

## **AGENDA**

### **Commuter Rail & Transit Committee Meeting**

**August 13, 2015**

**9:00 AM**

**Location**

**SANBAG**

*First Floor Lobby*

1170 W. 3rd Street, San Bernardino, CA 92410

#### ***Commuter Rail & Transit Committee Membership***

**Chair**

Supervisor James Ramos  
County of San Bernardino

Mayor L. Dennis Michael  
City of Rancho Cucamonga

**Vice Chair**

Mayor Pro Tem Bill Jahn  
City of Big Bear Lake

Mayor Pro Tem Jon Harrison  
City of Redlands

Council Member Mike Leonard  
City of Hesperia

Mayor Deborah Robertson  
City of Rialto

Mayor Larry McCallon  
City of Highland

Mayor Ray Musser  
City of Upland

Mayor Paul Eaton  
City of Montclair

Council Member Richard Riddell  
City of Yucaipa

Mayor Pro Tem Alan Wapner  
City of Ontario

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
County Congestion Management Agency  
Service Authority for Freeway Emergencies**

**AGENDA**

**Commuter Rail & Transit Committee Meeting**

**August 13, 2015  
9:00 AM**

**Location  
SANBAG Office  
First Floor Lobby  
1170 W. 3rd Street, San Bernardino, CA 92410**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional “*Meeting Procedures*” and agenda explanations are attached to the end of this agenda.

**CALL TO ORDER**

(Meeting Chaired by James Ramos)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Marleana Roman

**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.

**1. Information Relative to Possible Conflict of Interest**

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

**This item is prepared monthly for review by SANBAG Board and Committee members.**

**CONSENT CALENDAR**

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

## **Consent - Transit/Rail**

### **2. Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick Construction Company, Inc. and Kemp Bros. Construction Inc.**

Receive and File Change Orders.

**Carrie Schindler**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **3. May and June 2015 Right-of-Way Grants of Use Report**

That the Commuter Rail and Transit Committee receive the May and June 2015 Right-of-Way Grants of Use Report.

**Monica Morales**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **DISCUSSION ITEMS**

### **Discussion - Transit/Rail**

#### **4. Transit and Rail Fiscal Year 2015/2016 Department Budget Amendment**

That the Commuter Rail and Transit Committee recommend the Board:

A. Approve an expense budget amendment to the SANBAG Fiscal Year (FY) 2015/2016 budget to decrease Task No. 0311 Transit Capital by \$(23,097) in Local Transportation Funds-Planning and \$(231,380) in State Transit Assistance Funds-Rail and a budget increase in the amount of \$570,000 in Local Projects Fund – Omnitrans for a new task total of \$661,488. This totals a net increase to the task in the amount of \$315,523.

B. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0322 San Bernardino Transit Center by \$(7,452) in Local Transportation Funds-Rail and \$(1,932,120) in Federal Transit Administration 5309 funds and an increase of \$1,874,120 in Federal Transit Administration 5307 and \$50,000 in Transit Center Project Funds-Omnitrans for a new task total of \$3,304,489. This totals a net decrease to the task in the amount of \$(15,452).

C. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0323 Downtown San Bernardino Passenger Rail Project by \$(3,096,077) in Local Transportation funds-Rail and \$(3,000) in State Transit Assistance Funds-Rail and increase \$679,599 in Low Carbon Transit Operations Program funds and \$76,565 in Measure I Valley Metrolink/Rail Service funds for a new task total of \$51,161,438. This totals a net decrease to the task in the amount of \$(2,342,913).

D. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0324 Redlands Passenger Rail Project by \$(2,090,338) in State Transit Assistance Funds-Rail and increase \$396,113 in Measure I Valley Metrolink/Rail Service funds and & \$2,607,739 in Rail Bond funds for a new task total of \$26,859,837. This totals a net increase to the task in the amount of \$913,514.

E. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0325 San Gabriel Subdivision by \$(1,440,000) in Local Transportation Funds-Rail and \$(87,328) in State Transit Assistance Funds-Rail and \$(30,000) in Rail Bond funds and increase \$52,524 in Local Transportation Funds-Planning and \$235,561 in Local Transportation Funds-Article 3 and \$79,342 in Local Projects Funds-City of Fontana for a new task total of \$3,147,969. This totals a net decrease to the task in the amount of \$(1,189,901).

F. Approve the creation of new Task No. 0326 Goldline Extension.

G. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to increase Task No. 0326 Goldline Subdivision by \$50,000 in Local Projects Funds-City of Montclair for a new task total of \$50,000. This totals a net increase to the task in the amount of \$50,000.

H. Approve the creation of new Task No. 0327 Shortway Subdivision.

I. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to increase Task No. 0327 Shortway Subdivision by \$3,560,505 in Local Transportation Funds-Rail for a new task total of \$3,560,505. This totals a net increase to the task in the amount of \$3,560,505.

J. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0352 General Commuter Rail by \$(89,443) in Local Transportation Funds-Planning and \$(50,000) in Measure I Valley Metrolink/Rail Service Funds and increase \$368,708 in Local Transportation Funds-Rail and \$386,990 in State Transit Assistance Funds-Rail for a new task total of \$1,654,086. This totals a net increase to the task in the amount of \$616,255.

K. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0377 Commuter Rail Operating by \$(5,124) in Rail Assets and \$(593,000) in Low Carbon Transit Operations Program and increase \$24,372 in Local Transportation Funds-Planning and \$784,000 in Local Transportation Funds-Rail and \$275,127 in State Transit Assistance Funds-Rail and \$309,120 in Public Transit Modernization Improvement & Service Enhancements funds (Proposition 1B) and \$570,528 in Measure I Valley Metrolink/Rail Service funds for a new task total of \$18,358,398. This includes replacing \$154,560 of Proposition 1B Security Funding that was allocated by the Board in June 2015 with a like amount of State Transit Assistance Funds-Operating. This totals a net increase to the task in the amount of \$1,365,023.

L. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0379 Commuter Rail Capital by \$(200,000) in Measure I Valley Metrolink/Rail Service Funds and increase \$132,269 in Local Transportation Funds-Planning (LTF) and \$42,018 in State Transit Assistance Funds-Rail for a new task total of \$3,794,220. This totals a net decrease to the task in the amount of \$(25,713).

M. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to reduce Task No. 0383 Vanpool Program by \$(1,450,128) in Congestion Mitigation & Air Quality (CMAQ) and increase \$1,500,128.00 in Federal Transit Administration 5307-CMAQ for a new task total of \$1,500,128.00. This totals a net increase to the task in the amount of \$50,000.

N. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to reduce Task No. 0350 General Counsel by \$(5,000) in CMAQ and increase \$5,000 in Federal Transit Administration 5307-CMAQ and \$50,000 in Local Transportation Funds-Rail for a new task total of \$989,560.00. This totals a net increase to the task in the amount of \$50,000.

**Monica Morales**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

**5. Metro Gold Line Foothill Extension Project Phase 2B Agreement with the City of Montclair**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority approve Agreement No. 15-1001309 between SANBAG and the City of Montclair for advancement and reimbursement of funds related to advanced conceptual engineering and environmental consulting work and oversight work for the Phase 2B portion of the Metro Gold Line Foothill Extension Project from the Los Angeles/San Bernardino County line to the Montclair Transcenter, in an amount not-to-exceed \$3,000,000.

**Carrie Schindler**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and the contract.**

**6. Haven Avenue Metrolink Station and Transit-Oriented Development Feasibility Study Presentation**

That the Commuter Rail and Transit Committee receive a presentation from the City of Rancho Cucamonga on a study they are conducting on the feasibility of a second Metrolink Station at Haven Avenue and transit-oriented development efforts.

**Carrie Schindler**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

**7. Release Request for Proposals for Redlands Passenger Rail Project Right-of-Way Legal Services**

That the Commuter Rail and Transit Committee recommend the Board acting as the San Bernardino County Transportation Authority approve the release of Request for Proposals (RFP) 16-1001329 for legal services related to the acquisition of right-of-way for the Redlands Passenger Rail Project.

**Justin Fornelli**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel has reviewed this item and the Scope of Services.**

**8. Release RFP for Maintenance Facility Design for the Redlands Passenger Rail Project**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Authority, approve the release of Request for Proposal (RFP) No. 16-1001336 for Maintenance Facility Design Services to support the Redlands Passenger Rail Project.

**Justin Fornelli**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel and Procurement Manager have reviewed this item and the Scope of Services.**

**9. Award Contract 15-1001146, Redlands Passenger Rail Program Management Services**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority:

A. Approve Contract No. 15-1001146 with RailPros, Inc. for a five year term, with two one-year extension options in an amount not-to-exceed \$10,285,673 for Program Management Services on the Redlands Passenger Rail Project.

B. Approve contingency of an amount not-to-exceed \$1,542,851 for Contract No. 15-1001146 and authorize the Executive Director or his designee to release contingency as necessary for the project.

**Justin Fornelli**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and the draft contract.**

**Discussion - Transportation Programming and Fund Administration**

**10. Fiscal Year 2014/2015 Resolution for the California Transit Security Grant Program**

That the Commuter Rail and Transit Committee recommend the Board acting as the San Bernardino County Transportation Commission adopt Resolution No. 16-003, authorizing the Executive Director and/or his designee to execute such documentation and take such actions as necessary for the Commission to obtain and comply with the terms of the California Transit Security Grant administered by the California Office of Emergency Services in an amount up to \$1,752,331.

**Vanessa Jezik**

**This item is not scheduled for review by any other policy committee or technical advisory committee. This item and the draft resolution have been reviewed by General Counsel.**

**11. SANBAG County-wide Transit Efficiency Study**

That the Commuter Rail and Transit Committee recommend the Board receive and file a presentation on the County-wide Transit Efficiency study.

**Nancy Strickert**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

**12. Needles Short Range Transit Plan**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission:

A. Receive and file a presentation on the Needles Short Range Transit Plan.

B. Approve the Needles Short Range Transit Plan 2016-2020.

C. Allocate \$45,413 State Transit Assistance funds to the City of Needles for Fiscal Year 2015/2016 Operating Costs consistent with the Short Range Transit Plan.

**Nancy Strickert**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **13. Public Employees' Pension Reform Act of 2013 and Impact on Transit Funding**

That the Commuter Rail and Transit Committee receive an update on the impact of the United States Department of Labor actions related to the Public Employees' Pension Reform Act of 2013 on transit funding in San Bernardino County.

**Andrea Zureick**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **14. Valley Transportation Services Fiscal Year Budget**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority, approve the Valley Transportation Services Fiscal Year 2015/2016 Budget.

**Andrea Zureick**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **Comments from Board Members**

Brief comments from Board Members

### **Public Comment**

Brief comments from the General Public

## **ADJOURNMENT**

### **Additional Information**

Attendance  
SANBAG Entities  
Acronym List  
Mission Statement

**The next Commuter Rail and Transit Committee Meeting will be September 10, 2015.**

## Meeting Procedures and Rules of Conduct

**Meeting Procedures** - The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

**Accessibility** - The SANBAG 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 Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** - All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

**Agenda Actions** - Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** - Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** - Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** - The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** - At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in "Public Testimony on an Item" still apply.*

**Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings  
of  
Board of Directors and Policy Committees**

**Attendance.**

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

**Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

**The Vote as specified in the SANBAG Bylaws.**

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he/she would like to amend the motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

**Call for the Question.**

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

**The Chair.**

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Chair.

**Courtesy and Decorum.**

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008  
Revised March 2014*

## *Minute Action*

### AGENDA ITEM: 1

**Date:** August 13, 2015

**Subject:**

Information Relative to Possible Conflict of Interest

**Recommendation:**

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

**Background:**

In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

<b>Item No.</b>	<b>Contract No.</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
2	C14002	Kemp Bros. Construction Inc. <i>Steven R. Solaas</i>	Howard Contracting Harris Rebar Winegardner SCW Contracting Corp. KCB Towers Schmitt Contracting Crownier Sheet Metal MK Roofing Hutington Glazing Continental Marble & Tile Company Hamilton Ceiling Systems JH Bryant Signs & Lucite Products Landscape Forms Empyrean Plumbing Inc. Air Flow Safeway Electric A&S Cement Contractors Inc. Western Paving Contractors Inc. Century Fences Pacific Premier Landscape Robert B Longway Inc. DBC Inc.

*Entity: CMA, COG, CTA, CTC, SAFE*

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

2	C14001	Shimmick Construction Company Inc. <i>Paul Camaur</i>	Allied Steel Co., Inc. Marina Landscape, Inc. Innovative Concrete & Engineering Giroux Glass Winegardner Masonry Excelsior Elevator Fencecorp Inc. Ellis Excavating Gerdau Eberhard EMC Rutherford Co., Inc. M.B. Herzog Electric Hardy & Harper, Inc.
9	15-1001146	RailPros, Inc <i>Mary Toutounchi</i>	Anil Verma Associates BRG Consulting CH2M Hill Engineering Solutions Services Epic Land Solutions North Star Alliances

**Financial Impact:**

This item has no direct impact on the SANBAG budget.

**Reviewed By:**

This item is prepared monthly for review by SANBAG Board and Committee members.

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

## *Minute Action*

### AGENDA ITEM: 2

**Date:** August 13, 2015

**Subject:**

Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick Construction Company, Inc. and Kemp Bros. Construction Inc.

**Recommendation:**

Receive and File Change Orders.

**Background:**

Of SANBAG's two on-going Transit and Rail construction contracts, one had a Construction Change Order (CCO) approved since the last report to the Commuter Rail and Transit Committee.

- A. Contract Number C14001 with Shimmick Construction Company, Inc. for construction of the Downtown San Bernardino Passenger Rail Project: CCO No. 3 (\$132,950 reconstruct CMU block wall trash enclosure at the San Manuel stadium; additional tree removal along railroad right-of-way; relocate equipment and materials at the San Bernardino Transit Center parking lot; construction of temporary platform at Santa Fe Depot).
- B. Contract Number C14002 with Kemp Bros. Construction, Inc. for construction of the San Bernardino Transit Center project: No CCO this reporting period.

**Financial Impact:**

This item is consistent with the approved Fiscal Year 2015/2016 SANBAG budget. CCO No. 3 is within the previously approved contingency amount under Task No. 0323.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

Approved  
 Commuter Rail & Transit Committee  
 Date: August 13, 2015

Witnessed By:

Entity: CTC

## Rail and Transit Construction Contracts

<b>San Bernardino Transit Center (C14002) – Executed Change Orders</b>		
Number	Description	Amount
1	Removal and Disposal of man-made objects (CN 1-\$50,000), Remove & Replace AC (CN 7-\$31,000).	\$81,000.00
2	Additional Traffic Signal Conduit (CN 3-\$67,046.17), Install Interim Irrigation at Affaitati property (CN 4-\$9,144.15), New Block Wall Drain and Blockout (CN 5-\$9,763.87), Revised Roof Hatch and other Building Revisions (CN 8-\$10,547.77), Remove Buried Debris at Rialto (CN 9-\$5,185.96).	\$101,687.92
3	Affaitati Parking Lot Revisions (CN 2-\$88,941.45), Misc. Building/Site Submittal and RFI changes (CN 8.1-\$48,238.58), Storm and Sewer Pipeline Revisions (CN 10-\$17,345.45), Utility Service Feeds (CN 12-\$46,600.00).	\$201,125.48
4	Affaitati Additional Parking Lot Revisions (CN 2.1-\$63,328.70), Armed Guard Services (CN 6-\$14,856.30), Misc. Building/Site Submittal and RFI changes (CN 8.2-\$34,470.98).	\$112,655.98
5	Affaitati Parking Lot Landscape Revisions (CN 2.2-\$23,325.00).	\$23,325.00
6	Additional Parking Lot Paving (CN 2.3-\$14,831.81), Misc. Building/Site Submittal and RFI changes (CN 8.3-\$13,665.02, CN 13-\$1,232.90), Additional Utility Service Feeds (CN 12.1-\$3,018.85), Unforeseen Concrete Removal (CN 14.1-\$8,038.23) .	\$40,786.81
7	Roof Hatch Modifications (CN 8.4-\$2,370.48), Misc. Building/Site Submittal and RFI changes (CN 8.5-\$25,042.95, Utility Service Feeds (CN 12.2-\$3,102.42), Miscellaneous Street Work (CN 14.2-\$18,012.73), Additional PA Speakers (CN 15-\$30,000), Additional Design Revisions (CN 16-\$59,270.50), West Plaza Wall and Bench Revisions(CN 17-\$12,950.00). Allowance Item Reduction (CN 000-(-\$80,174)	\$70,574.66
<b>CCO TOTAL</b>		<b>\$631,155.85</b>
<b>APPROVED CONTINGENCY</b>		<b>\$1,131,175.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$500,019.15</b>

Attachment: Rail and Transit CCOs Matrix\_Attachment-For Committee Mtg (2032 : Construction Contracts-CCOs)

**Bold-**Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee  
 Amounts shown in parentheses represent a credit to the Agency

## Rail and Transit Construction Contracts

<b>Downtown San Bernardino Passenger Rail Project (C14001) – Executed Change Orders</b>		
Number	Description	Amount
1	Replace Signals Mast at Depot for Tracks P5 and P6, (CN 5-\$60,761), Remove and Dispose of Debris (CN 6-\$27,000).	\$87,761.00
2	Build Temporary Mini-High (CN 4.1-\$81,320), Removal of Property Owner Debris (CN 6.1-\$52,000). Install Temp Fence adjacent to San Bernardino Transit Center (CN 12-\$5,000).	\$138,320.00
3	<b>Reconstruct CMU block wall trash enclosure at the San Manuel stadium (CN 010-\$34,950), Additional tree removal along railroad right-of-way (CN 16-\$18,000); Relocate equipment and materials at the San Bernardino Transit Center parking lot (CN 17-\$40,000); Construction of temporary platform at Santa Fe Depot (CN 18-\$40,000).</b>	<b>\$132,950.00</b>
<b>CCO TOTAL</b>		<b>\$359,031.00</b>
<b>APPROVED CONTINGENCY</b>		<b>\$2,981,464.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$2,622,433.00</b>

Attachment: Rail and Transit CCOs Matrix\_Attachment-For Committee Mtg (2032 : Construction Contracts-CCOs)

**Bold**-Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee  
 Amounts shown in parentheses represent a credit to the Agency

- 
- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
- 

## *Minute Action*

AGENDA ITEM: 3

**Date:** August 13, 2015

**Subject:**

May and June 2015 Right-of-Way Grants of Use Report

**Recommendation:**

That the Commuter Rail and Transit Committee receive the May and June 2015 Right-of-Way Grants of Use Report.

**Background:**

The Board of Directors adopted the SANBAG Rail Property Policy (Policy No. 31602) on July 2, 2014. Within the policy under Section B - Policy Principals and Authority to Execute Grants of Right of Use, the Board authorized the Executive Director, or designee, to approve all grants of rights of use documents as approved to form by General Counsel.

Attachment A includes all grants of use approved during the month of May and June 2015.

**Financial Impact:**

This item has no impact on the Fiscal Year 2015/2016 budget. Presentation of the monthly Right-of-Way report demonstrates compliance with the SANBAG Rail Property Policy (Policy No. 31602).

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Monica Morales, Transit Analyst

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

*Entity: CTA, CTC*

# Attachment A

## May and June 2015 Right-of-Way Grants of Use Report

Vendor Name	Contract No.	Agreement Type	Linked Agreements	Executed Date	Term Date	Amount	Fee's Waived	Waived Fee Amount	Waived Fee Comments
City of Rialto	R13167	License *A1	None	5/14/15	04/01/2020	\$ 1,760.00	X	\$ 500.00	Waive use fee of \$500 per annum per Board 10/1/14 #16
Kris Wyatt & Randy Wyatt	15-1001162	License-Assignment	R13073	5/27/15	N/A	\$ 560.00	N/A	N/A	N/A
City of Redlands	15-1001187	License	15-1001186, 15-1001208, C14058	6/23/15	N/A	\$ 579.80	X	\$1,650.20	Portion of fee waived because it is SANBAG's contribution to the project
City of Redlands	15-1001204	License	15-1001205 & C14058	6/23/15	N/A	\$ 2,163.10	x	\$ 66.90	Portion of fee waived because it is SANBAG's contribution to the project
City of Redlands	15-1001267	License	15-1001305	6/18/15	N/A	\$ 2,230.00	x	\$1,500.00	Fee waived per Board 10/1/14 #16, waive use fee's to member jurisdictions
City of Redlands	15-1001305	License	None	6/25/15	N/A	\$ 2,230.00	x	\$1,500.00	Fee waived per Board 10/1/14 #16, waive use fee's to member jurisdictions
City of Rialto	16-1001320	License	None	6/24/15	N/A	\$ 2,230.00	x	\$1,500.00	Fee waived per Board 10/1/14 #16, waive use fee's to member jurisdictions
City of Rialto	16-1001322	License	None	6/24/15	N/A	\$ 2,230.00	x	\$1,500.00	Fee waived per Board 10/1/14 #16, waive use fee's to member jurisdictions



## *Minute Action*

AGENDA ITEM: 4

**Date:** August 13, 2015

**Subject:**

Transit and Rail Fiscal Year 2015/2016 Department Budget Amendment

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board:

A. Approve an expense budget amendment to the SANBAG Fiscal Year (FY) 2015/2016 budget to decrease Task No. 0311 Transit Capital by \$(23,097) in Local Transportation Funds-Planning and \$(231,380) in State Transit Assistance Funds-Rail and a budget increase in the amount of \$570,000 in Local Projects Fund – Omnitrans for a new task total of \$661,488. This totals a net increase to the task in the amount of \$315,523.

B. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0322 San Bernardino Transit Center by \$(7,452) in Local Transportation Funds-Rail and \$(1,932,120) in Federal Transit Administration 5309 funds and an increase of \$1,874,120 in Federal Transit Administration 5307 and \$50,000 in Transit Center Project Funds-Omnitrans for a new task total of \$3,304,489. This totals a net decrease to the task in the amount of \$(15,452).

C. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0323 Downtown San Bernardino Passenger Rail Project by \$(3,096,077) in Local Transportation funds-Rail and \$(3,000) in State Transit Assistance Funds-Rail and increase \$679,599 in Low Carbon Transit Operations Program funds and \$76,565 in Measure I Valley Metrolink/Rail Service funds for a new task total of \$51,161,438. This totals a net decrease to the task in the amount of \$(2,342,913).

D. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0324 Redlands Passenger Rail Project by \$(2,090,338) in State Transit Assistance Funds-Rail and increase \$396,113 in Measure I Valley Metrolink/Rail Service funds and \$2,607,739 in Rail Bond funds for a new task total of \$26,859,837. This totals a net increase to the task in the amount of \$913,514.

E. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0325 San Gabriel Subdivision by \$(1,440,000) in Local Transportation Funds-Rail and \$(87,328) in State Transit Assistance Funds-Rail and \$(30,000) in Rail Bond funds and increase \$52,524 in Local Transportation Funds-Planning and \$235,561 in Local Transportation Funds-Article 3 and \$79,342 in Local Projects Funds-City of Fontana for a new task total of \$3,147,969. This totals a net decrease to the task in the amount of \$(1,189,901).

F. Approve the creation of new Task No. 0326 Goldline Extension.

G. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to increase Task No. 0326 Goldline Subdivision by \$50,000 in Local Projects Funds-City of Montclair for a new task total of \$50,000. This totals a net increase to the task in the amount of \$50,000.

H. Approve the creation of new Task No. 0327 Shortway Subdivision.

**Entity:** CTA, CTC

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

I. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to increase Task No. 0327 Shortway Subdivision by \$3,560,505 in Local Transportation Funds-Rail for a new task total of \$3,560,505. This totals a net increase to the task in the amount of \$3,560,505.

J. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0352 General Commuter Rail by \$(89,443) in Local Transportation Funds-Planning and \$(50,000) in Measure I Valley Metrolink/Rail Service Funds and increase \$368,708 in Local Transportation Funds-Rail and \$386,990 in State Transit Assistance Funds-Rail for a new task total of \$1,654,086. This totals a net increase to the task in the amount of \$616,255.

K. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0377 Commuter Rail Operating by \$(5,124) in Rail Assets and \$(593,000) in Low Carbon Transit Operations Program and increase \$24,372 in Local Transportation Funds-Planning and \$784,000 in Local Transportation Funds-Rail and \$275,127 in State Transit Assistance Funds-Rail and \$309,120 in Public Transit Modernization Improvement & Service Enhancements funds (Proposition 1B) and \$570,528 in Measure I Valley Metrolink/Rail Service funds for a new task total of \$18,358,398. This includes replacing \$154,560 of Proposition 1B Security Funding that was allocated by the Board in June 2015 with a like amount of State Transit Assistance Funds-Operating. This totals a net increase to the task in the amount of \$1,365,023.

L. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to decrease Task No. 0379 Commuter Rail Capital by \$(200,000) in Measure I Valley Metrolink/Rail Service Funds and increase \$132,269 in Local Transportation Funds-Planning (LTF) and \$42,018 in State Transit Assistance Funds-Rail for a new task total of \$3,794,220. This totals a net decrease to the task in the amount of \$(25,713).

M. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to reduce Task No. 0383 Vanpool Program by \$(1,450,128) in Congestion Mitigation & Air Quality (CMAQ) and increase \$1,500,128.00 in Federal Transit Administration 5307-CMAQ for a new task total of \$1,500,128.00. This totals a net increase to the task in the amount of \$50,000.

N. Approve an expense budget amendment to the SANBAG FY2015/2016 budget to reduce Task No. 0350 General Counsel by \$(5,000) in CMAQ and increase \$5,000 in Federal Transit Administration 5307-CMAQ and \$50,000 in Local Transportation Funds-Rail for a new task total of \$989,560.00. This totals a net increase to the task in the amount of \$50,000.

**Background:**

The Fiscal Year 2015/2016 Budget was approved by the SANBAG Board on June 3, 2015. The budgeting process for the 2015/2016 budget began in January 2015 with final expense figures due no later than April 2015. With this early preparation staff must project expenses that are anticipated through the end of the Fiscal Year (June 30, 2015). This has a direct impact on expense budget projects for Fiscal Year 2015/2016. Now that the Fiscal Year 2014/2015 has been closed to all expenses, the Transit and Rail department has reviewed all projects and budgets for Fiscal Year 2015/2016 and determined that some budget amendments are needed. The following are explanations for the amendments required for Fiscal Year 2015/2016.

- **Task 0311, Transit Capital:** The budget is being decreased due to Mountain Area Transit Authority (MARTA) initially asked SANBAG to lead a project to upgrade their radio system. MARTA has since determined they would like to implement the project themselves and directly purchase the equipment. Staff time was also reduced so that it can be allocated elsewhere. Additionally, the budget was increased as SANBAG and Omnitrans have determined a need for additional legal right-of-way services for the sbX project.

