



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, APRIL 5, 2017 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board Meeting. The Board Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org).

**A. CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance
3. Roll Call

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, May 3, 2017 – 7:30 a.m. (*Please note time change*)  
 Omnitrans Metro Facility Board Room

**C. COMMUNICATIONS FROM THE PUBLIC**

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Board of Directors, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

1. Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

3

**E. CONSENT CALENDAR**

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E13 Action on Consent Calendar.

1. Approve Board Minutes – March 1, 2017
2. Receive File Administrative & Finance Committee Minutes - February 9, 2017
3. Receive and File Construction Progress Report No. 56 through February 28, 2017 – sbX E Street Corridor BRT Project
4. Receive and File OmniConnects FY2019-2025 SRTP Kick Off
5. Approve Fiscal Year 2017-2018 Budget Assumptions

6

13

17

25

28



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, APRIL 5, 2017 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

<b>E. CONSENT CALENDAR CONTINUED</b>	
6. Authorize Release, IFB-ITS17-78, Kronos Workforce Timekeeper Licensing and Maintenance	30
7. Authorize Release, IFB-MKP17-79, Promotional Items	32
8. Authorize Release, IFB-ITS17-49, Variable Message Sign Maintenance, Inspection and Testing	34
9. Authorize Release, RFP-FIN18-01, Banking and Merchant Services	36
10. Authorize Award, Contract ITS17-52, SAP Consulting Services – E-Recruiting	38
11. Authorize Award, Contract ITS17-62(A-B), SAP Consulting Services – Supplier Relationship Management and Rapid Marts	41
12. Authorize Award/Rescind, Contract MNT16-109, Miscellaneous Bulk Oils and Lubricants	44
13. Action on Consent Calendar	
<b>F. DISCUSSION ITEMS</b>	
The following items do not legally require any public testimony, although the Chair may open the meeting for public input.	
1. CEO/General Manager’s Report	46
2. Authorize Award (Bench), Contracts MNT17-26 (A-B), Towing Services	47
3. Authorize Award, Contract HRS17-56, Leadership Programs	50
4. Authorize Award, Contract MKP17-65, Fare Media Printing Services	53
5. Authorize Award, MNT17-57(A-B), Uniform and Textile Services	55
6. Authorize Amendment 3 - Contract MNT12-12, Maintenance and Repair of Liquefied Compressed Natural Gas (LCNG) Facilities	58
7. AB 548 – An Act to Form Omnitrans Transit District – Update from Legal Counsel and Review of Updated Draft Language	60
<b>G. BOARD BUSINESS</b>	
<b>Closed Session</b>	
1. Conference with Labor Negotiator Sam Spagnolo concerning labor negotiations with Chief Executive Officer/General Manager pursuant to Government Code Section 54957.6	
<b>Open Session</b>	
1. Approve the Amended and Restated Employment Agreement for P. Scott Graham, Chief Executive Officer/General Manager, effective February 5, 2017	
<b>H. REMARKS AND ANNOUNCEMENTS</b>	
<b>I. ADJOURNMENT</b>	



1700 W. Fifth St.  
 San Bernardino, CA 92411  
 909-379-7100  
 www.omnitrans.org

ITEM #         D1        

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR ACTION BY THE OMNITRANS BOARD OF DIRECTORS**

**FORM MOTION**

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director’s Meeting scheduled April 5, 2017.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#E10	Authorize Award Contract ITS17-52, SAP Consulting Services – E Recruiting	<i>Genesis Consulting Partners, LLC Glen Allen, VA Cameron Chaplin Vice President</i>	N/A
#E11	Authorize Award Contract ITS17-62 (A-B), SAP Consulting Services and Supplier Relationship Management Rapid Marts	<i>3Nity, LLC Suwanee, GA Smita Nagarajan President</i>	N/A
		<i>Genesis Consulting Partners, LLC Glen Allen, VA Cameron Chaplin Vice President</i>	N/A
#E12	Authorize Award/Rescind Contract MNT16-109, Miscellaneous Bulk Oils and Lubricants	<i>The Soco Group, Inc. Perris, CA Doug Robinson V.P. Marketing</i>	N/A
#F2	Authorize Award Bench, Contracts MNT17-26 (A-B), Towing Services	<i>Armada Transport, Inc. San Bernardino, CA Jay Ingley General Manager</i>	N/A
		<i>Bill &amp; Wag’s, Inc. Ontario, CA Jeremy Briggs Sales Manager</i>	N/A

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#F3	Authorize Award Contract HRS17-56, Leadership Programs	<i>Insight Strategies, Inc. Torrance, CA Teri Fisher CEO &amp; Managing Partner</i>	N/A
#F4	Authorize Award Contract MKP17-65, Fare Media Printing Services	<i>Magnetic Ticket &amp; Label Corporation Dallas, TX Stan Welker Senior V.P.</i>	N/A
#F5	Authorize Award MNT17-57 (A-B), Uniform and Textile Services	<i>P&amp;P Uniforms, Inc. Riverside, CA Paul Shanabarger CEO</i>  <i>Aramark Uniform Services Riverside, CA Cody Forrester Major Account Executive</i>	N/A  N/A
#F6	Authorize Amendment 3 – Contract MNT12-12, Maintenance and Repair of Liquefied Compressed Natural Gas (LCNG) Facilities	<i>Clean Energy Seal Beach, CA Peter Grace Sr. VP, Sales and Finance</i>	N/A

PSG:JMS



# CONFLICT OF INTEREST FORM

**PURPOSE:** This form is provided to assist members of the Omnitrans Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to Omnitrans Board/Committee agenda items.

**INSTRUCTIONS:** Under certain circumstances, Omnitrans Board Members may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board Members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completing form to the Recording Secretary prior to leaving the meeting.

### BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

### CAMPAIGN CONTRIBUTIONS

- I have a disqualifying campaign contribution of over \$250 from \_\_\_\_\_  
(Name of Company and/or Individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_, Subject: \_\_\_\_\_
- I have a disqualifying campaign contribution of over \$250 from \_\_\_\_\_  
(Name of Company and/or Individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_, Subject: \_\_\_\_\_
- I have a disqualifying campaign contribution of over \$250 from \_\_\_\_\_  
(Name of Company and/or Individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_, Subject: \_\_\_\_\_

### FINANCIAL INTEREST

- I have a financial interest of \_\_\_\_\_  
State income, real property interest or business position  
\_\_\_\_\_  
Identify company or property location
- I have a financial interest of \_\_\_\_\_  
State income, real property interest or business position  
\_\_\_\_\_

### SIGNATURE

\_\_\_\_\_

Board Member Signature Date

ITEM #           E1          

**BOARD OF DIRECTORS' MEETING  
MINUTES OF MARCH 1, 2017**

**A. CALL TO ORDER**

Chairman Sam Spagnolo called the regular meeting of the Omnitrans Board of Directors to order at 8:00 a.m., Wednesday, March 1, 2017, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

1. Invocation
2. Pledge of Allegiance
3. Roll Call

**BOARD MEMBERS PRESENT**

Mayor Pro Tem Sam Spagnolo, City of Rancho Cucamonga – Chairman  
Council Member Ron Dailey, City of Loma Linda – Vice Chairman  
Council Member David Avila, City of Yucaipa  
Mayor Carey Davis, City of San Bernardino  
Mayor Richard DeLaRosa, City of Colton  
Mayor Paul Eaton, City of Montclair  
Council Member Pat Gilbreath, City of Redlands  
Supervisor Josie Gonzales, County of San Bernardino  
Council Member Ed Graham, City of Chino Hills  
Supervisor Curt Hagman, County of San Bernardino  
Mayor Penny Lilburn, City of Highland  
Council Member John Roberts, City of Fontana  
Council Member Sylvia Robles, City of Grand Terrace  
Council Member Gino Filippi, City of Upland - Alternate  
Mayor Eunice Ulloa, City of Chino  
Council Member Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

Supervisor Robert Lovingood, County of San Bernardino  
Supervisor James Ramos, County of San Bernardino  
Mayor Deborah Robertson, City of Rialto  
Supervisor Janice Rutherford, County of San Bernardino

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT**

P. Scott Graham, CEO/General Manager  
Diane Caldera, Director of Operations  
Jack Dooley, Director of Maintenance  
Marge Ewing, Director of Human Resources, Safety & Regulatory Compliance  
Samuel Gibbs, Director of Internal Audit  
Jacob Harms, Director of Information Technology  
Andres Ramirez, IPMO Manager  
Jennifer Sims, Director of Procurement  
Doug Stanley, Interim Director of Special Transit Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing/Planning  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Barbara Erwin, Safety & Security Regulatory Compliance Manager  
Ray Maldonado, Employee Relations Manager  
Terry Morocco, Safety & Regulatory Compliance Specialist  
Eugenia Pinheiro, Contracts Manager  
Oscar Tostado, Maintenance Manager  
Meredith Tshilonda, Human Resources Analyst  
John Steffon, Transportation Manager  
Krystal Turner, Contracts Administrator  
Christine Van Matre, Contracts Administrator

**LEGAL COUNSEL**

Haviva Shane, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, April 5, 2017, 8:00 a.m.  
Omnitrans Metro Facility Board Room

Chairman Spagnolo and CEO/General Manager P. Scott Graham, along with the respective department director, presented the Employee of the Year Award to the following recipient:

Marcos Espinoza, City of Perris

Chairman Spagnolo and CEO/General Manager P. Scott Graham, along with the respective department director, presented One Million Mile Awards to the following recipients:

Manuel Acosta, City of Bloomington                      Juan Miranda, City of Fontana  
David Castillo, City of Rancho Cucamonga      Early Roberts, City of Colton  
Kathleen Havey, City of Highland

Member Josie Gonzales arrived at 8:08 a.m.

