



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, SEPTEMBER 15, 2016– 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.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, October 13, 2016, 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.

E. DISCUSSION ITEMS

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| 1. Approve Administrative & Finance Committee Minutes – August 11, 2016 | 4 |
| 2. Recommend the Board of Directors Receive and File Construction Progress Report No. 50 through August 30, 2016 - sbX E Street Corridor BRT Project | 7 |
| 3. Receive and File Omnitrans' Director of Finance Report - Price of Compressed Natural Gas | 15 |
| 4. Recommend the Board of Directors Approve Hiring One Information Clerk Position – Special Transit Services Department | 17 |
| 5. Recommend the Board of Directors Authorize Award – Contract IPMO17-16, Vehicle Maintenance Facility (VMF) Modification | 19 |

F. ADJOURNMENT

ITEM # D1

DATE: September 15, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR
ACTION BY THE ADMINISTRATIVE AND FINANCE COMMITTEE**

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Administrative and Finance Committee Meeting scheduled September 15, 2016.

Item	Contract	Principals & Agents	Subcontractors
#E5	Authorize Award IPMO17-16 Vehicle Maintenance Facility (VMF) Modification Work	<i>Regency-Pacific Development Corporation Beaumont, CA Leo J. Kramer, President</i>	<i>Robertson Air Systems, Los Angeles Mike Payne & Associates, Wildomar, CA SimplexGrinnel LP Rancho Cucamonga</i>

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

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: _____
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: _____
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
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, AUGUST 11, 2016**

A. CALL TO ORDER

Chairman Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:01 a.m., Thursday, August 11, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ed Graham, City of Chino Hills – Chair
Mayor Carey Davis, City of San Bernardino
Council Member Pat Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Alan Wapner, City of Ontario

Committee Members Not Present

Mayor Paul Eaton, City of Montclair

Others Present

Councilman Ron Dailey, City of Loma Linda

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Nathan Churan, Special Transit Services
Jack Dooley, Director of Maintenance
Sam Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Andres Ramirez, IPMO Program Manager
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Ray Maldonado, Employee Relations Manager

Jeremiah Bryant, Service Planning Manager
Maurice Mansion, Treasury Manager
Mark Crosby, Security & Emergency Preparedness Coordinator
Vicki Dennett, Senior Executive Assistant to CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, September 15, 2016, 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 – July 14, 2016

M/S (Wapner/Roberts) that approved the Committee Minutes of July 14, 2016. Motion was unanimous by Members present, with the exception of Members Graham and Hagman, who abstained.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 49 through July 31, 2016 – sbX E Street Corridor BRT Project

IPMO Program Manager Andres Ramirez presented this item. All concrete work is complete, as is paving on the east side of the road. Demolition on the west side is complete, and paving is imminent. The PA system contract was awarded, and is awaiting execution. The VMF contract closeout continues.

This item was received and filed, and will be forwarded to the Board of Directors for receipt and file.

3. Receive and File Omnitrans' Director of Finance's Report on Price of Compressed Natural Gas

Finance Director Don Walker presented this item. Prices continue to be low, holding steady at about \$.70 per gallon. Total fuel costs for the month of July exceeded budgeted costs by \$64,742 or 31%. This was anticipated for the first half of the year, but the cost of fuel is expected to go down significantly in February 2017, when pipeline fueling begins. Mr. Walker will continue to monitor and report to this committee.

This item was received and filed.

4. Recommend to Board of Directors, Receive and File Fiscal Year Ended June 30, 2016, Financial Audit Statement on Auditing Standards (SAS) 114 Letter

Finance Director Don Walker stated that this is the final year of the contract with Vavrinek, Trine, Day & Company, LLP (VTD), that was contracted by SANBAG. He explained the requirement for submittal of the SDS 114 letter, and requested the Board to notify Roger Alfaro of VTD by September 1, 2016 of any issue that would materially affect the financial status.

This item was received and filed.

Member Dailey arrived at 8:12 a.m.