- **Task 0322, San Bernardino Transit Center:** The San Bernardino Transit Center project task was adjusted primarily to reflect a change in Federal Transit Administration (FTA) 5309 funds to FTA 5307 funds. Additionally, staff time resources have been analyzed and adjusted.
- **Task 0323, Downtown San Bernardino Passenger Rail Project:** The Downtown San Bernardino Rail Project task was adjusted primarily to reflect a change in Local Transportation Funds (LTF) – Rail to Measure I Valley Rail funds and the inclusion of Low Carbon Transit Operations Program funds for an anticipated Metrolink cost increase. Staff time resources have also been analyzed and adjusted.
- **Task 0324, Redlands Passenger Rail Project:** The Redlands Passenger Rail Project (RPRP) task was adjusted primarily to reflect a correction to the fund source on the Colton Avenue/Alabama Street contract with the City of Redlands and the use of Measure I Valley Rail funds, instead of Rail Bond Funds, for staff time. Additionally, this project task was increased to reflect budget needed for a separate design contract for the RPRP maintenance facility which was not anticipated during the budgeting process. Staff time resources have also been analyzed and adjusted.
- **Task 0325, San Gabriel Subdivision:** Staff time has been analyzed and it was determined projects in this task were not sufficiently allocated for staffing resources. Other tasks with staff time have been reduced in order to move those resources to other projects. Additionally, it was determined a new task should be requested and created for the Shortway Subdivision. Activities originally budgeted for the Shortway in this task are being reduced and moved to the new task being requested. Lastly, additional funds have been budgeted for the Sierra and Juniper Grade Crossing projects because the project is moving slower than anticipated during the budgeting process.
- **Task 0326, Gold Line Extension:** Staff is requesting this as a new task for the Transit and Rail department. As the Gold Line Extension Project progresses it is important for activities to be tracked independently as a project. Budget originally for the Gold Line was under Task 0352 General Commuter Rail and will be moved to this new Task 0326. No additional funds are being requested at this time.
- **Task 0327, Shortway Subdivision:** Staff is requesting this as a new task for the Transit and Rail department. As SANBAG is in the process of purchasing the Shortway Subdivision, as approved by the SANBAG Board in September 2014, it is anticipated activities belonging to this new subdivision should be tracked similarly to that of Task 0325 San Gabriel Subdivision. Activities affecting the Shortway would now be able to be identified and tracked independently of other subdivision projects. Budget for this new task was originally budgeted under Task 0325 San Gabriel Subdivision and would be moved to this new Task 0327. Additionally, staff time was not originally reflected for this project and has been reviewed and allocated accordingly.
- **Task 0352, General Commuter Rail:** Activities associated to the Gold Line Extension are being transferred to the new Task 0326, this includes staff time. Moreover, during budgeting it was anticipated some activities would have advanced quicker during the Fiscal Year 2014/2015 than has actually occurred. Staff is seeking to add budget that was unused during the 2014/2015 Fiscal Year.
- **Task 0377, Commuter Rail Operating:** The Board approved the final Fiscal Year 2015/2016 Southern California Regional Rail Authority (SCRRA) budget at the June 3, 2015 Board meeting. There were a number of funding and dollar amounts that changed after the original SANBAG budget was prepared. This adjustment includes changes needed to match the Board approved SCRRA subsidy amounts and the fund swap of Fiscal

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 4

Year 2012/2013 Proposition 1B Funds that have lapsed and are no longer available. Transit and Rail has worked with Fund Administration and Programming to find an appropriate funding alternative. This alternative has been identified as State Transit Assistance Funds – Operator Share. Similarly, staff included as part of the budgeted amendment anticipated litigation charges not known during the budgeting process. Lastly, staff time was analyzed and adjusted to reflect appropriate staffing resource allocation.

- **Task 0379, Commuter Rail Capital:** Budget adjustments for this task reflect only an adjustment in staffing resource allocation.
- **Task 0383, Vanpool Program:** The SANBAG Vanpool program task was adjusted primarily to reflect a fund substitution change from Congestion Mitigation & Air Quality (CMAQ) to Federal Transit Administration 5307 – CMAQ. As the funds are transferred from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) it was determined that the funds need to be tracked as such. Additionally, as per the cooperative agreement with Omnitrans an increase in administration fees is being included as part of this budgeted amendment.
- **Task 0350, General Counsel:** This task was adjusted to reflect a change from CMAQ to Federal Transit Administration 5307 – CMAQ. As well as an increase to cover legal services derived from the Shortway Subdivision project.

In order not to over budget funds that will not be used, it was determined to reduce the budget to reflect fund balances as accurately as possible. This allows both Department Staff and the Finance Department to analyze expenses versus revenue throughout the Fiscal Year. This will also make the budgeting process for Fiscal Year 2016/2017 smoother as it will reflect more accurate fund balances because tasks were not over budgeted.

It is important to note, a Board approved budget amendment brings about a change in the total expenditure or revenue source for a program. Examples of these changes include, but are not limited to, the following:

- i. The acceptance of additional grant monies.
- ii. The inclusion of expenditures that are projected to exceed budgeted amount within the fund.
- iii. The re-appropriation of monies/expenditures from one program or fund to another.

**Financial Impact:**

This item is not consistent with the Fiscal Year 2015/2016 adopted budget. Budget amendments have been requested in recommendations A thru N.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Monica Morales, Transit Analyst

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

## *Minute Action*

AGENDA ITEM: 5

**Date:** August 13, 2015

**Subject:**

Metro Gold Line Foothill Extension Project Phase 2B Agreement with the City of Montclair

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority approve Agreement No. 15-1001309 between SANBAG and the City of Montclair for advancement and reimbursement of funds related to advanced conceptual engineering and environmental consulting work and oversight work for the Phase 2B portion of the Metro Gold Line Foothill Extension Project from the Los Angeles/San Bernardino County line to the Montclair Transcenter, in an amount not-to-exceed \$3,000,000.

**Background:**

On November 22, 2013, the Gold Line Foothill Extension Construction Authority notified SANBAG of its intent to begin advanced conceptual engineering and environmental consulting work for extension of the Metro Gold Line light-rail system from Azusa to the Montclair Transcenter, also known as Metro Gold Line Foothill Extension Project Phase 2B. In February 2014, the SANBAG Board identified implementation of the Gold Line Extension to the Montclair Transcenter as a priority. The Construction Authority estimates the San Bernardino portion of the advanced conceptual engineering and environmental consulting work would represent six percent, or \$2.16 million of the total estimated cost of \$36 million. In order to include the Montclair segment in the project, the Construction Authority requires a commitment of project share funds from SANBAG for the Montclair segment of the project.

The total cost of the Gold Line Foothill Extension Project Phase 2B from the City of Azusa to the City of Montclair is estimated at \$1.2 billion, with majority of the funding coming from a proposed new Los Angeles County Measure to be placed on the November 2016 ballot. Based on the San Bernardino share being six percent, SANBAG's total contribution is estimated at \$72 million plus staff and oversight costs.

SANBAG intends to contribute to the advanced conceptual engineering and environmental consulting work at such time when construction of Phase 2B to the Los Angeles/San Bernardino County line secures funding and when SANBAG Board approves the advanced conceptual engineering of the Montclair segment. SANBAG is responsible for administration of the Measure I 2010-2040 Expenditure Plan and has determined that the project cost, including oversight costs, for work on the Project are eligible to receive Measure I 2010-2040 Metrolink-Rail Program funds. SANBAG estimates its staff and oversight time for the entire project will not exceed \$840,000.

**Entity:** CTA

Commuter Rail & Transit Committee Agenda Item

August 13, 2015

Page 2

Under the terms of Agreement No. 15-1001309, the City of Montclair has agreed to fund SANBAG's share and oversight costs, subject to SANBAG's obligation to reimburse the City upon the occurrence of the reimbursement conditions stated in the agreement, in an amount not-to-exceed \$3,000,000, as governed by the Measure I 2010-2040 Strategic Plan.

***Financial Impact:***

This item is not consistent with the Fiscal Year 2015/2016 Budget. The necessary budget amendment is being approved as part of the Fiscal Year 2015/2016 Department Budget Amendment, included as a separate item in this agenda.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and the contract.

***Responsible Staff:***

Carrie Schindler, Director of Transit and Rail

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

**Receivable Contract Summary Sheet**

**General Contract Information**

Contract No: 15-1001309 Amendment No.: 0 Vendor No.: 01455  
 Vendor/Customer Name: City of Montclair Sole Source?  Yes  No  
 Description: Metro Gold Line Foothill Extension Project Phase 2B  
 Start Date: 09/02/2015 Expiration Date: 06/30/2021 Revised Expiration Date: \_\_\_\_\_  
 Has Contract Term Been Amended?  No  Yes - Please Explain \_\_\_\_\_  
 List Any Related Contracts Nos.: 16-1001339

Dollar Amount			
Original Contract	\$ 840,000.00	Original Contingency	\$ -
Revised Contract (Inclusive of Prior Amendments)	\$ -	Revised Contingency (Inclusive of Prior Amendments)	\$ -
Current Amendment	\$ -	Contingency Amendment	\$ -
<b>TOTAL CONTRACT VALUE</b>	<b>\$ 840,000.00</b>	<b>TOTAL CONTINGENCY VALUE</b>	<b>\$ -</b>
		<b>TOTAL DOLLAR AUTHORITY (Contract Value and Contingency)</b>	<b>\$ 840,000.00</b>

**Contract Authorization**

Executive Director Date: \_\_\_\_\_  
 Executive Director Action: \_\_\_\_\_  
 Board of Directors Date: \_\_\_\_\_  
 Board of Directors Action: \_\_\_\_\_

**Contract Management: Payable/Miscellaneous**

Invoice Warning: 20% Renewals: \_\_\_\_\_ Type:  Capital  PAA  Other  
 Retention: % Maximum Retention: \$ -  
 Services:  Construction  Intrgrnt/MOU/COOP  A & E Services  Other Professional Services  
 Disadvantaged Business Enterprise (DBE) Goal \_\_\_\_\_ %

**Contract Management: Receivable**

E-76 and/or CTC Date \_\_\_\_\_ (Attach Copy)  Program Supplement No.: \_\_\_\_\_  
 Finance Letter  Reversion Date: \_\_\_\_\_  EA No.: \_\_\_\_\_

**All of the above MUST be submitted to FINANCE including originals, amendments and miscellaneous transaction changes**

**Additional Information**

Project Manager: Carrie Schindler Note: The payable Contract associated is Agreement No. 16-1001339.

Attachment: 15-1001309 CSS [Revision 2] (2098 : Metro Gold Line Foothill Extension Phase 2B)

**Payable Contract Summary Sheet**

**General Contract Information**

Contract No: 16-1001339 Amendment No.: 0 Vendor No.: 01455  
 Vendor/Customer Name: City of Montclair Sole Source?  Yes  No  
 Description: Metro Gold Line Foothill Extension Project Phase 2B  
 Start Date: 09/02/2015 Expiration Date: 06/30/2021 Revised Expiration Date: \_\_\_\_\_  
 Has Contract Term Been Amended?  No  Yes - Please Explain \_\_\_\_\_  
 List Any Related Contracts Nos.: 15-1001309

Dollar Amount			
Original Contract	\$ 3,000,000.00	Original Contingency	\$ -
Revised Contract (Inclusive of Prior Amendments)	\$ -	Revised Contingency (Inclusive of Prior Amendments)	\$ -
Current Amendment	\$ -	Contingency Amendment	\$ -
<b>TOTAL CONTRACT VALUE</b>	<b>\$ 3,000,000.00</b>	<b>TOTAL CONTINGENCY VALUE</b>	<b>\$ -</b>
		<b>TOTAL DOLLAR AUTHORITY (Contract Value and Contingency)</b>	<b>\$ 3,000,000.00</b>

**Contract Authorization**

Executive Director Date: \_\_\_\_\_  
 Executive Director Action: \_\_\_\_\_  
 Board of Directors Date: \_\_\_\_\_  
 Board of Directors Action: \_\_\_\_\_

**Contract Management: Payable/Miscellaneous**

Invoice Warning: 20% Renewals: \_\_\_\_\_ Type:  Capital  PAA  Other  
 Retention: % Maximum Retention: \$ -  
 Services:  Construction  Intrgrnt/MOU/COOP  A & E Services  Other Professional Services  
 Disadvantaged Business Enterprise (DBE) Goal \_\_\_\_\_ %

**Contract Management: Receivable**

E-76 and/or CTC Date \_\_\_\_\_ (Attach Copy)  Program Supplement No.: \_\_\_\_\_  
 Finance Letter  Reversion Date: \_\_\_\_\_  EA No.: \_\_\_\_\_

**All of the above MUST be submitted to FINANCE including originals, amendments and miscellaneous transaction changes**

**Additional Information**

Project Manager: Carrie Schindler - Note: Finance requested second CSS/DCSS for receivable from City.

Attachment: 16-1001339 CSS [Revision 1] (2098 : Metro Gold Line Foothill Extension Phase 2B)

**AGREEMENT NO. 15-1001309**

**BETWEEN**

**SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

**AND**

**CITY OF MONTCLAIR**

**FOR**

**ADVANCEMENT AND REIMBURSEMENT OF FUNDS RELATED TO  
ADVANCED CONCEPTUAL ENGINEERING AND ENVIRONMENTAL  
CONSULTING WORK AND OVERSIGHT WORK FOR THAT PORTION OF  
PHASE 2B OF THE METRO GOLD LINE FOOTHILL EXTENSION PROJECT  
FROM THE LOS ANGELES-SAN BERNARDINO COUNTY LINE TO THE  
MONTCLAIR TRANSCENTER**

This Reimbursement Agreement is made and entered into by and between the San Bernardino County Transportation Authority (TRANSPORTATION AUTHORITY) and the City of Montclair (CITY) and is nominally dated \_\_\_\_\_, 2015.

**ARTICLE ONE**

**RECITALS**

A. On November 22, 2013, the Gold Line Foothill Extension Construction Authority (CONSTRUCTION AUTHORITY) notified TRANSPORTATION AUTHORITY of its intent to begin advanced conceptual engineering and environmental consulting work (PROJECT) for extension of the Metro Gold Line light-rail system from Azusa to the Montclair Transcenter (PHASE 2B); and

B. The CONSTRUCTION AUTHORITY did subsequently enter into an agreement with AECOM of Los Angeles on April 23, 2014, for PHASE 2B PROJECT work; and

C. The CONSTRUCTION AUTHORITY estimates the portion of PHASE 2B within San Bernardino County represents six (6) percent, or two million one hundred sixty thousand dollars (\$2.16 million) of the total estimated PROJECT cost of thirty-six million dollars (\$36 million); and

D. In order to include the MONTCLAIR SEGMENT in the PROJECT, CONSTRUCTION AUTHORITY requires a commitment of TRANSPORTATION AUTHORITY PROJECT SHARE funding for the MONTCLAIR SEGMENT PROJECT work; and

E. Due to funding constraints TRANSPORTATION AUTHORITY is unable to commit to funding the MONTCLAIR SEGMENT PROJECT work and to expend staff and consultant resources for oversight of the PROJECT and participation in the PROJECT development team until there is certainty that PHASE 2B will be constructed; and

F. TRANSPORTATION AUTHORITY intends to contribute to the PROJECT cost of the MONTCLAIR SEGMENT at such time when construction of PHASE 2B to the Los Angeles County/San Bernardino County line SECURES FUNDING and when TRANSPORTATION AUTHORITY's Board approves the advanced conceptual engineering of the MONTCLAIR SEGMENT; and

G. TRANSPORTATION AUTHORITY estimates its OVERSIGHT COSTS for the MONTCLAIR SEGMENT PROJECT work will not exceed \$840,000; and

H. TRANSPORTATION AUTHORITY is responsible for administration of the Measure I 2010-2040 Expenditure Plan and has determined that the PROJECT cost of the MONTCLAIR SEGMENT and the OVERSIGHT COSTS for the MONTCLAIR SEGMENT PROJECT work are eligible to receive Measure I 2010-2040 Metrolink-Rail Program funds; and

I. In order to ensure the MONTCLAIR SEGMENT is part of the PROJECT work, CITY is willing to fund 100% of TRANSPORTATION AUTHORITY's PROJECT SHARE and 100% of TRANSPORTATION AUTHORITY's OVERSIGHT COSTS subject to TRANSPORTATION AUTHORITY's obligation to reimburse CITY upon the occurrence of the REIMBURSEMENT CONDITIONS and under the terms of this AGREEMENT.

NOW, THEREFORE, TRANSPORTATION AUTHORITY and CITY agree to the following:

**ARTICLE TWO**

**DEFINITIONS**

The following terms used in this AGREEMENT shall have the meanings set out below and these definitions shall be applicable to both the singular and plural forms of the defined terms:

**AGREEMENT** means this Reimbursement Agreement entered into between TRANSPORTATION AUTHORITY and CITY, as it may be amended from time to time.

**CITY** means the City of Montclair, a California municipal corporation.

**COMMISSION** means San Bernardino County Transportation Commission.

**CONSTRUCTION AUTHORITY** means the Metro Gold Line Foothill Extension Construction Authority.

**EFFECTIVE DATE** means the date this AGREEMENT is fully executed by both CITY and TRANSPORTATION AUTHORITY.

**ELIGIBLE PROJECT EXPENDITURES** means those PROJECT expenses related to the MONTCLAIR SEGMENT incurred by CONSTRUCTION AUTHORITY and paid by CITY to CONSTRUCTION AUTHORITY, that are consistent with the Measure I 2010-2040 Strategic Plan, and supported by invoices and such documentation as reasonably required by TRANSPORTATION AUTHORITY.

**INTEREST RATE** means the average annual yield by investments in the State of California Local Agency Investment Fund for the fiscal year immediately preceding the date upon which interest commences to accrue.

**MEASURE I** means the one-half of one percent retail transactions and use tax statutorily dedicated to transportation planning, design, construction, operation and maintenance only, in San Bernardino County as authorized by the San Bernardino County voters' passage of TRANSPORTATION AUTHORITY's Ordinance 04-01 in 2004, and as may be extended by the San Bernardino County voters.

**MONTCLAIR SEGMENT** means the portion of PHASE 2B from the Los Angeles/San Bernardino County Line to the MONTCLAIR TRANSCENTER.

**MONTCLAIR TRANSCENTER** means the multimodal transportation hub located at 5091 Richton Street in the City of Montclair and served by Metrolink, Omnitrans, Foothill Transit, and Riverside Transit Agency. The Metro Gold Line is proposed for extension to, and termination at, the Montclair Transcenter.

**NEW MEASURE** means a retail transactions and use tax statutorily dedicated to transportation planning, design, construction, operation and maintenance only, in San Bernardino County and eligible for use to pay TRANSPORTATION AUTHORITY's PROJECT SHARE and TRANSPORTATION AUTHORITY's OVERSIGHT COSTS, as may be authorized by the San Bernardino County voters and effective prior to the expiration of MEASURE I.

**PHASE 2B** means the extension of the Metro Gold Line from Azusa to the MONTCLAIR TRANSCENTER.

**PROJECT** means the advanced conceptual engineering and environmental studies work for PHASE 2B.

**REIMBURSEMENT CONDITIONS** means (1) PHASE 2B construction to the Los Angeles/San Bernardino County line SECURES FUNDING; and (2) the MONTCLAIR SEGMENT advanced conceptual engineering is approved by the TRANSPORTATION AUTHORITY as determined in its sole discretion,.

**SANBAG** means San Bernardino Associated Governments.

**SANBAG RAIL PROPERTY** means the TRANSPORTATION AUTHORITY's, SANBAG's and COMMISSION's railroad right-of-way and associated property at the MONTCLAIR TRANSCENTER site, Metrolink platforms in San Bernardino County, and related operational and safety facilities and equipment.

**SECURES FUNDING** means either:

- (1) the date the Los Angeles County Registrar of Voters certifies passage of a tax measure that identifies as an eligible expenditure and the Los Angeles County Metropolitan Transportation Authority Board commits to fully fund construction of PHASE 2B to the Los Angeles/San Bernardino County line; or
- (2) Alternative funding sources are identified and committed to construction of PHASE 2B to the Los Angeles/San Bernardino County line.

**TRANSPORTATION AUTHORITY** means the San Bernardino County Transportation Authority.

**TRANSPORTATION AUTHORITY's OVERSIGHT COSTS** means up to \$840,000 for the TRANSPORTATION AUTHORITY's incurred direct staff and consultant costs for review of and comments on the PROJECT and participation in the Project Development Team.

**TRANSPORTATION AUTHORITY's PROJECT SHARE** means the lesser of \$2.16 million or six percent (6%) of the PROJECT cost.

### **ARTICLE THREE**

#### TRANSPORTATION AUTHORITY AGREES:

1. Upon the occurrence of the REIMBURSEMENT CONDITIONS, to reimburse CITY for ELIGIBLE PROJECT EXPENDITURES incurred and expended by CITY in an amount not-to-exceed TRANSPORTATION AUTHORITY's PROJECT SHARE, and for TRANSPORTATION AUTHORITY's OVERSIGHT COSTS previously paid by CITY to TRANSPORTATION AUTHORITY in an amount not-to-exceed \$840,000, as governed by the Measure I 2010-2040 Strategic Plan.
2. To pay interest to CITY, only as provided in Article FIVE, Section 7.
3. To submit to CITY an original and an electronic copy of signed invoices for TRANSPORTATION AUTHORITY's OVERSIGHT COSTS as they are incurred and paid by TRANSPORTATION AUTHORITY, no more frequently than monthly with supporting documentation reasonably required by CITY.
4. Except as provided below in Article FOUR Section 10, when conducting an audit of the costs claimed under the provisions of this AGREEMENT, to rely to

the maximum extent possible on any prior audit of CITY performed pursuant to the provisions of state and federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to TRANSPORTATION AUTHORITY when planning and conducting additional audits.

5. To repay to CITY any funds advanced by CITY for TRANSPORTATION AUTHORITY's OVERSIGHT COSTS that are determined by subsequent audit to be unallowable within ninety (90) days of TRANSPORTATION AUTHORITY receiving notice of audit findings, which time shall include an opportunity for TRANSPORTATION AUTHORITY to respond to and/or resolve the finding. Should the findings not be otherwise resolved and TRANSPORTATION AUTHORITY fails to reimburse moneys due CITY within ninety (90) days of audit findings, or within such other period as may be agreed between both parties hereto, the CITY reserves the right to withhold future payments due TRANSPORTATION AUTHORITY from any source under CITY's control.
6. To assign a qualified TRANSPORTATION AUTHORITY staff person or consultant to serve on and attend meetings of the PROJECT Development Team with the CONSTRUCTION AUTHORITY.
7. To timely review, submit comments and communicate approval to CONSTRUCTION AUTHORITY regarding the PROJECT and advanced conceptual engineering of PHASE 2B impacting SANBAG RAIL PROPERTY.
8. To review on a monthly basis invoices that CITY will pay to CONSTRUCTION AUTHORITY and verify that backup documentation adequately justifies the payments that CITY will request from TRANSPORTATION AUTHORITY in accordance with Article FOUR Section 3 below and Article THREE Section 5 above.

#### ARTICLE FOUR

##### CITY AGREES:

1. That only ELIGIBLE PROJECT EXPENDITURES and TRANSPORTATION AUTHORITY's OVERSIGHT COSTS paid by CITY will be reimbursable by TRANSPORTATION AUTHORITY in accordance with this AGREEMENT.
2. To pay invoices received from TRANSPORTATION AUTHORITY for TRANSPORTATION AUTHORITY's OVERSIGHT COSTS not later than thirty days after receipt of such invoices and supporting documentation reasonably required by CITY.
3. To submit to TRANSPORTATION AUTHORITY an original and an electronic copy of signed invoices for ELIGIBLE PROJECT EXPENDITURES as they are

incurred and paid by CITY, and supporting documentation reasonably required by TRANSPORTATION AUTHORITY.

4. To submit a Final Report of Expenditures stating that the PROJECT funds were used in conformance with this AGREEMENT and for the PROJECT.
5. To repay to TRANSPORTATION AUTHORITY any reimbursement by TRANSPORTATION AUTHORITY for PROJECT costs that are determined by subsequent audit to be unallowable within ninety (90) days of CITY receiving notice of audit findings, which time shall include an opportunity for CITY to respond to and/or resolve the findings. Should the findings not be otherwise resolved and CITY fails to reimburse moneys due TRANSPORTATION AUTHORITY within ninety (90) days of audit findings, or within such other period as may be agreed between both parties hereto, TRANSPORTATION AUTHORITY reserves the right to withhold future payments due CITY from any source under TRANSPORTATION AUTHORITY's control.
6. To make best efforts to enter into an agreement with CONSTRUCTION AUTHORITY to enable CITY to fulfill its obligations to TRANSPORTATION AUTHORITY under this AGREEMENT, including but not limited to the following:
  - 6.1 CONSTRUCTION AUTHORITY must create a Project Development Team, including TRANSPORTATION AUTHORITY staff or consultant as a member, which Project Development Team shall meet regularly, sharing information about the PROJECT and receiving comments on the PROJECT from team members.
  - 6.2 CONSTRUCTION AUTHORITY shall work cooperatively with TRANSPORTATION AUTHORITY in order to design the MONTCLAIR SEGMENT to TRANSPORTATION AUTHORITY's satisfaction and to obtain TRANSPORTATION AUTHORITY's approval of the advanced conceptual engineering of PHASE 2B impacting SANBAG RAIL PROPERTY.
  - 6.3 CONSTRUCTION AUTHORITY shall submit invoices and supporting documentation to CITY with copies to TRANSPORTATION AUTHORITY for work performed and costs incurred on the PROJECT.
  - 6.4 CONSTRUCTION AUTHORITY's obligations to comply with Article FOUR, Sections 8, 9, 10 and 11.
7. Within thirty (30) days after execution of such agreements, to provide to TRANSPORTATION AUTHORITY a copy of any agreement entered into between the CITY and the CONSTRUCTION AUTHORITY that is related to this AGREEMENT, or that addresses any proposed uses of SANBAG RAIL PROPERTY, for purposes of documentation and future reference.

8. To maintain all copies of all consultant/contractor invoices, source documents, books and records connected with performance under this AGREEMENT for a minimum of five (5) years from the date of the termination of this AGREEMENT or until audit resolution is achieved, whichever is later.
9. To establish and maintain an accounting system and internal controls conforming to Generally Accepted Accounting Principles (GAAP) to support CITY's request for reimbursement, payment vouchers and invoices which segregate and accumulate costs of PROJECT work elements and produce monthly reports which clearly identify reimbursable costs, matching fund costs, indirect cost allocation, and other allowable expenditures by CITY.
10. To allow for the preparation of a PROJECT audit to be completed by CITY or by TRANSPORTATION AUTHORITY, at TRANSPORTATION AUTHORITY's option and expense, and to cooperate in the audit as described in Article THREE Section 4 upon completion of the PROJECT. The audit must find that all funds expended on the PROJECT were used in conformance with this AGREEMENT.
11. To comply with all safety requirements as prescribed by 49 CFR Parts 200 – 299, and TRANSPORTATION AUTHORITY's and Southern California Regional Rail Authority's requirements for use and access of SANBAG RAIL PROPERTY.

**ARTICLE FIVE**

IT IS MUTUALLY AGREED:

1. This AGREEMENT is to be carried out in accordance with the policies in the Measure I 2010-2040 Strategic Plan as adopted by TRANSPORTATION AUTHORITY.
2. To abide by all applicable federal, state and local laws and regulations pertaining to the PROJECT, including policies in the applicable program in the Measure I 2010-2040 Strategic Plan, as amended, as of the Effective Date of this AGREEMENT.
3. TRANSPORTATION AUTHORITY's obligation to reimburse CITY for the TRANSPORTATION AUTHORITY's PROJECT SHARE and TRANSPORTATION AUTHORITY's OVERSIGHT COSTS and any interest thereon, shall be limited to actual, reimbursable costs related thereto, subject to approval by the TRANSPORTATION AUTHORITY Board, with approval of such reimbursement not to be unreasonably withheld.
4. This AGREEMENT can be amended only by a writing duly authorized and executed by CITY and TRANSPORTATION AUTHORITY.

