



## **ADMINISTRATIVE & FINANCE COMMITTEE WORKSHOP**

**Monday, May 14, 2012 – 1:30 p.m.**

**Omnitrans Metro Facility**

**1700 West 5<sup>th</sup> Street**

**San Bernardino, CA 92411**

The Administrative & Finance Committee meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or 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.

### **A. CALL TO ORDER**

### **B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: June 11, 2012 at 1:30 p.m.  
Omnitrans Metro Facility Board Room

### **C. AGENDA ITEMS**

1. Approve Administrative & Finance Committee Minutes – April 9, 2012 2
2. Receive & File Forward Fuel Purchase Program Update for May 2012 7
3. Receive & File College Free Pass Program Update 10
4. Receive & File Construction Progress Report No. 5 through April 2012 – sbX E Street Corridor BRT Project 12
5. Receive & Forward to the Board for Approval Realignment of Procurement Department 31

### **D. REMARKS AND ANNOUNCEMENTS**

### **E. ADJOURNMENT**



Item #C1

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES  
April 9, 2012**

The Administrative & Finance Committee meeting was called to order by Chair Alan Wapner at 1:37 p.m. on April 9, 2012.

Committee Members Attending

Councilmember Alan Wapner, City of Ontario, Committee Chair  
Mayor Pro Tem Lee Ann Garcia, City of Grand Terrace  
Mayor Pro Tem Frank Gonzales, City of Colton  
Mayor Ed Graham, City of Chino Hills  
Mayor Pro Tem John Roberts, City of Fontana

Committee Members Absent

Mayor Paul Eaton, City of Montclair  
Mayor Pro Tem Paul Foster, City of Redlands  
Supervisor Gary Ovitt, County of San Bernardino

Omnitrans Staff & Others Attending

Milo Victoria, CEO/General Manager  
Robert Miller, Chief Financial Officer  
Marjorie Ewing, Director of Human Resources  
Samuel Gibbs, Director of Internal Audit Services  
Wendy Williams, Director of Marketing  
Don Walker, Director of Finance  
Jack Dooley, Director of Maintenance  
Scott Graham, Director of Operations  
William Tsuei, Director of Information Technology  
Jennifer Sims, Director of Procurement  
Ray Lopez, Director of Safety & Regulatory Compliance  
Rohan Kuruppu, Director of Planning & Development Services  
Maurice Mansion, Treasury Manager  
Milind Joshi, sbX Program Manager  
Bart Hayashi, sbX Planning Manager  
Jeremiah Bryant, Service Planning & Scheduling Manager  
Anna Rahtz, Planning Project Manager  
Debra NiCastro, Sr. Contracts Specialist  
Nancy Strickert, SANBAG  
Carol Angier, Administrative Secretary

**C. Conflict of Interest**

None.

**D. Agenda Items**

1. Approve Administrative & Finance Committee Minutes of February 13, 2012

M/S (Graham/Garcia) to approve the minutes of the February 13, 2012 Committee meeting. Motion was unanimous by members present.

2. Receive & File Financial Officer's Report on Forward Fuel Purchases for March 2012

Chief Financial Officer Miller reviewed the Forward Fuel Purchases for March 2012. He said Omnitrans is experiencing a \$100,000 favorable variance on a monthly basis due to the current fuel hedge contract.

This was a receive and file agenda item.

3. Receive & File College Free Pass Program Status Update

Director of Marketing Williams said Chaffey College recently approved the referendum to continue the College Free Pass Program through student fees. This still needs to go to their Board of Trustees. Omnitrans is campaigning for referendum approval at the other community colleges and is expected to go to the student body for voting later this month. Staff is still working on an agreement for a pilot program with the Art Institute.

This was a receive and file agenda item.

4. Receive and File Construction Progress Report No. 4 through March 2012 – sbX E Street Corridor BRT Project

sbX Planning Manager Hayashi reviewed Progress Report No. 4 for the sbX E Street Corridor BRT Project.

This was a receive and file agenda item.

5. Receive and Forward to the Board for Authorization for Additional Spend Authority for the Construction Contract of the sbX E Street Corridor BRT Project

sbX Program Manager Joshi said that due to unexpected conditions found during construction, the five percent contingency funds are almost exhausted. The number of Change Orders is expected to taper off in the future. Staff is asking that the contingency be increased by ten percent. This is within approved FTA procurement regulations. CEO/General Manager Victoria said there is a Change Order Control Board comprised of Omnitrans staff and the construction team that goes over each change order in detail to ensure due diligence was followed. Chair Wapner requested that all change orders, whether approved or denied by the Control Board, be brought before the Committee as an information item.

M/S (Graham/Garcia) to receive and forward to the Board of Directors for approval of additional spending authority of \$6,500,760, 10% of the construction contract value from the project contingency for Contract No. IPMO11-5 Griffith/Comet Electric Joint Venture, Santa Fe Springs, CA, vested in the Omnitrans CEO/General Manager, or his designee, to manage the potential construction change orders arising during the

course of construction and to ensure that construction activities progress without any time delays. Motion was unanimous by members present.

6. Receive and Forward to the Board for Authorization to Award Sole Source Contract for Additional Right-of-Way Services for the sbX Project Through the Construction Phase and Final Conveyance of the Right-of-Way Properties

sbX Program Manager Joshi said during the recent FTA review of the sbX Project, their recommendation was to augment staff to include Right of Way consultant services to handle the continuing right-of-way activities needed to convey all properties to the appropriate parties.

M/S (Roberts/Gonzales) to review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the sole source contract with Overland Pacific & Cutler, Inc. ("OPC"), Riverside, CA, in the amount of \$132,400, plus a 10% contingency of \$13,240, for a not to exceed amount of \$145,640 for right-of-way consultant services through the construction phase and final conveyance of the right-of-way properties for the sbX Project. Motion was unanimous by members present.

7. Receive and Forward to the Board for Authorization to Award Consultant Contract for sbX Staff Augmentation for Utility, Scheduling, and Environmental Compliance Consultant Services

sbX Program Manager Joshi during the same FTA review of the project, they determined that the nine current IPMO staff was not sufficient to keep the project running efficiently. The recommendation was to add an additional three staff to handle utility, scheduling, and environmental compliance consultant services. Quotes were sent out, proposals were reviewed, and the consultant service to handle these duties was selected. The contract will be for six months, but can be extended if deemed necessary.

M/S (Gonzales/Garcia) to review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the consultant contract with APSI Construction Management, Irvine, CA, in the amount of \$90,000, plus a 10% contingency of \$9,000, for a total not to exceed amount of \$99,000 for utility, scheduling and environmental compliance consultant services to augment the sbX staff. Motion was unanimous by members present.

8. Receive and Forward to the Board for Receipt and File SAP Enterprise Resource Planning (ERP) Project Implementation Update

Director of Information Technology Tsuei reviewed the SAP Enterprise Resource Planning project implementation update.

M/S (Graham/Garcia) to receive and forward to the Board for receipt and file Omnitrans' update on the SAP Enterprise Resource planning (ERP) Project implementation. Motion was unanimous by members present.

9. Receive & Forward to the Board for Approval SAP Enterprise Resource Planning (ERP) Enhancement Project

Director of Information Technology Tsuei said funding needs to be deobligated and reobligated to fund enhancement for the SAP Enterprise Resource Planning Project.

M/S (Roberts/Garcia) to receive and forward to the Board of Directors for approval (1) a recommendation authorizing the CEO/General Manager to de-obligate \$843,190 of Federal Transit Administration (FTA) funds and \$210,799 of State Transit Assistance (STA) funds as shown in the Funding Source section, and re-obligate these funds to the IT Application and Infrastructure Enhancement Project; and (2) receive and forward to the Board of Directors for approval a recommendation authorizing the CEO/General Manager to execute a contract for the SAP Enterprise Resource Planning (ERP) Enhancement Project with SAP America, Inc., New Town Square, PA, in the amount of \$160,000, plus a 10% contingency of \$16,000, and a Cost Allocation Plan (CAP) of \$5,755 (3.27% of total contract amount), for an amount not-to-exceed \$181,755. Motion was unanimous by members present.

10. Receive & Forward to the Board for Authorization to Deobligate and Reobligate FTA, STAF, and LTF Funding to Fund Existing Capital Projects

Treasury Manager Mansion said local funding is good for only three years. After that time, Omnitrans has three options for the remaining funds – reobligate the funding for the same project, deobligate/reobligate the funds for another project, or return the funds to SANBAG. There are several projects identified by staff to receive these funds. The deobligation/reobligation holds these funds until the projects are presented to the Board for approval.

M/S (Roberts/Garcia) to authorize the CEO/General Manager to amend the Fiscal Year 2012 Capital Budget and the 2008-2013 Short Range Transit Plan (SRTP) to add \$78,369 of Local Transportation Funds awarded as part of the Transportation Development Act, Article 3 Transit Stop Access Program. Motion was unanimous by members present.

11. Review & Forward to Board for Adoption of Fiscal Year 2012-13 Annual Budget – Executive Summary

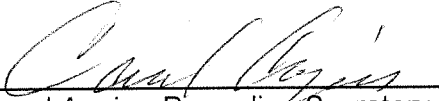
Treasury Manager Mansion reviewed the proposed Fiscal Year 2012-13 budget with the Committee members. The total Operating budget is \$69.3 million, and the total Capital budget is \$27.7 million. CEO/General Manager Victoria said if any Committee members have further questions on the budget, they can call him.

12. Recommend Approval by Board of Directors to Authorize CEO/General Manager to Sign Amendment No. 1 to Ontario Civic Center Transit Station Funding, Construction, and Maintenance Agreement

Director of Planning & Development Services Kuruppu said the City of Ontario is the lead for Phase II of the Ontario Civic Center Transit Station. The original engineer's estimate was done a year and half ago under different market conditions. It was estimated at \$315,000. The bids came in, and the lowest responsible bid was \$520,000. Therefore, the project funding amount needs to be amended.

M/S (Garcia/Graham) to recommend approval by the Board of Directors to authorize the CEO/General Manager to sign Amendment No. 1 to the Ontario Civic Center Transit Station Funding, Construction, and Maintenance Agreement, to amend the maximum amount of funding for the project from \$470,000 to \$520,000. Motion was unanimous by members present.


The Administrative & Finance Committee meeting adjourned at 3:30 p.m. The next Administrative & Finance Committee Meeting is scheduled for May 14, 2012 with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

  
Carol Angier, Recording Secretary



**DATE:** May 14, 2012 Item #C2

**TO:** Committee Chair Alan D. Wapner and Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager 

**FROM:** Robert Miller, Chief Financial Officer

**SUBJECT:** OMNITRANS CHIEF FINANCIAL OFFICER'S REPORT ON FORWARD FUEL PURCHASES FOR MAY 2012

#### **FORM MOTION**

Receive and file Omnitrans Chief Financial Officer's report on forward fuel purchases for April 2012. This program was implemented on May 6, 2009 to increase the predictability of Omnitrans costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