5. Recommend to Board of Directors, Receive and File Summary of Risk Assessment Results and FY2017 Internal Audit Workplan

Director of Internal Audit Samuel Gibbs presented this item. Member Gilbreath asked whether there were any items of significance to the Board, especially any noteworthy improvements. Mr. Gibbs responded that the significant growth of Omnitrans has required constant growth and change. How has the assimilation of VTrans affected this process? Since VTrans was a sub-recipient previously, the only thing that has changed is that Omnitrans now has easier access due to physical proximity. Nathan Churan, Director of Special Transit Services, introduced himself to the Committee members, giving them a brief synopsis of his background and experience, and plans and progress with Special Transit Services. Their biggest issue right now looking at senior services are different services that don't require Smart Phones, which many senior citizens don't necessarily possess. "Go-Go Grandparents" is such a program, requiring only a basic phone. How are we doing with regard to asset inventory control? Those plans are more robust, and include not only vehicles, but programs as well, such as Title VI.

This item was received and filed.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:28 a.m.

Member Musser arrived at 8:28 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, September 15, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary

ITEM # E2

DATE: September 15, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative & Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

**SUBJECT: CONSTRUCTION PROGRESS REPORTS NO. 50 THROUGH
AUGUST 31, 2016 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 50 for the sbX E Street Corridor BRT Project through August 31, 2016.

BACKGROUND

This is Construction Progress Report No. 50 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.50 for the sbX E Street Corridor BRT Project through August 31, 2016.

PSG:AR

Attachment

**sbX E Street Corridor
Bus Rapid Transit (BRT) Project
Construction Progress Report No. 50**

August 31, 2016

Prepared By:

**Omnitrans
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture
VMF – USS Cal Builders

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez



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 - 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:

10th to Highland:

- Project approaching completion.
- Base paving complete and final cap completed on August 29.
- Traffic loop installation commenced on August 31, 2016.
- Final Completion Date is September 9, 2016.



Paving on E Street



Culvert work at Baseline & E Street



Rebuilt Culvert at Baseline



Baseline & E Street

PA System:

- Contract awarded June 1 by Board of Directors.
- Contract should be received from Contractor this week.

Traffic Signal Synchronization:

- Meeting to be set with City and Iteris for final acceptance.

Vehicle Maintenance Facility:

Contract Closeout

- Final Change Order and Final Acceptance to be issued.

Modification Work

- Solicitation is out for bids.
- Should go to A&F Committee for award on September 15 and to September 30 Board.
- Completion projected for February 2017.

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. 10th 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 are listed below:

	Scheduled Completion	Projected Completion
E Street Corridor		
City of SB Final Work / World Oil	February 2016	Completed
10 th to Highland	June 2016	September 2016
PA System	November 2016	April 2017
Vehicle Maintenance Facility		
Completion Work	May 2016	February 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 July 2016
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	17,239
PA System	0
Vehicle Maintenance Facility	64,436
Total	507,116

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 July 31, 2016

Approved Budget	\$191,706,000
Cost to Date	\$183,722,205
Estimate to Complete	
Corridor Project	\$ 2,371,802
10 th to Highland	\$ 2,518,321
Estimate at Completion	\$188,612,238

Budget By Contract Packages 31-Jul-2016	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	(Contract Award + Approved Changes)	Committed	Expenditure Authorization Remaining	(Approved Current Budget- Committed)	Forecast		
												Potential Uses of Contingency		
												Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion
BRT Construction														
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.2%	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	57,197		57,197	-	57,197	(8,796)	(57,197)	-	-	57,197	
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991	
PA System				-		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	
BRT Design														
Parsons	19,193,400	17,849,400	18,097,876	19,028,955	107.0%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185	
PA System				67,500		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300	
Miscellaneous Work				-		-	-	-	-	-	-	-	-	
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	14,539,965	178.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	700,000	-	15,235,135	
VMF Design														
STV	1,007,600	1,007,600	1,418,132	1,885,714	189.0%	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	
Vehicles Design & Manufacturing-N.F.	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	
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,416,608	110.2%	10,971,135	445,473	11,416,608	321,792	(1,059,608)	-	-	11,416,608	
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,174,205	117.1%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205	
Project Admin. And Management														
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	14,862,701	99.0%	15,172,701	(300,000)	14,872,701	(150,000)	139,749	-	-	14,872,701	
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%	-	-	-	700,000	720,000	700,000	-	700,000	
Sub-Total	177,676,000	173,633,000	188,431,091	181,558,476	104.6%	150,767,749	32,832,387	183,600,135	4,830,955	(9,967,135)	255,143	75,000	183,930,278	
Unallocated Contingency	14,030,000	18,073,000	4,500,812					9,967,135		8,105,865			7,775,722	
10th to Highland Projected Costs			4,606,687	2,163,729	47.0%	3,901,000	96,863	3,997,863	608,824	(3,997,863)	634,187	50,000	4,682,050	
Remaining Unallocated Contingency													3,093,672	
Total	191,706,000	191,706,000	188,536,965	183,722,205	95.8%								191,706,000	

