



Foothill Transit

Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING

8:30 AM, MARCH 27, 2020

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE. TO PARTICIPATE, DIAL (669) 900-6833. ENTER MEETING ID 498-991-325.

TO SUBMIT A COMMENT IN WRITING, PLEASE EMAIL BOARD.SECRETARY@FOOTHILLTRANSIT.ORG OR FAX YOUR COMMENT TO (626) 931-7304. ALL COMMENTS RECEIVED BY THURSDAY, MARCH 26, 2020 AT 4:00 P.M. WILL BE EMAILED TO EXECUTIVE BOARD MEMBERS AND INCLUDED AS PART OF THE RECORD.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, MOSS, STERNQUIST
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
 - 4.1. Executive Director Response to Public Comment

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.



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5. EMERGENCY SOLE-SOURCE CONTRACT AWARD - ARCADIA/IRWINDALE TRANSIT SERVICES

Recommended Action: Authorize the Executive Director to enter into an emergency sole-source agreement in the amount of \$103,968,371 with Transdev Services for a period of 24 months for the provision of continued transit services at Foothill Transit's Arcadia/Irwindale operations and maintenance facility.

6. CLOSED SESSION: THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with Darold Pieper, General Counsel and G. Kent Woodman, Special Counsel

7. CLOSED SESSION REPORT

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 pagsasalín, 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 សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ 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



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8. RESOLUTION PROCLAIMING AN EMERGENCY AND AUTHORIZING EMERGENCY ACTIONS

Recommended Action: Adopt Resolution No. 2020-01 proclaiming an emergency and authorizing emergency actions.

9. EXECUTIVE DIRECTOR COMMENT

10. BOARD MEMBER COMMENT

11. ADJOURNMENT



March 27, 2020

To: Executive Board

Subject: **Emergency Sole-Source Contract Award - Arcadia/Irwindale Transit Services**

Recommendation

Authorize the Executive Director to enter into an emergency sole-source agreement in the amount of \$103,968,371 with Transdev Services for a period of 24 months for the provision of continued transit services at Foothill Transit's Arcadia/Irwindale operations and maintenance facility.

Analysis

At the August 23, 2019, Executive Board meeting, the Board authorized issuance of Request for Proposals (RFP) No. 20-010 for the operation of transit services for Foothill Transit's Arcadia/Irwindale facility.

As procurement activities were approaching a conclusion, it became apparent that the COVID-19 pandemic would have a negative impact on the day-to-day provision of service. In addition, the coordination and face-to-face interaction necessary in the coming months to transition from service under our existing Contract No. 16-021 with Transdev to service provision under Contract No. 20-010, potentially with a new contractor, is not compatible with the need to implement the social distancing necessary to help halt the spread of COVID-19.

On March 13, 2020, a national emergency was declared and at the March 18, 2020, meeting the Executive Board authorized cancellation of RFP No. 20-010. Additionally, the Board authorized the Executive Director to pursue one of two options. The first option was to negotiate acceptable terms and conditions and enter into an emergency sole-source agreement with Transdev to enable continued service out of Foothill Transit's Arcadia/Irwindale facility for two years. The second option was to execute the available four-year option on Agreement No. 16-021 with Transdev.

In line with the Board's authorization, negotiations were initiated immediately with Transdev to discuss terms and conditions for an emergency sole-source 24-month Transit Services agreement with Transdev to ensure service continuation until a new competitive procurement can be completed. The proposed agreement would include the essential terms in place in the current



Agreement No. 16-021 and would take effect on July 1, 2020, at the end of the base term of the current Agreement No. 16-021. The new agreement will incorporate the addition of the following elements:

- **Global Resources:** Transdev will continue to draw on their experiences from and introduce Foothill Transit to other properties that are either experiencing similar issues or implementing new ideas Foothill Transit may be interested in exploring. The team will facilitate these opportunities based on the availability, frequency, and budget preferences of Foothill Transit, to include web conferences.
- **Revamp of Bus Operation Control Center Procedures and Added Tools:** Separation between job function and physical location for window dispatchers and controllers to facilitate enhanced focus on real-time on-street service management; Automating Vehicle Assignments. This approach also optimizes the use of the Avail CAD/AVL Technology.
- **Network Design Study:** Transdev proposes conducting a Network Design Workshop that would provide the support of their in-house planning staff to assist Foothill Transit in identifying areas to increase customer satisfaction.
- **DriveCam Full Implementation:** Transdev has replaced SmartDrive with Lytx DriveCam's newest camera system, which is not only triggered by G-Force events, it also uses artificial intelligence to detect much more such as rolling stops, distracted eye movement indicating an Operator who may be looking at a phone or other distraction instead of the road, Operators without a seatbelt, and more.
- **Fuel Efficiency and Savings:** Installation of DriveCam will help to reduce safety and speed violations which will also directly impact fuel efficiency.
- **Local Risk Manager:** The addition of a Risk Manager position to the local team. This individual will concentrate on Workers' Compensation and Vehicle claims to improve response time and deploy necessary resources.
- **SafeMode:** SafeMode is technology that is based on behavioral modification research and focuses on Coach Operators. Transdev will develop an incentive program around the improvement of safety performance and fuel efficiency using SafeMode or a similar technology.
- **CityWay - Multimodal Trip Planning:** Transdev brings its expertise in new technologies dedicated to traveler information systems to foothill



