	130%
Passengers per Hr	Fixed Route	2.94	6.48	120%
Revenue Hours	Fixed Route	1,475	1,604	9%
Revenue Miles	Fixed Route	27,785	28,864	4%
Operating Cost	Fixed Route	\$ 104,103	\$ 116,575	12%
Cost per Hr	Fixed Route	\$ 70.59	\$ 72.70	3%
Cost per Passenger	Fixed Route	\$ 23.98	\$ 11.22	-53%

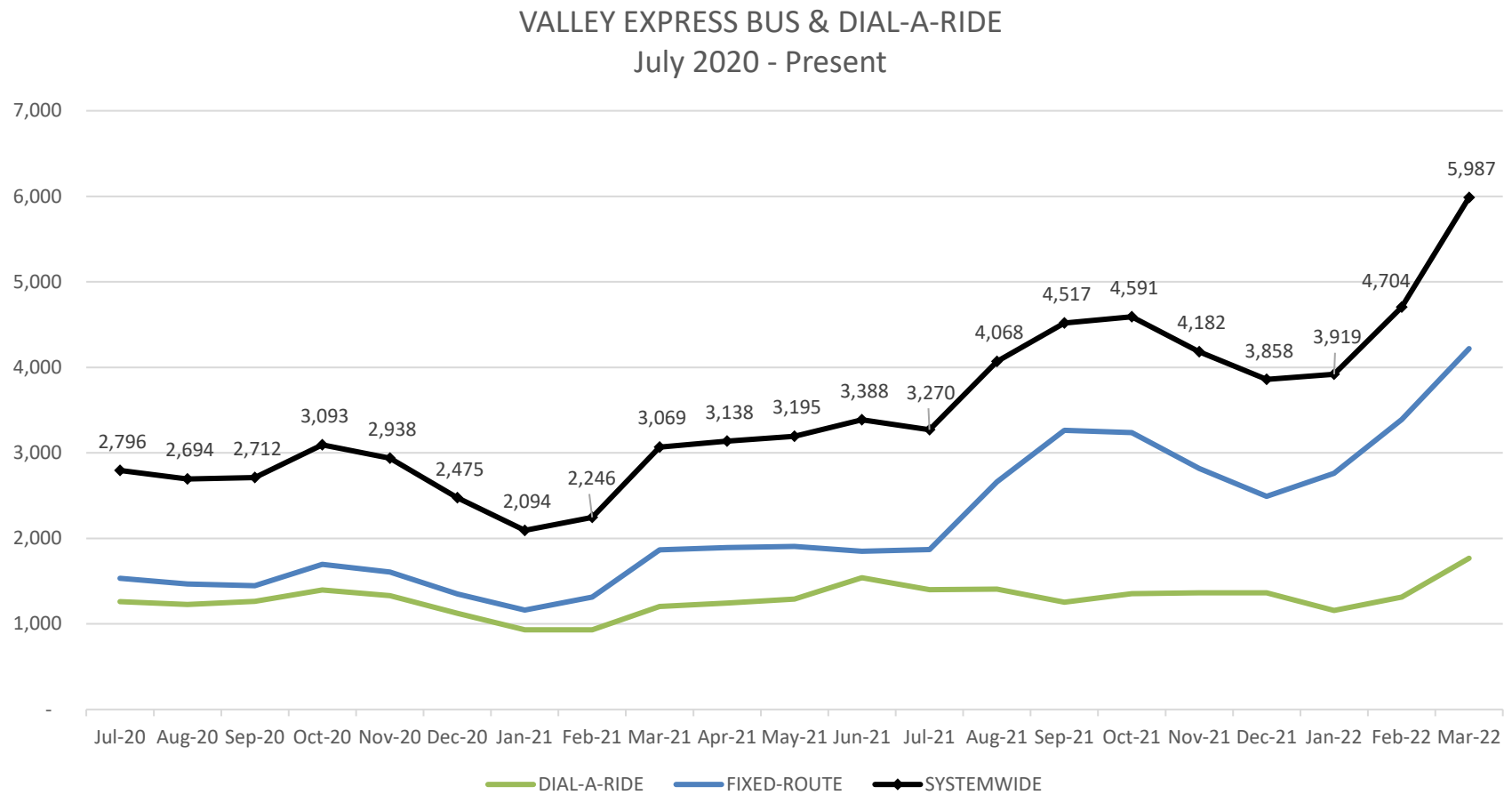
Table 3 Dial-A-Ride Quarterly Comparison