IPMO/sbX Project Cost Report											
Period Ended 31-Jul-2016											
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	\$ 81,434,583	96.2%	6,442,081	\$ 82,081,158	97.0%	\$ 206,388	\$ 82,287,545	\$ 5,589,119
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,498,152	\$ 14,539,965	178.8%	(41,813)	\$ 14,535,135	178.8%	\$ 700,000	\$ 15,235,135	\$ (736,983)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 16,296,946	\$ 15,384,638	92.5%	912,308	\$ 15,384,638	92.5%	\$ -	\$ 15,384,638	\$ 912,308
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,738,400	\$ 11,416,608	110.2%	321,792	\$ 11,416,608	110.2%	\$ -	\$ 11,416,608	\$ 321,792
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,157,223	\$ 1,174,205	117.1%	(16,982)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (66,982)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 18,097,876	\$ 19,096,455	107.0%	(998,579)	\$ 20,272,729	113.6%	\$ (1,326,245)	\$ 18,946,485	\$ (848,609)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,445,932	\$ 1,904,094	189.0%	(458,162)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (573,624)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 37,319,898	\$ 36,607,928	107.6%	711,970	\$ 36,716,107	107.9%	\$ 700,000	\$ 37,416,107	\$ (96,209)
Allocated Contingency (Construction Contract)	\$ -	\$ -	\$ -			-	\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 188,431,091	\$ 181,558,476	104.6%	6,872,615	\$ 183,600,135	105.7%	330,143	183,930,278	4,500,812
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ 3,274,909	\$ -		3,274,909	\$ -	0.0%	\$ -	\$ -	\$ 3,274,909
10th to Highland	\$ -	\$ 4,682,050	\$ 4,682,050	\$ 2,163,729	46.2%	2,518,321	\$ 3,901,000	83.3%	\$ 2,518,321	\$ 4,682,050	\$ -
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 189,838,232	\$ 183,722,205	95.8%	\$ 12,665,845	\$ 187,501,135	97.8%	\$ 2,848,464	\$ 188,612,328	\$ 7,775,722

ITEM # E3

DATE: September 15, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: **OMNITRANS' DIRECTOR OF FINANCE REPORT ON THE PRICE
OF COMPRESSED NATURAL GAS (CNG)**

FORM MOTION

Receive and file the Director of Finance's update on the price of compressed natural gas as recommended by Committee Chair Ed Graham at the Administrative and Finance Committee meeting on August 13, 2015.

BACKGROUND

The price of natural gas is budgeted at \$0.66 per gallon for Fiscal Year 2017 (FY2017). This price is \$0.26 or 28% lower than the previous fiscal year. The reason for the reduction is the introduction of pipeline gas to fuel our buses. The pipeline fueling project is underway and is expected to be completed in late January 2017.

