



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, SEPTEMBER 12, 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.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, October 10, 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 – August 15, 2019 4
2. Recommend the Board of Directors Authorize the CEO/General Manager to Award Call for Projects – Measure I Specialized Transportation Program for FY20-FY21 – *Aaron Moore* 8
3. Recommend the Board of Directors Authorize the CEO/General Manager to Award MNT20-02, Architectural and Engineering Services – *Eugenia Pinheiro* 10

F. ADJOURNMENT



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

ITEM # D1

DATE: September 12, 2019

TO: Committee Chair Sam Spagnolo and Members of the Omnitrans 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 and Finance Committee Meeting scheduled September 12, 2019.

Item	Contract	Principals & Agents	Subcontractors
#E3	Award - MNT20-02 Architectural and Engineering (A&E) Services	<i>Huitt-Zollars, Inc. Ontario, CA Kevin Carter, PE Vice President</i>	<i>Sy Lee Associates, Inc. Glendale, CA Converse Consultants Redlands, CA Ruth Villalobos & Associates, Inc. Ontario, CA</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: _____

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



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ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, AUGUST 15, 2019**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, August 15, 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
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

Committee Members Not Present

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
Suzanne Pfeiffer, Director of Human Resources
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Aaron Moore, Director Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Adrienne Fernandez, Executive Staff Assistant
Krystal Turner, Contracts Administrator
Omar Bryant, Maintenance Manager
Maurice Mansion, Treasury Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, September 12, 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 June 13, 2019

M/S (Avila/Roberts) that approved Administrative & Finance Committee Minutes of June 13, 2019. Motion was passed unanimously by Members present.

Committee Chair Spagnolo announced that Item #E5 would be moved up on the agenda.

5. Receive and File an Informational Update on the Omnitrans/SBCTA Ad Hoc Committee

Director of Strategic Development, Jeremiah Bryant presented a PowerPoint outlining the activities of the Ad Hoc Committee to date and reviewed the staff recommendation that would be presented at the upcoming Ad Hoc Committee Meeting.

Member Dailey arrived at 8:03 a.m.

Member Wapner expressed his appreciation for the Ad Hoc Committee's work thus far. He noted that a "common sense" approach was taken and mentioned the ongoing issue of productivity versus coverage. He explained that in the past, when service cuts to specific routes was the direction to staff, public input has impacted the Board's decision. Member Wapner stated that while there may be resistance from the public, it is important that the Board follow through with the plan and remain focused on the solution.

Member Hagman commended staff on the report noting the analytic based approach. He stated that in this era of technology, it is important to consider options such as alternative vehicles and technology solutions as ways to improve the financial outlook. Lastly, he stated that the plan should be reviewed on an annual basis.

Member Dailey also commended staff on a well-prepared report. He agreed with Member Hagman's comment regarding a constant review of the Strategic Plan in order to adapt to the ridership trends and changes in technology. Member Dailey mentioned the importance of keeping the Board informed as information is available particularly related to service cuts that could potentially affect the cities.

All Members agreed with Member Wapner’s suggestions for the Board as a body to make a decision and follow through in its entirety.

The Committee received and filed this item.

A copy of the PowerPoint presentation is available upon request.

2. Receive and Forward to the Board of Directors Approve the Management Plan Strategic Initiatives and Key Performance Indicators FY19 Fourth Quarter Reports

CEO/General Manager, P. Scott Graham presented a brief background on this item as detailed in the staff report.

Member Hagman referred to Strategic Initiative #2, Service Expansion and had some questions regarding the partnership with Lyft. Director of Special Transportation Services, Aaron Moore provided additional information.

Member Dailey referred to Strategic Initiative #1, Financial Sustainability and Operational Cost Efficiencies and had some questions regarding the Pipeline Fueling Infrastructure Project at “I” Street. Mr. Graham reviewed some of the challenges associated with this project and stated that the project was put on hold due to the distance to the gas line and the expense.