### **C. COMMUNICATIONS FROM THE PUBLIC**

Patricia Sachs announced a Save the Date for the “*San Bernardino County Where Vision & Opportunity Meet*” event scheduled for March 8, 2017 and invited anyone interested to attend. Ms. Sachs stated that as a business owner herself, was also there to promote the Inland Empire Executives Association (IEEA) and encouraged investing in the City of San Bernardino. Lastly, she expressed her support for Omnitrans and stated that she was a frequent bus rider.

### **D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

### **E. CONSENT CALENDAR**

1. Approve Board Minutes – February 1, 2017
2. Receive and File Executive Committee Minutes – December 7, 2016
3. Receive and File Administrative & Finance Committee Minutes – December 15, 2016
4. Receive and File – VTrans Board Minutes – September 21, 2016
5. Receive and File Construction Progress Report No. 55 through January 31, 2017 – sbX E Street Corridor BRT Project
6. Receive and File Fiscal Year Ended June 30, 2016 Audit Reports
7. Authorize Award – Contract FIN17-61, Credit/Debit Card Processing and Merchant Services
8. Adopt Resolution No. 298-17, Authorize Execution of the Certification and Assurances for Fiscal Year 2016-2017 Low Carbon Transit Operations Program (LCTOP)
9. Adopt Resolution No. 299-17, Authorize Application Filing and Requests for Reimbursements – California Transit Security Grant Program Funding - (CTSGP) for Fiscal Year 2016-2017
10. Authorize CEO/General Manager to Execute Transfer Agreement with Riverside County Transportation Commission
11. Action on Consent Calendar

M/S (Eaton/DeLaRosa) that approved the Consent Calendar. Motion was unanimous by Members present.

### **F. DISCUSSION ITEMS**

Item F6 was moved up on the agenda.

6. Direct Omnitrans Staff and Legal Counsel – Special Legislation to Change Omnitrans from a Joint Powers Authority to a Statutorily Created Special Transit District

General Counsel, Haviva Shane presented this item. She provided some background by stating that at their February 3, 2017 meeting, the Executive Committee discussed the governance structure and the idea of Omnitrans developing statutory legislation to create a transit district as a way to protect the member entities in the Joint Powers Agreement



(JPA) from Tort Liability. The premise of that discussion was due to the concern from the member agencies regarding the Redlands Passenger Rail Project (RPRP) and the potential risk to the member entities. Ms. Shane stated that the amended JPA covered the member agencies from contractual liability to the fullest extent possible, however under the Tort Liability, if a negligent act occurred that exceeded Omnitrans coverage, the member agencies could be subject to liability incurred by Omnitrans. Lastly, Ms. Shane explained that the deadline to submit a Spot Bill was on February 17, 2017, and the consensus from the Executive Committee was to move forward with a Spot Bill, while concurrently bringing this item before the Board for discussion and direction.

Dr. Ray Wolfe, Executive Director of the San Bernardino County Transportation Authority (SBCTA) attended today's meeting to mention some concerns regarding the special district proposal and asked that the Board consider these issues before taking action. Dr. Wolfe did not support the idea of Omnitrans or any other transit operator in the County request for taxing authority, and felt that SBCTA as the county transportation authority is the appropriate entity to have taxing authority. He reminded the Board that this issue was raised not to seek taxing authority but to seek statutory protection from Tort Liability for the members. He concluded his comments by expressing SBCTA's support with moving this legislation forward, however asked the Board to reconsider the taxing authority piece for the reasons stated.

Ms. Shane clarified that the JPA currently includes taxing authority therefore; removing that section from the legislation would essentially relinquish a power that Omnitrans currently possesses. That being said, it did not mean that the intent was to exercise that taxing authority, however; it will be difficult to get that power back in a future legislation.

The Board engaged in a discussion regarding previous relationship challenges between the two agencies, and although the relationships have greatly improved, there was still some concern from the Board regarding relinquishing taxing authority and Omnitrans being unable to generate funding on their own in the future if need be. Several members opposed the idea of Omnitrans relinquishing a power they currently have to another entity. After much discussion, the consensus was to support the legislation with an MOU between Omnitrans and SBCTA stating that a special tax would not be sought by Omnitrans and both agencies will work together.

M/S (Hagman/Wapner) approved the recommendations below with the added direction that a MOU be presented to both SBCTA and Omnitrans Board in April stating that both agencies will work together and Omnitrans will not compete for a special tax.

1. Provided direction to Omnitrans' staff and legal counsel regarding the desire to pursue legislation in this year of the current legislative cycle to form Omnitrans Transit District, a special transit district, which would take on the powers and obligations of the current joint powers authority;

2. Directed Omnitrans staff and legal counsel, if desired, to finalize an initial draft of the proposed legislation and to engage in the process of locating a bill author by mid-March 2017; and
3. Directed Omnitrans staff and legal counsel, if desired, to continue to work with the Executive Committee to finalize the proposed legislation and to bring back a proposed final draft prior to the September 2017 legislative deadline for bill amendments.

Motion was unanimous by Members present.

Member Lilburn left the meeting at 8:56 a.m. after the vote and did not return. Member McCallon, City of Highland Alternate voted on the remaining agenda items.

Member Gonzales exited the room at 8:56 a.m. and returned at 9:01 a.m.

#### **F. DISCUSSION ITEMS CONTINUED**

1. CEO/General Manager's Report

CEO/General Manager P. Scott Graham reviewed the CEO/General Manager's Report.

2. Approve Special Transit Services Fiscal Year 2016/2017 Budget

M/S (Gilbreath/Hagman) that adopted the Special Transit Services Fiscal Year 2016-17 Annual Budget. Motion was unanimous by Members present.

3. Authorize Award – Purchase Orders ITS17-46, Datacenter Hardware Refresh

M/S (Graham/McCallon) that authorized the CEO/General Manager to award Purchase Orders ITS17-46 (A-D) as listed below for the provision of Datacenter and Hardware Refresh in an aggregate amount of \$310,673.71, plus a contingency of \$6,719.00, and a 3.27% Cost Allocation Plan (CAP) of \$10,149.85, for a total not-to-exceed amount of \$327,542.56. Motion was unanimous by Members present.

<b>Purchase Order</b>	<b>Contractor</b>
ITS17-46A	PC Specialists, Inc. dba Technology Integration Group of San Diego, CA
ITS17-46B	Helixstorm, LLC of Temecula, CA
ITS17-46C	Xceptional Networks of San Diego, CA
ITS17-46D	GovConnection, Inc. dba Connection Public Sector Solutions of Rockville, MD

4. Authorize Award – Purchase Orders ITS17-60, Network Monitoring Software Licensing

M/S (Graham/McCallon) that authorized the CEO/General Manager to award purchase orders to Oznet Systems, Inc. of Altadena, CA, for the provision of the Network Monitoring Software Licensing for three (3) years in the amount of \$63,684.84, and a ten

percent contingency of \$6,368.48, for a total not-to-exceed amount of \$70,069.32. Motion was unanimous by Members present.

5. Authorize Award (Bench) – Contract No. MNT17-01K, Approve Amendment 1 to Contracts MNT17-01G and MNT17-01I, Rebuilt Parts and Services

M/S (Graham/McCallon) that authorized the CEO/General Manager to award Contract MNT17-01K to The Janek Corporation of Tuckerton, NJ, Amendment 1 to MNT17-01G with Complete Coach Works of Riverside, CA, and MNT17-01I with Kirk's Automotive, Inc. of Detroit Michigan, for the provision of Rebuilt Parts and Services, ending November 30, 2019, and the authority to exercise two (2) single year options tied to the Consumer Price Index (CPI) in an new aggregate amount not to exceed \$4,575,000, ending no later than November 30, 2021, should all options be exercised. Motion was unanimous by Members present.

#### **G. PUBLIC HEARING**

1. Public Hearing – Federal Transit Administration Section 5310 Capital Assistance for Fiscal Year 2015-2017

M/S (Hagman/Roberts) that closed the public hearing concerning the Federal Transit Administration (FTA), Section 5310 Capital Assistance for Fiscal Year 2015-2017, held at 8:00 a.m., March 1, 2017, at the Omnitrans Metro Facility, 1700 West Fifth Street, San Bernardino, CA 92411.

#### **H. BOARD BUSINESS**

The Board adjourned into Closed Session at 9:00 a.m.

##### **CLOSED SESSION**

1. Public Employee Performance Evaluation – Chief Executive Officer/General Manager pursuant to Government Code Section 54957
2. Conference with Labor Negotiator P. Scott Graham regarding Management Confidential Classifications for Non-Represented employees pursuant to Government Code 54957.6

The Board reconvened at 9:41 a.m. with no reportable action.

##### **OPEN SESSION**

1. Adopt Proposed Changes to Personnel Policy #402 – Salary Ranges – Management Confidential Classifications for Non-Represented Employees, effective March 1, 2017

M/S (McCallon/Eaton) that adopted the proposed changes to Personnel Policy #402 Salary Ranges – Management Confidential Classifications for non-represented

employees, effective March 1, 2017, as follows: Salary Ranges – adjust the compa-ratio of levels I through IX to the 2016 market with an annual financial impact of \$400,576.81. (The overall impact to the FY17 budget is \$133,525.60.)

**I. REMARKS AND ANNOUNCEMENTS**

Member Davis announced that on April 21, 2017, the City of San Bernardino will be hosting their 2<sup>nd</sup> Annual Art Night.

