



**Foothill Transit**  
Going Good Places

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, December 20, 2019



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY  
COURTESY  
QUALITY  
RESPONSIVENESS  
EFFICIENCY  
INNOVATION



## Foothill Transit VALUES

### SAFETY

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

### RESULTS

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

### INTEGRITY

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

### GRATITUDE

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

### DIVERSITY

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

### TEAM MEMBERS

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

### COMMUNICATION

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

### SUSTAINABILITY

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
9:00 AM, DECEMBER 20, 2019  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF SEPTEMBER 17, 2019, SPECIAL MEETING OF OCTOBER 9, 2019, AND REGULAR MEETING OF OCTOBER 25, 2019
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 8 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

## 6. CONTRACT AWARD - SECURITY SYSTEM MAINTENANCE

*Recommended Action: Authorize the Executive Director to enter into Contract No. 20-014 with*

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed two minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



9:00 AM, December 20, 2019  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
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*Birdi and Associates Inc. for the provision of security maintenance services of Foothill Transit's Electronic Security Systems (ESS) in the amount of \$384,588, which includes a base contract term of three years in the amount of \$219,420 and two one-year options in the amounts of \$80,568 and \$84,600.*

7. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS (RFQ) – 16<sup>TH</sup> AND MAPLE ARCHITECTURAL AND ENGINEERING SERVICE

*Recommended Action: Authorize the Executive Director to issue RFQ No. 19-063 seeking qualifications from proposers to provide architectural and engineering services related to future construction at the downtown Los Angeles 16<sup>th</sup> and Maple layover site.*

8. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS (RFQ) – ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

*Recommended Action: Authorize the Executive Director to issue RFQ No. 20-038 for On-Call Architectural & Engineering Services.*

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: ( 626 ) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



9:00 AM, December 20, 2019

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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REGULAR AGENDA:

9. ZERO EMISSIONS BUS UPDATE

*Recommended Action: Receive and file the Zero Emissions Bus update.*

10. REPORT FROM THE AD HOC COMMITTEE ON BOARD MEETINGS

*Recommended Action: Receive an oral report from the ad hoc committee on board meetings. Provide direction to staff if needed.*

11. EXECUTIVE DIRECTOR COMMENT

12. BOARD MEMBER COMMENT

13. ADJOURNMENT

The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, January 31, 2020 at 9:15 a.m.



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Tuesday, September 17, 2019  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:07 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

**4. APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

**5. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - VIDEO SECURITY AND ACCESS CONTROL SYSTEMS MAINTENANCE (RFP NO. 20-014)**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 20-014 for a contractor to provide ongoing maintenance of Foothill Transit's security and access control systems.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that in 2013 the video security management system and access control systems at the Arcadia and Pomona facilities, and the West Covina administrative offices were upgraded to enhance the safety of employees. The Request for Proposal is to secure a vendor to provide ongoing maintenance and repair services beginning in January 2020.

Motion by Member Calaycay, second by Member Boyer, to approve. Motion carried 5-0.

**6. Foothill Transit Fleet Replacement Strategy**

Doran Barnes, Executive Director, introduced the presentation and stated that the presentation would take a look on where the agency is as far as zero emission vehicles. Roland Cordero, Director of Maintenance and Vehicle Technology, stated that the firm of Burns McDonnell was hired to conduct a study to better understand the challenges in growing a zero emissions fleet by 2030.

Mr. Cordero introduced Adam Young, Burns McDonnell, who presented the findings and recommendations for a work plan that Foothill Transit can use to work towards its goal of a 100 percent electric bus fleet. Mr. Young introduced staff members from Burns McDonnell, who reported on route analysis, charging optimization, bus equipment market analysis, infrastructure phasing, and capital costs.

Presentations were also made by staff members from Ballard, on an electric fuel cell bus that is powered by hydrogen. A staff member from Linde presented on the LH2 hydrogen production facility in Ontario, California.

Mr. Young, Burns McDonnell, reviewed costs of all electric buses versus hydrogen buses. Doran Barnes, Executive Director, stated that a couple of decisions need to be made by the Executive Board. In October, a decision will need to be made on the replacement of 44 buses. The choices are electric, fuel cell, or CNG buses. Further out, 20 buses will need to be replaced and Foothill Transit has a \$5 million grant from the state that must be applied to a zero emissions project. Member Calaycay suggested a field trip to witness the fuel cell technology in operation. Mr. Barnes indicated that a trip can be planned for Sunline Transit or OCTA.