Member Dailey had some questions regarding paid parking at the transit center to offset some of the security costs. Mr. Graham explained that the issue had been explored in the past and the land is owned by the city, therefore any revenue would go to them.

Member Roberts left the meeting at 8:53 a.m.

The Committee received and forwarded this item to the Board of Directors.

3. Receive and Forward to the Board of Directors, Fiscal Year End June 30, 2019, Financial Audit Statement on Auditing Standards (SAS) 114 Letter

Member Wapner left the meeting at 8:56 a.m.

Director of Finance, Donald Walker, presented a brief background on this item as detailed in the staff report.

The Committee received and forwarded this item to the Board of Directors.

4. Recommend the Board of Directors Authorize the CEO/General Manager to Award MNT20-07 Hazardous Waste Treatment, Transportation and Disposal Services

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

M/S (Dutrey/Avila) that recommended the Board of Directors authorize the CEO/General Manager to award Contract MNT20-07 to Haz Mat Trans, Inc., of San Bernardino, CA, for the provision of Hazardous Waste Treatment, Transportation, and Disposal Services for a three (3) year base period beginning October 1, 2019 and ending September 30, 2022 with the authority to exercise two (2) single option years ending no later than September 30, 2024 in the amount of \$235,000, plus a ten percent contingency of \$23,500, for a total not-to-exceed amount of \$258,500, if all options are exercised. Motion was passed unanimously by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:59 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, September 12, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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



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ITEM # E2

DATE: September 12, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Aaron Moore, Director of Special Transportation Services

SUBJECT: FUNDING AWARD – CALL FOR PROJECTS – 2019 MEASURE I SPECIALIZED TRANSPORTATION PROGRAM FOR FISCAL YEARS FY20 AND FY21

FORM MOTION

Recommend the Omnitrans Board of Directors authorize the CEO/General Manager to award funds for the Call for Projects - 2019 Measure I Specialized Transportation Program for Fiscal Years 2020 and 2021.

BACKGROUND

On March 6, 2019, Omnitrans Board of Directors authorized the CEO/General Manager to announce Call for Projects – 2019 Measure I Specialized Transportation Program for Fiscal Years 2020 and 2021. This Call for Projects covered Fiscal Years 2020 and 2021 with approximately \$1,200,000 available each year for new projects that will improve mobility and/or coordination of transportation services and address the unmet/underserved transportation needs of seniors and/or persons with disabilities in the San Bernardino Valley. Applicants were allowed to request two years of funding per project with a maximum grant request of \$150,000 per year. Applicants included local government authorities, human and social services agencies, and private non-profit and charitable organizations. The Measure I funds for this Call are funds directly allocated to Omnitrans as CTSA for San Bernardino Valley.

Measure I requires that projects selected for funding must be included in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2016-2020. The Plan identifies existing transportation services, unmet transportation needs and service gaps, as well as the prioritized goals and strategies for transportation needs of seniors and individuals with disabilities. The current coordinated plan was developed by AMMA Transit Planning for SBCTA and approved by SBCTA’s Transit Committee on February 9, 2017.

Proposals were evaluated by a panel of representatives from Omnitrans, SBCTA, and AMMA Transit Planning - SBCTA’s consultant for the Public and Specialized Transportation Advisory and Coordination Council (PASTACC).

A total of eight (8) proposals were received in response to the Call, with four (4) proposals being selected for funding - Table 1. Four (4) proposals were not selected for funding - Table 2.

