



AGENDA
EXECUTIVE COMMITTEE MEETING
FRIDAY, JANUARY 10, 2020 – 8:00 A.M.
OMNITRANS
1700 WEST FIFTH 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 Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: February 7, 2020 – 9:00 a.m.
Omnitrans Metro Facility

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 Executive 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

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

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E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – October 4, 2019
2. Receive and Forward to the Board of Directors, Consolidation Study Monthly Update –
Erin Rogers
3. Recommend the Board of Directors Authorize the Interim CEO/General Manager to
Award Contract HRS20-24 for the Provision of Strategic Planning Consulting Services –
Erin Rogers
4. CEO/General Manager's Report – *Erin Rogers*

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F. REMARKS AND ANNOUNCEMENTS

G. ADJOURNMENT

ITEM # D1

DATE: January 10, 2020

TO: Board Chair David Avila and Members of the Executive Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Executive Committee Meeting scheduled January 10, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E3	Authorize Award Contract HRS20-24 Strategic Planning Consulting Services	<i>MIG, Inc. Berkeley, CA Esmeralda Garcia Principal</i>	<i>Anrab Associates, Inc. Sacramento, CA</i>

ER:AT

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

**EXECUTIVE COMMITTEE MEETING
MINUTES
OCTOBER 4, 2019**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair David Avila at 8:00 a.m., Friday, October 4, 2019, at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

Mayor Pro Tem David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chairman
Council Member Ron Dailey, City of Loma Linda
Council Member Penny Lilburn, City of Highland
Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member John Roberts, City of Fontana

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager

OTHERS IN ATTENDANCE

Carrie Schindler – Director of Transit & Rail, SBCTA

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, November 1, 2019, 9:00 a.m.
Omnitrans Metro Facility

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 Executive Committee Minutes – August 2, 2019

M/S (Spagnolo/Dutrey) that approved the Executive Committee Minutes of August 2, 2019. Motion was passed unanimously by Members present.

2. Recommend the Board of Directors Adopt the Service Adjustment Guiding Principles and Overall Scale of the Proposed Service Reductions

Deputy General Manager, Erin Rogers provided a brief background on this item as detailed in the staff report.

A brief discussion ensued regarding the “Beyond the Boundary”, which currently provides premium service for ADA customers outside of the ¾ mile service area. As part of the proposed service reductions and per the direction of the Board, staff looked at the potential cost savings from the reduction/elimination of services outside of the mandated ADA service.

Questions were raised by the Members about the potential impact to the customers. Ms. Rogers explained that staff would continue to work with the Board and discuss alternatives with each respective City. Additionally, she explained that the item on today’s agenda recommended adoption of the Guiding Principles and Overall Scale of the Service Reductions, and not the specific reductions.

Member Dailey arrived at 8:09 a.m.

The Members had some questions regarding the briefings with the Cities. Ms. Rogers explained that staff planned to meet with each City before the November 6th Board Meeting to discuss the specific details and gather input. Lastly, she stated that the final plan will be presented to the Board in May 2020.

A discussion ensued regarding the status of the West Valley Connector Project (WVC) and how it relates to the proposed changes. Ms. Rogers explained that the service reductions and increased funding from SBCTA will address the long-term funding forecast and help with future grant applications for the project.

Carrie Schindler, Director of Transit & Rail, SBCTA provided a brief update on the project status and route alignment.

The Members also had some questions regarding the Consolidation Study. Ms. Rogers responded that an item regarding the study would be presented at the October Administrative & Finance Committee and November Board meetings. Member Dutrey suggested that perhaps the Ad Hoc Committee reconvene to discuss the study.

Ms. Schindler provided some background information about the study noting that this item was reintroduced as part of a modified motion made by a Member at their recent Transit Committee Meeting.