On consensus, the Executive Board Members accepted the verbal presentations.

**7. Executive Director Comment**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:



- A draft edition of Bus Buzz was distributed to Executive Board Members for review.

8. **BOARD MEMBER COMMENT**

There were no comments by members of the Executive Board.

9. **ADJOURNMENT**

Adjournment for the September 17, 2019 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:41 a.m.

Prepared by:

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Christina Lopez, Board Secretary

Approved on:





**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Wednesday, October 9, 2019  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:08 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

**4. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—POTENTIAL LITIGATION pursuant to Government Code Section 54956.9 (d): One Case**

The Executive Board recessed into closed session at 8:09 a.m.

**5. CLOSED SESSION REPORT**

The Executive Board reconvened from closed session at 9:16 a.m.

Chair Herrera reported that there were no reportable actions.

**6. EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

There were no comments by the Executive Director.



7. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

8. **ADJOURNMENT**

Adjournment for the October 9, 2019 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:18 a.m.

Prepared by:

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Christina Lopez, Board Secretary

Approved on:



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, October 25, 2019  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 9:23 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

**3. APPROVAL OF AGENDA**

Staff requested that Items 6, 7, and 8 be pulled from the Consent Calendar for presentation.

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as revised.

**4. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of August 2, 2019, Special Meeting of August 19, 2019, and Regular Meeting of August 23, 2019.

Motion by Member Calaycay, second by Member Barakat, the minutes for the Regular Meeting of March 29, 2019 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

**5.1 Executive Director Response to Public Comment**

There was no response to public comment by the Executive Director.

## **CONSENT CALENDAR**

Items 6, 7, and 8 were pulled from the consent calendar for presentation.

### **6. 60-FOOT ARTICULATED COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT - VIRGINIA STATE COOPERATIVE CONTRACT**

Recommendation: Authorize the Executive Director to purchase 24 60-ft. articulated CNG buses from New Flyer in the amount of \$22,971,101.22, under the Virginia State Cooperative Procurement Contract No. E194-75548-MA-2275, California Sales Tax included.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes stated that Items 6, 7, and 8 would be addressed as a group because they are all related. All three items are follow-up items related to the fleet replacement strategy study session that was held on September 17, 2019. The key driver for all three items is that the CNG tanks on the buses that are being replaced are going to expire. In order to maintain service, a decision had to be made for bus purchases moving forward. Due to challenges being faced with the electric fleet, staff recommended that the Executive Board procure CNG powered buses.

Item 6 is for 24 60-foot articulated CNG buses. The buses will replace the Silver Streak articulated buses. Item 7 is for two 35-foot buses. The 35-foot buses can be used on various routes and can be used as back-up for the Duarte service. Item 8 is to purchase 19 40-foot CNG buses. A current contract option will be used to purchase the 19 buses.

Steve Chung, Creative Bus Sales thanked the Executive Board for their business and the opportunity.

Motion by Member Barakat, second by Member Calaycay, to approve. Motion carried 5-0.

### **7. 35-FOOT COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT - VIRGINIA STATE COOPERATIVE CONTRACT**

Recommendation: Authorize the Executive Director to purchase two 35-ft. CNG buses from El Dorado National in the amount of \$1,327,484.30 under the Virginia State Cooperative Procurement Contract No. E194-75548-MA-2278, California Sales Tax included.

Motion by Member Barakat, second by Member Calaycay, to approve. Motion carried 5-0.

8. **CONTRACT AMENDMENT - 40-FOOT COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to exercise an option and amend Contract No. 18-043 with Creative Bus Sales in the amount \$13,154,824.77 for the purchase of 19 40-ft. low-floor CNG buses, California Sales Tax included.

Motion by Member Barakat, second by Member Calaycay, to approve. Motion carried 5-0.

9. **CONTRACT AWARD - ARCADIA AND POMONA OPERATIONS & MAINTENANCE FACILITY IN-GROUND LIFT DECOMMISSION AND SHOP FLOOR RESURFACING**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-062 with Air & Lube Systems, Inc. in the amount of \$998,407.44 for construction related to in-ground lift removal and maintenance shop floor resurfacing at the Arcadia and Pomona Operations & Maintenance facilities.