5. CITY will use its own funds to participate with CONSTRUCTION AUTHORITY to implement the MONTCLAIR SEGMENT of the PROJECT in advance of TRANSPORTATION AUTHORITY's allocation of and reimbursement of CITY with Measure I funds after the occurrence of the REIMBURSEMENT CONDITIONS in accordance with this AGREEMENT.
6. Eligible PROJECT reimbursements shall include only those costs incurred by CITY for PROJECT activities that are described in this AGREEMENT plus any interest as provided for in this AGREEMENT, and shall not include PROJECT costs in excess of the TRANSPORTATION AUTHORITY PROJECT SHARE except for any interest due to CITY.
7. Interest on ELIGIBLE PROJECT EXPENDITURES and TRANSPORTATION AUTHORITY's OVERSIGHT COSTS paid by CITY shall commence to accrue at the INTEREST RATE on the ninetieth day after the REIMBURSEMENT CONDITIONS are satisfied, with no interest accruing prior to that date.
8. CITY shall defend, indemnify, and hold harmless TRANSPORTATION AUTHORITY, its officers and employees, from and against any and all actions, claims, injuries, damages, liabilities, demands, losses, judgments, penalties, expenses and costs including attorney's fees for staff attorneys and outside counsel (collectively "Liabilities") arising out of or in any way connected with anything done or omitted to be done by CITY, its officers, employees, agents, contractors, consultants, subcontractors and subconsultants of any level, in connection with the PROJECT or under or in connection with any work, authority or jurisdiction delegated to CITY under this AGREEMENT. CITY's obligations under this Article apply to TRANSPORTATION AUTHORITY's "passive" and "active" negligence, but do not apply to TRANSPORTATION AUTHORITY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
9. TRANSPORTATION AUTHORITY shall defend, indemnify, and hold harmless CITY, its officers and employees, from and against any and all actions, claims, injuries, damages, liabilities, demands, losses, judgments, penalties, expenses and costs including attorney's fees for staff attorneys and outside counsel (collectively "Liabilities") arising out of or in any way connected with anything done or omitted to be done by TRANSPORTATION AUTHORITY, its officers, employees, agents, contractors, consultants, subcontractors and subconsultants of any level, in connection with the PROJECT or under or in connection with any work, authority or jurisdiction delegated to TRANSPORTATION AUTHORITY under this AGREEMENT. TRANSPORTATION AUTHORITY's obligations under this Article apply to CITY's "passive" and "active" negligence, but do not apply to CITY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

10. CITY is an authorized self-insured public entity for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrants that through its programs of self-insurance, it has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT.
11. TRANSPORTATION AUTHORITY carries policies of insurance for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrants that through its insurance, it has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT
12. This AGREEMENT is expressly subordinate to any bonds, notes, certificates or other evidences of indebtedness involved in bond financings as are now outstanding or as may hereafter be issued by TRANSPORTATION AUTHORITY.
13. This AGREEMENT will be considered terminated upon the earlier to occur of: (1) full reimbursement of CITY by TRANSPORTATION AUTHORITY of monies advanced and any interest thereon in compliance with the terms of this AGREEMENT; or (2) upon the later to expire of Measure I 2010-2040 or a NEW MEASURE, if any. Provided, however, the following sections shall survive termination of the AGREEMENT: Article Three Section 5, Article Four Section 5, 8 and 10, and Article Five Sections 8 and 9.
14. Notice given under or regarding this AGREEMENT shall be deemed given (a) upon actual delivery, if delivery is personally made; or (b) upon delivery into the United States Mail if delivery is by postage paid certified mail (return receipt requested), fax or private courier including overnight delivery services. Notice shall be sent to the respective Party at the address indicated below or to any other address as a Party may designate from time to time by a notice given in accordance with this paragraph.

If to TRANSPORTATION AUTHORITY:

Raymond Wolfe, Executive Director  
 1170 West 3<sup>rd</sup> Street, Second Floor  
 San Bernardino, CA 92410-1715  
 (909) 885-4407

If to CITY:

Edward C. Starr, City Manager  
 5111 Benito Street  
 Montclair, CA 91763  
 (909) 625-9405

15. The Recitals stated above are true and correct and are incorporated by this reference into the AGREEMENT.

IN WITNESS WHEREOF, the Parties have executed this AGREEMENT below.

**San Bernardino County  
Transportation Authority**

**City of Montclair**

By: \_\_\_\_\_  
L. Dennis Michael, President  
Board of Directors

By: Paul M. Eaton  
Paul M. Eaton  
Mayor, City of Montclair

Date: \_\_\_\_\_

Date: 6.16.15

APPROVED AS TO FORM

APPROVED AS TO FORM AND  
PROCEDURE:

By: \_\_\_\_\_  
Eileen Monaghan Teichert  
AUTHORITY General Counsel

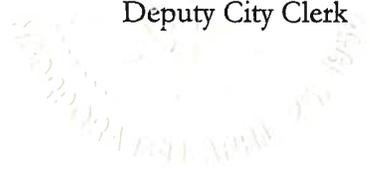
By: Diane Robbins  
Diane Robbins  
City Attorney

Date: \_\_\_\_\_

Date: 6.16.15

ATTEST:

By: Andrea M. Phillips  
Andrea M. Phillips  
Deputy City Clerk





## *Minute Action*

AGENDA ITEM: 6

**Date:** August 13, 2015

**Subject:**

Haven Avenue Metrolink Station and Transit-Oriented Development Feasibility Study Presentation

**Recommendation:**

That the Commuter Rail and Transit Committee receive a presentation from the City of Rancho Cucamonga on a study they are conducting on the feasibility of a second Metrolink Station at Haven Avenue and transit-oriented development efforts.

**Background:**

As requested at the July 2015 SANBAG Board Meeting, a representative from the City of Rancho Cucamonga will provide a brief presentation on a feasibility study they are doing, in partnership with Southern California Association of Governments (SCAG), regarding a possible new, secondary Metrolink station located near the intersection of the San Bernardino Metrolink Line and Haven Avenue, as well as an evaluation of transit-oriented development (TOD) in the vicinity of the existing Metrolink station at Milliken Avenue.

**Financial Impact:**

This item is consistent with the SANBAG Fiscal Year 2015/2016 Budget.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

Approved  
 Commuter Rail & Transit Committee  
 Date: August 13, 2015

Witnessed By:

Entity: CTC

- 
- San Bernardino County Transportation Commission
  - San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency
  - Service Authority for Freeway Emergencies
- 

## *Minute Action*

AGENDA ITEM: 7

**Date:** August 13, 2015

**Subject:**

Release Request for Proposals for Redlands Passenger Rail Project Right-of-Way Legal Services

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board acting as the San Bernardino County Transportation Authority approve the release of Request for Proposals (RFP) 16-1001329 for legal services related to the acquisition of right-of-way for the Redlands Passenger Rail Project.

**Background:**

With the San Bernardino Associated Governments (SANBAG) Board of Directors identifying the Redlands Passenger Rail Project (RPRP) as one of its priority projects and RPRP having cleared environmental review in March 2015, staff is moving forward with the delivery of the project. As SANBAG staff begins the final design efforts for RPRP it is important to also begin the right-of-way acquisition process for parcels needed to implement the project.

Procuring legal services to support the acquisition of right-of-way early in the process allows a project to progress more seamlessly with final design and reduces the amount of legal work that is ultimately required at the end of the acquisition process. Early action with regard to right-of-way acquisition greatly reduces the risk of construction delays.

SANBAG staff is recommending the release of a RFP for legal services to support the acquisition of the required right-of-way to implement RPRP. The proposed Scope of Services is included as Attachment A for reference.

**Financial Impact:**

This item is consistent with the Fiscal Year 2015/2016 SANBAG Budget.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel has reviewed this item and the Scope of Services.

**Responsible Staff:**

Justin Fornelli, Chief of Transit and Rail Programs

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

Entity: CTA

**ATTACHMENT A**  
**SCOPE OF SERVICES**

**For**

**Legal Services for Redlands Passenger Rail Project**

**Right-of-Way Acquisition**

**PROJECT OVERVIEW**

The San Bernardino Associated Governments (SANBAG), acting as the County Transportation Authority (“Authority”), is looking for legal support to assist with the acquisition of the right-of-way for the Redlands Passenger Rail Project (RPRP).

The Authority has completed the preliminary engineering and obtained environmental clearance for RPRP through the NEPA and CEQA processes and is set to begin the final engineering of the project, which will include the identification of properties needed to be acquired to implement the project. The RPRP will extend approximately nine miles along right-of-way owned by SANBAG from the San Bernardino Transit Center, currently under construction at the intersection of Rialto Ave and E Street in San Bernardino, to the University of Redlands in the City of Redlands.

As part of the right-of-way acquisition process, the selected legal firm must fully advise the Authority as to the effects and applicability of, and ensure that the Authority is in compliance with, all applicable state and federal laws relating to its acquisition, use, activities upon, and disposal of any real property interests, whether permanent or temporary, related to the RPRP project, including, but not limited to:

- i. California Constitution Art. I, § 19;
- ii. The California Eminent Domain Law (Code Civ. Proc., §§1230.010 et. seq.);
- iii. The Uniform Relocation Assistance Act and Real Property Acquisition Policies for Federal and Federally Assisted Programs, as amended (42 U.S.C § 4601 et seq.); and
- iv. State relocation laws and implementing regulations (Gov. Code, §§ 7260 et seq., Cal. Code Regs., tit. 25, §§ 6000 et seq.)

(hereinafter collectively referred to as the “Acquisition Regulations”).

**SCOPE OF SERVICES**

The legal services to be provided to the Authority concerning the right-of-way acquisition related to the RPRP are to include all customary, necessary and/or desirable services related to negotiated purchases and/or eminent domain proceedings at the direction of, and coordinated with the Authority’s General Counsel. The Authority reserves the right to engage other firms or attorneys to perform the same or similar work for the RPRP project and therefore the services shall also include full professional cooperation and coordination with such other firms or attorneys, if any. The services may include but shall not be limited to any or all of the following:

- Review of property title of potential or actual Alignment Property (or be available to answer questions) with appraiser before appraisal takes place to address any legal issues that the appraiser might have – e.g., valid easements, title issues;
- Review appraisals and legal descriptions provided by right-of-way/design consultant, when finished;
- Review, prepare, and present SANBAG Board items that are requesting approval of appraisals and authorize purchase of Alignment Property;
- Review offers to be made to property owners and assist right-of-way/design consultant with property negotiations, as requested;
- Review all purchase and sale documents, possession and use documents and right-of-entry documents required for acquisition of the Alignment Property;
- If needed, prepare Resolution(s) of Necessity and any supporting documents required for said Resolution(s);
- If needed, review, prepare, and present materials to Authority’s Board for all hearings on Resolution(s) of Necessity;
- If needed, prepare eminent domain complaint and all necessary documents to obtain prejudgment possession;
- If needed, litigate and conduct trial for any portion of the right-of-way acquisition process that occurs within the court system, including but not limited to right-to-take challenges, stipulated orders for possession/judgment, and valuation;
- Provide overview (and general advice) of property acquisition procedures and ensure compliance with the federal and state Acquisition Regulations;
- If needed, provide overview (and general advice) of eminent domain procedure and ensure compliance with the federal and state Acquisition Regulations;
- Prepare and present support materials to the Authority’s Board of Directors’ meetings (closed or open sessions);
- Prepare or review any contracts and conveyance documents that may be required to ensure that all necessary right-of-way has been acquired and is ready and useable for the purposes of the RPRP project, including but not limited to, contracts with property owners, tenants, other private individuals and entities, local jurisdictions such as cities, the County of San Bernardino, and public utility agencies, California Department of Transportation (Caltrans), BNSF Railway, Southern California Regional Rail Authority (Metrolink), private utility companies, and state and federal agencies, and;
- Such other matters as may be assigned by the Authority or its General Counsel.

## *Minute Action*

AGENDA ITEM: 8

**Date:** August 13, 2015

**Subject:**

Release RFP for Maintenance Facility Design for the Redlands Passenger Rail Project

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Authority, approve the release of Request for Proposal (RFP) No. 16-1001336 for Maintenance Facility Design Services to support the Redlands Passenger Rail Project.

**Background:**

With the San Bernardino Associated Governments (SANBAG) Board of Directors identifying the Redlands Passenger Rail Project (RPRP) as one of its priority projects and RPRP having cleared environmental review in March 2015, staff is moving forward with the delivery of the project. As SANBAG staff begins the final design efforts for the mainline portion of RPRP it is also important to begin design of the required maintenance facilities to support the passenger rail vehicles.

On March 4, 2015, the SANBAG Board of Directors identified the Locally Preferred Alternative for RPRP to include the use of Diesel Multiple Units (DMUs), which are smaller, lighter, and more efficient to operate than standard commuter rail equipment. The Locally Preferred Alternative also identified use of the existing Inland Empire Maintenance Facility (IEMF) located just east of the San Bernardino Santa Fe Depot, where until recently the Southern California Regional Rail Authority (SCRRA) completed light maintenance and overnight storage of several of their commuter train sets. Maintenance Facility design services are needed to determine the modifications to the IEMF required to accommodate DMU vehicles and complete the design and contract documents necessary to construct the improvements.

SANBAG staff is recommending the release of a RFP for Maintenance Facility Design Consulting Services to support required modifications to the IEMF to maintain DMUs and implement passenger rail service for RPRP. The proposed Scope of Services is included as Exhibit "A" for reference.

**Financial Impact:**

There is no financial impact at this time. The proposed contract value will be presented at the award of the contract.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel and Procurement Manager have reviewed this item and the Scope of Services.

**Responsible Staff:**

Justin Fornelli, Chief of Transit and Rail Programs

*Entity: CTA*

This page was intentionally left blank.

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015  
Witnessed By:

**EXHIBIT “A”**

**SCOPE OF WORK**

**FOR**

**REDLANDS PASSENGER RAIL  
MAINTENANCE FACILITY DESIGN**

**1.0 BACKGROUND**

**1.1 Project Overview**

The San Bernardino County Transportation Authority (SANBAG) is seeking a consultant (“CONSULTANT”) to complete conceptual through final design services, secure necessary permits, provide support during bidding and design services during construction, and coordination with other SANBAG consultants and contractors as required to construct the Redlands Passenger Rail Maintenance Facility (“Project”). The Project will modify the current Southern California Regional Rail Authority (SCRRA) Inland Empire Maintenance Facility (IEMF) in San Bernardino, CA to support the Redlands Passenger Rail Project, a nine-mile long passenger rail service to be operated using Diesel Multiple Units (DMUs) on the Redlands Subdivision between the San Bernardino Transit Center (SBTC) at Rialto Avenue and E Street and the University of Redlands. Construction of the Maintenance Facility and improvements along the Redlands Subdivision between the SBTC and Redlands to support passenger service is projected to start in the fall of 2017, with revenue operations beginning in the summer of 2020.

The IEMF is located at 958 West Third Street in San Bernardino, approximately 900 feet to the east of the San Bernardino Santa Fe Depot, with rail access via the Redlands Subdivision. SCRRA currently completes light maintenance and overnight storage of their Metrolink commuter rail train sets at the IEMF and is in the process of vacating the facility, moving their operations to the Eastern Maintenance Facility in Colton, CA. The existing IEMF facility currently encompasses four curved stub-ended tracks including an illuminated 160 foot long inspection pit, paved areas around all tracks, including a 135 foot long and 24 foot wide reinforced concrete jacking pad, electrical power, compressed air, sewer (including toilet dump sumps), water, paved parking lot, general area lighting, and a modular office building. It is anticipated that a jacking pad for the DMU vehicles will be required to be on tangent track, necessitating the partial or total removal of one or more existing tracks.

The Project will encompass the entire IEMF property and will modify the existing IEMF to accommodate the fueling, sanding, interior and exterior cleaning of three to four DMU vehicles. The site will further provide for overnight storage and light maintenance, including component replacement of the DMUs used for revenue passenger rail service on the Redlands subdivision. The DMU type and manufacturer has not yet been determined and the Project will require the selected CONSULTANT to coordinate with SANBAG’s Program Management Consultant (PMC) and selected vehicle manufacturer to ensure the facility meets the operational requirements of the selected DMUs.

## 1.2 Stakeholders

The following stakeholders are involved with the RPRP Maintenance Facility:

- SANBAG owns the right-of-way and is the project sponsor;
- SCRRA operates and maintains the Redlands Subdivision, including the switch and lead into the IEMF. It has not yet been determined who will become the DMU operator and vehicle maintainer;
- BNSF Railway operates limited freight service on the Redlands Subdivision and their mainline tracks are adjacent to the IEMF;
- City of San Bernardino;
- SANBAG's Program Management Consultant;
- SANBAG's Equipment Operating Contractor;
- SANBAG's Equipment Maintenance Contractor; and
- DMU vehicle manufacturer.

## 1.3 Existing Conditions and Operations

The Redlands Subdivision right-of-way between San Bernardino and Redlands was originally constructed by the Atchison Topeka Railroad to provide freight access to agricultural producers in the San Bernardino East Valley. Over time, as citrus groves and farm fields were replaced by residential subdivisions, the number of local citrus and agricultural producers who used the railroad decreased. In 1993, SANBAG acquired the right-of-way from the Atchison Topeka and Santa Fe Railway Company (AT&SF) the predecessor in interest to the BNSF Railway. As a condition of the sale to SANBAG, AT&SF retained the right to operate freight service on the existing right-of-way within the corridor. Those rights are currently held by BNSF Railway. Currently, limited weekly freight service is provided on the Redlands Subdivision out to the vicinity of Tippecanoe Avenue. Freight rail operates approximately 150 trips annually across this 3.5 mile segment.

The Downtown San Bernardino Passenger Rail Project is currently under construction, incorporating improvements along the Redlands Subdivision from MP 0.0 to MP 1.0 to allow Metrolink service to extend from its current terminus at the San Bernardino Santa Fe Depot one mile east to the SBTC at the intersection of Rialto and E Streets. This extension is scheduled to be completed and in operational service by late 2016.

## 1.4 Work Completed to Date

Previous actions, studies, and work completed to date on RPRP include:

- Purchase of the Redlands Subdivision right-of-way from the AT&SF in 1993;
- Redlands Passenger Rail Feasibility Report, August 2003;
- SANBAG Draft Redlands Passenger Rail Station Area Plan, January 2007;
- Redlands Subdivision Study of Operating Alternatives and Infrastructure Requirements, October 2007;
- SANBAG Draft Definition of Alternatives Report, October 2009;
- Redlands Passenger Rail Project Final Report, November 2011;
- Draft Geotechnical and Foundations Report, February 2013;
- Floodplain Evaluations Memo, February 2013;

- Bridge Alternatives Analysis Report, March 2013;
- RPRP Assessment of Rail Operations and Operating Plan, March 2013;
- Existing Utilities Matrix, June 2013;
- Engineer’s Estimate, June 2013;
- Preliminary Engineering 30% Plans, December 2014;
- Preliminary Right-of-Way Requirements Map, December 2014;
- Communications Systems Memo, January 2015;
- Fare Collection Memo, January 2015;
- Construction Staging and Sequencing Memo, January 2015;
- Basis of Design Report, January 2015;
- Final Environmental Impact Statement and Record of Decision / Environmental Impact Report. February 2015;
- CEQA Notice of Determination, March 2015.

### 1.5 Services by Others

Separate from this procurement of maintenance facility design services, SANBAG has procured or is planning to procure consultant support for the following services:

- Program Management Consultant (PMC) Services
- Mainline Design Consultant (MDC) Services; and
- Construction Management (CM) Services

The successful CONSULTANT selected for Maintenance Facility Design may not submit a proposal for Construction Management Services.

## 2.0 SCOPE OF WORK

The CONSULTANT shall provide all professional, technical, managerial, administrative, and other services as required for the design of the Project to serve the RPRP passenger rail revenue vehicle fleet and house vehicle maintenance staff and necessary vehicle maintenance equipment and materials, both hazardous and non-hazardous. The site shall also house operating department staff and include crew locker rooms, daily operating documents delivery, crew briefing space and offices. The CONSULTANT shall provide all services necessary including, but not limited to conceptual design and facility layout, permits, bid support, design services during construction, and coordination with other SANBAG consultants and contractors to complete the Project. SANBAG may negotiate a final Scope of Work that includes all or part of the items listed in this Scope of Services and may choose to utilize one or more of its “On-Call” Architect-Engineering consultants or PMC, selected by separate procurement, to deliver any portion of the services listed. Should the use of the current On-Call firms or PMC be used, their participation will be used on a program level or on scope specific issues. Final design and construction documents shall be prepared for delivery via a “Design, Bid, Build” approach.

The CONSULTANT services include the design of all facility elements including preparation of plans, specifications, and estimates (PS&E) in English units and in conformance with the latest editions of applicable standards and shall create documents for the procurement of the construction of the Project. Major milestone deliverables shall include, but are not limited to:

- Project Concept and Definition (10%);
- 30% PS&E;
- 60% PS&E;
- 90% PS&E;
- PS&E issued for Construction Package;
- Design Support During Bidding and Construction;
- Any required environmental or building permits; and
- Other technical reports and analysis as necessary.

All designs and specifications shall allow the construction to comply with FTA Buy America requirements. All facilities and systems work shall be completed using the latest version of MicroStation. All deliverables shall be provided digitally in both native file and PDF formats along with hard copy sets or the number required for submittals to agencies and local jurisdictions for review as needed.

CONSULTANT shall perform all design tasks including but not limited to the following:

### **2.1 Project Management & Administration**

The CONSULTANT shall establish an organization structure to coordinate the efforts to complete the Project. The roles and responsibilities of key members of the team shall be clearly identified.

Management includes, but is not limited to:

- Coordination of the development of the overall work tasks;
- Management of the schedule, budget, and staff resources;
- Reporting work progress and schedule updates to SANBAG;
- Administering a Quality Control/Quality Assurance Plan; and
- Scheduling, coordinating, and providing minutes of Project Development Team (PDT) meetings.

CONSULTANT shall organize and facilitate regular design PDT meetings throughout the Project. The frequency of these meetings shall be determined with the SANBAG Project Manager, but at minimum will occur monthly. CONSULTANT shall record and document the discussions, decisions, and actions agreed to at these meetings. CONSULTANT shall provide monthly progress reports in a SANBAG approved format as part of the monthly invoice. The Progress Report shall address activities and progress within the recent billing cycle and provide upcoming deliverables and actions. The CONSULTANT shall complete and maintain a Project Work Plan (PWP) that clearly identifies the work process, roles and responsibilities, and Project risks. CONSULTANT will coordinate with the PMC to provide updates the RPRP Risk Register, managed by the PMC. The CONSULTANT shall complete and maintain Project controls including document control, schedule, and budget. A Quality Control / Quality Assurance (QA/QC) Plan shall also be developed and utilized. CONSULTANT shall ensure that all deliverables are reviewed and approved internally per the QA/QC Plan prior to being submitted to SANBAG.

### **2.2 Project Concept and Definition (10%)**

This phase of the Project shall include, but is not limited to:

- Field Survey including existing improvements, utilities, easements, grades, and site boundaries needed for detailed design work;

- Provide site and building area conceptual plans, including track layout based on the passenger rail vehicles selected by SANBAG;
- Complete a preliminary building code analysis;
- Establish a preliminary construction estimate and schedule;
- Provide a Basis of Design Report including a description of the Project and all components. Civil, structural, architectural, mechanical, and electrical systems and materials will be narratively described. Each room and space will be described with design parameters, equipment, utilities, and furniture. Conceptual track work and switches lay out. All design assumptions will be outlined.

### 2.3 30% PS&E

This phase of the Project shall include, but is not limited to:

- Incorporation of SANBAG and other stakeholder's comments from the Project Concept and Definition Phase;
- Geotechnical investigation based on approved Project Concept Plans;
- Civil site plans;
- Demolition plans;
- Preliminary foundation and structural plans;
- Building Code Analysis;
- Architectural Plans, building sections, and elevations;
- Equipment list;
- Mechanical schematic plans;
- Electrical schematic plans;
- Updated track plans;
- Table of Contents of proposed specifications;
- Updated schedule and cost estimate;
- Updated Basis of Design Report,

### 2.4 60% PS&E

This phase of the Project shall include, but is not limited to:

- Incorporation of SANBAG and other stakeholder's comments from the 30% PS&E Phase;
- Develop all design disciplines to a 60% level, including civil, architectural, structural, mechanical, electrical, track and systems;
- Develop list of technical specifications and develop bid forms;
- Update schedule and cost estimate.

### 2.5 90% PS&E

This phase of the Project shall include, but is not limited to:

- Incorporation of SANBAG and other stakeholder's comments from the 60% PS&E Phase;
- Complete all drawings;
- Complete all technical specifications, bid forms, and project requirements;
- Update schedule and cost estimate.

### 2.6 Camera Ready - PS&E issued for Construction Package

This phase of the Project shall include, but is not limited to:

- Incorporation of SANBAG and other stakeholder's comments from the 90% PS&E Phase;
- Finalize all drawings;
- Finalize all technical specifications, general and supplemental conditions, project requirements, and bid forms;
- Provide final cost estimate;
- Provide all documents signed and sealed by a licensed professional in the appropriate discipline.

## 2.7 Design Support During Bidding and Construction

This phase of the Project shall include, but is not limited to:

- Prepare material and exhibits for the construction pre-bid conference;
- Attend the construction pre-bid conference;
- Provide responses to questions from plan holders and potential construction bidders;
- Prepare amendment documents as required;
- Prepare responses to Request for Information questions;
- Review and approve shop drawings and submittals;
- Participate in periodic site inspections;
- Attend construction field meetings as needed;
- Draft change orders;
- Review Operations and Maintenance Manuals submitted by Contractor;
- Prepare digital Record Drawings from Contractor's as-built mark-ups.

## 2.8 Design Services

The design phases listed above shall include, but are not limited to the following:

- Research to obtain all records required for the successful completion of the Project;
- Review of existing conditions and as-built drawings of the IEMF;
- Utility coordination, removal and relocation;
- Environmental permitting;
- Stakeholder coordination, approval, and permitting;
- CPUC & FRA coordination;
- Railroad coordination;
- Civil design;
  - Survey control;
  - Plan and profile drawings;
  - Typical sections;
  - Cross sections;
  - Site plans;
  - Drainage design;
  - Fuel spill and contaminated water containment;
  - Paving and grading plans;
  - Coordinate the location of systems duct banks/manholes & handholes;
  - Coordinate with existing sewer, storm water, and water;
  - Construction sequencing and staging;
  - Miscellaneous – prepare miscellaneous civil drawings, profiles, sections and details necessary to define construction;

- Track design;
  - Horizontal and vertical alignment data;
  - Track plan and profile;
  - Track details;
  - Special track work;
  - Track material procurement documents;
- Structural design;
  - Foundation plans;
  - Retaining wall plans;
  - Bridge cranes;
  - Culvert plans;
  - Building and other framing plans;
  - Structural schedules;
  - Sections and details;
- Architectural design;
  - Site plans;
  - Floor plans;
  - Exterior & interior elevations;
  - Schedules/Tables;
  - Ceiling Plans;
  - Technical specifications;
- Electrical design;
  - Facility power, including emergency power;
  - Lighting (interior and site);
  - Facility communications including computer and data;
  - Fire and security (including access control and cameras);
- Mechanical;
  - Plumbing and drainage;
  - Fire protection;
  - Heating, ventilation, and air conditioning;
  - Special shop exhaust systems as identified during design;
- Railroad signal and communication systems design;
- Geotechnical investigation and design;
- Contaminated soil assessment;
- Drainage modifications;
- Security systems;
- Landscape and irrigation;
- Construction Project cost estimates;
- Quality Assurance/Quality Control;
- Assistance with and during bidding and procurement;
- Design support during construction;
- Other services as may be required.