A brief discussion ensued regarding the Redlands Passenger Rail Project proposed change of operator from Omnitrans to the Southern California Regional Rail Authority. Ms. Rogers stated that an item regarding the Arrow Service would be presented at the upcoming Administrative & Finance Committee and Board meetings.

Member Dutrey left the meeting at 9:05 a.m.

M/S (Spagnolo/Lilburn) that recommended the Board of Directors adopt the Service Adjustment Guiding Principles and overall scale of the proposed service reductions at 71,000 service hours per year. Motion was passed unanimously by Members present.

F. REMARKS AND ANNOUNCEMENTS

There were no announcements.

G. ADJOURNMENT

The Committee adjourned at 9:06 a.m. The next Executive Committee Meeting is scheduled Friday, November 1, 2019, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

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

ITEM # E2

DATE: January 10, 2020

TO: Board Chair David Avila and Members of the Executive Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant Director of Strategic Development

SUBJECT: CONSOLIDATION STUDY MONTHLY UPDATE

FORM MOTION

Receive and forward to the Board of Directors this monthly staff update on the Consolidation Study.

BACKGROUND

As detailed at the November 2019 Omnitrans Board of Director's Meeting, the San Bernardino County Transportation Authority (SBCTA) awarded a contract to WSP USA, Inc. to complete the SBCTA and Omnitrans Consolidation Study and Innovative Transit Review of the Metro-Valley. The study is currently anticipated to take nine months following the formal kickoff meeting scheduled for January 7, 2020.

Omnitrans staff intends to provide a high-level monthly status report to the Executive Committee and Board of Directors on the progress of this study, beginning with this update.

In December 2019, the SBCTA Board of Directors approved the creation of a new position: Director of Special Projects and Strategic Initiatives. This Director has been tasked with leading the Consolidation Study among other duties.

While this study will require broad organizational involvement at Omnitrans, the core team will be led by Director of Strategic Development Jeremiah Bryant with Operations Director Shawn Brophy and Finance Director Don Walker supporting the effort.

In addition to agency staff, the study has a technical advisory committee comprised of two groups: 1) other San Bernardino County transit operator CEOs and 2) city managers that volunteered to participate including representatives from Ontario, Rancho Cucamonga, Yucaipa and Yucca Valley. Omnitrans is also recommending that the joint Omnitrans/SBCTA Ad Hoc Committee that served to review Agency Finances and recommend a service reduction and financial sustainability strategy also be included in the review process.

An introductory meeting was held on December 17, 2019 to discuss scope, schedule and communication protocol. The primary outcome of this meeting was the initiation of Omnitrans' first task of the study: review and subsequent completion of a Consolidation Questionnaire. Omnitrans completed the review and is now working on completing the questionnaire. The questionnaire is due to be submitted by January 14, 2020.

The formal kick off meeting with SBCTA, Omnitrans and WSP consultant staff is scheduled for January 7, 2020.

CONCLUSION

This staff report, and subsequent Consolidation Study updates, is designed to provide open and transparent information on the study as it progresses.

ER:JB

ITEM # E3

DATE: January 10, 2020

TO: Board Chair David Avila and Members of the Executive Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – HRS20-24
STRATEGIC PLANNING CONSULTING SERVICES**

FORM MOTION

Recommend that the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-24 to MIG, Inc. of Berkeley, CA for the provision of Strategic Planning Consulting Services for a one (1) year base period beginning February 5, 2020 and ending February 4, 2021 in the amount of \$235,655 with the authority to exercise three (3) single option years extending the contract to no later than February 4, 2024 in the amount of \$28,830, plus a ten percent contingency of \$26,449 for a total not-to-exceed amount of \$290,934, should all options be exercised.

BACKGROUND

Omnitrans' current Strategic Plan covers Fiscal Years 2017-2020. The development of a new Strategic Plan for Fiscal Years 2021-2025 will allow the Agency to enhance its long-term position by reaffirming, revising or recreating the Agency's mission statement, values and goals. Additionally, the new Strategic Plan will include actionable projects with visible milestones and performance metrics that can be clearly measured to ensure a high-performing agency into the future.

