



**ADMINISTRATIVE AND FINANCE COMMITTEE**  
**THURSDAY, MAY 9, 2019– 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5TH STREET**  
**SAN BERNARDINO, CA 92411**

The 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 Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. 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. Pledge of Allegiance
2. Roll Call

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: Thursday, June 13, 2019, 8:00 a.m.  
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 Administrative & Finance Committee, 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**

Disclosure – Note agenda items 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 in the appropriate item.

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**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – April 11, 2019 4
2. Receive and Forward to the Board of Directors the Management Plan Strategic Initiatives and Key Performance Indicators, Fiscal Year 2019 Third Quarter Reports – *P. Scott Graham* 8
3. Recommend the Board of Directors Approve the New Position of Rail Operations Analyst and Update to Policy 402 – *Suzanne Pfeiffer* 19
4. Recommend the Board of Directors Authorize the CEO/General Manager to Award Contract MKP19-64, Architectural and Engineering Services, Bus Stop Improvements– *Eugenia Pinheiro* 27

**F. ADJOURNMENT**



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

ITEM #           D1          

**DATE:** May 9, 2019

**TO:** Committee Chair Sam Spagnolo and  
 Members of the Administrative and Finance Committee

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**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 Administrative & Finance Committee Meeting scheduled May 9, 2019.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#E4	Authorize Award Contract MKP19-64 Architectural and Engineering Services – Bus Stop Improvements	<i>Hernandez, Kroone &amp; Associates,            Inc.            San Bernardino, CA            Richard Hernandez            Principal/Project Manager</i>	<i>VCA Engineers,            Inc.              C Below            Subsurface            Imaging</i>

PSG:EFP



## 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**

1. 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: \_\_\_\_\_

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2. 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: \_\_\_\_\_

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3. 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**

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

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2. I have a financial interest of \_\_\_\_\_  
State income, real property interest or business position  
 \_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

Board Member Signature
Date

ITEM #     E1    

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, APRIL 11, 2019**

**A. CALL TO ORDER**

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:01 a.m., Thursday, April 11, 2019.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair  
Mayor Pro Tem David Avila, City of Yucaipa  
Council Member Ron Dailey, City of Loma Linda  
Council Member John Roberts, City of Fontana  
Council Member Alan Wapner, City of Ontario  
Supervisor Curt Hagman, County of San Bernardino

**Omnitrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Trischelle Baysden, Director of Rail  
Shawn Brophy, Director of Operations  
Jacob Harms, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Connie Raya, Director of Maintenance  
Doug Stanley, Director Special Transportation Services  
Wendy Williams, Director of Marketing-Planning  
Jeremiah Bryant, Service Planning Manager  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Adrienne Fernandez, Executive Staff Assistant  
Maurice Mansion, Treasury Manager  
Eugenia Pinheiro, Contracts Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, May 9, 2019, 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.

### **E. DISCUSSION ITEMS**

#### 1. Approve Administrative & Finance Committee Minutes February 14, 2019

M/S (Hagman/Roberts) that approved the Committee Minutes of February 14, 2019. Motion was passed unanimously by Members present.

#### 2. Recommend the Board of Directors Approve Updates to Policy 402 for Years 2012-2019

Director of Human Resources, Suzanne Pfeiffer, presented a brief background on this item as detailed in the staff report.

M/S (Roberts/Hagman) that recommended Board of Directors approve updates to Policy 402 for Years 2012-2019. Motion was passed unanimously by Members present.

#### 3. Recommend to the Board of Directors Approve Proposed Fiscal Year 2020 Management Plan

CEO/General Manager, P. Scott Graham, reviewed the 5 Strategic Initiatives included in the FY2020 Management Plan.

1. Customer Focused Service and Development
2. Safety & Security
3. Employee Engagement and Development
4. Innovation and Technology
5. Financial Stability and Funding Growth

Chairman Dailey informed that the Ad Hoc Committee would be meeting in the coming weeks and stated that Strategic Initiative #5, Financial Stability and Funding would be the primary topic for discussion. He asked if any other point or initiative should be included in the conversation. CEO/General Manager, P. Scott Graham responded that the idea is for the Committee to discuss Omnitrans' financial situation and the projected deficit. He suggested that alternative revenue sources be looked at such as Bus Rapid Transit (BRT) funds as a way to secure future funding.

Member Wapner did not support the idea of utilizing funding approved by the SBCTA and Omnitrans Boards for a specific project and moving the funds towards a different project. He also expressed concern with a recommendation being discussed at the Ad Hoc that has

not been previously discussed with each respective Board.

A discussion ensued regarding the sbX line productivity levels.

Member Roberts suggested perhaps re-routing the sbX line to the West Valley corridor. The Committee engaged in a discussion regarding regulations associated with Federal Transportation Administration grant funding.

Member Wapner noted that he is not opposed to the sbX line, however, does not support utilizing funding assigned to one project to fund a different one.

Supervisor Hagman referred to electrification and recommended that staff explore various options to ensure the Agency is moving forward with technology and that the vehicle selected is efficient and sustainable long term.

M/S (Hagman/Roberts) recommended the Board of Directors Approve Proposed Fiscal Year 2020 Management Plan. Motion was passed unanimously by Members present.

4. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2019-2020 Annual Budget

Treasury Manager, Maurice Mansion, presented a brief background on this item as detailed in the staff report.

Members Wapner and Avila left the meeting at 9:00 a.m. during the discussion on Item #E4.

Member Dailey had a question regarding the decrease in operating revenues. He also asked about the increase in salary and benefit costs. Lastly, Member Dailey asked for clarification regarding the “occupancy” expense category. Mr. Mansion provided additional information and answered the questions raised.

M/S (Roberts/Hagman) that recommended the Board of Directors adopt the Omnitrans Fiscal Year 2019-20 Annual Budget. Motion was passed unanimously by Members present.

5. Recommend the Board of Directors Authorize the CEO to Award Contract MKP19-19, Advertising and Design Services

Contracts Manager, Eugenia Pinheiro, presented a brief background on this item as detailed in the staff report.

M/S (Hagman/Roberts) that recommended the Board of Directors authorize the CEO/General Manager to award Contract MKP19-19 to Celtis Ventures, Inc. (Celtis) of Redondo Beach, CA, for the provision of Advertising & Design Services for a three (3) year base period beginning July 1, 2019 and ending June 30, 2022, with the authority to

exercise two (2) single option years ending no later than June 30, 2024, for a total not-to-exceed amount of \$3,501,653, should all options be exercised. Motion was passed unanimously by Members present.

**F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 9:10 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 9, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Araceli Barajas, Sr. Executive Asst.to the CEO  
Clerk of the Board

ITEM #           E2          

**DATE:** May 9, 2019

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

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

**SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY  
PERFORMANCE INDICATORS FISCAL YEAR 2019 THIRD QUARTER  
REPORTS**

**FORM MOTION**

Receive and forward to the Board of Directors the Management Plan Strategic Initiatives and Key Performance Indicators, Fiscal Year 2019 Third Quarter Reports.

**BACKGROUND**

In May 2018, the Board of Directors approved five Strategic Initiatives for Fiscal Year 2019. These initiatives were developed through a collaborative process with the Senior Leadership Team and align with the Agency goals, Omnitrans Short Range Transit Plan, as well as San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress of each performance indicator defined in the Strategic Initiatives is reported to the Board of Directors quarterly. (Attachment A) Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators report to present to the Board. The attached report is the Third Quarter Report for Fiscal Year 2019. (Attachment B)

**CONCLUSION**

Receive and forward to the Board of Directors the 2019 Management Plan Strategic Initiatives and Key Performance Indicators, Third Quarter Reports.

PSG

Attachments: A. Strategic Initiatives  
B. Key Performance Indicator (KPI) Report



## FY 19 Management Plan – 3rd Quarter Report

## Strategic Initiative 1 - Financial Sustainability &amp; Operational Cost Efficiencies

Strategic Actions FY19	Accountability Measures	Notes
1. Design and contract the construction of Pipeline Fueling Infrastructure at "I" Street.	100% completion of design and contract award for Pipeline/fueling infrastructure at "I" Street by Q3 (carry over from FY18).	<p>As part of the design process, it was discovered that the distance of the fuel line to the facility is problematic and cost prohibitive. As a result, this project will not go forward at this time.</p> <p>As an alternative, the East Valley Access fleet began fueling a portion of the fleet at the East Valley facility during Q2.</p> <p>On 1/21/19 (Q3) both East Valley and West Valley Access fleets began fueling at the East Valley and West Valley facilities.</p> <p>On January 25, 2019 (Q3) Purchase Order was issued to Creative Bus Sales located in Chino, CA for delivery of eighteen (18) CNG Access vehicles. Five (5) additional CNG Access vehicles scheduled for delivery in Q3 from the State of CA.</p> <p><i>Q3 Update – Access vehicles continue to fuel at Omnitrans East Valley and West Valley facilities, with savings of approximately \$100,000 since January.</i></p>
2. Develop a strategy and identify partners to begin implementation of solar energy and stored energy solutions.	100% completion of RFI for alternative energy solutions by Q1; evaluate and select solutions by Q2, award contract for selected solutions by Q3.	<p>RFI completed in Q1.</p> <p>Evaluated Alternative Solutions in Q2.</p> <p>Preparing Scope of Work for release in Q3.</p> <p>A meeting was held with Southern California Edison (SCE) on available Incentive Programs. SCE to perform a preliminary site feasibility study for bus electrification in Q3.</p> <p>SBCTA consultant staff will conduct a county-wide zero emission bus study and analysis.</p> <p><i>Q3 Update – Staff continues discussions with SCE and other industry organizations regarding transition of fleet and facilities to zero emission vehicles.</i></p> <p><i>STV continuing to work on design of solar energy and battery storage project.</i></p> <p><i>Staff is working with electric vehicle manufacturer Proterra on Federal Low-No grant application for the purchase of 4 electric buses and charging infrastructure.</i></p>
3. Complete the grant-funded, near-zero engine repower project (on 63 buses).	Award contract for near-zero engine repower by Q2.	<p>Awarded contract for engines in Q4, FY 2018.</p> <p>Contract awarded for transmissions in Q2.</p> <p>Request for Proposals for installation of engines and transmissions was released at the February 6, 2019 Board of Directors meeting.</p> <p><i>Q3 Update – Award of the contract installation of the engines scheduled for the July Board of Directors meeting. Installation scheduled to begin in Q4.</i></p>