Motion by Member Calaycay, second by Member Sternquist, to approve. Motion carried 5-0.

10. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions.

Motion by Member Calaycay, second by Member Sternquist, to approve. Motion carried 5-0.

11. **CLASS PASS PROGRAM - CAL POLY POMONA**

Recommendation: Authorize Foothill Transit staff to proceed in discussions focused on the possible launch of the Class Pass Program at California State Polytechnic University, Pomona.

Motion by Member Calaycay, second by Member Sternquist, to approve.

Motion carried 5-0.

## **REGULAR AGENDA**

### **12. RESOLUTION ADOPTING EXECUTIVE AND GOVERNING MEETING SCHEDULE FOR 2020**

Recommendation: Adopt Resolution No. 2019-03, the Executive and Governing Board Meeting Schedule for 2020.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez reported that a total of nine Governing Board Meetings are proposed for 2020 and eight of the Governing Board Meetings will be followed by an Executive Board Meeting. The Executive Board Strategic Planning Workshop is proposed for February 28, 2020. A Joint Meeting of the Annual Governing Board and Executive Board is proposed for May 29, 2020.

Chair Herrera stated that she had received feedback from other Governing Board Members and would be appointing a subcommittee consisting of herself and Member Boyer to review the schedule and further discuss the back-to-back meeting format proposed for Governing and Executive Board meetings. She requested that the item be tabled until the subcommittee meets with staff. Doran Barnes, Executive Director, stated that staff is open to how members may want to structure meetings. Member Barakat stated that its critical that Governing Boards are exposed to as much information as possible as it will give the agency input from different people. Member Boyer stated that he felt the decision did not have to be tabled at this time because the meeting format should be tested for few months. Member Boyer recommended adopting the schedule and to continue to have discussions regarding the meeting format.

Mr. Barnes explained that there is already a conflict with the schedule being proposed, as APTA has scheduled a study session on zero emissions that conflicts with the meetings scheduled for June. He proposed moving the June meetings to June 19, 2020. Member Sternquist asked why meetings are not held in July and November. Mr. Barnes explained that on the most part in July the meetings would conflict with the APTA Transit Board Members seminar. In November, on most years it would conflict with the Thanksgiving holiday.

Mr. Boyer made a motion to adopt the 2020 schedule and have the subcommittee meet to further discuss any future changes that may be needed to the schedule. The board further adjusted the 2020 schedule by changing the June 2020 meetings to June 19, 2020 and scheduling meetings for July 24, 2020.

Motion by Member Boyer, second by Member Barakat, to adopt the revised 2020 meeting schedule and create a subcommittee. Motion carried 5-0.

**13. CONTRACT AWARD - BUS BOOK PRINTING AND DESIGN**

Recommendation: Authorize the Executive Director to enter into Contract No. 20-015 with Transit Information Products for printing and design of Bus Books with an amount not-to-exceed \$537,825.64, over the potential life of the contract, which includes a base contract term of three years in the amount of \$315,281.20 and two one-year options in the amounts of \$110,024.73 and \$112,519.71.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that the Bus Book is the user guide for customers using the system. A Request for Proposals (RFP) was issued on August 21, 2019 for printing and design of the Bus Book. One proposal was received from Transit Information Products, in response to the RFP. An evaluation committee determined that Transit Information Products' proposal met the requirements of the RFP. Transit Information Products has been Foothill Transit's printer and designer for Bus Books since 2001. They also print Bus Books for other transit agencies.

Motion by Member Barakat, second by Vice Chair Sternquist, to approve. Motion carried 5-0.

**14. MANAGEMENT COMPENSATION PROGRAM**

Recommendation: Authorize the Executive Director to add one full-time equivalent (FTE) employee to assist the Human Resources Manager with human resources, benefits administration, and bi-weekly payroll activities.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell requested approval to add one full-time equivalent employee to the Foothill Transit staff. The position is a Grade 4, Human Resources

Assistant. HR compliance issues continue to increase in California. For the past year Foothill Transit has contracted with an independent contractor to provide assistance. The position would assist with HR with benefits administration and bi-weekly payroll.

Motion by Member Calaycay, second by Member Boyer, to approve. Motion carried 5-0.

15. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:

- Doran currently serves as Vice Chair of the Transit Cooperative Research Program Oversight Committee. It's a body that oversees research. At the annual meeting, the number one funded project for research was driver barriers and driver safety.
- An item will be presented on fuel cell technology as a possible other approach to zero emissions vehicles. Foothill Transit has a \$5 million grant from the State of California that needs to be used towards zero emissions vehicle technology.
- If the members of the Executive Board want to take a deeper look into Foothill Transit insurance coverages, staff is ready to facilitate a meeting with Bob Kuhn at a board meeting or study session.
- California Secretary of Transportation David Kim will be visiting Foothill Transit's on November 7<sup>th</sup> at 11:00 a.m. Mr. Barnes invited members of the Executive Board to participate. Vice Chair Sternquist and Member Barakat indicated they wanted to attend.
- Thanked David Reyno, Director of Government Relations, for maintaining relationships with David Kim and the great work in developing a relationship with the Cal Poly legislative affair staff.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Boyer requested that as discussion moves forward on zero emissions, if the Board can receive as much neutral information as possible before decisions need to be made. Doran Barnes indicated that as much information as possible will be provided and that a trip to Sunline Transit is being planned.





- Vice Chair Sternquist congratulated Chair Herrera on her award she received at the APTA TRANSform Conference.
- Member Calaycay stated that he joined Chair Herrera, Vice Chair Sternquist, and Governing Board Member Sam Pedroza at the APTA conference. He appreciated the opportunity to support Chair Herrera and the Foothill Transit staff that was recognized. He found the briefing on security very informative.

17. **ADJOURNMENT**

Adjournment for the October 25, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:11 a.m.

Prepared by:

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Christina Lopez, Board Secretary

Approved on:



December 20, 2019

To: Executive Board

Subject: **Contract Award - Security System Maintenance**

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### **Recommendation**

Authorize the Executive Director to enter into Contract No. 20-014 with Birdi and Associates Inc. for the provision of security maintenance services of Foothill Transit's Electronic Security Systems (ESS) in the amount of \$384,588, which includes a base contract term of three years in the amount of \$219,420 and two one-year options in the amounts of \$80,568 and \$84,600.

### **Analysis**

On September 17, 2019, the Executive Board authorized the issuance of Request for Proposals No. 20-014 ("RFP") for the provision of security maintenance services for Foothill Transit's ESS, including, but not limited to, routine and preventive maintenance, response to service calls, and ESS network management at all Foothill Transit facilities and locations. The RFP was issued on September 18, 2019 using the agency's e-procurement platform PlanetBids.

Three proposals were received in response to the RFP. Each proposer's Pre-qualification Submittal was evaluated on a pass/fail basis by Foothill Transit's Procurement staff and Legal Counsel. Pre-qualification Submittals consisted of a proposal letter, certifications, evidence of good standing, and exceptions taken to the draft contract. The initial review also examined the proposer's Technical and Price Proposal to determine compliance with the requirements of the RFP.

All three proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of five members of Foothill Transit's administrative team, reviewed each proposer's Technical Proposal. The following technical factors comprised 60 percent of the total score:

- Experience and Past performance (20 percent)
- Key Personnel and Organizational Structure (15 percent)
- Work Plan and Technical Approach (25 percent)



Price was weighted at 40 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 40 \text{ Points}$$

Each Proposer's overall pricing was determined by its proposed total fee for a contract term of three base years and two one-year options.

A summary of the initial scores and ranking is provided in Attachment A. The evaluation committee determined that two of the three proposers were within a competitive range. Each proposer in the competitive range was then asked to submit a Best and Final Offer that included any changes to their pricing or technical proposals. Each of the proposals underwent a final evaluation to determine scores and ranking.

Birdi and Associates Inc.'s proposal was ranked highest as shown in the summary of final scores and ranking in Attachment A. Headquartered in Pasadena, Birdi and Associates Inc. is a full-service system engineering firm with emphasis in electronic security systems. The firm has provided award-winning security system maintenance for more than ten years at facilities with demanding security needs such as Los Angeles International Airport (LAX), San Diego International Airport (SAN), and Ontario International Airport (ONT).

Subject to authorization by the Executive Board, the contract term for these services will start in January 2020.