## 2.9 Specifications

CONSULTANT shall prepare technical specifications, special provisions, bid schedules, and other required documents for the successful construction of the Project.

### **2.10 Project Schedule Requirements**

The CONSULTANT shall submit a Critical Path Method Schedule within 30 days of Notice to Proceed (NTP). This schedule will serve as the basis for monitoring and controlling Project activities and will be reviewed and approved by SANBAG. The schedule shall show the relationship of the Project tasks, expected sequence of design, milestone submittals and decisions, coordination with third parties, and the effect of any impacts to the overall project master schedule maintained by the PMC.

### **2.11 Agency/Utility/Third Party Coordination**

The CONSULTANT will work with SANBAG and SANBAG's PMC to coordinate with external agencies, jurisdictions, third parties, stakeholders, operating railroads, and affected utilities and shall maintain coordination documents as part of the reference data utilized during the design. This task shall also include assistance and support in executing agreements with third parties and stakeholders to complete the Project and any potential "betterments" identified by third parties. Assistance shall also be provided for presentations to external parties, stakeholders, or the SANBAG Board of Directors, including providing relevant documents, drawings, or visual presentation materials and attending meetings as required. CONSULTANT will be responsible for scheduling and coordinating meetings with stakeholders, including but not limited to operating railroads, utility companies, and the City of San Bernardino to provide updates and gain acceptance of designs throughout the Project development and implementation.

### **2.12 Railroad Design and Coordination**

The Project is located adjacent to an active railroad, with BNSF mainline tracks just north of the facility and the lead track into the IEMF connecting to the Redlands Subdivision. The CONSULTANT shall be responsible for railroad coordination as it is expected that all rail operations will continue through design and construction. The CONSULTANT shall be responsible for coordinating the design with the operating railroads to ensure that a clear process is developed to implement and construct the project. This will include establishing designs that limit or avoid impacts to railroad operations during construction and all other coordination issues necessary to design and construct infrastructure improvements adjacent to an active railroad right-of-way.

### **2.13 Design Surveys**

CONSULTANT shall perform design surveys including mapping necessary to complete a constructible PS&E package. This includes horizontal and vertical control, drainage surveys, topographical surveys, cross sections, grid grades, open ended traverses, profile data sheets, three line profiles, and required documentation. At the completion of the Project, CONSULTANT shall also complete a Record of Survey and set monuments throughout the Project right-of-way.

### **2.14 Geotechnical Design and Support**

CONSULTANT shall review available site geotechnical data, complete geotechnical explorations including boring investigations near proposed buildings, retaining walls, track, pavement, and other facility site improvements; complete engineering evaluations and recommendations for the design of structural foundations, retaining walls, pavements, and other applicable elements.

### **2.15 Utilities**

CONSULTANT shall identify all utility conflicts with the proposed Project. Subsurface utility location services shall be provided to determine the horizontal and vertical underground locations of all potential conflicts with utilities. The CONSULTANT shall coordinate with utility owners to design relocations or protection measures needed to accommodate the Project. SANBAG may request CONSULTANT to complete an advanced utility relocation/protection construction package, consisting of all PS&E documents needed to procure a contractor to complete preliminary construction efforts to relocate or protect utilities to accommodate the Project. CONSULTANT shall identify, design, and coordinate utility connections for new or relocated facility improvements.

### **2.16 Drainage**

CONSULTANT shall prepare a hydrology and hydraulics report evaluating surface drainage impacts and making recommendations as to required drainage facilities in compliance with the City of San Bernardino and County of San Bernardino requirements. Improvements shall be designed to adequately convey storm water off and through the Project.

### **2.17 Environmental Conformance and Permitting**

CONSULTANT shall be responsible for obtaining all environmental clearances and permits from resource agencies and other stakeholders. The CONSULTANT shall also be responsible for drafting a Storm Water Pollution Prevention Plan (SWPPP) for the construction contractor's reference and monitoring the construction contractor's compliance with the adopted SWPPP. Any additional studies needed to support or amend the RPRP Final EIS/EIR as directed shall be the responsibility of CONSULTANT. Studies to support the Final EIS/EIR could include noise, vibration, water, and air quality.

### **2.18 Industrial Engineering Design**

CONSULTANT shall provide equipment lists, cut sheets, and utility requirements for DMU vehicle maintenance and operations. Provide specifications for all such equipment as well as a cost estimate. Preliminary design, Basis of Design Report and Schematic Design Report shall establish required shop equipment and materials/work flow analysis.

### **2.19 Facilities Maintenance Report**

CONSULTANT shall prepare a facilities maintenance report which will provide information and guidance in the care and maintenance of all materials and equipment incorporated into the facility. The report shall incorporate information provided by the various construction contractors and material procurement suppliers including manufacturer's recommendations and all applicable codes and standards. The report shall also include detailed schedules for routine and preventive maintenance.

### **2.20 Design Services During Bidding and Construction**

During the procurement of the construction contractor, CONSULTANT shall assist SANBAG in responding to bidder questions, prepare contract addendums, review bids for conformance and compliance, and attend pre-bid meetings or site visits. During the construction of the Project the CONSULTANT shall respond to RFIs, review contractor prepared product submittals, samples, and certificates of compliance, complete any required design revisions, attend construction progress and site meetings, provide needed support for agency, stakeholder, or utility coordination, prepare conformed

drawings and technical specifications, prepare as-builts, provide railroad signal and communications support, and assist with materials needed for public relations during construction.

### 3.0 ENGINEERING STANDARDS

The engineering and procurement documents shall be prepared in accordance with current state and federal regulations, policies, procedures, manuals, and standards. The PS&E shall be prepared using best practices and may include requirements to comply with CPUC and FRA standards as well as Metrolink and BNSF as applicable. The technical aspects of the Project shall be designed also utilizing best practices following American Railway Engineering and Maintenance of Way Association (AREMA) and may also require compliance with Metrolink, BNSF, and local municipality requirements in certain areas. In the event that conflicting standards are encountered, the standard to be used shall be as approved by SANBAG. All designs shall allow the construction to comply with FTA Buy America requirements.

CONSULTANT shall perform all services in conformance and in compliance with the latest edition of the following documents:

- AREMA recommended practices;
- BNSF Engineering Standards;
- SCRRA Engineering Standards;
- City of San Bernardino Standard Drawings and Specifications;
- Greenbook Standard Specifications for Public Works Construction;
- Caltrans Design Standards and Specifications;
- FTA Buy America Guidelines; and
- Other applicable standards.

## *Minute Action*

AGENDA ITEM: 9

**Date:** August 13, 2015

**Subject:**

Award Contract 15-1001146, Redlands Passenger Rail Program Management Services

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority:

A. Approve Contract No. 15-1001146 with RailPros, Inc. for a five year term, with two one-year extension options in an amount not-to-exceed \$10,285,673 for Program Management Services on the Redlands Passenger Rail Project.

B. Approve contingency of an amount not-to-exceed \$1,542,851 for Contract No. 15-1001146 and authorize the Executive Director or his designee to release contingency as necessary for the project.

**Background:**

With the San Bernardino Associated Governments (SANBAG) Board of Directors identifying the Redlands Passenger Rail Project (RPRP) as one of its priority projects and RPRP having cleared environmental review in March of this year, staff is moving forward with the delivery of the project. The implementation of a new passenger rail service is very complex, including not only design and construction but regulatory compliance and acquisition of new rail vehicles and operating and maintenance contracts. Thus, additional help is needed by staff to manage the project. There are several consultants needed for the project including mainline design, maintenance facility design, right-of-way legal services, and construction management. However, the first consultant needed is a program manager. Not only will this consultant firm assist staff in managing the work from the other consultants, they will also be responsible for several non-design issues, more specifically and very important regulatory compliance as well as safety, testing, and start-up. As a result of this need, staff began the procurement process of all the necessary services in December of 2014 starting with a consultant workshop followed by more than two-dozen meetings with consultants prior to release of a Request for Proposals (RFP) for program management services.

The firm that the Evaluation Committee recommends for contract award based on technical abilities is RailPros, Inc. The Request for Proposals (RFP) 15-1001146 was released on March 11, 2015, and was sent electronically to approximately five hundred forty three (543) consultants registered on PlanetBids. The solicitation was issued in accordance with current SANBAG policies and procedures for program management services.

The RFP was posted on SANBAG's website along with four trade publications. A Pre-Proposal meeting was held on March 24, 2015 and was attended by twenty nine (29) firms. Addendum No. 1 was issued on March 30, 2015, providing the list of firms attending the pre-proposal conference, the slide show presentation, and a revision to the retention requirements of the RFP.

**Entity:** CTA

## Commuter Rail & Transit Committee Agenda Item

August 13, 2015

Page 2

Addendum No. 2 was issued on April 10, 2015, providing responses to questions submitted by consultants through April 7, 2015, a revision to the Compensation Article 3 of the contract, and extending the proposal due date to April 28, 2015, at 2:00 p.m. Addendum No. 3 was issued on April 22, 2015, extending the proposal due date to May 1, 2015, at 1:00 p.m.

One (1) proposal was received by the date and time specified in the RFP. RailPros, Inc. was the only firm that submitted a proposal, meeting all requirements outlined in the RFP. Of the five hundred and forty-three (543) firms who downloaded the RFP, only four (4) were registered as primary firms with the capacity to perform the services required by the RFP. Consultant firms that downloaded the RFP from PlanetBids but did not submit proposals were contacted to gain feedback for the reasons they did not submit. Two of the firms contacted stated that they did not have the qualified staffing to undertake a project of this size and the other two firms stated they recently lost staff that was knowledgeable for this type of project.

A responsive review was conducted by the Procurement Analyst and determined that the proposal submitted by RailPros, Inc. was in accordance with all requirements for the RFP. The following is a summary of the events that transpired in the evaluation and selection process.

### Summary of Evaluation Process:

May 1, 2015 - The proposals were disseminated to all evaluation committee members. A copy of the Score Sheets and the Declaration of Impartiality and Confidentiality form was also distributed to the committee members. The Evaluation Committee was comprised of two representatives from SANBAG, a representative from Riverside County Transportation Commission, a representative from Southern California Regional Rail Authority and a representative from Orange County Transportation Authority.

### Evaluation Committee Meeting:

Evaluators concluded their individual reviews of the proposal and convened by conference call on May 8, 2015, to engage in discussion on their individual evaluations in accordance with the evaluation criteria to assess the proposal's strengths and weaknesses. The proposal's strengths included a well-defined work plan that was consistent with the scope of work outlined in the RFP. The Organization Chart identified a qualified and experienced group of staff who are more than capable of providing the services required for the project. The proposal was written well, very clear, concise, and easy to read and follow. The Evaluation Committee did not find any major weaknesses with the proposal.

The Procurement Analyst provided information regarding the reference checks of the firm that indicated that RailPros was very meticulous and thorough with their work plans and ability to carry out all facets of the projects they worked on. At the completion of the discussion, the Evaluation Committee members individually scored the proposal based on the following evaluation criteria: Qualifications of the Firm, Related Experience and References – 40%; Proposed Staffing and Project Organization – 40%; and Work Plan – 20%.

Overall, the Evaluation Committee scored the firm very high on the proposal. Minor variances in the evaluation scores discussed and full details of the scores are included in the Contract Audit File.

As a result of the scoring, the Evaluation Committee recommends that the contract to perform the scope of work outlined in the Request for Proposal 15-1001146 be awarded to RailPros, Inc. The firm clearly demonstrates a thorough and clear understanding of the scope of work proposing an overall outstanding group of team members. Evaluation forms, Dun & Bradstreet reports and reference checks are located in the Contract Audit File.

Commuter Rail & Transit Committee Agenda Item

August 13, 2015

Page 3

This contract is funded with Measure I Valley Metrolink and Passenger Rail Program funds.

***Financial Impact:***

This item is consistent with the approved Fiscal Year 2015/2016 SANBAG Budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and the draft contract.

***Responsible Staff:***

Justin Fornelli, Chief of Transit and Rail Programs

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

**Contract Summary Sheet**

**General Contract Information**

Contract No: 15-1001146 Amendment No.: n/a Vendor No.: New  
 Vendor/Customer Name: RailPros, Inc. Sole Source?  Yes  No  
 Description: REDLANDS PASSENGER RAIL PROGRAM MANAGEMENT SERVICES  
 Start Date: 09/02/2015 Expiration Date: 09/30/2020 Revised Expiration Date: \_\_\_\_\_  
 Has Contract Term Been Amended?  No  Yes - Please Explain \_\_\_\_\_  
 List Any Related Contracts Nos.: \_\_\_\_\_

Dollar Amount			
Original Contract	\$ 10,285,673.00	Original Contingency	\$ 1,542,851.00
Revised Contract (Inclusive of Prior Amendments)	\$ -	Revised Contingency (Inclusive of Prior Amendments)	\$ -
Current Amendment	\$ -	Contingency Amendment	\$ -
<b>TOTAL CONTRACT VALUE</b>	<b>\$ 10,285,673.00</b>	<b>TOTAL CONTINGENCY VALUE</b>	<b>\$ 1,542,851.00</b>
		<b>TOTAL DOLLAR AUTHORITY (Contract Value and Contingency)</b>	<b>\$ 11,828,524.00</b>

**Contract Authorization**

Executive Director Date: \_\_\_\_\_  
 Executive Director Action: \_\_\_\_\_  
 Board of Directors Date: 09/02/2015  
 Board of Directors Action: Approve Contract No. 15-1001146

**Contract Management: Payable/Miscellaneous**

Invoice Warning: 20% Renewals: \_\_\_\_\_ Type:  Capital  PAA  Other  
 Retention: \_\_\_\_\_ % Maximum Retention: \$ \_\_\_\_\_  
 Services:  Construction  Intrgrnt/MOU/COOP  A & E Services  Other Professional Services  
 Disadvantaged Business Enterprise (DBE) Goal \_\_\_\_\_ %

**Contract Management: Receivable**

E-76 and/or CTC Date \_\_\_\_\_ (Attach Copy)  Program Supplement No.: \_\_\_\_\_  
 Finance Letter  Reversion Date: \_\_\_\_\_  EA No.: \_\_\_\_\_

**All of the above MUST be submitted to FINANCE including originals, amendments and miscellaneous transaction changes**

**Additional Information**

Project Manager: Justin Fornelli

Attachment: 15-1001146 CSS [Revision 2] (2009 : Redlands Rail Program Management Consultant)

**Attachment A  
Scope of Services  
Contract No. 15-1001146  
Redlands Passenger Rail Project - Program Management**

**Contents**

**GENERAL** .....4

**Task 1 - Project Management and Oversight** .....4

**Task 2 - Project Management Plan** .....4

**Task 3 - Schedule** .....5

**Task 4 - Meetings**.....5

    4.1 – Program Meetings ..... 6

    4.2 – Design Meetings..... 6

    4.3 – Third-Parties ..... 6

    4.5 – Committees ..... 6

    4.6 - Value Engineering Workshops..... 6

    4.7 - Peer Review Workshops..... 6

    4.8 – SANBAG Committee and Board Meetings ..... 7

    4.9 - Meetings ..... 7

**Task 5 - Document Control** .....7

**Task 6 - Quality Assurance/Quality Control**.....7

**Task 7 - Risk Management Support**.....8

    7.1 - Kickoff Meeting and Risk Management Framework .....8

    7.2 - Update and Maintain Risk Register .....8

    7.4 - Cost and Schedule Contingencies .....9

    7.5 - Follow-up Risk Reviews.....9

**Task 8 - Environmental** .....9

    8.1 – Design Status and Changes .....9

    8.2 - Mitigation Monitoring and Reporting Program.....9

    8.3 – Permit Processing Assistance.....9

**Task 9 – Procurement Assistance** .....10

**Task 10 - Performance Evaluation**.....10

**Task 11 - Design Review** .....11

    11.1 – System Design Criteria.....11

    11.2 - Submittal Review Process.....11

    11.3 - Disputed Comment Escalation & Resolution .....11

Attachment: 151001146 Exhibit A - SOW FINAL 150730 (2009 : Redlands Rail Program Management Consultant)

11.3 - Review Invoices & Update Schedule ..... 12

**Task 12 - CPUC & Quiet Zone Applications** ..... 13

12.1 – Site Diagnostic Meetings ..... 13

12.2 – Crossing Applications..... 13

12.3 – Quiet Zones ..... 13

12.4 – Crossing Completion..... 13

**Task 13 - Vehicle Acquisition** ..... 13

**Task 14 - Right-of-Way Acquisition** ..... 15

**Task 15 - System Safety** ..... 15

15.1 - Public Outreach..... 15

15.2 - System Safety Program Plan ..... 16

15.3 - Project Management Safety Committee ..... 16

15.4 - Safety & Security Management Plan and a Safety Certification Plan ..... 16

15.4.1 - Safety & Security Management Plan..... 16

15.5 - Safety Certification Plan ..... 17

15.6 - System Safety and Security Workshops ..... 17

**Task 16 - Third-Party Agreements & Coordination** ..... 17

16.1 - Grade Crossing and Station Coordination and Closure, Replacement, and Construction and Maintenance Agreements ..... 17

16.2 – Freight Agreements and Amendment(s) for Maintenance, Construction, and Operations ..... 18

16.3 - New and Relocated Utilities ..... 18

16.4 - Transit Oriented Development and Other Land Use Agreements with the Cities of San Bernardino and Redlands (Optional)..... 18

16.5 - Operating, Maintenance and Funding Agreements..... 19

16.6 - Acquisition or Use of Radio Frequencies to Support Railroad Communications..... 19

16.7 - Voice Communications ..... 19

16.8 - Positive Train Control ..... 20

16.9 - Cellular Data Communications..... 20

16.10 - Vehicle Procurement Agreements ..... 20

16.11 - Agreements with Funding and Regulatory Agencies..... 20

**Task 17 - Modifications to Bus Service to Provide Service to New Rail Stations** ..... 21

**Task 18 – Fare Collection System** ..... 21

18.1 - Onsite Fare Collection Workshops ..... 21

18.2 - Regional Fare Systems Review ..... 22

18.3 - Fare Collection System Recommendation ..... 22

**Task 19 – Level Boarding**..... 22

**Task 20 - Public Outreach** ..... 22

Attachment: 151001146 Exhibit A - SOW FINAL 150730 (2009 : Redlands Rail Program Management Consultant)

**Task 21 - Construction Management** .....23

**Task 22 - Operations, Startup, and Testing** .....23

    22.1 – Review infrastructure needs.....23

    22.2 – Regulatory agency interface .....23

    22.3 – Notice of Proposed Rule Makings and General Orders .....24

    22.4 - Operation and Maintenance .....24

    22.6 - Operation Procurement.....25

**Task 23 - Project Closeout** .....26

    23.1 – Master Schedule.....26

    23.2 – Vendor Documentation.....26

    23.3 – Funding Reimbursable .....26

    23.4 – Major Consultant Closeout.....26

        23.4.1 - Design Consultant Contract Closeout .....27

        23.4.2 - Construction Contract Closeout .....27

        23.4.3 - Procurement Contract Closeout.....27

Attachment: 151001146 Exhibit A - SOW FINAL 150730 (2009 : Redlands Rail Program Management Consultant)

## GENERAL

The RailPros consultant team (CONSULTANT), led by the Consultant Project Manager (CPM), will provide project management services for the development and implementation of SANBAG's Redland Passenger Rail Project (RPRP), currently planned as a nine-mile passenger rail service on the Redland Subdivision between the San Bernardino Transit Center and the University of Redlands.

### Task 1 - Project Management and Oversight

CONSULTANT will be responsible for the management and successful implementation of the RPRP by monitoring the budget, schedule, and scope and identifying and tracking major decision milestones for Board actions. CONSULTANT will also act on behalf of the agency to provide over-all management and oversight of the RPRP including, but not limited to: safety, design, engineering, construction, third-party agreements, risk management, quality assurance, vehicle procurement and acceptance, configuration management, service start-up and implementation, emergency response planning, public education, and project close-out.

CONSULTANT will coordinate its Project Management Team (PMT) with other consultants and contractors to maintain the project schedule and provide monthly, quarterly, and annual reports which will include status of each work element, percentage of project completed, percentage of budget expended, resolution or status of any disputes or challenges encountered during the reporting period, any unforeseen issues that may arise during the reporting period and any upcoming issues that could impact project budget or schedule. CONSULTANT shall provide monthly progress reports in a SANBAG approved format as part of the monthly invoice. The Progress Report shall address activities and progress within the recent billing cycle, provide upcoming deliverables and actions, and shall include SANBAG Form 315, reporting of DBE participation.

CONSULTANT will provide all the section deliverables in electronic format with hard copies as requested by SANBAG.

#### *Deliverable:*

- Monthly, Quarterly, and Annual Progress Reports

### Task 2 - Project Management Plan

CONSULTANT will develop and maintain a Project Management Plan (PMP) for PMC specific tasks and for the entire RPRP program, identifying the primary RPRP work elements from final design, through construction, vehicle procurement, service implementation, and project closeout. CONSULTANT will provide the leadership necessary to coordinate and guide the various other consultants and contractors to facilitate completion of these work elements in the proper sequence, within schedule and budget, and verify that the quality of workmanship and materials meets the project specifications and requirements as well as the standard of care.

The RPRP Program PMP shall include a Configuration Management Plan (CMP), which will be implemented and managed by the CONSULTANT. The CMP will detail process and procedures to ensure that the project is consistent with environmental clearances and SANBAG Board directions. The CMP will also layout processes to evaluate proposed project changes and gain environmental and SANBAG Board of Directors approvals if different from the originally approved project. The CONSULTANT will be responsible for identifying project changes and the potential of changes to other

project systems and associated improvements, ensuring that no new unsafe situations result from the change and that the change, if approved, is propagated throughout the project and addressed by all disciplines and affected parties in a timely manner.

CONSULTANT will submit initial draft PMP for SANBAG review, input and acceptance within 90 days of Notice to Proceed (NTP), and update the PMP as necessary to account for changes in circumstances, scope and conditions. At a minimum, CONSULTANT will review and update the PMP not less than annually.

***Deliverable:***

- RPRP Project Management Plan

### **Task 3 - Schedule**

CONSULTANT will review SANBAG's previous work to create a baseline schedule and budget. CONSULTANT will maintain the Master RPRP Schedule using Oracle Primavera P6 and will integrate schedule elements prepared by the other major project stakeholders including, but not limited to esri, Caltrans, University of Redlands, City of San Bernardino, City of Redlands, Southern California Regional Rail Authority (SCRRA), BNSF Railway (BNSF), Redlands Subdivision freight customers, and the County of San Bernardino. The Master RPRP schedule will further include inputs from the Mainline Design Consultant (MDC), Maintenance Facility Design Consultant (MFDC), the rail operations and maintenance contractors along with the Construction Management (CM) consultant to provide consistent summary-level information for their respective project elements. The schedule shall take into consideration influences from internal and external sources that may create delays to project length and budget. CONSULTANT will deliver the first schedule within 90 days after NTP and update the master schedule on a monthly basis and closely monitor any challenges to project delivery and/or critical path issues that could impact project schedule or budget. If adverse critical path issues occur, CONSULTANT will present these issues to SANBAG on a weekly basis. The schedule tracking will continue through the first month of revenue service. Schedule updates will also be included in the monthly and quarterly progress reports.

***Deliverable:***

- Master RPRP Schedule provided at least on a monthly basis and more frequently if critical issues occur.

### **Task 4 - Meetings**

The CPM or designee will convene and document a bi-weekly RPRP status meeting with SANBAG and select consultant and contractor staff to review overall project status and discuss any unresolved issues or unforeseen challenges facing the project. These meetings will continue through the first month of revenue service or as needed until project closeout.

At the direction of SANBAG, the CPM or designee will represent the RPRP at meetings involving regulatory agencies, operating railroads, peer reviews, value engineering analyses, pre-proposal qualifications and Q&A, risk management workshops, third-party coordination, utilities and right-of-way coordination and acquisition, and prepare a written synopsis of each meeting to review with SANBAG.

CONSULTANT will assist SANBAG staff in preparing for agency meetings including agenda items,

supporting documents, Power Point presentations, charts and graphs, etc. CONSULTANT will speak and/or make presentations on progress and/or issues at the direction of SANBAG. CONSULTANT will support interagency and intra-agency coordination and public outreach including the preparation of materials, presentations, outreach materials, attending outside meetings and assisting staff and other consultants.

#### **4.1 – Program Meetings**

**4.1.1** – For three months after NTP, CONSULTANT will attend bi-weekly meetings with SANBAG staff to develop the project program details.

**4.1.2** – For the last three months of the design period, CONSULTANT will attend bi-weekly meetings with SANBAG to finalize project program details needed for construction.

**4.1.3** – Between the initial and final bi-weekly meetings, CONSULTANT will attend monthly meetings with SANBAG to review status of the project. These meetings will include but not be limited to the review of funding status, invoicing, schedule changes, critical issues, design, upcoming procurement, and third-party agreements.

#### **4.2 – Design Meetings**

**4.2.1** – For the mainline design, for approximately three-months during the beginning and end of the design period, CONSULTANT will attend bi-weekly meetings. All other meetings will be attended monthly.

**4.2.2** – For the maintenance facility design, the CONSULTANT will attend monthly meetings. During the last two months of design the CONSULTANT will attend bi-weekly meetings.

#### **4.3 – Third-Parties**

**4.3.1** – CONSULTANT may need to attend miscellaneous meetings with third-parties including but not limited to cities, utilities, operating railroads, regulators, the University of Redlands, esri, and the County of San Bernardino.

#### **4.5 – Committees**

CONSULTANT will coordinate the activities of a large number of entities, both inside and outside of SANBAG and the RPRP implementation team. To facilitate this cooperation and to provide a methodology for safety certification, system integration testing, and service implementation, CONSULTANT will recommend and assist in creating a number of committees. CONSULTANT will maintain the committee rosters, set the agendas, prepare technical information to be reviewed, prepare the meeting minutes, and action item lists.

#### **4.6 - Value Engineering Workshops**

A value engineering workshop may be called at SANBAG’s discretion. Workshops are typically called in the early phase of the project to develop ideas that will reduce construction costs or potential impacts to railroad operations. CONSULTANT will work with SANBAG to set up the workshop and invite independent representatives from the design consultant and PMT to brainstorm ideas to reduce cost or railroad impacts. The PMT will document the results of the workshop in a report and distribute to all.

#### **4.7 - Peer Review Workshops**

Peer review workshops will be held at the 50% design level. Additional workshops may be called at SANBAG’s discretion. CONSULTANT will chair the meeting and invite applicable technical experts from the design review team to meet with independent reviewers from the design consultant

to review the design. The design consultant will present the design and receive direct feedback from reviewers during the meeting. CONSULTANT will document the results of the workshop in meeting notes and distribute to all.

#### 4.8 – SANBAG Committee and Board Meetings

CONSULTANT shall attend any SANBAG Committee or Board meetings required to support the implementation of the Project. CONSULTANT shall prepare technical materials, presentations, or other information as requested and shall provide technical assistance, including presenting material, during presentations to the SANBAG Board members.

