



AGENDA REPORT

Meeting Date: June 8, 2015

Item Number: E-14

To: Honorable Mayor & City Council

From: Aaron Kunz, Deputy Director of Transportation
Martha Eros, Transportation Planner

Subject: AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND KEOLIS TRANSIT AMERICA, INC. (FORMERLY MY TRANSIT PLUS, INC.) FOR THE ADMINISTRATION AND REIMBURSEMENT OF THE CITY'S TAXI COUPON PROGRAM FOR SENIORS AND DISABLED PERSONS; AND

APPROVAL OF A BLANKET PURCHASE ORDER FOR FISCAL YEAR 2015-2016 TO KEOLIS TRANSIT AMERICA, INC. IN AN AMOUNT NOT TO EXCEED \$274,485 FROM TRANSPORTATION GRANT FUNDS

Attachments: 1. Amendment No. 1 (Agreement)

RECOMMENDATION

Staff recommends that City Council move to approve Amendment No. 1 to extend the Agreement between the City of Beverly Hills and *Keolis Transit America, Inc.* (formerly *My Transit Plus, Inc.*) for the administration and reimbursement of the City's taxi coupon/subsidy program for senior and disabled Beverly Hills residents through fiscal year 2017-2018. Also included for City Council consideration is an approval of a blanket purchase order for an amount not to exceed \$274,485 for the first year extension in FY15/16.

INTRODUCTION

Keolis Transit administers the City's taxi subsidy program, which provides discounted taxi fare coupons for resident seniors ages 62 and older and qualifying disabled persons of any age. Qualifying residents may receive \$24 worth of fare media at a cost of \$6. Residents undergoing dialysis, chemotherapy or radiation treatment, and those with AIDS or Alzheimer's disease may receive two additional subsidy increments per month

(i.e., \$48 or \$72 worth of fare media for \$12 or \$18, respectively) to accommodate frequent medical trips. Residents may use up to \$12 per trip to subsidize the one trip cost.

DISCUSSION

In June 2009, the Beverly Hills City Council approved Agreement No. 234-09 with *My Transit Plus, Inc.* for a six-year contract effective July 1, 2009 through June 30, 2015. The existing Agreement includes three one-year extensions for fiscal years 2016-2018. The program is fully funded with Proposition-A grant funds, and because of a joint venture with the City of West Hollywood, the City of Beverly Hills receives an additional allocation of Proposition-A incentive grant moneys for the taxi subsidy program. The City of Beverly Hills also benefits from a joint program with West Hollywood by receiving lower contractual costs due to shared office location and staffing.

Beverly Hills and West Hollywood staff plans to release a joint Request for Proposal (RFP) in FY2016/2017 to solicit proposals from local and national providers for program administration. If the RFP process is completed within FY2016/2017 and the selected contractor is ready to assume full operation of both taxi programs, the City of Beverly Hills may exercise its option to terminate the contract with *Keolis Transit America, Inc.* with sufficient notice.

FISCAL IMPACT

The taxi subsidy program for resident seniors and disabled persons is fully funded with Proposition-A transportation grant funds. The FY15/16 Purchase Order of \$274,485 reflects a 1% increase from the FY14/15 contract year and includes the additional costs for administering the two new taxi companies added to the Taxi Franchise Program.

Don Rhoads
Finance Approva



Susan Healy Keene, AICP

Approved By


Council will be advised if agreement is not signed by Monday, June 8, 2015.

Attachment 1

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND KEOLIS TRANSIT
AMERICA, INC. (FORMERLY MY TRANSIT PLUS, INC.)
FOR ADMINISTRATION AND REIMBURSEMENT OF THE
CITY'S TAXI COUPON PROGRAM FOR SENIORS AND
DISABLED PERSONS

NAME OF CONTRACTOR: Keolis Transit America, Inc., formerly My Transit Plus, Inc.