**Budget Impact**

Funding for this project is included in Foothill Transit's adopted FY19-20 Business Plan and Budget. Funding for future year expenses will be programmed into each subsequent year's Business Plan and Budget.

Sincerely,

Aaron Lim  
Facilities Manager

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Executive Director

## ATTACHMENT A

### RFP No. 20-014 Security Maintenance Services

#### First Round Evaluation Summary

Evaluation Factors	Maximum Score	Acton Controls	Birdi & Associates	G4S Secure Integration
1. Experience and Past Performance	20	9.20	18.40	16.00
2. Key Personnel and Organizational Structure	15	4.86	13.05	12.60
3. Work Plan and Technical Approach	25	9.30	21.70	20.90
<i>Technical Score</i>	<i>60</i>	<i>23.36</i>	<i>53.15</i>	<i>49.50</i>
Price - Three Base Yrs		\$ 274,320.00	\$ 264,810.00	\$ 403,581.96
Price - Two Option Yrs		\$ 182,880.00	\$ 199,345.00	\$ 274,405.92
Price Total		\$ 457,200.00	\$ 464,155.00	\$ 677,987.88
<i>Price Score</i>	<i>40</i>	<i>40.00</i>	<i>39.40</i>	<i>26.97</i>
<b><i>Overall Score</i></b>	<b><i>100</i></b>	<b><i>63.36</i></b>	<b><i>92.55</i></b>	<b><i>76.47</i></b>

#### Second Round Evaluation Summary

Evaluation Factors	Maximum Score	Birdi & Associates	G4S Secure Integration
1. Experience and Past Performance	20	18.40	16.00
2. Key Personnel and Organizational Structure	15	13.05	12.60
3. Work Plan and Technical Approach	25	21.70	20.90
<i>Technical Score</i>	<i>60</i>	<i>53.15</i>	<i>49.50</i>
Price - Three Base Yrs		\$ 219,420.00	\$ 403,581.96
Price - Two Option Yrs		\$ 165,168.00	\$ 274,405.92
Price Total		\$ 384,588.00	\$ 677,987.88
<i>Price Score</i>	<i>40</i>	<i>40.00</i>	<i>22.69</i>
<b><i>Overall Score</i></b>	<b><i>100</i></b>	<b><i>93.15</i></b>	<b><i>72.19</i></b>



December 20, 2019

To: Executive Board

Subject: **Request to Issue Request for Qualifications (RFQ) - 16<sup>th</sup> and Maple Architectural and Engineering Services**

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### **Recommendation**

Authorize the Executive Director to issue RFQ No. 19-063 seeking qualifications from proposers to provide architectural and engineering services related to future construction at the downtown Los Angeles 16<sup>th</sup> and Maple layover site.

### **Analysis**

In December 2018, the Executive Board authorized the Executive Director to enter into a lease agreement with Caltrans and a memorandum of understanding (MOU) with Antelope Valley Transportation Authority (AVTA) and Los Angeles Department of Transportation (LADOT) regarding shared use of the downtown layover locations at 17<sup>th</sup> & Grand and 16<sup>th</sup> & Maple.

The 17<sup>th</sup> & Grand site improvements were substantially complete in August 2019 and is currently in operation as a midday layover site for Foothill Transit and AVTA buses.

The 16<sup>th</sup> & Maple site previously contained a commercial building used for materials testing by Caltrans; the building is no longer present but its foundations and loading dock still remain. The site is planned for future bus layover parking and an electric bus charging facility. Site improvements include removal of existing foundations, grading, new pavement, addition of bus ingress/egress driveways, bus charging equipment and infrastructure, guardrails, and striping.

In order to advance work on this project, the services of an architectural and engineering consultant are needed. The successful consultant will perform preliminary engineering services, develop conceptual designs, geotechnical and utility investigations, construction plans and specifications, independent cost estimate, and construction administrative services.

Foothill Transit, LADOT, and AVTA were awarded a grant in the amount of \$3,232,605 from the Bus Operators Subcommittee for Fiscal Year 2019 to



fund 80 percent of the capital cost of construction at the 17<sup>th</sup> and Grand and 16<sup>th</sup> and Maple sites.