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 1 - Financial Sustainability & Operational Cost Efficiencies

<p>4. Advocate for funding to mitigate projected shortfalls in operational funding.</p> <p>A. Partner with SBCTA to develop a consistent outreach plan designed to inform political and private stakeholders about Omnitrans projects and initiatives, as well as legislative and/or administrative challenges.</p>	<p>100% completion Advocacy Outreach Plan intended to mitigate projected funding shortfalls by Q4.</p>	<p>Omnitrans and SBCTA staff developed updated Operating and Capital Cost financial forecasts for the Short Range Transit Plan (SRTP). The resulting cost and revenue forecasts were on the February Executive Committee and Board of Directors meeting agendas. A Board of Directors Workshop was held on March 14,2019.</p> <p>Draft legislation to change Omnitrans from a JPA to a statutorily created transit district has been approved by both the Omnitrans and SBCTA Boards. Along with approval of this draft legislation is a MOU which ensures SBCTA engages Omnitrans in discussions of the inclusion of dedicated transit funding in a concurrent or future tax measure.</p> <p>Assembly member Eloise Gomez Reyes has agreed to author the bill.</p> <p><i>Q3 Update - The bill is moving through committees. Changes to the original version were required to obtain support. This includes adding a Board compensation limit of \$125 per meeting, \$500 per month; and including a public works construction bidding threshold of \$10,000. Discussion of additional changes requested by CALAFCO are pending.</i></p>
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**FY 19 Management Plan – 3rd Quarter Report**  
**Strategic Initiative 2 – Service Expansion Funding Growth**

<b>Strategic Actions FY19</b>	<b>Accountability Measures</b>	<b>Notes</b>
<p>1. Establish partnerships and agreements to support Arrow Rail service.</p> <p>A. Execute Three Party Agreement with SBCTA and Metrolink.</p> <p>B. Release Request for Proposals (RFP) and award contract for Operations and Maintenance of Equipment.</p> <p>C. Identify funding for rail feeder service.</p>	<p>100% completion of RFP for Operations and Maintenance contractor by Q2.</p>	<p>The three-party agreement was approved in draft format by the Omnitrans and Metrolink Board of Directors. It is under final legal review with all parties.</p> <p><i>Q3 Update – Legal review of the three-party agreement is complete; the agreement is being circulated for signature.</i></p> <p><i>The RFP for Operations and Maintenance of Equipment is scheduled for release in Q3 FY2020.</i></p> <p><i>A rail feeder service plan has not been developed at this time.</i></p>
<p>2. Partner with SBCTA staff to advance the West Valley Connector (WVC) Project, including Small Starts grant application.</p>		<p>Omnitrans staff worked in collaboration with SBCTA staff to develop draft Small Starts application and environmental document in Q1.</p> <p>SBCTA deferred Small Starts application until the funding plan for the project is further developed. SBCTA is preparing for public circulation of the draft environmental document for the project under CEQA and NEPA, with public hearings tentatively scheduled for June – July 2019.</p> <p>SBCTA and Omnitrans are discussing a shared bidirectional bus lane option with the City of Ontario, which could save cost on the project for right-of-way acquisition and construction of the dedicated bus lane on Holt Boulevard in Ontario.</p> <p>The updated Financial Forecast that went to the February Executive Committee and Board of Directors meeting addresses the long-term funding uncertainty which may impact the WVC.</p> <p><i>Q3 Update – Staff continues work with SBCTA staff and city of Ontario staff.</i></p>
<p>3. Complete 2019-2025 Short Range Transit Plan (SRTP) which identifies both financially constrained and unconstrained service implementation plans.</p>	<p>100% completion SRTP and Board approval by Q3.</p>	<p>At the January Plans and Programs Committee and the February Board of Directors Meeting, staff recommended delaying the completion of the SRTP until other guiding documents were completed (Bus Electrification Study and LRTP both by SBCTA) and until there is further information and direction regarding project timing and funding for the WVC.</p>
<p>4. Partner with city, county, and other stakeholders on opportunities to implement transit oriented development (TOD).</p>	<p>Number and value of grant opportunities collaborated on for TOD funding.</p>	<p>Staff has provided input on several member cities' active transportation plans and the City of Redlands Transit Village Specific Plan.</p> <p>Several cities have worked with Omnitrans to incorporate bus stops and amenities into development plans or other city projects.</p>

**FY 19 Management Plan – 2nd Quarter Report**  
**Strategic Initiative 2 – Service Expansion Funding Growth**

		<p>Omnitrans continues to participate in steering committee meetings for potential AQMD funding opportunities.</p> <p><i>Q3 Update - Staff continues to work with the cities of San Bernardino and Ontario on implementation of recent grants they have received which include funding for purchase of bus shelters, transit passes, real time signage and service frequency improvements.</i></p>
<p>5. Invest in premium shelters to enhance customer amenities and safety.</p>	<p>Deploy premium shelters once design elements are finalized.</p>	<p>The Board approved a plan and strategy in Q2 to move forward with two premium shelters per year. Two are planned to be installed in Q4, at Crafton Hills College and on Foothill Boulevard at Riverside Avenue. Several member cities and private entities throughout Omnitrans’ service area are also planning to order premium shelters.</p>