Transit in the new term at no additional cost, offering to have CityWay serve in a technical advisor role as Foothill Transit begins the process of selecting a Maas provider.

- **New Media for Route Familiarization Training:** Transdev will develop a program to provide route familiarization training via video for operators.
- **Maintenance Performance and Development Team:** Transdev will launch its Maintenance Performance and Development Team to provide additional support and resources to the local maintenance team.

Foothill Transit's Procurement Policy allows for the organization to conduct an emergency procurement when it is "immediately necessary for the preservation of life or property, or to prevent an immediate termination of a critical Foothill Transit function or activity." Under the policy, the agency may limit competition to a sole source with the existence of an unusual and compelling urgency. This aspect of the Foothill Transit Policy is consistent with Federal procurement principles, which allow a sole source non-competitive procurement to be used when there is a public exigency or emergency, as reflected in the National Emergency declared on Friday, March 13, 2020.

Pricing over the 24-month term of this proposed agreement reflects a six percent increase over the pricing level for the first two years in the available four-year option on the current Agreement No. 16-021.

Budget Impact

Foothill Transit's Business Plan and Budget for Fiscal Year 2020-2021 is currently under development. Funds will be budgeted to compensate Transdev for provision of transit service at Foothill Transit's Arcadia/Irwindale Operations and Maintenance Facility.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Christopher Pieper
Director of Procurement
Treasurer

Michelle Lopes Caldwell
Director of Finance and



March 27, 2020

To: Executive Board

Subject: **Resolution Proclaiming an Emergency and Authorizing
Emergency Actions**

Recommendation

Adopt Resolution No. 2020-01 proclaiming an emergency and authorizing emergency actions.

Analysis

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency as a result of the COVID-19 pandemic. As a result of this and of other actions taken at the local and national levels of government to control the spread of the pandemic, Foothill Transit has experienced significant declines in ridership and commuter service has been suspended.

Other governmental authorities are implementing daily changes in actions, which have impacts on ridership, the availability, and the health and safety of Foothill Transit staff and contracted service staff. These necessitate that executive authority be provided to take emergency actions in response.

It is recommended that the Executive Board proclaim that an emergency exists throughout the Foothill Transit service area and that this emergency be deemed to continue to exist until its termination is ordered by the Executive Board.

It is also recommended that, during the period of this emergency, the Executive Director and his designees be authorized to take those personnel and contracting actions necessary to maintain appropriate levels of transit service, maintain readiness to resume normal transit operations, and provide for the health and economic welfare of both Foothill Transit and contracted staff.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL
TRANSIT PROCLAIMING AN EMERGENCY AND AUTHORIZING
EMERGENCY ACTIONS
Resolution #2020-01**

The Executive Board of Foothill Transit does resolve as follows:

1. **Findings.** The Executive Board hereby finds and declares the following:

A. On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the COVID-19 pandemic.

B. Conditions of extreme peril to the safety of persons and property have arisen within the Foothill Transit service area caused by the COVID-19 pandemic.

C. Actions taken by the federal, state, county, and city governments to control the pandemic have resulted in significant declines in public transit utilization, and have required Foothill Transit to suspend normal office operations.

D. As a result of daily changes in actions taken by other governmental authorities, and the resultant impacts on ridership, the availability, and the health and safety of Foothill Transit staff and contracted service staff, it is necessary to provide executive authority to take emergency actions in response.

2. **Action.** The Executive Board hereby:

A. Proclaims that an emergency exists throughout the Foothill Transit service area and that this emergency shall be deemed to continue to exist until its termination is ordered by the Executive Board.

B. The Executive Director and his designees are authorized during the period of this emergency to take such personnel and contracting actions as they deem necessary to maintain appropriate levels of transit service, maintain readiness to resume normal transit operations, and provide for the health and economic welfare of both Foothill Transit and contracted staff.

3. **Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on March 27, 2020, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED AS TO FORM
Darold Pieper, General counsel

Cynthia Sternquist, Chair

By:_____

ATTEST:
Christina Lopez, Board Secretary

By:_____