

## **AGENDA**

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

**June 11, 2015**

**9:00 AM**

**Location**

**SANBAG**

*First Floor Lobby*

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

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

**Chair**

Mayor Paul Eaton  
City of Montclair

Mayor L. Dennis Michael  
City of Rancho Cucamonga

**Vice Chair**

Supervisor James Ramos  
County of San Bernardino

Mayor Ray Musser  
City of Upland

Mayor Pro Tem Jon Harrison  
City of Redlands

Council Member Richard Riddell  
City of Yucaipa

Mayor Pro Tem Bill Jahn  
City of Big Bear Lake

Mayor Pro Tem Alan Wapner  
City of Ontario

Council Member Mike Leonard  
City of Hesperia

Mayor Deborah Robertson  
City of Rialto

Mayor Larry McCallon  
City of Highland

**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**

**June 11, 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 Paul Eaton)

- 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 and Kemp Bros Construction**

Receive and File Change Orders.

**Carrie Schindler**

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

### **3. April 2015 Right-of-Way Grants of Use Report**

That the Commuter Rail and Transit Committee receive April 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. Election of Committee Chair and Vice Chair**

Conduct elections for members to serve as Chair and Vice Chair of the SANBAG Commuter Rail and Transit Committee for terms to end June 30, 2016.

**Carrie Schindler**

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

#### **5. Release Request for Proposal 15-1001313 for Redlands Passenger Rail Vehicle Procurement Consultant**

That the Commuter Rail and Transit Committee recommend the Board approve the release of Request for Proposal (RFP) 15-1001313 for selection of the Redlands Passenger Rail Vehicle Procurement Consultant.

**Justin Fornelli**

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

#### **6. Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.**

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

A. Approve Amendment No. 9 to Contract No. C10079 with HDR Engineering, Inc. for additional design services on the Downtown San Bernardino Passenger Rail Center Project, increasing the contract amount by \$1,998,261 for an amended not-to-exceed amount of \$35,566,537, inclusive of contingency.

B. Approve contingency of a not-to-exceed amount of \$556,950 for Contract C10079 and authorize the Executive Director or designee to release contingency as necessary for the project. **Carrie Schindler**

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

**7. Amendment 3 to Contract No. C11207 with Nossaman, LLP**

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

Approve Amendment No. 3 to Contract No. C11207 with Nossaman, LLP for additional right-of-way legal services on the Downtown San Bernardino Passenger Rail Project, increasing the contract amount by \$500,000 for an amended not-to-exceed amount of \$3,000,000, and extend the contract term through December 31, 2016.

**Carrie Schindler**

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

**8. Omnitrans E Street Corridor sbX/Bus Rapid Transit (BRT) Project Budget Amendment**

That the Commuter Rail and Transit Committee recommend the Board approve a budget amendment to the Fiscal Year (FY) 2014/2015 budget to increase Task No. 0311 Transit Capital using Measure I Valley Fund-Express Bus Rapid Transit funds in the amount of \$309,471, for work performed during the contract period on the E Street Corridor sbX/BRT Project under Contract No. C09188.

**Nessa Williams**

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

**Discussion - Transportation Programming and Fund Administration**

**9. Low Carbon Transit Operations Program Allocation Principles**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, provide direction on allocation principles for the Low Carbon Transit Operations Program.

**Andrea Zureick**

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

**10. Fiscal Year 2015/2016 Transit Operator Allocations**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission and San Bernardino County Transportation Authority, approve Fiscal Year 2015/2016 Transit Operator Funding Allocations, as indicated in Attachment 1, to the City of Needles, Morongo Basin Transit Authority, Mountain Area Regional Transit Authority, Omnitrans, Victor Valley Transit Authority and Valley Transportation Services.

**Andrea Zureick**

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

## **11. Transportation Development Act Unmet Needs Hearings**

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

A. Adopt definitions of “Unmet Transit Needs” and “Reasonable to Meet” as identified in Attachment A.

B. Set times, dates and locations for Transportation Development Act Unmet Transit Needs Public Hearings.

**Andrea Zureick**

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

## **12. Allocation of Transportation Development Act Funds for Fiscal Year 2015/2016**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, adopt Resolution No. 15-005 authorizing the allocation of Local Transportation Funds and State Transit Assistance Funds for Fiscal Year 2015/2016.

**Andrea Zureick**

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

## **13. Transportation Development Act Triennial Performance Audits for Fiscal Year 2011/2012 - 2013/2014**

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

Receive Transportation Development Act Triennial Performance Audit Reports for Fiscal Years 2011/2012 through 2013/2014 for Barstow Area Transit, Needles Area Transit, Morongo Basin Transit Authority, Mountain Area Regional Transit Authority, Omnitrans, Victor Valley Transit Authority, and San Bernardino Associated Governments.

**Vanessa Jezik**

**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 August 13, 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*



**San Bernardino Associated Governments**

1170 W. 3rd Street, 2nd Fl, San Bernardino, CA 92410  
 Phone: (909) 884-8276 Fax: (909) 885-4407  
 Web: www.sanbag.ca.gov



- 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: 1

**Date:** June 11, 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:

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

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

## Commuter Rail &amp; Transit Committee Agenda Item

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|   |         |   |   |
|---|---------|---|---|
| 2 | C14001  | Shimmick Construction Company<br>Inc.<br><i>Paul Camaur</i>         | Allied Steel Co., Inc.<br>Marina Landscape, Inc.<br>Innovative Concrete & Engineering<br>Giroux Glass<br>Winegardner Masonry<br>Excelsior Elevator<br>Fencecorp Inc.<br>Ellis Excavating<br>Gerdau<br>Eberhard EMC<br>Rutherford Co., Inc.<br>M.B. Herzog Electric<br>Hardy & Harper, Inc.  |
| 6 | C-10079 | HDR Engineering, Inc.<br><i>Thomas Kim</i><br><i>Robert Klovsky</i> | Rail Surveyors and<br>Engineers, Inc.<br>PAC Engineering<br>Iteris, Inc.<br>ICF Jones & Stokes,<br>Inc.<br>Project Design<br>Consultants<br>Epic Land Solutions,<br>Inc.<br>Pacific Railway<br>Enterprises, Inc.<br>Westbound<br>Communications<br>Base + Birge<br>Engineering, Division<br>of BASE Architecture,<br>Planning and<br>Engineering, Inc.<br>David Evans and<br>Associates, Inc.<br>Group Delta<br>Consultants<br>Gruen Associates<br>Hatch Mott<br>Macdonald<br>Hexagon<br>Transportation<br>Consultants<br>Cambridge<br>Systematics<br>Rail Project<br>Management, LLC<br>Cardno ENTRIX, Inc.<br>Atwell Consulting |

## Commuter Rail &amp; Transit Committee Agenda Item

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|   |        |                                     |  |
|---|--------|-------------------------------------|--|
|   |        |                                     | Group, LLC<br>Pacific Environmental<br>Co.<br>Egan Consulting<br>Glenn Lukos<br>Associates, inc. |
| 7 | C11207 | Nossaman, LLP<br><i>Rick E Rayl</i> | None   |

**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:**

Mitch Alderman, Director of Transit and Rail Programs

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

## *Minute Action*

AGENDA ITEM: 2

**Date:** June 11, 2015

**Subject:**

Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick and Kemp Bros Construction

**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 reporting to the Commuter Rail & Transit Committee. The CCO is listed below:

- A. Contract Number C14002 with Kemp Bros. Construction, Inc. for construction of the San Bernardino Transit Center project: CCO No. 7 (\$70,574.66 increase for roof hatch modification; additional building and site PA speakers; west plaza wall and bench modifications; additional miscellaneous street work; additional work due to design and submittal revisions; allowance bid item reduction).
- B. Contract Number C14001 with Shimmick Construction Company, Inc. for construction of the Downtown San Bernardino Passenger Rail Project: No CCO this reporting period.

**Financial Impact:**

This item imposes no financial impact, as all CCOs are within previously approved contingency amounts under Task No's. 0322 and 0324.

**Reviewed By:**

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

**Responsible Staff:**

Carrie Schindler, Chief of Fund Administration and Programming

Approved  
 Commuter Rail & Transit Committee  
 Date: June 11, 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  | <b>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)</b> | <b>\$70,574.66</b>  |
| <b>CCO TOTAL</b>   |  | <b>\$631,155.85</b> |
| <b>APPROVED CONTINGENCY</b>  |  | <b>\$631,175.00</b> |
| <b>REMAINING CONTINGENCY</b>   |  | <b>\$19.15</b>      |

Attachment: Rail and Transit CCOs Matrix\_Attachment-For Committee Mtg (1713 : 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          |
| <b>CCO TOTAL</b>  |  | <b>\$226,081.00</b>   |
| <b>APPROVED CONTINGENCY</b>   |  | <b>\$2,981,464.00</b> |
| <b>REMAINING CONTINGENCY</b>  |  | <b>\$2,755,383.00</b> |

**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

## *Minute Action*

AGENDA ITEM: 3

**Date:** June 11, 2015

**Subject:**

April 2015 Right-of-Way Grants of Use Report

**Recommendation:**

That the Commuter Rail and Transit Committee receive April 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 details all grants of use approved since last reporting to the May 2015 Commuter Rail and Transit Committee.

**Financial Impact:**

This item imposes no impact on the Fiscal Year 2014/2015 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: June 11, 2015

Witnessed By:

Entity: CTA, CTC

# Attachment A

## April 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 Redlands     | 15-1001186                   | License        | 15-1001187, C14058 & 15-1001208 | 04/13/2015    | N/A        | \$ 579.80   | X            | \$1,650.20        | Portion of fee waived because it is SANBAG's contribution to the project |
| All American Asphalt | 15-1001208                   | ROE            | 15-1001186, 15-1001187& C14058  | 04/13/2015    | 06/01/2015 | \$ 969.80   | x            | \$2,760.20        | Portion of fee waived because it is SANBAG's contribution to the project |
| All American Asphalt | 15-1001205                   | ROE            | 15-1001204 & C14058             | 04/13/2015    | 06/30/2016 | \$ 3,618.10 | x            | \$ 111.90         | Portion of fee waived because it is SANBAG's contribution to the project |
| KAD Paving, LLC      | 15-1001266 (Formerly R14179) | ROE            | C09121                          | 04/15/2015    | 12/31/2015 | \$ 560.00   | N/A          | N/A               | N/A  |

Attachment: April 2015 ROW GOU Report (1714 : April 2015 Right-of-Way Grants of Use Report)

## *Minute Action*

AGENDA ITEM: 4

**Date:** *June 11, 2015*

**Subject:**

Election of Committee Chair and Vice Chair

**Recommendation:**

Conduct elections for members to serve as Chair and Vice Chair of the SANBAG Commuter Rail and Transit Committee for terms to end June 30, 2016.

**Background:**

Terms for the Chair and Vice Chair of each of the SANBAG policy committees and Metro Valley Study Session expire on June 30, 2015. Election of Chair and Vice Chair for each of the policy committees and Metro Valley Study Session is scheduled to immediately follow the annual election of SANBAG Officers, which occurred at the June Board of Directors meeting.

This item provides for an election to be conducted, which will identify the Chair and Vice Chair of the Commuter Rail and Transit Committee to serve until June 30, 2016. A complete listing of SANBAG policy committees, memberships, and chairs is attached to this item for reference.

**Financial Impact:**

Staff support for this activity is consistent with the adopted budget. There is no additional financial impact on the adopted 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, Chief of Fund Administration and Programming

Approved  
 Commuter Rail & Transit Committee  
 Date: June 11, 2015

Witnessed By:

*Entity: COG, CTA, CTC*

### SANBAG Policy Committee Membership

| COMMITTEE  | PURPOSE  | MEMBERSHIP  | TERMS  |
|--|--|---|--|
| <p><b>General Policy Committee</b><br/>                     Membership consists of the following:<br/>                     SANBAG President, Vice President, and Immediate Past President<br/>                     4 East Valley (3 City, 1 County)<br/>                     4 West Valley (3 City, 1 County)<br/>                     4 Mt/Desert (3 City, 1 County)<br/>                     City members shall be SANBAG Board Members elected by caucus of city SANBAG Board Members within the subarea.<br/>                     All Policy Committee and Board Study Session Chairs are included in this policy committee.<br/>                     All City members serving as Board officers, Committee chairs, or Board Study Session Chair, are counted toward their subareas City membership.<br/>                     Supervisors collectively select their representatives. The SANBAG Vice President shall serve as Chair of the General Policy Committee.</p> | <p>Makes recommendations to Board of Directors and:<br/>                     (1) Provides general policy oversight which spans the multiple program responsibilities of the organization and maintains the comprehensive organization integrity;<br/>                     (2) Provides policy direction with respect to administrative issues, policies, budget, finance, audit, and personnel issues for the organization;<br/>                     (3) Serves as policy review committee for any program area that lacks active policy committee oversight.<br/>                     Committee has authority to approve contracts in excess of \$25,000 with notification to the Board of Directors.</p> | <p>Ryan McEachron, Victorville, Vice President (Chair)<br/>                     L. Dennis Michael, Rancho Cucamonga, President (Vice Chair)<br/>                     Bill Jahn, Big Bear Lake, Past President<br/> <br/> <u>West Valley</u><br/>                     L. Dennis Michael, Rancho Cucamonga<br/>                     Paul Eaton, Montclair (Chair – CRTCC)<br/>                     Michael Tahan, Fontana (Chair – MVSS)<br/>                     Janice Rutherford, Supervisor<br/> <br/> <u>East Valley</u><br/>                     Larry McCallon, Highland<br/>                     Dick Riddell, Yucaipa<br/>                     Rhodes “Dusty” Rigsby, Loma Linda<br/>                     James Ramos, Supervisor<br/> <br/> <u>Mountain/Desert</u><br/>                     Bill Jahn, Big Bear Lake<br/>                     Joel Klink, Twentynine Palms<br/>                     Robert Lovingood, Supervisor<br/>                     Ryan McEachron, Victorville, Vice President (Chair - MDC)</p> | <p>6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/> <br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/> <br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/> <br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015<br/>                     6/30/2015</p> |
| <p><b>Commuter Rail &amp; Transit Committee</b><br/>                     Membership consists of 11 SANBAG Board Members:<br/>                     9 Valley-members, two being Southern California Regional Rail Authority (SCRRA) primary (*) and two being SCRRA alternate (**) members.<br/>                     2 Mountain/Desert Board Members who serve on the Board of a Mountain/Desert transit agency.<br/>                     SCRRA members and alternates serve concurrent with their term on the SCRRA Board of Directors as appointed by the SANBAG Board.<br/>                     Other members are appointed by the SANBAG President for 2-year terms.</p>   | <p>Provides policy guidance and recommendations to the SANBAG Board of Directors and Southern California Regional Rail Authority (SCRRA) delegates with respect to commuter rail and transit service.<br/> <br/>                     * SCRRA Primary Member<br/>                     ** SCRRA Alternate Member</p>   | <p>Paul Eaton, Montclair* (Chair)<br/>                     James Ramos, Supervisor**(Vice Chair)<br/>                     Jon Harrison, Redlands<br/>                     Bill Jahn, Big Bear Lake<br/>                     Mike Leonard, Hesperia<br/>                     Larry McCallon, Highland*<br/>                     L. Dennis Michael, Rancho Cucamonga<br/>                     Deborah Robertson, Rialto<br/>                     Ray Musser, Upland<br/>                     Dick Riddell, Yucaipa<br/>                     Alan Wapner, Ontario**</p>  | <p>Indeterminate (6/30/2015)<br/>                     Indeterminate (6/30/2015)<br/>                     12/31/2016<br/>                     12/31/2015<br/>                     12/31/2015<br/>                     Indeterminate<br/>                     12/31/2015<br/>                     12/31/2016<br/>                     12/31/2015<br/>                     12/31/2016<br/>                     Indeterminate</p>  |

Attachment: SANBAG Policy Committee Membership (1703 : Election of Committee Chair and Vice Chair)

### SANBAG Policy Committee Membership

| COMMITTEE   | PURPOSE  | MEMBERSHIP   | TERMS  |
|---|--|--|--|
| <p><b>Mountain/Desert Committee</b><br/>Membership consists of 12 SANBAG Board Members from each Mountain/Desert jurisdiction and County Supervisors representing the First, Second, and Third Districts.</p> | <p>Provides ongoing policy level oversight related to the full array of SANBAG responsibilities as they pertain specifically to the Mountain/Desert subregion.</p> <p>The Committee also meets as the Mountain/Desert Measure I Committee as it carries out responsibilities for Measure I Mountain/Desert Expenditure Plan.</p> | <p>Ryan McEachron, Victorville (Chair)<br/>Robert Lovingood, Supervisor (Vice Chair)<br/>Curt Emick, Apple Valley<br/>George Huntington, Yucca Valley<br/>Bill Jahn, Big Bear Lake<br/>Rich Kerr, Adelanto<br/>Joel Klink, Twentynine Palms<br/>Mike Leonard, Hesperia<br/>Julie McIntyre, Barstow<br/>Edward Paget, Needles<br/>James Ramos, Supervisor<br/>Janice Rutherford, Supervisor</p> | <p>Indeterminate (6/30/2015)<br/>Indeterminate (6/30/2015)<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate<br/>Indeterminate</p> |

**Policy Committee Meeting Times**

|                                   |  |
|-----------------------------------|--|
| General Policy Committee          | Second Wednesday, 9:00 a.m., SANBAG Office |
| Commuter Rail & Transit Committee | Second Thursday, 9:00 a.m., SANBAG Office  |
| Mountain/Desert Committee         | Third Friday, 9:30 a.m., Apple Valley      |

NOTE: Policy Committee meetings will not be held in July of each year (effective 9/5/12).

### Board of Directors Study Sessions for Metro Valley Issues

| STUDY SESSION  | PURPOSE  | MEMBERSHIP   | TERMS                          |
|--|--|--|--------------------------------|
| <p>Board of Directors Study Sessions for Metro Valley Issues<br/>Refer to SANBAG Policy 10007.</p> | <p>To review, discuss, and make recommendations for actions to be taken at regular meetings of the Board on issues relating to Measure I Projects in the Valley.</p> | <p>Board of Directors<br/>Michael Tahan, Fontana (Chair)<br/>Ray Musser, Upland (Vice Chair)</p> | <p>6/30/2015<br/>6/30/2015</p> |

**Meeting Time:** Second Thursday, 10:00 a.m., SANBAG Office

### Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan

| COMMITTEE  | PURPOSE   | MEMBERSHIP  | TERMS   |
|--|---|---|---|
| <p>Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan<br/>The ITOC shall provide citizen review to ensure that all Measure I funds are spent by the San Bernardino County Transportation Authority (hereby referred to as the Authority) in accordance with provision of the Expenditure Plan and Ordinance No. 04-01.</p> | <p>The ITOC shall review the annual audits of the Authority; report findings based on the audits to the Authority; and recommend any additional audits for consideration which the ITOC believes may improve the financial operation and integrity of program implementation.</p> <p>The Authority shall hold a publicly noticed meeting, which may or may not be included on the agenda of a regularly scheduled Board meeting, with the participation of the ITOC to consider the findings and recommendations of the audits.</p> | <p>Richard Haller<br/>Rod Johnson<br/>Norman Orfall<br/>Craig Scott<br/>Vacant<br/>Ray Wolfe, Ex-Officio</p> <p>In addition to the appointed members, the SANBAG Executive Director will serve as an ex officio member.</p> | <p>12/31/16<br/>12/31/16<br/>12/31/18<br/>12/31/18<br/>12/31/18</p> |

Attachment: SANBAG Policy Committee Membership (1703 : Election of Committee Chair and Vice Chair)

## SANBAG Ad Hoc Committees

| COMMITTEE   | PURPOSE  | MEMBERSHIP   |
|---|--|--|
| <p><b>Audit Subcommittee of the General Policy Committee</b><br/>In November 2008, the Board approved the creation of an Audit Subcommittee of the General Policy Committee to strengthen the financial oversight function of the Board. Additional SANBAG Board Members may be appointed annually at the discretion of the Board President.</p>  | <p>The responsibilities of the Audit Subcommittee shall be to:</p> <ul style="list-style-type: none"> <li>• Provide a direct contact between the independent auditor and the Board of Directors before, during and after the annual audit.</li> <li>• Work with the auditor and SANBAG staff on reviewing and implementing practices and controls identified in the annual audit.</li> </ul> | <p>Audit Subcommittee (for FY 2013/2014 Audit)<br/>- SANBAG President – L. Dennis Michael, Rancho Cucamonga<br/>- Vice President – Ryan McEachron, Victorville<br/>- Immediate Past President – Bill Jahn, Big Bear Lake<br/>- Presidential Appointment – Walt Stanckiewicz, Grand Terrace</p>   |
| <p><b>Ad Hoc Committee on Litigation with San Bernardino County Flood Control District</b><br/>In January 2007, the SANBAG President was authorized to appoint an ad hoc review committee of SANBAG Board Members who do not represent local jurisdictions party to the San Bernardino County Flood Control District vs. SANBAG litigation relative to the Colonies Development. In April 2008, the role of this committee was expanded to include the Cactus Basin litigation.</p>   | <p>Review and provide guidance on litigation with San Bernardino County Flood Control District regarding the Colonies Development and the Cactus Basin in Rialto.</p>  | <p>Larry McCallon, Highland<br/>Dick Riddell, Yucaipa</p>  |
| <p><b>Budget Process</b><br/>In July 2012, the SANBAG Board President appointed this ad hoc committee to review SANBAG’s budget preparation process and final budget document and make recommendations to help improve communication and transparency of SANBAG’s budget to elected officials and the general public.</p>   | <p>Review SANBAG’s budget adoption process and final budget document and make recommendations on changes to improve the process and the final budget document to make them more useful and informative to Board Members and the public.</p>  | <p>Ray Musser, Upland – Chair<br/>Mike Podegracz, P.E. – City Manager, City of Hesperia<br/>Sam Racadio – Council Member, City of Highland<br/>Kevin Ryan - Principal Transportation Planner, City of Fontana</p>  |
| <p><b>I-10 and I-15 Corridor Joint Sub-Committee</b><br/>In January 2015, the Board approved the change status of Express Lanes Ad Hoc Committee to the creation of the I-10 and I-15 Corridor Joint Sub-Committee of the Board of Directors Metro Valley Study Session and the Mountain/Desert Policy Committee (I-10 and I-15 Joint Sub-Committee). Members of the committee will be members of the SANBAG Board of Directors and will be appointed by the SANBAG Board President. The President will appoint the Chair and Vice-Chair of the Sub-Committee. The Sub-Committee will include a minimum of nine and a maximum of fourteen SANBAG Board members. Membership will be composed of a minimum of three representatives from the East Valley; and a minimum of two representatives from the Victor Valley. The Sub-Committee will meet as necessary immediately following the Metro Valley Study Session.</p> | <p>The purpose is to consider and make recommendations to the Board of Directors on the development of express lanes in San Bernardino County, in particular on the I-10 and I-15 Corridors.</p>   | <p>Alan Wapner, Ontario – Chair<br/>Ryan McEachron, Victorville – Vice Chair<br/>Josie Gonzales, Supervisor<br/>Mike Leonard, Hesperia<br/>Robert Lovingood, Supervisor<br/>Larry McCallon, Highland<br/>L. Dennis Michael, Rancho Cucamonga<br/>Frank Navarro, Colton<br/>Dusty Rigsby, Loma Linda<br/>Deborah Robertson, Rialto<br/>Janice Rutherford, Supervisor<br/>Michael Tahan, Fontana</p> |

### SANBAG Ad Hoc Committees

| COMMITTEE   | PURPOSE  | MEMBERSHIP   |
|---|--|--|
| <p><b>Legislative</b><br/>           In March 2013, the SANBAG Board President appointed this ad hoc committee.<br/><br/>           This committee will consist of the SANBAG Board Officers.</p> | <p>Review proposed legislation at the state and federal level. Provide direction to staff on positions consistent with the Board-adopted legislative platform.</p> | <p>President – L. Dennis Michael, Rancho Cucamonga<br/>           Vice President – Ryan McEachron, Victorville<br/>           Immediate Past President – Bill Jahn, City of Big Bear Lake</p>  |
| <p><b>Transit Review Ad Hoc Committee</b><br/>           In July 2013, the SANBAG Board President appointed this ad hoc committee.</p>  | <p>Review transit agency efficiencies and maximize transit funding.</p>  | <p>Janice Rutherford, Supervisor – Chair<br/>           Jim Harris, Twentynine Palms<br/>           Robert Lovingood, Supervisor<br/>           Ryan McEachron, Victorville<br/>           L. Dennis Michael, Rancho Cucamonga<br/>           Dusty Rigsby, Loma Linda<br/>           Alan Wapner, Ontario</p> |

Attachment: SANBAG Policy Committee Membership (1703 : Election of Committee Chair and Vice Chair)

## SANBAG Technical Advisory Committees

| COMMITTEE   | PURPOSE   | MEETING SCHEDULE   |
|---|---|--|
| <p><b>Transportation Technical Advisory Committee (TTAC)</b><br/>Committee membership consists of a primary staff representative of each SANBAG member agency designated by the City Manager or County Administrative Officer.</p>  | <p>SANBAG's Transportation Technical Advisory Committee was formed by SANBAG management to provide input to SANBAG staff on technical transportation-related matters and formulation of transportation-related policy recommendations to the SANBAG Board of Directors.<br/>The TTAC is not a Brown Act committee.</p>  | <p>Generally meets on the first Monday of each month at 1:30 PM, at SANBAG.</p>              |
| <p><b>City/County Manager's Technical Advisory Committee (CCM TAC)</b><br/>The committee is made up of up to two representatives of the County Administrator's Office and the city manager or administrator from each city and town in the County.</p>  | <p>SANBAG's City/County Manager's Technical Advisory Committee was established in the Joint Powers Authority that established SANBAG. The primary role of the committee is to provide a forum for the chief executives of SANBAG's member agencies to become informed about and discuss issues facing SANBAG. It also provides a forum for the discussion of items of mutual concern and a way to cooperate regionally in addressing those concerns.<br/>The CCM TAC is a Brown Act Committee.</p>  | <p>Meets on the first Thursday of each month at 10:00 AM, at SANBAG.</p>                     |
| <p><b>Public and Specialized Transportation Advisory and Coordinating Council (PASTACC)</b><br/>Membership consists of 13 members appointed by the SANBAG Board of Directors<br/>6 representing Public Transit Providers<br/>1 representing County Dept. of Public Works<br/>1 representing the Consolidated Transportation Services Agency<br/>5 representing Social Service Providers</p> | <p>Subject to the Transportation Development Act (TDA) Section 99238 – establishes PASTACC's statutory responsibilities:</p> <ol style="list-style-type: none"> <li>(1) Review and make recommendations to SANBAG on annual Unmet Transit Needs, Federal Transit Administration and Measure I Program applications and reports.</li> <li>(2) Assist SANBAG in developing public outreach approach on updating the Coordinated Public Transit/Human Services Transportation Plan and disseminate information in reference to State law and recommendations as they relate to transit and specialized transit.</li> <li>(3) Monitor and make recommendations on Federal regulatory processes as they relate to transit and specialized transit.</li> <li>(4) Address any special issues of PASTACC voting and non-voting members.</li> </ol> <p>The PASTACC is a Brown Act committee.</p> | <p>Meets the second Tuesday every other even month at 10:00 AM, at SANBAG.</p>               |
| <p><b>Planning and Development Technical Forum (PDTF)</b><br/>Committee membership consists of a primary staff representative of each SANBAG member agency designated by the City Manager or County Chief Executive Officer.</p>  | <p>The SANBAG Planning and Development Technical Forum was formed by SANBAG management to provide an opportunity for interaction among planning and development representatives of member agencies on planning issues of multijurisdictional importance.<br/>The PDTF is not a Brown Act Committee.</p>   | <p>Meets the 4th Wednesday of each month at 2:00 p.m. at the Depot (in the SCAG Office).</p> |

### SANBAG Technical Advisory Committees

| COMMITTEE                        | PURPOSE  | MEETING SCHEDULE                |
|----------------------------------|--|---------------------------------|
| <b>Project Development Teams</b> | <p>Project Development Teams (PDTs) are assembled for all major project development activities by SANBAG staff.</p> <p>Teams are generally composed of technical representatives from SANBAG, member jurisdictions appropriate to the project, Caltrans, and other major stakeholder entities that have significant involvement in the project.</p> <p>PDTs make recommendations related to approaches to project development, evaluation of alternatives, and technical solutions.</p> <p>PDTs meet on a regular basis throughout the project phase to review progress and to provide technical input required for project development.</p> <p>The PDTs are not Brown Act Committees.</p> | Varies with the PDT, at SANBAG. |

Attachment: SANBAG Policy Committee Membership (1703 : Election of Committee Chair and Vice Chair)

## *Minute Action*

AGENDA ITEM: 5

**Date:** June 11, 2015

**Subject:**

Release Request for Proposal 15-1001313 for Redlands Passenger Rail Vehicle Procurement Consultant

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board approve the release of Request for Proposal (RFP) 15-1001313 for selection of the Redlands Passenger Rail Vehicle Procurement Consultant.

**Background:**

For the Redlands Passenger Rail Project certain commuter rail vehicles are needed as described in the final Environmental Impact Statement/Environmental Impact Report as well as the adopted Local Preferred Alternative (LPA) approved by the Board on March 4, 2015. The LPA includes the use of diesel multiple units (DMU) with two Metrolink express trains. The initial service will include only the DMUs running between the San Bernardino Transit Center and the University of Redlands.

To procure DMUs from a manufacturer, SANBAG will need to hire a consultant that specializes in procurement of rail vehicles, preferable a consultant experienced with DMUs. The scope of work generally includes performance based specifications and not prescriptive specifications with an additional focus on life-cycle costs. Performance based specifications provides for more innovation from the manufactures. As part of the procurement the consultant will be required to examine the potential for alternative energy apart from diesel.