**FY 19 Management Plan – 3rd Quarter Report**  
Strategic Initiative 3 – Technology

<b>Strategic Actions FY19</b>	<b>Accountability Measures</b>	<b>Notes</b>
1. Design Transit Asset Management System (TAM) to comply with Federal Transit Administration (FTA) regulation.	100 % completion of TAM Plan SOW by Q1.	TAM Plan completed in October.  TAM/PM SOW released in November; award scheduled for April.  TAM reporting information compiled and submitted to the FTA in October.  <i>Q3 Update - Follow up action of implementing TAM software solution is out for solicitation and on schedule for contract award by end of Q4.</i>
2. Develop strategy for meeting California Air Resource Board (CARB) requirement for Zero Emission Bus technology.	100 % completion of Electrification Study complete for Zero Emission Bus technology including support infrastructure and impact to agency by Q4.	Electrification study RFP has been awarded by SBTCA for all of San Bernardino County; consultant currently working with SBTCA staff to complete the study.  An update was provided to the Operations and Safety Committee in February regarding CARB's Innovative Clean Transit Regulation, the fleet plan, and the challenges associated with transitioning the fleet and facilities to comply with the regulation.  <i>Q3 Update - Preparing FTA Low-No Grant application to partner with a vendor for four electric buses and charging infrastructure.</i>
3. Optimize SAP functionality and utilization for procure-to-pay, recruitment, and electronic timekeeping.	1. 3rd Party recruitment system implemented by Q2.  2. Complete paperless invoicing process and procurement process review by Q3.  3. 100 % completion of Management Confidential Employee Timekeeping by Q3 FY2020.	3rd Party recruiting implementation completed Q2.  SAP Ariba (procurement module) / OpenText (document storage) solicitation in development; on track to be completed by Q3.  <i>Q3 Update - Trapeze Timekeeping, FMLA, and leave request was approved by Board in March. The project is on track to be completed by end of Q3 FY2020.</i>
4. Implement paratransit online booking software to improve efficiency and customer experience.	Paratransit online booking software implemented by Q3	Trapeze WEB procurement approved at Nov '18 Board of Directors meeting. Weekly implementation meetings with Trapeze are held. Go Live date set for Q2 FY2020.  Software will allow clients with mobile or desktop device to schedule trips, cancel trips, view scheduled trips and check on status of scheduled trips.  <i>Q3 Update – Project is in initial implementation phase.</i>
5. Finalize technology requirements for Arrow Rail service.	Develop procurement plan for required systems and equipment for Arrow Rail Q1.	Awaiting list / description of systems from SBTCA.

**FY 19 Management Plan – 3rd Quarter Report**  
Strategic Initiative 4 – Safety and Security

<b>Strategic Actions FY19</b>	<b>Accountability Measures</b>	<b>Notes</b>
1. Implement monthly safety campaigns to enhance the safety culture of the Agency.	100% completion of safety & security campaign topics for FY19 by Q1.	Completed three Safety and Security Newsletter campaigns with the following safety topics (Heat Illness/Hide, Lock, Take/ Not on My Shift/ and Stop the Bleed/ Active Shooter.  Completed 559 Environmental Health and Safety training computer-aided courses in Q1.
2. Develop the training model to complete the Baseline Assessment for Security Enhancement of the TSA Gold Standard.	100% completion of training model by Q3.	Developed presentation on TSA to be delivered to Senior Leadership Team.  Performed Gap Analysis on TSA requirements to determine items to be delivered.  Developed presentation of Security Training modules to be delivered in Q3.  <i>Q3 Update - Staff redirected resources from this item to focus on the Public Transportation Agency Safety Plan (PTASP) which is a federally mandated program. We will meet many of the TSA Gold Standard elements through the creation and implementation of this plan.</i>
3. Conduct exercises/drills on the System Security Emergency Response Preparedness Plan to ensure readiness.	30% improvement in agency readiness via the After-Action Reports.	Designed two Field Exercise themes: 1. Release of toxin or bacteria upon coach in route. 2. Major hazardous chemical spill within EV bus yard.  To be developed further in Q4 in collaboration with impacted departments and Executive Office.  <i>Q3 Update - Staff has implemented a Safety and Security Outreach Campaign and has met with several local law enforcement agencies to collaborate on safety and security. In addition, Community Response Team meetings are being held which involve various agencies within the community.</i>
4. Create a detailed plan for failover/recovery and operation during an incident involving loss of data/critical infrastructure and ensure readiness.	100% completion of Failover/Recovery Plan in coordination with IT Department by Q4.	Datacenter equipment being repurposed and installed in WV; on schedule to complete IT failover plan by Q4.
5. Enhance current paratransit mobility securement devices for customer safety with new and improved mobility securement devices.	Install Q-Straint CUBE securement systems by Q4 and 25% reduction in number of paratransit incidents related to mobility device securements by Q4.	Q4 FY17, added CUBE securement systems to 2 paratransit vehicles for testing - no incidents related to mobility devices reported. Q1 FY19 added CUBE securement systems to 28 paratransit vehicle purchase due in FY19 and FY20. Future purchases will include CUBE system.
6. Submit entry for APTA Bus Safety and Security Excellence Award.	On time submission for APTA Bus Safety and Security Excellence Award.	Meeting scheduled with Operations for late Q2 to review APTA's Criteria for Bus Security and Safety Award and develop first draft approval to Executive Office by Q3.  <i>Q3 Update - Submitted and won APTA Gold Award for Safety and Security.</i>