Table 1

<u>AGENCY</u>	<u>PROJECT</u>	<u>FY20 AMOUNT</u>	<u>FY21 AMOUNT</u>	<u>TOTAL AMOUNT</u>
City of Fontana	Fontana Transportation Program Expansion	\$149,804	\$147,743	\$297,547
Foothill Aids Project	Van-Connect SBV	\$83,087	\$86,344	\$169,431
City of Yucaipa	Senior Transportation	\$52,500	No Funding Requested	\$52,500
OPARC	OPARC Link	\$61,852	\$62,790	\$124,642
		\$347,243	\$296,877	\$644,120

Table 2

<u>AGENCY</u>	<u>PROJECT</u>	<u>NOTES</u>
Department of Adult and Aging Services	Valley Transportation Assistance Project	Not Selected For Funding
Greater Hope	Transportation Project	Not Selected For Funding
Rolling Start	Pathways	Not Selected For Funding
Omnitrans	Microtransit	Not Selected For Funding

CONCLUSION

Recommend the Board of Directors authorize the CEO/General Manager to award funds for the Call for Projects - 2019 Measure I Specialized Transportation Program for Fiscal Years FY20 and FY21.

PSG: AM

ITEM # E3

DATE: September 12, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT20-02
ARCHITECTURAL AND ENGINEERING (A&E) SERVICES**

FORM MOTION

Recommend to the Board of Directors to authorize the CEO/General Manager to award Contract MNT20-02 to Huitt-Zollars, Inc., of Ontario, CA, for the provision of Architectural and Engineering (A&E) Services on an as needed basis for a three (3) year base period beginning October 2019 and ending October 2022, with the authority to exercise two (2) single option years ending no later than October 2024 in the amount of \$1,757,550, plus a ten percent contingency of \$175,755, and a 3.27% Cost Allocation Plan (CAP) of \$57,472, for a total not-to-exceed amount of \$1,990,777, if all options are exercised.

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 small and medium sized capital improvement projects (CIPs). Design services for major projects requiring A&E services will be solicited separately.

On March 6, 2019, Omnitrans' Board of Directors authorized the release of Request for Qualifications RFQu-MNT20-02. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system.

Four (4) responses were received by the May 2, 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 based on qualifications and technical competence as

detailed in the evaluation criteria listed in the RFQ. All four (4) firms were invited to participate in presentation interviews.

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

Criteria	Possible Points	Huitt-Zollars, Inc. of Ontario, CA	STV Incorporated of Rancho Cucamonga, CA	IDS Group, Inc. of Irvine, CA	Owen Group, Inc. of Redlands, A
Specialized Experience, Technical Competence and Past Performance	45	36.75	33.38	35.99	36.00
Professional Qualifications	25	22.08	21.25	19.99	20.33
Capacity to Accomplish Work	20	16.00	18.33	17.92	15.33
Geographic Location and Knowledge of Locality	10	8.73	9.00	7.50	7.66
Total	100	83.57	81.96	81.39	79.33

Huitt-Zollars scored the highest technically and was determined to be the most qualified. As a full-service engineering, surveying, and architecture firm, Huitt-Zollars has five (5) offices located in Southern California and a local office in Ontario. The firm’s local clients include the cities of Chino, Rialto, Fontana, Ontario and Riverside County. In addition, the firm has experience with transit agencies such as LA Metro, Sound Transit, and Houston Metro.

A cost proposal was requested from Huitt-Zollars and staff entered into negotiations on July 10, 2019. Staff requested a Best and Final Offer and pricing remained the same. Negotiations resulted in mutual agreement to adjust annual escalation rates to be based on the U.S. Department of Labor Bureau of Labor Statistics (BLS) "Architectural, engineering and related services" Industry Index.

A detailed cost analysis was performed. Pricing is deemed fair and reasonable based on rates paid historically for similar services.

The Evaluation Committee’s recommendation for this item was audited by a designated reviewer. This procurement meets the requirements of Omnitrans’ Procurement Policies and Procedures.

FUNDING SOURCE

Funding is included in each project’s approved budget as defined in Omnitrans’ Capital Plan.

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

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans’ Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this award, Omnitrans will have access to on-call A&E services for its construction projects scheduled for the next five (5) years.

PSG:EFP:KNT