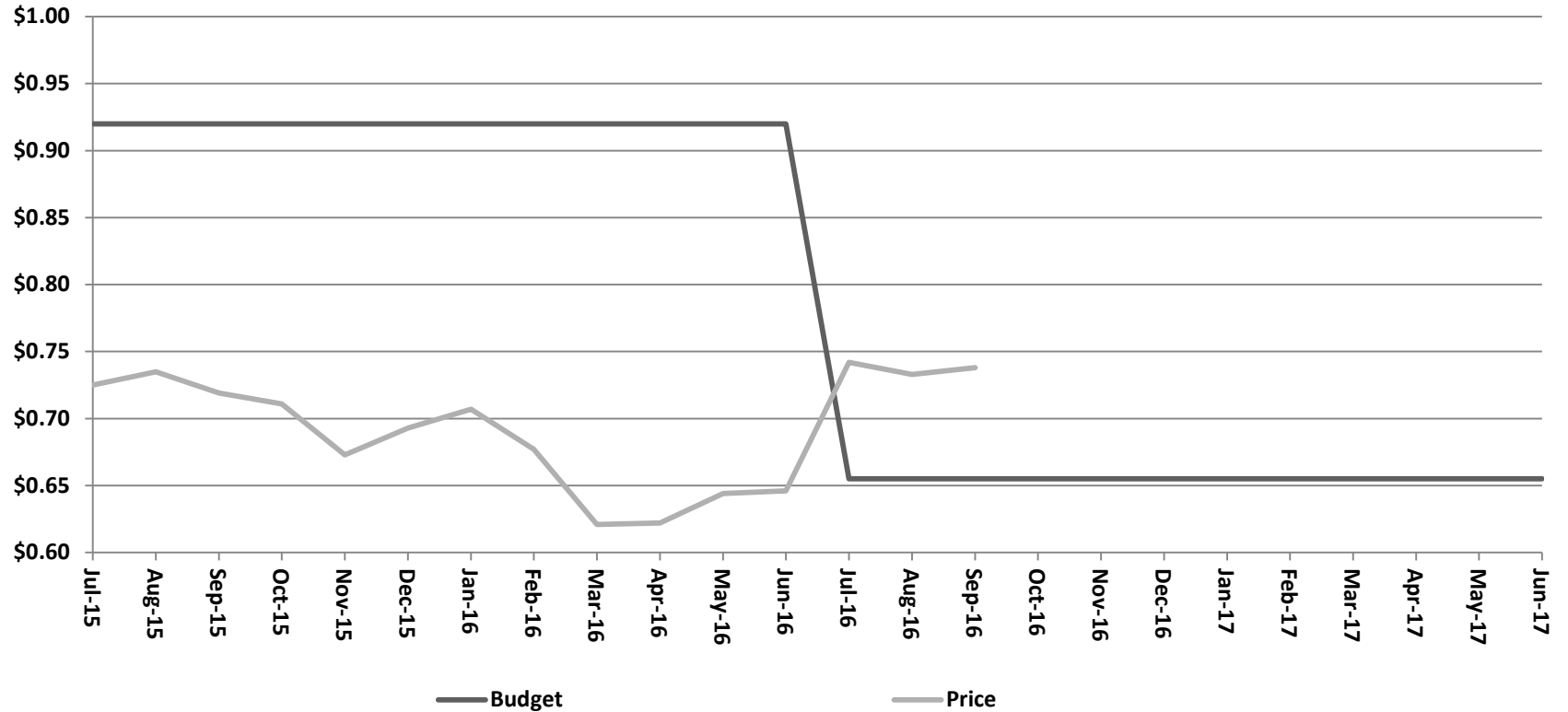
The budget for FY2017 was based on six (6) months of deliveries of liquefied natural gas (LNG) from our current supplier Applied LNG Technologies, and six (6) months of natural gas supplied by the pipeline gas. The total natural gas fuel budget is \$2,487,337 for FY2017 compared to \$4,376,301 for FY2016.

The preliminary numbers for August 2016 show natural gas cost \$320,147 against the budgeted amount of \$207,278. This is \$112,869 or 54% over budget for the month. It is expected that the cost per gallon of natural gas would exceed the budget in the first half of the fiscal year, and once the pipeline fueling infrastructure is operational, the cost will decrease accordingly.

The price per gallon Omnitrans will pay for September's deliveries is \$0.74 per gallon. The price is \$0.01 or 1.4% above the previous month of August. We will continue to monitor the price of natural gas on the open market to determine if and when it would be prudent to implement a new hedging program prior to the completion of the pipeline fueling project.

Omnitrans Fuel Cost History

including Sales Tax



ITEM # E4

DATE: September 15, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Nathan Churan, Director of Special Transit Services

**SUBJECT: APPROVE HIRING ONE INFORMATION CLERK POSITION
SPECIAL TRANSIT SERVICES DEPARTMENT**

FORM MOTION

Recommend the Board of Directors approve hiring one Information Clerk for the Special Transit Services Department.

BACKGROUND

In December 2015, Omnitrans was designated by the San Bernardino Associated Governments (SANBAG) as the Consolidated Transportation Services Agency (CTSA) for the Valley Measure I Subarea. As a result of this designation and the Board-approved Transition Plan, a new department, Special Transit Services (STS), was formed within Omnitrans to provide CTSA services formerly provided by Valley Transportation Services (VTrans).