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 4 - Safety and Security

<p>7. Enhance security posture by implementing new programs and initiatives to support customer safety and security on-board our vehicles and at our facilities.</p>	<p>Evaluate fare enforcement alternatives for bus and rail system and implement on-board fare enforcement by Q2.</p> <p>Evaluate and implement paid parking to offset additional security requirements.</p>	<p>A draft of a - "<u>Passenger Code of Conduct: Transit Suspension Procedure Policy</u>" was written and is in committee review. These policies and procedures govern passenger conduct on Agency property and associated limitations on access to Agency property as a result of infractions of acceptable conduct as described therein.</p> <p><u>LED Exterior Security Lighting</u> – this item was approved by the Board of Directors at the February 6, 2019 meeting. All of the exterior lighting at the East Valley facility with energy efficient LED lights.</p> <p><u>Stop the Bleed &amp; Active Shooter Training</u> –Loma Linda Health trained 103 Omnitrans employees in how to "Stop the Bleed". The group of trainees consisted of Directors, Managers, Supervisors and Staff.</p> <p><u>Stop the Bleed Kits</u> –Stop the Bleed kits were installed at SBTC, EV, and WV locations, a total of 11 kits were installed.</p> <p><u>Emergency Communications Radio Project</u> – The San Bernardino County Office of Emergency Services (OES) and security met with Facilities regarding running the ham radio repeater cable and antenna on the Agency's tower. All other equipment is being programmed by OES.</p>
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**FY 19 Management Plan – 3rd Quarter Report**  
Strategic Initiative 5 - Workforce Stability

<b>Strategic Actions FY19</b>	<b>Accountability Measures</b>	<b>Notes</b>
1. Expand Leadership Development Academy (LDA) to include Manager and Supervisor tracks.	30% of LDA "graduates" eligible to compete for Manager/Supervisor vacancies.  50% of class enrollment in Supervisor LDA Track to target enrollment.	Leadership Development Academy expanded to include Manager Track, with 12 participants. Plans to implement Supervisor track will be developed in Q3-Q4.  <i>Q3 Update - Director Track participants graduated 1/24/19; Manager Track participants graduated 4/22/19.</i>
2. Provide opportunities for Interns for expanded workplace experiences to enhance their exposure to the transit industry.	Number of interns placed in service.	There are currently 12 interns working at Omnitrans.  The interns attended the Leonard Transportation Center Dialogue Series on Transportation Funding in Q2.
3. Evaluate operational processes that impact Coach Operator overtime and improve personnel utilization.	Reduce operator overtime by 10%.	Process evaluation complete.  A number of adjustments have been made to the Coach Operator hiring process and utilization of personnel.  Coach Operator overtime has been reduced by over 50 percent since the beginning of the fiscal year.
4. Prepare for and conduct labor negotiations. Identify provisions in Coach Operator Collective Bargaining Agreement to improve cost efficiencies in the Coach Operator work environment.	Complete labor negotiations by Q3.	Negotiating team provided a briefing to the Board of Directors in closed session at the December meeting.  Negotiations began January 14, 2019.  <i>Q3 Update - Negotiations continue. Fourteen meetings held. Tentative Agreements on 46 out of 63 articles.</i>





# ATTACHMENT B

## OMNITRANS PERFORMANCE INDICATOR REPORT

Fiscal Year 2019

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>1. Cost Effectiveness</b>						
Cost Per Hour - Fixed Route (non-sbX)	< \$104.00	\$104.74	\$101.28	\$105.58	\$107.35	
Cost Per Hour - Access	< \$94.00	\$97.72	\$90.37	\$103.19	\$99.52	
Cost Per Hour - sbX	< \$136.00	\$134.98	\$132.07	\$134.89	\$137.71	
Fare Recovery Ratio - Fixed Route (non-sbX)	> 20.00%	27.05%	27.87%	26.86%	26.47%	
Fare Recovery Ratio - sbx	> 20.00%	17.98%	17.50%	17.61%	18.75%	
Fare Recovery Ratio - Access	> 10.00%	15.32%	30.48%	28.03%	(12.53%)	
<b>2. Service Performance</b>						
Ridership Growth - Systemwide	>= 1.10%	(4.45%)	(5.34%)	(2.42%)	(5.66%)	
Productivity - Passengers Per Hour - Fixed Route	>= 16.5	15.50	15.50	16.00	14.90	
Productivity - Passengers Per Hour - Access	>= 2.4	2.30	2.30	2.20	2.30	
Complaints Per 100,000 Boardings - Systemwide	<= 13.00	14.83	13.91	13.81	16.89	
Complaints Per 100,000 Boardings - Fixed Route	<= 13.00	14.51	13.87	13.65	16.13	
Complaints Per 100,000 Boardings - Access	<= 19.00	24.07	15.20	18.87	38.72	
Compliments Per 100,000 Boardings - Systemwide	>= 1.00	1.04	0.93	1.07	1.12	
Compliments Per 100,000 Boardings - Fixed Route	>= 1.00	1.07	0.96	1.10	1.15	
Compliments Per 100,000 Boardings - Access	>= 0.50	0.00	0.00	0.00	0.00	
<b>3. Reliability</b>						
Mechanical - Miles Between Failures - DO Fixed Route	> 8,000.00	6,827	8,560	5,803	6,118	
Loss of Service Hours Per Qtr - Operations - DO Fixed Route	< 3,600	1,946	1,437	466	43	
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route	< 840	481	256	160	64	
Equipment Availability - DO Fixed Route	>= 100.00%	100.00%	100.00%	100.00%	100.00%	
On-time Performance - Fixed Route	> 85.00%	86.34%	86.13%	83.56%	87.63%	
On-time Performance - Access	> 88.00%	88.84%	89.21%	90.72%	86.53%	
<b>4. Budget</b>						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	96.85%	93.24%	100.74%	96.59%	
2019 - Operating Revenue		\$64,921,330	\$20,832,283	\$22,509,454	\$21,579,593	
2018 - Operating Revenue		\$62,319,404	\$20,103,551	\$20,738,956	\$21,476,897	
2017 - Operating Revenue		\$57,172,206	\$19,029,528	\$19,377,342	\$18,765,336	
2016 - Operating Revenue		\$55,611,966	\$18,361,287	\$20,430,370	\$16,820,309	