DIAL-A-RIDE (DAR) - Valley Express KPI		Qtr 3 FY 2020/21	Qtr 3 FY 2021/22	Yr over Yr % Change
Ridership	Dial-A-Ride (DAR)	3,067	4,239	38%
Passengers per Mile	Dial-A-Ride (DAR)	0.12	0.18	48%
Passengers per Hr	Dial-A-Ride (DAR)	1.08	1.22	13%
Revenue Hours	Dial-A-Ride (DAR)	2,836	3,480	23%
Revenue Miles	Dial-A-Ride (DAR)	25,244	23,617	-6%
Operating Cost	Dial-A-Ride (DAR)	\$ 200,516	\$ 253,145	26%
Cost per Hr	Dial-A-Ride (DAR)	\$ 70.69	\$ 72.75	3%
Cost per Passenger	Dial-A-Ride (DAR)	\$ 65.38	\$ 59.72	-9%

Valley Express Total Monthly Ridership FY18/19 to present



Monthly Ridership July 2020 through March 2022



MARKETING AND COMMUNITY OUTREACH

During the past year we contracted with the marketing firm, Celtis Ventures, Inc. to assist us in promoting the Valley Express service within the Heritage Valley. Some of the projects they are currently undertaking include updating the Valley Express website and bus book as well as outreach campaigns promoting the VCbuspass and free rides for COVID vaccinations. In December 2021, Valley Express partnered with the Santa Paula Police Department in a holiday “Stuff-A-Bus.” In May 2022, Valley Express will be providing shuttle service for the Santa Paula Senior Health Fair.

Social Media Post for Holiday Stuff-A-Bus



Social Media Post and Animation Promoting VCbuspass



Print Ads for Free COVID-19 Vaccination Rides

* Ran in the Santa Paula Times, Vida, and Fillmore Gazette



**For a limited time,
ride FREE to get your
COVID-19 vaccine on
Dial-A-Ride.**

Call 805-933-2267 to schedule
your trip after you have a vaccine
appointment secured.

***Por tiempo limitado, viaje
GRATIS para obtener su
vacuna contra el COVID-19
en el servicio de transporte
Dial-A-Ride.***

Llame al 805-933-2267 para programar
su viaje después de haber asegurado una
cita para vacunarse.



valleyexpressbus.org



valleyexpressbus.org

Current Valley Express Home Page

[Routes and Service Hours](#)[Fare Info](#)[Buy Passes](#)[Dial-A-Ride / ADA Paratransit](#)[Advisory Committees](#)[Title VI](#)[Contact](#)[Jobs](#)[Edit](#)

Valley Express Transit Service


Valley Express operates fixed route, ADA-paratransit, and general public dial-a-ride throughout the Heritage Valley in Ventura County, California. The service is provided by a cooperative agreement between the Cities of Fillmore, Santa Paula, the County of Ventura, and the Ventura County Transportation Commission. It is managed and administered by the Ventura County Transportation Commission.

As a promotion, for a limited time, prices will be half off the regular per-trip fare through June 30, 2022.
Las tarifas estarán a mitad de la tarifa regular por viaje hasta el 30 de junio de 2022.



Valley Express opera servicio de autobús de ruta-fija, de transporte ADA, y de "Dial-A-Ride" (servicio por llamada) al público en general adentro del área de Heritage Valley. El servicio es proveído por un acuerdo cooperativo entre las ciudades de Fillmore, Santa Paula, el condado de Ventura, y la Comisión del Transporte del Condado de Ventura. El servicio es dirigido y administrado por la Comisión del Transporte del Condado de Ventura.

Updated Valley Express Home Page




[About](#)[Routes](#)[Dial-A-Ride](#)[Fares](#)[Contact Us](#)

Valley Express Transit Service


Valley Express operates fixed route, ADA paratransit, and general public dial-a-ride throughout the Heritage Valley in Ventura County, California. The service is provided by a cooperative agreement between the Cities of Fillmore, Santa Paula, the County of Ventura, and the Ventura County Transportation Commission. It is managed and administered by the Ventura County Transportation Commission.