The Strategic Plan is designed to create the highest-level business plan for the Agency by setting core Agency-wide goals. The Strategic Plan is the guiding document for the Annual Management Plan presented to the Board each year in May and it will be completed at the same time as the staff-lead Short-Range Transit Plan, which defines the changes to the Agency's transit services and ultimately guides the Annual Service Plan.

On September 4, 2019, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-HRS20-24. Notices were published in two (2) newspapers of general circulation and posted on Omnitrans' online bidding system.

Five (5) proposals were received by the October 15, 2019 deadline and all were deemed responsive and evaluated in accordance with the selection criteria included in the RFP. Scores related to pricing were then added to the technical scores.

Criteria	Possible Points	MIG, Inc. of Berkeley, CA	TransPro Consulting, LLC of Spring Hills, FL	Insight Strategies, Inc. of Torrance, CA	Pivotal Resources of Walnut Creek, CA	Stantec Consulting Services, Inc. of Los Angeles, CA
Qualifications/Experience	30	27.00	25.00	25.50	20.00	21.00
Quality of Work	20	17.33	16.67	14.00	14.67	14.00
Experience	30	26.00	24.00	24.00	18.00	19.00
Technical Total	80	70.33	65.67	63.50	52.67	54.00
Cost/Price	20	18.49	19.57	20.00	19.43	16.91
Final Score	100	88.82	85.24	83.50	72.10	70.91

The three (3) firms with the highest technical scores were interviewed by the evaluation committee and requested to submit Best and Final Offers (BAFO's). All firms held their pricing.

Criteria	Possible Points	MIG, Inc. of Berkeley, CA	TransPro Consulting, LLC of Spring Hills, FL	Insight Strategies, Inc. of Torrance, CA
Technical Score	80	70.33	68.35	63.50
BAFO Pricing Score	20	18.49	19.57	20.00
Final Score	100	88.82	85.24	83.50
Final BAFO Pricing		\$264,485	\$225,400	\$220,520

MIG scored the highest technically and provided the best overall value. The firm brings over 35 years of experience in engaging organizations and communities in Southern California and nationwide. MIG offers extensive expertise in working with transportation agencies on similar efforts such as a long-range vision for Amador Valley Transportation Authority, and strategic plans for the Antelope Valley Transit Authority, Orange County Transportation Authority and Montebello Bus Line. Additionally, the firm has experience working with Omnitrans on the E-Street Bus Rapid Transit project and the West Valley Connector Corridor study.

MIG stood out for the depth and experience of the proposed project team and the overall project approach. The project approach focused not only on the technical aspects of Strategic Planning but also included a detailed yet concise plan to engage stakeholders and later communicate the outcomes across the full spectrum of stakeholders including customers, employees, and Board Members using a wide array of communication methods. The depth of the communication plan will help to ensure that the Strategic Plan is a useful and actionable plan to lead and set the direction of the Agency moving forward.

The firm's proposal demonstrates a comprehensive understanding of Omnitrans' requirements. MIG's workplan includes a four-phased approach that will provide multiple opportunities for staff and stakeholder engagement. The first phase is an environmental scan that will integrate findings from research on internal and external trends and issues. Phase two will define the structure and

elements of the vision, mission, outcomes, goals, objectives, strategies, performance indicators and external factors. The third phase is the development of the strategic plan and the final phase is implementation.

Based on the evaluation of the written proposals, the firms' qualifications, and experience, award is recommended to the highest-ranking firm, MIG. The price is deemed fair and reasonable based on competition.

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

The cost associated with this procurement is budgeted in the Executive Office Department's Operating Budgets as follows:

Department	1300
Expenditure Code	503990

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

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to proceed with developing a Strategic Plan that sets the direction of the Agency moving forward.

ER:AT:KT