**J. ADJOURNMENT**

The Board adjourned at 9:43 a.m. The next regular meeting is scheduled Wednesday, April 5, 2017, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

---

Araceli Barajas, Executive Staff Assistant

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, FEBRUARY 9, 2017**

**A. CALL TO ORDER**

Chairman Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, February 9, 2017.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Ed Graham, City of Chino Hills – Committee Chair  
Mayor Carey Davis, City of San Bernardino  
Council Member Patricia Gilbreath, City of Redlands  
Supervisor Curt Hagman, County of San Bernardino  
Council Member David Avila, City of Yucaipa  
Council Member John Roberts, City of Fontana  
Mayor Pro Tem Sylvia Robles, City of Grand Terrace  
Mayor Pro Tem Spagnolo, City of Rancho Cucamonga  
Council Member Alan Wapner, City of Ontario

**Committee Members Absent**

Mayor Paul Eaton, City of Montclair

**Omnitrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Diane Caldera, Director of Operations  
Mark Crosby, Security & Emergency Preparedness Coordinator  
Marge Ewing, Director of Human Resources/Safety & Security  
Sam Gibbs, Director of Internal Audit  
Jacob Harms, Director of Information Technology  
Andres Ramirez, IPMO Program Manager  
Jennifer Sims, Director of Procurement  
Doug Stanley, Interim Director Special Transit Services  
John Steffon, Transportation Manager  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing/Planning  
Omar Bryant, Maintenance Manager  
Tom Dahlin, Construction Manager, IPMO

Maurice Mansion, Treasury Manager  
Rubik Zazian, Construction Management Intern, IPMO  
Vicki Dennett, Senior Executive Assistant to the CEO/General Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, March 9, 2017, at 8:00 a.m.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no conflict of interest issues identified.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – December 15, 2016

M/S (Gilbreath/Spagnolo) that approved the Committee Minutes of December 15, 2016. The motion was approved by Members present.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 55 through January 31, 2017 – sbX E Street Corridor BRT Project

IPMO Construction Manager Tom Dahlin presented this item. He reported that the project budget remained at \$191.7 million with \$185.9 million expended to-date. The projected amount at completion is \$188.3 million. There is zero lost time with over 510,000 man hours completed. Mr. Dahlin reviewed the following construction updates through January 31, 2017.

- E Street Corridor Tenth to Highland reopened on September 9, 2016, as scheduled.
- PA Materials were received and the mobilization of the contractor is complete. Installation of wiring and speakers at Loma Linda is in progress.
- Vehicle Maintenance Facility (VMF) modification work is in progress.
- Federal Transit Administration (FTA) project close-out funds transfer for reimbursement is complete. The After Study has commenced and the report will be submitted to the FTA in April 2017.

The committee received and recommended the report be presented to the Board.

3. Receive and File Director of Finance Report – Price of Compressed Natural Gas

Director of Finance Don Walker reported that the price of natural gas was at \$0.76 for the first eight months, which is \$0.10 higher than the budgeted price of \$0.66. The price is currently at \$0.78 for the month of February, with a \$0.05 decrease compared to January.

He noted that the price is expected to decrease during the spring months. Mr. Walker explained that for the Fiscal Year to-date the projected numbers showed \$2.1 million in actual costs against the \$1.5 million budgeted amount. He further explained that the initial pipeline fueling was expected to begin January; however due to weather conditions and delays with acquiring permits, the start dates were pushed back. Fueling is scheduled to begin in March at East Valley and in May at West Valley.

4. Recommend the Board of Directors Receive and File Omnitrans' Fiscal Year Ended June 30, 2016 Audit Reports

Director of Finance Don Walker stated that Mr. Roger Alfaro, Partner of Vavrinek, Trine, Day & Company was scheduled to present this report, however was unable to attend today's meeting.

Mr. Walker presented an overview of this item, summarizing the audit reports:

- Statement of Auditing Standards Letter (SAS 114), and Management Letter
- Agreed-Upon Procedures Performed With Respect to the National Transit Database (NTD) Report
- Single Audit Report on Federal Awards
- Independent Auditor's Report on Proposition 1B
- Comprehensive Annual Financial Report (CAFR)

The audit report noted two observations and the recommendations under the Management Letter Comments with respect to the following areas:

- 1) Risk Assessment - Subrecipient Monitoring
- 2) Procurement Card Policies

Member Davis referred to page 113 of the packet and had some questions regarding the changes in the net pension liability. He expressed his concern regarding potential liability that could be incurred by the agency due changes to the CalPERS' discount rates.

Member Hagman arrived at 8:14 a.m.

Mr. Walker stated that he would forward Member Davis' question to Mr. Alfaro and respond back to the Board.

The committee received and recommended the report be presented to the Board.

**F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:18 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, March 9, 2017, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

---

Araceli Barajas, Executive Staff Assistant





1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E3          

**DATE:** April 5, 2017  
**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors  
**FROM:** P. Scott Graham, CEO/General Manager  
**SUBJECT: CONSTRUCTION PROGRESS REPORT NO. 56 THROUGH  
FEBRUARY 28, 2017 – sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and file Construction Progress Report No. 56 for the sbX E Street Corridor BRT Project through February 28, 2017.

*This item was reviewed by the Administrative and Finance Committee at its March 9, 2017, meeting, and recommended for receipt and file.*

**BACKGROUND**

This is Construction Progress Report No. 56 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and file Construction Progress Report No. 56 for the sbX E Street Corridor BRT Project through February 28, 2017.

PSG

Attachment

**sbX E Street Corridor  
Bus Rapid Transit (BRT) Project**

**Construction Progress Report No. 56**

**February 28, 2017**

**Prepared By:**

**Omnitrans  
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture  
PA System – Ford Audio Visual  
VMF – USS Cal Builders  
10<sup>th</sup> to Highland – Match Corporation  
VMF Modification – Regency Pacific

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez

**TABLE OF CONTENTS**

- I. Project Status Summary
  - A. Project Description
  - B. Summary Status Update
- II. Project Schedule
- III. Safety
- IV. Project Budget and Cost

## I. PROJECT STATUS SUMMARY

### A. Project Description

The sbX E Street Corridor BRT Project is an Omnitrans transit improvement project that consists of three components.

**E Street Corridor:** A 15.7-mile-long Bus Rapid Transit corridor that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. The sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

**Bus Purchase:** In order to provide service to the E Street Corridor a total of fourteen 60' articulated buses will be purchased.

**Vehicle Maintenance Facility Modifications:** A 4.4-acre facility maintaining and servicing the Omnitrans' bus fleet, comprised of over 160 buses. Modifications to Omnitrans' facility include the demolition of a bus washing station, removal of abandoned underground fuel tanks and new construction of a bus washing system, a new Genset, a three-lane CNG fueling station, and re-configuring the bus parking area. Modifications to the maintenance building are made in order to accommodate Omnitrans' 60-foot articulated bus fleet.

### B. Summary Status Update

#### **E Street Corridor:**

##### 10<sup>th</sup> to Highland:

- Street re-opened on 9/8/16 as planned
- Contract Close Out continues.

##### PA System:

- Installation of speakers and equipment continues at stations.
- Projected completion June 28, 2017

#### **Vehicle Maintenance Facility:**

##### Contract Closeout

- Final Change Order and Final Acceptance need to be issued

##### Modification Work

- Programming of low voltage systems continues.
- Certification of fall protection continues.
- Bus yard striping complete.
- Vacuum System start-up on-going.
- Fuel island extensions complete.
- Bus hoist leveling complete.
- Completion projected for April 2017.

**Project Closeout with FTA:**

Project Closeout

- Funds transfer for FTA reimbursement complete.
- After-study surveys continued.
- Support contracts being closed out.

**II. PROJECT SCHEDULE**

The three major components of the project (E Street Corridor, 60' Articulated Buses, and the Vehicle Maintenance) are complete and have been placed into operation. Additional components to the project (i.e. 10<sup>th</sup> to Highland, City Acceptance Work, the PA System, and the VMF Completion Work) are currently being worked on and are in different stages of progress. Projected completion dates listed below:

	<b>Scheduled Completion</b>	<b>Projected Completion</b>
<b>E Street Corridor</b>		
City of SB Final Work / World Oil	February 2016	Completed
10 <sup>th</sup> to Highland	September 2016	Completed
PA System	November 2016	June 2017
<b>Vehicle Maintenance Facility</b>		
Modification Work	May 2016	April 2017
<b>Project Closeout with FTA</b>		
After-Study	April 2017	April 2017

**III. SAFETY**

The project team considers safety to be the utmost priority. As such, the entire project team works towards a “no-lost time” goal on a daily basis. Below is a breakdown of the hours achieved with zero lost time due to injuries:

	Through December 2016
<b>E Street Corridor</b>	
Corridor Construction including final Work	425,441
10 <sup>th</sup> to Highland	19,893
PA System	1,120
<b>Vehicle Maintenance Facility</b>	65,170
<b>Total</b>	511,624

#### IV. PROJECT BUDGET AND COST

The project continues to be within budget. We currently have zero open claims on the project. A breakdown of the project costs and projections is detailed in the following tables:

**Total Project Budget Summary**  
**Budget as of December 31, 2016**

Approved Budget	\$191,706,000
Cost to Date	\$186,149,681
Estimate to Complete	
Corridor Project	\$ 2,194,297
10 <sup>th</sup> to Highland	\$ 324,645
Estimate at Completion	\$188,668,624