[Fixed Route](#)[Dial-A-Ride](#)




As a promotion, for a limited time, prices will be half off the regular per-trip fare through June 30, 2022.

Rider Alerts




COVID 19 Update
Valley Express Bus & Dial-A-Ride Service Updates.

[Learn More](#)




Local Community Meeting
Is Ventura County's Public Transit System meeting your needs?

[More Info](#)



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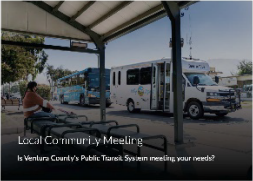


Heritage Valley Advisory Committee

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[Meetings & Agendas](#)

News & Updates



Local Community Meeting
Is Ventura County's Public Transit System meeting your needs?

January 1, 2022


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January 1, 2022


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January 1, 2022


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SERVICE ALERT









Sign up for email updates

to stay informed on what's new

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[Title VI/Accessibility](#)

Draft of System Map for Display at Fillmore Terminal





DATE: MAY 9, 2022

MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: DRAFT FISCAL YEAR 2022/2023 VALLEY EXPRESS BUDGET

RECOMMENDATION

- That the Committee recommend for approval by the Ventura County Transportation Commission, the draft Fiscal Year 2022/2023 Valley Express budget.

BACKGROUND

On March 29, 2022, the Heritage Valley Technical Advisory Committee (HVTAC) reviewed the draft Fiscal Year 2022/2023 budget and recommended it be brought before the Heritage Valley Policy Advisory Committee (HVPAC) for consideration. Pursuant to the Cooperative Agreement for the Heritage Valley Transit Service, the HVTAC will make recommendations to the HVPAC regarding, among other things, the annual level of service and budget. Following the HVPAC review, the item will then be incorporated into the overall agency budget of VCTC. The budget process for VCTC includes a draft review by a budget and finance sub-committee, subsequent draft review by the full Commission with final budget adoption by June. This item is to consider recommendation to approve the draft Fiscal Year 2022/2023 budget for adoption by VCTC.

Over the past year the Valley Express bus service was funded with a mix of Federal Transit Administration (FTA) recurring formula funds, carryover FTA CARES Act stimulus revenues, farebox and local funding from the member agencies. Currently, expenditures are under budget by approximately 20%, and trending to be approximately 15-18% under budget at year-end.

The draft budget was developed based on the following factors and assumptions:

1. Continued modest increase in dial-a-ride demand as pandemic-era travel behaviors change.
2. Carryover of unexpended Local Transportation Fund (LTF) and Federal Transit Administration (FTA) revenues.
3. Potential contract provider rate increase with new contract term.
4. No increase to VCTC staffing costs.
5. Continued extension of the waiver for farebox recovery ratio penalties in FY2022/2023.
6. For the Valley Express bus service to complete the State mandated Zero Emission's Fleet Transition Plan.
7. Modest increases to contractor rates due to continued labor shortage and recruitment challenges by transit agencies.
8. Potential for budget-neutral modification of certain fixed route services to meet current demand, without any increase to total hours.

In sum, the net year-over-year change in draft budget expenditures reflects an increase of 11.25%. This is driven primarily by an anticipated increase in contract services expense of 13%, as other budget

expenditures are either flat or down. As mentioned elsewhere in this agenda, the current operator contract with MV Transportation expires March 2023, and VCTC anticipates releasing a request for proposals (RFP) for a new operations contract. While proposals from service providers may come in lower, this year's estimated expense is based on the most recent market factors and rates – including the current driver shortage – with some room for contingency.

DISCUSSION

As noted, level of service is the primary driver for expenditures. During the current year, operations costs are trending under budget. This is primarily due to the actual utilization of the “on-demand”, general public Dial-a-Ride. During the current year we budgeted for an increase in demand, however, the growth has been more gradual than anticipated. For the upcoming year, the slower growth trend is expected to continue.

