

AMENDMENT NO. 2

**TO AGREEMENT FOR CONSULTING SERVICES BETWEEN
CITY OF FAIRFIELD AND INNOVATE MOBILITY LLC
FOR CONSULTING WORK TO DEVELOP, COMPLETE, AND IMPLEMENT A COMPREHENSIVE
OPERATIONAL ANALYSIS OF FAIRFIELD AND SUISUN TRANSIT (FAST) LOCAL AND
PARATRANSIT SERVICES**

This AMENDMENT No. 2 (hereinafter "AMENDMENT No. 2") to the Agreement for Consulting Services ("ORIGINAL AGREEMENT"), dated December 7, 2020, is made and entered this _____ day of _____, 2021, by and between the CITY OF FAIRFIELD, a municipal corporation (hereinafter "CITY"), and INNOVATE MOBILITY (hereinafter "CONSULTANT").

WITNESSETH

WHEREAS, on December 7, 2020, the parties entered into the ORIGINAL AGREEMENT to develop, complete and implement a Comprehensive Operational Analysis of Fairfield and Suisun Transit (FAST) local and paratransit services ("PROJECT");

WHEREAS, on July 14, 2021, the parties executed AMENDMENT No. 1 for additional services, fees and time extension beyond the scope of the ORIGINAL AGREEMENT in order to complete the necessary work associated with the PROJECT. The ORIGINAL AGREEMENT and AMENDMENT No. 1 are collectively referred to as the "AGREEMENT."

WHEREAS, CITY has requested additional services and time extension beyond the amended scope of the AGREEMENT in order to complete the necessary work associated with the PROJECT.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein set forth, the parties do hereby agree as follows:

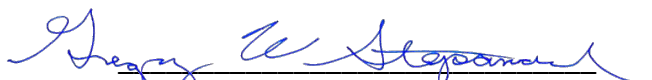
1. Exhibit A of the AGREEMENT is hereby amended to include the additional scope of services set forth in the attached Exhibit A, incorporated herein by this reference.
2. Exhibit B of the AGREEMENT is hereby amended to include the additional compensation and services set forth in the attached Exhibit B, incorporated herein by this reference. The total fees for the AGREEMENT shall be increased by ONE HUNDRED SEVENTY-FIVE THOUSAND, FOUR HUNDRED AND TWENTY-TWO DOLLARS (\$175,422) for a total maximum amount not to exceed FIVE HUNDRED THIRTY-TWO THOUSAND, SIX HUNDRED TEN DOLLARS (\$532,610).

3. Section 7 of the AGREEMENT is amended to extend the term of the AGREEMENT through June 30, 2022, or until the scope of work or any additional work agreed to is completed, unless sooner terminated as provided in Section 8 of the General Conditions of the AGREEMENT.
4. Except as specifically set forth herein, all terms and conditions of the AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 2 on the _____ day of _____, 2021.

Approved as to form:

CITY OF FAIRFIELD
a municipal corporation (CITY)



Gregory W. Stepanicich, City Attorney

Stefan T. Chatwin, City Manager

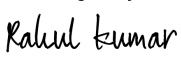
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By _____
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Rahul Kumar, President
INNOVATE MOBILITY, LLC
(CONSULTANT)

Exhibit A



August 19, 2021

FAST COA Additional Scope Items Proposal

Overview

The FAST Comprehensive Operations Analysis has already provided significant sources of information to the City to modernize their public transit system and bring riders back. Based on the findings from the COA, a number of areas where further work is needed that go beyond the originally envisioned scope have been discovered.

These additional items include:

- The need for a full National Transit Database (NTD) sampling using updated technology
- Enhanced public outreach due to the COVID-19 pandemic
- The need for expanded implementation support of new technologies due to the changes being proposed in the COA
- Ongoing transit planning and consulting support for staff and the City for a period of 12 months (expandable to 24 months)

NTD Sampling

Innovate Mobility and our data collection partner Urban Transportation Associates (UTA), Inc. proposes to provide Fairfield and Suisun Transit (FAST) with National Transit Database (NTD) FY2021-FY2022 reporting using data collected by UTA's Automatic Passenger Counting (APC) system installed on five FAST buses.

Currently, five APC systems are installed on FAST buses in support of the Comprehensive Operations Analysis (COA). The five UTA APC systems installed on FAST buses are being leased by Innovate Mobility for a two (2) month period. This proposal will present costs and detail relative to an extension of the APC lease period to include FAST's FY2021-2022 fiscal year.