Budget By Contract Packages 31-Jan-2017	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	( Contract Award + Approved Changes)	Expenditure Authorization Remaining	(Approved Current Budget- Committed)	Forecast			
								Committed		Remaining Contingency	Potential Uses of Contingency			
											Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion	
<b>BRT Construction</b>														
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.4%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595	
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000	
Other Direct Payments			48,401	57,557		57,557	-	57,557	(9,156)	(57,557)	-	-	57,557	
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991	
PA System				150,341		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263	
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	75,000	75,000	167,500	
<b>BRT Design</b>														
Parsons	19,193,400	17,849,400	18,097,876	19,040,051	107.1%	16,464,092	2,758,926	19,223,018	(1,125,142)	(1,373,618)	-	-	19,223,018	
PA System				71,300		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300	
Miscellaneous Work				-		-	-	-	-	-	-	-	-	
<b>VMF Construction</b>														
USS Cal Builders	5,370,000	8,131,000	14,498,152	14,539,965	181.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	100,000	-	14,635,135	
Regency Pacific				240,277		697,000	-	697,000	(697,000)	(697,000)	69,700	-	766,700	
<b>VMF Design</b>														
STV	1,007,600	1,007,600	1,418,132	1,911,795	191.6%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	-	-	1,999,756	
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800	
<b>Vehicles Design &amp; Manufacturing-N.F.</b>	16,628,000	16,628,000	15,978,093	15,211,154	92.5%	15,483,572	(272,418)	15,211,154	766,939	1,416,846	-	-	15,211,154	
Other Vehicle Equipment			318,853	173,484		318,853	(145,369)	173,484	145,369	(173,484)	-	-	173,484	
<b>ROW Acquisition Services-SANBAG</b>	6,532,000	10,357,000	11,738,400	11,418,850	110.3%	10,971,135	447,715	11,418,850	319,550	(1,061,850)	-	-	11,418,850	
<b>3rd Party Utilities Design &amp; Reloc.</b>		1,003,000	1,157,223	1,106,705	110.3%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205	
<b>Project Admin. And Management</b>														
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303	
Other														
IPMO	17,624,000	15,012,450	14,722,701	14,918,810	99.4%	15,006,001	-	15,006,001	(283,300)	6,449	-	-	15,006,001	
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-	
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	374,686	37.5%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864	
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239	
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	(25,000)	-	464,000	1,463,000	-	-	-	
Start-Up	720,000	720,000	700,000	-	0.0%	264,866	-	264,866	435,134	455,134	10,000	-	274,866	
<b>Sub-Total</b>	<b>177,676,000</b>	<b>173,633,000</b>	<b>188,431,091</b>	<b>181,981,282</b>	<b>104.8%</b>	<b>151,563,275</b>	<b>32,167,917</b>	<b>183,731,192</b>	<b>4,699,899</b>	<b>(10,098,192)</b>	<b>369,388</b>	<b>75,000</b>	<b>184,175,579</b>	
<b>Unallocated Contingency</b>	<b>14,030,000</b>	<b>18,073,000</b>	<b>4,255,511</b>					<b>10,098,192</b>		<b>7,974,808</b>			<b>7,530,421</b>	
<b>10th to Highland Projected Costs</b>			<b>4,484,121</b>	<b>4,168,399</b>	<b>93.0%</b>	<b>4,323,540</b>	<b>160,581</b>	<b>4,484,121</b>	<b>-</b>	<b>(4,484,121)</b>	<b>8,924</b>	<b>-</b>	<b>4,493,045</b>	
<b>Remaining Unallocated Contingency</b>													<b>3,037,376</b>	
<b>Total</b>	<b>191,706,000</b>	<b>191,706,000</b>	<b>188,659,700</b>	<b>186,149,681</b>	<b>97.1%</b>								<b>191,706,000</b>	

**IPMO/sbX Project Cost Report**  
**Period Ended 31-Jan-2017**

Description	Current Budget	Approved Current Budget	Authorized for Expenditure	Expenditures		Remaining Budget	Committed		Estimate to Complete	Estimate at Completion	Budget Forecast Variance
				\$	%			%			
BRT Construction	\$ 84,637,000	\$ 84,637,000	\$ 87,876,664	\$ 81,585,284	96.4%	3,051,716	\$ 82,081,518	97.0%	\$ 206,388	\$ 82,287,905	\$ 2,349,095
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,498,152	\$ 14,780,242	181.8%	(6,649,242)	\$ 15,232,135	187.3%	\$ 169,700	\$ 15,401,835	\$ (7,270,835)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 16,296,946	\$ 15,384,638	92.5%	1,243,362	\$ 15,384,638	92.5%	\$ -	\$ 15,384,638	\$ 1,243,362
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,738,400	\$ 11,418,850	110.3%	(1,061,850)	\$ 11,418,850	110.3%	\$ -	\$ 11,418,850	\$ (1,061,850)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,157,223	\$ 1,106,705	110.3%	(103,705)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (221,205)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 18,097,876	\$ 19,111,351	107.1%	(1,261,951)	\$ 19,306,018	108.2%	\$ 8,300	\$ 19,314,318	\$ (1,464,918)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,445,932	\$ 1,930,175	191.6%	(922,575)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (1,011,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 37,319,898	\$ 36,664,038	107.8%	(2,644,038)	\$ 37,114,273	109.1%	\$ 10,000	\$ 37,124,273	\$ (3,104,273)
Allocated Contingency (Construction Contract)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
<b>SUB-TOTAL</b>	<b>\$ 173,633,000</b>	<b>\$ 173,633,000</b>	<b>\$ 188,431,091</b>	<b>\$ 181,981,282</b>	<b>104.8%</b>	<b>(8,348,282)</b>	<b>\$ 183,731,192</b>	<b>105.8%</b>	<b>444,388</b>	<b>184,175,579</b>	<b>(10,542,579)</b>
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ 4,255,511	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,493,045	\$ 4,484,121	\$ 4,168,399	92.8%	324,645	\$ 4,323,540	96.2%	\$ 324,645	\$ 4,493,045	\$ -
<b>TOTAL</b>	<b>\$ 191,706,000</b>	<b>\$ 191,706,000</b>	<b>\$ 188,659,700</b>	<b>\$ 186,149,681</b>	<b>97.1%</b>	<b>\$ 10,049,363</b>	<b>\$ 188,054,732</b>	<b>98.1%</b>	<b>\$ 769,033</b>	<b>\$ 188,668,624</b>	<b>\$ 7,530,421</b>





1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #         E4        

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Wendy Williams, Director of Marketing & Planning

**SUBJECT:** **OMNICONNECTS FY2019-2025 SRTP KICK OFF**

### **FORM MOTION**

Receive and file this kick-off/status report for Omnitrans' next Short-Range Transit Plan (SRTP), OmniConnects FY2019-2025.

*This item was reviewed by the Plans and Programs Committee at its March 21, 2017 meeting, and recommended for receipt and file.*

### **BACKGROUND**

Short-Range Transit Plans (SRTPs) are essentially 5-7 year business plans for a transit agency. Omnitrans current SRTP is the OmniConnects SRTP covering FY2015-2020. It was adopted by the Board of Directors in May 2014. A current SRTP is required by the Federal Transit Administration in order to receive federal funding. Grant applications often require that proposed services or projects be included in the current SRTP before they are considered in a grant or in order for some level of scoring on a grant application.

The key components of an SRTP are:

1. **Establish, Modify or Reaffirm Agency Goals, Key Performance Indicators and Service Warrants and Standards.**
2. **Gathering and Documenting Public & Stakeholder Feedback.**
3. **Evaluation of the Service Area:** Recent and planned land use changes; travel patterns; population; population density; senior, disabled and student populations; employment; employment density; types of employment; income and poverty levels and related measures and trends.
4. **Evaluation of Omnitrans Existing Services:** Detailed evaluation on all aspects of Omnitrans Family of Services at the route, sub-route and stop level compared to established standards and peer trends.
5. **Evaluation of Partner Services**

6. **Unconstrained Operating & Capital Plan:** Development of services and projects that would be anticipated to meet performance standards and service warrants regardless of funding. These are used to prioritize services and projects and also for grant funding support.
7. **Financial Plan:** Development of revenue and cost projections for FY2019-2025 in collaboration with SBCTA.
8. **Fare Policy:** Planned changes in fares or fare technology.
9. **Constrained Operating & Capital Plan:** Prescribed implementation plan for each fiscal year covered in SRTP, based on funding availability and priorities from the unconstrained plans.
10. **Sustainability Plan:** Evaluation of environmental, economic and sociocultural sustainability.
11. **Title VI Compliance Evaluation:** Inherently part of each step of the SRTP process, Omnitrans must verify compliance with Title VI of the Civil Rights Act of 1964.

Some key elements that will get specific detailed evaluation within this SRTP will include:

- How to proceed if ridership continues to decline,
- Implementation of the Arrow commuter rail service including standards, KPIs and resulting changes in local bus service,
- Implementation of the West Valley Connector rapid transit line and resulting changes in local bus service;
- Fare policy technology;
- Bus technologies; and
- Alternative service delivery/mobility models.

The SRTP builds on many guiding documents from regional entities including the San Bernardino County Transportation Authority (SBCTA) and the Southern California Association of Governments (SCAG), in addition to Omnitrans’ adopted Strategic Plan. The SRTP is led by the Service Planning Section of the Marketing and Planning Department, but is truly an Agency-wide effort that touches many aspects of the Agency.

While Omnitrans own internal SRTP process began with data collection in January 2017, it is time to reach out to cities, stakeholders and the public in order to establish the needs and wants of the communities Omnitrans serves. Omnitrans anticipates that the FY2019-2025 SRTP will be completed in late FY2018 in time for phase one implementation in FY2019.