Staff recommends that the draft budget continue to be funded for the traditional level of service (24,300 hours). However, while certain fixed route services such as the Piru route and the school tripper routes have continued to maintain steady ridership (especially as COVID restrictions sunset), other fixed routes, such as the Santa Paula A and B, and the Fillmore Loop, have not regained riders as quickly.

Considering current trends, the draft budget was prepared to be flexible to address potential changes in demand or reallocation of resources. For example, if agreed to by the member-agencies, such budget neutral changes could include:

- a) potentially to allow for more dial-a-ride (by reducing certain fixed routes and reallocating existing drivers), and,
- b) to implement requested services such as between *Fillmore and Moorpark* using existing resources

The proposed level of service for the upcoming year is noted below broken down by member-agency.

RECOMMENDED LEVEL OF SERVICE

	<i>FY 2022/2023</i>	<i>FY 2021/2022</i>
<u>Fixed Route</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	1,890	1,890
Santa Paula	1,810	1,810
County	3,200	3,200
Subtotal Fixed Route	6,900	6,900
<u>Dial-a-Ride</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	5,800	5,800
Santa Paula	9,800	9,800
County	1,800	1,800
Subtotal Dial-a-Ride	17,400	17,400
Total All Services	24,300	24,300

Anticipated Revenues

The Valley Express has historically utilized revenues from the Federal Transit Administration (FTA) funding, Passenger Fares, and the City of Santa Paula's sales tax Measure "T". These funds are in addition to the State Local Transportation Fund (LTF) revenues that each member-agency receives and budgets for transit programs. Due to the addition of FTA CARES Act revenues the Valley Express deferred use of FTA and LTF. The draft FY2022/2023 budgeted FTA formula revenues are approximately double typical annual allocations due the deferred use of prior year funding. Similarly, there is an approximate \$99,000 available in carryover LTF revenues for use with this year's budget. Farebox revenues are projected based on current ridership levels.

As the Policy Advisory Committee is aware, the City of Santa Paula passed a local sales tax measure in 2016, known as "Measure T". In the past, the City has funded a portion of its local contribution from Measure T revenues, which are used as "Route Guarantee" to meet State TDA Farebox requirements. Due to the continued waiver of the State's farebox recovery ratio penalties, it is assumed that the City's contribution will not necessarily include these revenues and the attached draft budget does not include them. (Note: prior drafts of VCTC's budget, such as presented to the Finance and Administration Committee included mention of potential "Route Guarantee" revenues and was prepared prior to the State's ruling for the upcoming fiscal year. The final VCTC budget will be updated to match with the HVPAC recommendation.)

RECOMMENDATION

As noted, the HVTAC previously met to review the Fiscal Year 2022/2023 Valley Express budget and approved it for recommendation to this Committee. The recommendation before the HVPAC is that the Committee recommend the draft Fiscal Year 2022/2023 Valley Express Budget for approval by the Ventura County Transportation Commission.

The draft Fiscal Year 2022/2023 Valley Express Budget is attached to this item as "Attachment A". A breakdown of each member agency's local contribution is attached to this item as "Attachment B: Valley Express Budget Model (FY2022/2023)."

If approved at this stage, the next step is for the final Valley Express budget to be incorporated into the VCTC Budget package presented to the Commission at its June 2022 meeting.

Attachment “A”: VALLEY EXPRESS BUS SERVICE

FISCAL YEAR 2022/2023 BUDGET (DRAFT)

FUNDING:

Funding Source	Funding Dollars
FTA	1,288,926
Local Contribution – Bus Operations	866,774
Local Fee – Contract Administration	100,000
Local Fee – Farebox	38,700
Total Funding	\$2,294,400

EXPENDITURE COMPARISON:

	Fiscal Year 2021/2022 Budget	Fiscal Year 2022/2023 Budget
Salaries	\$ 41,800	\$ 40,100
Fringe and Tax	20,800	19,900
Indirect Cost Allocation	37,400	40,000
Mileage	1,700	1,700
Office Support	500	500
Postage	200	200
Printing	26,000	10,200
Bank Fees	800	800
Legal Services	12,000	12,000
Professional Services	68,000	75,000
Bus Purchase/ Farebox Capital Equipment	4,000	4,000
Communications Wi-Fi	9,000	9,000
Contract Services	1,765,100	2,006,000
Outreach	75,000	75,000
Total Expenditures	\$2,006,800	\$2,294,400