SANBAG staff is requesting approval to release the Request for Proposal. A proposed Scope of Work is attached for the Board's reference.

**Financial Impact:**

No financial impact as this time. One will be provided at award of contract.

**Reviewed By:**

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

**Responsible Staff:**

Justin Fornelli, Chief of Transit and Rail Programs

Approved  
 Commuter Rail & Transit Committee  
 Date: June 11, 2015

Witnessed By:

Entity: CTA, CTC

**Attachment A**  
**Scope of Work**  
**RFP 15-1001313**  
**Redlands Passenger Rail Project**  
**Engineering and Technical Support for Passenger Rail Vehicle Acquisition**

## **1.0 BACKGROUND**

San Bernardino Associated Governments, acting in its authority as the San Bernardino County Transportation Commission (SANBAG), is developing commuter rail service between downtown San Bernardino and the University of Redlands. Environmental clearance has been obtained by the FTA and by CEQA action through SANBAG. As part of the Local Preferred Alternative (LPA), diesel multiple units (DMU) are to be the vehicles to deliver the service.

The DMUs will operate at 30-minute headways during peak times in the morning and evening and at 60-minute for off-peak periods with two DMUs operating in opposite directions during peak times. An approximate two-mile passing siding will be constructed in the middle of the system to allow passing of DMUs. The maximum speed will be 50 mph. Five stations/platforms will be constructed, all with level boarding. While BNSF operates one very short train per week to service for three customers, the platforms are located in areas where no freight will pass; therefore, the use of gauntlet tracks or retractable gangways will not be necessary. The proposed maintenance facility will include the re-use of the Inland Empire Maintenance Facility currently in use by Metrolink. This facility is located about one-quarter mile east of the SANBAG offices. Through a separate design consultant, the facility will be re-configured for the DMUs. The facility will include the addition of a maintenance building.

## **2.0 GENERAL STATEMENT OF WORK**

SANBAG is seeking to award a contract to a highly qualified engineering firm who will be required to furnish the necessary professional, technical, and clerical personnel, and the related facility appurtenances to provide services as listed herein.

## **3.0 PROGRAM MANAGEMENT AND SUPPORT FOR RAIL VEHICLE ACQUISITION**

SANBAG anticipates the need for procurement of passenger rail vehicles for operations on the Redlands Subdivision as adopted in the Local Preferred Alternative for the Redlands Passenger Rail Project. These vehicles will be diesel multiple units (DMUs), compliant with 49 CFR Part 238 or Alternative Vehicle Technology (AVT) waiver to Part 238 or by petition for a waiver of compliance from certain provisions of Title 49 Code of Federal Regulations in accordance with the FRA final report and guidelines on “Technical Criteria and Procedures for Evaluating the Crashworthiness and Occupant Protection Performance of Alternatively Designed Passenger Rail Equipment for Use in Tier I Service,” issued by the Engineering Task Force in October 2011.

The CONSULTANT shall provide services in the following areas.

- A. Program Management
  1. Perform a Pre-Award Review, Post Delivery Review (49 CFR 662) and Cost Analysis in accordance with FTA Circular 4420.1F, or the most current version as required by the FTA for federally funded passenger equipment procurements.
  2. Prepare an overall program work plan and schedule denoting:
    - a. Detailed work tasks and deliverables by monthly periods.
    - b. Detailed schedules showing milestones for reviews, inspection, and testing.
  3. Review and approval of the schedule, schedule updates, and progress reports submitted by the manufacturers.
  4. Preparation of SANBAG initiated change orders and review of manufacturer initiated change orders.
  5. Preparation of Independent Cost Estimates prior to submission of manufacturer's cost proposals for change orders.
  6. Participation in change order discussions.
  7. Develop and maintain a document control system and provide all information to the Redlands Rail Program Manager. The system shall be compatible with that of the Program Manager.
  8. Receive and distribute and prepare and distribute incoming technical and contractual correspondence.
  9. Receive and review manufacturer's invoices.
  10. Schedule and prepare agenda for meetings, attend meetings, make presentations, and prepare meeting minutes and address follow-up actions.
  11. Prepare comprehensive monthly and special progress reports on the Disadvantaged Business Enterprises (DBE) and Buy America compliance.
  12. Participation in negotiations with SANBAG, manufacturer, and FTA.
  13. Perform contract closeout activities.
  
- B. Engineering
  1. Conduct regular schedule design and progress review meetings with SANBAG, Mainline Design Consultant, Vehicle Maintenance Facility Consultant, Program Manager, and Construction Manager.
  2. Review all manufacturer's technical submittals including but not limited to:
    - a. Drawing lists and drawings (design, production, and as-builts)
    - b. Systems schematic and circuit diagrams
    - c. On-board PTC system installations, design by others.
    - d. Test schedules, testing procedures, and manufacturing procedures
    - e. System Safety Analyses and Safety Test Program
    - f. Test Reports
    - g. Miscellaneous technical data
    - h. Samples and mock-ups
    - i. Modification and configuration control documents

- j. O&M manuals
- k. Engineering Change Notices
- l. Requests for Information
- m. Request for Change
- n. Quality Assurance submittals which including but not limited to: procedures, certificates of compliance, records of quality and accountability, records of employees' certifications and qualification and audit reports.
- o. Reliability and maintainability program submittals including but not limited to: reliability analyses, reliability and maintainability plans, as well as reliability and maintainability demonstration procedures.
- p. Compliance with federal and state regulations.

C. Inspection and Testing

The CONSULTANT shall perform inspection and testing services which shall include but not be limited to the following tasks as determined by SANBAG.

- a. First Article Configuration Inspection on each major assembly or unit to ensure that it complies with contract specifications and accepted quality standards.
- b. Source Inspections at manufacturing sites of major components to ensure quality and compliance with specifications.
- c. After delivery, assist with inspection and testing of on-board PTC system.
- d. In-plant Construction Monitoring and Inspection. This shall include (1) performing and inspection after the manufacturer's post-assembly inspection and testing are complete and, (2) auditing and monitoring the manufacturer's quality assurance activities.
- e. Witnessing of tests performed by manufacturer. These tests shall include subsystems qualifications, supplemental test, vehicle factory acceptance tests, vehicle performance tests, and on-site vehicle acceptance tests. The CONSULTANT may accept or reject each vehicle or subsystem based upon the results of each test.
- f. On-site acceptance testing.
- g. Assistance in System Integration Tests to include but not be limited to: developing the portions of the vehicle-related test procedures, reviewing and commenting on SANBAG prepared system integration test schedules, procedures and test reports, witnessing the test, participating in the conduct of the test, and coordinating with the manufacturer to ensure their technical support.

#### 4.0 TECHNICAL SUPPORT

Provide technical support/verification:

1. To justify warranty claims including studies, background data, failure analysis, and report preparation.
2. For proposed modifications to rolling stock including justification of need studies, like system comparison studies, specification development, First Article Configuration Inspection and testing, etc.
3. For the resolution of ergonomic issues associated with the above activities.
4. Analysis of accident damage to determine appropriate repair requirements and validation of such work upon completion.
5. For equipment related studies to determine vehicle impacts on quality of life in communities adjacent to or near the right-of-way of SANBAG.

#### 5.0 EQUIPMENT SPECIFICATIONS

CONSULTANT shall be responsible for the development of specifications for the acquisition. In general these will include but not be limited to:

- Over-all vehicle performance specifications
- Crash Energy Management systems
- Low life cycle costs
- Level boarding
- Low floor
- Buy America compliant
- Tier 4 emissions compliant

#### 6.0 ALTERNATIVE FUELS

SANBAG is interested in exploring possible alternative fuels for use with or on the DMUs. While none exist or their associated federal regulations, the CONSULTANT shall investigate the use of such fuels as CNG, batteries, or other non-combustion types of propulsion.

The CONSULTANT shall prepare a report on the feasibility of potential alternative fuels. The report shall at a minimum include:

1. Potential types of fuels.
2. Regulations that may need to be generated and by which government agencies.
3. Availability of research and development funding.
4. Future market demand.
5. Manufacturers' interest in developing a prototype and production vehicles.
6. Rough order magnitude cost estimate to develop one prototype and production vehicles.
7. Approximate schedule to develop a prototype and production vehicles.

8. Layout of potential vehicle configurations.
9. Potential maintenance facility and fueling impacts.
10. Ability of these vehicles complying with Buy America and other federal and state regulations.

The report shall be completed within the first two months from the Notice to Proceed.

## **7.0 START-UP AND TESTING**

CONSULTANT shall assist the Program Manager with system start-up and testing certification.

## *Minute Action*

AGENDA ITEM: 6

**Date:** *June 11, 2015*

**Subject:**

Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.

**Recommendation:**

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

- A. Approve Amendment No. 9 to Contract No. C10079 with HDR Engineering, Inc. for additional design services on the Downtown San Bernardino Passenger Rail Center Project, increasing the contract amount by \$1,998,261 for an amended not-to-exceed amount of \$35,566,537, inclusive of contingency.
- B. Approve contingency of a not-to-exceed amount of \$556,950 for Contract C10079 and authorize the Executive Director or designee to release contingency as necessary for the project.

**Background:**

In February 2010, SANBAG awarded Contract C10079 to HDR Engineering, Inc. (HDR) for the design and environmental clearance of the Downtown San Bernardino Passenger Rail Project (DSBPRP) and the Redlands Passenger Rail Project (RPRP). The HDR contract was intentionally broken into segments for which subsequent amendments would be considered in order to control cost and schedule as the projects developed and design scopes were refined. For each ensuing segment of the DSBPRP and RPRP projects (collectively referenced as the Project) to be completed, a new scope was identified based on the previous task. Fee negotiations were completed for the identified scope. Each contract amendment has been reviewed and approved by the Commuter Rail and Transit Committee followed by Board review and approval. With one exception, Amendment 8 was approved administratively per SANBAG policy for the extension of contract time. See Exhibit A for a summary of all amendments.

With the complexity of rail projects, third-party owners, railroad operators, governing agencies, and regulators are controlling parties that can from time to time create unforeseen circumstances that change a project's requirements. For the Project, BNSF Railway, the Southern California Regional Rail Authority (SCRRA), Federal Transit Administration (FTA), Federal Railroad Administration (FRA), and the California Public Utilities Commission (CPUC), as well as cities and utilities companies have caused or required changes to the Project.

The Project has been in construction since February 2014. To date the contractor has expended about 17% of the budget but about 50% of the construction scheduled. While the construction contract has a completion date of August 2016, the contractor has stated that they are behind schedule. There have also been other issues with the contractor complying with the City's permits, finding materials that comply with the contract documents, repairing deficient work, delays caused by the utility companies, railroads, and property acquisitions. Added to this the

*Entity: CTA, CTC*

## Commuter Rail & Transit Committee Agenda Item

June 11, 2015

Page 2

issues with City staffing and changing of requirements during construction, Metrolink extensive positive train control (PTC) and other system requirements, and railroad maintenance issues with BNSF, have all had a significant impact not only for HDR but the project construction management team of Parsons Brinckerhoff.

### Key Issues

Below is a summary of key issues. See the attached scope of work for details.

1. Utility Companies – See Utility Risk discussion below. Also, redesign of storm drains, sewers, and water systems due to extensive utility conflicts.
2. City of San Bernardino – Changes between approved drawings and field decisions, delays due to loss of staff and changes of positions, additional design revisions.
3. Shortway Acquisition Bridge Inspection – Per the terms of the Shortway acquisition agreement. Bridge had to be inspected per Metrolink standards.
4. Metrolink – PTC additional design and construction management support, environmental clearance from FCC for PTC radio towers and antennas, changes to the variable message sign system, ticket vending machines changes; and post-construction track charts, aerial mapping, surveying, and PTC data base; and additional coordination with Metrolink operations.
5. Storm Drains – Water Quality Management Plan development and division of maintenance between SANBAG and City. Some storm drains are in SANBAG right-of-way.
6. Right-of-way and Property Acquisition – Preparation of additional documentation for property negotiations, e.g. – easements, temporary construction easements, property transfers, alley and street closures, redevelopment agency related issues.
7. Re-designs for benefit of Contractor – Storm drain material and alignment changes, railroad tie substitution, sewer line re-configuration, temporary platforms.
8. Additional City permitting support – retaining walls, K Street water line, I Street truck turning.
9. Greenhouse Gas Analysis – For use of new funding provided by the state Low Carbon Transit Operations Program (LCTOP), performed ridership and modeling update.
10. Post Construction Services – Right-of-way monumentation, systems commissioning, and security system training.
11. Electric Vehicle Charging Stations – Additional design to support additions of electric vehicle charging stations at the Santa Fe Depot and the Downtown San Bernardino Station parking south of the tracks.
12. Contingencies – Mainly unknown level of support, additions, and changes for Metrolink PTC, TVMs, VMS, crew building fixtures, furnishings, and equipment (FF&E); City of San Bernardino changes; post construction traffic analysis for I Street closure; and unknown construction completion date.

### Utility Risk

For the Downtown San Bernardino Passenger Rail Project a \$10 million funding source had an award deadline of December 31, 2013. To meet the deadline SANBAG awarded construction contract C14001 to Shimmick Construction at the December 4, 2013 Board Meeting. HDR's Amendment 7 was approved on July 10, 2013. This amendment was intended to complete the design of the project and provide construction support through the life of the project. However,

## Commuter Rail &amp; Transit Committee Agenda Item

June 11, 2015

Page 3

none of the utility agreements had been executed or completed by the award of the construction contract due to the funding deadline but also because of the Buy America requirement from MAP-21, the latest federal transportation bill. As a result, HDR, Parsons Brinckerhoff (SANBAG's construction management consultant), and SANBAG staff, had to provide "work-arounds" to keep the concurrent work flow schedule.

Contract Fee Summary:

|                     |   |
|---------------------|---|
| \$7,390,150         | Original Contract Amount  |
| \$26,178,126        | Amendments 1 – 7, Amendment 8 time extension only   |
| \$1,998,261         | Amendment 9 (including \$556,950 contingency and \$158,169 Fee Reduction per Amendment 7 Level Board Design Task) |
| <b>\$35,566,537</b> | <b>Proposed Total Not-to-Exceed Amount</b>  |

See Exhibit A for a history of approved amendments to Contract No. C10079.

***Financial Impact:***

This item is consistent with the Fiscal Year 2015/2016 SANBAG Budget. Funding for the contract amendment is provided under Task No. 0323-San Bernardino Passenger Rail Project.

***Reviewed By:***

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

***Responsible Staff:***

Carrie Schindler, Chief of Fund Administration and Programming

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

## Exhibit A

### Contract No. C10079 Contract Amendment History

Below is the contract history between SANBAG and HDR Engineering, Inc. identifying the amendments that have been approved by the Board and staff.

- Original Contract – Approved February 2010, for \$7,390,150.
- Amendment No. 1 – Approved June 2010, for \$1,021,704 for the sbX Bus Rapid Transit project right-of-way acquisition services. Total not-to-exceed amount following this amendment was \$8,411,854.
- Amendment No. 2 – Approved January 2011, for \$2,962,795 for additional design services for tasks on DSBPRP and RPRP and an additional \$118,729 for sbX right-of-way acquisition services. Total not-to-exceed amount following this amendment was \$11,374,649.
- Amendment No. 3 – Approved June 2011, for an additional net increase of \$4,866,142. The amendment included removal of the right-of-way acquisition services for the Omnitrans sbX bus rapid transit project and added completion of construction bid documents for the DSBPRP portion of the Project to the scope of work. Total not-to-exceed amount following this amendment was \$15,565,358.
- Amendment No. 4 – Approved September 2011, an additional \$8,995,000 for environmental clearance and preliminary engineering for the RPRP portion of the Project. In general this work included replacement of track, bridges, and grade crossings, construction of passing sidings, stations, railroad signals and communication systems, Positive Train Control, a maintenance facility, locomotive and passenger car procurement and rehab. Total not-to-exceed amount following this amendment was \$24,560,358.
- Amendment No. 5 – Approved January 2012, an increase of \$3,924,694 for additional design services and for design services during construction. Total not-to-exceed amount following this amendment was \$28,485,052.
- Amendment No. 6 – Approved September 2013, an increase of \$2,899,300 to accommodate the FTA's request for the RPRP project to be processed under an Environmental Impact Study as opposed to an Environmental Assessment. Additional design services were also required for the DSBPRP due to third party requests. Total not-to-exceed amount following this amendment was \$31,384,352.
- Amendment No. 7 - Approved July 10, 2013, an increase of \$2,183,924 for completion of additional Eastern Maintenance Facility, Level Boarding compliance regulations, coordination with the San Bernardino Transit Center project, additional changes by the City, Metrolink, and utility companies.
- Amendment No. 8 – Approved February 2, 2015 administratively by policy. Contract time extension.

**Contract Summary Sheet**

**General Contract Information**

Contract No: C10079 (00-1000248) Amendment No.: 9 Vendor No.: 982  
 Vendor/Customer Name: HDR Engineering, Inc. Sole Source?  Yes  No  
 Description: Downtown San Bernardino Passenger Rail Project (DSBPRP) and Redlands Passenger Rail Project (RPRP) Design and Environmental Clearance Services  
 Start Date: 02/03/2010 Expiration Date: 02/08/2015 Revised Expiration Date: 02/08/2017  
 Has Contract Term Been Amended?  No  Yes - Please Explain Amendment No. 8 increased contract term to 2/8/2017.  
 List Any Related Contracts Nos.: \_\_\_\_\_

| Dollar Amount                                    |                         |  |                         |
|--|-------------------------|--|-------------------------|
| Original Contract                                | \$ 6,990,150.00         | Original Contingency   | \$ 400,000.00           |
| Revised Contract (Inclusive of Prior Amendments) | \$ 32,473,276.00        | Revised Contingency (Inclusive of Prior Amendments)            | \$ 1,095,000.00         |
| Current Amendment                                | \$ 1,441,311.00         | Contingency Amendment  | \$ 556,950.00           |
| <b>TOTAL CONTRACT VALUE</b>                      | <b>\$ 33,914,587.00</b> | <b>TOTAL CONTINGENCY VALUE</b>                                 | <b>\$ 1,651,950.00</b>  |
|  |                         | <b>TOTAL DOLLAR AUTHORITY (Contract Value and Contingency)</b> | <b>\$ 35,566,537.00</b> |

**Contract Authorization**

Executive Director Date: \_\_\_\_\_  
 Executive Director Action: \_\_\_\_\_  
 Board of Directors Date: 07/01/2015  
 A. Approve Amendment No. 9 to Contract No. C10079 with HDR Engineering, Inc. for additional design services on the Downtown San Bernardino Passenger Rail Center Project, increasing the contract amount by \$1,998,261 for an amended not-to-exceed amount of \$35,566,537, inclusive of contingency.  
 B. Approve contingency of a not-to-exceed amount of \$556,950 for Contract C10079 and authorize the Executive Director or designee to release contingency as necessary for the project.  
 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: Mitchell A Alderman

Attachment: C10079-09\_CSS (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)

**AMENDMENT NO. 9 TO CONTRACT NO. C10079**

**FOR**

**DESIGN, ENVIRONMENTAL, FEDERAL TRANSIT ADMINISTRATION  
PROCESSING, RIGHT-OF-WAY ACQUISITION, AND LAND USE SERVICES FOR  
THE DOWNTOWN SAN BERNARDINO PASSENGER RAIL AND REDLANDS  
PASSENGER RAIL PROJECTS**

**(HDR ENGINEERING, INC.)**

This AMENDMENT No. 9 to Contract No. C10079 is made by and between HDR Engineering, Inc. (CONSULTANT) and San Bernardino Associated Governments, acting in its capacity as the San Bernardino County Transportation Authority (AUTHORITY):

**RECITALS:**

- A. AUTHORITY, under Contract No. C10079 (CONTRACT), has engaged the services of CONSULTANT effective February 3, 2010, to provide design, environmental, Federal Transit Administration processing, right-of-way acquisition, and land use services for the Downtown San Bernardino Passenger Rail (DSBPRP) and Redlands Passenger Rail Projects (RPRP).
- B. On June 10, 2010, AUTHORITY and CONSULTANT entered into Amendment No. 1 to amend the scope of work for additional design services for tasks on DSBPRP and RPRP and for sbX right-of-way acquisition services to include right-of-way acquisition for the E Street sbX project in San Bernardino.
- C. On January 5, 2011, AUTHORITY and CONSULTANT entered into Amendment No. 2 to amend the scope of work to include more detailed issues needed to proceed into preliminary engineering and environmental permitting, especially for the Metrolink extension portion.
- D. On June 1, 2011, AUTHORITY and CONSULTANT entered into Amendment No. 3 to amend the scope of work to remove portions of the scope related to the sbX project, and add additional scope for final construction document preparation for the DSBPRP portion of the Project.
- E. On September 7, 2011, AUTHORITY and CONSULTANT entered into Amendment No. 4 to amend the scope of services to include environmental clearance and preliminary engineering of replacement of track, bridges, and grade crossings, construction of passing sidings, stations, railroad signals and communication systems, Positive Train Control, a maintenance facility, locomotive and passenger car procurement and rehab.
- F. On January 19, 2012, AUTHORITY and CONSULTANT entered into Amendment No. 5 to amend the scope of services to include design support services during construction, additional design services for signal, communication and security systems and to provide additional architectural and engineering services for the Metrolink Crewhouse.

Attachment: C10079-09\_Amendment [Revision 3] (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)

- G. On September 5, 2012, AUTHORITY and CONSULTANT entered into Amendment No. 6 to amend the scope of services to accommodate the FTA's request for the RPRP project to be processed under an Environmental Impact Study as opposed to an Environmental Assessment. Additional design services were also required for the DSBPRP due to third party requests.
- H. On July 10, 2013, AUTHORITY and CONSULTANT entered into Amendment No. 7 to amend completion of additional Eastern Maintenance Facility, Level Boarding compliance regulations, coordination with the San Bernardino Transit Center project, additional changes by the City, Metrolink, and utility companies.
- I. On February 2, 2015, AUTHORITY and CONSULTANT entered into Amendment No. 8 to amend the period of performance through February 8, 2017.

NOW, THEREFORE, in consideration for the terms and conditions set forth herein, AUTHORITY and CONSULTANT agree as follows:

1. The Scope of Services for Contract No. C10079 shall be amended to reflect the changes and additions described in Attachment "A.1" to this Amendment No. 9, all to be performed to AUTHORITY's satisfaction. Except as specifically amended in Attachment "A.1", the current provisions of the Scope of Services shall remain in force and effect.
2. Article 3, "Contract Price and Cost Principles", sub-paragraph 3.2, shall be deleted and replaced in its entirety with the following:
 

"3.2 The total cost for Services to the project shall not exceed \$35,566,537.00 which includes contingency. Services to be provided under terms of this Contract are to be provided and compensated for as set forth in Attachment "B" and Attachment "B.1" which is incorporated herein by reference. Utilization of the contingency fees is not permitted unless directed in writing by AUTHORITY Project Manager. CONSULTANT's fee for services is included in the total estimated contract cost and shall be a fixed lump sum fee, as agreed upon, and noted in Attachment "B" and Attachment "B.1". This lump sum fee shall be established by fixed hourly fully burdened rates, which includes total compensation for all direct and indirect costs, overhead, fringe benefits, profit, and ODCs and the related hours per task as set forth in Attachment "B" and Attachment "B.1". At any time the AUTHORITY may require additional back-up materials that may include but not be limited to time sheets, certified payrolls, progress reports, or other means as required by AUTHORITY as to substantiate the CONSULTANT's invoices and fees."
3. The Fee Schedule for Contract No. C10079 shall be amended to reflect the additions described in Attachment "B.1" to this Amendment No. 9. Except as specifically added in Attachment "B.1", the current fees of the Fee Schedule shall remain in force and effect.

- 4. Except as amended by this Amendment No. 9, all other provisions of the Contract as previously amended shall remain in full force and effect and are incorporated herein by this reference.
- 5. Attachments A.1 and B.1 are attached to and incorporated into this Amendment, and all references in the Contract to Attachments A.1 and B.1 shall mean these attachments to this Amendment No. 9.
- 6. This Amendment No. 9 is effective upon execution by AUTHORITY.

**IN WITNESS WHEREOF**, the parties have duly executed this Amendment No. 9 below.

**HDR ENGINEERING, INC.**

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Thomas Kim  
Sr. Vice President

By: \_\_\_\_\_  
President, Board of Directors

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

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

**APPROVED AS TO FORM:**

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

**CONCURRENCE:**

By: \_\_\_\_\_  
Jeffery Hill  
Procurement Manager

Attachment: C10079-09\_Amendment [Revision 3] (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



# ATTACHMENT A

## Changes to Scope of Work

### Downtown San Bernardino Passenger Rail Project (DSBPRP)

#### EXECUTIVE SUMMARY

##### **ADDITIONAL WORK DUE TO UTILITY COMPANY AND CITY DELAYS**

During construction of the Project, several of the utility owners have prompted delays in the overall project schedule due to rescheduling their relocation work or through requiring revised designs compared to the designs previously approved during development of the IFB documents. The following examples are characteristic of this additional work.

The City of San Bernardino changed direction on a number of design items related to the storm drain, sewer, and water lines that required and continues to require that HDR produce revisions to the Construction Documents.

After construction began, Southern California Edison revised their approach to the relocation work for the project. This revised approach required substantial changes to the design of pedestal boxes, telecom lines, and ductbanks, which resulted in changes to the design for other disciplines.

These utility owner changes prompted additional Construction Document revisions, design support, and schedule delay.

##### **ADDITIONAL RIGHT-OF-WAY AND PROPERTY ACQUISITION SUPPORT**

Due to extended legal disputes by property owners following SANBAG's receipt of Orders for Possession, the right-of-way acquisition effort and support was extended by approximately one year. This resulted in additional meetings, exhibits, and documentation. The following examples are characteristic of this additional work.

In order to better understand the infrastructure being purchased from BNSF with SANBAG's acquisition of the Shortway, SANBAG requested that HDR provide a bridge inspection and rating for the existing steel truss bridge over Lytle Creek.

Following construction of the Project, a number of easements and portions of parcels will be deeded back to the City or other parties who will bear the responsibility for future maintenance. HDR will support these transfers through attending meetings, coordination with affected parties, and documentation of these efforts.

During construction of the project, HDR was tasked with providing additional support for the ongoing litigation concerning the Byun property. This included a number of tasks to prepare for depositions and property owner negotiations. HDR provided several alternative driveway layouts, attended field meetings to help the property owner understand the impacts to his property, and coordinated with appraisers and the City of San Bernardino Engineering Department concerning driveway revisions. Based on the current negotiations with the property owner, it is anticipated that one of the prepared driveway alternatives will need to be developed and packaged as a Design Revision to the contractor.



HDR continues to support SANBAG by preparing additional exhibits to help property owners understand the impacts of the temporary and permanent easements on their properties, and to help them understand the final state of their properties following completion of construction.

Additional FCC coordination and documentation for Positive Train Control (PTC) implementation will be required for determination of regulated facilities. This will include technical memoranda for biological, cultural, and visual resources. In support of this task, HDR will prepare and maintain an FCC NEPA checklist.

### **REDESIGN FOR THE BENEFIT OF THE CONTRACTOR**

In order to expedite construction and help keep the project on schedule in spite of the above-mentioned delays, HDR was asked to revise several features of the project to use more readily available-to-the-contractor materials and to better suit the contractor's desired construction methods and means. The following examples are characteristic of this additional work.

Due to minimal clearance between existing and proposed utilities, arch pipe was specified for portions of the storm drain system. The contractor was not able to find arch pipe available on the west coast. To prevent delays in procurement of materials and keep construction moving, SANBAG directed HDR to revise design to allow use of elliptical pipe.

The contractor requested that SANBAG allow them to reuse an existing storm drain structure west of G Street. HDR performed an analysis of the structure to determine whether it could be salvaged rather than removed and replaced as required in the bid documents. The analysis demonstrated that portions of the existing structure could be used, saving demolition and construction costs.

The contractor requested a waiver of several specification requirements to allow them to use significantly cheaper ties than those meeting the Metrolink specifications. Additional review time and coordination meetings with the contractor, supplier and Metrolink were required to guide SANBAG through this issue to enable them to make an informed decision concerning tie selection.

The initial platform design for the San Bernardino Transit Center platforms was revised due to revised scheduling between the SBTC and DSBPR projects, the plans were revised to remove the platform "turndown" for easier construction and to reduce the quantity of concrete required.

HDR continues to provide design and review services that benefit the contractor and support SANBAG to deliver the project on schedule. SANBAG will pursue reimbursement of this redesign work from the contractor.

### **ADDITIONAL PERMITTING SUPPORT**

During construction, several of the agencies providing permitting for the project required additional meetings, documentation, and justification before allowing construction to proceed. Some also required changes to the previously approved designs. The following examples are characteristic of this additional work.

During the design phase, the City of San Bernardino employed a 3rd party to review the site retaining wall plans. These were reviewed and approved prior to the beginning of construction. Before providing the contractor with permits, the City required additional documentation and reviews to be performed. HDR supplied the required documentation and helped coordinate this process.



During construction of Retaining Wall 5, apparent cracks were discovered in the foundation of the building adjacent to Retaining Wall 5. HDR provided the City-required geotechnical investigation of the condition and a report detailing our findings.

The City of San Bernardino required supplemental profiles to be prepared for the sewer laterals serving private properties along K Street. In addition, the City requested several additional design features be implemented including the use of ductile iron pipe at the sewer/storm drain crossings and concrete slurry backfill over portion of the laterals. HDR prepared revisions to the Project plans to incorporate these requested changes.