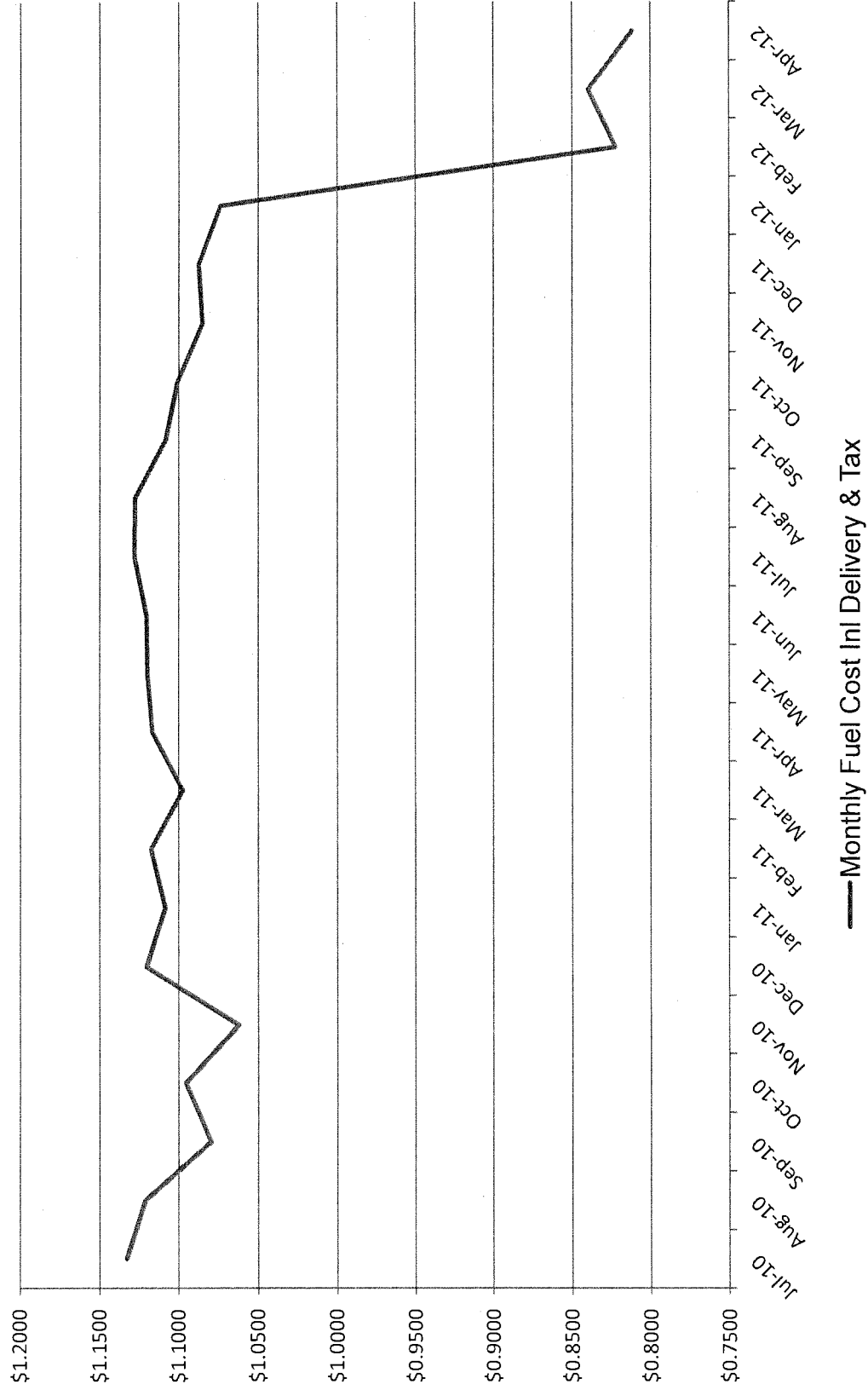
#### **SUMMARY AND BACKGROUND**

This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure. The report highlights activities taken under the Board action of November 2011 authorizing staff to hedge up to 150,000 gallons per month of CNG on the NYMEX exchange through Morgan Stanley. The report includes a summary of the hedge that has been established, the monthly variance recognized in the Agency's financials, and may include articles on significant matters that have impacted the market for CNG.

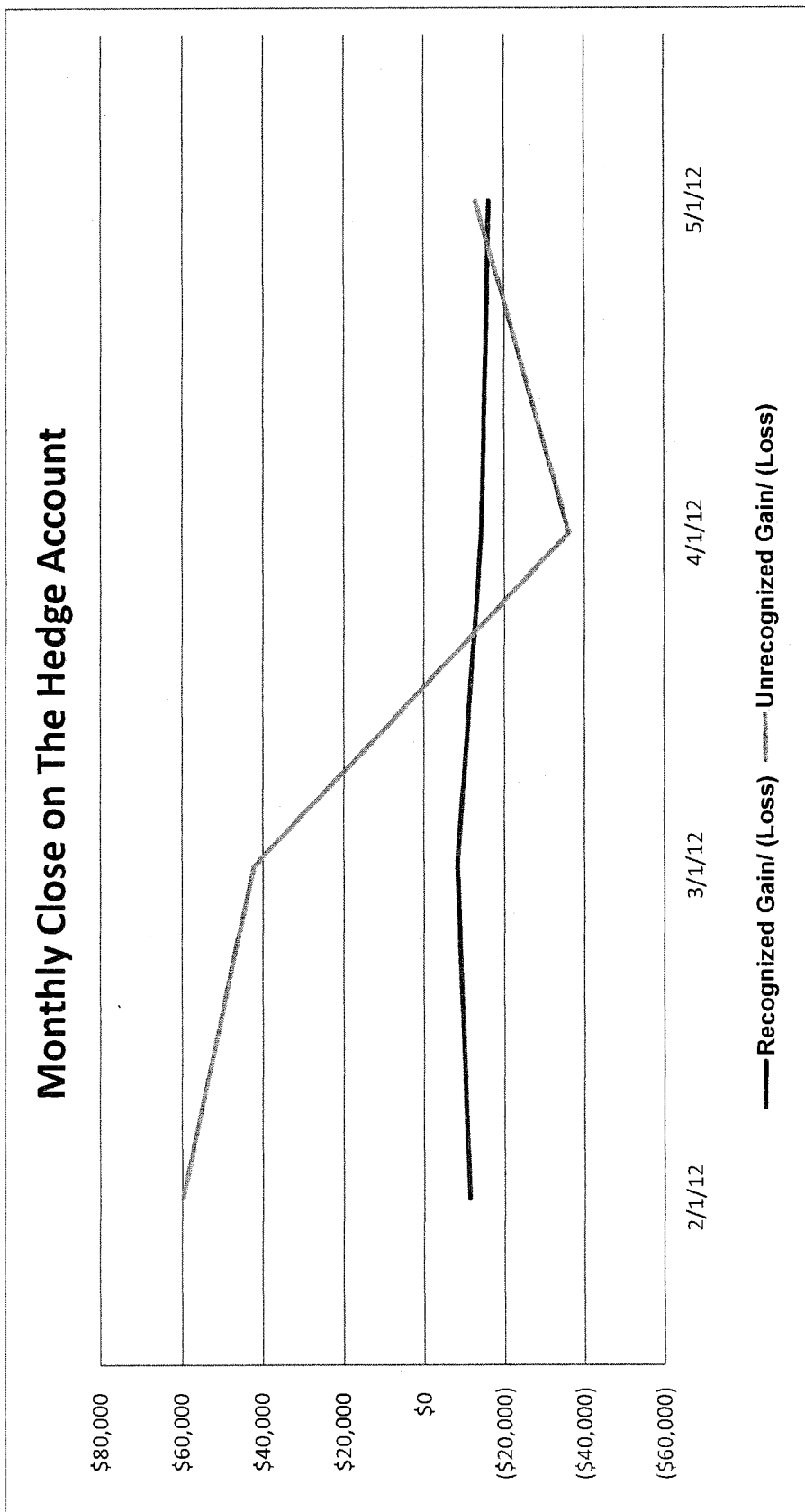
Spot market prices for natural gas continued to soften. Omnitrans' purchases of LNG from Clean Energy will reflect a price of \$.8116 per gallon including CNG at the So Cal Index price, liquefaction, delivery, and sales tax. This is after recognition of the loss on the hedge position in the amount of \$16,277. Omnitrans will recognize a favorable budget variance in the CNG account of approximately \$121,900 in the month of April 2012.

MV:rm

## Omnitrans Fuel Cost History









**DATE:** May 14, 2012 **Item #C3**

**TO:** Committee Chair Alan D. Wapner and  
Members of the Administrative & Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

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

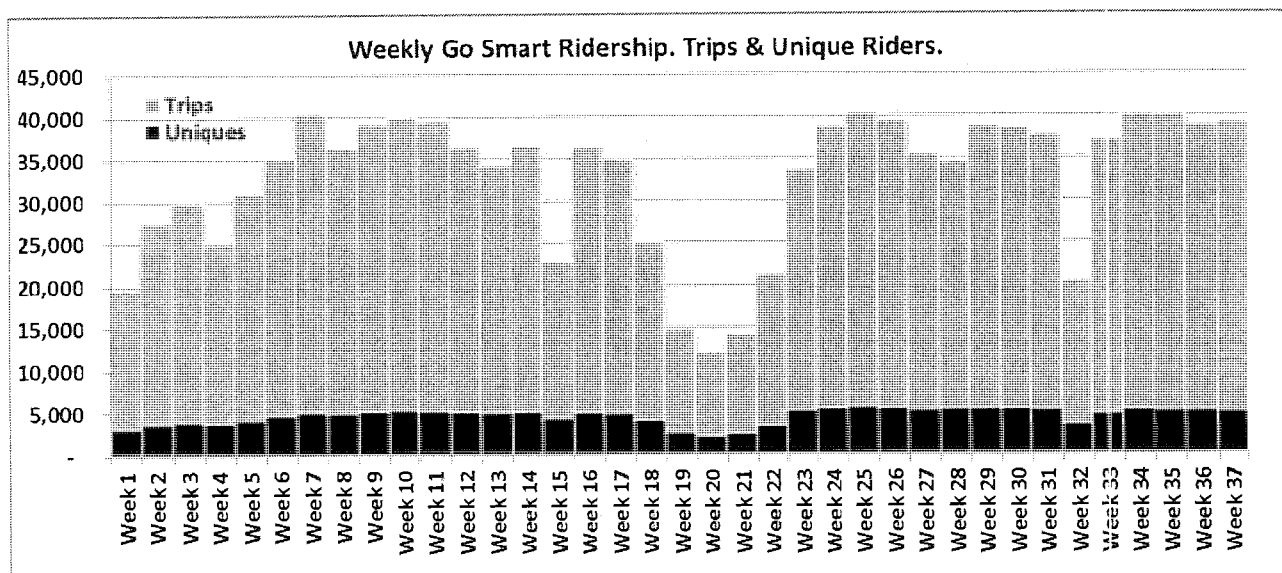
**SUBJECT:** COLLEGE FREE PASS PROGRAM STATUS UPDATE

### FORM MOTION

Receive and file an update on the “Go Smart” college free ride pilot program for 2011-12.

### BACKGROUND AND SUMMARY

With funding support from Omnitrans JPA members and participating local colleges, Omnitrans implemented a one-year pilot program offering fare free trips to enrolled students at California State University San Bernardino, Chaffey College, Crafton Hills College, and San Bernardino Valley College for the 2011-12 academic year. To date, over 1,200,000 trips have been taken and attributed to nearly 12,500 unique ID cards. This represents approximately 23 percent of enrolled students. Refer to the chart below for weekly activity.



Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.

Referendums to establish a five-year program supported by student fees were approved by students at three local community colleges: Chaffey College, Crafton Hills College and Valley College. Formal agreements must be approved by the governing boards of each institution and Omnitrans. Agreements will be submitted to the Omnitrans Board for approval in June. CSUSB decided not to hold a student referendum this spring due to competing ballot issues; they hope to identify funds to continue the pilot program in 2012-13.

The five-year program at community colleges will take effect August 2012. Each college will collect \$7.50 per student in fall and spring semesters. Students with less than 6 credit hours will pay \$7.00. Summer sessions will be free to students enrolled the prior spring. Students who rely on Access will receive a 20 percent discount on Access base fare ticket purchases.

Additionally, Omnitrans has embarked on a two-month pilot program with The Art Institute of California-Inland Empire, located in San Bernardino. The rate established is same \$15 per year per enrolled student, pro-rated for the pilot program duration of May 1 through June 30, 2012.

At the conclusion of the pilot program, Omnitrans will provide emission reduction data reports for each individual contributing JPA member so that they can submit as required by the South Coast Air Quality Management District, the source of AB2766 funds used.