Attachment "B": VALLEY EXPRESS BUDGET MODEL (FY 2022/2023)

TAC/PAC Proposed budget Cost of Service 2022/2023 (24,300 hours)		
Overhead: Staff	\$	100,000
Overhead: Other	\$	188,400
Contractor	\$	2,006,000
Total Costs	\$	2,294,400
External Revenues		
FTA (including Carryover CARES)	\$	1,288,926
Projected Farebox	\$	38,700
Total External Revenues	\$	1,327,626
(1) Total Net Due (Less External Revenues)	\$	966,774
(2) Member Agency Share Overhead		
		<i>% Share Overhead</i>
Fillmore	\$	96,133 33%
Santa Paula	\$	96,133 33%
County	\$	96,133 33%
Subtotal Overhead Costs	\$	288,400
(3) Member agency share of Contractor Costs (rounded)		
		<i>% Share of total hours (19/20)</i>
Fillmore	\$	214,679 31.65%
Santa Paula	\$	324,112 47.78%
County	\$	139,583 20.58%
Subtotal Contract Costs	\$	678,374
Total Costs: Member Agency		
Fillmore	\$	310,812
Santa Paula	\$	420,245
County	\$	235,717
Total Costs: Member Agency	\$	966,774
Available Carryover Balances		
Fillmore	\$	33,090
Santa Paula	\$	33,090
County	\$	33,091
<i>Projected Amount Due to VCTC</i>		
Fillmore	\$	277,722
Santa Paula	\$	387,155
County	\$	202,626



DATE: MAY 9, 2022

MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: VALLEY EXPRESS BUS SERVICE REQUEST FOR PROPOSALS

RECOMMENDATION

- That the HVPAC approve authorizing VCTC to finalize and issue Request for Proposals for Valley Express Bus Service on behalf of the Heritage Valley Transit Service member-agencies as outlined in Attachment A.

BACKGROUND

In 2014 the Heritage Valley Transit Service was formed following completion of multiple planning efforts that considered both the organizational structure of Ventura County transit services countywide (VC Regional Transit Study), as well as local services provided within the Santa Clara River Valley (Heritage Valley Transit Study). Subsequently, the Cooperative Agreement for the Heritage Valley Transit Service (HVTs) was formed and as directed, the Ventura County Transportation Commission (VCTC) administered a request for proposals process for the selection for the HVTs contract service provider. The HVTs member-agencies include the City of Santa Paula, City of Fillmore, and the County of Ventura. VCTC is a party to the Cooperative Agreement as well but has ex-officio status on the Transit Committee, which oversees the service and makes recommendations to the Commission when/if formal action is required.

Per the Cooperative Agreement, VCTC acts as the administrator of the HVTs on behalf of the member-agencies. VCTC is responsible for duties related to grant funding, quarterly and annual reporting to the FTA and State, management of fare media and associated farebox reporting, schedule development, marketing/outreach, customer relations, accounting/audit responsibilities, contract administration and *"RFP/Contract Preparation."*

In its role as HVTs administrator, VCTC has begun development of a Request for Proposals solicitation package to secure services, which is anticipated to be released July 2022. The proposed scope of work builds on the existing Valley Express bus service framework, with certain foreseeable updates, such as, regarding state-mandated zero-emission bus requirements, and possible integration, collaboration, or consolidation activities stemming from the VCTC Transit Integration and Efficiency Study. Attached to this item is the Valley Express - Request for Proposals (RFP) and Scope of Work Summary, which highlights key areas of the proposed RFP and associated scope of work. The proposed schedule anticipates contract award to occur at the VCTC January 2023 Commission meeting, with evaluation of the proposals and recommendation by the RFP evaluation committee in the months preceding.

If approved, the action by the HVPAC would authorize VCTC to finalize and proceed to issue an RFP on behalf of the HVTs member-agencies.