The Federal Transit Administration (FTA) requires transit organizations receiving federal funds to submit data on the service provided and service utilized. Included in the service utilized reporting are Unlinked Passenger Trips (UPT) and Passenger Miles Traveled (PMT). The PMT values are incorporated into FTA's Section 5307 Formula Funding calculations on which FAST funding is based. There is a direct relationship between FAST's annual federal funding and the PMT values reported in FAST's NTD submissions.

Given the importance of generating the most accurate PMT values, FAST will transition from an expensive and potentially inaccurate Manual method of NTD data collection to an application of FAST's APC data to NTD reporting.

UTA has successfully applied UTA's APC Software package in audit and substantiation of NTD reporting at dozens of transit agencies over the past decade and is most capable of executing this task at FAST. Every UTA APC user (100%) that has submitted a request to FTA to apply APC data to NTD reporting has received FTA approval.

Approach

IM and UTA propose to execute the audit and substantiation of NTD information (UPT and PMT) generated from FAST's APC system through the following methodology:

- FAST Deployment of APC-Equipped Buses** - It will be FAST's responsibility to deploy the five APC-equipped buses in a non-biased manner in order to achieve a comprehensive sampling of FAST

service. UTA will provide APC Sampling Status reports and APC Deployment plans in support of FAST's deployment of APC-equipped buses. The objective is to meet FTA's requirement of a 95% confidence interval in data submitted to the NTD reporting portal.

- B. Application of UTA APC Software Algorithms** - UTA's APC Software package will be applied to FAST APC data in order to compare UPT and PMT generated from UTA algorithms with historical UPT and PMT from other FAST sources. The APC data collected for NTD reporting will be available to FAST and IM for other applications. UTA will also generate a standard set of analytic reports on a periodic (monthly/quarterly) basis.
- C. APC vs Manual Comparison** - It will be FAST's responsibility to execute Manual Ridechecks on APC-equipped buses in order to meet FTA's requirement of 95% accuracy for UPT and PMT. It is UTA's understanding that Manual observations on 15 revenue service trips will meet FTA's requirement for Manual/APC comparisons. Given the COVID concerns, video from the APC-equipped buses can be reviewed for the Manual/APC comparisons.
- D. Preparation of NTD/APC Application to FTA** - UTA will prepare the application to FTA requesting approval to apply APC data to NTD reporting. UTA's Qualified Statistician, Mr. Keith Gates, will execute the required Qualified Statistician review of FAST's APC data applied to NTD reporting to confirm compliance with FTA requirements. Of note, prior to Mr. Gates's recent retirement, Mr. Gates was FTA's Manager of NTD for ten (10) years.
- E. Reporting and Data Validation** – The Innovate Mobility team will provide ongoing data validation and reporting to FAST on a monthly basis.

Enhanced Public Outreach for COA

The project team has employed tried and tested and innovative methods to ensure that public outreach is received on proposed changes. With that in mind, given the scope of the proposed changes, the Innovate Mobility team proposes to enhance the public engagement process to ensure as many riders as possible are aware of the upcoming changes.

Approach

While there are still two rounds of public feedback remaining, the project team believes that more outbound outreach would help garner feedback and inform riders as to the proposed changes. To do this, the team proposes to create public displays in 9 key regions of the service area in order to gather feedback from riders as they are traveling. Further, the team will prepare collateral for the City that includes interior cards, seat drops and stickers to further alert riders.

The project team will also create 2 “explainer” videos no more than 30 seconds in duration to be put on the FAST website helping to provide clarity on the proposed changes.

Finally, the team will follow up with workshops in key locations where the public can provide feedback. These workshops and the remaining 2 public meetings are already in the scope of work.



Implementation Support

As the proposed COA changes fundamentally restructure FAST's system, City staff has requested support in implementing the changes including selecting the microtransit technology provider and providing deployment assistance.

Approach

The project team will provide the City with a scope of work, engage with technology providers and act as the subject matter expert advising the City evaluation team in selecting a technology vendor for microtransit dispatch and management.

The project team will also conduct the necessary Title VI report including feedback from the completed public engagement sessions as well as a complete demographic impact analysis of the proposed changes. Finally, the team will complete a runcut for the future COA changes (there will be no additional costs for the two future runcuts needed for the COA implementation).