The high level SRTP schedule is:

High Level SRTP Timeline	FY2017		FY2018			
	Q3	Q4	Q1	Q2	Q3	Q4
Data Collection, & Analysis						
Public, Stakeholder, City, Partner Input						
Unconstrained, Constrained & Financial Plans						
Final Draft Plan and Public Hearings						
Approval & Implementation						

The key next steps are gathering input and using that to confirm goals. Key input sessions will include:

- **Invitation to meet with all cities** individually to discuss transit needs in their cities. Letter will be sent to city managers in mid-April. Omnitrans proposes discussing service levels in each city, potential partnerships including Affordable Housing Sustainable Community (AHSC) grant partnership, the passenger amenity program.
- **Public Hearing/Listening Sessions will be held in mid-May.** Omnitrans staff will hold a series of Public Hearings/Listening Sessions in both formal locations and at each transit center in our service area in order to gather public feedback.
- **Stakeholders:** Omnitrans will also reach out to key stakeholder agencies for feedback, including the use of SBCTA's Public and Specialized Transportation Advisory and Coordination Council to reach out to advocates for seniors and the disabled.

Omnitrans' Marketing-Planning staff is also available to meet with other stakeholders to discuss transit needs moving forward on an as needed basis.

The FY2015-2020 SRTP was based on seven key goals:

1. Deliver safe, reliable, clean, frequent, convenient, comfortable and equitable service.
2. Enhance Omnitrans' network design to increase ridership and minimize costs by reducing redundancy.
3. Minimize impact to existing riders while seeking opportunities to expand ridership.
4. Support the local economy by providing connections to where people want to go.
5. Maximize cost recovery while charging a fair fare.
6. Support initiatives that are financially and environmentally sustainable in the short and long term.
7. Expand, maintain and improve existing vehicles, facilities, and passenger amenities.

Staff is evaluating these goals and currently plans to propose a technology themed goal. Staff also will propose splitting goals two and three to create distinct ridership and cost effectiveness goals. Should Omnitrans receive comment about goals at the city or public meetings, or from stakeholders, Omnitrans may propose additional changes to these goals.

At the next Plans and Programs Committee Meeting, Omnitrans will present the outcome of the meetings, data collection and analysis, and the goals for approval so that the SRTP planning effort can move forward.

## **CONCLUSION**

By receiving and filing this SRTP update and kick-off, Omnitrans staff can move forward with gathering feedback from Joint Powers Agreement (JPA) member entities, the public and stakeholders while also providing the Board and Committee the opportunity to comment on the schedule and key items to be evaluated in this SRTP.

PSG:WW:JB



1700 W. Fifth St.  
 San Bernardino, CA 92411  
 909-379-7100  
 www.omnitrans.org

ITEM #           E5          

**DATE:** April 5, 2017  
**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Maurice A. Mansion, Treasury Manager  
**SUBJECT: FISCAL YEAR 2017-2018 BUDGET ASSUMPTIONS**

**FORM MOTION**

Approve the assumptions listed below to develop the Operating and Capital Budgets for Fiscal Year 2017 - 2018.

*This item was reviewed by the Administrative and Finance Committee at its March 9, 2017 meeting and recommended for approval by the Board of Directors.*

**BACKGROUND**

A critical component in the development of the Agency’s budget is the development of budget assumptions. This information was obtained through research performed and includes searches on the Internet, review of Agency data, including the Service Plan assumptions and the Teamsters’ and the Amalgamated Transit Union’s Memorandums of Understanding.

Maintenance and Administrative/Support Unit (Teamsters)	Effective Date
MOU End	June 30, 2021
Wage increase: Based on contract negotiation	2.75%
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	July 1, 2016
Single: 100%; Plus 1: 90%; Family: 70% of medical premium	
Source: MOU effective July 1, 2016 through June 30, 2021	

Coach Operators (ATU)	Effective Date
MOU End	March 31, 2019
Wage increase: Based on contract negotiation	2.75%
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	April 1, 2016
Single: 100%; Plus 1: 85%; Family: 65% of medical premium	
Source: MOU effective April 1, 2016 through March 31, 2019	

Management /Confidential	Effective Date
Pay for Performance: In accordance with Personnel Policy Manual	FY 2017-18
Benefit Package: In accordance with Personnel Policy Manual	FY 2017-18
Source: Omnitrans Human Resources	

Insurance	Effective Date
Workers' Compensation SIR/IBNR – Stays constant based on Actuarial Analysis	Fiscal Year 2017
SDI: .9%	FY 2017-18
FICA-Medicare 1.45%	FY 2017-18
Source: Omnitrans Finance Department	

CalPERS	Effective Date
12.464% Employer Contribution (2% @55 Plan and 2% @62 Plan) – Miscellaneous Plan	FY 2017-18
Employee contribution covered in employee's wages	
Source: Omnitrans Finance Department	

Unemployment	Effective Date
Annual average expected to remain at 5.2%	December 2016
Source: U.S. Department of Labor Riverside/San Bernardino/Ontario CA Metropolitan Statistical Area <a href="http://www.bls.gov/eag/eag.ca_riverside_msa.htm">http://www.bls.gov/eag/eag.ca_riverside_msa.htm</a>	

Energy /Fuel Costs /Other Credits	Effective Date
CNG Fuel: \$.59/therm for FY 17-18	FY 2017-18
Source: Finance Department	
Unleaded Fuel: \$2.64/gallon for FY 17-18	FY 2017-18
Source: Finance Department	
ADA Medi-Cal Reimbursement: \$1,500,000 for FY 17-18	FY 2017-18
Source: State of California Reimbursement	

Consumer Price Index	Effective Date
Inflation of about 2.1%	January 2017
Source: U.S. Department of Labor <a href="http://www.bls.gov/eag/eag.ca_riverside_msa.htm">http://www.bls.gov/eag/eag.ca_riverside_msa.htm</a>	

**CONCLUSION**

Approval of the budget assumptions will allow Omnitrans to develop the budget for Fiscal Year 2018, which will be presented to the Board of Directors for approval in May.

PSG:DW:MM



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #         E6        

**DATE:** April 5, 2017  
**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Jennifer M. Sims, Director of Procurement  
**SUBJECT: AUTHORIZE RELEASE - IFB-ITS17-78  
KRONOS WORKFORCE TIMEKEEPER LICENSING AND  
MAINTENANCE**

**FORM MOTION**

Authorize the CEO/General Manager to release Invitation for Bids IFB-ITS17-78 for the provision of Kronos Workforce Timekeeper Licensing and Maintenance for a three (3) year base period and two (2) single option years.

**BACKGROUND**

Kronos Workforce Timekeeper (Kronos) is a time and attendance system used to collect the timekeeping information and administration of medical leaves. Omnitrans must maintain the software and licensing to ensure the accurate and compliant collection of data.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements exceeding \$100,000. The Independent Cost Estimate for this project is \$138,142.

**FUNDING SOURCES**

The cost associated with this procurement is budgeted in the IT Department's Operating budget as follows:

Department           1320  
Expenditure Code   505170

\_\_\_\_\_ Verification of Funding Source and Availability of Funds  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this solicitation, Omnitrans will have the ability to extend licensing for timekeeping software.

PSG:JMS:CVM



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E7          

**DATE:** April 5, 2017  
**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Jennifer M. Sims, Director of Procurement  
**SUBJECT: AUTHORIZE RELEASE – IFB-MKP17-79, PROMOTIONAL ITEMS**

**FORM MOTION**

Authorize the CEO/General Manager to release Invitation for Bids IFB-MKP17-79 for the provision of Promotional Items for a three (3) year base period and two (2) single year options.

**BACKGROUND**

As part of Omnitrans’ marketing outreach efforts, the Agency offers an array of promotional items such as pens, pencils, backpacks, coffee mugs, etc. to promote services to customers, community members, stakeholders and industry members at conferences, fairs and public outreach events.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for good/services exceeding \$100,000. The Independent Cost Estimate for this project is \$451,200, if all options are exercised.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the various department’s Operating budget as follows:

Department Number	Various
Expenditure Code	509080 and 509260

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A



**CONCLUSION**

By proceeding with this solicitation, Omnitrans will have logo items to promote Omnitrans at conferences, events and venues.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E8          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-ITS17-49  
VARIABLE MESSAGE SIGN MAINTENANCE, INSPECTION AND  
TESTING**

**FORM MOTION**

Authorize the CEO/General Manager to release Invitation for Bids IFB-ITS17-49 for the provision of Variable Message Sign (VMS) Maintenance, Inspection and Testing for a three (3) year base period and two (2) single year options.

**BACKGROUND**

Thirty-five VMSs have been installed at the San Bernardino Transit Center and along the sbX Corridor to display NextBus real-time bus prediction information. Recent weather conditions have caused a number of VMS failures prompting the need for monthly inspection, functional testing, repair and reporting.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for good/services exceeding \$100,000. The Independent Cost Estimate for this project is \$155,152, if all options are exercised.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Information Technology Department's Operating budget as follows:

Department Number	1320
Expenditure Code	505170

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – Technology Optimization

**CONCLUSION**

By proceeding with this solicitation, Omnitrans will maintain the variable message signs and continue to provide real-time passenger information to passengers at the San Bernardino Transit Center and along the sbX Corridor.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E9          

**DATE:** April 5, 2017  
**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Jennifer M. Sims, Director of Procurement  
**SUBJECT: AUTHORIZE RELEASE – RFP-FIN18-01  
BANKING AND MERCHANT SERVICES**

**FORM MOTION**

Authorize the CEO/General Manager to release Request for Proposals RFP-FIN18-01 for the provision of Banking and Merchant Services for a three (3) year base period and two (2) single option years.