**Status of Commitment from JPA members (as of May 1, 2012)**


JPA Member	Amount	Status
County of San Bernardino	\$8,000	Paid
Chino	\$18,375	Paid
Chino Hills	\$8,175	Paid
Colton	\$14,895	Paid
Fontana	\$93,165	Paid
Grand Terrace	\$5,775	Paid
Highland	\$12,000	Paid
Loma Linda	\$12,180	Paid
Montclair	\$7,305	Paid
Ontario	\$40,830	Paid
Rancho Cucamonga	\$91,545	Paid
Redlands	\$15,000	Paid
Rialto	\$51,375	Approved by Council on 4/24/12
San Bernardino	\$141,765	Paid three quarterly installments
Upland	\$23,445	Paid
Yucaipa	\$34,725	Paid
<b>TOTAL</b>	<b>\$578,555</b>	

MV: WW



**DATE:** May 14, 2012 **Item #C4**

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager 

**FROM:** Milind Joshi, sbX Program Manager

**SUBJECT:** **CONSTRUCTION PROGRESS REPORT NO. 5 THROUGH APRIL 2012**  
**- sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and file Construction Progress Report No. 5 for the sbX E Street Corridor BRT Project through April 2012.

**SUMMARY AND BACKGROUND**

This is Construction Progress Report No. 5 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and file the Construction Progress Report No. 5 for the sbX E Street Corridor BRT Project through April 2012.

MV:MJ

Attachment



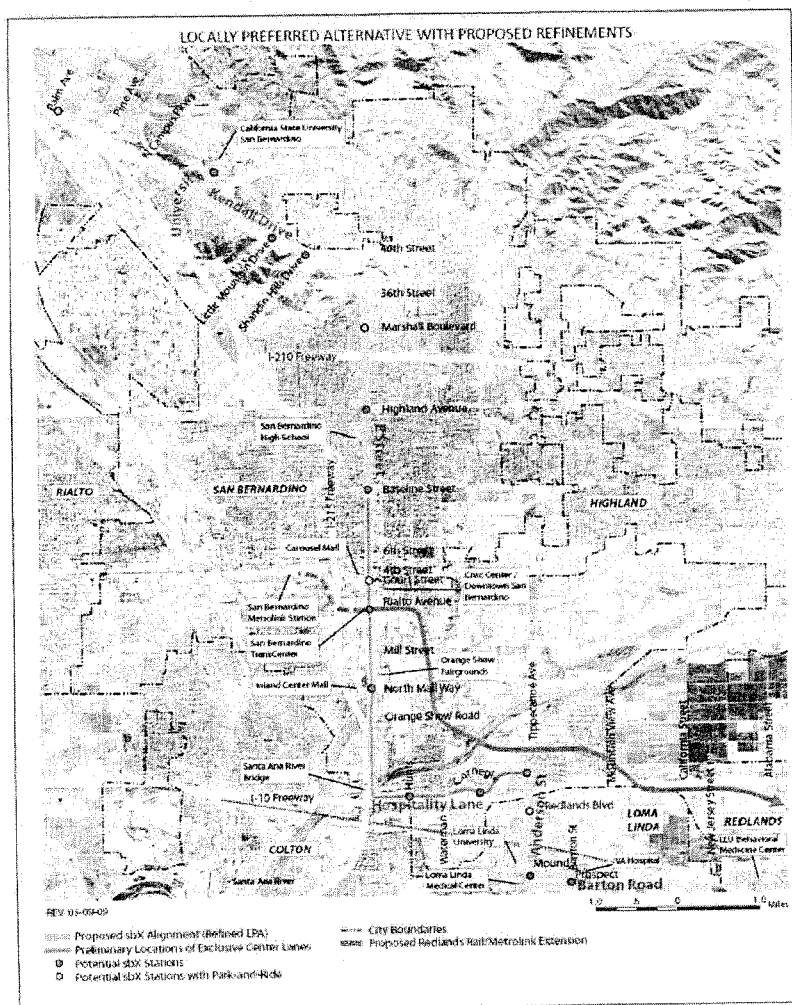
# sbX E Street Corridor Bus Rapid Transit (BRT) Project

## Construction Progress Report No. 5

Month Ending: April 2012

Submitted By: **JACOBS**

Contractor: Griffith/Comet  
Contractor Contract No.: IPMO11-5  
Project Manager: Joe Jenkins, P.E.  
Resident Engineer: Karim Varshochi, P.E.  
Omnitrans Construction Manager: Bart Hayashi, P.E.



**Construction Progress This Month:**

- Continued construction of the Kendall/Palm Park & Ride Facility; placed concrete for the foundation of the restroom and bus platform, started placing block for the restroom walls, continued installation of electrical conduit and storm drain improvements.
- Continued water service and fire hydrant relocations, storm drain systems, traffic signal relocations and placement of curb & gutter, driveways and bus pads along E Street.
- Continued water service and fire hydrant relocations, and westbound removals and clearing & grubbing along Hospitality Lane.

**Community Relation Activities this Month:**

- Conducted monthly Public Construction Status Meeting at 201 North East Street on 11 April. A project update was provided and no major concerns raised.
- Continued communications with businesses along Hospitality Lane and E Street to coordinate scheduling of the work.
- Met with TGI Fridays located on Hospitality lane to address concerns pertaining to shut-downs of water service required for relocation efforts. Coordinated to perform shut-downs during non-business operation hours, posted signage identifying the business is open during construction and maintained access while under construction.
- Met with SoCal Super Trucks located at 774 South E Street to address their concerns pertaining to business access and potential damage of their large glass window due to construction vibration. Access will be maintained during construction and the contractor will monitor for vibration.
- Met with five property owners along E Street to advise of the work schedule and inform them that access to their properties will be maintained during construction.
- Met with Cross Roads Rotary Club to discuss concerns pertaining to the elimination of left hand turns along Hospitality Lane due to the dedicated center running bus lanes. Advised them that U-turns will be allowed at signalized intersections to allow access to businesses.

**Accomplishments this Month:**

- Completed negotiation and execution of the first contract change order. The original estimate for this change was approximately \$4.159 million; after negotiations of the costs with the contractor and relief of some San Bernardino City requirements the costs was reduced to approximately \$2.594 million.
- Completed negotiations for the 2nd & 3<sup>rd</sup> contract change orders and awaiting the Omnitrans CEO signature. Negotiations with the contractor for the 3<sup>rd</sup> change resulted in an estimated original proposal of approximately \$475,000 to an agreed cost of \$433,500.
- Continue to meet each month to review the project risk register that identifies risks and potential costs to the project. We have prepared a 13 page risk register identifying 125 risk items in 14 different categories reducing the project's exposure to these risks.
- Identified a potential public relations issue and impact to local business prior to executing the approved traffic control plan for closure of lanes at Tippecanoe and Hospitality Lane. Upon reviewing the traffic flow after the traffic control was established it was determined that traffic would back up north bound on Tippecanoe due to the restricted left turn on Hospitality. A plan revision was created and reviewed by the City that allowed two left turn lanes and two west bound lanes to the next signalized intersection. The road was restriped at night and the problem was eliminated.

- The approved traffic control plan required the closing of an access driveway to a commercial center. Access was being obtained by an adjacent signalized intersection but the business establishments were complaining to the center's owner to have the driveway opened. The team met with the center manager and owner to seek a resolution. Two options were presented and the owner selected the option that fast tracked construction to permit opening of the driveway prior to completion of the adjacent work.
- A conflict existed with the corner radius that restricted bus turning into a local mall entrance. Two options were presented (1) Eliminate the median conflict; this would require removal of an existing sign and entrance lights. (2) Construct a larger radius corner that would require about 140 sq ft of additional right-of-way. The owner agreed that dedicating the right of way at no cost would be better than having to try and replace the sign and lights at another location.
- The contractor (Comet) completed the 80% design for the transit signal priority, communications and variable message sign systems and is scheduled to submit 100% plans by 1 May. Review has been a coordinated effort between the designer, CM staff and Omnitrans operations.

### **Construction Planned for the Next Month:**

- Continue construction of the Kendall/Palm Park & Ride facility
- Continue installation of curb & gutter, sidewalk, driveways, and bus pads along E Street.
- Continue traffic signal relocations along E Street.
- Complete installation/extension of water services, fire hydrants, and water meters relocations along E Street and Hospitality Lane.
- Place curb, gutter, driveways and sidewalk along the north side of Hospitality Lane
- Continue storm drain and sanitary sewer improvements along E Street
- Relocate trees along Hospitality Lane

### **Areas of Concern and Proposed Solutions:**

- Received encroachment permit from the City of San Bernardino on 01/27/12; the first contract day of construction was 12/21/11. The actual start of construction was delayed due to the permitting issue with the City of San Bernardino. The baseline schedule has been returned to the contractor for corrections. Once the baseline schedule is approved; the contractor will submit a recovery schedule so we can evaluate the impact of the delay. The revised baseline schedule was received and returned to the contractor with 22 pages of corrections/comments. The contractor has addressed most of these comments but several discrepancies still exist and Omnitrans 3<sup>rd</sup> Party scheduler is also reviewing the schedule.
- Caltrans Encroachment permit for Hospitality and Carnegie; waiting for Caltrans Traffic Signal Section in Sacramento to review additional information provided by Parsons. Caltrans to meet with Omnitrans and Parsons to review plan check comments on 05/01/2012.
- Waiting for the Flood Control District Permit for the Redlands Park & Ride Station.
- The project has started with a significant amount of changes and contract change orders need to be processed in a timely manner to avoid delays to the project. The amount of contingency will need to be increased to make funding available for these change orders. IPMO plans to request an additional 10% contingency during the May Board Meeting.
- We are coordinating with Verizon and SCE Transmission and Distribution for relocations. SCE is scheduled to relocate a distribution pole at 10<sup>th</sup> and E Streets on 1 May. Verizon started relocation of a pull box at North Mall Way and E Street. Parsons prepared plan revisions to include service from the SCE and Verizon service

points to the stations with the exception of the service at baseline and E Street. The contractor is preparing a cost proposal for this change.

- There is a conflict between an SCE vault and the curb design near the Souplantation Restaurant on Hospitality Lane; the existing vault is in the curb line and will need to be relocated. We are coordinating this issue with SCE.
- Pedestrians are entering areas closed to the public and that are under construction despite signage and barriers identifying the closed off areas. This concern has been addressed with the San Bernardino Police Department; they will increase their presence and issue warnings to violating pedestrians.
- Deficiencies in the quality and thickness of existing pavement along E Street between 6<sup>th</sup> and 10<sup>th</sup> Street were identified. Coring of sections of the sStreet to evaluate the conditions and provide recommendations for construction was conducted. We are reviewing the coring information with the designer and geotechnical engineer to determine the appropriate pavement section. It is anticipated that this will result in some increases in current pay items but none greater than 25%.
- The contractor's surveyor has identified vertical and horizontal discrepancies in the survey monuments along Hospitality Lane. We met with the designer, contractor and our QA surveyor to discuss resolution of this issue. The design surveyor provided electronic data; the contractor is re-checking the bench marks. There are some minor variations but the discrepancies are within tolerance; with use of local control this issue is resolved.