DISCUSSION

TRANSIT INTEGRATION AND THE COOPERATIVE AGREEMENT FOR HVTs

As HVPAC is aware, VCTC is currently engaged in a countywide planning effort analyzing existing transit services called the Transit Integration and Efficiency Study (TIES). The goal of the TIES is to identify actionable strategies for greater integration of services (ranging from coordination and collaboration to potential service consolidation). The intent for such actions would be to realize efficiencies in service delivery that improve, sustainably expand, and grow transit ridership across the county. As mentioned, a similar process occurred previously, which resulted in the formation of the Heritage Valley Transit Service, as well as the East County Transit Alliance (ECTA). Key among the challenges then was addressing evolving legislation regarding use of TDA revenues (i.e., Local Transportation Fund moneys). The TIES revisits this, including concepts of consolidation as potential strategies, among others, and is expected to be concluded later this year.

In light of the potential reorganization of transit services countywide, the proposed RFP and Scope of Work is being designed to address certain potential outcomes and future changes. As noted recently at an ECTA Committee meeting regarding a possible joint procurement or service consolidation, the horizon for doing so would likely be at least two years following the completion of the TIES project. As noted in the attachment, the proposed term for next Valley Express service contract (including extension options) is designed to match with other contracted services in the county such as VCTC, Camarillo, GCTD, Moorpark and Thousand Oaks, and/or allows for the time needed to properly plan for and potentially consolidate services. So that should member-agencies wish to pursue further action such as consolidation stemming from the TIES project, the next Valley Express contract term will be flexible to do so.

Relatedly, the term of the Cooperative Agreement currently mirrors the term of the Valley Express operator agreement. Staff's intention is to bring the item of updating/amending the Cooperative Agreement back to the HVPAC this Fall for consideration. For the purposes of the RFP, it is assumed VCTC will continue to act as administrator of the Valley Express service, pending future changes that may arise following completion of the TIES and/or in accordance with any changes to the Cooperative Agreement.

Staff's recommendation at this time is that the HVPAC approve authorizing VCTC to finalize and issue Request for Proposals for Valley Express Bus Service on behalf of the Heritage Valley Transit Service member agencies as outlined in Attachment A.

Attachment A

Valley Express - Request for Proposals and Scope of Work Summary

Attachment A

Valley Express Bus Service

Request for Proposals (RFP) & Scope of Work Summary

- *To issue RFP for “turn-key” Operations and Maintenance (O&M) agreement for fixed route bus, general public dial-a-ride, and ADA paratransit services.*
- *Recommended term:*
 - *Base term of four (4) years (+ 4mo) March 2023 through June 30, 2027*
 - *Up to four (4) one-year, and/or two (2) two-year extension options, for a maximum of an additional four (4) years.*
 - *Proposed term length(s) to provide flexibility to match Valley Express contract term with other regional contracted services and allow for potential joint procurement opportunities, service integration, and/or further consolidation with other agencies, such as Moorpark, VCTC, GCTD, TOT and/or Camarillo.*
- *Anticipated level of service 18,000 (min) to 28,000 (max) revenue hours per year, dependent on funding/demand. (Current budgeted = 24,300 hours)*
- *VCTC to continue to provide fleet vehicles (and specified capital equipment and technology), with pre-negotiated contract options for contractor to supply expansion/replacement vehicles (e.g., leased and/or zero-emission vehicles), scheduling software and/or technology, on as-needed basis.*
- *VCTC to continue to act as administrator of the Valley Express service, pending future changes that may arise following completion of the Transit Integration and Efficiency Study and/or in accordance with any changes to the Cooperative Agreement.*
- *To incorporate certain traditional “Liquidated Damages” provisions (or disincentives) as well as new “performance incentives” for front-line staff for quality service, such as on-time performance, complaint frequency, miles between road-calls, and service efficiencies targets.*
- *Continuation of provisions regarding federal, state, and local compliance, as well as related to applicable zero-emission bus fleet transition responsibilities as fleet changes.*
- *Anticipated procurement timeline:*
 - *Spring 2022 - HVTAC/HVPAC authorize VCTC to finalize and issue RFP*
 - *Summer 2022 – VCTC Release RFP (July)*
 - *Summer/Fall 2022 - Proposals Due (Sept)*
 - *Fall / Winter 2022 – Evaluation (incl. by HVTAC / HVPAC)*
 - *January 2023 – Award of Agreement (VCTC)*
 - *March 2023 – New Agreement term begins*