



Agenda Item No. 3

To Transportation Committee/Committee of the Whole  
Meeting of February 11, 2010

From: Ron Downing, Principal Planner  
Z. Wayne Johnson, Deputy General Manager, Administration & Development  
Teri W. Mantony, Deputy General Manager, Bus Transit Division  
Celia G. Kupersmith, General Manager

Subject: **AUTHORIZE EXECUTION OF AN AGREEMENT WITH THE MARIN COUNTY TRANSIT DISTRICT TO OPERATE THE MUIR WOODS SHUTTLE FOR THE SUMMER OF 2010**

### **Recommendation**

The Transportation Committee recommends that the Board of Directors authorize execution of a one-year agreement with the Marin County Transit District (Marin Transit) to operate the Muir Woods Shuttle from Saturday, May 1, 2010, through Sunday, September 26, 2010, with the understanding that the service will be paid for by Marin Transit at a cost not to exceed \$326,686.

### **Summary**

Marin Transit assumed operation of the Muir Woods Shuttle in 2009, following a successful four-year demonstration project administered by the Marin County Department of Public Works (DPW). In November 2009, Marin Transit issued a Request for Proposals (RFP) seeking an operator for the Summer 2010 service. The District did not submit a proposal, but sent a letter to Marin Transit offering to provide service under the terms of the existing Marin Local Service Agreement. Marin Transit did not receive any responses to the RFP and sent a letter to the District on January 12, 2010, requesting that Golden Gate Transit (GGT) operate the Muir Woods Shuttle during the Summer 2010 season. GGT staff responded by preparing a proposal that follows the terms of the Marin Local Service agreement, with an estimated project cost not to exceed \$326,686 for Summer 2010 service.

The Summer 2010 program will be identical to that operated in 2009. Weekend “shoulder season” service will operate between Marin City and Muir Woods at 30-minute headways between Saturday, May 1, and Sunday, May 23, 2010, and also between Saturday, September 11, and Sunday, September 26, 2010. Weekend and holiday peak season service (Marin City-Muir Woods service at 20-minute headways plus dedicated Sausalito-Muir Woods trips) will be operated between Saturday, May 29, and Monday, September 6, 2010 (Memorial Day weekend to Labor Day), including operation on Monday, July 5.

Project costs are estimated at \$326,686. This includes operating costs, vehicle lease costs, and marketing/promotional expenses. Operating costs were estimated using the appropriate hourly expansion rates from the Marin Local Service Agreement that went into effect on January 1, 2008, and adjusted as per the terms of the contract by 5% each year thereafter. The portion of the service that will operate during the District's FY 09/10 will be \$107.60 per hour, and the rate for the portion operating during FY 10/11 will be \$112.98 per hour. Passenger fare revenues collected on this service will be credited back to Marin Transit to partially offset costs. A contingency amount of \$750 will be added to the project cost in the event that extra service needs to be operated to satisfy high demand on very busy days. Due to the additional requirements that this service places on GGT operations personnel, \$15,000 in dedicated staff resources has been included in this year's budget. This additional cost reflects the additional staffing that would be required "above and beyond" what is covered by the rates in the Marin Local Service Agreement and the staffing resources that are normally available on the weekend to operate the rest of the GGT system.

As was done in the past, it will be necessary to lease up to five smaller narrow-width buses (35 feet long by 96 inches wide) that can navigate the narrow roadways along this route. Marin Transit is in the process of obtaining two buses specifically for this service. If Marin Transit is successful in obtaining two buses, the District requirement for leasing buses could decrease, and the actual District cost to be charged to Marin Transit for leased buses could be less. The District also will work with Marin Transit regarding maintenance and upkeep of their dedicated fleet for this service. As a result, the estimated project cost will not exceed \$326,686 and the ultimate project cost will depend on final discussions with Marin Transit regarding details such as how many vehicles to lease. Marin Transit will fully reimburse the District the actual costs for undertaking the project.

To have the service operational by May 1, final policy-level approvals for the service must occur prior to March 16, 2010. It is anticipated that the Marin Transit Board will take action to approve entering into an agreement with the District for Muir Woods Shuttle Summer 2010 service at its March 15, 2010, meeting. This schedule will allow sufficient time to lease equipment, train drivers, prepare operating schedules and develop marketing and public information materials.

### **Fiscal Impact**

There is no fiscal impact to the District since all costs, estimated not to exceed \$326,686, will be paid by Marin Transit.