**Contract Change Orders (CCO)**

CCO	Description	Negotiated Cost	Time Extension Contract Calendar Days
1	Water Meter and Fire Hydrant Connections to the Main	\$2,594,555.00	0
2	Additional Insurance Requirements, prepared and processing	\$214,364.64	0
3	Electrical Service Modifications for Street Lights; prepared and processing	\$433,500.00	0
<b>TOTALS</b>		<b>\$3,242,419.64</b>	<b>0</b>

**Change Order Requests (COR)**

COR	Description	Estimated Cost *	Time Extension Contract Calendar Days	Status
1	Permit Plan Changes, Delta 1, requested by the City	\$489,754	TBD	Preparing documentation for submittal to Omnitrans.
2	Permit Plan Changes, Delta 1A, additional changes	\$150,000	TBD	JV preparing cost proposal
3	Permit Plan Changes, Delta 2, G & M Oil Gas Station and Station Utility Service Pedestals (SCE & Verizon)	\$1,200,000	TBD	JV to revise and resubmit cost proposal
4	Project Signs changed from Wood to Aluminum	\$3,600	0	Submitted to Omnitrans on 04/12/2012 for approval
5	Ad Panels	0	0	Denied
6	SWPPP training	\$9,394	0	Awaiting JV resubmittal
7	Street Conduit Forensic study, Paid under Pay Item No. 318, closed	0	0	To be paid under bid item 318 – Unknown Conditions
8	Additional Insurance Requirements; Processing as CCO No. 2	0	0	Submitted to Omnitrans on 03/21/2012 for approval
9	Caltrans Kendall/Palm Encroachment Permit	\$50,000	0	Awaiting further information
10	Revise Station Limits and Elevations	0	0	JV to confirm "no cost" change
11	Station Glass Dimension Revisions	0	0	JV to confirm "no cost" change
12	Partnering Session Supplies for Team Building	\$9,524	0	JV to confirm "no cost" change
13	Station Elevation Modifications for Marshall and Baseline	0	0	To be reviewed with Omnitrans on 05/01/2012
14	Electrical Service Modifications for Street Lights – CCO No. 3 prepared	0	0	Submitted to Omnitrans on 03/21/2012 for approval
15	Electrical Plan Changes	TBD	TBD	Designer preparing scope
16	Taper revisions at Parcels B235, B237, B239	0	TBD	JV to confirm "no cost" change

COR	Description	Estimated Cost *	Time Extension Contract Calendar Days	Status
17	177 lf of 6" DIP missing from bid list; paid under Pay Item No. 55, closed.	0	TBD	To be paid under bid item 55.
18	Drainage Plan and Profile Kendall/Palm Station East	\$80,000	TBD	JV preparing cost proposal
19	Lowering Catch Basin for Street Light Foundation	\$35,000	TBD	Under review by Jacobs
20	Missing bid item for 1-1/2" PVC pipe at Kendall/Palm – Denied included in Station bid item	\$0	0	Denied
21	Flow line modifications at Benton, Prospect, Anderson & Redlands stations	TBD	TBD	Designer preparing scope
22	Potholing along E Street for curb & gutter excavation, paid under Bid Item 318, closed.	0	TBD	To be paid under bid item 318 – Unknown Conditions
23	Water Meter and Fire Hydrant Connections to the Main. Executed as CCO No. 1, Closed.	0	TBD	Approved
24	Additional traffic signal requirements	\$59,477	TBD	Submitted to Omnitrans on 03/21/2012 for approval
25	Addition of two bus stops at Kendall/Palm	\$35,000	TBD	JV preparing cost proposal
26	Redesign of median fountain area at Court Station	TBD	TBD	Designer preparing scope
27	Kendall at Palm Traffic Signal Revisions	TBD	TBD	Designer preparing scope
28	Kendall at Palm additional local bus station – Part 2 – electrical, landscape, signage and striping additions	TBD	TBD	Designer preparing scope
29	Gage Canal Changes	TBD	TBD	Designer preparing scope
30	Bus Stop No. 2 Revisions	TBD	TBD	Designer preparing scope
31	Planter curb additions at Shell Gas Station	TBD	TBD	Designer preparing scope
32	Graded channel at north end of Kendall/Palm	TBD	TBD	JV preparing cost proposal
33	E Street/North Mall Way bay taper & median removal	TBD	TBD	Designer preparing scope
34	Optional traffic signal at Hospitality and private drive	TBD	TBD	Designer preparing scope
35	E Street/North Mall Way bay taper	\$5,000	TBD	Awaiting info from JV
36	Flow line modifications to Hospitality at Tippecanoe, Hospitality at Carnegie, Kendall at Little Mountain and the CSUSB stations	TBD	TBD	Designer preparing scope
37	Out of Sequence Concrete Pours due to Existing	TBD	TBD	Awaiting info from JV

COR	Description	Estimated Cost *	Time Extension Contract Calendar Days	Status
	Unforeseen Obstructions -			
38	Modified Utility Plans Showing Vaults to be Replaced and water Meter As-Builts	TBD	TBD	Designer preparing scope
39	Out of Sequence Concrete Pours due to Existing Unforeseen Obstructions – Union Street	TBD	TBD	JV preparing cost proposal
40	Curb Ramp at Northwest Corner of E Street & Rialto	TBD	TBD	JV preparing cost proposal
41	Change sbX Traffic Signal Heads from PV to LRT	TBD	TBD	JV preparing cost proposal
42	Pavement Section Along E Street from 10 <sup>th</sup> to 2 <sup>nd</sup> Street	TBD	TBD	Designer preparing scope
43	Increase in Project Bid Quantities	TBD	TBD	Preparing documentation for submittal to Omnitrans
44	SCE Vault at North May Way	TBD	TBD	Designer preparing scope
45	Cross Gutter at E Street and Victoria	TBD	TBD	Designer preparing scope
46	Eliminate Driveway Approach at Parcel C33	TBD	TBD	Designer preparing scope
47	Replace Driveway Approach at Parcel B251	TBD	TBD	Designer preparing scope
48	Steel Storage Containers	TBD	TBD	No cost/no time change. Item closed.
49				
50				
<b>TOTALS</b>		<b>\$2,126,749</b>	<b>TBD</b>	

\* Rough Order of Magnitude – Currently there is not sufficient information to determine the rough order of magnitude cost for the costs identified as TBD. Estimated cost will be updated as additional information is obtained and negotiations are conducted.

**Contract Statistics****Contract Time**

Activity	Days	Date
Notice to Proceed		11/21/11
Calendar Days per Original Contract	731	
Original Completion Date		12/21/13
Calendar Days Completed	128	
CCO Time Extension to Date	0	
Required Completion Date as of 26 April 2012		12/21/13
Forecasted Completion Date as of 26 April 2012		12/21/13
Percent Time Elapsed	17.51%	

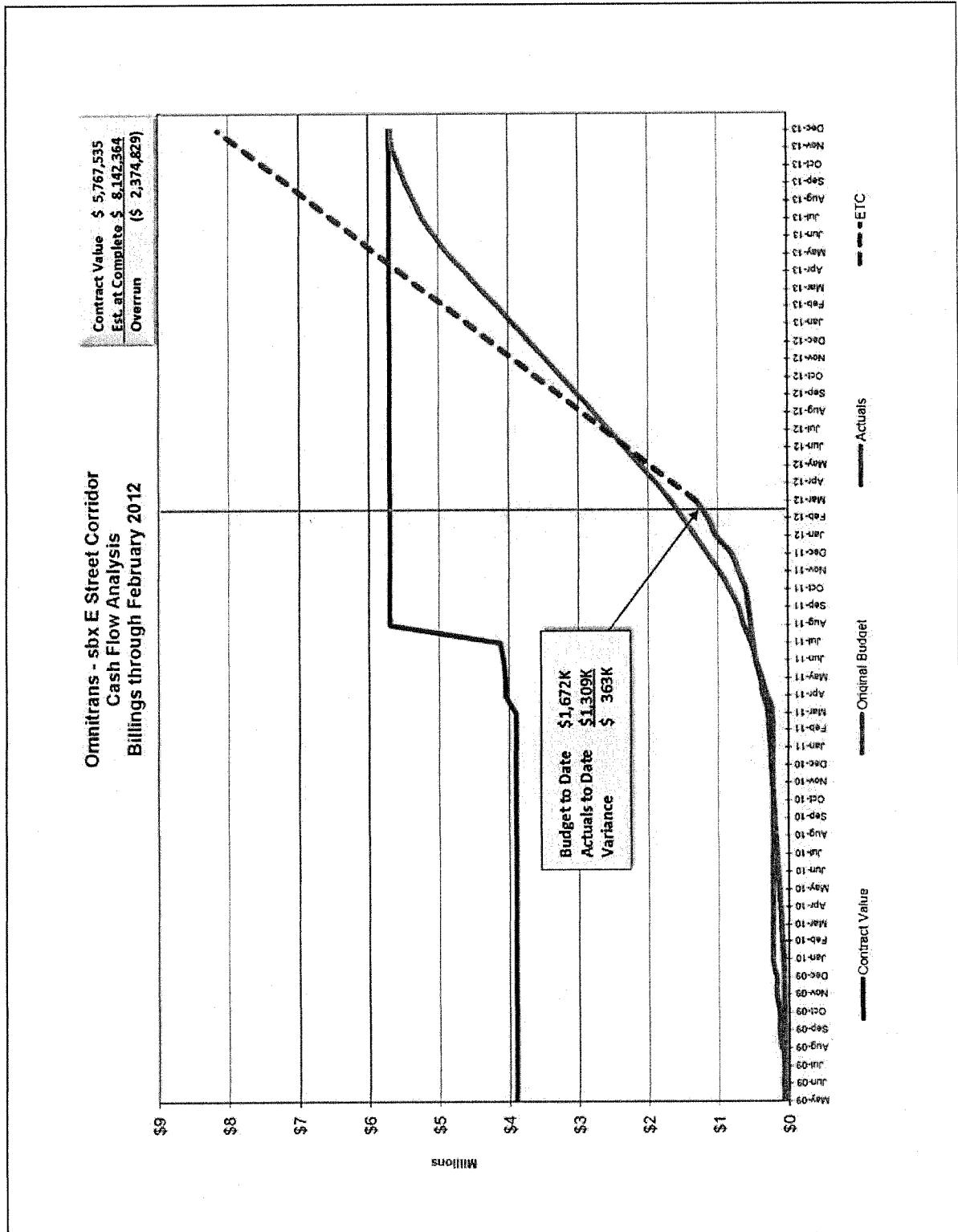
**Contract Cost**

	Comments	Project Cost
Original Contract Amount		\$64,700,603.05
CCO's to Date		\$3,242,419.64
Total Authorization to Date		\$67,943,022.69
Options (Pay Items 319 & 320)		\$202,000.00
Pending CCO's		\$2,126,749.00
Forecasted Cost at Completion		\$70,271,771.69
Contract Items as of 31 March 2012		\$5,924,742.29
Materials on Hand as of 31 March 2012		\$0
CCO's Paid as of 31 March 2012		\$36,046.35
DBE Contract Amount		\$644,0663.50
DBE Paid to Date		\$289,042.50
DBE Contract Goal		9.95%
DBE Percentage of Total Earned to Date		4.85%
Amount Earned as of 31 March 2012		\$5,960,788.64
Retention Held		\$596,078.86
Percent Complete (% paid)		9.21%

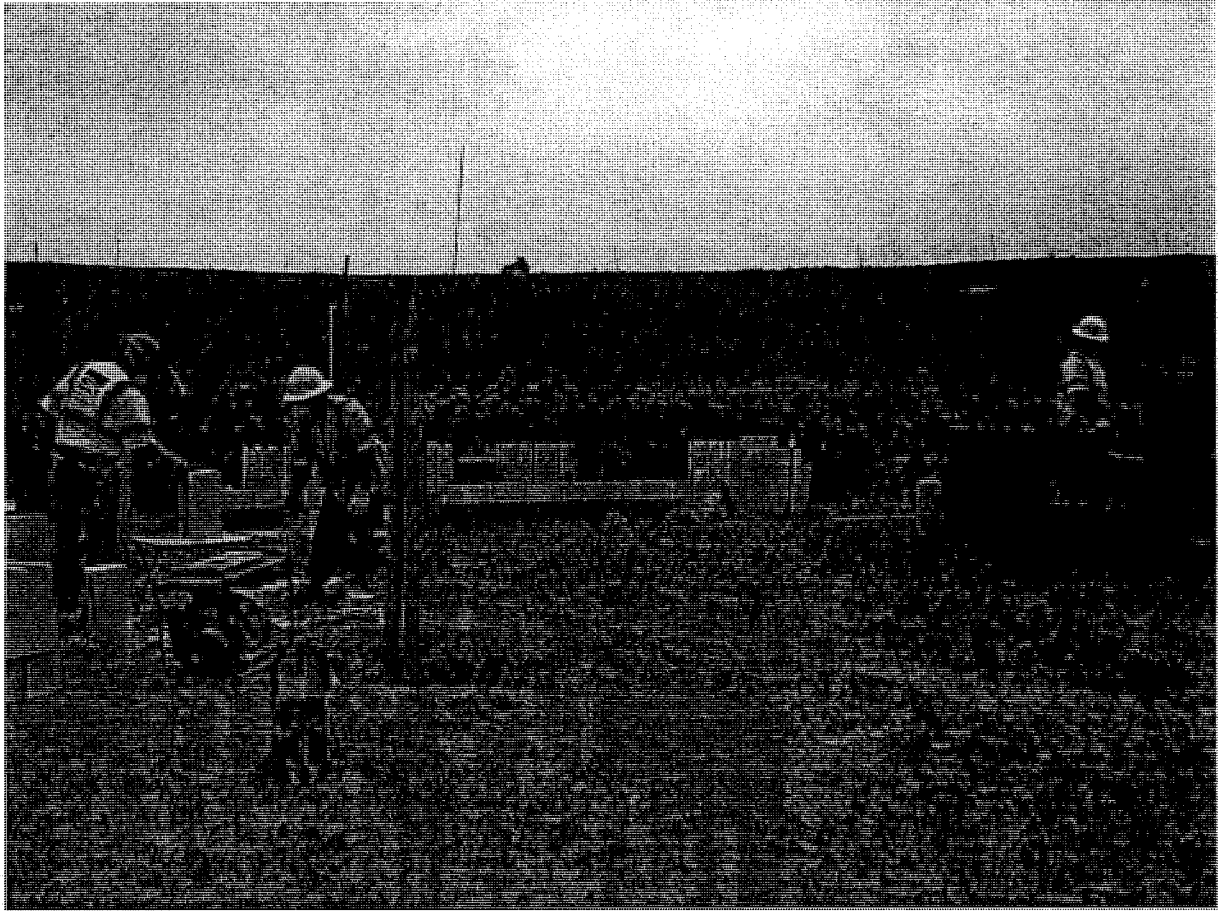
**Construction Management Services Cost**