During design, it was intended that truck traffic turning movements onto I Street from Rialto Ave and from I Street onto Rialto Avenue would be prohibited following construction of the Project. During construction, the City requested SANBAG re-evaluate the possibility of allowing truck traffic to make these movements. HDR continues to provide support to demonstrate the safety issues with this revised plan and to provide additional safety measures to keep truck traffic off the stretch of I Street north of Rialto Ave.

### **GREENHOUSE GAS ANALYSIS UPDATE**

SANBAG certified a Revised EA/Final EIR for the DSBPRP in September of 2012. The Revised EA/Final EIR includes estimates for emissions of greenhouse gases (GHG) both with and without the Project. The original GHG estimates performed for the Revised EA/Final EIR considered ridership from the E Street Parking lot, but not any other modal interconnections that could contribute to the Project's ridership and corresponding reductions in vehicle miles traveled (VMT).

SANBAG intends to apply for funding from the California State Transportation Agency's (CalSTA) Transit and Intercity Rail Capital Program (TIRCP). SANBAG has requested that the HDR Team update the GHG emission estimates for DSBPRP by considering other sources of contributing ridership. SANBAG requires the preparation of updated ridership assumptions and GHG calculations prior to April 1, 2015 to support its planned budget expenditures for DSBPRP construction during the 2015-16 fiscal years.

### **POST CONSTRUCTION SERVICES**

Recently required by Metrolink, HDR will provide PTC Support Services for the Project. The scope of work includes supplement survey to verify design and as-built drawings and preparing PTC documents to meet requirements.

In order to provide clear physical documentation of SANBAG's revised right-of-way, HDR will provide Post-Construction Record of Survey and Monumentation services. The HDR team will set monuments at certain strategic R/W corners. As a result of the high irregularity and number of R/W angle points and points of curvature, setting all of the monuments will be a significant effort. Specifically, the team will set R/W survey monuments stamped per a California licensed surveyor of the character required for the condition at critical points such as street R/W, long tangent lengths and key points of curvature.

Following completion of construction, HDR will support SANBAG through start-up of the completed project with commissioning agent services for various systems critical to the project. In general, these services will include commissioning support for the electrical, mechanical, and security camera systems at the new buildings and along the corridor. Using a coordinated approach with the CM team, the designer will review the systems for operation according to the design intent. When the DSDC scope was previously developed at the 90% level of design, the



final elements of the project which require commissioning were not fully designed and known. Now that the design is completed, a scope has been defined for appropriate commissioning services and is included herein.

## CONTINGENCY

Several additional services may be provided during the course of the remainder of construction to support the project and the needs of its stakeholders.

As construction for the Project continues, adjacent projects and planning studies by stakeholders continue to advance. When efficiencies may be achieved by making minor revisions to the Project based on a greater understanding of how it fits into the larger plan for the region, design revisions may be requested. HDR is prepared to support SANBAG in these efforts to most effectively achieve their overall goals in the region.

Prior to approval of the closure of I Street south of Rialto Avenue and after construction began, the City of San Bernardino requested that traffic counts be performed to help understand the likely impacts to West Belleview Street and West Congress Street directly adjacent to I Street following the closure. HDR anticipates that additional post-closure counts will be requested to help document the actual traffic changes. Based on these actual documented changes, traffic calming measures may be applied to mitigate the impacts to the residential neighborhoods nearby.

HDR is prepared to support SANBAG and Metrolink through procurement assistance for the furnishings and equipment necessary to bring the Crewhouse from a completed structure to a fully functional crew support facility. This task includes meeting with users to confirm storage requirements and desk configurations and any special requirements like ergonomic products. Upon completion of programming, a basis of design will be developed. Furniture alternatives and a bid package will be prepared including meetings and input with the users. Follow up will include a punch list upon installation of the furniture.

Due to significant staff turnover and budget constraints at the City of San Bernardino and unforeseen field conditions, additional design support has been required to keep the project moving forward through construction. HDR anticipates that this issue will not be resolved fully during the course of construction, and that additional design services will continue to be required to meet the changing needs of the City.

Metrolink is currently investigating an updated fare collection system for their service. HDR anticipates that a new system may be implemented prior to completion of construction of the Project. Changes to the VMS/PA system are also anticipated. HDR is prepared to support SANBAG in making required design changes to incorporate this new system into the Project.

SANBAG has entered into early investigations and discussions concerning the possibility of rental or lease of storage tracks near the Santa Fe Depot. If an agreement is reached, additional storage tracks may be required to provide appropriate storage capacity to the rentor or leasee. These additional tracks would prompt modifications to the existing track design and related civil and signal systems. The use of relay rail, used ties, and other cost savings measures would be explored and incorporated into the design if feasible.



## TASK 1 ADDITIONAL WORK DUE TO INCREASED PROJECT COMPLEXITY AND DURATION

The Design Services During Construction (DSDC) for the Project were scoped during the 90% design phase. Since that time, the Project has increased in complexity, duration, and unforeseen conditions as well as subsequent railroad requirements. As a result of schedule delays prompted by various sources, our efforts have expanded beyond the original scope of work. HDR will continue to provide project support through the duration of the Project.

### Task 1.1 Project Management

HDR will continue to provide ongoing project management services listed in the contract through the duration of the project.

#### Assumptions

- Construction will be completed in December 2016. Original construction completion was to be in August 2016.
- SANBAG's Construction Manager will perform all public outreach through the remainder of construction.

#### Deliverables

- Monthly Progress Reports
- Monthly Invoices
- Attendance at Weekly Construction Meetings
- Review of Weekly Construction Meeting Minutes

### Task 1.2 Responses to RFIs

HDR will continue to provide responses to RFIs to support the completion of Project construction.

#### Assumptions

- Through mid-March 2015, HDR has responded to 197 RFIs. HDR will respond to up to an additional 250 RFIs.

#### Deliverables

- Responses to RFIs

### Task 1.3 Construction Submittal Reviews

HDR will continue to provide reviews of the construction Submittals to support completion of Project construction.

#### Assumptions

- Construction will be completed in December 2016.
- Through mid-March 2015, HDR has reviewed 285 Submittals. HDR will review up to an additional 200 Submittals.



## Deliverables

- Submittal Review Comments

## Task 1.4 Construction Change Order Support

HDR will support SANBAG by providing technical support to the construction management team in their efforts to evaluate the validity of quantities presented in construction Change Order Requests as needed.

### Assumptions

- Construction will be completed in December 2016.
- HDR will provide support for up to 20 Change Order Requests.

### Deliverables

- Construction Change Order Support

## TASK 2 ADDITIONAL WORK DUE TO UTILITY COMPANY AND CITY DELAYS

During construction of the project, several of the utility owners have prompted delays in the overall project schedule due to rescheduling their relocation work or through requiring revised designs compared to the designs previously approved during development of the IFB documents.

### Task 2.1 Utility Companies

Southern California Edison required changes to the approved pedestal boxes. The project plans called for a shared ductbank for SCE and telecom lines in the parking lot near CP Vernon. During their reviews of the plans prior to construction, SCE did not make any issue of this. During construction, SCE required that these utilities be placed in separate ductbanks. SCE delayed the relocation of their poles on G Street, delaying project schedule. Southern California Gas delayed their relocation work, protracting the project schedule.

Based on our experience with the utility companies, we anticipate additional design revisions, coordination, and support to SANBAG.

### Assumptions

- HDR will attend up to 6 meetings with the utility companies, the construction management team, and SANBAG.
- Up to 20 plan sheets will be modified to incorporate utility owner prompted Design Revisions.

### Deliverables

- Review comments on meeting minutes
- Design Revisions



## Task 2.2 City of San Bernardino

Several of the storm drain lines being constructed by the Project will ultimately be maintained by the City of San Bernardino. The City of San Bernardino approved the use of gasketed pipe joints in these storm drains. During construction, the City changed previous direction and required that these joints be constructed with mortar. HDR provided additional support to SANBAG due to this decision.

Based on findings during construction thus far, we anticipate that City-owned utilities will continue to be found to be of a different character and location from the City-provided as-built drawings used to design the project. HDR will provide Design Revisions and support to SANBAG to address these differences while preserving the functional intent of the original design.

### Assumptions

- HDR will attend up to 6 meetings with the City of San Bernardino staff, the construction management team, and SANBAG.
- Up to 20 plan sheets will be modified to incorporate City-owned utility prompted Design Revisions.

### Deliverables

- Review comments on meeting minutes
- Design Revisions

## TASK 3 ADDITIONAL RIGHT-OF-WAY AND PROPERTY ACQUISITION SUPPORT

Due to ongoing litigation with property owners following SANBAG's receipt of Orders for Possession, the right-of-way acquisition effort and support was extended by approximately one year. This resulted in additional meetings, exhibits, and documentation.

### Task 3.1 Right-of-Way Status Updates

HDR will continue to coordinate, via email and telephone, with SANBAG, Nossaman and others, as necessary, to update the status of the remaining parcels in condemnation and/or going through final negotiations, as well as other outstanding right-of-way issues.

### Assumptions

- This activity is anticipated to be conducted between April 2015 and December 2015.

### Deliverables

- Bi-monthly right-of-way status report in electronic format (Word or Excel).

### Task 3.2 Condemnation Support

HDR will continue to provide document support to SANBAG and Nossaman for the Byun, So Cal Gas and EDC properties.



**Assumptions**

- This activity will be conducted between April 2015 and September 2015.
- Affaitati property condemnation support is not included since this is part of the San Bernardino Transit Center Project.

**Deliverables**

- Copies of acquisition files and accompanying documents will be submitted to SANBAG.

**Task 3.2.1 SCG Property Lot Line Adjustment**

At the 90% level of design, the negotiations with So Cal Gas were not yet complete. The ultimate requirements of the property owner and agreements concerning the adjacent EDC property were not fully developed. With negotiations now complete, scope for the final services required to complete this transaction can be defined. The negotiations with So Cal Gas resulted in a transfer of property from the EDC parcel to So Cal Gas as partial compensation for the property they lost along the railroad right-of-way. The HDR Team will provide revised plats and legals for the lot line adjustment at the Southern California Gas Company Property at G Street.

**Assumptions**

- The plats and legals will be created for the final property configuration determined by the right-of-way acquisition process underway.

**Deliverables**

- Revised plats and legals
- Revised exhibit to the SANBAG/SCG agreement if needed

**Task 3.3 Property and Easement Grant Backs**

Following construction of the Project, a number of easements and portions of parcels will be deeded back to the City or other parties who will bear the responsibility for future maintenance. HDR will support these transfers through attending meetings, coordination with affected parties, and documentation of these efforts.

Until design work and property owner negotiations were completed, it was unclear what the exact number and extent of these transfers would be. With design complete, it is now possible to define the scope to support these transfers.

The HDR Team will continue the preparation of the legal descriptions and plat exhibits required for the various items required to be granted to others upon completion of various stages of the project. HDR will support SANBAG in processing these grant deeds and easements with the City of San Bernardino and private property owners. There are approximately fifty-one (51) items on the DSBPR project, including, but not limited to, the DeGorter and So Cal Gas Grant Deed and Certificate of Compliance documents, the K Street Widening easements and various pedestrian crossing gate, sidewalk and utility easements.

**Assumptions**

- This activity will be conducted between April 2015 and December 2016.

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



## Deliverables

- Up to 51 Recorded Grant Deeds and Easements transferred to various entities.

### Task 3.4 Street Vacation Completion and Close-out

HDR will assist SANBAG in coordinating with the City of San Bernardino to record the City Council's Street Vacation Resolutions and closeout project files.

Until design work and negotiations with the City were completed, it was unclear how many of these resolutions would be required. With design complete, it is now possible to define the scope to support the recording of these resolutions.

## Assumptions

- This activity will be conducted between June 2016 and October 2016.

## Deliverables

- Recorded City Council Resolutions upon the City's acceptance of the project improvements within the street vacation areas.
- Closed street vacation files.

### Task 3.5 Shortway Bridge Inspection and Rating

In order to better understand the infrastructure being purchased from BNSF with SANBAG's acquisition of the Shortway, Metrolink required SANBAG to provide a bridge inspection and rating for the existing steel truss bridge over Lytle Creek.

HDR will provide bridge inspection, rating, and recommendations for strengthening or repair of Bridge 0.86 over Lytle Creek on the Shortway Subdivision, which consists of one (1) span with a truss superstructure type.

## Assumptions

- Bridge as-built plans are available.
- Flagging will be provided by SANBAG and is not included in this scope of work or estimate.
- Access measures to inspect the bridge span, such as ladders, scaffolding, manlifts, or under bridge inspection vehicles (UBIV'S), will be paid by SANBAG and are not included in this scope of work or estimate. HDR will make arrangements.
- Our inspection effort to verify member sizes and structure condition assumes that twenty-hours of train-free-time will be provided in the span of two days.
- Span rating criteria per the Metrolink Design Criteria Manual (DCM) will be utilized.
- Metrolink will eventually maintain the bridge. Therefore, HDR will input span rating into Metrolink's Bridge Inspection System and will follow Metrolink's typical report format.
- Final Bridge Rating Report will be completed 4 months after formal NTP.



### Task 3.5.1 Quality Assurance and Quality Control

An approved quality assurance and quality control (QA/QC) process will be used to monitor that this deliverable is produced to the appropriate standard of care in terms of correctness and appropriateness of the information contained in each deliverable item.

#### 3.5.1.1 QA/QC REVIEW – BRIDGE INSPECTION MEMO

The bridge inspection memo will receive a Quality Control review in accordance with HDR's standard railroad procedures, including the field notes, any measurements, and field photos.

#### 3.5.1.2 QA/QC REVIEW – BRIDGE RATING MEMO

The bridge rating memo will receive a Quality Control review in accordance with HDR's standard railroad procedures, including assumptions and the rating calculations.

### Assumptions

- None

### Deliverables

- Quality Plan if requested
- QA/QC certification will be included upon request.

### Task 3.5.2 Preliminary Information Gathering, Permits and Pre-Inspection Plan

HDR will obtain and review available as-built plans and inspection reports for Bridge 0.86 and determine specific structure information on member sizes needed to be gathered or verified as part of the inspection effort. A draft inspection plan noting information needed to be verified in the field and what measurements are needed will be prepared.

Once the preliminary information is gathered and the draft inspection plan is prepared, a coordination meeting will be conducted with SANBAG personnel to finalize and coordinate the field work and its detailed schedule. Specifically:

- Each span will have its information and measurement verification requirements noted.
- Requirements for any traffic control and on-track safety will be provided to SANBAG personnel so advance arrangements can be made to maximize the effectiveness of the inspection crew and availability of SANBAG to assist.

The following information will be gathered during this time frame:

- Verify with SANBAG which demand train consists will be used to determine the highest rating demand from a passenger train or freight train, as applicable. Metrolink demand consists will be used if no specific train consists are provided.
- Operating speed of the train consists
- Track profile and alignment information (grade, curvature, super-elevation, etc.).
- Type of Bridge Deck (Open Deck or Ballasted Deck).
- Structural member types/sizes and framing plan of bridge structure per as-built plans and/or onsite inspection of bridge.
- Existing structural member condition per inspection reports to be verified by the onsite inspection of the bridge (Task 4.0).



- Historical documentation concerning strengthening or rehabilitation to the existing bridge.
- Any additional information that may be deemed as necessary to the accurate determination of the rating capacity.

If required, Right of Entry permits for BNSF and the Flood Control District will be obtained prior to the inspection effort.

In addition, the rating results format, communication, review process and task schedule will be agreed upon. During this meeting day, we've assumed that personnel not currently trained and certified in Metrolink's On-Track Safety program will receive this training. HDR personnel performing the bridge inspections will be certified on HDR's On Track Safety and Bridge Inspection Safety Training Programs.

### Assumptions

- Will contact BNSF Archives for any missing span information as necessary; however, the inspection effort includes field-verification measurements for rating purposes.
- SANBAG will provide copies of as-built plans and detailed inspection reports for the bridge when providing the Notice to Proceed. This effort assumes as-built plans are available.

### Deliverables

- Listing of measurement and critical items to be field verified for each span
- Listing of Inspection Support requirements
- Draft rating format
- Detailed inspection schedule
- Summary minutes of meeting

### Task 3.5.3 Bridge Inspection and Summary Inspection Memo

A two-person HDR Inspection Team will be used to perform the following:

- Measure overall bridge length, individual span length and individual member sizes and dimensions to confirm as-built plan dimensions.
- Visually inspect main load carrying members for cracks, distortions, corrosion, etc. that would affect the carrying capacity.
- Observe the structure and track for overall alignment, vertical & horizontal, noting problems

Field inspections will follow the railroad bridge inspection recommendations in AREMA's 2008 Handbook for Railway Bridge Inspection, specific recommendations that are included in the AREMA Manual for Rating Inspection and Metrolink's policy, except detailed inspections will not be performed. HDR Inspectors will verify:

- If actual sections conform to drawings.
- Since as-built drawings are available, field measurements will only be taken to verify member sizes.



- Additions to the dead load – changed deck, track section.
- Position of the track to the spans and substructure including super-elevation if on a curve.
- Loss of metal due to corrosion or wear.
- Cracks, loose tension members, loose bolts, damaged parts.
- Condition of braces to compression members or flanges.
- Gusset and splice plates.
- Condition of points of bearing.
- Floor beam and stringer connections.
- Cover plate strengthening to truss stringers or floorbeams.
- Concrete cracks in flexure and shear zones.

When possible, structural members and their reaction to trains moving over the bridge will be observed.

HDR will coordinate the inspection schedule with SANBAG.

### Assumptions

- SANBAG will provide track protection per the FRA's Track Worker Protection rules.
- SANBAG will provide ladders, manlifts, UBIV's and other access equipment to facilitate inspection/member verification.
- Spot-check measurements of overall bridge, span length, and member size will be taken to confirm as-built plan dimensions.
- The inspection effort to verify member sizes and structure condition assumes that twenty hours of train free time will be provided in the span of two days.

### Deliverables

- Summary memo "Inspection Report" documenting field conditions and measurements taken. The report will be provided for inclusion in Metrolink's Bridge Inspection System and will be summarized and included as an Appendix in the final rating report.

### Task 3.5.4 Bridge Rating and Summary Rating Memo

HDR will conduct a rating analysis for the bridge in accordance with Metrolink Design Criteria Manual, Chapter 11.0, and the AREMA Manual. If steel yield stress is not available from the plans, AREMA and historical references will be used to determine a reasonable assumed value.

Prepare a memo-style report that summarizes basic inspection findings, any recommended repair procedures, and rating results in accordance with the Metrolink Design Criteria Manual.

As field information is received from the bridge inspection, HDR will conduct the rating analysis.

A memo report, documenting the inspection results and rating analysis will be provided for the structure. Calculations and actual field notes will be attached as appendixes.

QA/QC documentation will be kept on file and will be available to SANBAG upon request.



The information required to update Metrolink's records will be noted to ease the data entry process:

- MP Location and Subdivision as identifier.
- Date calculated.
- Method used.
- Who performed the calculations.
- Normal Rating and limiting component.
- Maximum Rating and limiting component

The detailed rating effort assumes the following: steel bridge member analyses will be performed utilizing customized MathCAD spreadsheets developed by HDR to determine normal, maximum, and fatigue ratings (if applicable). In addition, structural member properties based on inspection documentation may be determined with the software ShapeBuilder or MicroStation/ Autocad to model built-up steel sections. Similar to timber bridge spans, Visual Analysis or LARSA may also be utilized to model complex loading scenarios on individual steel members.

HDR will first provide a draft rating report and associated calculations for review and acceptance by SANBAG. A one week period has been provided for SANBAG's review process. HDR will resolve any discrepancies with SANBAG and then finalize the report.

### Assumptions

- Bridge 0.86
- Rate the thru truss span taking condition into account. Assume as-built plans are not available.
- Rate eleven primary truss members.
- Rate two stringers.
- Rate two floorbeams.
- Open deck ties, if present, are assumed to not need to be rated, but will be evaluated in the field to verify that their condition does not warrant rating.
- Member splices are assumed to not need to be rated, but will be evaluated in the field to verify that their condition does not warrant rating.
- Gusset Plates are assumed to not need to be rated, but will be evaluated in the field to verify that their condition does not warrant rating.
- A fatigue rating will not be completed per Metrolink policy, as the line is assumed to carry less than a projected 5 MGT in 2020.

### Deliverables

HDR will provide a draft and final inspection and rating report for the bridge per Metrolink's Design Criteria Manual, Bridge Safety Policy and the AREMA Manual. The memo report for the bridge will contain the following:

- Summary of Inspection results from previous memo.
- Summary of rating process, Rating Summary and Rating Table



- Calculations in Appendix with inputs and outputs provided for programs used.
- Summary of Recommendations and repair/strengthening costs

### Task 3.6 Additional Byun Property Design and Coordination

During construction of the project, HDR was asked to provide additional support for the on-going litigation with this property owner. This included a number of tasks to prepare for depositions.

Several alternative driveway layouts and expansions were considered as well as wall/fence configurations, electrical revisions, and canopy re-installation. Field meetings were attended to help the property owner understand the impacts to his property. HDR provided information concerning the reasons for the current design and the design requirements that would have to be met in any revisions. Ultimately one of the alternative driveway configurations was presented to the City of San Bernardino for their input. Based on the current negotiations with the property owner, it is anticipated that this option will need to be developed and packaged as a Design Revision to the contractor.

Additional exhibits were prepared to help the property owner understand the impacts of the temporary and permanent easements on his operations, and to help understand the final state of his property following completion of construction.

#### Assumptions

- HDR will attend up to 2 meetings to support the negotiations with this property owner.
- HDR will prepare one revised driveway Design Revision.
- HDR will prepare up to 8 exhibits to support the negotiations with this property owner.
- HDR will prepare one electrical Design Revision.
- HDR will prepare one canopy installation Design Revision.
- HDR will prepare one wall/fence configuration Design Revision.

#### Deliverables

- Exhibits
- Design Revision sheets

## TASK 4 GREENHOUSE GAS ANALYSIS UPDATE

SANBAG certified a Revised EA/Final EIR for the Downtown San Bernardino Passenger Rail Project (DSBPRP) (SCH# 2011051024) in September of 2012. The Revised EA/Final EIR includes estimates for emissions of greenhouse gases (GHG) both with and without the Project. The original GHG estimates performed for the Revised EA/Final EIR considered ridership from the E Street Parking lot, but not any other modal interconnections that could contribute to the Project's ridership and corresponding reductions in vehicle miles traveled (VMT).

SANBAG intends to apply funding from the Low Carbon Transit Operations Program to the operation of this project. SANBAG has requested that the HDR Team update the GHG emission estimates for DSBPRP by considering other sources of contributing ridership. These other modal sources may include, but are not limited to, the San Bernardino Transit Center (SBTC) and reverse commuters. SANBAG requires the preparation of updated ridership assumptions and GHG calculations prior to April 1, 2015 to support its planned budget expenditures for DSBPRP construction during the 2015-16 fiscal years.



## Task 4.1 Update Ridership Estimates

The HDR Team will review previous traffic and air quality/GHG modeling and previous assumptions for ridership. The HDR Team will use its experience and judgment to assign trips from vehicles to transit to account for the overall system efficiency that may be recognized in the horizon year once all of the transit improvements are complete, in place and operating. The HDR Team may utilize original travel demand model estimates and/or off-model techniques to derive additional transit ridership estimates and corresponding reductions in vehicles and vehicle miles traveled (VMT) generated based on one or combination of the following sources:

- San Bernardino Transit Center (SBTC), or Omnitrans Bus Facility
- The operation of the sbX Bus Rapid Transit (we will obtain ridership data from Omnitrans and use projection factors)
- Vehicles eliminated by reverse commute
- Vehicles eliminated by the Ridership estimates on Redlands Passenger Rail Project (RPRP)
- Vehicles eliminated from Use of Rail by Traffic originally going to Loma Linda Medical Center
- Other potential vehicle trips reduced by the project attributable to other sources

### Assumptions

- CONSULTANT will produce tables outlining estimates of trips reduced for each of the sources above (or only those feasible).
- Original trip generation and ridership sources, estimates, methodologies, and assumptions from certified environmental documentation or the Regional Transportation Plan will be leveraged whenever feasible.
- No new modeling or revalidation of existing ridership models is proposed.

### Deliverables

- Tabular outputs of ridership estimates.

## Task 4.2 Complete Greenhouse Gases Modelling Update

The HDR Team will prepare a GHG analysis following the California Air Resources Board's (ARB) Greenhouse Gas Quantification Methodology for the CalSTA's TRICP Guidance. The HDR Team will quantify GHG emissions impacts associated with implementation of the DSBPRP. Emissions will be estimated consistent with the ARB's 2015 TRICP Guidance using emission factor data obtained from the U.S. Environmental Protection Agency (EPA) and ARB's EMFAC2011 model. The HDR Team will provide the analytical results to SANBAG in tabular format and no written memorandum is proposed. The results of the GHG analysis will be provided consistent with reporting requirements for the TRICP, and will include the following:

- GHG reductions for Yr1 (2017), YrF (2037), and over the project lifetime
- Total project GHG emission reductions per funds requested



**Assumptions**

- Up to three scenarios will be modeled. One modeled scenario will include reductions associated with GHG efficiencies (via State mandates) for the 2037 scenario.
- No report write-up is proposed beyond the provision of a tabular summary.
- Operational assumptions (e.g. train fleet, engine types, etc.) applied for previously certified environmental documents will be leverage wherever possible.

**Deliverables**

- GHG Emission Estimates (Tables Only)
- Supporting spreadsheets

**Task 4.3 Management and Meetings**

HDR will manage and expedite work flow to facilitate a turnaround of the raw calculations and tabular outputs within 2 weeks from NTP. HDR will also facilitate the acquisition of needed data inputs (e.g. train operations) to facilitate the GHG modeling.

**Assumptions**

- All meetings will be facilitated by conference call.

**Deliverables**

- Meeting agenda and minutes for up to 3 meetings

**TASK 5 REDESIGN FOR THE BENEFIT OF THE CONTRACTOR**

To expedite construction and help keep the project on schedule, HDR was asked to revise several features of the project to use more readily available-to-the-contractor materials and to better suit the contractor’s desired construction methods and means.

(Note: All associated costs from this section will be requested for reimbursement from the construction contractor.)

**Task 5.1 Storm Drain Design Revisions to Change Arched Pipe to Elliptical Pipe**

Due to minimal clearance between existing and proposed utilities, arch pipe was specified for portions of the storm drain system in 3<sup>rd</sup> Street. The contractor was not able to find arch pipe available on the west coast. In order to prevent delays in procurement of materials and keep construction moving, SANBAG directed HDR to revise design to allow use of elliptical pipe.

**Assumptions**

- None

**Deliverables**

- Design Revision sheets

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



## Task 5.2 Railroad Tie Specification Revision and Review to Provide a More Accessible Tie

The contractor made a request to use ties that do not meet the Metrolink specifications and that are significantly cheaper than ties meeting the Metrolink specifications. Additional review time and coordination meetings with the tie manufacturer, Metrolink, and the contractor were required to guide SANBAG through this issue to enable them to make an informed decision concerning tie selection.

### Assumptions

- HDR will attend up to 3 meetings with the tie manufacturer, SANBAG, Metrolink, the contractor, and/or the construction management team
- HDR will provide input on the potential advantages and/or disadvantages of the suggested ties.

### Deliverables

- Meeting notes

## Task 5.3 K Street Sewer Revisions to Facilitate Construction Means and Methods

At the request of the contractor, HDR provided additional direction and drawings to the contractor to dictate construction methods for installation of the sewer laterals connecting to the properties affected by the Project along K Street.

### Assumptions

- HDR will provide sewer lateral profiles for connections to the affected properties along K Street

### Deliverables

- Sewer Lateral profiles

## Task 5.4 SBTC Platform Revisions

Platform A at the SBTC originally included a 3' turndown edge to allow construction of the SBTC project after construction of this project's platform without undermining the platform. Due to revised scheduling between the projects, the plans were revised to remove the platform "turndown" for easier construction and reduced concrete quantities.

### Assumptions

- Up to 2 plan sheets will be revised

### Deliverables

- Design Revision plan sheets



## TASK 6 ADDITIONAL PERMITTING SUPPORT

During construction, several of the agencies providing permitting for the project, and in particular the City of San Bernardino, required additional meetings, documentation, and justification before allowing construction to proceed. Some also required changes to the previously approved designs.

### Task 6.1 Support of Additional Permitting with the City of San Bernardino

#### Task 6.1.1 Retaining Wall 5

The retaining wall plans were reviewed by a 3<sup>rd</sup> party for the City of San Bernardino and approved prior to bid. When the contractor went to the City to obtain permits, the City required additional documentation and reviews to be performed. HDR supplied the required documentation and helped coordinate this process.

During construction of the wall, the City inspector required that SANBAG's geotechnical representative investigate "cracks" in the foundation of the building adjacent to Retaining Wall 5. HDR provided this service and the required documentation.

#### Assumptions

- None

#### Deliverables

- Meeting notes
- Supplemental Geotechnical Memorandum
- Design Revision plan sheets

#### Task 6.1.2 K Street Water Line

The City of San Bernardino and the City of San Bernardino Water Department required additional design features to be implemented in the construction of the water service connections to the properties adjacent to the work on K Street including the use of ductile iron pipe at the sewer/storm drain crossings and concrete slurry backfill over portion of the laterals. HDR prepared revisions to the Project plans to incorporate these requested changes.

#### Assumptions

- None

#### Deliverables

- Design Revision plan sheets
- Water line schematic for the City Water Department

### Task 6.2 Rialto and I Street Truck Traffic

During design, it was intended that truck traffic turning movements onto I Street from Rialto Ave and from I Street onto Rialto Avenue would be prohibited. During construction, the City requested SANBAG re-evaluate the possibility of allowing truck traffic to make these movements. HDR continues to provide support to demonstrate the safety issues with this



revised plan and to provide additional safety measures to keep truck traffic off the stretch of I Street north of Rialto Ave.