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	97.71%	93.35%	100.37%	99.45%	
2019 - Operating Expense		\$65,492,632	\$20,847,021	\$22,425,017	\$22,220,594	
2018 - Operating Expense		\$58,854,075	\$19,302,768	\$19,929,874	\$19,621,433	
2017 - Operating Expense		\$56,403,824	\$18,137,736	\$19,142,742	\$19,123,346	
2016 - Operating Expense		\$53,658,442	\$17,661,650	\$19,348,974	\$16,647,818	
<b>5. Safety &amp; Security</b>						
Employee Injuries (FY 2019)	< 86	68	25	23	20	
Losses & Claims (FY 2019)	< 80	47	17	15	15	
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.10	0.80	0.90	1.50	
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		4.57	3.75	4.78	5.17	
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route		0.00	0.00	0.00	0.00	
<b>6. Labor</b>						
Turnover	< 10.00%	15.37%	6.00%	4.73%	4.64%	
Absenteeism Operators	< 185,000	94,366	50,647	33,303	34,733	
Training (FY 2019)	>= 5,000	3,207	1,093	1,089	1,025	
Training - ATU Represented (FY 2019)	>= 10,500	24,156	1,644	16,114	6,398	
Training - Teamsters Represented (FY 2019)	>= 696	1,389	227	751	411	

ITEM #           E3          

**DATE:** May 9, 2019

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

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

**FROM:** Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: RAIL OPERATIONS ANALYST**

**FORM MOTION**

Recommend the Board of Directors approve the new position of Rail Operations Analyst and update Policy 402 to include this position.

**BACKGROUND**

The position of Rail Operations Analyst was included in the Rail Department’s original staffing plan as approved by SBCTA to be effective July 1, 2019. It is necessary to create this position to provide needed support to the department in implementing systems and programs relating to safety and service such as Federal Transit Administration (FTA) reporting through the National Transit Database (NTD) and safety training through the Learning Management System (LMS).

**FUNDING SOURCE**

This position is funded through Measure I.

Department: 4000  
Expenditure Codes: Various Wages and Benefits

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

**CONCLUSION**

Recommend the Board of Directors approve the new position of Rail Operations Analyst and to update Policy 402.

Approval of this agenda item supports the Fiscal Year 2019 Management Plan, Strategic Initiative 2 –Service Expansion and Funding Growth.

PSG:SP

**OMNITRANS  
Job Description**

**Job Title:** Rail Operations Analyst  
**Department:** Rail Operations  
**Reports To:** Director of Rail Operations  
**FLSA Status:** Exempt, Level VII  
**Approved By:** Board of Directors  
**Approved Date:** Proposed for June 5, 2019

**SUMMARY**

Analyst position reports to the Director of Rail Operations and performs a variety of complex analytic duties. As a key member of a small Rail department, this position will be responsible for managing and providing detailed professional work and assistance with rail program activities. Analyst will implement programs and manage information through data collection and analysis for Key Performance Indicators and measures based on safety, on time performance, and Service. Analyst will manage official Agency records, provides support for various on-going tasks and programs, as well as any special projects specific to the Rail Operations Department.

Other duties may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Serves as the system administrator for the Efficiency Testing System. Manages additions and removals of employees in conjunction with SCRRRA administrator.
- Extracts department and contractor efficiency test data, and compiles into reports and graphs for distribution to management and staff.
- Maintains centralized databases, including Industry safe reporting system, and other systems. Run system reports as needed by management and for measuring metrics.
- Monitors contractor data input into data management system.
- Assists with analysis of performance trends to provide continuous improvements.
- Tracks incident information from beginning of incident to the resolution.
- Assists with performance analysis and supply chain management. Tracks rolling stock status, new procurements and projects.
- Maintains and updates excel spreadsheets as needed per request of Director of Rail Operations.

- Participates in various field activities, which may include compliance inspections, audits, hy-rail trips, special assignments and projects as assigned.
- Attends meetings and delivers oral presentations on programs when needed.

#### SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree (BA/BS) from a four-year college or university in a related field; and three to five years of related experience and /or training; or an equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read, analyzes, and interprets general spreadsheets, Gantt charts, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and customers.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### COMPUTER SKILLS

Must be familiar with current business operating systems, software, and programs.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

- Strong analytical skills
- Proficient in Excel and building reports
- Typing skills
- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases.


**PHYSICAL DEMANDS** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the physical duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

 <b>PERSONNEL POLICY MANUAL</b>	POLICY <b>402</b> PAGE 1 OF 3
SUBJECT  <b>Salary Ranges Management Confidential Classifications</b>	APPROVED BY OMNITRANS BOARD OF DIRECTORS  DATE: <u>May 1, 2019</u> <u>June 5, 2019</u>

**I. Purpose**

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

**II. Scope**

All Departments

**III. Procedure**

A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Rail Operations Director of Safety & Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$ 3,952.15 \$ 8,563.00 \$102,756.00	\$ 4,907.08 \$ 10,632.00 \$127,584.00	\$ 5,862.46 \$ 12,702.00 \$152,424.00
3	Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00
4	Capital Projects Services Manager Materials Manager Network Administrator Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00





**PERSONNEL POLICY MANUAL**

SUBJECT

**Salary Ranges  
Management Confidential Classifications**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: ~~May 1, 2019~~ June 5, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range			
				Minimum	Mid-Point	Maximum	
5	Application Developer	Exempt	Bi-weekly	\$ 2,575.85	\$ 3,110.77	\$ 3,583.85	
	Application Specialist		Monthly	\$ 5,581.00	\$ 6,740.00	\$ 7,765.00	
	Assistant Transportation Manager		Annual	\$ 66,972.00	\$ 80,880.00	\$ 93,180.00	
	Business Intelligence Analyst						
	Contract Administrator						
	Customer Service Manager						
	Dispatch Supervisor						
	Environmental/Occupational Health & Safety Specialist						
	Facility Supervisor						
	Fleet Safety & Training Supervisor						
	HR Leave Administrator						
	Security & Emergency Preparedness Coordinator						
	Maintenance Supervisor-STS						
	Marketing Manager						
	Network Engineer						
	Programs Administrator-STS						
	Purchased Transportation Administrator						
	Safety & Regulatory Compliance Specialist						
	Sr. Executive Assistant to the CEO/GM						
	Senior Financial Analyst						
Shift Supervisor							
Systems Engineer							
Systems Specialist							
Web Designer							
6	Accountant	Exempt	Bi-weekly	\$ 2,268.92	\$ 2,718.46	\$ 3,168.46	
	Executive Staff Assistant		Monthly	\$ 4,916.00	\$ 5,890.00	\$ 6,865.00	
	Field Supervisor		Annual	\$ 58,992.00	\$ 70,680.00	\$ 82,380.00	
	Fleet Safety & Training Instructor						
	Human Resources Analyst						
	Human Resources Specialist						
	Scheduling Analyst						
	Sales Supervisor						
	Stops and Stations Supervisor						
	Transit Technical Trainer						
7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16	
	Department Senior Secretary		Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92	
	Contract Review Analyst Marketing Specialist Planner I <u>Rail Operations Analyst</u> Senior Fleet Analyst	Exempt	Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00	
			Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00	



**PERSONNEL POLICY MANUAL**

SUBJECT

**Salary Ranges  
Management Confidential Classifications**

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 1, 2019 June 5, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary	Non-Exempt	Hourly	\$ 22.58	\$ 26.30	\$ 30.02
	Client Relations Coordinator-STS		Bi-weekly	\$ 1,806.46	\$ 2,104.15	\$ 2,401.85
	Fleet Analyst		Monthly	\$ 3,914.00	\$ 4,559.00	\$ 5,204.00
	Human Resources Assistant		Annual	\$ 46,968.00	\$ 54,708.00	\$ 62,448.00
	Paratransit Eligibility Technician					
	Payroll Technician					
	Travel Trainer-STS Warranty Coordinator					
9	Human Resources Clerk	Non-Exempt	Hourly	\$ 18.60	\$ 21.73	\$ 24.85
	Administrative Assistant-STS		Bi-weekly	\$ 1,488.00	\$ 1,738.62	\$ 1,988.31
	Class B Technician-STS		Monthly	\$ 3,224.00	\$ 3,767.00	\$ 4,308.00
			Annual	\$ 38,688.00	\$ 45,204.00	\$ 51,696.00

Range changes occur every two years.

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.

ITEM #         E4        

**DATE:** May 9, 2019

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP19-64  
ARCHITECTURAL AND ENGINEERING (A&E) SERVICES -  
BUS STOP IMPROVEMENTS**

### **FORM MOTION**

Recommend the Board of Directors authorize the CEO/General Manager to award Contract MKP19-64 to Hernandez, Kroone & Associates of San Bernardino, CA, for the provision of Architectural and Engineering (A&E) Services– Bus Stop Improvements beginning May 13, 2019 and ending no later than May 12, 2021 in the amount of \$161,902, an allowance in the amount of \$30,000, plus a ten percent contingency of \$19,190, for a total not-to-exceed amount of \$211,092.