	<b>Comments</b>	<b>Project Cost</b>
Original Contract Amount		\$3,898,769.00
CCO's to Date		\$1,803,526.90
Total Authorization to Date		\$5,702,295.90
Pending CCO's		\$0
Forecasted Cost at Completion		\$8,142,364.00
Total Billed as of 24 February 2012		\$1,304,741.26
DBE Contract Amount		\$789,333.00
DBE Paid to Date		\$59,505.57
DBE Percentage of Contract		13.84%
DBE Percentage of Total Earned to Date		4.56%
Percent of Budget Expended		22.88%

We added Primavera Contract Manager to assist with document control; a new server to provide the capacity to store documents at a remote location, provided additional staff for administrative and document control services, and inspection staff was also added sooner than planned. Also due to early extensive contract change orders, we added estimators to assist with estimating the costs of the change orders. The following Cash Flow Analysis shows our current billings through February 2012 and the estimate to complete through December 2013.



**Progress Photos:**

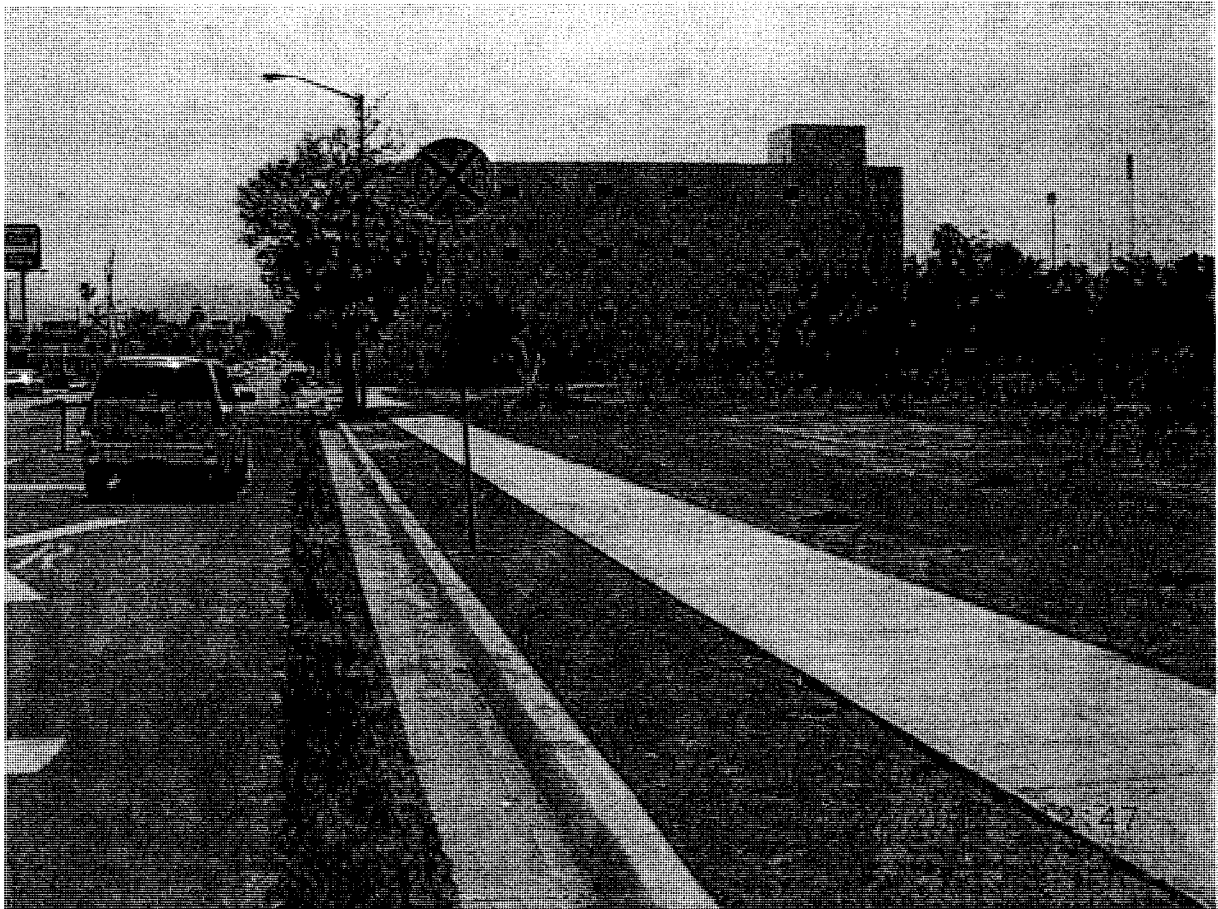


**Start of Block laying for the Bus Driver's Restroom at the Palm/Kendall Park & Ride**



New curb, gutter, driveways & sidewalk along E Street, looking south between 9<sup>th</sup> and Union Streets

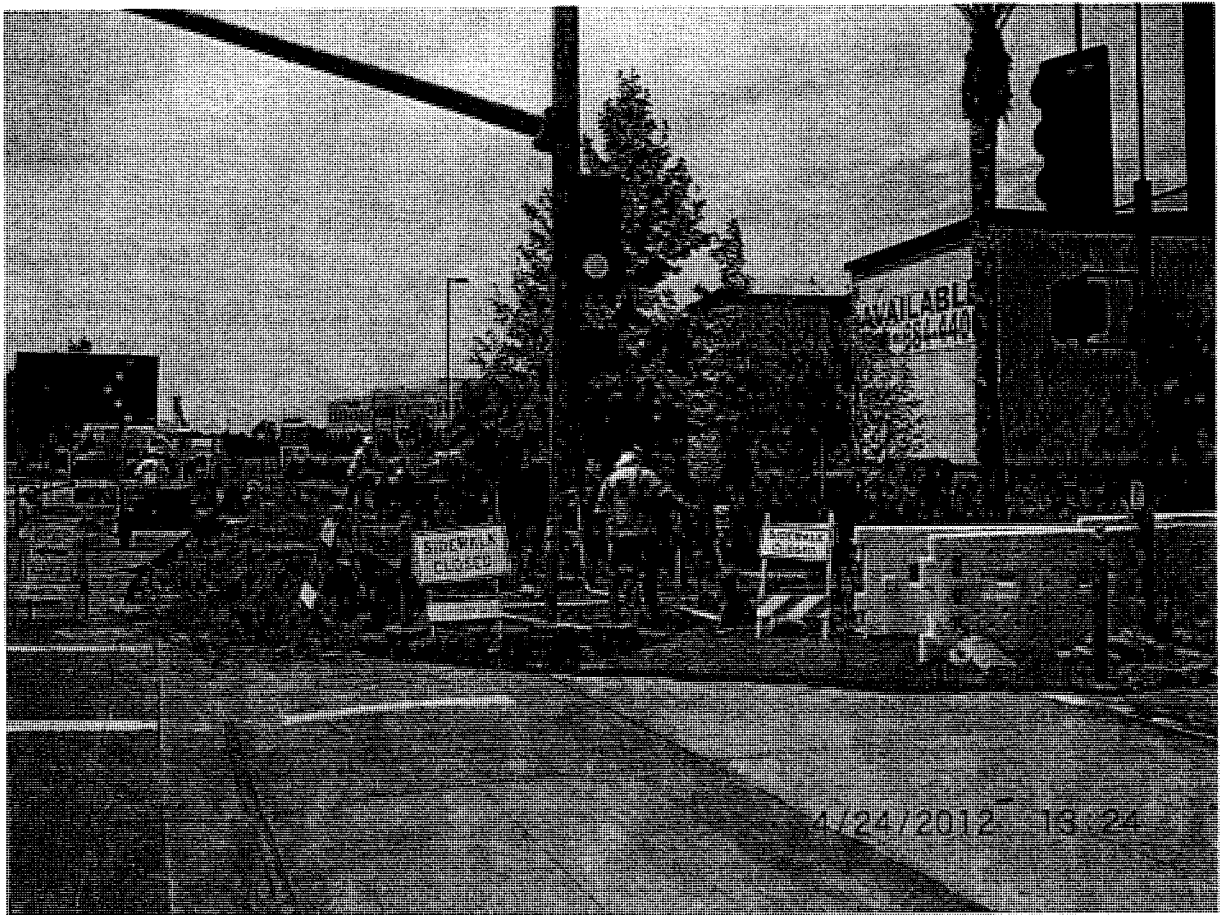




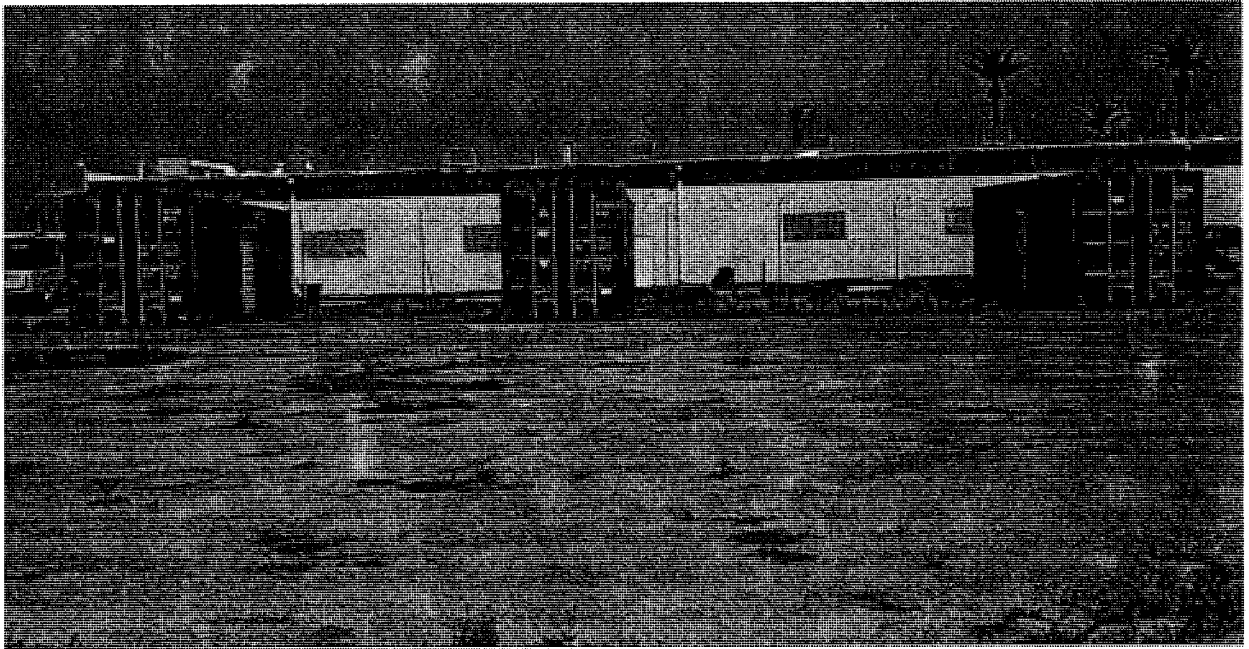
**New curb, gutter & sidewalk along E Street, looking south between Rialto Avenue  
& the BNSF tracks**