**Budget Impact**

Foothill Transit's Fiscal Year 2019/2020 Business Plan and Budget includes funding for construction of the downtown layover at 16<sup>th</sup> & Maple.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director

Christopher Pieper  
Director of Procurement



December 20, 2019

To: Executive Board

Subject: **Request to Issue Request for Qualifications (RFQ) - On-Call Architectural and Engineering Services**

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### **Recommendation**

Authorize the Executive Director to issue RFQ No. 20-038 for On-Call Architectural and Engineering Services.

### **Analysis**

In October 2012, Foothill Transit's Executive Board approved and adopted a revision to Foothill Transit's Procurement Policies and Procedures to address task orders under "on-call" contracts. Under the task order concept, each task order is the equivalent of a separate contract whereby the Executive Director is authorized to approve and execute separate task order amendments to on-call contracts. Executive Board approval is required for any amendments to a single task order when the cumulative value of those amendments exceeds \$100,000.

Foothill Transit has since utilized on-call Architectural & Engineering services as needed for small-scale facility upgrade projects. For each of the services, a task order is issued to the consultant with a request that the consultant develop a defined scope of work, cost estimate and schedule. Task orders under the on-call Architectural & Engineering Services contract are specifically limited to projects where the services provided are less than \$75,000.

The contract that Foothill Transit develops with the Architectural & Engineering consultant contains general terms and conditions, and provides that scope of work, schedule and compensation will be negotiated on a case by case basis and that a separate amendment to the base contract will be executed for each task order.

Foothill Transit's current on-call Architectural & Engineering Services contract is set to expire June 30, 2020.



**Foothill Transit**

## Executive Board Meeting

Executive Board Meeting - 12/20/19  
Request to Issue RFQ NO. 20-038 - On-Call Architectural  
& Engineering Services  
Page 2

### **Budget Impact**

Funding for on-call Architectural & Engineering services will be included in Foothill Transit's FY2020-2021 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Saucedo".

Vincent Saucedo  
Construction Project Manager

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".

Doran J. Barnes  
Executive Director

A handwritten signature in blue ink, appearing to read "Chris Pieper".

Christopher Pieper  
Director of Procurement





December 20, 2019

To: Executive Board

Subject: **Zero Emissions Bus Update**

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### **Recommendation**

Receive and file the Zero Emissions Bus update.

### **Analysis**

With a fleet of 33 battery electric buses and nine years of experience in operating grid-powered battery electric buses (BEBs), Foothill Transit is one of the North American leaders in deploying this technology. During this time, we have learned from our experience and have shared our learnings with transit operators in North America and across the world. We have found that in-depot charging infrastructure is complicated and in addition, there are operational challenges and range limitations that must be considered. Further, this program has required developing an understanding of the intricacies of electric rate structures.

In order to better understand these challenges and develop solutions, the engineering firm of Burns & McDonnell was hired for In-Depot Charging Station Design Services. At last August's Governing Board Meeting, Burns & McDonnell gave a brief report on their findings, and their Final Report was issued during the Executive Board Study Session on September 17, 2019. This report will be very valuable in assisting the Board in setting future direction for our program.

Given these challenges combined with expiring CNG tanks on some of our current fleet of CNG buses, the Executive Board made the decision to purchase CNG replacement buses in order to ensure continued provision of public transit service. We expect deliveries of 11 40-ft. CNG buses early next year. Toward the 3<sup>rd</sup> quarter of 2020, we expect deliveries of 24 60-ft. articulated CNG buses, 18 40-ft. CNG buses, and two 35-ft. CNG buses.

Last week, we completed the construction and installation of 14 in-depot chargers at the Arcadia yard, which will allow us to charge 17 BEBs to 100 percent prior to deploying them on Line 280 and City of Duarte service. This is the first large scale installation of in-depot chargers in the U.S.



Operating our fleet of Proterra BEBs over the past nine years has provided many learning opportunities. We have experienced reliability and fit and finish issues with the buses which impacts service delivery and on-time performance. This has been particularly apparent with the sub-fleet that is operated on the Duarte Service. The Duarte program requires 35-ft. buses to maneuver through certain segments of the route. As we only have three 35-ft. buses in the fleet and all three are needed for daily service, any situation that takes a bus out of service results in a disruption in service.

Ryan Popple, Chief Executive Officer of Proterra, will be at the Executive Board meeting to provide a program update and address questions from the Board.

Sincerely,



Roland M. Cordero  
Director of Maintenance and Vehicle Technology



Doran J. Barnes  
Executive Director