**BACKGROUND**

Omnitrans utilizes the services of qualified financial institutions to provide banking and merchant services including online services, lines of credit, tax deposit services, deposits, stop payments, debit and credit card processing, and other general banking and merchant services. These services are due to expire September 30, 2017.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Requests for Proposals for procurements for good/services exceeding \$100,000. The Independent Cost Estimate for this project is \$235,915, if all options are exercised.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Finance and Marketing Departments' Operating Budgets as follows:

Departments           1400, 1800  
Expenditure Codes   503060, 509250

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this solicitation, Omnitrans will have banking and merchant services in place to support its banking requirements.

PSG:JMS:CVM

ITEM #           E10          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – ITS17-52  
SAP CONSULTING SERVICES – E-RECRUITING**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract ITS17-52 to Genesis Consulting Partners, LLC (GCP) of Glen Allen, VA, for the provision of SAP Consulting Services – E-Recruiting, in the amount of \$42,000, plus a ten percent contingency of \$4,200, and a Cost Allocation Plan (CAP) of \$1,208.59 (3.27% charged on Federal portion of \$36,690) for a total not-to-exceed amount of \$47,408.59.

**BACKGROUND**

In May 2008, Omnitrans’ Board of Directors approved four phases of the Systems Applications and Products (SAP) Enterprise Resource Management (ERP) project implementation. The E-Recruiting module was implemented in Phase II of the project to provide Omnitrans with the ability to enter, track and report applicant data and the capability to track and analyze advertising tools. Functional capabilities within the SAP E-Recruiting module have not been fully realized. Omnitrans’ E-Recruiting component requires an external interface for the electronic submission of employment applications.

On November 1, 2016, staff released Request for Proposals RFP-ITS17-52 for SAP Consulting Services – E-Recruiting. The RFP was posted on Omnitrans’ online bidding system. Four (4) proposals were received by the January 11, 2017 deadline and all were deemed responsive.

The following firms were evaluated in accordance with the selection criteria included in the RFP and are ranked from highest score to lowest score:

Selection Criteria	Total Points Possible	Genesis Consulting Partners, LLC of Glen Allen, VA	TMR Management Group, Inc. of Harrisburg, PA	3Nity, LLC of Suwanee, GA	CrowdPlat, Inc. of Milpitas, CA
Quality of the Firm	30	25.00	24.50	18.00	16.00
Quality of Work	30	24.50	22.00	12.00	9.00
Experience	30	22.00	23.00	10.00	8.00
<b>Technical Score</b>	<b>90</b>	<b>71.50</b>	<b>69.50</b>	<b>40.00</b>	<b>33.00</b>

The two highest ranking firms were found to be within the competitive range and advanced to the next level of evaluation. Pricing was opened and formula scores applied as follows:

Selection Criteria	Total Points Possible	Genesis Consulting Partners, LLC of Glen Allen, VA	TMR Management Group, Inc. of Harrisburg, PA
Technical Score	90	71.5	69.50
Cost/Price	10	10.00	9.30
<b>Totals</b>	<b>100</b>	<b>81.50</b>	<b>78.80</b>

Clarifications were requested from both firms and technical scores re-evaluated accordingly before staff requested Best and Final Offers. TMR Management Group reduced their price by \$1,200. Below are the revised scores ranked from highest to lowest:

Selection Criteria	Total Points Possible	Genesis Consulting Partners, LLC	TMR Management Group, Inc.
Technical Total	90	75.50	67.00
BAFO Cost/Price	10	10.00	9.60
<b>Final Total Score</b>	<b>100</b>	<b>85.50</b>	<b>76.60</b>

GCP ranked highest technically, provided the best overall value and provided the most comprehensive work plan. The firm offers specific experience with the implementation of E-Recruiting modules.

Award is recommended to the highest technical, lowest cost, responsive, responsible proposer. GCP's proposed pricing of \$42,000 is \$8,400 more than the Independent Cost Estimate (ICE) of \$33,600. The ICE was based on historic rates paid on similar SAP consultant contracts. GCP's lump sum pricing is the lowest competitive proposal and therefore deemed fair and reasonable.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in Omnitrans’ Capital budget as follows:

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-90-Z112	2017	E-Recruiting	D1422007F	\$38,168.59
Prop 1B	Prop 1B	2013	E-Recruiting	D1322022B	\$ 9,240.00

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – Strategic Initiative 6 – Workforce Development.

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to provide an external interface to for electronic submission of employment applications.

PSG:JMS:KT





1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E11          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD CONTRACT ITS17-62(A-B)  
SAP CONSULTING SERVICES – SUPPLIER RELATIONSHIP  
MANAGEMENT AND RAPID MARTS**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract ITS17-62A to 3Nity, LLC (3Nity) of Suwanee, GA, for the provision of SAP Consulting Services – Supplier Relationship Management (SRM), in the amount of \$53,900, plus a ten percent contingency of \$5,390.00, and a Cost Allocation Plan (CAP) of (3.27% charged on Federal portion of \$47,432.00) \$1,551.03 for a total not-to-exceed amount of \$60,841.03.

Authorize the CEO/General Manager to award Contract ITS17-62B to Genesis Consulting Partners (GCP) of Glen Allen, VA, for the provision of SAP Consulting Services – Rapid Marts in the amount of \$34,963, plus a ten percent contingency of \$3,496.30, and a CAP of (3.27% charged on Federal portion of \$30,767.44) \$1,006.10 for a total not-to-exceed amount of \$39,465.40.

**BACKGROUND**

Omnitrans utilizes Systems, Applications and Products’ (SAP) fully integrated enterprise resource planning system. Consultant services are needed to re-configure the system following several upgrades and enhancements to provide the functionality to edit SAP contracts in support of change orders and amendments, resolve error messages, and update and re-map sales tax values.

On December 21, 2016, staff released Request for Proposals RFP-ITS17-62 for SAP Consulting Services – SRM and Rapid Marts applications. The RFP was posted on Omnitrans’ online bidding system. Three (3) proposals were received by the January 12, 2017 deadline and all were deemed responsive and evaluated according to the selection criteria included in the RFP.

The following firms proposed SAP Consulting Services – SRM and are ranked below from highest to lowest score:

Selection Criteria	Total Points Possible	3Nity, LLC of Suwanee, GA	Genesis Consulting Partners, LLC of Glen Allen, VA	TMR Management Group, Inc. of Harrisburg, PA
Qualifications of the Firm	20	15.67	16.67	16.33
Quality of Work	15	12.75	9.50	9.50
Experience	50	47.50	40.00	30.00
<b>Technical Score</b>	<b>85</b>	<b>75.92</b>	<b>66.17</b>	<b>55.83</b>
Cost/Price	15	8.74	12.35	15.00
<b>Totals</b>	<b>100</b>	<b>84.66</b>	<b>78.52</b>	<b>70.83</b>

The following firms were found to be within the competitive range and invited to submit Best and Final Offers (BAFO's). GCP reduced their consulting fees for SRM by \$1,487.

Selection Criteria	Total Points Possible	3Nity, LLC	Genesis Consulting Partners, LLC
Technical Total	85	75.92	66.17
BAFO Cost/Price	15	9.73	15.00
<b>Final Total Score</b>	<b>100</b>	<b>85.65</b>	<b>81.17</b>

3Nity ranked highest technically and provided the best overall value. This firm offers extensive experience in the delivery of similar projects and is familiar with Omnitrans' SAP SRM module. 3Nity's proposed pricing of \$53,900 is within ten percent of the Independent Cost Estimate (ICE) of \$49,000 and therefore deemed fair and reasonable.

The following firms proposed SAP Consulting Services – Rapid Marts and are ranked below from highest to lowest score:

Selection Criteria	Total Points Possible	3Nity, LLC of Suwanee, GA	Genesis Consulting Partners, LLC of Glen Allen, VA	TMR Management Group, Inc. of Harrisburg, PA
Qualifications of the Firm	20	16.00	16.67	13.33
Quality of Work	15	11.00	10.00	10.00
Experience	50	30.00	35.00	30.00
<b>Technical Score</b>	<b>85</b>	<b>57.00</b>	<b>61.67</b>	<b>53.33</b>
Cost/Price	15	15.00	8.15	6.00
<b>Totals</b>	<b>100</b>	<b>72.00</b>	<b>69.82</b>	<b>59.33</b>

All firms were found to be within the competitive range and invited to submit Clarifications and BAFO's. GCP reduced their price by \$1,487 and 3Nity reduced their price by \$2,400.

Selection Criteria	Total Points Possible	Genesis Consulting Partners, LLC	3Nity, LLC	TMR Management Group, Inc.
Technical Total	85	66.00	57.00	51.67
BAFO Cost/Price	15	7.47	15.00	4.28
<b>Final Total Score</b>	<b>100</b>	<b>73.47</b>	<b>72.00</b>	<b>55.95</b>

GCP ranked highest technically, provided the best overall value, and the most comprehensive work plan. Based on the evaluation of written proposals, the firms' qualifications, and information obtained from references, award is recommended to the highest ranking firms. Staff recommends award to 3Nity for SRM consulting services and to GCP for Rapid Marts.

GCP's proposed pricing of \$42,000 matches the ICE of \$42,000 and therefore deemed fair and reasonable.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in Omnitrans' Capital budget as follows:

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-90-Z112	2017	SRM	D1422007B	\$ 48,983.03
Prop 1B	Prop 1B	2013	SRM	D1322022B	\$ 11,858.00
FTA	CA-90-Z112	2017	Rapid Marts	D1422006F	\$ 31,773.54
Prop 1B	Prop 1B	2013	Rapid Marts	D1422000B	\$ 7,691.86
				Total	\$100,306.43

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
 (Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to generate custom reports and increase efficiencies for the Maintenance and Procurement Departments.