**New curb, gutter, driveway & sidewalk and relocated signal pole at SW corner of E Street & Inland Center Drive looking north**



**Clearing & grubbing and curb, gutter & sidewalk removal along the north side of Hospitality Lane at private drive across from Costco, looking west**



**Storage Containers delivered to the Omnitrans storage area on J Street between Rialto Avenue and Mill Street, Pay Item 35**

**IPMO/sbX Project Costs**  
**Forecasted through 4/30/12**

Standard Cost Category (SCC)	Description	Budget Authority (PCGA)	Current Budget	Total Spending Authority \$	Expenditures \$	Remaining Budget	Estimate to Complete	Estimate at Completion	Budget Forecast Variance
10	<b>GUIDEWAY &amp; TRACK ELEMENTS</b>	\$ 17,984,000	\$ 19,725,000	\$ 12,959,917	644,105	\$ 19,080,895	\$ 12,315,812	\$ 12,959,917	\$ (6,765,083)
10.02	Guideway, At-grade semi-exclusive (allows cross traffic)	\$ 16,686,000	\$ 18,353,000	\$ 12,169,991		\$ 17,768,951	\$ 11,585,942	\$ 12,169,991	\$ (6,183,009)
10.03	Guideway, At-grade in mixed traffic	\$ 1,298,000	\$ 1,372,000	\$ 789,926	60,056	\$ 1,311,944	\$ 729,870	\$ 789,926	\$ (582,074)
20	<b>STATIONS, STOPS, TERMINALS, INTERMODAL</b>	\$ 17,201,000	\$ 14,917,000	\$ 13,045,338	389,179	\$ 14,527,821	\$ 12,656,159	\$ 13,045,338	\$ (1,871,662)
20.01	At-grade station, stop, shelter, mall, terminal, platform	\$ 17,201,000	\$ 14,917,000	\$ 13,045,338	389,179	\$ 14,527,821	\$ 12,656,159	\$ 13,045,338	\$ (1,871,662)
30	<b>SUPPORT FACILITIES: YARDS, SHOPS, ADMIN.</b>	\$ 5,370,000	\$ 8,131,000	\$ -	-	\$ 8,131,000	\$ 8,131,000	\$ 8,131,000	\$ -
30.02	Light Maintenance Facility	\$ 1,265,000	\$ 4,265,000	\$ -	-	\$ 4,265,000	\$ 4,265,000	\$ 4,265,000	\$ -
30.05	Yard and Yard Track	\$ 4,105,000	\$ 3,866,000	\$ -	-	\$ 3,866,000	\$ 3,866,000	\$ 3,866,000	\$ -
40	<b>SITework &amp; SPECIAL CONDITIONS</b>	\$ 35,611,000	\$ 34,271,000	\$ 19,985,908	4,623,680	\$ 29,647,320	\$ 15,506,228	\$ 20,129,908	\$ (14,141,092)
40.01	Demolition, Clearing, Earthwork	\$ 4,785,000	\$ 4,741,000	\$ 455,559	13,652	\$ 4,727,348	\$ 441,907	\$ 455,559	\$ (4,285,441)
40.02	Site Utilities, Utility Relocation	\$ 6,245,000	\$ 4,993,000	\$ 4,488,511	1,197,987	\$ 3,795,013	\$ 3,290,524	\$ 4,488,511	\$ (504,489)
40.05	Site structures including retaining walls, sound walls	\$ 99,000	\$ 90,000	\$ 72,224	-	\$ 90,000	\$ 72,224	\$ 72,224	\$ (17,776)
40.06	Pedestrian / bike access and accommodation, landscaping	\$ 6,312,000	\$ 6,925,000	\$ 3,653,137	17,000	\$ 6,908,000	\$ 3,778,953	\$ 3,795,953	\$ (3,129,047)
40.07	Automobile, bus, van accessways including roads, parking lots	\$ 6,972,000	\$ 3,601,000	\$ 4,247,349	497,387	\$ 3,103,613	\$ 3,751,146	\$ 4,248,533	\$ 647,533
40.08	Temporary Facilities and other indirect costs during construction	\$ 11,198,000	\$ 13,921,000	\$ 7,069,128	2,897,655	\$ 11,023,345	\$ 4,171,473	\$ 7,069,128	\$ (6,851,872)
50	<b>SYSTEMS</b>	\$ 19,984,000	\$ 16,727,000	\$ 19,889,557	808,823	\$ 15,918,177	\$ 19,237,734	\$ 20,046,557	\$ 3,319,557
50.02	Traffic signals and crossing protection	\$ 11,386,000	\$ 10,810,000	\$ 5,995,557	174,078	\$ 10,635,922	\$ 5,978,479	\$ 6,152,557	\$ (4,657,443)
50.05	Communications	\$ 6,294,000	\$ 4,210,000	\$ 8,294,000	634,745	\$ 3,575,255	\$ 7,659,255	\$ 8,294,000	\$ 4,084,000
50.06	Fare collection system and equipment	\$ 2,304,000	\$ 1,707,000	\$ 5,600,000	-	\$ 1,707,000	\$ 5,600,000	\$ 5,600,000	\$ 3,893,000
	Contract Change Orders			\$ 3,242,420			\$ 3,242,420	\$ 3,242,420	\$ 3,242,420
	Pending Change Orders						\$ 2,126,749	\$ 2,126,749	\$ 2,126,749
60	<b>Construction Subtotal (10-50)</b>	\$ 96,150,000	\$ 93,771,000	\$ 69,131,100	6,465,788	\$ 87,305,212	\$ 73,216,101	\$ 79,681,889	\$ (14,089,111)
60.01	<b>ROW, LAND, EXISTING IMPROVEMENTS</b>	\$ 6,532,000	\$ 6,532,000	\$ 6,032,000	4,498,749	\$ 2,033,251	\$ 1,533,251	\$ 6,032,000	\$ (500,000)
	Purchase or lease of real estate	\$ 6,327,000	\$ 6,327,000	\$ 5,827,000	92,111	\$ 1,837,345	\$ 1,337,345	\$ 5,827,000	\$ (500,000)
	Relocation of existing households and businesses	\$ 205,000	\$ 205,000	\$ 205,000	9,094	\$ 195,906	\$ 195,906	\$ 205,000	\$ -
70	<b>VEHICLES</b>	\$ 16,628,000	\$ 16,628,000	\$ 15,505,435	-	\$ 16,628,000	\$ 16,628,000	\$ 16,628,000	\$ -
70.04	Bus	\$ 15,448,000	\$ 15,448,000	\$ 14,598,387	-	\$ 15,448,000	\$ 15,448,000	\$ 15,448,000	\$ -
70.06	Non-revenue vehicles	\$ 250,000	\$ 250,000	\$ -	-	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
70.07	Spare parts	\$ 930,000	\$ 930,000	\$ 907,048	-	\$ 930,000	\$ 930,000	\$ 930,000	\$ -
80	<b>PROFESSIONAL SERVICES</b>	\$ 58,365,000	\$ 56,702,000	\$ 54,753,620	25,518,600	\$ 31,183,400	\$ 29,032,884	\$ 54,551,484	\$ (2,150,516)
80.01	Preliminary Engineering	\$ 12,933,000	\$ 12,921,000	\$ 12,884,026	12,872,109	\$ 48,891	\$ 1,734	\$ 12,873,843	\$ (47,157)
80.02	Final Design	\$ 7,268,000	\$ 7,261,000	\$ 6,272,299	4,890,783	\$ 2,370,217	\$ 1,202,563	\$ 6,093,346	\$ (1,167,654)
	Project Management for Design and Construction	\$ 17,622,000	\$ 15,997,000	\$ 15,997,000	4,897,548	\$ 11,099,452	\$ 11,099,452	\$ 15,997,000	\$ -
80.03	Construction	\$ 6,638,000	\$ 6,632,000	\$ 5,696,295	1,073,923	\$ 5,558,077	\$ 4,622,372	\$ 5,696,295	\$ (935,705)
80.04	Construction Administration & Management	\$ 1,113,000	\$ 1,112,000	\$ 1,113,000	-	\$ 1,112,000	\$ 1,112,000	\$ 1,112,000	\$ -
80.05	Professional Liability and other Non-Construction Insurance	\$ 10,606,000	\$ 10,596,000	\$ 10,606,000	1,784,237	\$ 8,811,763	\$ 8,811,763	\$ 10,596,000	\$ -
80.06	Legal: Permits; Review Fees by other agencies, cities, etc.	\$ 1,464,000	\$ 1,463,000	\$ 1,464,000	-	\$ 1,463,000	\$ 1,463,000	\$ 1,463,000	\$ -
80.07	Surveys, Testing, Investigation, Inspection	\$ 721,000	\$ 720,000	\$ 721,000	-	\$ 720,000	\$ 720,000	\$ 720,000	\$ -
80.08	Start up	\$ 177,675,000	\$ 173,633,000	\$ 145,422,155	36,483,137	\$ 137,149,863	\$ 120,410,236	\$ 156,893,373	\$ (16,739,627)
90	<b>Subtotal (10-80)</b>	\$ 14,031,000	\$ 18,073,000	\$ 1,956,400	-	\$ 18,073,000	\$ -	\$ -	\$ (18,073,000)
	<b>UNALLOCATED CONTINGENCY</b>	\$ 191,706,000	\$ 191,706,000	\$ 147,378,555	36,483,137	\$ 155,222,863	\$ 120,410,236	\$ 156,893,373	\$ (34,812,627)
100	<b>Subtotal (10-90)</b>	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
	<b>FINANCE CHARGES</b>	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL PROJECT COST (10-100)</b>	\$ 191,706,000	\$ 191,706,000	\$ 147,378,555	36,483,137	\$ 155,222,863	\$ 120,410,236	\$ 156,893,373	\$ (34,812,627)



Period Ended 4/15/12

IPMO/sbX Project Cost Report  
Forecasted through 4/30/12

Description	Current Budget	Spending Authority \$	%	Expenditures \$	%	Remaining Budget	Estimate to Complete	Estimate at Completion	Budget Forecast Variance
BRT Construction	\$ 84,637,000	\$ 64,768,602	76.5%	\$ 6,028,788	7.1%	\$ 78,608,212	\$ 64,409,984	\$ 70,438,772	\$ (14,198,228)
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ -	0.0%	\$ -	0.0%	\$ 8,131,000	\$ 8,131,000	\$ 8,131,000	\$ -
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 15,505,435	93.2%	\$ -	0.0%	\$ 16,628,000	\$ 16,628,000	\$ 16,628,000	\$ -
ROW Acquisition Services	\$ 10,357,000	\$ 10,021,135	96.8%	\$ 7,553,292	72.9%	\$ 2,803,708	\$ 2,542,843	\$ 10,096,135	\$ (260,865)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,112,117	110.9%	\$ 437,000	43.6%	\$ 566,000	\$ 675,117	\$ 1,112,117	\$ 109,117
BRT Design	\$ 17,849,400	\$ 16,736,000	93.8%	\$ 15,598,814	87.4%	\$ 2,250,586	\$ 845,611	\$ 16,444,425	\$ (1,404,975)
VMF Design	\$ 1,007,600	\$ 931,190	92.4%	\$ 652,674	64.8%	\$ 354,926	\$ 305,955	\$ 958,629	\$ (48,971)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 33,097,295	97.3%	\$ 6,212,569	18.3%	\$ 27,807,431	\$ 26,871,726	\$ 33,084,295	\$ (935,705)
Allocated Contingency (Construction Contract)	\$ -	\$ 3,250,380	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Unallocated Contingency	\$ 18,073,000	\$ 1,956,400	10.8%	\$ -	0.0%	\$ 18,073,000	\$ -	\$ -	\$ (18,073,000)
<b>TOTAL</b>	<b>\$ 191,706,000</b>	<b>\$ 147,378,554</b>	<b>76.9%</b>	<b>\$ 36,483,137</b>	<b>19.0%</b>	<b>\$ 155,222,863</b>	<b>\$ 120,410,236</b>	<b>\$ 156,893,373</b>	<b>\$ (34,812,627)</b>



**DATE:** May 14, 2012 Item #C5

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *MEV*

**FROM:** Marjorie Ewing, Director of Human Resources *ME*

**SUBJECT: REALIGNMENT OF THE PROCUREMENT DEPARTMENT**

### **FORM MOTION**

Recommend approval to the Board of Directors the proposed adjustments to the Procurement Department's organizational structure to align positions with transit industry standards, effective July 1, 2012, as follows:

1. Reclassify the current Contracts Specialist position, Level VI, to a Contract Administrator position, Level V, to accommodate increased activity levels resulting from new projects and possible alternative revenue streams;
2. Retitle the current Senior Buyer position, to a Contract Administrator position, remaining at a Level V, to provide a clear career path for staff;
3. Reclassify the Contracts Manager position from a Level IV to a Level III;
4. Keep the position of Purchasing Specialist, Level VII, and with a change of title to Contract Review Analyst position, Level VII; and
5. Keep the temporary Contracts Specialist, Level VI, and reclass as a Contract Administrator, Level V.