#### 4.9 - Meetings

CONSULTANT will hold and lead the following meetings and workshops, as needed, at SANBAG's request:

- Design Review Meetings
- Dispute Resolution Conference Calls
- Value Engineering Workshops
- Peer Review Workshops
- Third party coordination meetings

#### *Deliverables:*

- Meeting attendance rosters
- Meeting agendas
- Meeting synopses
- Meeting action items
- Presentation materials
- Regular Design Review Comments at anticipated 30%, 60% and 100% Design Level Submittals

### Task 5 - Document Control

CONSULTANT will evaluate any existing document control plan and assess its capability to support the project. If necessary, CONSULTANT will draft a new document control plan specifically for the RPRP. The document control plan will be incorporated into and updated with the PMP. To make implementation of the document control plan more efficient, CONSULTANT will use web-based tools such as SharePoint, or similar, as acceptable to SANBAG. CONSULTANT will be responsible for managing the document control system, entering and tracking documents throughout the entire project. CONSULTANT is responsible for compiling previously completed project documents and correspondence and adding them to the document control system.

#### *Deliverables:*

- Document Control Plan
- Creation and Management of Document Control System

### Task 6 - Quality Assurance/Quality Control

CONSULTANT will develop, as part of the PMP, a RPRP project-specific Quality Assurance/Quality

Control (QA/QC) plan in accordance with FTA's current Quality Management System Guidelines (QMSG) to support program quality activities. CONSULTANT will review the QA/QC plans of the major RPRP consultants and vendors and verify conformance with FTA's QMSG specifications. CONSULTANT will perform oversight surveillance and conduct formal audits to assess the degree of consultant or vendor compliance with their respective QA/QC plans and with the overall contract requirements. CONSULTANT will issue notices of non-conformance if deficiencies are discovered and will work with parties involved to develop and implement documented corrective action plans as necessary to correct deficiencies. QA/QC activities will be summarized in the monthly report.

***Deliverable:***

- QA/QC plan
- Formal Audit Report per Consultant / Contractor

## **Task 7 - Risk Management Support**

During the preliminary engineering/environmental clearance phase SANBAG developed a risk management plan and accompanying cost risk analysis and risk register for the project. CONSULTANT will support the on-going effort to assist SANBAG in managing the risk associated with cost and schedule in the delivery of this system through and to revenue operations and contract closeout. It is anticipated that the existing cost risk analysis model will reside with the MDC, to be updated by the MDC periodically based on support efforts provided by the CONSULTANT. The support effort will consist of the following.

### **7.1 - Kickoff Meeting and Risk Management Framework**

In this task, CONSULTANT will meet with SANBAG staff, review existing documentation, and conduct a tour of the project alignment and location of existing/future facilities. The tour will occur prior to the kick-off meeting. The roles and responsibilities for risk management will be clarified including key individuals and organizations that should contribute to the continuing assessment and management of risk, including a general process and schedule for risk registry updates. The current risk registry provides a high level assessment of risk to cost and schedule. It also provides some mitigation strategies but assignments for risk elements have not yet been made and frequency for monitoring has not been identified. At or immediately following the kick-off meeting and workshop, CONSULTANT will complete all of this information and review their recommendations with SANBAG. Additionally, the project delivery flowchart (Appendix A of the RPRP Risk Management Plan, October 2014 update) will be revised based on the results of the workshop. CONSULTANT will coordinate with SANBAG to update the flowchart and input parameters to the current cost-risk model for the program delivery with the new project elements identified in this workshop. The results will establish a new program baseline for cost and risk. The results of the updated cost-risk model will also be used to update the priority and frequency of monitoring for each risk element of the risk register.

### **7.2 - Update and Maintain Risk Register**

CONSULTANT will update the risk register based on the results of the kickoff meeting, including expanding it as necessary to cover all project elements including maintenance facility design, vehicle procurement, operating agency selection, O&M contractor selection, construction management, and third party coordination. The CONSULTANT will take over responsibility for maintaining the risk

register after it has been updated. CONSULTANT will interface with SANBAG's risk management lead, key staff from each project element, and conduct quarterly updates of the risk register in accordance with the established risk management framework. CONSULTANT will evaluate unit prices and quantities to ensure reasonableness on a per mile basis. Operating estimates will be compared against CMT member's experience elsewhere and information provided in the National Transit Database. Updates will be scheduled to provide input into the MDC cost risk analysis model and for quarterly reporting to the SANBAG Board or other parties as applicable.

Through the period of the contract, CONSULTANT will continue to identify new or modified risk elements and risk mitigation recommendations for adoption by SANBAG; both primary and secondary mitigation recommendations will be included. Primary Mitigation occurs throughout the various project phases and is the result of the planned actions of SANBAG and its contractors as described in the Risk Management Plan as supplemented with the recommendations resulting from this review. Secondary Mitigation consists of pre-planned, potential scope or process changes that may be triggered when risk events occur that cause overruns of certain phase-based targets.

#### **7.4 - Cost and Schedule Contingencies**

CONSULTANT will make recommendations to SANBAG for modifications to the current project cost and schedule contingencies.

#### **7.5 - Follow-up Risk Reviews**

If requested by SANBAG, additional risk reviews may be conducted at different project stages. The specific scope of work would be developed at that time.

### **Task 8 - Environmental**

CONSULTANT will work with and support the design consultants in obtaining all necessary environmental permits defined in the FEIS/FEIR as well as any other permits subsequently identified.

As an optional task, CONSULTANT will also assist the design consultant in obtaining environmental clearance and/or addendums including but not limited to addition of California Street Station.

#### **8.1 – Design Status and Changes**

CONSULTANT will monitor the design status and changes to identify and document any potential impacts that may cause environmental re-evaluation. As the project progresses, CONSULTANT will document potential deviations from the approved EIS/EIR and recommend mitigation measures. Changes and impacts will be tracked and reflected in the master schedule and cost estimates and will be reported in the monthly update.

#### **8.2 - Mitigation Monitoring and Reporting Program**

CONSULTANT will track the compliance of the MDC implementing the mitigation monitoring and reporting program completed as part of the FEIS/FEIR.

#### **8.3 – Permit Processing Assistance**

CONSULTANT will coordinate with SANBAG to assist with processing the permit applications and coordinating responses to any questions from the regulatory agencies. CONSULTANT will request draft permit conditions, provide those for review, and negotiate for changes as appropriate.

## Task 9 – Procurement Assistance

The RPRP will require significant and varied solicitations for project delivery and operational resources needed to initiate the new passenger rail service. CONSULTANT will support SANBAG, as needed, in the programmatic scheduling, advertising, and award of these contracts including; preparing independent costs estimates, assist with pre-advertisement activities, supporting pre-proposal and pre-bid meetings, acting as the clearing house and providing technical backup for the preparation of responses to bidder inquires, and performing bid analysis efforts to confirm bids are responsive. Procurements that the CONSULTANT will provide support on include, but are not limited to:

- Maintenance Facility Design Consultant
- Vehicle Manufacturer
- Utility Relocation Contractor
- Construction Contractor(s)
- Construction Manager
- Maintenance-of-Way Contractor
- Maintenance of Stations Contractor
- Operations Contractor
- Maintenance of Equipment Contractor
- Dispatching Contractor
- Station and right-of-way Security Contractor

Additionally, RPRP funding requirements may mandate specific procurement steps be taken and contractual requirements be included in the bid documents. With the FTA funding already identified for RPRP, CONSULTANT team will support SANBAG in compliance with FTA Circular C 4220.1F *Third Party Contracting Guidance* and FTA's *Best Practices Procurement Manual* to ensure the project remains eligible for federal funding reimbursements.

### ***Deliverables:***

- Draft and Final RFPs, IFBs, and RFQs, scopes of work, independent cost estimates, specifications, standard conditions, and special conditions.
- Responses to Bidders, including questions and requests for clarification, addenda.

## Task 10 - Performance Evaluation

CONSULTANT will support SANBAG in evaluating and reviewing performance of design consultants, contractors and third-parties. Task includes maintaining current understanding of the project status through our PMT efforts, including participating in Project Development Team (PDT) and coordination meetings and performing review of invoices, schedules, budgets, progress reports, contract requirements and amendments, payment request, change orders, funding requirements, etc.

### ***Deliverables:***

- Document review and comments/approvals
- Program status updates (included in regular reporting)

## Task 11 - Design Review

The Mainline and Maintenance Facility design scopes of work will include administrative and technical tasks on a variety of subjects. The objective of this task is to verify that the consistent, contract-compliant designs are developed that are constructed in accordance with SANBAG's expectations.

CONSULTANT will perform:

- Review of submitted documents and provide written and verbal comments to SANBAG and its consultants and contractors.
- Validation of design criteria, design integration with other stakeholders, design changes, value engineering, costs estimates, and consistency.
- Limited constructability review.
- Verify that designs comply with all regulatory requirements such as MAP-21, Americans with Disabilities Act, Buy America, the Code of Federal Regulations, the California Public Utilities Commission (CPUC) General Orders, and any other federal, state, or local laws and regulations that are applicable to the project.
- Identify any deviations from the Final EIS/EIR that may require environmental re-evaluation.
- Arrange follow-up meetings or conference calls for resolution of the comments.
- Review monthly invoices and provide input to the project master schedule.
- Conduct value engineering workshops.
- Conduct peer review workshops

### 11.1 – System Design Criteria

CONSULTANT will review current engineering design standards, including but not limited to AREMA, APTA, AAR, and Caltrans. Other standards to be considered include SCRRRA, BNSF, UPRR, and Amtrak. Standards and recommended practices of the vehicle OEM will also be considered under this task. CONSULTANT will then recommend specific standards to be adopted for the various components of the RPRP system. Consideration will be given to the existing industry standards in use in Southern California. CONSULTANT will memorialize the decisions of what specific standards are to be used by creating a System Design Criteria.

### 11.2 - Submittal Review Process

CONSULTANT will develop checklists similar to the Metrolink checklist to evaluate the contract compliance and completeness of each submittal. These checklists will be verified by SANBAG and shared with the design consultant.

CONSULTANT will coordinate comments made by SANBAG staff and post a combined response to the design consultant on SharePoint within the review time limit.

### 11.3 - Disputed Comment Escalation & Resolution

Some design review comments may be disputed by design consultants for various reasons. During reviews, CONSULTANT will strictly comply with SANBAG's contract requirements and withhold personal design preferences unless they would result in a significant cost savings or reduced impact to railroad operations. Where a design element involves policy direction, CONSULTANT will identify the critical policy element and discuss the matter with SANBAG to ensure the direction provided in our comments to the design team is consistent with SANBAG's intent and obligations.

To facilitate consistency in this process, CONSULTANT will use checklists that are shared with the design consultants, as previously described. CONSULTANT will first arrange a

teleconference/meeting with the design consultant to resolve the disputed comment(s) within five days of receipt. If dispute resolution is not achieved CONSULTANT will escalate this to the Director of Transit and Rail Programs for final resolution within seven days of disputed comment receipt.

### 11.3 - Review Invoices & Update Schedule

It is anticipated that design consultants will be issued lump sum contracts, which are to be paid based on the completeness of the construction documents. CONSULTANT will review reported construction document completeness on the submitted invoices and payment to design consultants for the rejected milestone submittal may be withheld at the discretion of SANBAG's project manager until the submittal is complete. If a milestone submittal is rejected, CONSULTANT will coordinate this with SANBAG and CONSULTANT's project controls staff, which may require update to the project's master schedule.

#### *Deliverables:*

- Meeting Minutes and Action Items
- System Design Criteria
- Design Review Checklists
- Monthly Invoice Review Comments and/or Approvals
- Monthly Schedule updates based on Invoice Review
- Regular Design Review Comments at anticipated 60%, 60% and 100% Design Level Submittals

## Task 12 - CPUC & Quiet Zone Applications

CONSULTANT will support SANBAG in working closely with stakeholders, such as the California Public Utilities Commission (CPUC), Federal Railroad Administration (FRA), City of San Bernardino, City of Redlands, Caltrans, and private property owners to get buy-in for the proposed improvements to the existing 28 at-grade crossings and two grade separated crossings. Other various proposed crossings may be included with RPRP including but not limited to the Santa Ana River Trail and Zanja crossing near Sylvan Park.

### 12.1 – Site Diagnostic Meetings

CONSULTANT will arrange site diagnostic meetings the entire project corridor from and including E Street in San Bernardino to and including University Avenue in Redlands. The meetings will include at a minimum the cities of San Bernardino and Redlands, CPUC, FRA, SCRRRA, BNSF, SANBAG, and other entities as needed for specific locations.

### 12.2 – Crossing Applications

CONSULTANT will prepare and process all GO 75-D and GO 88-B applications for approval from the CPUC as well as all crossing closures.

### 12.3 – Quiet Zones

CONSULTANT will prepare all calculations and documents necessary for establishment of Quiet Zones throughout the corridor. This task also includes meetings with the cities of San Bernardino and Redlands and preparation of all notification documents needed for each city to establish a Quiet Zone.

### 12.4 – Crossing Completion

CONSULTANT will prepare and obtain approval of all Form G applications for all crossings throughout the corridor.

### Assumptions

One joint Quiet Zone will be established across all crossings in both cities throughout the RPRP. One draft and one revised final draft of all documents listed in the deliverables will be prepared. The FRA may request an additional diagnostic to discuss quiet zone.

### *Deliverables:*

- Diagnostic Meeting Minutes
- Comments, edits and/or revisions to CPUC General Order 75-D and 88-B and Form G documentation (as needed)
- Draft and Final CPUC Crossing Applications
- Draft and Final Quiet Zone Calculations
- Draft and Final Quiet Zone Notice of Intent (NOI) Submittal Package
- Draft and Final Response NOI Comments
- Draft and Final FRA Quiet Zone Application
- Draft and Final Quiet Zone Notice of Establishment

## Task 13 - Vehicle Acquisition

CONSULTANT will support SANBAG with acquisition of the revenue rail passenger vehicles and any non-revenue vehicles as are required. The RPRP is expected to require three or four vehicles during the first phase.

CONSULTANT will review and determine status of previous SANBAG work on vehicle options and build on this initial analysis to determine the best value and most cost effective approach to vehicle acquisition while complying with Buy America requirements. Options include, but may not be limited to:

- Issue an RFP wherein technical qualities of the product and cost are combined to determine the best value for the client.
- Seek out purchase options potentially available from other properties developing DMU services. The FTA's 'piggybacking' regulations encourage grantees to enter into state and local agreements for the procurement of common goods and services in order to foster greater economy and efficiency. The *Best Practices Procurement Manual, Section 6.3.3 – Joint Procurements of Rolling Stock and Piggybacking* provides FTA policy and guidance on the subject. CONSULTANT will support SANBAG in determining if the conditions allow participating in the piggyback or joint procurement of an existing agreement.

The CONSULTANT will complete the following tasks:

- 13.1 Prepare a report within 90 days of NTP that describes currently available and emerging alternative fuel and propulsion power supply technology. The report will analyze the feasibility, schedule, and cost impacts of alternative propulsion energy sources, e.g. – CNG and batteries. The ability of a vehicle to be modified in the future to accommodate evolving technologies will be a component of the report;
- 13.2 Prepare a Vehicle Procurement Plan that clearly defines the vehicle procurement schedule, detailed work tasks and deliverables, sourcing method, sourcing process, identifies risks and mitigation strategies, pricing, negotiating strategies, and general plan to implement a Best Value Procurement;
- 13.3 Prepare a performance based solicitation for an EPA Tier 4 emissions, Buy America, FRA compliant vehicle;
- 13.4 Identify potential Original Equipment Manufacturers (OEM) with the technical and manufacturing capability to supply vehicles to SANBAG;
- 13.5 Identify potential options with public or private agencies for equipment acquisition;
- 13.6 Develop Request For Proposals (RFP) for vehicle acquisition, including criteria for specification compliance, operating expenses and State of Good Repair (SGR) maintenance costs (including necessary spare parts) over an assumed 25 year vehicle life;
- 13.7 Attend pre-bid meetings;
- 13.8 Respond to Requests for Information (RFI) from potential bidders;
- 13.9 Review technical proposals for compliance with specification;
- 13.10 Conduct "Buy America" pre-award audit;
- 13.11 Conduct pre-award inspections of primary and major subcomponents (carbody, propulsion, running gear, H/VAC production facilities as directed by SANBAG);
- 13.12 Review pricing sheets to determine if market rates are being proposed;

- 13.13 Negotiate contract and contract change orders with selected OEM, including delivery timeline, bill of goods, pricing, warranties and training;
- 13.14 Assist with vehicle presentations to SANBAG Board and Committees;
- 13.15 Provide regular inspections during the manufacturing process;
- 13.16 Conduct a pre-shipping inspection on the first vehicle before it leaves the manufacturing facility;
- 13.17 Conduct arrival inspections of each vehicle upon delivery;
- 13.18 Conduct a Buy America post-delivery audit;
- 13.18 Perform a Safety Certification of the vehicles and the operating methods;
- 13.19 Review and approve training manuals and methodology for training provided by the OEM and subcontractors;
- 13.20 Observe and document “burn-in” testing;
- 13.21 Review initial schedule, schedule updates, monthly progress reports and recommend payments;
- 13.22 Final acceptance inspections and recommend release of retention funds.

Deliverables:

- Vehicle Procurement Plan
- Performance based specification
- Vehicle procurement RFP
- Monthly progress and inspection reports
- Buy America Audit Reports and certifications

## Task 14 - Right-of-Way Acquisition

CONSULTANT will work with SANBAG, legal counsel, and designers to assist with managing required acquisitions and utility relocations.

**14.1** - CONSULTANT will track right-of-way related costs, facilitate payments of settlement agreements, and ensure final right-of-way documents are recorded.

**Deliverables:**

- Meeting minutes, notes and records from meetings
- Document review comments
- Cost Tracking Reports (to be included in regular monthly reporting)

## Task 15 - System Safety

System safety is an integral and critical component for any operating railroad, especially the start-up of new commuter rail service. CONSULTANT will work closely with SANBAG, FRA, and other regulators and railroad operators to achieve a safely operated system, developing the system safety that meets or exceeds regulatory and industry standards.

### 15.1 - Public Outreach

Given the current low utilization of the Redlands Subdivision, outreach to the surrounding public will be necessary to raise awareness of potential safety issues associated with the implementation of this project and its related services. CONSULTANT, with assistance from SANBAG's public outreach staff and consultants, will provide leadership on developing and administering a public safety awareness program/campaign along the corridor that will evolve as the project develops and be periodically updated to reflect current and near-future conditions. This campaign will tie closely with the efforts described in Section 3.17 *Public Outreach*. The public safety awareness campaign will include working with such entities as the California Operation Lifesaver (CAOL), cities, local school districts, professional drivers, transit providers, operating railroads, esri, and the University of Redlands to educate the surrounding community regarding the implementation of the service and how to safely negotiate the rail system.

## 15.2 - System Safety Program Plan

CONSULTANT will develop and implement a System Safety Program Plan (SSPP) in accordance with the American Public Transportation Association (APTA), FRA, FTA, CPUC and, as applicable, CAL OSHA and NFPA criteria. The SSPP will describe the methods to be used to develop and maintain a culture of safety on the project, including, but not limited to, safety coordination between the various project participants, identification, analysis and mitigation of potential hazards, right-of-way and worksite safety training for staff and contractors, on-going project safety oversight, safety certification process for vehicles and system infrastructure, and the development of a Passenger Train Emergency Preparedness Plan (PTEPP) in accordance with 49CFR Part 239 and APTA standards. The SSPP will also cover project security, plans for which CONSULTANT will develop with SANBAG staff to meet the project's requirements.

## 15.3 - Project Management Safety Committee

CONSULTANT will convene and chair a high-level Project Management Safety Committee (PMSC) and a system of field safety, security and other specialized committees reporting thereto, to facilitate the implementation of, and verification of compliance with, the SSPP, and to conduct performance of hazard analyses, field safety training, emergency responder training, oversight auditing and other tasks required by the SSPP. The PMSC will update and revise the SSPP periodically as needed to ensure it remains current and applicable to the RPRP project.

## 15.4 - Safety & Security Management Plan and a Safety Certification Plan

In addition to the above, the CONSULTANT safety team will prepare a Safety & Security Management Plan (SSMP) and a Safety Certification Plan (SCP), as required by FRA for new start commuter rail operations. These critical safety documents, which are subordinate to the overall SSPP, further define the system safety activities to be performed during the design, construction, start-up and operational phases of the project.

The CONSULTANT will manage the development and compliance with all federal requirements for a new start commuter rail operation. It is estimated that about 131 different federal regulations will need to be addressed.

### 15.4.1 - Safety & Security Management Plan

A sub-element of the SSPP is the Safety & Security Management Plan (SSMP). The SSMP will address the management of safety and security from preliminary engineering through start-up and revenue service. The SSMP covers:

- System Safety Organization

- System Safety Analyses
- System Safety Committee Organizational Structure
- Safety Certification Activities
- Safety Certification Verification Activities
- Safety Related Start-up activities including emergency response planning and training

The SSMP will be prepared to be in compliance with FTA circular 5800.1.

### 15.5 - Safety Certification Plan

CONSULTANT will develop a *Safety Certification Plan (SCP)* in accordance with the applicable APTA and regulatory specifications which identifies the processes, procedures, roles and responsibilities for the safety certification of the RPRP vehicles and system. The SCP describes the process verifying that all identified safety requirements are incorporated into the RPRP system as designed and built. The goal is to verify that safety standards are met or exceeded in the design, construction and start-up of the project. This Plan applies to the design, construction, testing, start-up, and operational readiness of the Project.

### 15.6 - System Safety and Security Workshops

In order to prepare the required safety and security analyses, CONSULTANT will schedule and chair workshops to prepare the preliminary Hazard Analysis and Threat and Vulnerability Assessment. CONSULTANT will draft the Hazard Analysis Assessment and the Threat and Vulnerability Assessment.

#### *Deliverables:*

The following is a list of anticipated deliverables for this task:

- SSPP
- SSMP
- SCP
- Criteria Conformance Checklists
- Specification Conformance Checklists
- Preliminary Hazard Analysis Report
- Operating Hazard Analysis Report
- Threat and Vulnerability Assessment Report
- Monthly Safety Meeting Minutes

## Task 16 - Third-Party Agreements & Coordination

CONSULTANT will manage the process of developing and finalizing third-party agreements coordinating with SANBAG staff, in-house and outside legal counsel, stakeholders, and other third-parties. CONSULTANT will compile and identify old agreements to be replaced with new agreements and templates recently adopted by SANBAG. CONSULTANT will develop a schedule for required completion dates for each agreement and incorporate them into the master project schedule. SANBAG has identified a number of technical areas where new agreements, agreement changes and coordination are likely required. Additional details for each of these technical areas are discussed below.

### 16.1 - Grade Crossing and Station Coordination and Closure, Replacement, and Construction and Maintenance Agreements

CONSULTANT will coordinate and complete new, revised/ replacement, closure and construction and maintenance agreements with the cities and/or roadway authorities for all public at-grade crossings, with Caltrans for modifications to both of the existing I-10 crossings, with esri and the University of Redlands for their respective proposed stations, with the County of San Bernardino regarding modifications to channels and canals and the Santa Ana River Trail, as well as additional stakeholders for modifications or impacts to private crossings. Traffic signal preemption timing parameters will be incorporated into legacy agreements as needed.

## 16.2 – Freight Agreements and Amendment(s) for Maintenance, Construction, and Operations

CONSULTANT will work on behalf of SANBAG to create and modify current agreements as necessary to facilitate construction and future operations of RPRP passenger service. CONSULTANT will coordinate construction activities with BNSF Railway and freight customers to ensure impacts to existing and future operations are understood and minimized.

## 16.3 - New and Relocated Utilities

CONSULTANT will assist in managing the utility coordination for the project and work with the design consultants to create a utility matrix which will include all known utility data and any new utilities proposed for the RPRP. The utility matrix will identify those utilities that require relocation, abandonment, removal, or may remain in place. The matrix will also identify those utilities that do not meet current AREMA standards. Overall, the utility matrix will include the following information: utility owner, existing agreement, location by milepost/nearest cross-street, data source, potential conflicts, disposition, and fiduciary responsibility.

CONSULTANT will schedule meetings with the utility owners, SANBAG, and the design consultants to create and maintain a utility matrix. This will also help facilitate discussions on specific entitlement rights for certain utilities. As is often the case with railroads, not all entitlement information is available. CONSULTANT will coordinate with SANBAG on which utilities need new agreements and the appropriate type of agreement for that utility easement, license, etc. Financial responsibility for utility rearrangements will also be explored and determined.

## 16.4 - Transit Oriented Development and Other Land Use Agreements with the Cities of San Bernardino and Redlands (Optional)

CONSULTANT will work with SANBAG to take full advantage of the mutually supportive character SANBAG has developed with the cities of San Bernardino and Redlands and other stakeholders such as esri and the University of Redlands to facilitate land-use changes around RPRP stations to support transit use. The CONSULTANT will support SANBAG on an as-needed basis for:

- Selecting those station locations that have the greatest potential to benefit from a station area plan.
- Conducting an analysis of the existing regulatory framework from a zoning and land-use perspective.
- Evaluate potential development opportunities for parcels surrounding the identified station locations.
- Work with the local jurisdictions and stakeholders to implement a regulatory framework that maximizes future development opportunities surrounding the stations.
- Assist local jurisdictions and stakeholders with creation of potential transit oriented

developments (TOD).

CONSULTANT will work collaboratively with the cities of San Bernardino and Redlands to establish required modifications and potentially new components to their respective regulatory framework that will enable the development surrounding the station locations to develop to their full and best use.

### 16.5 - Operating, Maintenance and Funding Agreements

CONSULTANT will assist SANBAG in determining the governance agency or combination of governance agencies that will be responsible for issuing and overseeing the contracts for the operation and maintenance of the RPRP passenger rail service. Potential agencies include the SCRRA, Omnitrans, and/or SANBAG.

CONSULTANT will provide a peer review of the Operation Maintenance and Vehicle Selection Study, dated April 2015 and assist SANBAG in determining the most cost effective governance agency or combination of agencies that can also provide a reliable service. CONSULTANT will develop specific scopes of work or job descriptions for the various contractor functions and assist in developing and negotiating operating and maintenance agreements with the selected agency or agencies.

CONSULTANT will also review existing agreements with BNSF and SCRRA and assist SANBAG in negotiating and drafting new construction, operating, or maintenance agreements if needed to accommodate existing operations during construction. CONSULTANT will also assist SANBAG in negotiating and drafting agreements to provide mixed use service of the RPRP DMUs with freight and SCRRA express train service. Any funding or ownership agreements for the Inland Empire Maintenance Facility (IEMF) will be reviewed by the CONSULTANT to determine any exposure to SANBAG by using or modifying for use this facility to support RPRP service. CONSULTANT will draft or modify agreements to support the use of the IEMF for RPRP service.

### 16.6 - Acquisition or Use of Radio Frequencies to Support Railroad Communications

CONSULTANT will coordinate the radio frequency communication needs of the RPRP right-of-way in three main areas:

- VHF (160MHz) voice communications.
- Positive train control 220 MHz frequencies and slot planning.
- Cellular data communications (primarily for positive train control data communication backup).

Since lead time is required to establish these radio frequencies, the process will start at a minimum 12-15 months ahead of any revenue service startup. Consultant will assist SANBAG in determining what level (if any) of propagation studies are required, which can be an important consideration for the positive train control radio system.

### 16.7 - Voice Communications

CONSULTANT will investigate SANBAG's existing Federal Communications Commission license agreements to ensure adequate voice communication capability for the Redlands Passenger Rail Program, expanding these license definitions if needed and possible, or working with the Federal Communications Commission and license holders for an equitable arrangement to procure rights of use or outright new frequencies as needed.