### **BACKGROUND**

Omnitrans requires a full-service A&E firm to provide preliminary engineering, final design, bid package preparation, and design services during construction related to access improvements for transit bus stops at twelve (12) locations in six different jurisdictions: Colton, Grand Terrace, Ontario, Rialto, Upland, and unincorporated areas of the County of San Bernardino. The improvements were funded by Transportation Development Act (TDA) Article 3 Transit Stop Access Improvement Program grants from San Bernardino County Transportation Authority (SBCTA). The scope of the improvements includes concrete boarding areas at bus stops, repair of sidewalks, construction of new sidewalks, installation or upgrade of curb ramps, and removal of obstructions from the clear accessible pathways.

On December 5, 2018, Omnitrans' Board of Directors authorized the release of Request for Qualifications RFQu-MKP19-64. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

Six proposals were received by the January 22, 2019 deadline and all were deemed responsive. As required by the Brooks Act defined in 23 Code of Federal Regulations (CFR) 172 and in accordance with Procurement Policy 2000, Section 2.3.4.4, Procurement Procedure 4000, Section 7.5, and Federal Transit Administration (FTA) Circular 4220.1F, a qualifications based selection was performed. Firms were evaluated on qualifications and technical competence as detailed in

the evaluation criteria listed in the RFQ. Three firms were identified as the most technically qualified and invited to participate in presentation and interviews.

The following firms are ranked from highest score to lowest technical score:

Criteria	Points Possible	Hernandez, Kroone, & Associates, Inc. of San Bernardino, CA	NV5, Inc. of Irvine, CA	Huitt-Zollars, Inc. of Ontario, CA	Ludwig Engineering Associates, Inc. of San Bernardino, CA	IDS Group, Inc. of Irvine, CA	Next Stage Engineering of Fresno, CA
Experience / Competence / Past Performance	45	38.99	38.25	32.10	36.90	38.10	17.25
Qualifications	25	22.83	20.83	20.67	20.75	19.17	8.33
Capacity to Accomplish Work	20	18.66	18.66	18.66	10.67	13.67	10.00
Local Knowledge	10	9.50	6.50	7.00	8.67	5.83	4.00
<b>Total</b>	<b>100</b>	<b>89.98</b>	<b>84.24</b>	<b>78.43</b>	<b>76.99</b>	<b>76.77</b>	<b>39.58</b>

Hernandez, Kroone & Associates, Inc. (HKA) scored 89.98 points and is thereby determined to be the most qualified. As a full-service A&E firm, their resources and processes best meet Omnitrans' requirements. As a local firm, they are familiar with local codes, Caltrans right-of-way requirements, and have extensive experience with transit and sidewalk accessibility projects. HKA has provided professional services for similar projects throughout the Inland Empire for multiple government entities, such as Caltrans, cities within Omnitrans' service area, SBCTA, as well as the California High Speed Rail Authority.

Staff requested a cost proposal from HKA and entered into negotiations on March 14, 2019. Negotiations and HKA's Best and Final Offer resulted in reduced hourly rates and annual escalation rates were reduced from up to 5 percent to be based on the U.S. Department of Labor Bureau of Labor Statistics (BLS) "Architectural, *engineering and related services*" Industry Index which recently shows an annual escalation of 1.9 percent. HKA accepted all staff negotiated items.

Omnitrans staff and the HKA team agreed that it is necessary to include allowances totaling \$30,000 for work that may become a necessity once the preliminary design is developed for the project, but at this point is unknown.

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>
Local TDA Article 3	TBD	2017	Valley @ 3rd	H1730901L	\$ 15,636
Local TDA Article 3	TBD	2017	Valley @ 4 <sup>th</sup>	H1730902L	\$ 29,318
Local TDA Article 3	TBD	2017	Valley @ Rancho	H1730903L	\$ 15,636
Local TDA Article 3	TBD	2017	Barton @ Town Sq.	H1730904L	\$ 19,546
Local TDA Article 3	TBD	2017	Euclid @ 4th	H1730905L	\$ 14,171
Local TDA Article 3	TBD	2017	Riverside @ Vineyard	H1730906L	\$ 14,171
Local TDA Article 3	TBD	2017	Bohnert @ Linden	H1730907L	\$ 26,387
Local TDA Article 3	TBD	2017	San Bernardino @ Bloomington	H1730908L	\$ 19,546
Local TDA Article 3	TBD	2017	Euclid @ Arrow NB	H1730909L	\$ 14,170
Local TDA Article 3	TBD	2017	Euclid @ Arrow SB	H1730910L	\$ 14,170
Local TDA Article 3	TBD	2017	Euclid @ Foothill	H1730911L	\$ 14,170
Local TDA Article 3	TBD	2017	Foothill @ Mountain	H1730912L	\$ 14,171
<b>TOTAL</b>					<b>\$ 211,092</b>

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

Short Range Transit Plan/Strategic Initiatives Supported – Omnitrans Strategic Plan 2017 – 2020  
 Service and Operations Goal, Strategy 2.1 Improve connectivity to attract non-riders, and  
 Marketing Goal, Strategy 3.1 Improve passenger amenities

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to obtain A&E services for the  
 planning, development and improvements of the twelve (12) bus stops.

PSG:EFP:CVM