The adjustment will flatten the Procurement Department to better utilize the talents of the Department Director, upgrade procurement and contracting skills, and implement plans approved by the Board on January 5, 2011, and does not increase Department position head count.

### **BACKGROUND & ANALYSIS**

The Agency has been working to upgrade staff competencies following a Board approved plan that was advanced 15 months ago. Recent turnover in the Department presents an opportunity to move the program forward. The Agency's new Procurement Director reviewed and assessed current contract and procurement practices relative to industry standards and relative to progressive procurement organizations, such as LA Metro (MTA), and Orange County Transportation Authority (OCTA).

Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.

Both MTA and OCTA have separate Procurement and Contract divisions with unique job descriptions and requirements. Omnitrans is not large enough to support two separate units and has been handicapped by employing single job classifications in Procurement. Blending the Buyer, Procurement and Contract series positions will create a distinct career path (see attachments 1 through 3) for Procurement employees with promotional and succession planning opportunities that attract more qualified candidates.

Historically, Omnitrans has placed the majority of its procurement efforts on the solicitation process with little emphasis on contract formation and administration. The utilization of Contract Administration positions will fill in that gap, increase efficiencies, provide more favorable terms and conditions on contracts, and establish a mentoring environment to better position existing staff for long-term succession planning.

The temporary Purchasing Specialist position is currently backfilled with one Administrative Clerk-Procurement position and is slated to return to an Administrative Clerk position on June 30, 2012, leaving the department without proper coverage. By merging the Purchasing Specialist and Contracts Specialist positions, the new Contract Review Analyst position will provide entry into the Contract Administration series by taking on the responsibility for small dollar, low complexity, and low risk Request for Quotations (RFQs). Mentored by a senior staff, this position will create a natural progression to the Contract Administrator position with a definite career path resulting in increased retention for the Agency (See attachments 4 and 5 for current and proposed organizational structure).

The current (permanent) Contracts Specialist position description does not meet industry standards for journey level contract assignments. By creating the new Contract Administrator classification, Omnitrans will be able to attract the skill set necessary on future recruitments to facilitate the bulk of the Agency's contracting requirements and provide existing staff with a career path without having to leave the Agency for advancement. Replacing the Senior Buyer position with a Contract Administrator position expands the job description to encompass the actual work being performed by the incumbent and aligns the position with comparable positions at OCTA and MTA without changing classification levels. Reclassifying the Contracts Specialist position as a Contract Administrator position is being requested to support the increased volume of procurements in a timely manner and strengthen the organization.

The Agency has planned to fill the Contracts Manager position through internal development and promotion. Unfortunately, the internal candidate chose to seek employment elsewhere before the plan could be fully executed leaving a void in the department. This recent turnover requires that a candidate be recruited from the outside. Due to compaction issues, the position needs to be reclassified from Level IV to Level III. Additional responsibilities will include bringing the Agency into compliance with the recent U.S. DOT ruling. Omnitrans is required to expand its Disadvantaged Business Enterprise (DBE) program to include a Small Business Component (SBE). In order to meet the minimum in Title 49 CFR Part 26 requirements, Omnitrans will need to fill this position and engage in outreach efforts designed to break down the barriers that prevent DBEs and SBEs from competing on U.S. DOT assisted agreements.



### **FUNDING SOURCE**

Funding for the realignment of the Procurement Department does not increase position head count. Total cost for the realignment is \$14,000 and can be absorbed in the Fiscal Year 2013 Budget.

Department                      1700  
Expenditure Code        Wage and benefits expense codes

ASW

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

### **CONCLUSION**

For the foregoing reasons, staff recommends that the Administrative and Finance Committee recommend approval to the Board of Directors the proposed adjustments to the Procurement Department's organizational structure to align positions with transit industry standards, effective July 1, 2012, as follows:

1. Reclassify the current Contracts Specialist position, Level VI, to a Contract Administrator position, Level V, to accommodate increased activity levels resulting from new projects and possible alternative revenue streams;
2. Retitle the current Senior Buyer position, to a Contract Administrator position, remaining at a Level V, to provide a clear career path for staff;
3. Reclassify the Contracts Manager position from a Level IV to a Level III
4. Keep the position of Purchasing Specialist, Level VII, and with a change of title to Contract Review Analyst position, Level VII; and
5. Keep the temporary Contracts Specialist, Level VI, and reclass as a Contract Administrator, Level V.

MV:JS

## OMNITRANS Job Description

**Job Title:** Contracts Manager  
**Department:** Procurement  
**Reports To:** Director of Procurement  
**FLSA Status:** Exempt, **Level III**  
**Approved By:** B.O.D.  
**Approved Date:** June 1, 1999  
**Revised:** August 4, 2010 **June 6, 2012**

### SUMMARY

Under the administrative and professional direction of the Director of Procurement, develops, implements, negotiates and administers Agency contracts for goods and services. Contracting activities may be of low, moderate, or high risk to the business unit. Contract activities may be routine or non-routine and may require development of specialized contract vehicles, techniques and tools to accomplish the goals and objectives of the business unit. Contract activities routinely involve independent judgment, as well as the identification, assessment, analysis and resolution of related issues. The incumbent may be required to review new laws and regulations for impact on the business unit's goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned.

Under direction from the Director of Procurement, develops and implements project assignments, contract administration goals, objectives, procedures, and work requirements; Provides guidance to internal business teams on best contract practices and latest contract and procurement trends.

Supervises the activities of entry-level contract professionals relative to the review and preparation of contract documents in accordance with applicable Federal (FTA), State and Agency regulations, rules and policies.

Oversees and coordinates specification development for proposals, bids, and contract documents as well as prepares, assists, or supervises the preparation of Invitations for Bids, Requests for Proposals, contracts, leases, agreements, and Board memoranda pertaining to procurement. Develops standard contractual terms and conditions to protect the best interests of the Agency and comply with funding source requirements.

Prepares and transmits correspondence to ensure Contractor compliance with contractual obligations; answers contract related questions.

Conducts monthly procurement planning meetings with other Agency staff.

Conducts pre-bid or pre-proposal conferences and bid openings.

**Job Title:** Contracts Manager

**Dept:** Procurement

**Page 2**

Reviews simple to complex proposals either independently or with an evaluation committee; records and retains minutes of proposal evaluations; prepares specialized responses to proposals and requests for contract modifications.

Conducts or assists in conducting procurement negotiations; records and retains minutes of negotiations and prepares memoranda of negotiations.

Coordinates and prepares responses to bid protests.

Develops change orders according to Agency and higher authority rules and policies.

Monitors Contractor performance to ensure compliance with agreed upon delivery schedules and terms; holds contract closeout audits at completion of each contract activity.

Under delegated authority from the Director of Procurement, serves as the principal custodian of all contract documents on behalf of the Agency.

Ensures contract performance compliance by reviewing available funding, and enforcing work statements, performance periods, and deliverables.

Maintains original contract records and files, vendor files, and the procurement planning calendar.

Ensures all Contract related reports are submitted on time.

Prepares the annual Overall Disadvantaged Business Enterprise (DBE) goals under a three-year goal review interval for participation of DBEs based upon all budgeted contracts anticipated to utilize U.S. DOT federal financial assistance; submits the quarterly DBE reports for the Agency.

May represent the Director of Procurement at meetings or public gatherings.

## **SUPERVISORY RESPONSILITIES**

Supervises entry, journey, and senior level contract professionals according to organizational policies and applicable laws; interviews, hires, trains and develops entry level contracts staff; trains and develops junior contract professionals to assume more complex contract activities; plans, assigns, and directs work of assigned staff; evaluates performance of assigned staff; rewards and disciplines assigned staff; addresses complaints and resolves problems and issues raised by assigned staff.

**Job Title:** Contracts Manager

**Dept:** Procurement

**Page 3**

## **KNOWLEDGE OF**

Theories, principles, and practices of budgeting, recordkeeping, procurement, and contract administration in a public agency or federal environment.

Applicable local, state, and federal laws, rules, and regulations governing procurement in a public agency.

Bid and contract analysis and preparation techniques

Program and budget development and implementation, including goal setting techniques

Market trends, trade, and pricing conditions

Modern management theory

Knowledge of cost/price analysis

## **AND ABILITY TO**

Oversee the procurement and contract administration activities of unit

Prepare comprehensive reports and correspondence

Interview and evaluate contract proposal respondents

Mediate and negotiate

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls. Determine strategies to achieve goals.

Exercise judgment and creativity in making decisions

Analyze situations, identify problems, recommend solutions, and evaluate outcome

**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.

**Job Title:** Contracts Manager

**Dept:** Procurement

**Page 4**

## **EDUCATION and/or EXPERIENCE**

A combination of a Bachelor's degree in Economics, Business Administration, Public Administration or a closely related other related field from an accredited four-year college or university, plus specialized contracts or purchasing training and five three to eight five years of senior-level experience performing contract administration work (pre- and post-award)-related working experience in contracts and procurement with three of those years at a supervisory level.

## **WRITING SKILLS**

Ability to draft solicitations and contractual instruments that will range in complexity from low to very high; ability to properly apply required Federal and State mandated contract language based on the specific nature of each contract; ability to properly apply syntax in developing contract language so as to clearly communicate the intent and purpose of the contract.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents; ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top Agency management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Strong mathematical analysis skills; ability to work with such concepts as probability and statistical inference. Ability to properly apply fractions, percentages, ratios, and proportions to practical situations; ability to apply principles of business case analysis, as well as strategic costing analysis.

## **COMPUTER SKILLS**

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

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to discern the implication or impact of words or statements on the overall intent of written documents when preparing solicitations or contract documents.

**Job Title:** Contracts Manager

**Dept:** Procurement

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## **OTHER SKILLS AND ABILITIES**

Ability to negotiate contracts; interpret and apply contract principles to proposals or current contracts. Knowledge of federal and state public transportation procurement laws and regulations.

**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 duties of this job, the employee is frequently required to sit. The employee regularly is required to talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision.

**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.

## OMNITRANS Job Description

**Job Title:** Purchasing Specialist ~~Contract Review Analyst~~  
**Department:** Procurement  
**Reports to:** Senior Buyer ~~Contract Manager~~  
**FSLA Status:** Exempt, Level VII  
**Approved By:** Board of Directors  
**Approved Date:** June 1, 1999  
**Revised Date:** ~~January 2007~~ June 6, 2012

### SUMMARY

Under direction from the Senior Buyer ~~Contract Manager~~, develops, implements, assists in providing support for the procuring of parts, supplies and services negotiating, and administers Agency contracts for goods and services by performing the following duties.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Purchases materials, supplies, and services for Omnitrans according to specifications and requirements utilizing small purchase procedures under \$100,000.