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Steve Shaw, Chief Executive Officer

CONTRACTOR'S ADDRESS: 6053 W. Century Blvd., 9th Floor
Los Angeles, CA 90045

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Susan Healy Keene, Community Development Director

COMMENCEMENT DATE: July 1, 2009

TERMINATION DATE: June 30, 2018

CONSIDERATION: Original Agreement: \$1,606,856.00
Amendment No. 1: \$831,084.00, as more particularly described in Exhibit D
Original Agreement and Amendment No. 1: Total not to exceed \$2,437,940.00

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND KEOLIS TRANSIT AMERICA, INC. (FORMERLY MY TRANSIT PLUS, INC.) FOR ADMINISTRATION AND REIMBURSEMENT OF THE CITY'S TAXI COUPON PROGRAM FOR SENIORS AND DISABLED PERSONS

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills (hereinafter called "CITY"), and KEOLIS TRANSIT AMERICA, INC., formerly MY TRANSIT PLUS, INC. (hereinafter called "CONTRACTOR") dated June 16, 2009 and identified as Contract No. 234-09 ("Agreement"), a copy of which is filed in the City Clerk's office.

RECITALS

A. CITY entered into an agreement with CONTRACTOR for the management, operation, and maintenance of the CITY's taxi coupon subsidy program administrative services.

B. CITY desires to amend the Agreement to extend its term through June 30, 2018, provide for additional services commencing July 1, 2015 through the term of this Amendment, and compensate CONTRACTOR for such services.

NOW, THEREFORE, the parties agree as follows:

Section 1. Section 4 entitled "TERM OF AGREEMENT" shall be amended to read as follows:

"Section 4. TERM OF AGREEMENT

This agreement shall be effective for a period of three years effective July 1, 2015 and shall end June 30, 2018, except as otherwise provided in Section 10."

Section 2. Subsection 5.1 of Section 5 entitled “Compensation” shall be

amended to read as follows:

“5.1 Compensation.

(a) For performance of such services CITY will pay CONTRACTOR an amount of money not to exceed the sum of One Million Six Hundred Six Thousand Eight Hundred Fifty Six dollars (\$1,606,856), for six years which, with revenues, shall constitute full and complete compensation for the CONTRACTOR’S services under this Agreement based on the rates set forth in Exhibit D (Budget).

(b) For performance of such services CITY will pay CONTRACTOR an amount of money not to exceed the sum of Eight Hundred Thirty-One Thousand and Eighty-Four dollars (\$831,084.00), for Fiscal Years 2015-16, 2016-17, and 2017-18 which, with revenues, shall constitute full and complete compensation for the CONTRACTOR’S services under this Agreement based on the rates set forth in Exhibit D (Budget).

(c) Said sums shall be paid for full performance of those services described in this Agreement and may be adjusted for unsatisfactory performance of those services described in this Agreement. Said compensation shall be paid by the CITY out of the CITY's Proposition "A" or "C" funds or General Fund. These monies are to be used by the CONTRACTOR only in the performance of the services described in this Agreement and are to pay the costs of performance as described in Exhibit D (Budget) in this Agreement.”

Section 3. Subsection 5.4 of Section 5 entitled “Administration Expenses”

shall be amended to read as follows:

“5.4 Administration Expenses. Compensation for Administration Expenses shall be based on the following schedule of expense amounts submitted by the CONTRACTOR and shall not exceed the amounts listed below, as set forth in Exhibit D (Budget).

	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	Total
Administration	\$77,090	\$75,502	\$77,588	\$82,493	\$81,951	\$84,232	\$478,856
Reimbursement	\$188,000	\$188,000	\$188,000	\$188,000	\$188,000	\$188,000	\$1,128,000
Total	\$265,090	\$263,502	\$265,588	\$270,493	\$269,951	\$272,232	\$1,606,856

	FY15/16	FY16/17	FY17/18	Total
Administration	\$86,485	\$89,003	91,596	267,084
Reimbursement	\$188,000	\$188,000	\$188,000	\$188,000
Total	\$274,485	\$277,003	\$279,596	\$831,084

Section 4. Exhibit D, Budget, is hereby amended to read as attached hereto.

Section 5. Except as specifically amended by this Amendment No. 1, the remaining provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, CITY and CONTRACTOR cause this Agreement to be executed this ____ day of _____, 20__.

CITY OF BEVERLY HILLS,
A Municipal Corporation

JULIAN A. GOLD, M.D.
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

(SEAL)

CONTRACTOR: KEOLIS TRANSIT, INC.