## 16.8 - Positive Train Control

CONSULTANT will use current relationships with PTC220LLC, Meteorcomm, and the ITC Spectrum Committee to ensure that all required frequencies and slot planning is done for the new line. With SANBAG's permission, consultant will act as its representative to the various spectrum committees and meetings to provide coordination for these efforts or provide input to SANBAG's current representative. If requested, CONSULTANT will assist SANBAG in negotiating with SCRRA or other rail operators to establish a PTC system that will support the RPRP service.

## 16.9 - Cellular Data Communications

CONSULTANT will coordinate new services and provide coverage studies for the new Redlands Passenger Rail Program area to obtain new cellular data links as necessary (wayside, locomotive, and new MOC/DOC connections as necessary). This will be important primarily for positive train control data communication backup.

## 16.10 - Vehicle Procurement Agreements

CONSULTANT will work with the FRA to develop safety plans and any waiver requests that allow for the selected DMU vehicle to operate mixed freight and commuter rail operations. CONSULTANT will work with the vehicle vendor and the FRA from the earliest stages of the project to obtain the necessary alternative vehicle technology waivers. CONSULTANT will work with the vehicle vendor and the FRA to develop a system safety program plan and passenger train emergency preparedness plan, and any other documentation required allowing the RPRP DMUs to be operated with a single crewperson.

## 16.11 - Agreements with Funding and Regulatory Agencies

### 16.11.1 - Evaluation of Funding

CONSULTANT will coordinate with SANBAG's Fund Administration Department to identify and develop funding constraints into schedules for appropriate obligation and allocation of funds and will examine the numerous state and federal funding sources and will evaluate eligibility of the project to leverage the local Measure I funds to maximize the agency's financial capabilities.

### 16.11.2 - Tracking of Funding

CONSULTANT will track cost information at detailed levels to monitor against unauthorized use of funds for specific project elements, authorized limits set for projects, contracts, and work directives and utilize cost information to track and report the status of programming and fund allocation, grants, and revenues from all internal and external sources to work packages through the project's full life cycle.

### 16.11.3 - Compliant Audit Process

CONSULTANT will provide all services required to support the tasks for grant management and administration, including fund disbursement and reporting compliance. Most funding sources provide reimbursements based on detailed and accurate submittal of invoices. CONSULTANT will establish and monitor necessary processes to meet the requirements specified by each individual funding source.

Compliance services will include:

- Tracking of change order expenditures.
- Monitor project compliance.
- Review current project status to determine the financial balance between budget and cash flows.
- Identify the current funding sources/activities and milestones required for each schedule phase.
- Code funding activities and milestones within the Primavera P6 project schedule
- Track significant funding changes/comments.

## Task 17 - Modifications to Bus Service to Provide Service to New Rail Stations

CONSULTANT will assist SANBAG in coordinating Omnitrans bus service connections to the RPRP stations by working directly with Omnitrans service planners to identify the most appropriate service levels and route connections to optimize RPRP ridership. If required, CONSULTANT will assist SANBAG with the development of an interagency agreement to formalize the bus services to be provided by Omnitrans at the RPRP stations, as appropriate.

### *Deliverables:*

- Integrated Bus/Rail Schedule
- Draft interagency operating agreement

## Task 18 – Fare Collection System

CONSULTANT will provide technical support to SANBAG to determine the most cost effective, scalable, and interoperable fare collection system. CONSULTANT will facilitate discussions within SANBAG to verify the goals and features of the fare collection system. The CONSULTANT will also research fare systems currently employed, and future systems being entertained by other transit agencies in the region, particularly by Omnitrans and SCRRA. From the fare system goals and analysis of neighboring fare systems, a recommendation will be made on the type of fare collection system that will be needed for RPRP revenue service. Key features will include:

- Interoperability with neighboring transit agencies, especially Omnitrans and SCRRA;
- Scalability to meet future RPRP demands;
- Ability to expand or adapt to future technologies;
- Cost-effective solutions that minimize capital and operational costs;
- Flexible fare policy options.

In order to develop a comprehensive fare collection system recommendation, the following subtasks will be performed.

### 18.1 - Onsite Fare Collection Workshops

Up to three workshops will occur with key SANBAG stakeholders, including Omnitrans and SCRRA staff to discuss latest fare collection trends and technologies, and to verify the fare system goals and objectives. Any perceived fare collection strengths and weaknesses from the agency and customer points of view will be discussed, along with business and fare policy impacts. A discussion of team responsibilities and task deliverables will be confirmed, as well as verification of which neighboring agencies should be prioritized for interoperability.

## 18.2 - Regional Fare Systems Review

A fare systems review will take place for the agencies prioritized in Task 18.1. Those agency's current fare system and proposed upgrade plans will be studied through surveys and stakeholders interviews. The review will include analysis of the strengths and weaknesses of their current system, from both the agency and customer point of view. More importantly, any proposed changes or replacement plans to the fare collection systems will be investigated. SANBAG may facilitate meetings and survey participation with agency stakeholders as required.

## 18.3 - Fare Collection System Recommendation

From the first 2 subtasks, a fare collection system recommendation will be developed that may include multiple options. The associated pros and cons of each option will be explored, along with potential agency and customer impacts. The recommendation will be tailored to SANBAG needs, and will include:

- Description of primary technology approach
- Potential integration with neighboring agencies fare systems
- Rough order of magnitude (ROM) cost estimates
- Identification of major assumptions
- High level risk register identifying implementation threats
- Estimate timeline for design, procurement, and implementation

### *Deliverables:*

- Onsite Fare Collection Workshop (1-3 onsite meetings)
- Regional Fare Systems Review (Presentation format)
- Fare Collection System Recommendation (Narrative format)

## Task 19 – Level Boarding

CONSULTANT will support SANBAG and the Mainline Designer's efforts to complete a Level Boarding Report by assisting in coordination with rail operators and appropriate regulatory agencies.

### *Deliverables:*

- Meeting Minutes and Action Items from stakeholder meetings

## Task 20 - Public Outreach

CONSULTANT will support SANBAG to deliver transportation infrastructure and real estate development public relations by providing outreach support for public, private, business, legislative and/or municipal stakeholders.

CONSULTANT will assist SANBAG to deliver the outreach services by primarily creating collateral materials that will be used to enhance outreach activities developed by SANBAG. In addition, CONSULTANT will provide technical review of materials created by others that are being used for outreach purposes.

***Deliverables:***

- Create support collateral materials as needed.
- Technical review of materials created by SANBAG or agents thereof.

**Task 21 - Construction Management**

CONSULTANT will support SANBAG and the Construction Management Consultant (CMC) in organizing and providing constructability analysis review and coordinate constructability issues with each of the design consultant for resolution with an overall goal to provide the most cost effective approach to delivery.

CONSULTANT will support SANBAG in the procurement of a Contractor and will assemble all conformed drawings, bid, and contract documents prepared by the design consultants.

CONSULTANT will perform audits of the construction manager, ensuring they are appropriately fulfilling their responsibilities, including enforcing compliance by the contractors to meet the Mitigation, Monitoring, and Reporting Program and maintaining red-line drawings of changes made in the field to the contract drawings. As construction is completed, CONSULTANT will gather the necessary documents from consultants, contractors, third-parties, and other entities during the implementation of the project to assemble the final construction records for the project.

CONSULTANT will oversee the process as the design consultants use red-line drawings to create the final as-built records for the project.

***Deliverables:***

- Meeting minutes, notes and records from meetings
- Bid Document PDF Package
- Assembled Final Project records, including final As-Built records

**Task 22 - Operations, Startup, and Testing**

CONSULTANT will support SANBAG in the development, final testing, and implementation of a new passenger service between San Bernardino Transit Center and the University of Redlands.

**22.1 – Review infrastructure needs**

CONSULTANT will review previous SANBAG work to verify that the proposed infrastructure (track, siding locations, and maintenance facilities) is sufficient to provide the service described in the EIR/EIS. A memo will be prepared verifying the proposed operating plan, passenger fleet size, and equipment cycles. CONSULTANT will provide a peer review of the currently completed draft Operation Maintenance and Vehicle Selection Study, dated April 2015.

***Deliverables:***

- Infrastructure Review Memo

**22.2 – Regulatory agency interface**

CONSULTANT will interface with federal (primarily, but not limited to FRA and FTA), CPUC, and local authorities during the development of the revenue service. CONSULTANT will prepare, or review the work of the operating and maintenance contractors, the necessary operating documents, training plans, and regulatory filings required to initiate passenger service. A sampling of the

plans/filings required are 49CFR Parts:

- 213 Track Safety Standards
- 214 Roadway Worker Protection
- 217 Railroad Operating Rules
- 218 Railroad Operating Practices
- 219 Control of Alcohol and Drugs
- 222 Use of Train Horns (Quiet Zone implementation)
- 225 Accident/Incident Reporting
- 228 Hours of Service
- 229 Locomotive Safety Standards
- 234 Grade Crossing Warning Devices
- 236 Railroad Control (signal) Systems
- 238 Passenger Equipment Safety Standards
- 239 Emergency Preparedness
- 240 Certification of Locomotive Engineers
- 242 Certification of Conductors
- 272 System Safety Programs

The railroad and especially the passenger railroad regulatory environment is rapidly changing. The list above shows the Part titles only, each Part often contains multiple specific regulations.

***Deliverables:***

- Necessary operating documents, training plans, and regulatory filings.

### **22.3 – Notice of Proposed Rule Makings and General Orders**

CONSULTANT will monitor the Federal Register for Notice of Proposed Rule Makings (NPRM) and review CPUC General Orders and proposed Commission actions to report on the potential impacts of new or revised regulations on the project as part of the monthly progress report.

Should alternative energy for vehicle propulsion be explored or implemented, CONSULTANT will assist SANBAG in obtaining all necessary waivers, variances, or other forms of regulatory relief.

***Deliverables:***

- Monthly review of regulatory changes impacting the project.
- Necessary alternative energy waivers and variances.

### **22.4 - Operation and Maintenance**

CONSULTANT will guide the development of an operations and maintenance (O&M) plan for the RPRP, including but not limited to:

- 22.4.1 Review of previous SANBAG work on Operations and Maintenance Plans. The review will start with environmental documents and work developed in earlier studies.
- 22.4.2 Develop draft schedules including daily and weekend/holiday operating hours and service frequencies.
- 22.4.3 Determining the number of vehicles required, operating and mechanical staffing needs

and overall provision of service costs, including MOW, PTC and facility maintenance.

- 22.4.4 Development of a programmed preventative maintenance plan and the State of Good Repair (SOG) program, which include OEM recommended practices, corrective maintenance and rehabilitation as necessary and provides a timeline for the inspection and replacement or overhaul of major project components, including vehicles, track, signal, and communication apparatus.
- 22.4.5 Preparation of an Asset Management plan that includes items such as bridge management plans per 49 CFR Part 237 and APTA-SGR-TAM-RP-002-13.

***Deliverables:***

- Review of previous infrastructure needs and operational planning work.
- State of Good Repair (SGR) program.
- Asset Management Plan,

**22.6 - Operation Procurement**

As referenced in Section 16.5, CONSULTANT will support SANBAG in determining the most suitable approach to the ongoing operations and maintenance of the RPRP. CONSULTANT will create contract terms and conditions that ensure high-quality, efficient, and safe service for the customers; allow for easy monitoring of the contractor's performance; and provide contractors with the greatest deal of flexibility in supplying their services. CONSULTANT will incorporate shared-benefit provisions and performance incentives in contracts to help to achieve these outcomes.

CONSULTANT deliverables from this section include:

- 22.6.1 Evaluation of the methods for the actual delivery of the service, i.e. - whether to contract the various functions out to private contractors or via agreements with other agencies. Task will evaluate how the contracts for the various functions should be issued, either as standalone solicitations or bundled into larger offerings combining two or more functions;
- 22.6.2 CONSULTANT will evaluate if bundling the vehicle procurement with the operations and maintenance of the project will reduce up-front and on-going operating expenses;
- 22.6.3 Review the agreements between SANBAG and SCRRA for opportunities to achieve cost savings by combining RPRP functions into SCRRA. The review will additionally identify challenges that may increase O&M costs when combining functions with SCRRA;
- 22.6.4 Based on the results of items 21.6.1 and 21.6.2, CONSULTANT will prepare Scopes of Work for each of the functions such as vehicle operations, dispatching, vehicle maintenance, MOW (including signals and communication maintenance) and supporting facilities;
- 22.6.5 CONSULTANT will support SANBAG in O&M contractor solicitations. This task includes identifying potential bidders, arranging pre-proposal meeting and site tours and developing costing sheets. Further support will be provided in reviewing the terms and conditions of the solicitations. The terms and conditions of the proposed contract will be reviewed with a focus on items that may increase risks or costs to the contractor,

potentially increasing the operating costs;

- 22.6.6 CONSULTANT will support SANBAG in the review of responses to the O&M contractor solicitations. CONSULTANT will review the responses for compliance with the conditions stated in the RFP and reasonableness of proposed approach; and,
- 22.6.7 CONSULTANT will further review the pricing sheets for reasonableness to determine if the prices shown are in line with market prices and provide an opinion of likelihood that the contractor can provide the service for the proposed bid price.

***Deliverables:***

- Review previous work conducted for SANBAG
- O&M performance based scopes of work
- Reviewing Terms and Conditions of proposed contract
- Prepare O&M RFP
- Review technical and price proposals
- Contractor negotiations
- Recommend O&M contractor

## **Task 23 - Project Closeout**

CONSULTANT will support SANBAG in overseeing project closeout. Project Closeout is defined as when SANBAG is able to financially close the project in the agency's project accounting system after maximizing the utilization of all available capital funding to pay for project costs.

### **23.1 – Master Schedule**

CONSULTANT will maintained a master schedule including the key activities prerequisite to project closeout.

### **23.2 – Vendor Documentation**

CONSULTANT will support SANBAG in obtaining the documentation from each of the vendors to closeout contracts. The major vendor contracts requiring closure are, but not limited to the construction contract, mainline design consultant, construction manager, maintenance facility design consultant, vehicle vendor, and project manager consultant. Contract closure includes documentation from each vendor that they have been fully compensated for their products and services delivered. CONSULTANT will support SANBAG in confirming vendors have completed their services.

### **23.3 – Funding Reimbursable**

CONSULTANT will evaluate the project activities that are reimbursable from each of the funding grants, so the final report of expenditures to the grant administrator can be made as soon as all relevant expenditures have been paid by SANBAG as documented by a standard accounting report.

### **23.4 – Major Consultant Closeout**

CONSULTANT will review those activities that are to be paid from project funding and must be completed for a financial closing of the RPRP. The following identifies our responsibilities for three of the major contracts that will be instrumental in project delivery.

### 23.4.1 - Design Consultant Contract Closeout

**23.4.1.1** - CONSULTANT will review the design consultant invoices to confirm the documents include a statement and release, satisfactory to SANBAG, that the firm has fully performed the Work invoiced pursuant to their contract for the period covered.

**23.4.1.2** - CONSULTANT will support SANBAG in the development of a design consultant checklist to confirm all the contractual items have been submitted and accepted. Items in the checklist will include final as-built designs and utility drawings and specifications as well as products as agreed to in the executed design contracts. The design consultants' final invoices must contain the final cost and all credits due SANBAG that include any equipment purchased under the contract.

**23.4.1.3** - CONSULTANT will notify SANBAG once the design consultant contract items have been confirmed in order that the final payment can be released.

### 23.4.2 - Construction Contract Closeout

**23.4.2.1** - CONSULTANT will exercise an oversight role by working with SANBAG, the design consultants, and the construction management team to develop project closeout specifications that address all project requirements, including final inspections, project acceptance by all stakeholders, testing, resolution of all outstanding contractual issues, warranties and guarantees, lien releases, labor compliance, claims, and final payments.

**23.4.2.2** - Project closeout specifications may be developed based on the Metrolink standard specifications and tailored for the RPRP. Applicable specifications or similar include:

- Section 01 77 00 Substantial Completion
- Section 01 77 19 Project Closeout
- Section 01 78 36 Warranties and Guarantees
- Section 01 78 39 Project Record Documents

**23.4.2.3** - CONSULTANT will advise the construction manager as needed to make sure that the project closeout specifications are adhered to. The construction contractor's filing of a Notice of Completion with no objections submitted from subcontractors will be a key to closing the construction contract with the assurance SANBAG will face no additional financial liabilities to that contract.

### 23.4.3 - Procurement Contract Closeout

**23.4.3.1** - CONSULTANT will work with SANBAG to develop the vehicle procurement contract and develop closeout procedures that will include the testing, warranties, and guarantees necessary to ensure that the vehicle performance and maintenance expectations are clearly specified and confirmed.

**23.4.3.2** - CONSULTANT will develop a procurement contract checklist to confirm all contractual items have been submitted and accepted. CONSULTANT will notify SANBAG once the vehicle procurement contract items have been confirmed in order that the final payment can be released.

#### *Deliverables:*

- Contract close out checklists
- Warranty tracking system
- Review of final invoices

- Recommend release of final retention payments
- FTA project close out support



**Price List – Exhibit B for:  
(Time and Materials)**

**15-1001146**

**Key Personnel**

Name	Classification/Title	Hourly Rate Range	
Eric Hankinson	Project Director	\$	370.00 – 417.00
Mary Toutouchi	Program Manager	\$	310.00 - 350.00
Wayne Penn	Safety & Regulatory Manager	\$	228.00 – 257.00
Bill Farquhar	Operations Officer	\$	246.00 – 277.00
John Simon	Safety & Regulatory Officer	\$	234.00 – 264.00
	Vehicle Engineer	\$	169.00 – 190.00
	Right of Way Manager	\$	211.00 – 237.00
	Right of Way Associate	\$	92.00 – 103.00
	Environmental Manager	\$	294.00 – 330.00
	Senior Environmental Associate	\$	145.00 – 164.00
	Environmental Associate	\$	80.00 – 90.00
	Risk Manager	\$	249.00 – 280.00
	Risk Associate	\$	119.00 – 134.00
	Engineering Manager	\$	311.00 – 350.00
	Senior Engineer	\$	219.00 – 247.00
	Engineer	\$	142.00 – 160.00
	Junior engineer	\$	89.00 – 100.00
	Transit Planner	\$	208.00 – 234.00
	Land Use Planner	\$	208.00 – 234.00
	Construction Manger	\$	291.00 – 327.00
	Funding Manager	\$	225.00 – 254.00
	Funding Associate	\$	130.00 – 147.00
	Public Outreach Manager	\$	249.00 – 280.00
	Public Outreach Associate	\$	148.00 – 167.00
	Senior Technical Advisor	\$	338.00 – 380.00
	Senior Task Manager Fare Collection	\$	187.00 – 210.00
	Fare Collection Staff	\$	104.00 – 117.00
	Scheduler	\$	119.00 – 134.00
	Document Control	\$	89.00 – 100.00
	QA/QC Manager	\$	311.00 – 350.00
	Admin	\$	62.00 – 70.00

**Other Direct Cost Schedule (ODC)**

*All ODC's are to be proposed at cost-without mark-ups.*

Type of ODC	Unit Cost	
Airfare, lodging, parking, postage, reproduction	\$	Actual

Attachment: 15-1001146 Exhibit B - T&M Price List [Revision 1] (2009 : Redlands Rail Program Management Consultant)

## *Minute Action*

AGENDA ITEM: 10

**Date:** August 13, 2015

**Subject:**

Fiscal Year 2014/2015 Resolution for the California Transit Security Grant Program

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board acting as the San Bernardino County Transportation Commission adopt Resolution No. 16-003, authorizing the Executive Director and/or his designee to execute such documentation and take such actions as necessary for the Commission to obtain and comply with the terms of the California Transit Security Grant administered by the California Office of Emergency Services in an amount up to \$1,752,331.

**Background:**

Under the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, funding was made available to agencies and transit operators, through the issuance of general obligation bonds, for capital projects that provide increased protection against security and safety threats and for capital expenditures supporting the development of disaster response transportation systems. The California Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security and Disaster Response Account (TSSSDRA) under the California Transit Security Grant Program (CTSGP), California Transit Assistance Fund (CTAF).

Out of the Fiscal Year (FY) 2014/2015 apportionment of \$1,752,331 to SANBAG, \$154,560 has been sub-allocated to the Southern California Regional Rail Authority for the Passenger Car Refurbishment Project, which includes the refurbishment of Metrolink's fleet of older Bombardier passenger rail cars. A component of this project involves the installation of the Passenger Emergency Communications System, allowing system-wide communication between the crew and passengers in the case of an emergency on the rail car. The SANBAG Board approved the submittal of a FY 2014/2015 grant application in the amount of \$154,560, along with \$309,120 in prior year apportionments, for the Passenger Car Refurbishment Project on June 3, 2015.

SANBAG staff is planning on allocating the remaining FY 2014/2015 apportionment balance of \$1,597,771 for Redlands Passenger Rail Project security improvements, which would improve the physical security of the tracks, rights of way, and other SANBAG property as needed. The FY 2014/2015 grant application for Redlands Passenger Rail Project security improvements will be presented to the Commuter Rail and Transit Committee and the SANBAG Board at a later date.

*Entity: CTC*

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

Approval of this item and resolution will give the executive director, or his designee, the authority to process the documents required to receive and administer CTS GP funds.

**Financial Impact:**

This item is not consistent with the adopted SANBAG Fiscal Year 2015/2016 Budget. A budget amendment to include a CTS GP allocation to SCRRA will be presented to the Board on September 2, 2015. The CTS GP grant does not require matching funds.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee. This item and the draft resolution have been reviewed by General Counsel.

**Responsible Staff:**

Vanessa Jezik, Transportation Programming Analyst

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

**RESOLUTION NO. 16-003**

**A RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION COMMISSION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPLY TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES FOR CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FUNDS UP TO \$1,752,331 UNDER GRANT IDENTIFICATION NUMBER 6761-0002 AND TO EXECUTE NECESSARY DOCUMENTATION TO OBTAIN THE FUNDS AND ENSURE CONTINUED COMPLIANCE WITH THE REQUISITE ASSURANCES, AND STATE AND FEDERAL LAWS**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the San Bernardino County Transportation Commission (Commission) is a public entity established under the laws of the state of California and is eligible to receive CTSGP funds; and

WHEREAS, Commission will apply for Fiscal Year 2014/2015 CTSGP funds in an amount up to \$1,752,331 under grant identification number 6761-0002; and

WHEREAS, Commission recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Commission to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Commission to execute documents and take actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

**NOW, THEREFORE**, the San Bernardino County Transportation Commission does hereby find, determine, resolve and order as follows:

Section 1. The above recitals are true and correct and are incorporated in full by this reference.

Section 2. Raymond Wolfe, Executive Director of San Bernardino Associated Governments or his designee, is hereby authorized to execute such documentation for and on behalf of Commission, and take such actions necessary to obtain and comply with the terms of a

CTSGP grant to Commission up to \$1,752,331, administered by the California Office of Emergency Services under the CTSGP.

Section 3. This Resolution shall take effect upon adoption.

Adopted by the San Bernardino County Transportation Commission on September 2, 2015, by the following vote:

AYES:

NOES:

ABSENT:

---

Ryan McEachron, Chairperson  
San Bernardino County Transportation Commission

ATTEST:

---

Vicki Watson  
Clerk of the Commission

## *Minute Action*

### AGENDA ITEM: 11

**Date:** August 13, 2015

**Subject:**

SANBAG County-wide Transit Efficiency Study

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board receive and file a presentation on the County-wide Transit Efficiency study.

**Background:**

During the last cycle of Comprehensive Operation Analysis (COA) studies for the various transit operators within the County, it was determined that some tasks provided individually by each operator could potentially be pooled together to provide cost benefits and/or efficiencies. Through a series of meetings a Scope of Work for a County-wide Transit Efficiency Study was developed and approved by the SANBAG Board of Directors at the December 2013 meeting. A Contract Task Order was subsequently issued to Parsons Brinckerhoff, Inc., one of SANBAG's on-call Transit and Rail Services consultants, on February 18, 2014, to conduct the study.

The stated goals of the County-wide Transit Efficiency Study are:

- 1) Identify potential cost efficiencies that can be achieved through coordination and joint efforts among the transit operators and SANBAG.
- 2) Improve transit services for current and new transit users through better coordination among the operators and SANBAG.

The primary focus of the presentation to the Commuter Rail and Transit Committee is on Task 1.4, Financial Review, but will also briefly cover Task 1.2, Transit Agency Functional Assessment, and Task 1.3, Transit Agency Performance Review. Tasks 1.2 and 1.3 provided the background information and research needed to conduct the Financial Review and are briefly discussed below.

Task 1.2 is the Transit Agency Functional Assessment. This section discusses the public transportation providers in San Bernardino County, which includes six local transit providers, one regional transportation agency (SANBAG), and one consolidated transportation service agency (CTSA), Valley Transportation Services (Vtrans). (Please note that at the start of this project Victor Valley Transit Authority had not been designated as the CTSA for the Victor Valley/North Desert.)

Items discussed in this section include services, ridership, fares, staffing, and assets. This information was derived from a review of agencies budgets, Short Range Transit Plans (SRTP), audits, triennial reviews, long range plans and COAs as available for each agency.

**Entity:** CTC

## Commuter Rail & Transit Committee Agenda Item

August 13, 2015

Page 2

Additionally the consultants asked each agency to complete a detailed questionnaire covering six major functional areas and conducted site visits for a detailed assessment. Out of this effort, a number of key functional areas with opportunities for coordination and/or cost savings were identified among the agencies. This task served as input to the subsequent Financial Review task.

Task 1.3 is the Transit Agency Performance Review. The intent of this performance review was to identify areas where the agencies are doing well, as well as areas with opportunity for improvement through internal efficiency improvements, joint coordination, or other measures.

In order to conduct the performance review, a three-part process was employed, recognizing that existing goals, objectives, and standards, as well as available data, vary amongst the agencies. The process was as follows:

- Standardized Performance Review on Key Indicators – Each of the agencies was evaluated using a set of standardized transit performance indicators and their fiscal year (FY) 2013 TransTrack data submittals. This provided a uniform set of performance indicators for all the operators and for each mode operated.
- Internal Agency Performance Review – All six transit agencies have either an SRTP or a COA that identifies goals, objectives, and standards. Agency performance was measured against their respective goals, objectives and standards to develop an overall picture of how well the agency is achieving its service objectives.
- Peer Agency Performance Review – In order to conduct a peer agency performance review, industry peers were identified using National Transit Database (NTD) information for the most recent year available (FY 2012). Each San Bernardino County transit operator was compared with its peers using standard performance indicators.

Overall, the agencies compared well against their peers and in some cases performed above average compared to peer agencies.

Task 1.4 is the Financial Review, which analyzed strategies to increase efficiencies or improve services for transportation providers and agencies in San Bernardino County. On September 9, 2014, a transit agency workshop was conducted where all the potential strategies were reviewed, and each agency identified levels of support for each item. The table in Attachment 1 (Table 5.1 in Task 1.4) was derived from that workshop and identified items to be studied for cost savings.

The results of the workshop, summarized in Attachment 1, provided direction to the consultant to study specific strategies supported by one or more of the transit agencies that could potentially yield cost savings. The table in Attachment 2 (Table 5.2 from Task 1.4) summarizes the estimated potential cost savings for the County agencies based on the research and analysis performed for each cost-saving strategy. Please note that some of the strategies have multiple variants or scenarios, with varying potential cost savings. The viability of strategies identified as “Not likely to reduce costs but could improve services or revenues” was evaluated qualitatively in the study and will also be reviewed at the Committee meeting.