Interviews and selects vendors, obtains and compares price quotations, makes releases against purchase agreements, and awards contracts for non-bid and informally bid items.

Ensures purchase orders protect agency's interests and uphold policies and procedures.

Develops understanding of internal customer's budgeting needs and procedures; provides pricing estimates for line items.

Reviews requisitions for funding availability and account code accuracy.

Negotiates and issues basic contracts and purchase orders; prepares basic contract amendments, revisions, and close-outs.

Determines or recommends award of bids.

Reviews and assesses scopes of work and specifications; prepares Requests for Quotations (RFQs) and Invitations for Bids (IFBs); evaluates bids and quotations; participates in evaluation committee meetings and may conduct vendor interviews.

Analyzes purchasing history of inventory parts, goods, and services and reviews the reorder reports and forecasting tools with the Material Supervisor.

Develops or assists in developing standard contractual terms and conditions to protect the best interests of the Agency and comply with funding sources requirements.

**Job Title:** Contract Review Analyst

**Department:** Procurement

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Writes correspondence to ensure compliance with contractual obligations, and answers contract related questions.

Supports, assists, and meets with Directors and/or staff in effective implementation of contracts within applicable regulations and requirements.

Conducts or assists in conducting pre-bid or pre-proposal conferences and bid openings.

Reviews bids and proposals with evaluation committee and retains records of evaluation processes according to purchasing policy.

Assists in conducting procurement negotiations.

Monitors vendor performance for past due deliveries.

Reviews change order requests to ensure compliance with Agency policies.

Audits and monitors contracts and contract progress to ensure compliance with procurement requirements, policies and procedures, and contract terms.

Ensures compliance by reviewing available funding, work statements, performance periods and deliverables.

Maintains original contract records and files, vendor files, and the procurement planning calendar.

Ensures that all required reports are submitted on a timely basis.

Assists in performing or performs as directed the Disadvantaged Business Enterprise (DBE) requirements on behalf of the Agency.

Assists in coordinating the FTA Triennial Review Process.

Interpret and apply administrative and departmental policies and procedures.

Interpret, explain, and apply procurement policies, procedures, and practices.

Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.

Collaborates with Parts Clerks, Accounts Payable, and Administrative support staff to resolve invoice discrepancies.



**Job Title:** Contract Review Analyst

**Department:** Procurement

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~~Prepares, writes or assists in releases of price quotes and minor contracts and makes recommendations for the purchase of parts, equipment supplies and services.~~

~~Supports, assists, and meets with the Senior Buyer on the functions of contract administration for minor contracts to ensure complete compliance.~~

~~Creates and processes purchase orders to procure materials and services in accordance with the Agency's Procurement Policy and Procedures.~~

~~Assist in preparation and compiling of detailed purchasing specifications.~~

~~Formulate suggestions for Standard Operating Procedures and assist in the implementation.~~

~~Assist in the efforts of cooperative purchasing with other agencies or cities to create a savings on a multitude of parts and supplies for an overall reduction of expenses to our operating budget.~~

~~Analyze and perform ongoing inventory control functions based on standard and ad hoc reports. Generate and maintain performance indicating reports.~~

~~Administer and monitor agency P-Card Program.~~

~~Provide training to internal staff on Purchasing functions.~~

~~Maintain/audit inventory accuracy through cycle count evaluation and research of parts' history. Ensure that all required reports are submitted on a timely basis.~~

Other duties and projects as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Provides limited work direction to others but does not have direct performance appraisal responsibility for them.

**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**

Associates degree (A.A.) in a closely related field; and three years related experience in contracts or purchasing administration or any equivalent combination of education and experience.

**Job Title:** Contract Review Analyst

**Department:** Procurement

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### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as basic algebra, 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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS AND ABILITIES**

Ability to write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, recommend contract awards and administer contracts. Ability to negotiate contracts; interpret and apply contract principles to proposals or current contracts. Knowledge of federal and state public transportation regulations and laws applicable to contracts and procurement. Experience with preparation of competitive procurements for parts, materials and supplies; warehouse procedures including analysis of receipt, storage, issuance, and inventory control methods. Works well with others.

### **PHYSICAL DEMANDS**

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

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

**Job Title:** Contract Review Analyst

**Department:** Procurement

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hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, ~~depth perception~~ **color vision** 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

## OMNITRANS Job Description

**Job Title:** Contract Specialist Administrator  
**Department:** Procurement  
**Reports to:** Contracts Manager  
**FSLA Status:** Exempt, Level VI Level V  
**Approved Date:** June 1, 1999  
**Revised:** October 6, 2005 June 6, 2012

### SUMMARY

Under direction from the Contracts Manager, develops, implements, assists in negotiating, and administers Agency contracts for goods and services by performing the following duties: performs journey-level work in support of complex professional services, equipment, or heavy construction contract administration activities.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensures contracts protect agency's interests and uphold policies and procedures; Interprets and clarifies contract provisions and advises project managers regarding compliance issues.

Plans procurement processes and assists user departments with setting schedules; Develops understanding of internal customers' budgeting needs and procedures; provides pricing estimates and procurement strategies for projects. Reviews requisitions for funding availability and account code accuracy.

Assists project managers in developing scopes of work; Develops and issues Request for Proposals and Invitation for Bids for complex procurements; Determines appropriate procurement methods;

Leads proposal and bid evaluation teams and evaluates proposals and bids including cost/price analysis;

Leads negotiations, creates, prepares, and award recommendations for management.

Confers with project manager to ensure contract compliance and conformance to applicable laws. Reviews and approves invoices for projects.

Prepares complex contract amendments, revisions, terminations, and close-outs. Negotiates settlement of contract disputes. Administers on-going contracts to ensure consistency with terms and conditions of contract.

Compiles statistics for reports and studies related to procurement activity; Determines market effect on pricing and prepares price reasonableness reports.

**Job Title:** Contract Administrator

**Department:** Procurement

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Assists new vendors/contractors with the procurement process; Attends various meetings, including pre-bid and post-bid debriefings.

~~Writes or assists in developing Invitations for Bids, Requests for Proposals, contracts, leases, agreements, and Board memoranda pertaining to procurement.~~

~~Develops or assists in developing standard contractual terms and conditions to protect the best interests of the Agency and comply with funding sources requirements.~~

~~Writes correspondence to ensure compliance with contractual obligations, and answers contract related questions.~~

~~Supports, assists, and meets with Directors and/or staff in effective implementation of contracts within applicable regulations and requirements.~~

~~Conducts or assists in conducting pre-bid or pre-proposal conferences and bid openings.~~

~~Reviews bids and proposals with evaluation committee and retains records of evaluation processes according to purchasing policy.~~

~~Assists in conducting procurement negotiations.~~

~~Reviews change order requests to ensure compliance with Agency policies.~~

~~Audits and monitors contracts and contract progress to ensure compliance with procurement requirements, policies and procedures, and contract terms.~~

~~Ensures compliance by reviewing available funding, work statements, performance periods and deliverables.~~

## **SUPERVISORY RESPONSIBILITIES**

Provides limited work direction to others but does not have direct performance appraisal responsibility to them.

**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.

## **KNOWLEDGE OF:**

Principles and practices used in the development of contracts, contract administration, contract law, and accounting.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

**Job Title:** Contract Administrator

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Pertinent federal, state, and local codes, laws, and regulations including contract law and Uniform Commercial Code.

**ABILITY TO:**

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Interpret and apply administrative and departmental policies and procedures.

Negotiate contracts and contract changes.

Prepare and compose contracts, change orders, addendums, amendments, bid documents, and specifications.

Effectively represent the agency to outside individuals and agencies to accomplish the goals and objectives of the unit.

Design and implement administrative communication and reporting systems.

Plan and organize work to meet changing priorities and deadlines.

Answer contract specific questions from executive management and/or Board of Directors.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) in a closely related field and three years related experience in contracts or purchasing administration Bachelor's degree (B.A.) in Business or Public Administration with approximately three to six years of procurement or contracting experience, specifically in the development and administration of public contracts, or any equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, 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, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. 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.

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### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS AND ABILITIES**

~~Ability to write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, recommend contract awards and administer contracts. Ability to negotiate contracts; interpret and apply contract principles to proposals or current contracts. Knowledge of federal and state public transportation regulations and laws applicable to contracts and procurement.~~

### **PHYSICAL DEMANDS**

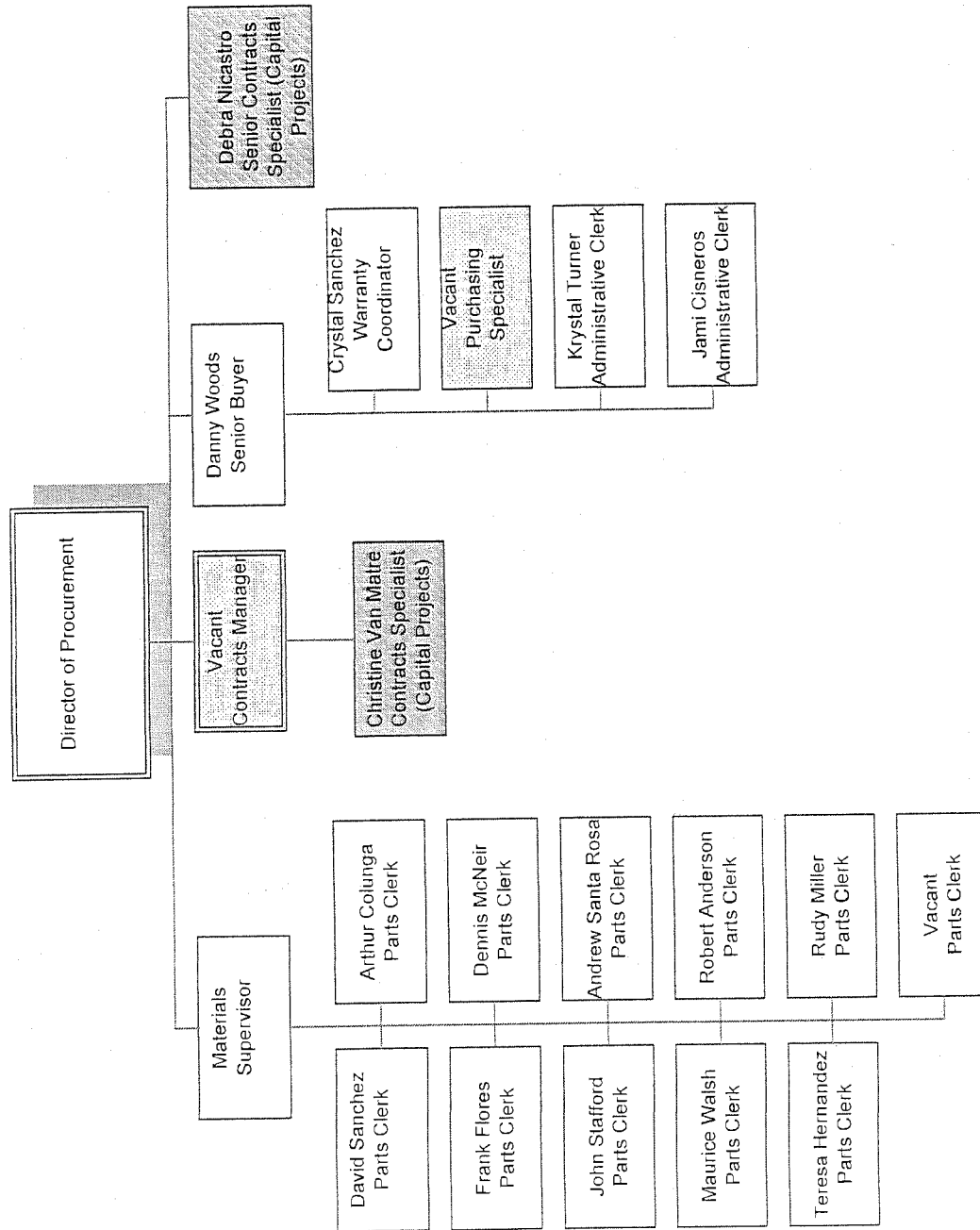
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.



20 positions -- 18 filled



Omnitrans  
Procurement Department  
Proposed