In addition, the Transition Plan provided that the function and oversight of Access, the service provided to comply with the Americans with Disabilities Act (ADA), also be included under the Special Transit Services umbrella.

Through this transition, the need for an Information Clerk to provide telephone customer service has been identified to keep up with the demand of phone calls requesting applications, program information, scheduling interviews, and handling ADA visitor requests from other counties. Previously, these duties were handled by the Paratransit Eligibility Technicians. However, the implementation of in-person ADA assessments consumes the day, leaving no one to answer the large volume of calls received on a daily basis. The addition of this position supports the immediate need of the department and will enable program staff to more effectively complete their tasks.

FUNDING SOURCE

The cost associated with this action is available in the Special Transit Services Department. The total cost for Fiscal Year 2017 (nine months) is estimated to be \$30,600, including salary and benefits.

Department: 2110
Expenditure Code 501130 – Wages, 502000 Benefits – Various

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

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

CONCLUSION

If approved, the Information Clerk will operate under the supervision of the Director of STS and perform direct customer service telephone support critical for communication of program information and ADA application processing that is vital to the response time effectiveness as the demand for STS programs increase.

PSG:NC

ITEM # E5

DATE: September 15, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT IPMO17-16, VEHICLE
MAINTENANCE FACILITY (VMF) MODIFICATION WORK**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to award Contract IPMO17-16 to Regency-Pacific Development Corporation, of Beaumont, California, for the Vehicle Maintenance Facility (VMF) Modification Work, in the amount of \$697,000, plus a ten percent contingency of \$69,700, and a 3.27% Cost Allocation Plan (CAP) of \$25,071.09, for a total not-to-exceed amount of \$791,771.09.

BACKGROUND

The sbX Project was comprised of three components: procuring the 60' buses, construction of the E Street BRT Corridor and remodel of the East Valley Vehicle Maintenance Facility.

On June 15, 2015, Omnitrans terminated work on Contract IFB-IPMO12-10 with USS Cal Builders for the construction of the VMF and operational use of the Maintenance Facility commenced. Unfinished work remaining included the vacuum system, removal of the temporary canopy and related concrete work was removed from the contract via a deductive change order. Omnitrans staff has been working with the design team (STV) to develop the solicitation package to complete the remaining tasks.

On August 3, 2016, Omnitrans' Board of Directors authorized staff to release Invitation for Bids IFB-IPMO17-16. Notices were published in four local newspapers of circulation, three of which were minority owned papers to promote Small Disadvantaged Business Enterprises (DBE) participation, and posted on Omnitrans' online bidding system. Two bids were received prior to the September 8, 2016 deadline, and one bid was found to be responsive.

Award is recommended to Regency-Pacific Development Corporation, in the amount of \$697,000. This bid is 16.8% higher than the Independent Cost Estimate (ICE) of \$580,000. A detailed cost analysis shall be performed to deem price reasonableness no later than the Board of Directors meeting on September 30, 2016.

In accordance with FTA Circular 4220.1F, and Omnitrans Procurement Procedure 4050.1, Section 5, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unfavorable terms and conditions or unduly restrictive scopes of work or technical specifications.

FUNDING SOURCE

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
STA	11-03-OMN-B	2011	VMF	X11G70060S	\$125,451.00
STA	10-09-OMN-B	2010	VMF	X10V20101S	\$66,641.78
LTF	S-1407-28	2014	VMF	X14101032L	\$274,440.28
LTF	S-08/11-024	2009	VMF	X09V70053L	\$86,836.86
LTF	S-07/11-036	2008	VMF	X08V70053L	\$147,617.27
STA	07-05-OMN-B	2007	VMF	X07G70055S	\$25,128.53
LTF	S-1208-012	2014	VMF	X14PAR002L	\$65,655.37
					\$791,771.09

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

Short Range Transit Plan/Strategic Initiative Supported – Safety and Operations: Improve and expand public transportation service to our customers and community.

CONCLUSION

By approving award of this contract, Omnitrans will be able to complete the Vehicle Maintenance Facility Maintenance Construction project.

PSG:JMS:KAM