**Activities**

- Perform a feasibility assessment and preliminary construction estimate of the traffic signals to allow truck traffic through the intersection
- Examine the construction and cost impacts of railroad preemption
- HDR will work with the City and SANBAG to facilitate a change the Condition of Approval for truck routes with Yellow Freight Facility.

**Assumptions**

- The City will provide an amendment to the Condition of Approval for truck routes with Yellow Freight Facility
- The City will provide the HDR Team with preferred signage and locations at the intersection of 2nd Street and I Street to prohibit truck traffic down I Street.

**Deliverables**

- Design Revisions

**Task 6.3 FCC Clearances for PTC and Regulated Facilities**

SANBAG obtained a joint environmental assessment and environmental impact report (EA/EIR) for the Downtown San Bernardino Passenger Rail Project (project). The Federal Transit Administration (FTA), Region 9, issued a finding of no significant impact (FONSI) in accordance with the National Environmental Policy Act (NEPA) in 2012. Project construction started in early 2014 and remains in progress.

As part of the project, SANBAG will be constructing new communication facilities in support of positive train control (PTC). The Federal Communications Commission (FCC) is authorized under the Communications Act of 1934, as amended, to require applicants who are planning to construct new antenna support structures (FCC Form 620) to prepare and submit a FCC Form 620 or 621. The completion of the FCC forms requires the completion of a supporting National Environmental Policy Act (NEPA) checklist and coordination with the State Historic Preservation Office (SHPO) before any construction or other installation activities may begin.

Due to uncertainties relating to the location and type of communication facilities required, insufficient detail was included in the EA/FONSI approved in 2012. Additionally, this component of the project was not included in FTA's Section 106 consultation with the State Historic Preservation Officer as it relates to their proximity to historic properties listed on the National Register of Historic Places. The scope of work described herein will facilitate the completion of the required FCC forms, NEPA checklist, and support Section 106 documentation to comply the FCC's requirements.

**Task 6.3.1 Form 620 (New Towers)**

HDR will complete the FCC Form 620 for the project communication facilities. As part of this task, HDR will define the communication facilities subject to FCC approval and delineate the area of construction.

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



## Assumptions

- Project will require the completion of a single Form 620.
- Communication-related improvements will be contained within the area of potential effect (APE) defined for the project in 2012 EA.

## Deliverables

- Draft and Final Form 620 (2 hardcopies; 1 PDF)

### Task 6.3.2 Environmental Assessment Checklist

HDR will assess the proposed tower against FCC's environmental criteria for preparation of an EA pursuant to NEPA. The assessment will be based on the desktop review of readily available data described above, including information contained in the 2012 EA. In addition, HDR will assess whether any other environmental permitting requirements may be necessary. The FCC requires an EA for towers that meet one or more criteria, including:

- Facilities located in an officially designated wilderness area, wildlife preserve area, or floodplain.
- Facilities physically or visually affecting a property listed or eligible for listing on the National Register of Historic Places.
- Facilities that may affect Indian religious sites.
- Facilities that may affect threatened or endangered species or critical habitats.
- Facilities whose construction requires significant change in surface features (e.g., wetland fill, deforestation, water diversion).
- Facilities equipped with high intensity white lights located in residential neighborhoods.
- Facilities causing human exposure to excess RF radiation.
- Facilities taller than 450 feet above ground level.
- Facilities that may have a significant environmental impact as determined by the FCC (typically in response to tribal, agency, or public petition).

The checklist assessment will be supported by a site visit and in-field data collection, if necessary.

## Assumptions

- An EA document will not be required based on the findings of the NEPA checklist.

## Deliverables

- Draft and Final NEPA Checklist (2 hardcopies; 1 PDF)

### Task 6.3.3 Document Section 106 NHPA Compliance

HDR will request an update to the records search conducted by the South Coast Information Center (SCIC) in support of the 2012 EA. Based on the findings of the records search, HDR will conduct a thorough pedestrian survey for up to 5 acres. The pedestrian survey will be consistent with the Secretary of the Interior's (SOI) Standards and Guidelines for Archaeology and Historic



Preservation (48FR 44716, September 29, 1983) with the intent to locate and record all cultural resources.

The findings of the records search and field survey will be documented in a letter report that satisfies 36 CFR Part 800 guidelines/standards. The report will determine and summarize the types, number, location and condition, and distribution of existing cultural resources within the area of potential effect (APE). New cultural resources properties and previously recorded cultural resources will be recorded, or updated, on the appropriate Department of Parks and Recreation (DPR) Site Forms and then submitted to the SCIC.

Pursuant to section 106 and its implementing regulations at 36 CFR Part 800, the HDR will prepare the documentation necessary for submittal. These documents include:

- Initial Consultation Letter – Project information, contact information, description of undertaking, project map, and APE.
- Native American Consultation Letters – Correspondence to and from tribal groups identified by the NAHC.
- Cultural Letter Report – Identification of historic properties, potential eligibility of historic resources, Determinations of Eligibility (DOEs) previously conducted.
- Finding of Effect (FOE)

### Assumptions

- If finding is Adverse Affect, further consultation will be required to resolve adverse affects if SHPO concurs with the finding of adverse affects. Further consultation is not covered under this SOW.
- Assumes no Native American consultation beyond initial tribal contact to provide notice of the project. No Traditional Cultural Properties (TCP) assessment is included.
- No Section 106/NEPA level Phase II cultural resource assessments/evaluations are included.

### Deliverables

- Draft and Final Cultural Resources Letter Report (2 hardcopies; 1 PDF)
- Draft and Final APE Map (1 PDF)
- Up to four consultation letters to SHPO, NAHC, and Native American tribes (1 PDF each)

### Task 6.3.4 Project Coordination and Meetings

HDR will assist SANBAG with the development of a schedule to secure and monitor the appropriate environmental and NEPA approvals in order to ensure timely construction. HDR staff will also participate on SANBAG calls with FCC and/or SHPO, as appropriate, and will attend meetings upon request.

### Assumptions

- HDR assumes that meetings with FCC, if required, would be facilitated by conference call.



## Deliverables

- Meeting agenda and minutes

## Task 6.4 Stormwater Support

At the time of development of the DSDC scope and fee, the details of the final stormwater agreements were not clearly understood. Negotiations between the City of San Bernardino, adjacent landowners, and SANBAG took longer than originally anticipated. At that time, it was decided to postpone finalizing the scope of services required to complete this task to avoid delays to approval of the previous DSDC scope amendment and to allow project progress to proceed while the details of the Stormwater agreements were negotiated between the various parties involved.

The purpose of this Scope of Services is for HDR to provide additional design support to fulfill the requirements of the WQMP, including the development of the final BMP Maintenance Agreement.

### Task 6.4.1 Support for Development/Coordination of BMP Maintenance Agreement

One of the requirements of the project's WQMP is the completion of a final BMP Maintenance Agreement. The WQMP was previously conditionally approved pending the completion of this agreement.

HDR will support SANBAG in the development and coordination of the approval of the BMP Maintenance Agreement as it relates to the previously approved Water Quality Management Plan. This effort is required to complete the Water Quality Management Plan (WQMP) which was previously conditionally approved.

### Activities

- HDR Team will support SANBAG to process the required BMP Maintenance Agreement (AKA WQMP Transfer, Access and Maintenance Agreement).
- HDR Team will coordinate preparation of the required plats and legals by a Professional Land Surveyor. The legal plats, required for the agreement, will reflect the entity that will accept liability of maintenance and operation for the life of the project. This will include a list of affected APNs where the BMPs are located.
- HDR Team will coordinate preparation of related BMP layout exhibits which are part of the agreement.
- HDR Right-of-Way group will also provide related property and record support during any property transfers.
- HDR Team will also coordinate recording of the approved agreement with the San Bernardino Recorder's Office.
- Afterwards, HDR Team will coordinate to include the approved and recorded agreement in the WQMP. This also includes updating the Statement of Certification as required. The Updated WQMP will be processed with the City of San Bernardino.

### Assumptions

- SANBAG was grandfathered to adhere to the Model WQMP Guidance, dated May 1, 2012 for DSBPRP and is therefore not required to comply with the current WQMP requirements.



- This includes coordination with the approved WQMP.
- This includes coordination effort of related items with SBTC.
- This includes coordination effort with the approved Water Quality Management Plan (WQMP) for SBTC. The SBTC WQMP was previously conditionally approved.
- The SBTC will require its own BMP Maintenance Agreement and related effort to coordinate and approve said Agreement will be done under a separate scope of services.
- This assumes SANBAG has not expended any effort to coordinate the BMP Maintenance Agreement since the DSBPRP WQMP was conditionally approved.
- The Agreement will be coordinated with the applicable predecessor and successor milestones from the project schedule.

**Deliverables**

- Prepare Draft updated WQMP by including the approved BMP Maintenance Agreement.
- Submit two hardcopies and/or electronic copy of the Draft Updated WQMP to SANBAG for review and concurrence.
- Once SANBAG provides comments, prepare Final Updated WQMP.
- Submit two hardcopies and/or electronic copy of the Final Updated WQMP to SANBAG for review and concurrence.
- Provide one hardcopy of the approved and updated WQMP to SANBAG for their records. The hardcopy will include a CD that contains the WQMP in pdf and Word format.

**Task 6.4.2 “WQMP” Plat Exhibits and Legal Descriptions**

The HDR Team will prepare Plat Exhibits and Legal Descriptions for six specifically designated “WQMP” areas as defined by the project engineer. These areas vary in size and complexity and will vary in size of documents.

**Assumptions**

- 2 Small WQMP Areas
- 2 Medium WQMP Areas
- 2 Large WQMP Areas

**Deliverables**

- Plat Exhibits and Legal Descriptions

**TASK 7 POST CONSTRUCTION SERVICES**

**Task 7.1 As-Built Drawings**

Project stakeholder requests between 90% and final bid documents resulted in a significant increase in the number of plan sheets required for the project. The increased quantity of plan sheets will require additional work for preparation of as-built drawings not accounted for in the original scope prepared for as-built drawings at the time of the 90% plans.

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



### Task 7.1.1 As-Built Drawings to SANBAG

As-built drawings for the DSBPRP will be provided to SANBAG for their records.

#### Assumptions

- Electronic files will be provided in PDF and native formats.

#### Deliverables

- Final As-Built Drawings (1 hard copy and 1 electronic copy)

### Task 7.1.2 As-Built Drawings to City of San Bernardino

As-built drawings for the City-signed plan sheets will be provided to the City for their records.

#### Assumptions

- Only plans originally signed by the City of San Bernardino will be provided.
- The plan sheets will not be reformatted to comply with City CADD/drafting standards that may have changed since their original issuance.
- Electronic files will be provided in PDF format.

#### Deliverables

- Final As-Built Drawings (1 hard copy and 1 electronic copy)

### Task 7.1.3 As-Built Drawings to Metrolink

Metrolink may request as-built drawings for the portions of the project which are directly related to their operations. At SANBAG's request, HDR will provide them with these relevant plans.

#### Assumptions

- Only plans directly related to Metrolink operations and maintenance will be provided.
- The plan sheets will not be reformatted to comply with CADD/drafting standards that may have changed since their original issuance.
- Electronic files will be provided in PDF and native formats

#### Deliverables

- Final As-Built Drawings (1 hard copy and 1 electronic copy)

## Task 7.2 Post-Construction Aerial Maps, Track Charts, and PTC Database

Metrolink is in the process of developing their PTC database. In support of this effort, they have requested that post-construction aerial maps and track charts be updated. Preliminary updates to the track charts and corridor maps were previously completed during the early phases of construction in order to facilitate the development of their PTC database. Metrolink has now requested that SANBAG provide post-construction track charts, aerial maps, and corridor maps to reflect PTC infrastructure updates implemented during construction of the DSBPRP.

The HDR Team will provide PTC Support Services for Downtown San Bernardino Passenger Rail Project and the Short Way Subdivision. This work includes supplemental survey to verify



design and as-built drawings and preparing PTC documents to meet Metrolink’s engineering standards and requirements.

### **Task 7.2.1 Preparation of Metrolink PTC Documents**

#### **Activities**

- Meet with Metrolink E&C staff to go over changes of existing assets and addition of new assets.
- Update Track Charts and Composite Maps to include the addition of the one mile Downtown San Bernardino Track Segment and Short Way Subdivision.

#### **Deliverables**

- 4 Track Chart Drawings, 2 for Downtown San Bernardino and 2 for Short Way Subdivision
- 8 Composite Maps, 4 for Downtown San Bernardino and 4 for Short Way Subdivision
- Updated Track and Signal Assets Spreadsheets

### **Task 7.2.2 Update PTC Database and Train Simulation Module**

- Update PTC Data Model to include all track and signal changes
- Coordinate with BNSF to obtain information for the Short Way Subdivision
- Coordinate with the signal designer to obtain wayside interface unit (WIU) and hash-based message authentication code (HMAC) key data

#### **Deliverables**

- Track and Signal Model Database
- PTC data model ready for Subdiv file conversion
- Configuration Management Documentation for the changes

## **Task 7.3 Post-Construction Record of Survey and Monumentation**

### **Task 7.3.1 Post-Construction Final Monuments**

To provide a clear record the SANBAG’s right-of-way following the property acquisition required by the project, HDR will set final right-of-way (R/W) survey monuments at key points of the final DRPRP footprint as represented on the survey control and R/W drawings. These key points will be at crossing points of streets and major points of geometry change. This monumentation will allow for simplified right-of-way boundary recovery.

#### **Assumptions**

- Approximately 50 total survey monuments will be set.
- Approximately six 6”x6” survey control monuments will be set inside SANBAG’s right-of-way.
- The timing of setting the monuments will be tied to the phasing of construction as required.



**Deliverables**

- Set survey monuments.

**Task 7.3.2 Post-Construction Record of Survey (RS)**

HDR will prepare, submit, and file a RS with the County of San Bernardino of the set final right-of-way (R/W) survey monuments at key points of the final DRPRP footprint as represented on the survey control and R/W drawings. These key points will be at crossing points of streets and major points of geometry change. The HDR Team will relate the previously prepared and recorded RS No. 11-0112 dated 09/18/2013 that established original AT & SF R/W acquired by SANBAG that was the basis of this DRPRP project footprint.

HDR will also prepare an RS of the Shortway property recently acquired by SANBAG based upon a recent ALTA boundary survey of this property. This will provide a public record in accordance with section 8762 of the State of California Professional Land Surveyors Act whereas lines and monuments that have not been shown on any public record. The RS will memorialize historic subdivision maps, street right-of-ways and un-surveyed deeds and can be the basis of a procedure of survey for any future re-subdivision mapping of the site. The estimated fee includes a filing and review fees with the San Bernardino County Surveyor as the RS that will be submitted as part of this task order. Actual fees will differ.

**Assumptions**

- Approximately 50 survey monuments will be included in the RS.
- A maximum of twelve monuments will be set at strategic locations for the Shortway RS.

**Deliverables**

- Post construction RS (DSBPRP)
- Post construction RS (Shortway)

**Task 7.3.3 Record of Survey (RS) Fees**

This sub-task is intended to be a description only for County of San Bernardino Surveyor map checking review fees. These additional fees were the result of a change in County procedures and accounting practices that came about after the original scope and fee for both the SANBAG DRPRP and the RPRP projects in 2010. These are additional fees associated with both RS No. 11-0112 dated 09/18/2013 and RS No. 11-0077 dated 03/07/2012.

**Assumptions**

- None

**Deliverables**

- None

**Task 7.4 Commissioning Agent Tasks**

The purpose of the commissioning process is to verify that system performance meets operational requirements in accordance with the design intent, contract documents, and project

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



specifications. The process establishes procedures to document the installation, start-up, operation, and function of the systems and verify the quality of documentation.

### Activities

- Provide and establish a process and procedure to verify the installation and operation of the installed components and systems
- Provide a process for validation of the system and component operation for the comparison to the Owner's project requirement, basis of design, and specifications
- Provide and establish a process to evaluate and analyze the collective performance of various building systems, identify conflicts between them, and propose solutions
- Provide direction for participating in the commissioning process during construction, particularly providing resolution of issues and providing details that cannot be, or were not, fully developed during design. Such items include scheduling, participation of various parties, and coordination during the commissioning process including Commissioning Documentation phase of systems to be commissioned

### Assumptions

- LEED is not required.
- Street lighting is not required.
- Contractor will be present during commissioning.
- 1 Kickoff Meeting
- 2 Coordination Meeting
- 4 Site Visits for Functional Testing (Crewhouse Systems and Platforms)
- 4 Site Visits for Functional Testing (Pedestrian Overpass and Platforms)

### Deliverables

- Crew House Commissioning Process Meeting Notes and Final Report including:
  - Security Door Access Commissioning Report
  - HVAC including Associated Controls Report
  - Domestic Hot Water
  - Irrigation Controls
  - Interior Lighting Controls
- Pedestrian Overpass Commissioning Process Meeting Notes and Final Report including:
  - Security Door Access
  - HVAC including Associated Controls
  - Interior Lighting Controls
- Site Lighting Commissioning Process Meeting Notes and Final Report
- Site Landscape/ Irrigation Commissioning Process Meeting Notes and Final Report

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



### Task 7.4.1 Variable Message Sign/Public Address (VMS/PA) System

Review communication and electrical conduits installed to VMS and PA systems at the Santa Fe Depot and Transit Center stations. Coordinate with Metrolink for commissioning activities. HDR will be on hand to assist with the startup, testing, and commissioning of the VMS and PA system.

#### Assumptions

- Additional time due to unknown conditions, conditions different than shown on existing drawings or unforeseen and non-visible field conditions, untimely receipt of information, or changes by others will be an additional service on a time and materials basis. Only those tasks specifically identified in this scope and fee are assumed to be included. No other effort or tasks are assumed or implied.
- Scope to take a maximum of 5 site visits to cover commissioning activities.
- HDR will assist the VMS and PA system vendors in the commissioning of their systems. Vendor will provide a testing and commissioning procedure for their system.
- Metrolink will be involved in the commissioning of the VMS/PA systems.
- System vendor will prepare and provide a testing and commissioning checkout list for inclusion into final report.

#### Deliverables

- Written report of tests, observations, and verifications of the conduits and wiring to the VMS and PA systems.

### Task 7.4.2 Ticket Vending Machines (TVM)

Metrolink plans to purchase all new TVMs for their system. The devices have not yet been determined. Review communication and electrical conduits installed to TVM at the Santa Fe Depot and Transit Center stations. Assist Metrolink's coordination for commissioning activities. HDR will be on hand to assist with Metrolink's startup, testing, and commissioning of the TVM system.

#### Assumptions

- Additional time due to unknown conditions, conditions different than shown on existing drawings or unforeseen and non-visible field conditions, untimely receipt of information, or changes by others will be an additional service on a time and materials basis. Only those tasks specifically identified in this scope and fee are assumed to be included. No other effort or tasks are assumed or implied.
- A maximum of 3 site visits to cover commissioning activities.
- Construction Manger shall notify HDR at least one week in advance of scheduled commissioning activities. Any delays associated with the contractor not being ready for commissioning while HDR is on site shall be considered out of scope services.
- HDR will assist the TVM system vendor in the commissioning of their system. Vendor will provide a testing and commissioning procedure for their system.
- Metrolink will conduct the commissioning of the TVM system, and will provide HDR a performance checklist of acceptance.



- System vendor will prepare and provide a testing and commissioning checkout list for inclusion into final report.

### **Deliverables**

- Written report of tests, inspections, observations, and verifications of the conduits and wiring to the TVM.

### **Task 7.4.3 EV Stations**

Review communication and electrical conduits installed to the EV stations at the Santa Fe Depot and Transit Center stations. HDR will be on hand to assist with the startup, testing, and commissioning of the EV system.

### **Assumptions**

- Additional time due to unknown conditions, conditions different than shown on existing drawings or unforeseen and non-visible field conditions, untimely receipt of information, or changes by others will be an additional service on a time and materials basis. Only those tasks specifically identified in this scope and fee are assumed to be included. No other effort or tasks are assumed or implied.
- Scope to take a maximum of 2 site visits to cover commissioning activities.
- Construction Manager shall notify HDR at least one week in advance of scheduled commissioning activities. Any delays associated with the contractor not being ready for commissioning while HDR is on site shall be considered out of scope services.
- Vendor will provide HDR a performance checklist of acceptance.
- System vendor will prepare and provide a testing and commissioning checkout list for inclusion into final report.

### **Deliverables**

- Written report of tests, inspections, observations, and verifications of the conduits and wiring to the EV stations.

## **Task 7.5 Security Cameras**

HDR will provide Commissioning Agent activities, training phase support, and develop a maintenance plan scope of work for SANBAG to procure a maintenance contractor.

A new video surveillance system will be installed at the Santa Fe Depot and Transit Center stations and along the rail corridor between the two stations. PAC Engineering (PAC), an HDR subconsultant, will provide commissioning agent activities and training for this system. PAC will configure the functional set-up of new HD IP cameras, video monitoring and network recording systems. This will be developed through the clients' goals and objectives.

### **Task 7.5.1 Commissioning Phase**

This phase includes the set up and configuration for each piece of equipment to work as a complete system.

### **Activities**

- Conduct system tests to insure all cables and pieces of equipment have operational capabilities.



- Focus and set-up each camera in the areas outlined below to their specific field of view (FOV).
  - Santa Fe Station
    - Platforms
    - Exterior
    - Interior
    - Security booth
  - Transit Center
    - Platforms
    - Exterior
    - Parking lot
    - Security booth
  - Santa Fe Garage
    - All Levels
    - Elevator
    - Exterior
  - E and G St. Crossings
- Configure the Video Management System (VMS) and the Network Video Recorder (NVR) to the client's needs.
- Prepare operational instruction (such as power-up and power-down sequence) and other end-user documentation (such as IP address list, user name and password list, etc.).
- Review (1 month after completion of training): Onsite visit to review camera FOV, storage and network usage and make adjustments as required.

**Deliverables**

- Provide a report that will show that each piece of equipment has been reviewed and set up within the manufacturer standards.
- Provide field of view snap shot for each camera.
- Operation Instructions for the system.
- End-user documentation

**Task 7.5.2 Training Phase**

This phase provides SANBAG staff and the new maintenance contractor system training on the video surveillance system.

**Activities**

- SANBAG staff onsite operational training on video surveillance system for up to 24 hours for each site (total of 48 hours) within a 30 day period.

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



- New maintenance contractor onsite training for operational and maintenance of the video surveillance system 12 hours for each site (total of 36 hours) within a 30 day period.

**Assumptions**

- Manufacturer training is not included in this scope.

**Deliverable**

- Provide Technical Procedural documentation.

**Task 7.5.3 Scope of Work Development**

HDR/PAC Engineering will develop a scope of work for SANBAG to use to procure a contract to provide maintenance on the video surveillance system that was design and commissioned for the Santa Fe Depot and Transit Center project.

**Deliverable**

- Scope of work to be used for procurement.

**TASK 8 CONTINGENCY**

Several additional services may be provided during the course of the remainder of construction to support the project and the needs of its stakeholders.

**Task 8.1 Unforeseen Design Revisions**

As construction for the Project continues, adjacent projects and planning studies by stakeholders continue to advance. When efficiencies may be achieved by making minor revisions to the Project based on a greater understanding of how it fits into the larger plan for the region, design revisions may be requested. HDR is prepared to support SANBAG in these efforts to most effectively achieve their overall goals in the region.

**Task 8.2 Potential Metrolink Prompted Design Revisions**

Metrolink is currently evaluating alternative fare collection systems for the Metrolink system. In the event that a new system is selected prior to the completion of the DSBPRP, HDR is prepared to support SANBAG with evaluating any impacts of the new system on the DSBPRP infrastructure.

Additional changes to Metrolink’s VMS/PA system requirements are anticipated. Design Revisions to implement these new standards will be required if these revised standards need to be incorporated into the project.

Metrolink’s PTC implementation has the potential to prompt design changes to the project in order to comply with their PTC standards and the FRA requirements. HDR is prepared to provide SANBAG with the preparation of Design Revisions to accommodate changes to the project required for PTC implementation.

**Assumptions**

- Revised contract documents will not be provided as part of this task.
- HDR will attend up to three meetings with SANBAG and Metrolink.

Attachment: C10079-09\_Scope of Services\_Attachment A.1 (1931 : Amendment 9 to Contract No. C10079 with HDR Engineering, Inc.)



## Deliverables

- Meeting notes.
- Summary of required infrastructure changes to accommodate new fare collection system.

## Task 8.3 Additional RFIs, Submittals, Change Order Support, and Meetings

HDR is prepared to provide SANBAG with the additional responses to RFIs, Submittal reviews, Change Order support, and meeting attendance to continue to support the Project.

## Task 8.4 Furniture, Fixtures, and Equipment (FFE) for Metrolink Crewhouse

Metrolink has requested Design Services to provide FFE for the DSBPR Project. To procure FFE through public bid, a preferred product will be determined, while allowing for acceptable alternative manufacturers to comply with project Division 1 Specification requirements. This task includes meeting with Metrolink-staff users to confirm furniture needs including desk configurations, storage requirements and any special requirements like ergonomics that may be needed. Upon completion of programming FFE, a basis of design will be developed, and a bid package will be prepared. This includes coordination and input with Metrolink-staff users. The FFE will be issued for bid (IFB) by SANBAG with support during bidding. Upon award, successful bidder's submittals will be reviewed and Requests for Information (RFI) will be addressed. After installation, a punch list will be prepared for final acceptance.

### Task 8.4.1 Furniture Programming and Meeting

This meeting will serve to kick-off the FFE effort and to program Metrolink SBTC furniture and equipment needs.

#### Activities

- Kick-Off Meeting with Metrolink

#### Deliverables

- Meeting Minutes

### Task 8.4.2 Basis of Design, Furniture Alternatives, and Meeting

Provide furniture alternatives and selection of fabric and finishes

#### Activities

- Develop a Basis of Design - Specification for the furnishings systems selected for use in the SBTC
- Implement furniture into drawings
- Follow-up Selection Meeting with Metrolink



- Selection of a basis of design preferred product and (2) alternative “Equals” for each furniture item on the plans that both meets the Buy America mandate and the Greenguard Indoor Air quality certification
- Selection of fabric and finishes
- Final Selection Meeting with Metrolink to finalize furniture and finish selections

**Deliverables**

- FFE Specifications
- FFE Drawings including (1) Building Layout, (20) Option Sheets, and Summary Table Cost

**Task 8.4.3 Issued for Bid (IFB) Package**

Provide furniture bid package documents for bidding

**Activities**

- Respond to bidder questions
- Provide (1) Addendum
- SANBAG will select bid and award contract
- Once awarded to a contractor/vendor, review the final quote for accuracy of design intent before client processing

**Deliverables**

- Responses to bidder questions
- Addendum
- Bid Package to obtain FFE bids

**Task 8.4.4 Construction Support Services**

Review Submittals, RFIs, Installation and Punch-list

**Activities**

- Review Submittals (10)
- Respond to RFIs (10)
- Coordinate Furniture Installation
- Once installation is complete, conduct a project walk including punch list for final acceptance

**Deliverables**

- Review comments on Submittals
- Responses to RFIs
- Punch list
- Follow-up confirmation



## Task 8.5 Potential Design Revisions Required by City of San Bernardino

HDR is prepared to support SANBAG by preparing Design Revisions to the Contract Documents that may be requested by the City of San Bernardino.

## Task 8.6 Support for Development/Coordination of Drainage Transfer Agreement

The purpose of this Scope of Services is for HDR to provide design support during construction for drainage issues and to be in compliance with local and state applicable conditions.

HDR will support SANBAG in the development and coordination of the Drainage Transfer Agreement as it relates to the existing and/or proposed storm drain improvements within the railroad corridor.

### Activities

- HDR Team will provide technical support to SANBAG as SANBAG coordinates an agreement with the City of San Bernardino for the City to accept maintenance and operation liability for the existing and proposed storm drain improvements within the railroad corridor.
- HDR Team will attend meetings as invited by the SANBAG.
- HDR Team will provide CADD support for related exhibits and figures as required by SANBAG for the agreement or other documentation.
- This activity also covers proposed storm drains associated with the SBTC project as identified by SANBAG.

### Assumptions

- HDR will attend up to 4 meetings
- HDR will prepare up to 12 exhibits

### Deliverables

- Agenda and Meeting Minutes for meetings attended by the HDR Team
- Exhibits and Figures as requested by SANBAG

## Task 8.7 Post Construction Traffic Analysis/Design for I Street Closures

Prior to approval of the construction closure of I Street south of Rialto Avenue, the City of San Bernardino requested that traffic counts be performed to help understand the likely impacts to adjacent residential street traffic following the closure. HDR anticipates that additional post-closure counts will be requested to help document the actual traffic changes. Based on these actual documented changes, traffic calming measures may be applied to mitigate the impacts to the residential neighborhoods nearby.

### Task 8.7.1 Traffic Counts and Analysis

The HDR Team will provide a 24 hour, 7 day traffic count at each of the following locations:



- Belleview Between I and J
- Congress Between I and J
- I Between Belleview and Rialto
- I South Congress
- I Between Belleview and Congress
- J Between 2nd and Rialto
- J Between Belleview and Rialto
- J Between Belleview and Congress

**Assumptions**

- Traffic counts will be limited to the locations listed above.

**Deliverables**

- Post-construction traffic count data

**Task 8.7.2 Exhibits**

At SANBAG's request HDR will produce exhibits to support coordination with the City of San Bernardino.

**Assumptions**

- Up to 5 exhibits will be produced as requested by SANBAG.

**Deliverables**

- Exhibits as requested.

**Task 8.7.3 Design of Traffic Calming Measures**

At SANBAG's request HDR will develop traffic calming concepts which may be used along Congress St. and Belleview St. between I St. and J St.

