

**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** Rick Nicholson, Director of Service Development  
Magan Waltari, Procurement & Grants Coordinator

**DATE:** December 14, 2017

**SUBJECT:** Consideration of Approval for Purchase of Route Planning Software License

**RECOMMENDATION**

That the Board of Directors recommend purchase approval for the implementation and five (5) years of licensing of route planning software to Remix Software, Inc.

**BACKGROUND**

WTA's Strategic Plan calls for two-year service planning cycles and more structured capital planning. This is challenging for Service Development with our current tools that aren't able to display where and when future growth will occur or to what extent, what the demographic profile of future density will be, how the road network will be modified, what priorities will manifest or change, etc. Creating service scenarios with so many unknown variables is time consuming for staff. Having a software program that enables staff to plan transit routes and model the demographics WTA uses saves time and resources. The program should also ease some of the current capital planning and long range service planning burdens.

Staff performed market research and found there was enough competition in the market place to issue a joint Request for Proposal (RFP) with Skagit Transit. There were three responsive and responsible proposers. The evaluation team selected the submission from Remix as the one that most appropriately reflected the needs of both agencies. Skagit Transit will be awarding their own separate contract.

**FISCAL IMPACT**

The five year financial impact of this procurement is \$115,000 for implementation (\$5,000) and five (5) years of licensing (\$22,000/year). Licensing will be paid yearly. The Remix solution is Software as a Service (SaaS) so there will be no hardware costs typically associated with on premise solutions.

The 2017 fiscal impact is less than \$10,000 and \$22,000 a year thereafter. These costs are in the Service Development budget.

*The motion passed 8 – 0.*

**F.8 Consideration of Approval to Increase the General Manager's Contracting Authority with Zervas Group Architects for Consultant Services**

**Recommendation:** That the Board of Directors approve an increase to the General Manager's contracting authority with Zervas Group Architects by \$100,000 for a total of \$270,000 for future and ongoing architectural and engineering consultant service.

Mike Bozzo, Director of Fleet & Facilities gave an overview of this item and answered Board questions.

MOTION BY MURPHY, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS APPROVE AN INCREASE TO THE GENERAL MANAGER'S CONTRACTING AUTHORITY WITH ZERVAS GROUP ARCHITECTS BY \$100,000 FOR A TOTAL OF \$270,000 FOR FUTURE AND ONGOING ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICE.

*The motion passed 8 – 0.*

**F.9 Consideration of Approval for Purchase of Route Planning Software License**

**Recommendation:** That the Board of Directors recommend purchase approval for the implementation and five (5) years of licensing of route planning software to Remix Software, Inc.

Becky Kelly, Transit Planner, gave an overview of this item and provided a handout showing examples of the software and its uses to aid route planning.

MOTION BY MURPHY, SECONDED BY WATSON THAT THE BOARD OF DIRECTORS GIVE PURCHASE APPROVAL FOR THE IMPLEMENTATION AND FIVE YEARS OF LICENSING OF ROUTE PLANNING SOFTWARE FROM REMIX SOFTWARE, INC.

*The motion passed 8 – 0.*

**F.10 Consideration of Authorization to Dispose of Surplus Vehicles**

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**Recommendation:** That the Board of Directors

Mr. Bozzo gave an overview of this item.