STEVE SHAW
Chief Executive Officer

JOSEPH CARDOSA
Chief Financial Officer

[Signatures continue]

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

MAHDI ALUZRI
Interim City Manager

SUSAN HEELY KEANE
Director of Community Development

KARL KIRKMAN
Risk Manager

EXHIBIT D BUDGET

COST COMPONENTS FORM IV-1

This form identifies the key cost components for the Taxi Coupon Program Administration. This cost information will be used in the evaluation of proposals, and at a later date as additional data to document the costs. Please list all categories of expenses on this sheet, and provide a breakdown of these categories on a separate sheet.

Budget Justification -Beverly Hills Taxi Coupon Program Administration Costs

Contractor: MyTransitPlus

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
1. Total Personnel Costs (Form IV-1A)	\$ 52,394.07	\$ 52,422.83	\$ 53,995.52	\$ 55,615.38	\$ 57,283.84	\$ 59,002.36	\$ 330,714.00

2. Administrative Costs (Describe Components)	\$ 5,783.40	\$ 5,789.52	\$ 5,795.82	\$ 5,802.32	\$ 5,809.00	\$ 5,815.89	\$ 34,795.96
3. Subcontractors/ Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Printing Services	\$ 6,800.00	\$ 7,004.00	\$ 7,214.12	\$ 7,430.54	\$ 7,653.46	\$ 7,883.06	\$ 43,985.19
5. Re-Registration	\$ 2,162.40	\$ -	\$ -	\$ 2,362.91	\$ -	\$ -	\$ 4,525.31
A. Subtotal Administration Cost Components (Lines 2+3+4+5)	\$ 14,745.80	\$ 12,793.52	\$ 13,009.94	\$ 15,595.77	\$ 13,462.46	\$ 13,698.96	\$ 83,306.46

B. Total Administration Costs: (Line 1 + A)	\$ 67,139.87	\$ 65,216.35	\$ 67,005.46	\$ 71,211.16	\$ 70,746.31	\$ 72,701.31	\$ 414,020.46
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Other Line Item Costs

6. Other (Describe Components)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Gen. & Admin. Exp	\$ 5,127.34	\$ 5,566.23	\$ 5,727.25	\$ 6,105.76	\$ 6,063.92	\$ 6,239.87	\$ 34,830.37
8. Profit	\$ 4,822.85	\$ 4,718.92	\$ 4,855.43	\$ 5,176.33	\$ 5,140.86	\$ 5,290.03	\$ 30,004.41
9. Other Costs (Describe Components)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. TOTAL COSTS (Sum Lines B+6 thru 9)	\$ 77,090.06	\$ 75,501.50	\$ 77,588.14	\$ 82,493.24	\$ 81,951.09	\$ 84,231.21	\$ 478,855.23

Administrative Costs are:	Consumable Supplies
	Office Equipment/Purchase Rental
	Telephone
	Postage/P.O.Box Rental

Form IV-1A

COST COMPONENT BACKUP DOCUMENTATION SUMMARY: City of Beverly Hills

All cost proposals shall include the backup documentation used to prepare the Cost Component Form IV. To standardize the responses, please use form IV-A to summarize the various cost line items in each major heading. In addition, provide the assumptions and costs used for each line item on Form IV-I. Each personnel category at a minimum should include: the number of full time equivalents, the annual hours, pay rate, type and cost of benefits (vacation, medical, taxes, holidays) and total cost. Use additional sheets if necessary to provide complete information.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
1. Personnel							
Project Manager	\$ 13,443.08	\$ 13,846.38	\$ 14,261.77	\$ 14,689.62	\$ 15,130.31	\$ 15,584.22	\$ 86,955.37
Transportation Specialist 1	\$ 11,984.92	\$ 12,344.47	\$ 12,714.80	\$ 13,096.24	\$ 13,489.13	\$ 13,893.81	\$ 77,523.36
Transportation Specialist 2	\$ 11,984.92	\$ 12,344.47	\$ 12,714.80	\$ 13,096.24	\$ 13,489.13	\$ 13,893.81	\$ 77,523.36
Transportation Specialist 3	\$ 11,984.92	\$ 12,344.47	\$ 12,714.80	\$ 13,096.24	\$ 13,489.13	\$ 13,893.81	\$ 77,523.36
Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Database Support Staff	\$ 2,996.23	\$ 1,543.06	\$ 1,589.35	\$ 1,637.03	\$ 1,686.14	\$ 1,736.73	\$ 11,188.54
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Rent*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consumable Supplies	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	\$ 3,060.00
Office Equipment/Purchase							
Rental	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 10,200.00
Insurance*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 204.00	\$ 210.12	\$ 216.42	\$ 222.92	\$ 229.60	\$ 236.49	\$ 1,319.56
Security*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Coupon Storage*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mail Processing System*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage/P.O.Box Rental	\$ 3,369.40	\$ 3,369.40	\$ 3,369.40	\$ 3,369.40	\$ 3,369.40	\$ 3,369.40	\$ 20,216.40
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.Subcontractor/Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Printing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing Costs	\$ 6,800.00	\$ 7,004.00	\$ 7,214.12	\$ 7,430.54	\$ 7,653.46	\$ 7,883.06	\$ 43,985.19
5. Re-Registration Process	\$ 2,162.40	\$ -	\$ -	\$ 2,362.91	\$ -	\$ -	\$ 4,525.31
6. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. General and Administrative Overhead	\$ 5,127.34	\$ 5,566.23	\$ 5,727.25	\$ 6,105.76	\$ 6,063.92	\$ 6,239.87	\$ 34,830.37
8. Profit	\$ 4,822.85	\$ 4,718.92	\$ 4,855.43	\$ 5,176.33	\$ 5,140.86	\$ 5,290.03	\$ 30,004.41
9. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Amount	\$ 77,090.06	\$ 75,501.50	\$ 77,588.14	\$ 82,493.24	\$ 81,951.09	\$ 84,231.21	\$ 478,855.23