**Assumptions**

- Level of traffic calming measure design will be limited to conceptual alternatives exhibits. Final design and construction PS&E will not be produced as part of this task.

**Deliverables**

- Traffic calming measure concept exhibits



**HDR Team - Detailed Labor and Fee Breakdown**  
**San Bernardino Associated Governments (SANBAG)**  
*Engineering , Environmental, ROW Services*  
**Downtown San Bernardino Passenger Rail Project**



**FEE: HDR**

| Task Description   | DSBPR HDR                                   |                 |                 |                  |                |                 | TOTAL PROJECT FEE  |
|--|---|-----------------|-----------------|------------------|----------------|-----------------|--------------------|
|  | DSBPR TOTAL FEE HDR Engineering, Inc. (HDR) | TOTAL FEE RSE   | TOTAL FEE PAC   | TOTAL FEE Iteris | TOTAL FEE ICF  | TOTAL FEE PDC   | TOTAL PROJECT FEE  |
| TASK 1: ADDITIONAL WORK DUE TO INCREASED PROJECT COMPLEXITY AND DURATION | \$617,051                                   | \$0             | \$0             | \$0              | \$0            | \$0             | \$617,051          |
| TASK 2: ADDITIONAL WORK DUE DO TO UTILITY COMPANY AND CITY DELAYS        | \$107,091                                   | \$0             | \$0             | \$0              | \$0            | \$5,654         | \$112,745          |
| TASK 3: ADDITIONAL RIGHT-OF-WAY AND PROPERTY ACQUISITION SUPPORT         | \$190,074                                   | \$0             | \$0             | \$0              | \$0            | \$0             | \$190,074          |
| TASK 4: GREENHOUSE GAS ANALYSIS UPDATE                                   | \$9,888                                     | \$0             | \$0             | \$14,280         | \$5,750        | \$0             | \$29,918           |
| TASK 5: REDESIGN FOR THE BENEFIT OF THE CONTRACTOR                       | \$75,609                                    | \$0             | \$0             | \$0              | \$0            | \$0             | \$75,609           |
| TASK 6: ADDITIONAL PERMITTING SUPPORT                                    | \$118,526                                   | \$0             | \$0             | \$0              | \$0            | \$15,633        | \$134,160          |
| TASK 7: POST CONSTRUCTION SERVICES                                       | \$239,032                                   | \$46,856        | \$56,850        | \$0              | \$0            | \$33,466        | \$376,204          |
| TASK 8: CONTINGENCY  | \$541,710                                   | \$0             | \$0             | \$15,240         | \$0            | \$0             | \$556,950          |
| BUDGET FOR ODC'S   | \$50,000                                    | \$0             | \$0             | \$220            | \$0            | \$13,500        | \$63,720           |
| <b>TOTAL FEE FOR SCOPE ADDED</b>   | <b>\$1,948,981</b>                          | <b>\$46,856</b> | <b>\$56,850</b> | <b>\$29,740</b>  | <b>\$5,750</b> | <b>\$68,254</b> | <b>\$2,156,430</b> |
| <b>DEDUCTION OF AMENDMENT 7 LEVEL BOARDING TASK:</b>                     |   |                 |                 |                  |                |                 | <b>-\$158,169</b>  |
| <b>VALUE AFTER AMENDMENT 7 SCOPE DEDUCTION:</b>                          |   |                 |                 |                  |                |                 | <b>\$1,998,261</b> |





|                                 |                        | HDR DSBPR Team - Detailed Labor and Fee Breakdown<br>Amendment No. 9<br>SANBAG - Downtown San Bernardino Passenger Rail Project<br>RSE FEE ESTIMATE: 5/14/15 |                                   |                |                 |  |  |
|--|------------------------|--|-----------------------------------|----------------|-----------------|---|--|
| RSE TEAM - PROJECT FEE BY TASK BY PERSONNEL  |                        |  |                                   |                |                 |   |  |
| Task Description   | Senior Project Manager | Project Manager  | Engineer Tech III, GIS Specialist | Field Engineer | TOTAL HOURS RSE | TOTAL FEE RSE   |  |
| Burdened Hourly Rate (Calendar Yr 2015)  | \$206                  | \$187  | \$125                             | \$102          |                 |   |  |
| <b>TASK 7: POST CONSTRUCTION SERVICES</b>  |                        |  |                                   |                |                 |   |  |
| Task 7.1 - As-Built Drawings   |                        |  |                                   |                | 0               | 0   |  |
| 7.1.1 - As-Built Drawings to SANBAG  |                        |  |                                   |                | 0               | 0   |  |
| 7.1.2 - As-Built Drawings to City of San Bernardino  |                        |  |                                   |                | 0               | 0   |  |
| 7.1.3 - As-Built Drawings to Metrolink   |                        |  |                                   |                | 0               | 0   |  |
| Task 7.2 - Post-Construction Aerial Maps, Track Charts, and PTC Database   |                        |  |                                   |                |                 |   |  |
| 7.2.1 - Preparation of Metrolink PTC Documents   | 8                      | 24   | 60                                | 96             | 188             | 23,428  |  |
| 7.2.2 - Update PTC Database and Train Simulation Module  | 8                      | 24   | 60                                | 96             | 188             | 23,428  |  |
| Task 7.3 - Post-Construction Record of Survey and Monumentation  |                        |  |                                   |                | 0               | 0   |  |
| 7.3.1 - Post-Construction Final Monuments  |                        |  |                                   |                | 0               | 0   |  |
| 7.3.2 - Post-Construction Record of Survey (RS)  |                        |  |                                   |                | 0               | 0   |  |
| 7.3.3 - Record of Survey (RS) Fees (ODC Only)  |                        |  |                                   |                | 0               | 0   |  |
| Task 7.4 - Commissioning Agent Tasks   |                        |  |                                   |                | 0               | 0   |  |
| 7.4.1 - Variable Message Sign/Public Address (VMS/PA) System   |                        |  |                                   |                | 0               | 0   |  |
| 7.4.2 - Ticket Vending Machines (TVM)  |                        |  |                                   |                | 0               | 0   |  |
| 7.4.3 - EV Stations  |                        |  |                                   |                | 0               | 0   |  |
| Task 7.5 - Security Cameras  |                        |  |                                   |                | 0               | 0   |  |
| 7.5.1 - Commissioning Phase  |                        |  |                                   |                | 0               | 0   |  |
| 7.5.2 - Training Phase   |                        |  |                                   |                | 0               | 0   |  |
| 7.5.3 - Scope of Work Development  |                        |  |                                   |                | 0               | 0   |  |
| <b>SUBTOTAL</b>  | <b>16</b>              | <b>48</b>  | <b>120</b>                        | <b>192</b>     | <b>376</b>      | <b>46,856</b>   |  |
| <b>BUDGET FOR ODC'S</b>  |                        |  |                                   |                |                 |   |  |
| Additional Railroad Protective Liability Insurance   |                        |  |                                   |                | 0               | 0   |  |
| Miscellaneous Right-of-Way Activities (ROW Survey Staking, Process Street Vacations, Sale of Excess Lands, Etc.) |                        |  |                                   |                | 0               | 0   |  |
| Postage, Reproduction, Miscellaneous, Etc.   |                        |  |                                   |                | 0               | 0   |  |
| Travel/Mileage/Tolls/Metrolink Train Fare  |                        |  |                                   |                | 0               | 0   |  |
| <b>SUBTOTAL</b>  | <b>0</b>               | <b>0</b>   | <b>0</b>                          | <b>0</b>       | <b>0</b>        | <b>0</b>  |  |
| <b>TOTAL ESTIMATED HOURS &amp; FEE FOR ENGINEERING, ARCHITECTURAL, ENVIRONMENTAL, AND ROW SERVICES</b>           |                        |  |                                   |                |                 |   |  |
|  | <b>16</b>              | <b>48</b>  | <b>120</b>                        | <b>192</b>     | <b>376</b>      | <b>46,856</b>   |  |



**HDR DSBPR Team - Detailed Labor and Fee Breakdown**  
**Amendment No. 9**  
**SANBAG - Downtown San Bernardino Passenger Rail Project**  
**PAC FEE ESTIMATE: 5/14/15**



**PAC TEAM - PROJECT FEE BY TASK BY PERSONNEL**

| Task Description   | Senior Design Engineer                  | Broadcast Engineer | TOTAL HOURS<br>PAC | TOTAL FEE<br>PAC |
|--|---|--------------------|--------------------|------------------|
|  | Burdened Hourly Rate (Calendar Yr 2015) |                    |                    |                  |
| <b>TASK 7: POST CONSTRUCTION SERVICES</b>  |   |                    |                    |                  |
| Task 7.1 - As-Built Drawings   |   |                    | 0                  | 0                |
| 7.1.1 - As-Built Drawings to SANBAG  |   |                    | 0                  | 0                |
| 7.1.2 - As-Built Drawings to City of San Bernardino  |   |                    | 0                  | 0                |
| 7.1.3 - As-Built Drawings to Metrolink   |   |                    | 0                  | 0                |
| Task 7.2 - Post-Construction Aerial Maps, Track Charts, and PTC Database   |   |                    | 0                  | 0                |
| 7.2.1 - Preparation of Metrolink PTC Documents   |   |                    | 0                  | 0                |
| 7.2.2 - Update PTC Database and Train Simulation Module  |   |                    | 0                  | 0                |
| Task 7.3 - Post-Construction Record of Survey and Monumentation  |   |                    | 0                  | 0                |
| 7.3.1 - Post-Construction Final Monuments  |   |                    | 0                  | 0                |
| 7.3.2 - Post-Construction Record of Survey (RS)  |   |                    | 0                  | 0                |
| 7.3.3 - Record of Survey (RS) Fees (ODC Only)  |   |                    | 0                  | 0                |
| Task 7.4 - Commissioning Agent Tasks   |   |                    | 0                  | 0                |
| 7.4.1 - Variable Message Sign/Public Address (VMS/PA) System   |   |                    | 0                  | 0                |
| 7.4.2 - Ticket Vending Machines (TVM)  |   |                    | 0                  | 0                |
| 7.4.3 - EV Stations  |   |                    | 0                  | 0                |
| Task 7.5 - Security Cameras  |   |                    |                    |                  |
| 7.5.1 - Commissioning Phase  | 160                                     | 260                | 420                | 37,300           |
| 7.5.2 - Training Phase   | 92                                      | 92                 | 184                | 16,560           |
| 7.5.3 - Scope of Work Development  | 10                                      | 24                 | 34                 | 2,990            |
| <b>SUBTOTAL</b>  | <b>262</b>                              | <b>376</b>         | <b>638</b>         | <b>56,850</b>    |
| <b>BUDGET FOR ODC'S</b>  |   |                    |                    |                  |
| Additional Railroad Protective Liability Insurance   |   |                    | 0                  | 0                |
| Miscellaneous Right-of-Way Activities (ROW Survey Staking, Process Street Vacations, Sale of Excess Lands, Etc.) |   |                    | 0                  | 0                |
| Postage, Reproduction, Miscellaneous, Etc.   |   |                    | 0                  | 0                |
| Travel/Mileage/Tolls/Metrolink Train Fare  |   |                    | 0                  | 0                |
| <b>SUBTOTAL</b>  | <b>0</b>                                | <b>0</b>           | <b>0</b>           | <b>0</b>         |
| <b>TOTAL ESTIMATED HOURS &amp; FEE FOR ENGINEERING, ARCHITECTURAL, ENVIRONMENTAL, AND ROW SERVICES</b>           |   |                    |                    |                  |
|  | <b>262</b>                              | <b>376</b>         | <b>638</b>         | <b>56,850</b>    |



**HDR DSBPR Team - Detailed Labor and Fee Breakdown  
Amendment No. 9  
SANBAG - Downtown San Bernardino Passenger Rail Project  
Iteris FEE ESTIMATE: 5/14/15**



**Iteris TEAM - PROJECT FEE BY TASK BY PERSONNEL**

| Task Description   | Principal | SR        | Associate  | TOTAL HOURS<br>Iteris | TOTAL FEE<br>Iteris |
|--|-----------|-----------|------------|-----------------------|---------------------|
| <b>Burdened Hourly Rate (Calendar Yr 2015)</b>   | \$240     | \$160     | \$125      |                       |                     |
| <b>TASK 4: GREENHOUSE GAS ANALYSIS UPDATE</b>  |           |           |            |                       |                     |
| Task 4.1 - Update Ridership Estimates  | 10        | 18        | 72         | 100                   | 14,280              |
| Task 4.2 - Complete Greenhouse Gases Modelling Update  |           |           |            | 0                     | 0                   |
| Task 4.3 - Management and Meetings   |           |           |            | 0                     | 0                   |
| <b>SUBTOTAL</b>  | <b>10</b> | <b>18</b> | <b>72</b>  | <b>100</b>            | <b>14,280</b>       |
| <b>TASK 8: CONTINGENCY</b>   |           |           |            |                       |                     |
| Task 8.1 - Unforeseen Design Revisions   |           |           |            | 0                     | 0                   |
| Task 8.2 - Potential Metrolink Prompted Design Revisions   |           |           |            | 0                     | 0                   |
| Task 8.3- Additional RFIs, Submittals, Change Order Support, and Meetings  |           |           |            | 0                     | 0                   |
| Task 8.4 - Furniture, Fixtures, and Equipment (FFE) for Metrolink Crewhouse                                      |           |           |            | 0                     | 0                   |
| 8.4.1 - Furniture Programming and Meeting  |           |           |            | 0                     | 0                   |
| 8.4.2 - Basis of Design, Furniture Alternatives, and Meetings  |           |           |            | 0                     | 0                   |
| 8.4.3 - Issued for Bid (IFB) Package   |           |           |            | 0                     | 0                   |
| 8.4.4 - Construction Support Services  |           |           |            | 0                     | 0                   |
| Task 8.5 - Potential Design Revisions Required by City of San Bernardino   |           |           |            | 0                     | 0                   |
| Task 8.6 - Support for Development/Coordination of Drainage Transfer Agreement                                   |           |           |            | 0                     | 0                   |
| Task 8.7 - Post Construction Traffic Analysis/Design for I Street Closures                                       |           |           |            |                       |                     |
| 8.7.1 - Traffic Counts and Analysis  | 16        | 40        | 40         | 96                    | 15,240              |
| 8.7.2 - Exhibits   |           |           |            | 0                     | 0                   |
| 8.7.3 - Design of Traffic Calming Measures   |           |           |            | 0                     | 0                   |
| #REF!  |           |           |            | 0                     | 0                   |
| <b>SUBTOTAL</b>  | <b>16</b> | <b>40</b> | <b>40</b>  | <b>96</b>             | <b>15,240</b>       |
| <b>BUDGET FOR ODC'S</b>  |           |           |            |                       |                     |
| Additional Railroad Protective Liability Insurance   |           |           |            | 0                     | 0                   |
| Miscellaneous Right-of-Way Activities (ROW Survey Staking, Process Street Vacations, Sale of Excess Lands, Etc.) |           |           |            | 0                     | 0                   |
| Postage, Reproduction, Miscellaneous, Etc.   |           |           |            | 0                     | 0                   |
| Travel/Mileage/Tolls/Metrolink Train Fare  |           |           |            | 0                     | 220                 |
| <b>SUBTOTAL</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>              | <b>220</b>          |
| <b>TOTAL ESTIMATED HOURS &amp; FEE FOR ENGINEERING, ARCHITECTURAL, ENVIRONMENTAL, AND ROW SERVICES</b>           |           |           |            |                       |                     |
|  | <b>26</b> | <b>58</b> | <b>112</b> | <b>196</b>            | <b>29,740</b>       |



**HDR DSBPR Team - Detailed Labor and Fee Breakdown**  
**Amendment No. 9**  
**SANBAG - Downtown San Bernardino Passenger Rail Project**  
**ICF FEE ESTIMATE: 5/14/15**



**ICF TEAM - PROJECT FEE BY TASK BY PERSONNEL**

| Task Description   | Project Manager | Senior AQ | AQ/GHG Specialist | TOTAL HOURS ICF | TOTAL FEE ICF |
|--|-----------------|-----------|-------------------|-----------------|---------------|
| <b>Burdened Hourly Rate (Calendar Yr 2015)</b>   | \$170           | \$195     | \$155             |                 |               |
| <b>TASK 4: GREENHOUSE GAS ANALYSIS UPDATE</b>  |                 |           |                   |                 |               |
| Task 4.1 - Update Ridership Estimates  |                 |           |                   | 0               | 0             |
| Task 4.2 - Complete Greenhouse Gases Modelling Update  | 3               | 7         | 25                | 35              | 5,750         |
| Task 4.3 - Management and Meetings   |                 |           |                   | 0               | 0             |
| <b>SUBTOTAL</b>  | <b>3</b>        | <b>7</b>  | <b>25</b>         | <b>35</b>       | <b>5,750</b>  |
| <b>BUDGET FOR ODC'S</b>  |                 |           |                   |                 |               |
| Additional Railroad Protective Liability Insurance   |                 |           |                   | 0               | 0             |
| Miscellaneous Right-of-Way Activities (ROW Survey Staking, Process Street Vacations, Sale of Excess Lands, Etc.) |                 |           |                   | 0               | 0             |
| Postage, Reproduction, Miscellaneous, Etc.   |                 |           |                   | 0               | 0             |
| Travel/Mileage/Tolls/Metrolink Train Fare  |                 |           |                   | 0               | 0             |
| <b>SUBTOTAL</b>  | <b>0</b>        | <b>0</b>  | <b>0</b>          | <b>0</b>        | <b>0</b>      |
|  |                 |           |                   |                 |               |
| <b>TOTAL ESTIMATED HOURS &amp; FEE FOR ENGINEERING, ARCHITECTURAL, ENVIRONMENTAL, AND ROW SERVICES</b>           | <b>3</b>        | <b>7</b>  | <b>25</b>         | <b>35</b>       | <b>5,750</b>  |



**HDR DSBPR Team - Detailed Labor and Fee Breakdown  
Amendment No. 9**



**SANBAG - Downtown San Bernardino Passenger Rail Project  
PROJECT DESIGN CONSULTANTS FEE ESTIMATE: 4/01/15**

Project Design Consultants TEAM - PROJECT FEE BY TASK BY PERSONNEL

| Task Description  | Principal Surveyor | Project Manager | Senior Surveyor | Project Surveyor | Survey Tech. | Clerical / Administrative | TOTAL HOURS PDC | TOTAL FEE PDC |
|---|--------------------|-----------------|-----------------|------------------|--------------|---------------------------|-----------------|---------------|
| <b>Burdened Hourly Rate (Calendar Yr 2015)</b>                              | \$190              | \$173           | \$117           | \$106            | \$103        | \$84                      |                 |               |
| <b>TASK 3: ADDITIONAL RIGHT-OF-WAY AND PROPERTY ACQUISITION SUPPORT</b>     |                    |                 |                 |                  |              |                           |                 |               |
| Task 3.1 - Additional Right-of-Way Status Updates                           |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 3.2 - Condemnation Support   |                    |                 |                 |                  |              |                           | 0               | 0             |
| 3.2.1 - SCG Property Lot Line Adjustment                                    | 8                  | 20              |                 |                  |              | 8                         | 36              | 5,654         |
| Task 3.3 - Property and Easement Grant Backs                                |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 3.4 - Street Vacation Completion and Close-out                         |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 3.5 - Shortway Bridge Inspection and Rating                            |                    |                 |                 |                  |              |                           | 0               | 0             |
| 3.5.1 - Quality Assurance and Quality Control                               |                    |                 |                 |                  |              |                           | 0               | 0             |
| 3.5.2 - Preliminary Information Gathering, Permits and Pre-Inspection Plan  |                    |                 |                 |                  |              |                           | 0               | 0             |
| 3.5.3 - Bridge Inspection and Summary Inspection Memo                       |                    |                 |                 |                  |              |                           | 0               | 0             |
| 3.5.4 - Bridge Rating and Summary Rating Memo                               |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 3.6 - Additional Byun Property Design and Coordination                 |                    |                 |                 |                  |              |                           | 0               | 0             |
| <b>SUBTOTAL</b>   | <b>8</b>           | <b>20</b>       | <b>0</b>        | <b>0</b>         | <b>0</b>     | <b>8</b>                  | <b>36</b>       | <b>5,654</b>  |
| <b>TASK 6: ADDITIONAL PERMITTING SUPPORT</b>                                |                    |                 |                 |                  |              |                           |                 |               |
| Task 6.1 - Support of Additional Permitting with the City of San Bernardino |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.1.1 - Retaining Wall 5  |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.1.2 - K Street Water Line   |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 6.2 - Rialto and I Street Truck Traffic                                |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 6.3 - FCC Clearances for PTC and Regulated Facilities                  |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.3.1 - Form 620 (New Towers)   |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.3.2 - Environmental Assessment Checklist                                  |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.3.3 - Document Section 106 NHPA Compliance                                |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.3.4 - Project Coordination and Meetings                                   |                    |                 |                 |                  |              |                           | 0               | 0             |
| Task 6.4 - Stormwater Support   |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.4.1 - Support for Development/Coordination of BMP Maintenance Agreement   |                    |                 |                 |                  |              |                           | 0               | 0             |
| 6.4.2 - "WQMP" Plat Exhibits and Legal Descriptions                         | 8                  | 32              |                 |                  | 80           | 4                         | 124             | 15,633        |
| <b>SUBTOTAL</b>   | <b>8</b>           | <b>32</b>       | <b>0</b>        | <b>0</b>         | <b>80</b>    | <b>4</b>                  | <b>124</b>      | <b>15,633</b> |

| <b>TASK 7: POST CONSTRUCTION SERVICES</b>  |           |            |           |           |            |           |            |               |
|--|-----------|------------|-----------|-----------|------------|-----------|------------|---------------|
| Task 7.1 - As-Built Drawings   |           |            |           |           |            |           | 0          | 0             |
| 7.1.1 - As-Built Drawings to SANBAG  |           |            |           |           |            |           | 0          | 0             |
| 7.1.2 - As-Built Drawings to City of San Bernardino  |           |            |           |           |            |           | 0          | 0             |
| 7.1.3 - As-Built Drawings to Metrolink   |           |            |           |           |            |           | 0          | 0             |
| Task 7.2 - Post-Construction Aerial Maps, Track Charts, and PTC Database   |           |            |           |           |            |           | 0          | 0             |
| 7.2.1 - Preparation of Metrolink PTC Documents   |           |            |           |           |            |           | 0          | 0             |
| 7.2.2 - Update PTC Database and Train Simulation Module  |           |            |           |           |            |           | 0          | 0             |
| Task 7.3 - Post-Construction Record of Survey and Monumentation  |           |            |           |           |            |           |            |               |
| 7.3.1 - Post-Construction Final Monuments  | 12        | 12         | 32        | 32        | 40         |           | 128        | 15,616        |
| 7.3.2 - Post-Construction Record of Survey (RS)  | 12        | 90         |           |           |            |           | 102        | 17,850        |
| 7.3.3 - Record of Survey (RS) Fees (ODC Only)  |           |            |           |           |            |           | 0          | 0             |
| Task 7.4 - Commissioning Agent Tasks   |           |            |           |           |            |           | 0          | 0             |
| 7.4.1 - Variable Message Sign/Public Address (VMS/PA) System   |           |            |           |           |            |           | 0          | 0             |
| 7.4.2 - Ticket Vending Machines (TVM)  |           |            |           |           |            |           | 0          | 0             |
| 7.4.3 - EV Stations  |           |            |           |           |            |           | 0          | 0             |
| Task 7.5 - Security Cameras  |           |            |           |           |            |           | 0          | 0             |
| 7.5.1 - Commissioning Phase  |           |            |           |           |            |           | 0          | 0             |
| 7.5.2 - Training Phase   |           |            |           |           |            |           | 0          | 0             |
| 7.5.3 - Scope of Work Development  |           |            |           |           |            |           | 0          | 0             |
| <b>SUBTOTAL</b>  | <b>24</b> | <b>102</b> | <b>32</b> | <b>32</b> | <b>40</b>  | <b>0</b>  | <b>230</b> | <b>33,466</b> |
| <b>BUDGET FOR ODC'S</b>  |           |            |           |           |            |           |            |               |
| Additional Railroad Protective Liability Insurance   |           |            |           |           |            |           | 0          | 0             |
| Miscellaneous Right-of-Way Activities (ROW Survey Staking, Process Street Vacations, Sale of Excess Lands, Etc.) |           |            |           |           |            |           | 0          | 13,500        |
| Postage, Reproduction, Miscellaneous, Etc.   |           |            |           |           |            |           | 0          | 0             |
| Travel/Mileage/Tolls/Metrolink Train Fare  |           |            |           |           |            |           | 0          | 0             |
| <b>SUBTOTAL</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>13,500</b> |
| <b>TOTAL ESTIMATED HOURS &amp; FEE FOR ENGINEERING, ARCHITECTURAL, ENVIRONMENTAL, AND ROW SERVICES</b>           |           |            |           |           |            |           |            |               |
|  | <b>40</b> | <b>154</b> | <b>32</b> | <b>32</b> | <b>120</b> | <b>12</b> | <b>390</b> | <b>68,254</b> |

## *Minute Action*

AGENDA ITEM: 7

**Date:** *June 11, 2015*

**Subject:**

Amendment 3 to Contract No. C11207 with Nossaman, LLP

**Recommendation:**

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

Approve Amendment No. 3 to Contract No. C11207 with Nossaman, LLP for additional right-of-way legal services on the Downtown San Bernardino Passenger Rail Project, increasing the contract amount by \$500,000 for an amended not-to-exceed amount of \$3,000,000, and extend the contract term through December 31, 2016.

**Background:**

On December 7, 2011, the San Bernardino Associated Governments (SANBAG) Board of Directors awarded Contract No. C11207 to Nossaman, LLP for right-of-way legal services on the Downtown San Bernardino Passenger Rail Project (DSBPRP) and the San Bernardino Transit Center (SBTC) projects. The original contract value with Nossaman, LLP was for a not-to-exceed amount of \$2,000,000. On January 6, 2015, the Board approved increasing the contract amount by \$500,000 for an amended not-to-exceed amount of \$2,500,000.

As part of the project, SANBAG was required to obtain a total of thirty-six (36) parcels that included permanent acquisitions, temporary construction easements, and licenses from property owners. The anticipated legal services costs for a project of this magnitude are difficult to accurately estimate, due to the number of parcels to be acquired and the variables encountered in legal representation. Right-of way acquisitions involve negotiations between two or more parties, often with opposing counsel. Parties and attorneys differ in their levels of cooperativeness and reasonableness. In addition, the unique features of each parcel acquired can affect the amount of legal services needed. Thus, the estimated legal costs can vary significantly.

The DSBPRP and SBTC projects are moving closer toward completion and the pending acquisitions and settlements have taken longer than anticipated therefore requiring \$500,000 in additional budget and a contract amendment. The proposed amendment is needed to cover the pending right-of-way legal services as follows:

1. Finish acquisition of Byun property (APN 136-091-11 and 0136-011-31), with likely jury trial and possible appeal.
2. Finish acquisition of Affaitati property (APN 136-021-28). This acquisition has the potential for a full jury trial and possible appeal.

**Entity:** CTA

Commuter Rail & Transit Committee Agenda Item

June 11, 2015

Page 2

***Financial Impact:***

This item is consistent with the Fiscal Year 2015/2016 SANBAG Budget. Funding for the contract amendment is provided under Task No. 0323-San Bernardino Passenger Rail Project and Task No. 0322- San Bernardino Transit Center Project.

***Reviewed By:***

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

***Responsible Staff:***

Carrie Schindler, Chief of Fund Administration and Programming

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:



**AMENDMENT NO. 3 TO CONTRACT NO. C11207**

**FOR**

**LEGAL SERVICES FOR DOWNTOWN SAN BERNARDINO PASSENGER  
RAIL AND REDLANDS PASSENGER RAIL PROJECTS**

**(NOSSAMAN, LLP)**

This Amendment No. 3 to Contract No. C11207 is made by and between the San Bernardino Associated Governments (“AUTHORITY”) and the firm of Nossaman, LLP (“ATTORNEY”):

**RECITALS**

- A. AUTHORITY, under Contract No. C11027 (“Contract”) engaged ATTORNEY to provide legal services pertaining to the acquisition of right-of-way for the Downtown San Bernardino Passenger Rail and Redlands Passenger Rail projects; and
- B. On January 6, 2015, AUTHORITY and ATTORNEY entered into Amendment No. 1 increasing the Contract price by \$500,000 in order to cover pending right-of-way legal issues; and
- C. On May 20, 2015, AUTHORITY and ATTORNEY entered into Amendment No. 2 extending the expiration date to December 31, 2015; and
- D. AUTHORITY and ATTORNEY desire to amend the contract increasing the contract amount by \$500,000 to provide for additional legal services necessitated by the Project right-of-way acquisitions and to extend its term to December 31, 2016.

**NOW, THEREFORE,** in consideration of the terms and conditions set forth herein, AUTHORITY and ATTORNEY agree as follows:

- 1. ARTICLE 2. PERIOD OF PERFORMANCE is deleted and replaced in its entirety to read as follows:

“ARTICLE 2. PERIOD OF PERFORMANCE

The period of performance by ATTORNEY under this Contract shall commence upon issuance of written Notice To Proceed (NTP) issued by AUTHORITY and shall continue in full force and effect through December 31, 2016, or until otherwise terminated, or unless extended as hereinafter provided by written amendment.”