PSG:JMS:KT

ITEM # \_\_\_\_\_ E12 \_\_\_\_\_

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD/RESCIND – CONTRACT MNT16-109  
MISCELLANEOUS BULK OILS AND LUBRICANTS**

**FORM MOTION**

1. Authorize the CEO/General Manager to rescind award of Contract MNT16-109C to Dion & Sons, Inc., Long Beach, CA, and MNT16-109D to Safety-Kleen Systems, Inc., Richardson, TX, for the provision of Miscellaneous Bulk Oils and Lubricants; and
2. Authorize the CEO/General Manager to award Contract MNT16-109F to The Soco Group, Inc. of Perris, CA, for the provision of Miscellaneous Bulk Oils and Lubricants. Contract duration shall be for a three (3) year base period beginning April 7, 2017 and ending December 6, 2019.

**BACKGROUND**

On December 7, 2016, Omnitrans Board of Directors originally approved the award of Contracts MNT16-109(B-E). On January 9, 2017, M.O. Dion and Sons' Sales Manager notified Omnitrans of their intent to withdraw their bid award of Contract MNT16-109C due to the bid being submitted by an unauthorized representative. On January 31, 2017, Omnitrans received a letter from Safety-Kleen Systems, Inc. requesting the withdrawal of their bid due to the firm's inability to adhere to contractual requirements. Staff recommends rescinding both awards and is working with General Counsel to strengthen language in the solicitations to prevent recurrence. Award is recommended to The Soco Group, Inc. as the next lowest bidder for both Automatic Transmission Fluid and Hydraulic Fluid.

Oil companies no longer honor fixed pricing. As a result, the IFB was designed to meet the fluctuating market pricing by having each bidder establish a fixed margin (profit/discount) and delivery charge by product. A copy of an invoice or statement from the bidder's supplier will be used to establish a margin that the bidder cannot exceed for the contract period. A bench of Contractors will be established per product. Pricing shall remain fixed for a six month period.

Thereafter, unit price(s) may be adjusted, either up or down, every six months after award, reflecting the change in the Consumer Price Index (CPI).

Listed below is the per-gallon price:

Product	*Total Price Per Gallon
<b>Automatic Transmission Fluid</b>	
The SoCo Group, Inc. of Perris, CA	\$27.44
**Rosemead Oil Products, Inc., Santa Fe Springs, CA	\$27.69
<b>Hydraulic Fluid</b>	
The SoCo Group, Inc. of Perris, CA	\$5.16
**Rosemead Oil Products, Inc., Santa Fe Springs, CA	\$5.85

\*Pricing is inclusive of fixed margin and delivery charges.

\*\* Contract MNT16-109B originally awarded December 7, 2016. Contractor shall perform as secondary provider for the products listed above.

Award is recommended to the lowest, responsive and responsible bid.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

### **FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Maintenance Department's Operating budget as follows:

Department Number            1200  
Expenditure Codes            504120, 504130

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Short Range Transit Plan goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to perform preventative maintenance as needed on Omnitrans fleet of revenue vehicles.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           F1          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**FROM:** P. Scott Graham, CEO/General Manager

**SUBJECT: CEO/GENERAL MANAGER'S REPORT**

Omnitrans received First Place in the American Public Transportation Association's Adwheel competition for the Omnitrans and National Orange Show Event Partnership in the category of Best Marketing and Communications to Increase Ridership or Sales. Credit goes to Marketing Manager Nicole Ramos for her efforts in this award winning effort!

Omnitrans also has a new sbX commercial that will air on cable television in San Bernardino and Loma Linda, as well as in the theater in downtown San Bernardino and online at [www.omnitrans.org](http://www.omnitrans.org).

At the request of the San Bernardino County Transportation Authority (SBCTA), Omnitrans will be operating a 20-day bus bridge between the San Bernardino Depot Metrolink Station, Rialto Metrolink Station and the Fontana Metrolink Station beginning March 27. The bus bridge is required due to construction of the Metrolink extension to the San Bernardino Transit Center. Omnitrans has coordinated schedules and communication with SBCTA and Metrolink to ensure that Metrolink riders can connect to trains arriving in or departing from Fontana. From March 17 through March 29, Omnitrans has provided transportation to 2,517 Metrolink passengers.

On March 29<sup>th</sup> a meeting was held with SBCTA to review/discuss the "Arrow" Maintenance of Equipment and Operations Agreement. It is anticipated this agreement will be presented to the SBCTA Transit and Rail Committee in June and brought before the Omnitrans Board not later than September 2017.

PSG:vd



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM # \_\_\_\_\_ F2 \_\_\_\_\_

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD (BENCH) – CONTRACTS MNT17-26(A-B)  
TOWING SERVICES**

**FORM MOTION**

Authorize the CEO/General Manager to award Contracts MNT17-26A to Armada Transport, Inc. of San Bernardino, CA, and MNT17-26B to Bill & Wag’s, Inc. of Ontario, CA, for the provision of Towing Services beginning June 1, 2017 and the authority to exercise three (3) single year options tied to the Consumer Price Index (CPI), extending the contracts to no later than May 31, 2022, in an aggregate amount of \$277,729, plus a ten percent contingency of \$27,773, for a total not-to-exceed amount of \$305,502, should all option years be exercised.

**BACKGROUND**

Omnitrans utilizes contract services to provide towing services on an as-needed basis for towing of Omnitrans’ fleet of buses and support vehicles. On September 30, 2016, Omnitrans’ Board of Directors approved Resolution No. 293-16 for the adoption of parking restrictions for Omnitrans’ parking lots and the San Bernardino Transit Center (SBTC). Omnitrans requires the towing services of privately owned vehicles parked in violation of Omnitrans’ parking regulations. All fees associated with the towing of privately owned vehicles will be paid directly to the awarded contractors by the owners of the vehicles being towed.

On November 2, 2016, Omnitrans’ Board of Directors authorized the release of Request for Proposals RFP-MNT17-26 for Towing Services. Notices were published in two local newspapers of general circulation and posted on Omnitrans’ online bidding system. Four (4) proposals were received by the January 12, 2017 deadline, and three were deemed responsive and evaluated in accordance with the selection criteria included in the RFP.

Proposals are listed below from highest score to lowest score:

Selection Criteria	Total Points Possible	Armada Transport, Inc. of San Bernardino, CA	Bill & Wag’s, Inc. of Ontario, CA	Statewide Towing & Recovery, Inc. of Riverside, CA
Responsiveness	35	31.50	29.17	24.50
Quality of Work	20	17.33	17.33	13.33
Experience	20	18.00	17.33	13.33
<b>Technical Score</b>	<b>75</b>	<b>66.83</b>	<b>63.83</b>	<b>51.16</b>
Cost/Price	25	25.00	9.44	11.38
<b>Totals</b>	<b>100</b>	<b>91.83</b>	<b>73.27</b>	<b>62.54</b>

All were found to be within the competitive range and invited to submit Best and Final Offers (BAFO’s). Upon receipt of clarifications, the evaluation committee reevaluated the firms.

Selection Criteria	Total Points Possible	Armada Transport, Inc.	Bill & Wag’s Inc.	Statewide Towing & Recovery, Inc.
Technical Total	75	66.83	63.83	53.17
BAFO Cost/Price	25	25.00	18.45	14.56
<b>Final Total Score</b>	<b>100</b>	<b>91.83</b>	<b>82.28</b>	<b>67.73</b>

Proposals from Armada Transport, Inc. and Bill & Wag’s, Inc. were ranked the highest technically, proposed the most competitive pricing and best overall value. Staff recommends awarding a bench contract to Armada Transport for primary towing of Omnitrans’ fleet of buses and support vehicles and Bill & Wag’s as a secondary provider for towing of privately owned vehicles.

Armada Transport, Inc. committed to respond on a 24-7 basis and has the capabilities to tow all Omnitrans bus and support vehicles. Bill & Wag’s, Inc. has the ability to provide necessary signage or private towing and has facilities located in Ontario and Redlands, which complies with Article 1. under California Vehicle Code Section 22658, Authority to Remove Vehicles.

Award is recommended to the highest technical, lowest cost, responsive, responsible proposers. Pricing is below current contract rates and is therefore deemed fair and reasonable due to competition.

This procurement meets the requirements of Omnitrans’ Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Maintenance Department’s Operating Budget as follows:



Department                1200  
Expenditure Code        503110

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Strategic Initiative 4 – Safety & Security Collaboration.

**CONCLUSION**

By proceeding with this award, Omnitrans will ensure continued availability of towing services for Omnitrans buses, support vehicles and private vehicles parked in violation of Omnitrans' parking restrictions.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           F3          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT HRS17-56  
LEADERSHIP PROGRAMS**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract HRS17-56 to Insight Strategies, Inc. (Insight) of Torrance, CA, for the provision of Leadership Programs for a two (2) year base period beginning April 2017, and the authority to exercise three (3) single option years tied to the Consumer Price Index (CPI), extending the contract to no later than April 2022, in the amount of \$330,600, plus a ten percent contingency of \$33,060, for a total not-to-exceed amount of \$363,660, should all option years be exercised.

**BACKGROUND**

For six (6) years, Omnitrans has maintained a Leadership Action Program which includes 360° Evaluations, Dominance, Influence, Support and Compliance (DISC) profile assessments and workshops. Omnitrans is committed to enhancing leadership development for all Omnitrans employees.

On January 4, 2017, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-HRS17-56 for Leadership Programs. Notices were published in two local newspapers of general circulation and posted on Omnitrans' online bidding system. Three (3) proposals were received by the January 31, 2017 deadline, and all were deemed responsive and evaluated in accordance with the selection criteria included in the RFP.