* NOTE: Rent, Security, Insurance, Storage and Mail Processing are covered in Gen. & Admin. Overhead

COST COMPONENTS FOR YEAR EXTENSIONS

COST COMPONENT BACKUP DOCUMENTATION SUMMARY: City of Beverly Hills

	Year 7 Jul-15	Year 8 Jul-16	Year 9 Jul-17	Total
	34.00%	34%	34%	
1. Personnel				
Project Manager	\$ 30,334.54	\$ 31,244.57	\$ 32,181.90	\$ 93,761.01
Transportation Specialist SG	\$ 14,310.62	\$ 14,739.93	\$ 15,182.12	\$ 44,232.67
Transportation Specialist OA	\$ 14,310.62	\$ 14,739.93	\$ 15,182.12	\$ 44,232.67
	\$ -			
Fringe Benefit Calc	\$ (6,821.18)	\$ (7,024.43)	\$ (7,236.58)	\$ (21,082.19)
Database Support Staff	\$ 1,816.64	\$ 1,871.13	\$ 1,927.26	\$ 5,615.03
Other	\$ -			
Subtotal Personnel	\$ 60,772.42	\$ 62,595.56	\$ 64,473.40	\$ 187,841.38
2. Administration	\$ -			
Office Space/Rent	\$ -			
Consumable Supplies	\$ 840.48	\$ 865.70	\$ 891.67	\$ 2,597.85
Office Equipment/Purchase Rental	\$ 1,365.78	\$ 1,406.75	\$ 1,448.95	\$ 4,221.48
Insurance	\$ -			
Telephone/ Internet	\$ 3,151.80	\$ 3,246.35	\$ 3,343.74	\$ 9,741.89
Security	\$ -			
Coupon Storage	\$ -			
Mail Processing System	\$ -			
Postage/P.O.Box Rental/Courier	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 7,650.00
Other	\$ -			
Subtotal Administration	\$ 7,908.06	\$ 8,068.80	\$ 8,234.36	\$ 24,211.22
3. Subcontractor/Consultant Services	\$ -			
4. Printing Services	\$ -			
Card Cost/Transactions	\$ 3,502.00	\$ 3,607.06	\$ 3,715.27	\$ 10,824.33
5. Re-Registration Process	\$ -			
6. Other/ After Hours Support	\$ 2,623.35	\$ 2,702.05	\$ 2,783.11	\$ 8,108.51
7. General and Administrative Overhead	\$ 6,187.84	\$ 6,373.48	\$ 6,564.68	\$ 19,126.00
8. Profit	\$ 5,491.06	\$ 5,655.79	\$ 5,825.46	\$ 16,972.30
9. Other	\$ -			
Total Amount	\$ 86,484.73	\$ 89,002.73	\$ 91,596.28	\$ 267,083.74

Taxi Subsidy Program Administrative Services Agreement

7/2015-2018

CONTRACTOR: My Transit Plus, Inc.