- 2. ARTICLE 3. PERFORMANCE OF SERVICES AND HOURLY RATES, paragraph 3.2 is deleted and replaced in its entirety to read as follows:

“3.2 The total Not-To-Exceed amount is \$3,000,000. Services to be provided under this Contract are to be performed as set forth in Attachment "A", Scope of Services, which is incorporated herein by this reference. ATTORNEY's fee for services is included in the total Contract cost and set forth in Attachment "B", Cost Proposal, which is incorporated herein by reference. ATTORNEY's fee for services is included in the total estimated contract cost and shall be a specific rate of compensation contract, as agreed upon, and noted in Attachment "B", Cost Proposal. The hourly rates noted in Attachment "B" will remain in effect through December 31, 2011, and then will each escalate annually by five percent (5%), commencing January 1, 2012, and every succeeding January 1 thereafter. The rates noted in Attachment "B" shall apply only to the services under this Contract. The foregoing amount shall not constitute a cap or guaranty of the cost of services to perform the Scope of Services identified herein, provided. However, ATTORNEY agrees that in no event shall ATTORNEY exceed the foregoing amount without prior written authorization from AUTHORITY.”

- 3. The Recitals set forth above are incorporated herein by this reference.
- 4. Except as amended by this Amendment No. 3, all other provisions of the Contract, and amendments thereto, shall remain in full force and effect and are incorporated herein by this reference.
- 5. This Amendment No. 3 is effective upon execution by AUTHORITY.

-----Signatures are on the following page-----

Attachment: C11207-03 - Nossman LLP [Revision 1] (1990 : Amendment 3 to Contract No. C11207 with Nossaman, LLP)

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 3 below.

**NOSSAMAN LLP**

**SAN BERNARDINO ASSOCIATED GOVERNMENTS**

By: \_\_\_\_\_  
Rick E. Rayl  
Partner

By: \_\_\_\_\_  
L. Dennis Michael  
Board President

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

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

**APPROVED AS TO FORM:**

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

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

**CONCURRENCE:**

By: \_\_\_\_\_  
Jeffrey Hill  
Procurement Manager

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

Attachment: C11207-03 - Nossman LLP [Revision 1] (1990 : Amendment 3 to Contract No. C11207 with Nossaman, LLP)

## *Minute Action*

AGENDA ITEM: 8

**Date:** *June 11, 2015*

**Subject:**

Omnitrans E Street Corridor sbX/Bus Rapid Transit (BRT) Project Budget Amendment

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board approve a budget amendment to the Fiscal Year (FY) 2014/2015 budget to increase Task No. 0311 Transit Capital using Measure I Valley Fund-Express Bus Rapid Transit funds in the amount of \$309,471, for work performed during the contract period on the E Street Corridor sbX/BRT Project under Contract No. C09188.

**Background:**

In April 2009, SANBAG approved Cooperative Agreement No. C09188 between San Bernardino Associated Governments and Omnitrans for the Design, Construction and Administration of the E Street Corridor sbX/Bus Rapid Transit (BRT) Project. The project is a 15.7-mile-long transit improvement project that connects the northern portion of the City of San Bernardino at Palm and Kendal with the City of Loma Linda at the Veterans Hospital. The project was funded with combination of state, federal, and local funds. SANBAG has supplemented Omnitrans' overall funding plan by allocating Measure I and Local Transportation Funds.

Close-out activities were performed on the Project prior to the contract's expiration on December 31, 2014. Therefore, a budget amendment is needed to increase Task No. 0311 Transit Capital in FY 2014/15 using Measure I Valley Fund-Express Bus Rapid Transit funds in the amount of \$309,471, for work performed on the Project during the contract period.

Since the original contract has expired, a new agreement is needed to complete the outstanding close-out activities on the Project. SANBAG is currently working with Omnitrans on the new agreement to bring before the Committee and Board in the next few months.

**Financial Impact:**

This item is not consistent with the FY 2014/2015 Budget under Task No. 0311 for Transit Capital.

**Reviewed By:**

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

**Responsible Staff:**

Nessa Williams, Transit Specialist

*Entity: CMA, CTC*

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015  
Witnessed By:

## *Minute Action*

AGENDA ITEM: 9

**Date:** June 11, 2015

**Subject:**

Low Carbon Transit Operations Program Allocation Principles

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, provide direction on allocation principles for the Low Carbon Transit Operations Program.

**Background:**

The Low Carbon Transit Operations Program (LCTOP) is a new source of funding to be administered by SANBAG and one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide transit operating and capital assistance to eligible project sponsors in an effort to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is funded by auction proceeds from the California Air Resources Board (CARB) Cap and Trade Program where proceeds are deposited into the Greenhouse Gas Reduction Fund (GGRF).

In Fiscal Year 2014/2015, the first year of funding, LCTOP received \$25 million through a budget act appropriation. In April 2015, the SANBAG Board approved a LCTOP population share apportionment for Fiscal Year 2014/2015 of \$679,599 to be apportioned \$493,234 to the Valley Area and \$186,365 to the Mountain/Desert Area based on population. The SANBAG Board also approved allocating the full \$679,599 to Downtown San Bernardino Passenger Rail Operations and a credit of \$186,365 to the Mountain/Desert Area.

Going forward LCTOP will receive 5% of the GGRF through a continuous appropriation effective in Fiscal Year 2015/2016. The Governor's May Revision to the proposed Fiscal Year 2015/2016 budget estimates that \$100 million will be available for the LCTOP. This results in an estimated \$2.7 million of LCTOP being available to SANBAG for allocation. It is important to note that the amount of proceeds deposited into the GGRF is market driven and dependent on several factors such as the number of auctions, the number of credits available, and the price of the credits.

As with State Transit Assistance (STA) funds, LCTOP funding is allocated pursuant to California Public Utilities Code (CPUC) Section 99313 and 99314. A County Transportation Commission (CTC), such as SANBAG, that is eligible to receive STA funds per CPUC 99313 is eligible to receive LCTOP funds by formula based on the ratio of the population of the area under the CTC's jurisdiction to the total population of the state. A transit operator that is eligible to receive STA funds per CPUC 99314 is eligible to receive LCTOP funds by formula based on the ratio of the revenue of the transit operator's jurisdiction to the total revenue of all operators in

**Entity:** CTC

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the state. The transit operators receiving LCTOP funds per CPUC Section 99314 work directly with Caltrans to receive their LCTOP funds. In San Bernardino County that includes Morongo Basin Transit Authority, Mountain Area Transit Authority, Victor Valley Transit Authority, Omnitrans, and Southern California Regional Rail Authority.

In accordance with California Public Resource Code 75230 (d) (1-3) funds shall be expended to provide transit operating or capital assistance that meets all of the following criteria:

- Expenditures supporting new or expanded bus or rail services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities, and
- The recipient transit agency demonstrates that each expenditure directly enhances or expands transit service to increase mode share, and
- The recipient transit agency demonstrates that expenditures reduce greenhouse gas emissions.

Examples of eligible projects are included in Attachment 1. Additionally, for agencies whose service area includes disadvantaged communities, such as San Bernardino County, at least 50% of the total moneys received shall be expended on projects that will benefit disadvantaged communities as identified in Section 37911 of the Health and Safety Code.

The current Interim LCTOP Guidelines state that prior to issuance of the Fiscal Year 2015-2016 apportionments, the guidelines will be reviewed and updated as needed to reflect recommended changes based on experiences from the first year of funding. No release date has been provided. However, the Interim LCTOP Guidelines provide the following time line for Fiscal Year 2015/2016:

July 10 (or within 10 days of budget enactment) - Caltrans/Department of Finance (DOF) notifies State Controller's Office (SCO) of estimated amount available

September 1 (or within 60 days of DOF notice) - SCO notifies eligible recipients of available funds for fiscal year

November 1 (or 60 days after fund notification is released) - Expenditure proposals are due to Caltrans

January 15 - Caltrans, in collaboration with CARB, reviews and approves a list of eligible projects and submits list to SCO

February 15 - SCO releases approved amount of funds to recipients (*up to the recipient's share of auction proceeds received to date*)

June 30 - SCO releases remaining amount of approved funds to recipients (*up to remaining amount of share received from subsequent auctions*)

Although the final structure of LCTOP is yet to be fully defined, SANBAG staff is requesting direction on interim allocation principles as it is anticipated there will be minimal time between project identification, eligibility verification, and when the expenditure proposals are due to Caltrans, which is currently scheduled for November 1. SANBAG staff recommendations for allocation principles and examples of possible alternatives are outlined in Table 1.

Table 1 – Low Carbon Transit Operations Program Decision Points

| Options  | Pros  | Cons  |
|--|---|---|
| <b>Risks – How do we minimize risks associated with revenue fluctuations?</b>  |   |   |
| A. Staff recommends that when using the LCTOP to fund operations that the availability of other fund sources is taken into account should the availability of LCTOP diminish.  | Minimizes risk of over extending available operations funds.  | None.   |
| B. Staff recommends that when introducing new service funded with LCTOP that a “pilot program” approach be taken.  | Minimizes risk of over extending available operations funds and provides opportunity to determine actual costs and success prior to full commitment.  | Even when service is introduced as a pilot program it can be difficult to eliminate.  |
| C. Staff recommends that a balanced approach to allocating LCTOP to capital as well as operations be taken.  | Limits likelihood of getting over extended on operation costs.  | Reduces flexibility.  |
| <b>Apportionment – How do we determine shares within the county?</b>   |   |   |
| D. Staff recommends that LCTOP be apportioned to the Valley and Mountain/Desert Areas based on population and then to specific projects within those regions with the allowance for a “credit” between areas that allows some flexibility to meet needs. | Provides flexibility while maintaining geographic equity between the Valley and Mountain/Desert Areas. Currently, the Mountain/Desert operators work well together on allocating STA-Population funds in this manner on an as-needed basis, but without the allowance for credit between areas. | The demands for funding could be higher in one geographic area versus another. It may not be possible to balance “credits” over time.   |
| E. Possible alternative is that LCTOP be apportioned to the Valley and Mountain/Desert Areas based on population and then to specific projects within those regions.   | Provides flexibility while maintaining geographic equity between the Valley and Mountain/Desert Areas. Currently, the Mountain/Desert operators work well together on allocating STA-Population funds in this manner on an as-needed basis.   | The demands for funding could be higher in one geographic area versus another and projects could be funded earlier if the geographic split was not in place.                    |
| F. Possible alternative is that LCTOP allocations be made on a project-by-project basis without utilizing the population based formula to further apportion LCTOP within San Bernardino County.  | Provides the greatest flexibility in meeting project needs.   | If equity between areas of the county is a policy priority for the SANBAG Board, this could result in LCTOP funds being disproportionately allocated in one area of the county. |

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|   |  |  |
|---|--|--|
| G. Possible alternative is that LCTOP be apportioned further within the Mountain/Desert Areas so that each operator has a set percentage they can expect each year. | Each transit operator is ensured a specific share of LCTOP funding.  | Reduces flexibility and depending on the annual LCTOP allocation amount, it could take several years for an operator to accumulate enough funds for a specific project (final guidelines may have use-it-or-lose-it provisions).   |
| H. Possible alternative is to set a certain percentage for each operator and SANBAG out of each annual allocation   | Each agency is ensured a specific share of LCTOP funding and project selection by the SANBAG Board would be minimized to those funded with the SANBAG share.   | Reduces flexibility and depending on the annual LCTOP allocation amount, it could take several years for an agency to accumulate enough funds for a specific project (final guidelines may have use-it-or-lose-it provisions). Project selection by the SANBAG Board would be minimized to those funded with the SANBAG share. Also minimizes the ability of the SANBAG Board to consider regional projects that may benefit multiple areas. |
| <b>Project Selection – What are the priority uses for these funds?</b>  |  |  |
| I. Staff recommends that a priority be given to current approved projects experiencing cost increases.  | Maintains current SANBAG Board and agency priorities.  | At times, could limit funding available to other agencies. If needs exceed funding availability, allocation priorities must be determined.   |
| J. Staff recommends that priority be given to projects identified in the agencies' short range transit plans.   | Maintains current agency priorities.   | At times, could limit funding available to other agencies. If needs exceed funding availability, allocation priorities must be determined.   |
| K. Possible alternative is for SANBAG to administer a competitive grant application process.  | Provides flexibility in project selections and, in the case of service expansion, funding should end up on the projects with the highest performance outcomes. | Annually there are several calls for various fund sources. Introduction of another competitive grant process will increase staff workload for all agencies. Inserts more uncertainty in the availability of funding.   |

SANBAG staff has been coordinating with the transit operators to identify potential projects for use of these funds. Below is a summary of specific projects staff is considering be recommended for Fiscal Year 2015/2016 allocation as well as some potential future year funding allocations:

- Transit marketing and community outreach with fare subsidies (Mountain Transit, Morongo Basin Transit Authority, Needles Area Transit)

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- Allocation to Metrolink for eligible Fiscal Year 2016/2017 costs such as rehabilitation of locomotives or purchase of new locomotives
- Allocation to Omnitrans to increase number of weekday trips planned for freeway express service pilot program being implemented in September 2015 providing service between San Bernardino and Montclair
- Allocation to Omnitrans to implement a freeway express pilot program serving Yucaipa, Redlands, Hospitality Lane, and San Bernardino Transit Center (SBTC). Once Redlands Passenger Rail was operational this could transition to express service to Redlands from the east rather than to SBTC.
- Vehicle Enhancement on Freeway Express Services to attract additional riders: Branding, Wi-Fi, etc.
- Allocation to Omnitrans for San Bernardino County Mobile Phone Ticketing (Seek Partnerships with Victor Valley Transit Authority (VVTA), Mountain Transit (MT) and Omnitrans on hardware and software to accept mobile phone-based payment)
- Allocation to Omnitrans for Employer Pass/Corporate Pass Pilot Program
- Allocation to Omnitrans for Faster Conversion of Access Vehicles to CNG
- Allocation to Omnitrans for Electric Car Chargers
- Allocation to Omnitrans for Local match for Electric Bus Purchase
- Allocation to Needles Area Transit for bus stop improvements
- Allocation to VVTA for increasing service hours and frequency on specific routes
- Allocation to VVTA for specific bus stop improvements.
- Allocation to Morongo Basin Transit Authority (MBTA) for “Lifeline” transportation service
- Allocation to MBTA for installation of renewable energy at transit facilities and bus shelters

## Future Allocations:

- Additional Downtown San Bernardino Passenger Rail Operations (after spend down of initial \$679,599 Fiscal Year 2014/2015 allocation)
- Free or reduced fare incentives for Downtown San Bernardino Passenger Rail upon initiation of service
- Allocation to Metrolink for eligible costs such as rehabilitation of locomotives or purchase of new locomotives or universal fare card or mobile ticketing efforts by Metrolink
- Combination with federal transit calls for projects to provide local match to eligible projects
- Elements of the ARRIVE Corridor

All Fiscal Year 2015/2016 proposed allocation recommendations, either by formula or project-specific, will be presented to the Commuter Rail & Transit Committee in August 2015 and SANBAG Board in September 2015. Should additional time be required for eligibility verification and/or overall LCTOP project selection, SANBAG staff will present a follow-up item to the Commuter Rail & Transit Committee in September 2015 and SANBAG Board in October 2015.

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***Financial Impact:***

This item has no financial impact at this time. Allocation recommendations will be presented to the Commuter Rail and Transit Committee and SANBAG Board in August and September 2015, respectively. It is anticipated that an amendment to the SANBAG Fiscal Year 2015/2016 Budget will be required.

***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

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

## Attachment 1

### Examples of Low Carbon Transit Operations Program Eligible Projects<sup>1</sup>

#### A. Expand Transit Service

1. Implement bus rapid transit (for new routes or expansion of existing routes)
2. Install new stops/stations for local bus, intercity rail, commuter bus or rail transit.
3. Provide alternative transit options that use zero-emission or hybrid vehicles to improve mobility (e.g., vanpooling, shuttles, bikesharing)
4. Increase service (extend transit routes, increase frequency of service, extend service hours)
5. Increase capacity on routes nearing capacity (e.g., add more buses or rail cars to existing routes)
6. Network/fare integration (e.g., universal fare card that can be used for multiple transit systems)

#### B. Low Carbon Transportation Projects that Support New/Expanded Transit Services

1. Purchase, operate and maintain zero-emission or hybrid vehicles and equipment (e.g., buses, railcars, auxiliary electrical power units)
2. Technology (e.g., zero-emission or hybrid buses, rail electrification, hybrid ferries)
3. Install infrastructure to support zero-emission or plug-in hybrid vehicles and equipment (e.g., electric charging, hydrogen fueling)
4. Install infrastructure to support renewable natural gas or other low carbon renewable alternative fuels
5. Install renewable energy at transit facilities (e.g., solar panels at transit facilities with electric charging infrastructure)

#### C. Active Transportation Projects that Support New/Expanded Transit Service

1. Install new transit stops/stations that connect to bike paths/pedestrian paths.
2. Upgrade transit stops/stations to support active transportation and encourage ridership (e.g., bikesharing facilities; bicycle racks/lockers; covered benches; energy efficient lighting)
3. Upgrade transit vehicles to support active transportation and encourage ridership (e.g., bicycle racks on buses; bicycle storage on rail cars)

#### D. Enhancement Projects

1. Convert/retrofit diesel vehicles and equipment to zero-emission
2. Free or reduced-fare transit passes/vouchers (this is a good opportunity to partner with educational institutions, low-income housing developers near transit, or other groups within your jurisdiction, to enhance access to transit)
3. Technology (e.g., zero-emission or hybrid buses, rail electrification, hybrid ferries)
4. Retrofit transit vehicles to meaningfully improve fuel efficiency (e.g., anti-idling systems; regenerative braking for trains)

Transit operations and maintenance investments made in one year may be included in subsequent years' project plans for the useful life of the project. For example, if a transit operator uses LCTOP funds to expand transit service in one year, future years' projects may include the continuation of that same service, through the funding of related operations or maintenance costs.

<sup>1</sup>Based on December 2014 Interim Guidelines. All projects must meet CARB Greenhouse Gas Reduction Criteria.

## *Minute Action*

AGENDA ITEM: 10

**Date:** June 11, 2015

**Subject:**

Fiscal Year 2015/2016 Transit Operator Allocations

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission and San Bernardino County Transportation Authority, approve Fiscal Year 2015/2016 Transit Operator Funding Allocations, as indicated in Attachment 1, to the City of Needles, Morongo Basin Transit Authority, Mountain Area Regional Transit Authority, Omnitrans, Victor Valley Transit Authority and Valley Transportation Services.

**Background:**

San Bernardino Associated Government (SANBAG) staff has worked with each of the transit operators to determine their funding needs for Fiscal Year 2015/2016. Attachment 1 outlines the proposed Fiscal Year 2015/2016 transit funding allocations for the individual transit operators aside from Southern California Regional Rail Authority (SCRRA). SCRRA allocations are addressed in separate Board actions.

On an annual basis SANBAG allocates a variety of funds to the transit operators in San Bernardino County. SANBAG's role in each of the fund sources varies as well as the parameters by which the operators can use the funds. Below is a summary of each fund source and detailed information on how the allocation amount is determined, SANBAG's role, and how the funds can be used.

Local Transportation Fund (LTF) - LTF is derived from a ¼ cent of the general sales tax collected statewide enacted as part of the Transportation Development Act (TDA) of 1971. LTF is the most flexible funding source available for transit as it can be used for capital and operations with minimal restrictions and does not require matching funds. The main qualifying requirement is that an operator must maintain a minimum ratio of fare revenue to operating cost of at least 20% in an urban area and 10% in a rural area.

In March of each year, staff presents the SANBAG Board with the recommended LTF apportionment for the following year. This includes the estimated amount available and recommended set-asides for reserve and priority uses per the TDA. Set-asides for priority uses prior to apportioning based on population include TDA administrative costs as needed, 3% for SANBAG planning efforts, ¾% for SCAG planning efforts, and 2% for pedestrian and bike facilities. In accordance with TDA, the remainder of LTF can be set-aside for rail passenger service operations and capital improvements and community transit services prior to area apportionment. However, SANBAG does not elect to use that set-aside and allocates to rail after

*Entity: CTA, CTC*

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apportioning the remaining balance geographically based on population. All community transit services are funded through the Measure I Senior and Disabled Transit Program.

In the Valley Subarea LTF is entirely used for transit purposes with the focus on maintaining a steady flow of operation funding available into the future. In the Mountain/Desert Region, LTF is allocated to the individual transit operators based on population of their service areas. The amount identified in Attachment 1 is the total LTF available to the Mountain/Desert operators. The LTF allocation to Barstow includes the unincorporated Colorado River apportionment for service in the Big River area. It is estimated that after using the available LTF for transit purposes the following transit operators will have surplus LTF available that can, in accordance with the TDA unmet needs process, be returned to the local jurisdictions in their service area for road maintenance purposes; Victor Valley Transit Authority (VVTA) \$7,335,320 and Morongo Basin Transit Authority (MBTA) \$1,573,001.

State Transit Assistance (STA) – STA funding is derived from the statewide sales tax on diesel fuel enacted as part of the TDA. STA funds are allocated to SANBAG in accordance with California Public Utility Code (PUC) as follows: 1) 50% under PUC Section 99313, STA-Population Share, based on the ratio of the population of the area under its jurisdiction to the total population of the state and 2) 50% under PUC Section 99314, STA-Operator Share, which is specific moneys for operators and allocated based on the ratio of the total region's prior year transit operator passenger fare and local support revenues, as well as member agencies, to the total revenue of all operators in the state and member agencies. The amount of STA-Operator Share funds available to each transit operator on an annual basis is determined by the State, and SANBAG functions as a pass through agency for this portion of STA for all operators but SCRRA. Each January the State provides a STA-Population Share revenue estimate for the following year. The STA-Population Share revenue is further apportioned to the Valley and Mountain/Desert regions based on population. STA-Population Share is then allocated to the operators on an as-needed basis as approved by the SANBAG Board. The STA-Population Share is typically limited to funding capital projects unless the operator can demonstrate compliance with a specific efficiency calculation; however, the State has a waiver in effect allowing it to be used for operating that is expected to be extended to include Fiscal Year 2015/2016.

Low Carbon Transit Operations Program (LCTOP) – LCTOP is a new source of State funding and one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide transit operating and capital assistance to eligible project sponsors in an effort to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is funded by auction proceeds from the California Air Resources Board (CARB) Cap-and-Trade Program where proceeds are deposited into the Greenhouse Gas Reduction Fund (GGRF). Although 5% of future annual GGRF proceeds will continue to be appropriated to the LCTOP, staff is cautious to become reliant upon this source of funding as the overall availability is market driven.

Example projects include new or expanded bus or rail service, expanded intermodal transit facilities, free or reduced-fare transit passes/vouchers, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions. For agencies whose service area includes

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disadvantaged communities, at least 50% of the total moneys received shall be expended on projects that will benefit disadvantaged communities as identified in Section 37911 of the California Health and Safety Code.

As with STA Funds, LCTOP funding is allocated pursuant to CPUC Section 99313 and 99314. A County Transportation Commission (CTC), such as SANBAG, that is eligible to receive STA funds per CPUC 99313 is eligible to receive LCTOP funds by formula based on the ratio of the population of the area under the CTC's jurisdiction to the total population of the state. A transit operator that is eligible to receive STA funds per CPUC 99314 is eligible to receive LCTOP funds by formula based on the ratio of the revenue of the transit operator's jurisdiction to the total revenue of all operators in the state. The transit operators receiving LCTOP funds per CPUC Section 99314 work directly with the California Department of Transportation (Caltrans) to receive their LCTOP funds. In San Bernardino County that includes MBTA, MARTA, VVTA, Omnitrans, and SCRRA.

As is done for STA funds SANBAG receives per CPUC Section 99313, staff recommends on an annual basis that LCTOP funds received under the population formula be further apportioned to the Valley and Mountain/Desert based on population. The LCTOP funds are then allocated on a case-by-case basis as approved by the SANBAG Board. LCTOP funds do not require matching funds.

Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) - PTMISEA is State funding for specific transit capital projects such as rehabilitation, service enhancement or expansion, buildings, bus shelters, transit centers, operation and maintenance facilities, bus rapid transit, and rolling stock. The SANBAG Board approved the overall allocation of these funds in February 2010 to the following operators; Barstow Area Transit (BAT), MBTA, MARTA, Needles Area Transit (NAT), Omnitrans, SCRRA and VVTA. The PTMISEA allocations included in Attachment 1 represent the allocation amounts the operators expect to request from Caltrans in Fiscal Year 2015/2016. PTMISEA Guidelines require that operators and SANBAG submit to Caltrans a PTMISEA Program Expenditure Plan that contains a list of all projects the agency intends to fund with its share of PTMISEA for the life of the bond, including the amount for each project and the year in which the funds will be requested. The PTMISEA Program Plans have been approved by the SANBAG Board and updates are presented for approval on a case-by-case basis. The last year PTMISEA funding will be allocated by the State is Fiscal Year 2016/2017.

Proposition 1B California Transit Security Grant Program (CTSGP) – CTSGP is State funding for specific transit capital project 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. The California Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security and Disaster Response Account under the CTSGP and California Transit Assistance Fund (CTAF). SANBAG is responsible for calculating the available allocation for each transit operator and applying for funds. Board approval of projects and fiscal year-specific resolutions are required prior to submitting a grant application. The last year CTSGP funding will be allocated by the State is Fiscal Year 2016/2017.

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Measure I Senior and Disabled Transit Program (SDT) – SDT is local funding derived from one-half of one percent general sales and use tax collected countywide for transportation purposes. In the Valley Subarea, 8% of the total Measure I collected is dedicated for SDT of which 2% is specifically dedicated to Consolidated Transportation Services Agency (CTSA) operations. In the Victor Valley Subarea and Rural Mountain/Desert Subareas, initially 5% of the total Measure I collected was dedicated to SDT. In the Victor Valley Subarea, the percentage for SDT funding increased by 0.5% in 2015 with additional increases of 0.5% every five years thereafter to a maximum of 7.5%. In the Rural Mountain/Desert Subareas, local representatives may provide additional funding beyond 5% upon finding that such increase is required to address unmet transit needs of senior and disabled transit services. In both cases, all increases above the 5% initial revenue collected come from the Local Streets Program. Currently, all of the annual SDT funds available in the Victor Valley and Rural Mountain/Desert Subareas are allocated to the transit operators.

In accordance with the Measure I Ordinance and Section 190300 of the CPUC, there is a maintenance of effort requirement that local agencies use Measure I funds they receive to supplement and not to replace their own discretionary funds sources for transportation purposes. Measure I Strategic Plan Policy states that the maintenance of effort for SDT funding shall be determined by calculating the amount of LTF contributed toward transportation operating expenses in Fiscal Year 2008/2009 adjusted by the Consumer Price Index. The policy allows for an exception to the maintenance of effort requirement if all of the LTF available is being used for transit purposes. Currently there are two operators, VVTA and MBTA, that are not using all of the LTF available to them for transit purposes. SANBAG staff has analyzed the amount of LTF being used for transit purposes in conjunction with the maintenance of effort requirement and determined that both operators are currently meeting the maintenance of effort requirement. The estimated minimum amount of LTF VVTA and MBTA must use for operating expenses in Fiscal Year 2015/2016 is \$3,458,027 and \$1,373,596, respectively. The recommended allocations for Fiscal Year 2015/2016 are slightly higher than typical because they include the remaining balance of Measure I 1990-2010 Elderly and Handicapped Transit Program funds.

Measure I Project Development and Traffic Management Systems Program (PDTMS) – PDTMS is local funding derived from one-half of one percent general sales and use tax collected countywide for transportation purposes. In the Valley Subarea, 2% of the total Measure I collected is dedicated to PDTMS. In the Victor Valley Subarea and Rural Mountain/Desert Subareas, 2% of the 70% dedicated to the Local Streets Program is set aside for PDTMS. PDTMS funds are used for corridor studies, project study reports, projects to improve traffic flow and maximize use of traffic facilities, congestion management, commuter assistance programs and programs which contribute to environmental enhancement associated with highway facilities. Attachment 1 identifies \$161,421 of Victor Valley PDTMS funds to be allocated to VVTA for local match funds for their ongoing vanpool program.

Federal Transit Administration (FTA) Section 5307 Urban Area Formula Funds – Section 5307 funds are Federal urban formula funds apportioned by Southern California Association of Governments (SCAG) to SANBAG for the Riverside/San Bernardino Urbanized Area (UZA) and the Los Angeles/Long Beach/Anaheim UZA. The Victor Valley UZA funds are apportioned directly to VVTA. The formula for areas with populations of 200,000 or more is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles, as well as population and population density and number

of low-income individuals. Eligible activities include public transportation capital, planning, job access and reverse commute projects, as well as operating expenses under certain circumstances that do not exist in the San Bernardino Valley. This program requires a 20% local match. SANBAG is responsible for allocating the funds available to the Riverside/San Bernardino UZA and Los Angeles/Long Beach UZA. SANBAG is also responsible for updating the Federal Transportation Improvement Program (FTIP), the implementation document that lists projects to be funded with Federal Highway Administration (FHWA) and FTA funds for the next one- to four-year period.

FTA Section 5339 Urban Area Formula Funds for Bus and Bus Facilities – Section 5339 funds are Federal urban formula funds apportioned by SCAG to SANBAG for the Riverside/San Bernardino UZA and the Los Angeles/Long Beach/Anaheim UZA. The Victor Valley UZA funds are apportioned directly to VVTA. The formula is based on population, vehicle revenue miles and passenger miles. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. This program requires a 20% local match. SCAG required that SANBAG enter a Memorandum of Understanding laying out the responsibilities related to receiving Section 5339 funds such as Omnitrans receives all the Section 5339 funds available to the San Bernardino Valley. SANBAG is responsible for updating Section 5339 funding in the FTIP.

FTA Section 5311 Rural Area Formula Funds (Regional Apportionment) – Section 5311 funds are rural formula funds apportioned by Caltrans to the San Bernardino County region based on population. Eligible activities include public transportation planning, capital, operating, job access and reverse commute projects and the acquisition of public transportation services. This program requires a 20% local match for capital projects and 50% match for operating assistance. SANBAG further apportions the funds to the five rural operators based on population. SANBAG is responsible for ensuring proposed projects are selected and eligible, as well as preparation of the Program of Projects (POP) that is submitted to Caltrans and updating the FTIP. As Caltrans releases the final apportionment amount in November of each fiscal year, the amounts included in Attachment 1 are estimates.