It is important to note that although some agencies chose not to participate in some of the cost savings strategies, this was not due to lack of cooperation. This may have been due in part to geographic distances between the agencies or differences in the way each agency operates

Commuter Rail & Transit Committee Agenda Item

August 13, 2015

Page 3

services. For example, there are significant differences in the way parts are procured in a directly-operated system, such as Omnitrans, vs. a contract-operated system, such as Victor Valley Transit Authority.

The next steps are to initiate discussions between transit agencies on cooperative agreements/MOUs for selected strategies and to complete the organizational coordination/optimization alternatives review. This project is nearing completion and should be finalized by December 2015.

Copies of Task 1.2, 1.3, and 1.4 can be printed upon request.

***Financial Impact:***

This item is consistent with the SANBAG Fiscal Year 2015/2016 budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Nancy Strickert, Management Analyst III

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

Attachment 1 – Table 5-1 Strategies Identified for Study of Cost Savings or Coordination

Category/Strategy	SANBAG	Omnitrans	WTA	MBTA	MT	Needles	VTrans	Initial Methodology to Evaluate/ Obtain Data
<b>High Potential Cost Savings Items</b>								
Bus Procurement		X	X	X	X	X	X	Data Request Spreadsheet
ADA Certification Process	X	X	X		X		X	Data Request Spreadsheet
ADA Use of Taxis for certain trips		X	X		X		X	Interviews
ADA Service Utilization		X						Interviews with Omnitrans
Heavy Overhaul/Repair		X	X	X	X		X	Data Request Spreadsheet
Bus Parts Procurement		X	X	X			X	Data Request Spreadsheet
Automotive Parts Procurement		X	X	X			X	Data Request Spreadsheet
Tire Contracts		X	X		X			Data Request Spreadsheet
CNG Fuel Procurement		X	X	X				Data Request Spreadsheet
CNG Conversion at Omnitrans		X						Interviews with Omnitrans
CNG Station Maintenance		X	X	X				Data Request Spreadsheet
<b>Low to Mid-Level Potential Savings Items</b>								
Regional Cust. Tel. Info Center		X	X	X	X		X	Data Request Spreadsheet
Project Development / Construct. Mgmt.	X	X	X	X	X	X	X	Develop an MOU template
Regional Marketing	X	X	X	X	X	X	X	Data Request Spreadsheet
Mutual Aid Agreements		X	X		X			Develop an MOU template that would be customized
<b>Items not likely to reduce cost but could improve services or revenues</b>								
Inter-Agency transfer agreements		X	X	X	X			Develop an MOU template that would be customized
Service Planning/ Data Analysis Assistance	X	X	X	X	X	X		Data Request Spreadsheet
Grant Application Assistance (Non-competitive)	X	X	X	X	X	X	X	Data Request Spreadsheet
Civil Rights Compliance Assist.		X	X	X			X	Data Request Spreadsheet
Training/ Staff Development		X	X	X	X	X	X	Data Request Spreadsheet

Attachment 2 – Table 5.2 4-Year Cost Savings, High-Level Potential Cost Savings Strategies

Category/Strategy	SANBAG	Omintrans	WTA	MBTA	MT	Needles	VTrans	4-Year Strategy Total
Bus Procurement		\$3,900,000	\$649,000	\$246,850	\$148,622	\$30,000	\$10,000	\$4,984,472
ADA Certification Process		\$842,724	N/A		\$1,904			\$844,628
ADA Use of Taxis for certain trips using current ADA Fares - Scenario 1		\$ (308,748)	\$131,045		\$76,977			\$ (100,726)
ADA Use of Taxis for certain trips with 50% Taxi Voucher Program - Scenario 2		\$1,090,553	\$787,265		\$165,002			\$2,042,820
Bus Heavy Overhaul/ Repair		\$203,400	\$19,000	\$6,500	\$3,910			\$232,810
Bus Parts Procurement		\$1,296,000	\$333,600					\$1,629,600
Automotive Parts Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tire Contracts		\$81,080	\$24,816		\$10,604			\$116,500
CNG Fuel Procurement - Scenario 1		\$ -	\$97,919	N/A				\$97,919
CNG Fuel Procurement - Scenario 2		\$439,132	\$324,576	N/A				\$763,708
CNG Fuel Procurement - Scenario 3		\$764,984	\$527,377	\$38,046				\$1,330,407
CNG Conversion at Omintrans - Scenario 1		\$354,400						\$354,400
CNG Conversion at Omintrans - Scenario 2		\$567,040						\$567,040
CNG Conversion at Omintrans - Scenario 3		\$1,807,440						\$1,807,440
CNG Station Maintenance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Boxes left blank indicate agencies that chose not to participate in the strategy for further study. Boxes marked N/A indicate data that were not available or the strategy does not entail cost savings.

## *Minute Action*

### AGENDA ITEM: 12

**Date:** August 13, 2015

**Subject:**

Needles Short Range Transit Plan

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission:

- A. Receive and file a presentation on the Needles Short Range Transit Plan.
- B. Approve the Needles Short Range Transit Plan 2016-2020.
- C. Allocate \$45,413 State Transit Assistance funds to the City of Needles for Fiscal Year 2015/2016 Operating Costs consistent with the Short Range Transit Plan.

**Background:**

San Bernardino Associated Governments (SANBAG), operating as the County Transportation Commission, requires each transit agency to prepare a Short Range Transit Plan (SRTP), which is a multi-year operating and capital plan. The SRTP provides basic information on the transit services provided, their performance, and any needs and deficiencies and a proposed plan for the operations and capital investments covering the next five years.

The last full SRTP for the City of Needles was prepared in July 2007 for Fiscal Years 2008-2012. In 2010, an update of just the financial tables and operating assumptions was developed for the period 2011-2015. This SRTP is for the years 2016 to 2020, expanding and building upon the 2011-2015 SRTP update.

Summary of Existing Transit Services and Performance

Needles Area Transit (NAT) is a route deviation service implemented in May 1995. This bus operation provides service between the hours of 7:00am and 7:00pm during the weekdays and Saturday service operating from 10:00am to 2:00pm. Currently McDonald Transit Associates, Inc. provides the service under contract with the City.

The City of Needles also contracts for demand responsive service (Dial-a-Ride) with the Needles Senior Citizens Club for service to individuals with a disability and senior citizens on a prescheduled basis. The service is provided between the hours of 9:00am and 1:00pm during weekdays while the Dial-a-Ride medical transport operates between 9:00am and 2:00pm twice weekly only.

The NAT service consists of two 18 passenger vehicles and one emergency spare, and the Dial-a-Ride program has two 9 passenger vehicles with one emergency spare. NAT ridership has remained steady with an average of 10.25 passengers per hour, and the Dial-a-Ride service

*Entity: CTC*

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

has shown an increase in ridership with an average of 4.8 passengers per hour. The overall average farebox recovery for the system is 11.95%, which meets the State Transportation Development Act (TDA) requirement and is a slight increase over the last SRTP.

Summary of Proposed Transit Services

There are several recommendations that are proposed for NAT:

- Extend Saturday service operating hours to 5:00pm in Fiscal Year 2016/2017;
- Add Sunday service from 9:00am to 1:00pm in Fiscal Year 2017/2018; and
- Extend evening service to 10:00pm in Fiscal Year 2018/2019.

At this time there are no recommended changes for the Dial-a-Ride services; however, there are recommendations for the Dial-a-Ride medical services which include:

- Add one additional day of service in Fiscal Year 2016/2017; and
- Add an afternoon run in Fiscal Year 2017/2018.

Summary of Proposed Capital Improvements

During the Fiscal Year 2016 – 2020 period the City of Needles will need to replace their entire existing fleet of vehicles. For NAT service, two vehicles are scheduled for replacement in Fiscal Year 2016/2017 and one additional vehicle in Fiscal Year 2017/2018. For their Dial-a-Ride service two vehicles will be replaced in Fiscal Year 2016/2017 and an additional vehicle in Fiscal Year 2017/2018. A bus stop improvement plan is scheduled to be phased in over a three-year period starting in Fiscal Year 2016/2017. This will include expenses for shelters, benches, improvements for ADA accessibility, repairs to enhance path of access and bus stop relocation. Additionally, the City of Needles will be developing a marketing and transit awareness plan to help make the public aware of their transit services and encourage ridership.

Summary of Financial Plan

The total operating and capital expense for the five-year period is projected to be \$2,185,940 and \$609,383, respectively, to be funded as shown in Table 1.

**Table 1 – Revenue Summary by Funding Source**

Fund Source	Operating Revenue		Capital Revenue	
	Total Revenue	Percentage Share	Total Revenue	Percentage Share
Local Transportation Fund	\$1,007,040	46%		
State Transit Assistance Funds	\$704,707	32%	\$440,369	72%
Passenger Fares	\$207,796	10%		
FTA Section 5311	\$154,510	7%		
Measure I Senior and Disabled	\$66,887	3%		
CDBG and Other Local Funds	\$45,000	2%		
PTMISEA			\$169,014	28%
<b>Total Revenue</b>	<b>\$2,185,940</b>		<b>\$609,383</b>	

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 3

City of Needles does not generate enough Local Transportation Fund (LTF) to cover its operating expenses. Through the allocation process, SANBAG Board of Directors has approved supplementing the City of Needles operations with State Transit Assistance (STA) funds. This funding comes from the mountain/desert population share, and because it is a small amount - about 6% of the mountain/desert population share – no other operators have been affected by this. It is recommended the City explore applying for FTA Section 5310 programs funds when available to cover the replacement cost of the Dial-a-Ride vehicle, otherwise 100% STA funds will be used and is assumed in the table above. Additionally, it is also recommended that the City apply for LTF Article 3 funding to assist with funding the bus stop improvements that are needed in the City.

In July 2015 the SANBAG Board approved the Fiscal Year 2015/2016 Transit Operator Allocations. At the time of approval the City of Needles had not completed their transit budget, so the STA allocation was not included as part of that item. Table 2 shows the revised allocation for the City of Needles to include the STA fund allocation consistent with the SRTP. Staff recommends approval of the allocation.

**Table 2 – Revised Allocation to the City of Needles**

<b>Fund Source</b>	<b>Total Revenue</b>
Local Transportation Fund	\$217,648
State Transit Assistance Funds	\$45,413
FTA Section 5311	\$30,902
Measure I Senior and Disabled	\$20,887
PTMISEA	\$84,507
<b>Total Revenue</b>	<b>\$399,357</b>

The approval of Needles Transit Services SRTP and their transit operator allocation will result in the authorization to program the proposed five-year operating and capital projects in the Federal Transportation Improvement Program (FTIP) and the approval of federal, state and local fund grants and claims necessary for operating and capital projects contained in the first year of the plan (Fiscal Year 2015/2016).

***Financial Impact:***

This item is consistent with the SANBAG Fiscal Year 2015/2016 budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Nancy Strickert, Management Analyst III

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

## *Minute Action*

AGENDA ITEM: 13

**Date:** August 13, 2015

**Subject:**

Public Employees' Pension Reform Act of 2013 and Impact on Transit Funding

**Recommendation:**

That the Commuter Rail and Transit Committee receive an update on the impact of the United States Department of Labor actions related to the Public Employees' Pension Reform Act of 2013 on transit funding in San Bernardino County.

**Background:**

The Federal Transit Administration provides funding to local agencies through several grant programs for capital projects and operating expenses. The Federal Transit Act requires that the use of these funds be certified by the applicable labor unions and the United States Department of Labor (DOL) to ensure that certain protections are provided to mass transit employees, as specified in Section 13 (c) of the Federal Transit Act, including:

- Preserving their rights and benefits;
- Continuing their collective bargaining rights;
- Protecting them against a worsening of their employment conditions;
- Assuring jobs for employees of acquired mass transit systems;
- Providing priority of reemployment if the employee is laid off or his job is eliminated; and
- Providing paid training.

In 2013 the passage of the Public Employees' Pension Reform Act (PEPRA) in California resulted in transit agencies around the state having their grant applications challenged by the unions representing mass transit employees alleging that PEPRA constituted a violation of Section 13 (c) and their collective bargaining rights. As a result, DOL withheld certification of transit grants and grant funding for local agencies was delayed.

In October 2013 the Governor signed AB 1222 (Bloom, D-Santa Monica and Dickinson, D-Sacramento) to temporarily exempt mass transit workers from PEPRA, which allowed the DOL to certify federal grants and local agencies to receive their federal funds. This temporary exemption expired on December 31, 2014.

At the same time as the signing of AB1222, the Governor announced that the State, in conjunction with Sacramento Regional Transit, had filed a lawsuit in federal courts to challenge the DOL determination that California's pension reform violates federal mass transit labor protections. The assumption was that should the federal court side with the State, PEPRA

*Entity: CTC*

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

would then apply to mass transit employees again, and should the federal court side with DOL, mass transit employees will be permanently exempt from PEPPRA. In December 2014 Federal judge Kimberly Mueller ruled that U.S. Labor Secretary Thomas Perez use of the 1964 law to block transit funds was “arbitrary” and “capricious” and a misrepresentation of the law. The DOL appealed the court decision but on April 27 requested that the appeal be dismissed because they interpret the Court decision to leave the decision making in their hands while others interpret the Court decision as recognition that the DOL withholding of federal grants is wrong. At this time the DOL is allowing grants for costs incurred prior to January 1, 2015, to move forward.

Locally, these actions impact some but not necessarily all of the transit operators. Omnitrans is at greatest risk because their employees are represented by the Amalgamated Transit Union (ATU) and has had grants delayed in the past. Victor Valley Transit Authority (VVTA) is not at immediate risk unless the Teamsters object, and while Morongo Basin Transit Authority (MBTA), Mountain Transit, and Needles employees are not represented by a union, they all submit grants through Caltrans with other transit agencies that are represented by unions, which could result in delay to the combined grant. The following tables detail the impact that is anticipated for Fiscal Year 2014/2015 and 2015/2016 grants.

**Table 1 – Fiscal Year 2014/2015 Federal Transit Grants Impacted by Delay**

	Barstow	MBTA	Mountain Transit	Needles	Omnitrans	VVTA	Total
<b>FTA 5311</b>	\$300,267	\$415,044	\$287,333	\$42,395		\$322,533	\$1,367,572
<b>FTA 5307</b>					\$16,941,200	\$3,556,757	\$20,497,957
<b>FTA 5339</b>					\$1,848,880	\$381,337	\$2,230,217
<b>CMAQ</b>	\$1,083,470	\$419,898	\$380,304		\$5,152,215	\$1,471,000	\$8,506,887
<b>Total</b>	\$1,383,737	\$834,942	\$667,637	\$42,395	\$23,942,295	\$5,731,627	\$32,602,633

Total at Risk with ATU Objection      \$25,487,269 (all Operators but VVTA/Barstow)  
 Additional if Teamsters Object      \$7,115,364 (VVTA/Barstow)

**Table 2 – Fiscal Year 2015/2016 Federal Transit Grants Impacted by Delay**

	Barstow	MBTA	Mountain Transit	Needles	Omnitrans	VVTA	Total
<b>FTA 5311</b>	\$218,868	\$302,531	\$209,441	\$30,902		\$235,099	\$996,841
<b>FTA 5307</b>					\$16,941,200	\$3,500,245	\$20,441,445
<b>FTA 5339</b>					\$1,848,880	\$367,411	\$2,216,291
<b>CMAQ</b>		\$672,785	\$560,000		\$5,183,975	\$86,087	\$6,502,847
<b>Total</b>	\$218,868	\$975,316	\$769,441	\$30,902	\$23,974,055	\$4,188,842	\$30,157,424

Total at Risk with ATU Objection      \$25,749,714 (all Operators but VVTA/Barstow)  
 Additional if Teamsters Object      \$4,407,710 (VVTA/Barstow)

Omnitrans, like all other transit agencies that receive federal funds, must have a cash balance to cover immediate monthly expenses while awaiting reimbursement of federal funds. In December 2010, the Board directed staff to work with Omnitrans to account for and retain 2/12ths of its yearly operating budget for cash flow purpose, which for Fiscal Year 2015/2016 is

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 3

approximately \$12.8 million. Omnitrans has estimated that their cash balance would be below this amount by August 2015. Because Omnitrans has been making efforts to reduce their reliance on growth in the Local Transportation Fund (LTF), they did not fully expend the Fiscal Year 2014/2015 allocation. SANBAG has disbursed Omnitrans' savings of approximately \$3.5 million along with their first quarter Fiscal Year 2015/2016 operating payment to assist with cash flow reserves. While this resolves this situation in the short term, if there is no resolution to the Federal issue by January, Omnitrans has estimated they may have to take measures to reduce service by 28%. Both MBTA and VVTA have excess LTF available for transit purposes in Fiscal Year 15/16 that is planned for allocation to their member jurisdictions for local street and road purposes in Fiscal Year 2016/2017 that could be used for cash flow purposes if necessary.

Staff will continue to monitor this situation and work with transit operators to resolve short term issues and identify alternative funding sources for long-term solutions as necessary.

***Financial Impact:***

This item has no impact on the SANBAG Fiscal Year 2015/2016 Budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Andrea Zureick, Director of Fund Administration

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

## *Minute Action*

AGENDA ITEM: 14

**Date:** August 13, 2015

**Subject:**

Valley Transportation Services Fiscal Year Budget

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority, approve the Valley Transportation Services Fiscal Year 2015/2016 Budget.

**Background:**

On May 4, 2011, the Board approved Contract No. C11174 with Valley Transportation Services (VTrans) for the operation of a consolidated transportation services agency (CTSA). The contract with VTrans documents the requirements for the agency's receipt of Measure I funds for on-going annual programs of benefit to the San Bernardino Valley Senior and Disabled populations. The contract details the revenue allocation process, reporting, and auditing requirements.

As part of the contract in section 3(d), VTrans is required to submit their annual budget to the SANBAG Board for approval. Attachment 1 is the agenda item from VTrans Board of Directors as well as their budget that was approved during their March 2015 Board Meeting, Attachment 2 is a consolidated representation of the VTrans budget prepared by SANBAG staff, and Attachment 3 is the performance measures VTrans uses for tracking the performance of their various programs.

VTrans is not proposing any changes to existing programs or additional staff for Fiscal Year 2015/2016. The maintenance facility was recently completed and will be fully operational, but VTrans has been conservative in estimating the potential revenue generation and proposes using Measure I to sustain the program until it begins generating excess revenue. The City of Fontana and several YMCA programs have been added to the list of Community Partners receiving Measure I funds as a match to the federal Section 5310 grants that were recently awarded by SANBAG for their transportation programs.

At the conclusion of the 2014 audits, VTrans had a Measure I fund balance of \$5,190,210, which they project to grow by another \$700,000 by June 2016. VTrans maintains an operating reserve of \$750,000 each year and is maintaining a balance of Measure I to support community agency programs in the case that federal grant programs that fund the majority of their program costs are not renewed in future federal transportation programs. In this budget VTrans relies on \$501,650 in federal grant funds for Travel Training, Volunteer Driver (Valley Transportation Reimbursement Escort Program [TREP]), and Taxi Voucher Programs. As part of the update to the Five-Year Strategic Plan that will be presented to the SANBAG Board for approval later this

*Entity: CTA*

## Commuter Rail &amp; Transit Committee Agenda Item

August 13, 2015

Page 2

year, VTrans is preparing scenarios for use of the Measure I fund balance assuming the continuation of federal funding for their and their partner's programs and assuming that they are no longer successful in securing federal grant funds.

One item noted in the VTrans staff report but not included in the budget at this time is the funding for the Rural TREP program that is operated outside of the Valley subarea. At the time of budget preparation VTrans had not formally received the federal funds that are used for that program, and because the program is not funded with Measure I funds, VTrans is not required to notify SANBAG of any budget amendments that would add that program into their budget. However, SANBAG staff has notified VTrans that when that program is implemented, they must develop a cost allocation plan to ensure that the federal funds are paying for all operating overhead required for the project so that Valley Measure I will not be used in areas outside of the Valley. This same requirement applies for the "other TREP" program that they have implemented in the past with funding from the Mountain/Desert transit operators. Additionally it is recommended that VTrans work with the Mountain/Desert transit operators to develop funding agreements addressing "seed money" for federal grants or contingencies for situations where a federal reimbursement may not cover the entire cost incurred by VTrans in areas outside of the Valley.

While VTrans submits quarterly reports to SANBAG detailing annual goals for their programs and their monthly progress toward meeting those goals, the budget does not delineate what their goals are for the coming year. When the VTrans budget was originally presented to the Committee in May 2015, staff recommended deferral of approval pending submittal of the performance measures VTrans will use to monitor their programs. With the submittal of the performance measures included in Attachment 3 that will be reported throughout the year, staff recommends approval of the Fiscal Year 2015/2016 budget.

**Financial Impact:**

This item is consistent with the Fiscal Year 2015/2016 SANBAG budget.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Andrea Zureick, Director of Fund Administration

---

Approved  
Commuter Rail & Transit Committee  
Date: August 13, 2015

Witnessed By:

**DATE: March 18, 2015**  
**TO: VTrans Board of Directors**  
**FROM: Beth Kranda, CEO**  
**RE: Fiscal Year 2015-2016 Operating & Capital Budgets**

---

**Discussion:**

The FY 2015-16 Operating and Capital Budget represents a conservative approach to committing VTrans' Measure I Funds to fully operate existing programs, fund more of its community partner's operating and capital requirements, and to expand into new services for the community that it serves. The budget has been developed to include funds for the continuation of existing programs and to expand services through additional community partners. It is based upon directives of the Board of Directors and directly supports the mission of the organization to provide alternative transportation services to the senior citizens, persons with disabilities and persons of low-income of the western portion of San Bernardino County. The budget is conservative in that funds are retained for possible use to replace federal grants should a new federal transit funding measure reduce VTrans and its partners' access to federal funds to carry on existing projects. Should a new federal transit program emerge in the future with funding to support human service transportation, VTrans may propose new initiatives in future years that would require more of its available Measure I funds.

The VTrans Operating department budget does not include funding for additional staffing in FY 15-16. Management believes that the goals can be accomplished with existing staff and contracted consulting services.

VTrans' Capital Budget is additionally very conservative. In FY 15-16, the only capital items requested are those to replace some of the aging computer equipment in the administrative offices. The Maintenance Department is currently fully operational with the existing equipment and projects no additional capital requirements.

The Maintenance department is now fully functional and consists of a manager and one mechanic. The proposed budget for the maintenance program is also conservative in that it assumes a very modest business volume in FY 15-16 with gradual expansion in future years. The current projection based upon this approach is that the maintenance program will break even and begin to generate operating profit in FY 17-18. From that point forward, the program is expected to produce operating income for VTrans. The budget for FY 15-16 is based upon the existing staffing level and does not include any additional shop infrastructure upgrades.

The Travel Training, Transportation Reimbursement Escort Program (TREP) and Taxi department budgets reflect grants that have been approved for these programs. VTrans utilizes Measure I dollars to match the JARC and New Freedom Funds for these projects. The Rural TREP is not included in the budget documents for FY 15-16 because staff has not yet been notified by Caltrans whether that funding will be granted to VTrans. If Caltrans awards funds to VTrans to operate the Rural TREP program, it can be integrated into the FY 15-16 budget at any time in as much as no Measure I funds are involved in the program. The program would be financed 100% through federal funds.

VTrans' commitment to its community service partners has been enhanced for FY 15-16 to meet their operating and capital requirements. Measure I funds are allocated in FY 15-16 for collaborative programs with the Rancho Cucamonga/Fontana YMCA and the City of Fontana and which are expected to be operational in the next fiscal year. Staff is also proposing a \$200,000 line item for the development of new operating and capital programs in the next fiscal year.

The FY 15-16 Operating and Capital Budgets have been reviewed and approved unanimously by the Finance Committee on March 5, 2015.

**Fiscal Impact:**

The FY 15-16 Operating and Capital Budgets will serve as the platform for financial decisions for the coming fiscal year. They direct expenditure of Measure I funds as well as other funds including federal which are available to VTrans. The conservative approach to budgeting results in no expenditure of accumulated funds.