Technology Assessment and Innovation Program Management

The City would like to modernize their internal and external technology to better manage the operation and ensure riders have the best experience.

Approach

The project team will investigate complete operations management technologies, provide an assessment of key functions that will benefit the city and conduct a procurement for the technology.

Ongoing support

Beyond the specific items mentioned here, the project team is proposing to provide ongoing support for functions that may arise over a period of twelve months from the date of execution of this agreement.

Approach

The project team will provide up to 10 hours per week or 40 hours per month of ongoing support to the City. Areas of support include:

Electrification guidance, analysis, and deployment best practices

Funding (local and federal) support

Grant writing

Procurement Assistance

Staff development and augmentation as needed

Marketing, communications and rider engagement support

Preparation of council agendas on specific topics

Contract management support

Other duties as requested

Updated Project Schedule

In order to ensure riders have ample opportunity to provide feedback, the project team proposes the following schedule:

July 9-23 – City reviews maps and discusses changes with project team

August 5 – Draft maps submitted to FAST for review

August 26 – New maps produced and submitted to FAST for review

September 10 – New website section goes live with summary of changes

September 20 – Seat drops/interior cards requesting feedback on changes

September 27 – October 29 – Public displays go live

October 4-6 – Pop up workshops

November 8 – RFP to engage microtransit technology consultant released

November 12 – November 26 October 29 ~~September 16~~ ~~October 15~~ – Changes and report finalized

December 7 ~~October 19~~ - Council presentation to approve changes

December 10 – Proposals due

January 18 – Council approves recommendation of proposed microtransit provider

February 21-March 25 – Public information displays for new microtransit system

February 18-28 – Runcut of April service changes

April 3 – Service changes including new microtransit system go live

Exhibit B



Cost Summary

Fairfield and Suisun Transit Comprehensive Operational Analysis Implementation and Support Budget									
	Task	1	2	3	4	5	6		
		NTD APC Program	Enhanced COA Engagement Plan	COA Implementation Support	Technology Assessment and Deployment Support	Ongoing Support	Title VI Report	Total Hours/Units	Total Cost
Innovate Mobility									
Rahul Kumar	\$ 125.89	50	16	120	100	440	80	806	\$ 101,469.23
Senior Project Manager	\$ 77.69		10					10	\$ 776.93
Scheduler	\$ 71.76							0	\$ -
GIS and Project Support	\$ 67.01	42	30	100	60	80	96	408	\$ 27,339.08
Travel	\$ 1,250.00			2	1	3		6	\$ 7,500.00
	Subtotal	92	56	220	160	520	176	1224	\$ 137,085.24
AIM Consulting									
Outreach Oversight	\$ 194.82		6					6	\$ 1,168.92
Graphics Designer	\$ 118.20		6					6	\$ 709.20
Electronic Communication Designer	\$ 122.15		0					0	\$ -
Outreach Manager	\$ 97.39		10					10	\$ 973.90
Outreach Coordinator	\$ 77.13		16					16	\$ 1,234.08
Travel	\$ 200.00							0	\$ -
	Subtotal	0	38	0	0	0	0	38	\$ 4,086.10
Urban Transportation Associates									
APC Hardware Lease	\$ 2,625.00	10						10	\$ 26,250.00
Software Application	\$ 3,500.00	1						1	\$ 3,500.00
Qualified Statistician Report	\$ 4,500.00	1						1	\$ 4,500.00
	Subtotal	12	0	0	0	0	0	0	\$ 34,250.00
	Per Task Cost	\$43,350	\$8,888	\$21,808	\$16,610	\$60,753	\$16,504		\$167,921
								Total Labor	1262 \$ 133,671.34
								Total Travel	6 \$ 7,500.00
								Total Hardware and Data	\$ 34,250.00
								Total Printing and Meeting Expenses	
								Total	\$ 175,421.34

Notes:

A. APC Lease costs can be applied to purchase of APC equipment. At the end of the APC Lease period, the Qty=5 on-bus APC systems can be purchased at \$ 1,650/bus as compared to a purchase price of approximately \$ 4,500 per bus for a two (2) door bus. The cost of UTA's APC Software package would be reduced to \$ 18,500 from the standard cost of \$ 28,500 for a transit agency of FAST's size.