Congestion Mitigation and Air Quality Funds (CMAQ) – CMAQ funds are Federal formula funds apportioned by Caltrans based on population and emissions weighting factors to specific air basins such as the South Coast Air Basin and Mojave Desert Air Basin. SANBAG receives annual apportionments of CMAQ and is the agency responsible for selecting projects. As approved by the SANBAG Board in February 2015, the CMAQ funds are then apportioned to Measure I Subareas based on population. Activities typically eligible for CMAQ funding include high occupancy vehicle lanes, transit improvements, travel demand management strategies, traffic flow improvements such as signal synchronization, and public fleet conversions to cleaner fuels. SANBAG is responsible for updating CMAQ funding in the FTIP as well as submitting a CMAQ annual report to FHWA. The annual report documents the results of emission reduction assessment for projects in San Bernardino County using CMAQ funding for each federal fiscal year. Each CMAQ project must be analyzed using calculation methodologies recommended and approved by Caltrans and CARB. The SANBAG Board approved a 10-year allocation of CMAQ to each operator in July 2014. The CMAQ allocations included in Attachment 1 are consistent with that allocation except as noted below.

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Currently, VVTA is under an interim agreement with the City of Barstow to provide transit services in the North Desert Measure I Subarea and Big River portion of the Colorado River Measure I Subarea while consolidation of VVTA and BAT joint powers authorities is underway. Allocations for Barstow/North Desert will continue to be identified separately as most fund sources are based on population and/or geographic formulas requiring that VVTA does not commingle funds designated for the individual areas. As part of the merger, VVTA has identified a more efficient distribution of the CMAQ funds allocated to Barstow by the SANBAG Board in July 2014. Attachment 2 provides the revised distribution of the funds. The original allocation of \$1,083,470 in FY 2014/2015 and \$255,000 in FY 2015/2016 were revised to \$696,000 in FY 2014/2015 and \$642,470 in Fiscal Year 2016/2017. The total amount of CMAQ allocated to Barstow remains the same.

Additional fund sources available to the transit operators that are not included above or identified in Attachment 1 are FTA Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Program and LTF Article 3 funds. Both fund sources are allocated to eligible recipients through the call for projects process under separate SANBAG Board action.

Measure I, LTF, and STA available for allocation to the individual transit operators are included in the SANBAG Fiscal Year 2015/2016 Budget. The various other FTA, CMAQ, and Proposition 1B funds are received directly by the transit operators and, therefore, are not included in the SANBAG Fiscal Year 2015/2016 Budget.

***Financial Impact:***

Allocations of the pass through LTF, STAF and 2010-2040 Measure I funds are consistent with the SANBAG Fiscal Year 2015/2016 Budget. Allocations of 1990-2010 Measure I funds will be included in a future budget amendment.

***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

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

## Attachment 1

## Fiscal Year 2015/2016 Transit Operator Allocations

|                    | Barstow             | MBTA                | MARTA               | Needles           | Omnitrans            | VVTA                 | VTrans              | Total                 |
|--------------------|---------------------|---------------------|---------------------|-------------------|----------------------|----------------------|---------------------|-----------------------|
| LTF                | \$ 2,605,883        | \$ 3,216,390        | \$ 244,569          | \$ 217,648        | \$ 38,563,419        | \$ 17,100,788        |                     | \$ 61,948,697         |
| STAF-Population    |                     | \$ 191,181          | \$ 151,897          | TBD               | \$ 3,100,000         | \$ 724,961           |                     | \$ 4,168,039          |
| STA-Operator       |                     | \$ 20,715           | \$ 17,004           |                   | \$ 849,606           | \$ 115,796           |                     | \$ 1,003,121          |
| LCTOP Operator     |                     | \$ 5,352            | \$ 4,392            |                   | \$ 219,472           | \$ 29,912            |                     | \$ 259,128            |
| LCTOP Population   | TBD                 | TBD                 | TBD                 | TBD               | TBD                  | TBD                  |                     | \$ -                  |
| Prop 1B-PTMISEA    |                     |                     |                     | \$ 84,507         |                      | \$ 1,529,000         |                     | \$ 1,613,507          |
| Prop 1B Security   |                     | \$ 4,888            | \$ 3,287            |                   | \$ 128,566           | \$ 18,692            |                     | \$ 155,433            |
| Measure I - SDT    | \$ 332,570          | \$ 108,690          | \$ 118,236          | \$ 20,887         | \$ 5,600,000         | \$ 1,217,202         | \$ 2,354,700        | \$ 9,752,285          |
| Measure I - PDTMS  | \$ 33,898           |                     |                     |                   |                      | \$ 127,523           |                     | \$ 161,421            |
| FTA 5307           |                     |                     |                     |                   | \$ 16,941,200        | \$ 3,500,245         |                     | \$ 20,441,445         |
| FTA 5339           |                     |                     |                     |                   | \$ 1,848,880         | \$ 367,411           |                     | \$ 2,216,291          |
| FTA 5311           | \$ 218,868          | \$ 302,531          | \$ 209,441          | \$ 30,902         | \$ -                 | \$ 235,099           |                     | \$ 996,841            |
| CMAQ               |                     | \$ 672,785          | \$ 560,000          |                   | \$ 5,183,975         | \$ 86,067            |                     | \$ 6,502,827          |
| <b>Grand Total</b> | <b>\$ 3,191,219</b> | <b>\$ 4,522,532</b> | <b>\$ 1,308,826</b> | <b>\$ 353,944</b> | <b>\$ 72,435,118</b> | <b>\$ 25,052,696</b> | <b>\$ 2,354,700</b> | <b>\$ 109,219,035</b> |

Attachment 2

CMAQ Funding Allocations for Transit Operators

|                          | FY 2013/2014 | FY 2014/2015 | FY 2015/2016 | FY 2016/2017 | FY 2017/2018 | FY 2018/2019 | FY 2019/2020 | FY 2020/2021 | FY 2021/2022 | FY 2022/2023 | Total        |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>MBTA</b>              | \$0          | \$419,898    | \$672,785    | \$957,186    | \$635,190    | \$0          | \$153,688    | \$0          | \$177,531    | \$600,000    | \$3,616,278  |
| <b>Omnitrans</b>         | \$5,197,506  | \$5,152,215  | \$5,183,975  | \$6,657,705  | \$5,562,048  | \$5,465,298  | \$7,622,976  | \$7,011,654  | \$8,384,112  | \$7,000,000  | \$63,237,489 |
| <b>VVTA</b>              | \$162,098    | \$1,471,000  | \$86,067     | \$0          | \$2,627,000  | \$3,378,000  | \$2,071,773  | \$2,483,000  | \$1,946,000  | \$2,500,000  | \$16,724,938 |
| <b>MARTA</b>             | \$366,215    | \$380,304    | \$560,000    | \$560,000    | \$560,000    | \$560,000    | \$560,000    | \$560,000    | \$560,000    | \$560,000    | \$5,226,519  |
| <b>Barstow (revised)</b> | \$0          | \$696,000    |              | \$642,470    | \$793,000    | \$0          | \$685,000    | \$0          | \$305,000    | \$800,000    | \$3,921,470  |
| <b>Total</b>             | \$5,725,819  | \$8,119,417  | \$6,502,827  | \$8,817,361  | \$10,177,238 | \$9,403,298  | \$11,093,437 | \$10,054,654 | \$11,372,643 | \$11,460,000 | \$92,726,694 |

Attachment: FY2016 CMAQ [Revision 1] (1741 : FY 2015/2016 Operator Allocations)

## *Minute Action*

### AGENDA ITEM: 11

**Date:** June 11, 2015

**Subject:**

Transportation Development Act Unmet Needs Hearings

**Recommendation:**

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

- A. Adopt definitions of “Unmet Transit Needs” and “Reasonable to Meet” as identified in Attachment A.
- B. Set times, dates and locations for Transportation Development Act Unmet Transit Needs Public Hearings.

**Background:**

Each year the San Bernardino County Transportation Commission is required by Public Utilities Code Sections 99238.5 and 99401.5 to hold public hearings for obtaining testimony regarding unmet transit needs that can be reasonably met and must adopt findings prior to making an allocation of Local Transportation Funds (LTF) for street purposes. In accordance with the SANBAG Board action in June 1993, a public hearing will not be held in the Valley as all LTF revenues are committed to transit. The information obtained at these hearings will be used in the planning and budget development of the affected transit operators for the subsequent fiscal year, as recommend in the transit operators’ performance audit.

In January 2003, the Board approved the definitions of “Unmet Transit Needs” and “Reasonable to Meet”. An amendment to Section C – Equity, under the definition of “Reasonable to Meet”, was approved by the Board in September 2004. The California Department of Transportation has suggested that the definitions be reviewed and adopted on a periodic basis. The definitions were again approved by the Board in July 2008. Attachment A contains the current definitions and no change is being proposed at this time. These definitions will be used to respond to the testimony received.

Two public hearings are proposed for this year with the locations being the Morongo Basin and Victor Valley. The Boards of Morongo Basin Transit Authority (MBTA) and the Victor Valley Transit Authority (VVTA) will serve as the hearing boards at their respective locations.

*Entity: CTC*

Commuter Rail & Transit Committee Agenda Item

June 11, 2015

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The schedules for the proposed hearings are as follows:

**Upper Desert Region**

Monday, September 21, 2015 at 9:30am

Victor Valley Transit Authority

17150 Smoketree Street

Hesperia, California 92345

**Lower Desert Region**

Thursday, September 24, 2015 at 5:00 pm

Helen Gray Center

6601 White Feather Road

Joshua Tree, California 92252

***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:***

Andrea Zureick, Director of Fund Administration

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

## Attachment A

### Definitions of “Unmet Transit Needs” and “Reasonable to Meet” adopted by the San Bernardino County Transportation Commission Board of Directors in January 2008

**Unmet Transit Needs:** Unmet transit needs are any deficiency in the provision of public transit services, specialized transit service or private for-profit and non-profit transportation.

**Reasonable to Meet:** Reasonable to meet is a determination to be made based upon the following guidelines, performance and financial standards:

- A. Community acceptance** – The proposed service has community acceptance and support as determined by the Unmet Transit Needs public hearing record, the inclusion of adopted programs and plans, the adoption of governing board positions and other existing information.
- B. Timing**
  - 1. The proposed service shall be in response to an existing rather than future need.
  - 2. The proposed service shall be implemented consistent with the timing for federal and state grant approval if such a grant is the most appropriate primary method of funding.
- C. Equity** – the proposed service shall:
  - 1. Not unreasonably discriminate against or in favor of any particular segment of the community.
  - 2. Not result in reduced service levels for other parts of the transit system that have equal or higher priority.
  - 3. Require a subsidy per passenger generally equivalent to a 120% of similar services being operated within the first two full Fiscal Years of operation unless overriding reasons so justify.
- D. Cost effectiveness** – the proposed service shall:
  - 1. Not duplicate other existing transportation services or resources.

2. Consider opportunities for coordinating amount adjoining public entities or with private transportation providers and/or funding agencies in order to maximize existing resources (including financial) as well as legal or customary responsibilities of other entities such as social service agencies, religious organizations and schools.
3. Not adversely affect the operator's ability to meet the required ratio of fare revenue to operating cost after two full Fiscal Years of operations.
4. Meet a productivity level of 80% of the average number of passengers per hour for similar services being operated within the first two full Fiscal Years of operation unless overriding reasons so justify.

**E. Operational feasibility** – The proposed service must be safe to operate, including the operation of vehicles on adequately maintained roadways.

## *Minute Action*

AGENDA ITEM: 12

**Date:** *June 11, 2015*

**Subject:**

Allocation of Transportation Development Act Funds for Fiscal Year 2015/2016

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, adopt Resolution No. 15-005 authorizing the allocation of Local Transportation Funds and State Transit Assistance Funds for Fiscal Year 2015/2016.

**Background:**

Section 99214 of the California Public Utilities Code designates the San Bernardino County Transportation Commission as the Regional Transportation Planning Agency (RTPA) for the purpose of administering the Transportation Development Act (TDA) funds. This responsibility includes the approval of the Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) apportionments, issuance of LTF and STAF allocation instructions to the County of San Bernardino Auditor-Controller/Treasurer/Tax Collector, and authorization of LTF and STAF payments in accordance with the claim amounts filed by the claimant.

Title 21, Sections 6659 and 6753 of the California Code of Regulations, requires that the governing body adopt a resolution authorizing the issuance of LTF and STAF allocation instructions. Resolution 15-005 fulfills this requirement. The issuance of LTF and STAF allocation instructions will allocate funding for TDA administration, transportation planning and programming functions, and operating and capital assistance for the Commuter Rail and Transit Department and other eligible TDA claimants.

Throughout the course of the year, staff receives claims from eligible TDA claimants and verifies the claim amounts against planning documents. The planning documents that are used as the basis for approving the statutory claims of TDA funding include the transit operator Short Range Transit Plans and the SANBAG 10-Year Delivery Plan.

Following approval of a transit claim, staff issues allocation instructions to the County Auditor-Controller/Treasurer/Tax Collector, authorizing the use of the funds by the claimant for specific purposes. Staff requests disbursements of funds, in accordance with disbursement requests submitted by the claimants, throughout the year.

In March 2015, the Board approved the Fiscal Year 2015/2016 LTF and STAF apportionments. The apportionment was subsequently incorporated into the Fiscal Year 2015/2016 Budget.

*Entity: CTC*

## Commuter Rail &amp; Transit Committee Agenda Item

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***Financial Impact:***

This item is consistent with the SANBAG Fiscal Year 2015/2016 Budget. Adoption of the resolution by the Board will authorize the issuance of LTF and STAF allocation instructions, providing funding for TDA administration, transportation planning and programming functions, and operating and capital assistance for the Commuter Rail and Transit Department and other eligible TDA claimants as approved in the Fiscal Year 2015/2016 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Andrea Zureick, Director of Fund Administration

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:

**RESOLUTION NO. 15-005**

**RESOLUTION OF THE  
SAN BERNARDINO COUNTY TRANSPORTATION COMMISSION  
AUTHORIZING THE ALLOCATION OF  
LOCAL TRANSPORTATION FUNDS AND  
STATE TRANSIT ASSISTANCE FUNDS  
FOR FISCAL YEAR 2015/2016**

WHEREAS, the San Bernardino County Transportation Commission (SANBAG) is the designated transportation planning agency for the administration of the Transportation Development Act (TDA) funds within San Bernardino County; and

WHEREAS, the Southern California Association of Governments Executive Committee has adopted a Regional Transportation Plan directed toward the achievement of a coordinated and balanced transportation system; and

WHEREAS, the SANBAG Board of Directors (Board) adopts Short Range Transit Plans for each of the San Bernardino County transit operators; and

WHEREAS, the Board has adopted the SANBAG 10-Year Delivery Plan documenting anticipated capital expenditures for SANBAG's rail program; and

WHEREAS, claims may be submitted under the Transportation Development Act for allocations from the Local Transportation Funds and State Transit Assistance Funds consistent with the adopted plans, apportionments, and allocations; and

WHEREAS, the Short Range Transit Plans and the SANBAG 10-Year Delivery Plan include planned expenditures of transportation funds, including Local Transportation Funds and State Transit Assistance Funds; and

WHEREAS, the award of Transportation Development Act Article 3 funds for bicycle and pedestrian facilities and transit stop access improvement projects, pursuant to Public Utilities Code Section 99233.3, is typically approved in a separate Board action following a biannual call for projects and project evaluation process;

WHEREAS, SANBAG has incorporated the amount to be allocated to each of the transit operators and SANBAG into its Fiscal Year 2015/2016 Budget;

NOW THEREFORE BE IT RESOLVED by the San Bernardino County Transportation Commission:

Section 1. That the allocation of Local Transportation Funds and State Transit Assistance Funds for Fiscal Year 2015/2016 is hereby approved subject to those claims conforming to adopted apportionments and all other requirements of the Transportation Development Act, including but not limited to the following determinations:

1. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan, the claimant's Short Range Transit Plan, and SANBAG's 10-Year Delivery Plan, as applicable, and as amended through subsequent Board action.
2. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the applicable fare revenue to operating expense (operating ratio) requirements as required by the Transportation Development Act.
3. The claimant is making full use of federal funds available pursuant to the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users and Moving Ahead for Progress in the 21st Century.
4. The sum of the claimant's allocations from the State Transit Assistance Fund and Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
5. Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or area-wide public transportation needs.
6. The claimant has made reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244, including the specific reference to the improvements recommended and the efforts made by the claimant to implement them.
7. The claimant submits a certification issued by the Department of California Highway Patrol within the last 13 months verifying that the claimant is in compliance with Section 1808.1 of the Vehicle Code (Drivers Pull Notice Program), as required by Public Utilities Code Section 99251.
8. The claimant is in compliance with the qualifying criteria pursuant to Public Utilities Code Section 99314.6 (use of State Transit Assistance Fund for operating purposes).
9. The transportation services contracted for under Public Utilities Code Section 99400(c) are responding to a transportation need not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with the existing transportation service.

Section 2. That such approval does not include allocations for local streets and roads unless the provisions of Sections 99401.5 and 99401.6 of the Public Utilities Code have been met; and

Section 3. That the Executive Director or his designee is authorized to transmit allocation instructions to the San Bernardino County Auditor/Controller, having first determined that the required allocation meets all requirements of this Resolution and the Transportation Development Act.

Section 4. The foregoing recitals are true and correct.

Section 5. This resolution is effective upon its approval.

PASSED AND ADOPTED at a meeting of the San Bernardino County Transportation Commission held on July 1, 2015.

\_\_\_\_\_  
-----, Chair

ATTEST:

\_\_\_\_\_  
Vicki Watson,  
Clerk of the Commission

Attachment: Res 15-005 TDA Resolution [Revision 1] (1742 : Allocation of TDA Funds)

## *Minute Action*

### AGENDA ITEM: 13

**Date:** June 11, 2015

**Subject:**

Transportation Development Act Triennial Performance Audits for Fiscal Year 2011/2012 - 2013/2014

**Recommendation:**

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

Receive Transportation Development Act Triennial Performance Audit Reports for Fiscal Years 2011/2012 through 2013/2014 for Barstow Area Transit, Needles Area Transit, Morongo Basin Transit Authority, Mountain Area Regional Transit Authority, Omnitrans, Victor Valley Transit Authority, and San Bernardino Associated Governments.

**Background:**

In order to continue receipt of Transportation Development Act (TDA) funding, the California Public Utilities Code Sections 99246(a) and 99248 require that SANBAG, acting as the County Transportation Commission, designate an entity other than itself to perform triennial performance reviews on each of the transit operators that receive TDA funding, including SANBAG. These audits are subsequently submitted to the California Department of Transportation (Caltrans).

On October 27, 2014, the SANBAG Executive Director authorized the advertisement of Request for Proposals (RFP) 15-1001098 for Professional Services for the Fiscal Year (FY) 2011/2012 through 2013/2014 Transportation Development Act (TDA) Triennial Performance Audits in accordance with SANBAG Contracting Procurement Policy 11000, Section VII.B.1. On February 4, 2015, the SANBAG Board approved Contract No 15-1001098 with Pacific Municipal Consultants (PMC) to conduct the triennial performance reviews of the San Bernardino County Transportation Commission and the following transit operators/claimants: Cities of Barstow and Needles for their transit services, Morongo Basin Transit Authority (MBTA), Mountain Area Regional Transit Authority (MARTA), Omnitrans, and Victor Valley Transit Authority (VVTA).

Attached are the draft executive summaries for each agency's audit, which include a review of the agency's compliance with TDA Requirements, status of prior audit recommendations, transit system performance trends, and a detailed functional review. Below is a summary by agency of the prior audit recommendations and status and the current FY 2011/2012 through 2013/2014 audit recommendations.

*Entity: CTC*

**Barstow Area Transit (BAT)**Prior Audit Recommendations and Status

1. Improve operations data collecting and reporting consistency: This recommendation has been partially implemented and is carried forward for full implementation by VVTA.
2. Meet farebox requirements: This recommendation has not been implemented and is no longer applicable due to the integration of BAT into VVTA.
3. Hold regular communication with City development officials: Implemented.
4. Develop Capital Improvement Plan: This recommendation has been partially implemented and is carried forward for full implementation by VVTA.
5. Review BAT general administration charges: Implemented.

Current Recommendations

1. Improve operations data collecting and reporting consistency.
2. Develop Capital Improvement Plan.

**Mountain Area Regional Transit Authority (MARTA)**Prior Audit Recommendations and Status

1. Develop on-time performance calculation methodology: Implemented.
2. Enter on-time performance data into TransTrack: Implemented.
3. Develop performance targets for each transit mode using the updated MARTA Comprehensive Operational Analysis (COA) standards as a reference: Implemented.

Current Recommendations

1. Use allowable TDA provisions to improve farebox recovery.
2. Seek marketing opportunities with destination providers.
3. Evaluate additional internal staff building activities for drivers.

**Morongo Basin Transit Authority (MBTA)**Prior Audit Recommendations and Status

1. Enter on-time performance data into TransTrack: This recommendation has not been implemented and has been carried forward for full implementation.
2. Work with the SANBAG fiscal auditor to properly record correct full-time equivalents in the State Controller's Report: Implemented.
3. Keep copies of the State Controller's Report on file: Implemented.

Current Recommendations

1. Enter on-time performance data into TransTrack.
2. Conduct succession planning and agency organizational review.
3. Work with SANBAG to study and initiate discussion with the National Park Service regarding possible bus service options to Joshua Tree National Park.
4. Integrate alternative lifeline service models to reach sparsely populated areas.

**Needles Area Transit (NAT)**Prior Audit Recommendations and Status

1. Consider using customer comment cards to gather input toward the annual unmet transit needs process: Implemented.
2. Enter on-time performance data into TransTrack: This recommendation has not been implemented and is carried forward for full implementation.
3. Enter dial-a-ride no-shows data into TransTrack: This recommendation has not been implemented and is carried forward for full implementation.

## Commuter Rail & Transit Committee Agenda Item

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4. Review alternatives for increasing ridership, including building local partnerships: Implemented.
5. Combine safety and training schedule for both fixed route and dial-a-ride operations: Implemented.

### Current Recommendations

1. Enter on-time performance data into TransTrack.
2. Enter dial-a-ride no-shows data into TransTrack.
3. File separate Transit Operators Financial Transactions Reports for fixed route and dial-a-ride service modes.

## **Omnitrans**

### Prior Audit Recommendations and Status

1. Work with SANBAG to take appropriate steps pending completion of the COA: Implemented.
2. Investigate the potential to restructure service once Bus Rapid Transit is implemented: This recommendation has been revised and carried forward in this audit for the next audit period.
3. Conduct an evaluation of the impacts of Omnitrans' financial system on business process flows: This recommendation has been revised and carried forward in this audit for the next audit period.
4. Verify on-time performance numbers and adjust performance targets accordingly: Implemented.

### Current Recommendations

1. Identify the challenges that staff have working with Omnitrans' financial system and make best efforts to improve the program experience and make it as efficient and seamless as possible.
2. Report performance against the FY 2015-2020 Omnitrans Short Range Transit Plan, OmniConnects: Connecting People, Business & Community.
3. Find ways to increase sbX bus rapid transit ridership over time.

## **Victor Valley Transit Authority (VVTA)**

### Prior Audit Recommendations and Status

1. Develop and retain a Facility Maintenance Plan: Implemented.
2. Submit separate Annual State Controller's Reports for fixed route and direct access: Implemented.
3. Increase VVTA administrative staff: This recommendation has been partially implemented and is carried forward for full implementation.
4. Plan for fare adjustment or increase as conditions warrant: This recommendation has not been implemented as current conditions have not warranted action. As the farebox recovery ratio for fixed route services has declined during the audit period, VVTA should continue monitoring the timing and conditions for implementing any recommended fare increases from the COA.
5. Provide systemwide map: This recommendation is in the process of being implemented and is forwarded for full implementation.

### Current Recommendations

1. Use allowable TDA provisions to improve farebox recovery.
2. Increase VVTA administrative staff.
3. Develop an Asset Management Plan.
4. Go live with systemwide map.

**San Bernardino Associated Governments (SANBAG)**Prior Audit Recommendations and Status

1. Update the checklist contained in the TDA claim form for submittal of required attachments: This recommendation has not been implemented and is carried forward for full implementation.
2. Update the SANBAG TDA application manual: This recommendation has not been implemented and is carried forward for full implementation.
3. Formalize the allocation procedures for State Transit Assistance Regional Funds: This recommendation has been partially implemented and is carried forward for full implementation.
4. Develop TDA fund reserve policy: This recommendation has been partially implemented and is carried forward for full implementation.
5. Develop and adopt TDA Article 4.5 evaluation criteria: This recommendation has not been implemented and is carried forward for full implementation.
6. Review options for updating the farebox ratio for VVTA: This recommendation has not been implemented and is carried forward for full implementation as conditions warrant.
7. Consider alternate methods to promote focused meeting structure in Public and Specialized Transportation Advisory and Coordination Council (PASTACC): This recommendation is no longer applicable as a consensus was reached among PASTACC members to not pursue this further.

Staff Response to Status of Prior Audit Recommendations: On May 6, 2015, the SANBAG Board approved Contract No 15-1001099 with PMC for the Transportation Development Act Program Update and Database Development project. This project entails an update of the TDA Program including the TDA Manual, policies, procedures, and procedural documents. Recommendations #1 through #5 were specifically included in the scope of work of this contract, and SANBAG anticipates fully addressing these recommendations throughout the execution of this contract.

Due to an indefinite increase in operating expenses, VVTA did not exceed their farebox ratio requirement by a significant margin during the current audit period. Consequently, SANBAG staff had concerns about potentially increasing VVTA's farebox ratio requirement in accordance with recommendation #6. SANBAG in conjunction with VVTA will continue monitoring the timing and conditions for implementing any recommended fare increases following the next COA, to begin in FY 2015/2016.

Current Recommendations

1. Implement prior performance audit recommendations.
2. Conduct additional unmet transit needs analysis stipulated in the TDA.
3. Work with the TDA claimants and fiscal auditor to resolve the late submittal of the annual fiscal and compliance audits.
4. Retain written certification of completion and submittal of performance audits to Caltrans.

Staff Response to Current Recommendations: Recommendation #1 will be addressed in the execution of Contract No 15-1001099 with PMC, as mentioned in the explanation above. SANBAG staff is reviewing requirements referenced in recommendation #2 to determine where the current process is deficient before considering a change in process. Recommendation #3 is a recognized problem that SANBAG staff has been working to resolve over the past several years.

## Commuter Rail &amp; Transit Committee Agenda Item

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The Finance Department assumed responsibility for all audits in Fiscal Year 2013/2014 and has already implemented the recommendations in the draft audit. Staff is confident that timeliness will continue to improve. In response to recommendation #4, Fund Administration and Programming Department staff and Finance Department staff have discussed the TDA record retention requirements related to audit submittals. Staff from these departments will take steps to implement a procedure to ensure required certifications and correspondence are retained in a satisfactory manner to meet TDA requirements.

***Financial Impact:***

This item is consistent with the adopted SANBAG Fiscal Year 2014/2015 budget.

***Reviewed By:***

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

***Responsible Staff:***

Vanessa Jezik, Transportation Programming Analyst

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Approved  
Commuter Rail & Transit Committee  
Date: June 11, 2015

Witnessed By:



FY 2012–2014  
Triennial Performance Audit of  
Barstow Area Transit

**BARSTOW AREA TRANSIT**

**Draft**

May 2015

*Submitted to*  
San Bernardino Associated Governments

*Submitted by*



Attachment: Barstow Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Barstow Area Transit (BAT) covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- Transit System Performance Trends
- Detailed Functional Review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of BAT.

### Compliance with TDA Requirements

Of the nine compliance requirements pertaining to BAT, the operator fully complied with five requirements. The operator was partially compliant with regard to the timely submittal of its *Transit Operators Financial Transactions Report* to the State Controller (late submittal in FY 2012), and the proper reporting of employee full-time equivalents (FTEs). The operator was found to be noncompliant with farebox recovery attainment. Two additional compliance requirements did not apply to the operator (i.e., blended and urban farebox recovery ratios).

### Status of Prior Audit Recommendations

Two of the five prior audit recommendations were implemented. The two recommendations that were partially implemented and carried forward in this audit is for Victor Valley Transit Authority (VVTA) as the successor entity to BAT to improve data reporting and consistency and to develop a capital improvement plan. The remaining recommendation was no longer considered applicable.

### System Performance Trends

1. Operating costs for BAT increased 9.2 percent systemwide between the FY 2011 base year and FY 2014 based on audited data. Costs in FY 2012 increased 4.9 percent followed by a decrease of 6.9 percent. FY 2014 operating costs increased 11.8 percent. Fixed route

operating costs decreased 17 percent during the audit period. There was a discrepancy in the FY 2012 cost data that showed a \$900,000 decrease. For Dial-a-Ride, operating costs increased by 12.6 percent, which also reflect similar discrepancy resulting in a \$500,000 decrease in FY 2012 from the previous year. Modal data reported in TransTrack are unaudited. The volunteer services in Big River and Trona saw decreases in their operating costs of 28.1 percent and 14.5 percent, respectively.