**Recommendations:**

- a. Adopt the Fiscal Year 2015-16 Operating and Capital Budgets

**Attachment:**

- a. All Funding Sources Summary
- b. Measure I Allocation Summary
- c. FY 15-16 Operating Budget Worksheets by Department.
- d. FY 15-16 Capital Budget

<b>Fund Summary</b>	<b>Projected Actual FY 2014/15</b>	<b>Forecasted Budget FY 2015/16</b>
<b>Source of Funds</b>		
Measure I - VTRANS	2,400,000	2,354,700
Measure I - Pass Through	26,640	27,500
Federal 5310	-	-
New Freedom	265,519	257,150
JARC	205,687	244,500
Maintenance Service	30,100	93,500
Maintenance Parts	13,400	18,700
Interest Income / Other	7,030	6,100
<b>Total Source of Funds</b>	<b>2,948,375</b>	<b>3,002,150</b>
<b>Application of Funds</b>		
VTS - Ops	406,693	581,400
VTS - VTS Capital	982	3,000
Maintenance Ops	269,200	244,900
Mainenance Capital	239,174	-
Travel Training	338,700	423,900
Valley Trep	240,000	325,000
TAXI	319,900	450,000
Other Trep	27,500	27,500
Community Partners	484,200	840,700
<b>Total Application of Funds</b>	<b>2,326,349</b>	<b>2,896,400</b>
<b>Surplus</b>	<b>622,026</b>	<b>105,750</b>

	Projected Actual FY 2014/15	Forecasted Budget FY 2015/16
<b>Total Allocation Per SANBAG Forecast</b>	<b><u>2,400,000</u></b>	<b><u>2,354,700</u></b>
<b>Valley Transportation Depts.</b>		
VTS - Operations	406,693	581,400
VTS Capital Program	982	3,000
Maintenance - Operations	225,600	132,700
Maintenance Capital Program	239,174	-
Travel Training	67,469	84,750
Valley TREP	120,000	162,500
Taxi Voucher	239,925	450,000
<b>Total Valley Transportation Depts.</b>	<b><u>1,299,843</u></b>	<b><u>1,414,350</u></b>
<b>Community Partners:</b>		
PVW	160,000	50,800
CCLM	52,600	25,900
CSS	40,000	50,000
OPARC	64,000	143,800
211 Mobility	-	56,300
211 One-Click	18,000	-
City of Fontana	-	9,000
YMCA Rancho/Fontana	-	32,900
Ontario/Montclair YMCA	8,100	72,000
Eligibility Projects	2,400	200,000
Developing Comm Projects	139,100	200,000
<b>Total Community Partners</b>	<b><u>484,200</u></b>	<b><u>840,700</u></b>
<b>Total Applications</b>	<b><u>1,784,043</u></b>	<b><u>2,255,050</u></b>
<b>Unallocated Measure I Funding</b>	<b><u>615,957</u></b>	<b><u>99,650</u></b>
<b>Unrestricted Equity-Carryforward from PY</b>	5,366,946	5,982,903
<b>Less Operating Reserve</b>	(750,000)	(750,000)
<b>Current Year Unallocated Measure I</b>	615,957	99,650
<b>Unrestricted Measure I Reserves</b>	<b><u>5,232,903</u></b>	<b><u>5,332,553</u></b>

	Actual	Projected	Adopted	Proposed Budget	Explanations
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16	
<b>Income</b>					
407007 - Other Income	1,150	1,150	-		
<b>Total 409001 - Measure I</b>	671,763	1,262,806	608,950	768,800	Increase of 2.5%/yr over FY 15-16
414001 - Interest Income	3,430	5,880	10,000	6,100	Increase of 2.5%/yr over FY 14-15 Actuals
<b>Total Income</b>	676,343	1,269,835	618,950	774,900	
<b>Expense</b>					
501001 - Payroll	119,365	204,625	223,700	210,800	Increase of 3.0%/yr over FY 14-15 Actuals
502001 - Payroll Taxes - Employer	9,410	16,132	18,600	16,600	Same % of payroll expense as current yr
502002 - Workers Comp	1,630	2,794	2,700	2,900	Same % of payroll expense as current yr
502003 - Medical Expense	9,946	17,050	18,000	25,200	3 EE @ \$700/EE/mo Yr 1; \$800/EE/mo Yr 2-5
502005 - Employer Pension Costs	7,998	13,710	23,000	24,000	9 EE @ \$1K, 1EE @\$15K
502007 - Employee Benefit- Insurance	3,637	6,235	6,000	6,400	Increase 3%/yr over actual projected
503001 - Professional Services					
5030011 - Accounting Services	28,520	48,891	50,000	51,500	Increase of 3%/yr over prior year budget
5030012 - Consulting Services	2,385	4,089	-	25,000	Consulting for operational contingencies
5030013 - Legal Services	10,691	18,327	50,000	51,500	Increase of 3%/yr over prior year budget
5030015 - Marketing Services	500	857	10,000	10,000	Consulting for Marketing contingencies
<b>Total 503001 - Professional Services</b>	42,095	72,163	110,000	138,000	
503002 - Payroll Processing Services	3,939	6,752	6,500	7,000	Increase of 3%/yr over FY 14-15 Actuals
503005 - Facility					
5030051 - Facility Rent	17,874	30,641	42,000	44,200	Based on increase of \$0.05/sq ft per yr
5030052 - Facility Repair	-	-	2,000	2,000	Minor contingency for building repairs
5030053 - Facility - Alarm/Security	269	462	400	500	Moderate increase over 5yr period
<b>Total 503005 - Facility</b>	18,143	31,103	44,400	46,700	
503006 - Community Service					
5030621 - Scholarships	-	-	25,000	25,000	Constant program dollars
<b>Total 503006 - Community Service</b>	-	-	25,000	25,000	
504008 - Office Supplies	1,299	2,227	5,000	2,300	Increase of 3%/yr over actual projected
504009 - Postage	245	421	1,000	440	Increase of 3%/yr over actual projected
505001 - Telephone	1,743	2,987	7,000	3,100	Increase of 3%/yr over actual projected
506001 - Insurance Premiums	-	-	10,000	10,300	Increase of 3%/yr over budget
506021 - Comp Supp, Serv. & Software	4,281	7,339	15,000	7,600	Increase of 3%/yr over actual projected
506052 - Minor Equip & Office Furniture	516	884	2,000	910	Increase of 3%/yr over actual projected
507001 - Tax/License/Dues/Permits	20	34	250	250	Constant program dollars
509001 - Travel					
5090011 - Board Travel	2,203	3,777	15,000	15,000	Constant program dollars
5090012 - Staff Travel	1,454	2,493	9,000	10,000	Constant program dollars
5090013 - EE Mileage Reimburse	950	1,629	2,500	2,600	Increase of 3%/yr over prior year budget
<b>Total 509001 - Travel</b>	4,607	7,898	26,500	27,600	
509002 - Professional Development	3,075	5,271	7,500	10,000	Moderate increase over FY 14-15 Budget
509005 - Dues & Memberships	2,435	4,174	5,000	5,000	Constant program dollars
511001 - Interest Expense	149	256	300	300	Constant program dollars
512002 - Equipment Rental	-	-	1,500	1,000	Contingency program dollars
514001 - Miscellaneous	2,705	4,637	50,000	10,000	Contingency program dollars
<b>Total Expense</b>	237,238	406,693	608,950	581,400	
<b>Net Income</b>	<b>439,105</b>	<b>863,142</b>	<b>10,000</b>	<b>193,500</b>	

Non-Cash Expense: Depreciation	3,668	7,260	10,000	7,457	
--------------------------------	-------	-------	--------	-------	--

Attachment: Attachment 1 VTrans FY 15/16 Budget (1977 : VTrans FY16 Budget)

	Actual	Projected	Adopted	Proposed Budget
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16
<b>Income</b>				
<b>Total 409001 - Measure I</b>	222,000	484,200	1,151,774	840,700
<b>Total Income</b>	222,000	484,200	1,151,800	840,700
<b>Expense</b>				
503061 - Loma Linda	20,200			
503062 - City of Fontana				9,000
503063 - YMCA Rancho/Fontana				32,900
503064 - Pomona Valley Workshop	101,400	160,000	50,766	50,800
503066 - Central City Lutheran	13,800	52,600	65,696	25,900
503068 - Community Senior Services	10,000	40,000	50,000	50,000
503618 - 211 One-Click	18,000	18,000	18,000	
503628 - OPARC		64,000	79,967	143,800
503630 - 211 Mobility Manager	-	-	30,345	56,300
503632 - Senior Programs	-	-	375,000	
503633 - Eligibility Projects	2,400	2,400	300,000	200,000
503634 - Ontario/Montclair YMCA	8,100	8,100	8,100	72,000
503699 - Developing Community Projects	48,100	139,100	173,900	200,000
<b>Total Expense</b>	222,000	484,200	1,151,800	840,700
<b>Net Income</b>	-	-	-	-

	Actual	Projected	Adopted	Proposed Budget	Explanations
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16	
<b>Income</b>					
407002 - Maint. Service Revenue	6,738	29,700	187,200	93,200	Capacity and growth projections
407003 - Maint. Parts Revenue	8,447	13,400	30,000	18,700	Estimate of 20% of Serv. Rev.
4070034 - Maint. Revenue-Outside Services	140	400		300	Markup of outside services
409001 - Measure I	134,383	225,600	83,918	132,700	For MTCE to break even
<b>Total Income</b>	<b>149,708</b>	<b>269,200</b>	<b>301,118</b>	<b>244,900</b>	
<b>Expense</b>					
501001 - Payroll	52,480	93,500	118,100	96,300	3% increase until tech added in yr 4 @ \$12/hr
502001 - Payroll Taxes - Employer	4,820	7,600	9,802	7,800	Based on 8% of payroll
502002 - Workers Comp	5,456	9,700	11,220	9,600	Based on 10% of payroll (actual)
502003 - Medical Expense	5,618	10,100	12,000	16,800	2 EE @ \$700/mo Yr 1; \$800/mo Yr 2-5, 3 EE YR 4-5
502005 - Employer Pension Costs	240	400	2,000	2,000	2 EE @ \$1K, 3EE Yr 4-5
502007 - Employee Benefit- Insurance	99	200		210	Increase 3%/yr over actual projected
503001 - Professional Services					
5030011 - Accounting Services	2,650	2,700	2,000	2,060	Increase of 3%/yr over prior year budget
5030012 - Consulting Services	-	1,000	1,000	-	Startup only
5030013 - Legal Services	533	500	2,000	2,060	Increase of 3%/yr over prior year budget
5030015 - Marketing Services	-	2,000	2,000	500	Minor marketing programs
<b>Total 503001 - Professional Services</b>	<b>3,183</b>	<b>6,200</b>	<b>7,000</b>	<b>4,620</b>	
503005 - Facility					
5030051 - Facility Rent	22,607	39,000	38,400	40,200	3% increase per yr per contract
5030052 - Facility Repair	150	200		250	
5030053 - Facility - Alarm/Security	293	500	1,000	500	\$42/month
<b>Total 503005 - Facility</b>	<b>23,050</b>	<b>39,700</b>	<b>39,400</b>	<b>40,950</b>	
504005 - Cost of Goods Sublet	260	500		200	Assume 25% markup for outside services
504006 - Cost of Goods Parts	6,592	10,600	25,000	15,000	Assume 25% markup for parts revenue
504008 - Office Supplies	1,169	1,700	1,800	1,800	5% increase per yr
504009 - Postage	44	100	250	150	
505001 - Telephone	2,403	4,000	5,000	4,100	3% increase per yr
505002 - Utilities	3,955	5,600	12,000	6,000	3% increase per yr
506001 - Insurance Premiums	-	12,000	12,000	12,400	3% increase per yr
506021 - Computer Supp. Serv. & Software	5,712	7,100	6,500	6,500	
506052 - Minor Equip & Office Furniture	6,020	6,000	21,046	1,000	
506060 - Shop Supplies	5,207	6,100		2,400	15% increase per yr
506070 - Shop Tools	3,163	4,700		3,600	
506085 - Facility Maint. & Supplies	6,274	7,600		2,400	3% increase per yr
507001 - Tax/License/Dues/Permits	248	200		500	
509001 - Travel					
5090012 - Staff Travel	929	1,400	2,400	2,000	
5090013 - EE Milage Reimburse	867	1,400	1,200	1,200	3% increase per yr
<b>Total 509001 - Travel</b>	<b>1,796</b>	<b>2,800</b>	<b>3,600</b>	<b>3,200</b>	
509002 - Professional Development	898	1,500	2,400	1,000	
509003 - Uniforms & Laundry	552	1,000		3,120	\$60/wk. 5% increase yr 1-3, then 10% w/ new tech
509005 - Dues & Memberships	-	300	1,500	500	
512002 - Equipment Rental	211	400		250	
514001 - Miscellaneous	510	500	500	500	
69800 - Operating Contingency	1,046	1,000	10,000	2,000	
<b>Total Expense</b>	<b>141,006</b>	<b>269,200</b>	<b>301,118</b>	<b>244,900</b>	
<b>Net Income</b>	<b>8,702</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Non-Cash Expense: Depreciation</b>	<b>8,702</b>	<b>28,200</b>		<b>33,441</b>	
---------------------------------------	--------------	---------------	--	---------------	--

Attachment: Attachment 1 VTrans FY 15/16 Budget (1977 : VTrans FY16 Budget)

	Actual	Projected	Adopted	Proposed Budget	Explanations
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16	
<b>Income</b>					
409001 · Measure I	27,237	67,469	84,364	84,750	
409009 - Federal 5310				-	
409007 · JARC - Operating Revenue	68,092	101,712	127,181	212,000	
409008 · New Freedom Operating Revenue	40,856	169,519	211,968	127,150	
<b>Total Income</b>	<b>136,200</b>	<b>338,700</b>	<b>423,513</b>	<b>423,900</b>	
<b>Expense</b>					
501001 · Payroll	99,783	196,400	245,492	258,196	
502001 · Payroll Taxes - Employer	8,960	81,300	101,573	103,278	The budgets include W/C, Medical, Pension & Insurance.
502002 · Workers Comp	1,114				
502003 · Medical Expense	11,282				
502005 · Employer Pension Costs	1,742				
502007 · Employee Benefit- Insurance	104				
503001 · Professional Services					
5030011 · Accounting Services	338			5,000	The budges include Legal Services
5030012 · Consulting Services	-	12,700	15,914	3,000	
5030013 · Legal Services	794	2,500	3,183		
<b>Total 503001 · Professional Services</b>	<b>1,131</b>	<b>15,200</b>	<b>19,097</b>	<b>8,000</b>	
504008 · Office Supplies	1,122	6,100	7,638	7,715	The budgets include postage
504009 · Postage	55				
505001 · Telephone	3,323	12,700	15,914	17,506	
506021 · Computer Supp, Serv. & Software	597	5,100	6,365	6,300	
506052 · Minor Equip & Office Furniture	-	2,100	2,652		
509001 · Travel					
5090012 · Staff Travel	40				
5090013 · EE Mileage Reimbursement	5,029	11,500	14,322	14,465	
<b>Total 509001 · Travel</b>	<b>5,069</b>	<b>11,500</b>	<b>14,322</b>	<b>14,465</b>	
509002 · Professional Development	1,372	2,500	3,183	4,260	
514001 · Miscellaneous	530	5,800	7,277	4,216	Includes Rent
<b>Total Expense</b>	<b>136,200</b>	<b>338,700</b>	<b>423,513</b>	<b>423,900</b>	
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Attachment: Attachment 1 VTrans FY 15/16 Budget (1977 : VTrans FY16 Budget)

	Actual	Projected	Adopted	Proposed Budget	Explanations
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16	
<b>Income</b>					
409001 · Measure I	14,304	120,000	150,000	162,500	
409009 - Federal 5310					
409007 · JARC - Operating Revenue	2,861	24,000	30,000	32,500	
409008 · New Freedom Operating Revenue	11,443	96,000	120,000	130,000	
<b>Total Income</b>	<b>28,600</b>	<b>240,000</b>	<b>300,000</b>	<b>325,000</b>	
<b>Expense</b>					
501001 · Payroll	20,200	60,600	75,728	78,000	The budgets include W/C, Medical, Pension & Insurance.
502001 · Payroll Taxes - Employer	1,623	35,300	44,144	45,468	
502002 · Workers Comp	156				
502003 · Medical Expense	1,887				
502005 · Employer Pension Costs	576				
502007 · Employee Benefit- Insurance	28				
5030015 · Marketing Services	-	1,900	2,400	2,400	
503003 · Bank Fees	-	1,600	2,000	2,060	The budgets include Office & Cpu Suppl Mileage reimbursement
5030051 · Facility Rent	1,000	1,900	2,400	2,472	
504008 · Office Supplies	383				
504009 · Postage	125	1,900	2,400	2,472	
505001 · Telephone	413	1,000	1,200	1,236	
506021 · Computer Supp, Serv. & Software	73				
506052 · Minor Equip & Office Furniture	348	4,000	5,000	3,000	
509001 · Travel	229	2,000	2,500	2,575	
509002 · Professional Development	8				
509008 · Mileage Reimbursement Stipend	1,541	129,800	162,228	185,317	
514001 · Miscellaneous	50	-	-	-	
<b>Total Expense</b>	<b>28,600</b>	<b>240,000</b>	<b>300,000</b>	<b>325,000</b>	
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Attachment: Attachment 1 VTrans FY 15/16 Budget (1977 : VTrans FY16 Budget)

	Actual	Projected	Adopted	Proposed Budget
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16
<b>Income</b>				
<b>409010 · TREP Pass-Thru-Meas I Fnds</b>				
409011 · MBTA - TREP	7,500	7,500	7,500	7,500
409012 · MARTA - TREP	12,580	15,000	15,000	15,000
409014 · VVTA - VV TREP	6,559	5,000	5,000	5,000
<b>Total 409010 · TREP Pass-Thru-Meas I Fnds</b>	<b>26,640</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>Total Income</b>	<b>26,640</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>Expense</b>				
505001 · Telephone	82	82	-	-
509008 · Milg Reimbursement Stipend	528	528	-	-
<b>509010 · TREP Pass-Thru Milg Reimb.</b>				
509011 · MBTA Milg Reimb.	7,500	7,500	7,500	7,500
509012 · MARTA Milg Reimb.	12,580	15,000	15,000	15,000
509014 · VVTA-VV Milg Reimb.	6,559	5,000	5,000	5,000
<b>Total 509010 · TREP Pass-Thru Milg Reimb.</b>	<b>26,640</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>Total Expense</b>	<b>27,249</b>	<b>28,109</b>	<b>27,500</b>	<b>27,500</b>
<b>Net Income</b>	<b>(609)</b>	<b>(609)</b>	<b>-</b>	<b>-</b>

	Actual	Projected	Adopted	Proposed Budget	Explanations
	Jul '14 - Jan 15	FY 14-15	FY14-15	FY15-16	
<b>Income</b>					
409001 · Measure I	18,690	239,925	300,000	450,000	
409009 - Federal 5310				-	
409007 · JARC - Operating Revenue	6,230	79,975	100,000		
<b>Total Income</b>	<b>24,900</b>	<b>319,900</b>	<b>400,000</b>	<b>450,000</b>	
<b>Expense</b>					
501001 · Payroll	17,747	46,200	57,798	59,532	
502001 · Payroll Taxes - Employer	1,365	22,500	28,180	29,025	The budgets include W/C, Medical, Pension & Insurance.
502002 · Workers Comp	131				
502003 · Medical Expense	1,887				
502005 · Employer Pension Costs	440				
502007 · Employee Benefit- Insurance	28				
5030015 Marketing Services	-	3,200	4,000	10,300	
503003 · Bank Fees	-	8,000	10,000	10,300	
503005 · Facility Rent	1,000	1,200	1,500	2,472	Budgets include utilities
504008 · Office Supplies	15				
504009 · Postage	31	8,000	10,000		
505001 · Telephone	633	1,900	2,400	1,545	
506021 · Computer Supp, Serv. & Software	157			5,000	
506052 · Minor Equip & Office Furniture	1,362	4,000	5,000	4,000	Includes office supplies
509001 · Travel					
5090012 · Staff Travel	8				
5090013 · Employee Mileage Rmbsmt	66	1,600	2,000	2,060	
<b>Total 509001 · Travel</b>	<b>75</b>	<b>1,600</b>	<b>2,000</b>	<b>2,060</b>	
509002 · Professional Development	8				
509008 · Mileage Reimbursement Stipend	-	223,300	279,122	325,766	
514001 · Miscellaneous	45	-	-		
<b>Total Expense</b>	<b>24,900</b>	<b>319,900</b>	<b>400,000</b>	<b>450,000</b>	
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Attachment: Attachment 1 VTrans FY 15/16 Budget (1977 : VTrans FY16 Budget)

<u>Department</u>	<u>FY 14/15</u>			<u>FY 15/16</u>
	<u>Actuals</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<b><i>Valley Transportation Operations</i></b>				
Board Room Monitoring Equipment	982	982	10000	
Computer Server Replacement/Installations				
Computer Desktop Replacements				3000
IPADS (5 @ \$550 each)				
<b>Total</b>	982	982	10000	3000
<b><i>Maintenance Department</i></b>				
Shop Equipment/Vehicles	44492	46062	222027	
Shop Construction	174170	193112	217099	
<b>Total</b>	218662	239174	439126	0
<b>Total - All Departments</b>	219644	240156	449126	3000

Attachment 2 - VTrans Fiscal Year 2015/2016 Budget - Consolidated

	Operating	Capital	Maintenance	Travel Training	Other TREP	Valley TREP	TAXI	Partners	Total
<b>Income</b>									
409010 - TREP Pass-Thru Measure I Funds									
409011 - MBTA - TREP					7,500				
409012 - MARTA - TREP					15,000				
409014 - VVTA - VV TREP					5,000				
407002 - Maintenance Service Revenue	-	-	93,200						93,200
407003 - Maintenance Parts Revenue	-	-	18,700						18,700
4070034 - Maintenance Revenue-Outside Serv			300						
* 409002 - Measure I OP Revenue	768,800		132,700					840,700	1,742,200
* 409003 - Measure I Capital Revenue		3,000							3,000
409007 - JARC - Operating Revenue				212,000		32,500			244,500
409008 - New Freedom Operating Revenue				127,150		130,000			257,150
* 409200 - VTrans Match - Measure I				84,750		162,500	450,000		697,250
414001 - Interest Income	6,100								6,100
<b>Total Income</b>	<b>774,900</b>	<b>3,000</b>	<b>244,900</b>	<b>423,900</b>	<b>27,500</b>	<b>325,000</b>	<b>450,000</b>	<b>840,700</b>	<b>3,089,900</b>
<b>Expense</b>									
501001 - Payroll	210,800		96,300	258,196		78,000	59,532		702,828
502001 - Payroll Taxes - Employer	16,600		7,800	103,278		45,468	29,025		202,171
502002 - Workers Comp	2,900		9,600						12,500
502003 - Medical Expense	25,200		16,800						42,000
502005 - Employer Pension Costs	24,000		2,000						26,000
502007 - Employee Benefit - Insurance	6,400		210						6,610
503001 - Professional Services									
5030011 - Accounting Services	51,500		2,060	5,000					58,560
5030012 - Consulting Services	25,000			3,000					28,000
5030013 - Legal Services	51,500		2,060						53,560
5030015 - Marketing Services	10,000		500			2,400	10,300		23,200
Total 503001 - Professional Services	138,000		4,620	8,000		2,400	10,300		163,320
503002 - Payroll Processing Services	7,000								7,000
503003 - Bank Charges						2,060	10,300		12,360
503005 - Facility									
5030051 - Facility Rent	44,200		40,200			2,472	2,472		89,344
5030052 - Facility Repair	2,000		250						2,250
5030053 - Facility - Alarm	500		500						1,000
Total 503005 - Facility	46,700		40,950			2,472	2,472		92,594
503006 - Community Service									
5030621 - Scholarships	25,000								25,000
Total 503006 - Community Service	25,000								25,000
503031 - Loma Linda									
503062 - City of Fontana								9,000	
503063 - YMCA Rancho/Fontana								32,900	
503064 - Pomona Valley Workshop								50,800	50,800
503066 - Central City Lutheran								25,900	25,900
503068 - Community Senior Services								50,000	50,000
503626 - OPARC								143,800	143,800
503630 - 211 Mobility Manager								56,300	56,300
503632 - Senior Programs (Capital 20% Match)									
503632 - Senior Programs (Operating Grants)									
503633 - Eligibility Projects								200,000	200,000
503634 - Ontario/Montclair YMCA								72,000	72,000
503699 - Developing Community Projects								200,000	200,000
TBD - New Partner Funding									
504005 - Cost of Good Sublet			200						
504006 - Cost of Goods Parts			15,000						15,000
504008 - Office Supplies	2,300		1,800	7,715					11,815
504009 - Postage	440		150			2,472			3,062
504010 - Duplicating									
505001 - Telephone	3,100		4,100	17,506		1,236	1,545		27,487
505002 - Utilities			6,000						6,000
506001 - Insurance Premiums	10,300		12,400						22,700
506021 - Computer Supp. Serv. & Software	7,600	3,000	6,500	6,300			5,000		28,400
506052 - Minor Equip & Office Furniture	910		1,000			3,000	4,000		8,910
506060 - Shop Supplies			2,400						
506070 - Shop Tools			3,600						
506085 - Facility Maint. & Supplies			2,400						
507001 - Tax/License/Dues/Permits	250		500						750
509001 - Travel						2,575			
5090011 - Board Travel	15,000								15,000
5090012 - Staff Travel	10,000		2,000						12,000
5090013 - Employee Mileage Reimburse	2,600		1,200	14,465			2,060		20,325
Total 509001 - Travel	27,600		3,200	14,465		2,575	2,060		49,900
509002 - Professional Development	10,000		1,000	4,260					15,260
509003 - Uniforms & Laundry			3,120						
509005 - Dues & Memberships	5,000		500						5,500
509008 - Mileage Reimburse Stipend						185,317	325,766		511,083
509010 - TREP Pass-Thru Mileage Reimburse									
509011 - MBTA Mileage Reimbursement					7,500				
509012 - MARTA Mileage Reimbursement					15,000				
509014 - VVTA-VV Mileage Reimbursement					5,000				
511001 - Interest Expense	300								300
512002 - Equipment Rental	1,000		250						1,250
513002 - Depreciation-Non Grant Equip									
514001 - Miscellaneous	10,000		500	4,216					14,716
69800 - Operating Contingency			2,000						2,000
69900 - Cap Assets-Temp Holding Acct									
69901 - Construction-Temp Holding Acct									
<b>Total Expense</b>	<b>581,400</b>	<b>3,000</b>	<b>244,900</b>	<b>423,936</b>	<b>27,500</b>	<b>325,000</b>	<b>450,000</b>	<b>840,700</b>	<b>2,815,316</b>
<b>Net Income</b>	<b>193,500</b>	<b>-</b>	<b>-</b>	<b>(36)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>193,464</b>

Attachment: Attachment 2 VTrans Consolidated Budget (1977 : VTrans FY16 Budget)

## Attachment 3

**VTrans Performance Goals**

VTrans has established performance goals for its in-house programs, as required for all federally funded projects. These measures vary for each program and are detailed in the approved grant applications. State-of-the-art data management systems are utilized to track information and generate reports on a monthly basis. This data is transferred to an excel format provided by SANBAG and submitted quarterly. Tables 1 through 4 outline the performance goals for each program by year and actuals through April 2015.

**Table 1 Travel Training Performance Goals**

	<b>FY 14/15 Goals</b>	<b>Actuals*</b>	<b>FY 15/16 Goals</b>	<b>FY 16/17 Goals</b>
Unique persons trained/served	200	648	487	587
Access Riders Diverted**				
Mobility or Training contacts	654	1,384	1,537	1,662

\*Actual data from 06/2014 through 04/2015

\*\* VTrans is working with Inland Regional Center and Omnitrans to develop a tracking mechanism

**Table 2 Urban Volunteer Driver Performance Goals**

	<b>FY 14/15*</b>	<b>FY 15/16 Goals</b>	<b>FY 16/17 Goals</b>
Miles reimbursed	7,233	161,280	184,320
Persons served	40	112	128

\*Data does not reflect a full Fiscal Year. VTrans began reimbursing clients in October 2014. Data shown is from 10/2014 through 03/2015.

**Table 3 "Ride" Taxi Program Performance Goals**

	<b>FY 14/15*</b>	<b>FY 15/16 Goals</b>	<b>FY 16/17 Goals</b>
Persons with disabilities served	26	300	350
Seniors served	0	165	201

\*Data does not reflect a full Fiscal Year. The first participants were accepted into the program in June 2015.

**Table 4 Automotive Repair and Fleet Maintenance Shop\***

	<b>FY 14/15*</b>	<b>FY 15/16 Goals</b>	<b>FY 16/17 Goals</b>
Vehicles Serviced			
Organizations Served			

\*This is a suggested performance goal by SANBAG, but standards have not been set by VTrans

## Attachment 3

As a sponsor of transportation programs outside the agency, VTrans requires monthly reports to accompany each monthly invoice received from a partner organization. Reports include number of participants, miles, and trips among other important data necessary to evaluating the progress of each program. Furthermore, several recipients of VTrans' Measure I contribution also receive federal dollars, which require the same level of reporting required of VTrans. These reports are forwarded to SANBAG on a quarterly basis.

Per VTrans' contract with SANBAG, VTrans is required to submit quarterly reports within 45 days after each calendar quarter. Required reports include the organization's Balance Sheet and Profit and Loss Statement.

## COMMUTER RAIL AND TRANSIT POLICY COMMITTEE ATTENDANCE RECORD – 2015

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Eaton</b> City of Montclair	X	X	X	X	X	X						
<b>James Ramos</b> County of San Bernardino	X	X	X	X	X	X						
<b>Jon Harrison</b> City of Redlands	X	X	X	X*	X	X						
<b>Bill Jahn</b> City of Big Bear Lake	X	X	X	X	X	X						
<b>Mike Leonard</b> City of Hesperia	X	X	X									
<b>Larry McCallon</b> City of Highland	X			X								
<b>L. Dennis Michael</b> City of Rancho Cucamonga	X		X	X	X							
<b>Ray Musser</b> City of Upland		X	X	X	X	X						
<b>Richard Riddell</b> City of Yucaipa	X	X	X	X	X	X						
<b>Alan Wapner</b> City of Ontario		X	X	X	X							
<b>Deborah Robertson</b> City of Rialto	X	X		X	X	X						

X = Member attended meeting.

\* = Alternate member attended meeting

Empty box = Member did not attend meeting.

Crossed out box = Not a member at the time.

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

*San Bernardino Associated Governments*



**MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
Reaffirmed March 6, 1996