The following are ranked from highest to lowest score:

Selection Criteria	Total Points Possible	Insight Strategies, Inc. of Torrance, CA	Boylin Management Institute of Lake Arrowhead, CA	JJA Consultants, Inc. of Fairfax, VA
Qualifications of the Firm	25	24.17	20.83	20.83
Quality of Work	20	18.67	15.33	15.67
Experience	30	29.00	24.00	24.00
<b>Total Technical Score</b>	<b>75</b>	<b>71.84</b>	<b>60.16</b>	<b>60.50</b>
<b>Price</b>	<b>25</b>	<b>18.22</b>	<b>25</b>	<b>19.41</b>
<b>Total Score</b>	<b>100</b>	<b>90.06</b>	<b>85.16</b>	<b>79.91</b>

Insight scored the highest technically. Staff conducted competitive negotiations with Insight prior to inviting a Best and Final Offer (BAFO). The firm modified their work plan to reduce the overall cost for facilitation services by \$157,500.

Insight offers over 20 years of experience in providing similar professional services in transit related environments. Their proposal demonstrated a comprehensive understanding of Leadership Programs and addressed each of the goals and expectations of the project in detail. Insight offered a diverse project team with focused areas of expertise.

Based on the evaluation of the written proposals, the firms’ qualifications, and experience, award is recommended to the highest ranking firm, Insight.

BAFO pricing is \$33,060 less than the Independent Cost Estimate of \$363,660 and is deemed fair and reasonable.

This procurement meets the requirements of Omnitrans’ Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Human Resources – Safety & Regulatory Compliance Department’s Operating Budget as follows:

Department           1600  
 Expenditure Code   503060

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
 (Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Strategic Initiative 6 – Workforce Development.

**CONCLUSION**

By proceeding with this award, Omnitrans will expand its training programs and prepare qualified internal candidates to be competitive for advancement.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           F4          

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP17-65  
FARE MEDIA PRINTING SERVICES**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MKP17-65 to Magnetic Ticket and Label Corporation of Dallas, TX, for the provision of Fare Media Printing Services for a two (2) year base period beginning June 1, 2017 with the authority to exercise three (3) single option years tied to the Consumer Price Index (CPI) ending no later than May 31, 2022, in the amount of \$180,364, should all options be exercised.

**BACKGROUND**

Omnitrans utilizes the services of qualified firms to provide the printing of magnetic bus passes and generic trim cards on an as needed basis. In addition, Omnitrans requires the printing of various categories of monthly, weekly, daily and generic bus passes to support use on ticket vending machines and fareboxes.

On February 1, 2017, Omnitrans’ Board of Directors authorized release of Invitation for Bids IFB-MKP17-65 for Fare Media Printing Services. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans’ online bidding system. Two (2) bids were received by the March 2, 2017 deadline and all bids were found to be responsive.

Listed below are the bid prices from lowest to highest:

<b>Company</b>	<b>*Total</b>
Magnetic Ticket & Label Corporation, Dallas, TX	\$ 180,364
Electronic Data Magnetics, High Point, NC	\$ 245,530

\*If all options are exercised.

Award is recommended to the lowest responsive and responsible bidder, Magnetic Ticket & Label Corporation in the amount \$180,364. The Independent Cost Estimate (ICE) of \$185,225

was based on previous contract rates. Pricing is deemed to be fair and reasonable through competition. Their performance on the current contract met Omnitrans' requirements and staff will regularly monitor the services provided.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Marketing/Planning Department's Operating Budget as follows:

Department	1400
Expenditure Code	509230

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this award, Omnitrans will continue to provide magnetic bus passes and generic trim cards.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM # \_\_\_\_\_ F5 \_\_\_\_\_

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACTS MNT17-57 (A-B)  
UNIFORM AND TEXTILE SERVICES**

### **FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT17-57A to P&P Uniforms Inc. of Riverside, CA, and Contract MNT17-57B to Aramark Uniform Services of Riverside, CA, for the provision of Uniform and Textile Services for a three (3) year base period beginning May 1, 2017, and the authority to exercise two (2) single option years tied to the Consumer Price Index (CPI) extending the contracts to no later than April 30, 2022, in the amount of \$998,561, plus a ten percent contingency of \$99,856, for a total aggregate amount not-to-exceed \$1,098,417, should all option years be exercised.

### **BACKGROUND**

Omnitrans utilizes the services of firms to provide uniform and textile services for Operations, Maintenance, Procurement, and Marketing staff. These services include the provision of uniforms, alterations and laundering services, shop towels, entry mats, fender covers, and dust mops.

On December 7, 2016, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-MNT17-57 for Uniform and Textile Services. Notices were published in two local newspapers of general circulation and posted on Omnitrans' online bidding system. Three (3) proposals were received for the Direct Purchase of Uniforms by the February 7, 2017 deadline and two (2) proposals were deemed responsive. Three (3) proposals were received for Rental of Uniforms and Textile Services by the February 7, 2017 deadline, and all were deemed responsive and evaluated in accordance with the selection criteria included in the RFP.

The following firms proposed on the Direct Purchase of Uniforms and are ranked below from highest to lowest score:

Selection Criteria	Total Points Possible	P&P Uniforms, Inc. of Riverside, CA	G&K Services of Ontario, CA
Qualifications of the Firm	15	10.75	10.50
Quality of Work	40	37.33	30.00
Experience	20	16.00	15.00
<b>Total Technical Score</b>	<b>75</b>	<b>64.08</b>	<b>55.50</b>
<b>Price/Cost</b>	<b>25</b>	<b>25</b>	<b>22.43</b>
<b>Total Direct Purchase Score</b>	<b>100</b>	<b>89.08</b>	<b>77.93</b>

Staff conducted competitive negotiations with the following firms before inviting Best and Final Offers (BAFO's). Through the negotiation process, the scope of work was expanded to include uniform jackets and scarfs for Coach Operators through the negotiation process between Omnitrans and Amalgamated Transit Union (ATU). All firms held their pricing.

The following firms proposed on the Rental of Uniforms and Textile services and are ranked below from highest to lowest score:

Selection Criteria	Total Points Possible	Aramark Uniform Services of Riverside, CA	G&K Services of Ontario, CA	P&P Uniforms, Inc. of Riverside, CA
Qualifications of the Firm	15	12.00	10.50	10.25
Quality of Work	40	32.00	29.33	25.33
Experience	20	15.33	15.00	14.67
<b>Total Technical Score</b>	<b>75</b>	<b>59.33</b>	<b>54.83</b>	<b>50.25</b>
<b>Cost/Price</b>	<b>25</b>	<b>20.82</b>	<b>25.00</b>	<b>14.14</b>
<b>Total Rental Score</b>	<b>100</b>	<b>80.15</b>	<b>79.83</b>	<b>64.39</b>

In accordance with the solicitation, staff conducted competitive negotiations with all firms before inviting BAFO's. All firms held their original pricing.

P&P Uniforms scored the highest and proposed the overall lowest pricing for Direct Purchase of Uniforms. P&P's work plan is comprehensive and illustrates the firm's experience and ability to provide uniform rentals. P&P Uniforms is the current provider for direct purchase of uniforms and their performance and service has been found to be satisfactory.

Aramark Uniform Services ranked the highest for rental of uniforms, shop towels, entry mats, fender covers and dust mops. Aramark provides uniform rental services to more than 300,000 customer accounts and has over 228 service locations. The quality of the uniforms submitted by the firm met Omnitrans' expectation.



Pricing is deemed fair and reasonable as the recommended combined competitive pricing of \$998,561 is within ten percent of the Independent Cost Estimate of \$954,534, which was based on current contract pricing established in 2012.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in various Departments' Operating Budget as follows:

Department	Various
Expenditure Code	504230

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.  
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this award, Omnitrans will continue to provide uniform and textile services throughout the Agency.

PSG:JMS:KT



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #         F6        

**DATE:** April 5, 2017

**TO:** Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AMENDMENT 3 - CONTRACT MNT12-12  
MAINTENANCE AND REPAIR OF LIQUEFIED COMPRESSED  
NATURAL GAS (LCNG) FACILITIES**

### **FORM MOTION**

Authorize the CEO/General Manager to execute Amendment 3 to Contract MNT12-12 for Maintenance and Repair of LCNG Facilities to Clean Energy of Seal Beach, CA, to extend services on a month-to-month basis through August 31, 2017, modify scope of work to include equipment, and increase the contract by \$349,968 for a new not-to-exceed amount of \$1,903,623.

### **BACKGROUND**

On April 4, 2012, Omnitrans' Board of Directors approved award of Contract MNT12-12 to Clean Energy to provide maintenance and repair services to Omnitrans' LCNG equipment located at the East Valley and West Valley facilities for three base years and two single option years. All option years have been exercised and the contract is due to expire April 30, 2017.

Omnitrans is in the process of converting to a Compressed Natural Gas (CNG) pipeline at both facilities. Once the pipeline is operational, the services under this contract will no longer be required. Amendment 3 would extend the contract on a month-to-month basis until the pipeline is in operation. The original agreement did not include equipment (cold and warm ends). This amendment adds new and rebuilt equipment to the agreement. Outstanding invoices for cold and warm ends already installed total \$70,800.

Clean Energy has agreed to hold the monthly maintenance fee through August 31, 2017. A cost analysis was conducted on the equipment. Price is deemed fair and reasonable as the unit pricing is 17% less than the Independent Cost Estimate (ICE) and 42% less than the manufacturer's list price.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Maintenance Department's Operating Budget, as follows:

Department            1200  
Expenditure Code    505060

\_\_\_\_\_            Verification of Funding Source and Availability of Funds.  
                          (Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – N/A

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to maintain its fueling equipment until the CNG pipeline is available.

PSG:JMS:CMV