2. Ridership increased by 10.5 percent systemwide, including a 12.8 percent increase in FY 2014. Fixed route ridership increased 8.9 percent while Dial-a-Ride ridership increased 20.3 percent. FY 2014 data show a 61.2 percent increase in Dial-a-Ride trips, which may be attributed to changes in the county Dial-a-Ride data reporting methodology. In contrast, ridership for Big River Transit decreased nearly 40 percent whereas ridership for Trona Transit increased more than 34 percent over the same period. Overall ridership trends are reflective of the service restructuring that occurred just prior to the audit period.
3. Operating cost per passenger, an indicator of cost effectiveness, decreased by 1.1 percent systemwide. Cost per passenger decreased by 23.8 percent on the fixed route service and by 6.4 percent on Dial-a-Ride. The trend in this indicator appears to be skewed due to the discrepancies in the FY 2012 operating cost data. The cost per passenger on Big River Transit increased 19.4 percent whereas on Trona Transit, cost per passenger decreased 36.4 percent.
4. Operating cost per hour, an indicator of cost efficiency, increased by 23.2 percent systemwide, while on the fixed route this indicator increased by 12.1 percent. Based on the increase in vehicle service hours, cost per hour for Dial-a-Ride decreased by a modest 4.3 percent. For Big River Transit and Trona Transit, operating cost per hour increased 53.3 percent and 29.5 percent, respectively.
5. Passengers per vehicle service hour, which measures the effectiveness of the service delivered, increased 24.7 percent systemwide. This indicator increased by 47 percent for fixed route and by 2.3 percent for Dial-a-Ride. The Big River Transit saw passengers per hour increase by 28.4 percent whereas for Trona Transit, passengers per hour nearly doubled. The trends are indicative that the growth in passenger trips exceeded the decrease in vehicle service hours.
6. The trend in the farebox recovery ratio shows a general increase during the audit period but under the minimum 10 percent attainment standard. The farebox recovery ratio for BAT service (excluding Big River and Trona Transit systems) based on audited data increased from 6.74 percent in FY 2011 to 7.35 percent in FY 2014. Fixed route farebox recovery increased 9.2 percent from 9 percent in FY 2011 to 9.84 percent in FY 2014. On the Dial-a-Ride, farebox recovery decreased by 31.3 percent from about 5 percent in FY 2011 to 3.48 percent in FY 2014. The TDA minimum ratio of 10 percent adopted by the SANBAG board in 1994 was not met during the audit period, placing the service out of compliance with a key TDA measure.

## Functional Review

1. In September 2011, the service to the unincorporated areas reverted back to a Dial-a-Ride service mode from a deviated fixed route. County Dial-a-Ride trips are coordinated based on scheduled time intervals.
2. The five-year agreement with MV Transportation expired on June 30, 2013. Since that time, the City entered into two separate contract extensions with MV Transportation; the last extension expired on December 31, 2014.
3. Once the MV Transportation contract expired, BAT operations were transferred to VVTA as part of a consolidation into that system.
4. BAT Route 2 underwent realignment in an effort to improve on-time performance and provide connections to other routes. The alignment down Rimrock Road through the "Heights" section of Barstow was eliminated and now connects with Route 1 at Barstow Community College.
5. Three new vehicles were received in February 2012, all 2011 Goshens. Vehicles were not equipped with automatic vehicle locator (AVL) systems but instead were equipped with a DriveCam system, which monitors driver performance and safety.
6. In May 2013, SANBAG released the *Desert Consolidation Study* which outlined the cost savings and transit administration efficiencies that could be achieved through the merger of VVTA and BAT. SANBAG and VVTA representatives presented an overview of those study findings to the Barstow City Council in October 2013.

## Recommendations

| Performance Audit Recommendation                                 | Background   | Timeline      |
|--|--|---------------|
| 1. Improve operations data collecting and reporting consistency. | This recommendation is carried over from the prior audit for full implementation by VVTA, the successor agency to BAT. The prior audit noted that there had been inconsistencies in the reporting of performance data for both state and federal reports. Although there was a resolution in certain areas, there were still some consistency issues between the reports that BAT would prepare internally and those that fed into external agency reports. Given these inconsistencies, it has been difficult to ensure accuracy in drawing conclusions about trends, particularly with the modal statistics. | High priority |

| Performance Audit Recommendation     | Background   | Timeline        |
|--------------------------------------|--|-----------------|
|                                      | <p>It was suggested that BAT reconsider its data collection and review and reporting practices and develop a written “desktop” guide using a flow chart outlining the data reporting process and assigning personnel responsible for each step in the process. The prior contract operator noted that since the County services (former Routes 4 and 5) operated by BAT reverted back to demand response from deviated fixed route that there may have been discrepancies in the data reporting. For example, the FY 2012 operating cost data for both the fixed route and Dial-a-Ride modes are significantly different from data reported for other years of the audit period. In addition, for FY 2014, data reported for passenger trips, vehicle service hours, and mileage appear to be inconsistent with the trends reported in the other years.</p> <p>With the recent integration of BAT into VVTA, operations data collection and reporting have become the responsibility of VVTA. VVTA’s established data collection and reporting procedures are standardized and accessible through TransTrack. Nevertheless, it is essential that data show accuracy and consistency across all modes and services.</p> |                 |
| 2. Develop capital improvement plan. | This recommendation is carried over from the prior audit for full implementation by VVTA, the successor agency to BAT. The prior audit noted that the BAT fleet was aging and identified the need for a vehicle replacement plan. The development of such a capital development plan was placed on hold pending the development of the <i>Desert Consolidation Study</i> . After release of the study, the City resumed its work on updating its capital improvement plan and programming funds toward vehicle procurement. However, with the change of contract operators and the movement toward consolidation under VVTA, SANBAG placed   | Medium priority |

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| Performance Audit Recommendation | Background  | Timeline |
|----------------------------------|---|----------|
|                                  | another hold on such efforts. Capital improvement and programming now fall under the responsibility of VVTA with the addition of City of Barstow to the Joint Powers Agreement (JPA). |          |

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# FY 2012–2014 Triennial Performance Audit of Mountain Transit



**Draft**

May 2015

*Submitted to*  
San Bernardino Associated Governments

*Submitted by*



Attachment: MARTA Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Mountain Transit covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- Transit System Performance Trends
- Detailed Functional Review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of Mountain Transit.

### Compliance with TDA Requirements

Of the nine compliance requirements pertaining to Mountain Transit, the operator fully complied with eight requirements. The operator was partially compliant with regard to the timely submittal of its Transit Operators Financial Transactions Report to the State Controller (late submittal in FY 2012). Two additional compliance requirements did not apply to the operator (i.e., blended and urban farebox recovery ratios).

### Status of Prior Audit Recommendations

Each of the three prior audit recommendations has been implemented.

## System Performance Trends

1. Mountain Transit is held to a 10 percent minimum farebox recovery ratio. For the three year audit period, the farebox recovery ratio was 13.40 percent in FY 2012; 14.52 percent in FY 2013; and 11.55 percent in FY 2014. The average systemwide farebox recovery ratio was 13.16 percent.
2. Operating costs systemwide rose modestly over the past three years, increasing by 12 percent using audited data. Fixed route operating costs increased by 10.7 percent whereas demand response costs decreased 18.6 percent using unaudited modal data. The higher costs are attributed to staff augmentation, marketing and rebranding implementation, added services and restored employee benefits.
3. Ridership rose modestly during the audit period with systemwide increase of 15.7 percent systemwide. Fixed route passenger trips increased by 19.4 percent; however demand response ridership declined 9.3 percent. The overall average annual percentage increase was 5 percent systemwide. The increased ridership trends are attributed to an adjustment in route times, which improved on-time performance; implementation of OTM Sunday service and the weekend trolley running between Big Bear Village and Interlaken.
4. Operating cost per passenger, an indicator of cost effectiveness, decreased 3.2 percent systemwide, an indicator showing that passenger trips have increased more than costs. Cost per passenger decreased by 7.3 percent on fixed route and by 10.3 percent on the demand response service. Fixed route trips increased 19.4 percent compared to the 10.7 percent increase in operating costs.
5. Operating cost per hour, an indicator of cost efficiency, increased 4.5 percent systemwide based on audited cost data. In contrast, the indicator decreased by a modest 3.6 percent on the fixed route and by 7.6 percent on demand response based on unaudited modal cost data. Vehicle service hours on the fixed route increased 14.9 percent whereas operating costs increased 10.7 percent. For demand response, service hours decreased 11.6 percent and operating costs decreased 18.6 percent.
6. Passengers per hour which measures the effectiveness of the service delivered, increased by 7.9 percent systemwide from 4.6 passengers in FY 2011 to 4.9 passengers in FY 2014. The indicator for the fixed route mode increased by 3.9 percent whereas for demand response there was a 2.6 percent decrease. The number of passenger trips per hour peaked at 5.4 passengers systemwide and 6.6 passengers on the fixed route during FY 2013.

## Functional Review

1. Mountain Transit participates in the CHP Transit Operator Compliance Program and received inspections of its transit vehicles at both its Big Bear and Crestline facilities within the 13 months prior to each TDA claim. Satisfactory ratings were made for all inspections conducted during the audit period.
2. Mountain Transit underwent a major rebranding effort that involved a name change, new logo and redesigned marketing collateral and website.
3. The fare structure was modified to adjust fare zones based on mileage in the RIM service area and included a fare surcharge to Fawnskin, Baldwin Lake and Lake Williams.
4. Sunday service was added to Route 1 and the Big Bear Valley OTM Route. In addition, a weekend trolley service was implemented in the Big Bear service area.
5. Capital improvements were made to the Big Bear and Crestline facilities that included LED lighting, remodeling and the installation of a new clarifier and generator.
6. The 2012-16 Short-Range Transit Plan (SRTP) for Mountain Transit was released in May 2012. This latest SRTP also serves as a Comprehensive Operational Analysis (COA) for the transit system.

## Recommendations

| Performance Audit Recommendation   | Background  | Timeline             |
|--|---|----------------------|
| <p><b>#1 Use allowable TDA provisions to improve farebox recovery.</b></p> | <p>A downward trend for the fixed route ratio emerged toward the end of the audit period as several factors contributed to the additional operating expenses. Given that the additional expenses have included new or expanded services, TDA allows exemptions of these services for purposes of calculating farebox recovery for LTF funding eligibility. Examples of new services for Mountain Transit include Sunday service, and weekend trolley. As each of these has already been implemented, Mountain Transit would only have limited ability for exempting these services. Cost and fare revenue data would need to be collected for these services and determined whether the overall farebox ratio is adversely impacted by their inclusion. Per SANBAG practice, the operator has a choice whether to exempt the service. If the new service is aiding the farebox then it can be left in, but it can not</p> | <p>High Priority</p> |

| Performance Audit Recommendation   | Background   | Timeline        |
|--|--|-----------------|
|  | begin the exemption period after the service has been in place for some time.  |                 |
| <b>#2 Seek marketing opportunities with destination providers.</b>           | Mountain Transit serves a destination area that includes entertainment and sports venues such as skiing and summer activities. Transit staff has been in discussions with the Big Bear Visitors Bureau to market transit as part of the destination experience. The marketing would include off-the-mountain transportation opportunities and within the local service area. Several transit systems in the State have partnered with resort organizations to leverage the attractiveness of the area and transit is a part of the solution to travel for both visitors and residents. Mountain Transit staff should continue working with the visitors bureau as well as direct marketing to resort providers in its service to develop greater opportunities for transit.                            | High Priority   |
| <b>#3 Evaluate additional internal staff building activities for drivers</b> | Mountain Transit has made positive progress in building a more unified agency among the two facilities. Management and administrative resources to share between the two facilities in Crestline and Big Bear have proven beneficial and improved overall morale. To continue this trend, management should continue its efforts to maintain positive morale. Although it has been indicated that it is difficult to bring drivers from both facilities together at any given time due to different transit service schedules, the cross training that has been occurring between the two facilities could include activities such as bus rodeos and other team building and competitive exercises. These activities, when possible, would continue to promote positive morale and skills development. | Medium Priority |

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# FY 2012–2014 Triennial Performance Audit of Morongo Basin Transit Authority



**Draft**

**May 2015**

*Submitted to*  
**San Bernardino Associated Governments**

*Submitted by*



Attachment: MBTA Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Morongo Basin Transit Authority (MBTA) covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- Transit System Performance Trends
- Detailed Functional Review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of MBTA.

### Compliance with TDA Requirements

Of the compliance requirements pertaining to MBTA, the operator fully complied with seven out of the nine requirements. The operator was in partial compliance with regard to the timely submittal of the annual fiscal and compliance audits, and the consistency in recording performance data. Responsibility for submittal of the annual fiscal audit lies with the SANBAG auditor, which operates independently of MBTA. Two additional compliance requirements did not apply to MBTA (e.g., rural/urban farebox recovery ratios).

### Status of Prior Audit Recommendations

Two of the three prior audit recommendations were implemented. The recommendation not implemented and carried forward in this audit is for MBTA to enter on-time performance data into TransTrack.

## System Performance Trends

1. Operating costs systemwide rose over the past three years, increasing by 16.4 percent using audited data. The higher costs are attributed to changes in labor rules that pertain to the inclusion of a meal/rest time allocation; higher maintenance costs due to new CNG fueling infrastructure; and higher operator and dispatcher wages related to run and bid scheduling adjustments.
2. Ridership remained fairly flat during the audit period with systemwide increase of 3.4 percent systemwide. Fixed route passenger trips increased by 4.6 percent; however demand response ridership declined 7 percent. After a 9.3 percent increase in systemwide passenger trips in FY 2012; ridership in subsequent years decreased modestly by 1.8 and 3.7 percent, respectively. The ridership trends are attributed to a static service area population and personnel drawdowns at the MCAGCC in Twentynine Palms. The commuter services saw fluctuations in ridership due to the drawdowns.
3. Operating cost per passenger increased 12.6 percent systemwide, an indicator showing that costs have increased faster than the number passenger trips. Cost per passenger increased 8.3 percent on fixed route and increased by 16.8 percent on the demand response service. The trend in Ready Ride trips has been declining, while costs continue to increase.
4. Operating cost per hour increased 16.6 percent systemwide. The indicator increased by a modest 12 percent on fixed route and by 12.6 percent for DAR. The trends for both modes are reflective of the increase in operating costs versus the decrease or negligible increase in vehicle service hours.
5. Passengers per hour increased by 3.6 percent systemwide from 10.6 passengers to 11 passengers. The indicator for the fixed route mode increased by a comparable 3.4 percent whereas for demand response there was a 3.5 percent decrease. On the demand response service, the percentage decrease in the number of passenger trips was double than for vehicle service hours traveled. For the fixed route, the percentage increase in passenger trips was higher than that for vehicle service hours.
6. MBTA's farebox recovery ratio remained well above the required 10 percent standard in spite of a slightly downward trend. Fare revenues are enhanced from group pass sales and the annual subsidy provided by the fundraising foundation of Copper Mountain College.

## Functional Review

1. Agency staffing has stabilized over the past three years. Personnel turnover has been minimal with only two drivers leaving MBTA.
2. A Comprehensive Operations Analysis (COA) was completed in April 2012 that laid the foundation for enhancements and improvements in service delivery. MBTA has implemented

some of the recommended service changes and is continuing its evaluation of other suggestions. The COA provides performance benchmarks and service improvement considerations for MBTA to implement.

3. MBTA implemented a fare increase that became effective in July 2014. MBTA had not raised fares since 1999.
4. MBTA implemented Sunday service on its main trunk route and increased service on Saturdays. Time adjustments were also implemented on Route 12. The service additions and adjustments were prompted by unmet transit needs findings. The new Walmart store located in Yucca Valley, which opened in the summer of 2013, also necessitated some routing changes.
5. Upon the departure of the maintenance manager who retired in November 2014, the operations manager assumed oversight of the maintenance department.

## Recommendations

| Performance Audit Recommendation                   | Background  | Timeline      |
|--|---|---------------|
| #1 Enter On-Time Performance Data into TransTrack. | <p>This recommendation is being carried over from the prior audit. MBTA generally conducts random time checks in the field to ascertain whether buses are running on time. On the fixed route, on-time performance is monitored by the road supervisor at designated timepoints as well as drivers calling into dispatch at these timepoints. Although on-time performance is tracked by the aforementioned methods, the prior audit contended that with the increased utilization of TransTrack as a central data collection source and monitoring tool, on-time performance data should be included as a metric.</p> <p>A check of MBTA's TransTrack database revealed that on-time performance is still not being entered into the system. On-time performance data would be generally entered under the "Operations" tab on the TransTrack menu and can be accessed under the "On-Time Performance Results Look-Up" categories in the drop down menu. It is suggested that MBTA consider including this metric as part of its TransTrack reporting.</p> | High Priority |

| Performance Audit Recommendation   | Background  | Timeline        |
|--|---|-----------------|
| #2 Conduct succession planning and agency organizational review.   | With the impending departure of the long time General Manager, the agency will be undertaking a review of the organizational make up. This is planned to occur as part of the next update of the Short Range Transit Plan. It is anticipated that the SRTP will study related elements such as succession planning considerations; classification review with focus on the different positions and tasks; review industry standards for employee size and job scope/responsibility; compensation review of job classifications (cost of living factors, peer comparisons, methodology; and general recommendation on service delivery model. The outcomes of the SRTP will provide guidance on the management and operation of MBTA and future initiatives to boost ridership, enhance cost efficiencies, and improve performance measures.       | High Priority   |
| #3 Work with SANBAG to study and initiate discussion with the National Park service regarding possible bus service options to Joshua Tree National Park. | MBTA's bus service borders Joshua Tree National Park. Currently the buses do not serve into the park. As a consideration to boost potential ridership of visitors and subsequent revenue, a discussion of possible options for provision of service in and out of the park could be broached with the National Park service. Other public systems have developed partnerships with the National Park Service to operate transit service and transport passengers to and from national parks. Examples include Visalia Transit operating a shuttle service from Visalia to Sequoia National Park, and Eastern Sierra Transit Authority operating a bus service from Mammoth Lakes to Devils Postpile National Monument. MBTA should review the potential for a similar service and work with SANBAG to develop a planning effort to study options. | Medium Priority |
| #4 Integrate alternative lifeline service models to reach sparsely populated areas.  | The MBTA service area is quite large and includes sparsely populated areas. MBTA has been working with local social service agencies through its Transportation Assistance Grant (TAG) Program to help fund and implement their own transportation services which broaden the availability of service to the public, and in turn helps MBTA's efficiencies. The Landers Loop Route 21 covers a large area on a deviated fixed route basis. Integration of alternative transportation service in sparsely populated areas have proven cost effective and beneficial to the overall provision of transit service such as a trip reimbursement program, and actively partnering with local social service agencies to supplement their programs. MBTA's TAG program seeks to   | Medium Priority |

| Performance Audit Recommendation | Background  | Timeline |
|----------------------------------|---|----------|
|                                  | <p>increase the return on investment by leveraging other available transportation resources, and should be a cornerstone in MBTA's planning efforts to fully cover its service area. MBTA should find additional means to fund the TAG program beyond its current revenue stream from vehicle cooperative purchase revenues. Growth in eligible applicants for TAG could result in cost savings to MBTA services.</p> |          |

# FY 2012–2014 Triennial Performance Audit of Needles Transit Services



**Draft**

**May 2015**

*Submitted to*

**San Bernardino Associated Governments**

*Submitted by*



## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Needles Transit Services covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- Transit System Performance Trends
- Detailed Functional Review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of Needles Transit Services.

### Compliance with TDA Requirements

Of the compliance requirements pertaining to Needles Transit Services, the operator fully complied with seven out of the nine requirements. The operator was in partial compliance with meeting annual farebox recovery attainment and noncompliant with the regard to the timely submittal of the annual fiscal and compliance audits. Responsibility for submittal of the annual fiscal audit lies with the SANBAG auditor, which operates independently of the City of Needles. Two additional compliance requirements did not apply to Needles Transit Services (i.e., blended and urban farebox recovery ratios).

### Status of Prior Audit Recommendations

Three of the five prior audit recommendations were implemented. The prior recommendations not implemented and carried forward in this audit is for Needles Transit Services to enter on-time performance and no-show data into TransTrack.

### System Performance Trends

1. Operating costs systemwide increased by 1.9 percent from the FY 2011 base year through FY 2014 based on a mix of audited and unaudited data. Deviated fixed route operating costs increased by 1.4 percent and Dial-a-Ride costs increased by 6.6 percent. Based on City budget data, costs for Dial-a-Ride Medical service increased by 7.3 percent. The modest rates of growth in operating costs for the deviated fixed route are attributed to the set of fixed and variable costs factored into the operating contract with McDonald Transit. The

increased cost for Dial-a-Ride was due to increases in labor, fuel, and vehicle insurance during the audit period.

2. Ridership increased by a modest 3.3 percent systemwide, including a 2.5 percent increase on deviated fixed route. However, Dial-a-Ride ridership has been slowly increasing over the last few years from earlier declines. There was an 8.6 percent increase in Dial-a-Ride ridership and 19.1 percent increase in ridership on the Dial-a-Ride Medical service during the audit review period. The increase in Dial-a-Ride ridership could be attributed to younger, disabled riders. In addition, the City has indicated that TransTrack double counts wheelchair riders. The slight growth in deviated fixed route ridership could be attributed to the new stop at the city library.
3. Operating cost per passenger, an indicator of cost effectiveness, decreased by 1.3 percent systemwide. Cost per passenger decreased by a comparable 1.1 percent on deviated fixed route service and by 1.9 percent on Dial-a-Ride. The cost per passenger on the Dial-a-Ride Medical service decreased by nearly 10 percent. This is reflective of the higher rate of increase in ridership than that for the operating cost.
4. Operating cost per hour, an indicator of cost efficiency, decreased by 1.6 percent systemwide, while on deviated fixed route this indicator increased by 4.6 percent. Based on the robust increase in vehicle service hours, cost per hour for Dial-a-Ride decreased 20.3 percent. The provision of revenue service hours increased at a faster rate than costs.
5. Passengers per vehicle service hour, which measures the effectiveness of the service delivered, increased 6.4 percent systemwide. This indicator increased by 3.4 percent for deviated fixed route and by 19.1 percent for Dial-a-Ride. The Dial-a-Ride Medical service saw passengers per hour increase by 44.3 percent. The trends are indicative that the growth in passenger trips exceeded the decrease in vehicle service hours.
6. The overall fare recovery ratio increased 13.4 percent from the FY 2011 base year through FY 2014 based on a mix of audited and unaudited data. The systemwide farebox recovery ratio increased from 10.53 percent in FY 2011 to 11.71 percent in FY 2014. This pattern was similar for deviated fixed route due to the August 2013 fare increase and slightly higher passenger trips, which enabled NAT to meet its annual farebox recovery ratio.
7. The Dial-a-Ride farebox recovery comprising passenger fares and local support revenues averaged 15.91 percent during the audit period. To meet the 15 percent farebox recovery threshold, annual local support funds fluctuated to fill the gap between passenger fares and the required amount.

## Functional Review

1. Needles Transit Services procured new vehicles for the deviated fixed route. The new NAT vehicles are equipped with bicycle racks and security cameras.
2. Effective August 2013, Needles implemented a \$0.10 fare increase affecting all fare categories on NAT including the route deviation supplemental fare. The general public one-way fare increased from \$1.00 to \$1.10 and the senior and disabled fare was increased from \$0.90 to \$1.00. The 30-Punch Pass increased \$3.00 from \$28.50 to \$31.50.
3. In mid-2014, the City implemented a seasonal demonstration route to Jack Smith Park located along the Colorado River. Effective May 1, 2014, the service began with two trips on Saturdays and from June through August, NAT was scheduled to run three trips Monday through Friday in addition to the two trips on Saturday. The demonstration route was terminated effective July 1, 2014, due to lack of ridership.
4. The NAT service was recognized by McDonald Transit's corporate headquarters during a meeting of its employees in March 2014. The service received two awards: a third place award for having the highest ridership increase for transit systems serving 250,000 or fewer passengers and a first place award for the safest deviated fixed route for transit systems serving 250,000 or fewer passengers.
5. The City received Public Transportation Modernization, Improvement, and Service Enhancement Account program funds in addition to State Transportation Assistance Funds (STAF) funding toward a new operations and maintenance facility for NAT at the west end of the El Garces historic train depot. McDonald Transit will lease the space from the City.

## Recommendations

| Performance Audit Recommendation                   | Background   | Timeline      |
|--|--|---------------|
| 1. Enter on-time performance data into TransTrack. | This recommendation is carried over from the prior audit for full implementation. With the increased utilization of TransTrack as a central data collection source and monitoring tool, certain measures have yet to be tracked. One such measure pertains to on-time performance. Although on-time performance is tracked by having drivers call in to dispatch at the top of the hour, entering this information regularly into TransTrack would enhance the value of the database to ensure schedule adherence in light of route deviations and flag stops. | High priority |

| Performance Audit Recommendation                           | Background   | Timeline             |
|--|--|----------------------|
|  | <p>A check of Needles Transit Services' TransTrack database revealed that on-time performance data were still not being entered into the system. On-time performance data can be entered under the "Operations" tab on the TransTrack menu and can be accessed under the "Daily On-Time Performance Monitoring" and "On-Time Performance Results Look-Up" categories in the drop down menu. It is suggested that Needles consider including this metric as part of its TransTrack reporting. The City can also provide direction and reminders to the contract operator on the TransTrack Manager bulletin board.</p>  |                      |
| <p>2. Enter Dial-a-Ride no-shows data into TransTrack.</p> | <p>This recommendation is carried over from the prior audit for full implementation. No-shows are tracked by the Senior Citizens Club but are not entered into TransTrack. Even though no-shows have been tracked by the Senior Citizens Club, they have not been entered into TransTrack. The City contends that no-shows have been minimal since reservations on Dial-a-Ride are received on a same-day basis and trips on the Dial-a-Ride Medical Transport service are prepaid.</p> <p>A check of Needles Transit Services' TransTrack database revealed that no-show data are still not being entered into the system. No-show data can be entered under the "Operations" tab on the TransTrack menu. A separate category for no-shows can be created and accessed from the drop-down menu. No-shows adversely affect productivity and should be monitored on a regular basis by transit management as part of the dashboard offerings in TransTrack. It is suggested that Needles consider including this metric as part of its TransTrack reporting. The City can also provide direction and reminders to the contract operator on the TransTrack Manager bulletin board.</p> | <p>High Priority</p> |

| Performance Audit Recommendation  | Background   | Timeline             |
|---|--|----------------------|
| <p>3. File separate Transit Operators Financial Transactions Reports for fixed route and Dial-a-Ride service modes.</p> | <p>Needles's annual <i>Transit Operators Financial Transactions Report</i> to the State Controller has historically combined information for both fixed route and specialized service for the disabled (Dial-a-Ride). Although the State Controller's Office has not provided notice to Needles, written instructions by the state to prepare this particular report require separate reporting of these modes.</p> <p>In the General Instruction Form completed by the City, a selection must be made as to which mode of transit is represented in the report. The options are general public use or elderly/disabled. The <i>Transit Operators Financial Transactions Report</i> instructions contain the following passages under the General Instruction Form:</p> <p><i>Transit operators providing two types of service, (general public use and transit service exclusively for the elderly/handicapped) must complete a separate report for each type of service. ... a separate report must be filed for each type of service provided: General Public Use Service or Specialized Service exclusive for elderly and/or handicapped.</i></p> <p>The submission of separate reports to the State Controller will demonstrate Needles's proactive approach to compliance with state reporting instructions.</p> | <p>High Priority</p> |

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# FY 2012–2014 Triennial Performance Audit of OmniTrans



May 2015

**Draft**

*Submitted to*  
San Bernardino Associated Governments

*Submitted by*



Attachment: Omnitrans Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Omnitrans covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- System Performance Trends
- Functional Review

Based on the audit review process, recommendations were developed to improve the operational efficiency and effectiveness of Omnitrans.

### Compliance with TDA Requirements

Omnitrans has complied with all applicable compliance requirements of TDA.

### Status of Prior Audit Recommendations

This section reviewed Omnitrans' actions to implement four prior audit recommendations. Two of the four prior audit recommendations were fully implemented, and two are being revised and carried forward for the next audit period.

### System Performance Trends

1. Operating costs for Omnitrans general public service decreased by 4.7 percent over the last three years, which is remarkable given that the Consumer Price Index increased by 5.1 percent during the same period. Operating costs for Omnitrans Access service increased by 13.0 percent during the last three years. Systemwide operating costs decreased by 3.9 percent.
2. Ridership on general public service increased by 4.1 percent, from 14.6 million to 15.2 million passengers, continuing a trend observed during the last audit period. Ridership on Access service increased by 11.3 percent, from 430,564 to 479,303. Systemwide ridership growth was 4.3 percent during the audit period.
3. The provision of vehicle service hours and miles for general public service increased by 1.0 percent and 0.5 percent respectively. Access vehicle service hours and miles increased by 6.5 percent and 9.0 percent respectively.

4. Operating cost per passenger decreased by 7.9 percent systemwide and by 8.5 percent for general public service, but increased by 1.5 percent for Access service.
5. On a systemwide basis, operating cost per vehicle service hour decreased by 6.0 percent and operating cost per vehicle service mile decreased by 6.4 percent. For general public service, operating cost per vehicle service hour decreased by 5.7 percent and operating cost per vehicle service mile decreased by 5.2 percent. For Access service, operating cost per vehicle service hour increased by 6.1 percent and operating cost per vehicle service mile increased by 3.6 percent.
6. Passengers per vehicle service hour increased by 2.1 percent systemwide, by 3.0 percent for general public service and by 4.5 percent for Access service. Passengers per vehicle service mile increased by 1.7 percent systemwide and by 3.6 percent for general public service, and increased by 2.1 percent for Access service.
7. Vehicle service hours per employee Full Time Equivalent (FTE) for general public service, which measures labor productivity, increased by 1.3 percent over the past three years. Vehicle service hours per employee FTE for Access service decreased by 1.2 percent during the audit period.
8. The farebox recovery ratio for general public service increased from 24.5 percent in FY2011 to 25.3 percent in FY2014, while the fare recovery ratio for Access service decreased from 13.4 percent in FY2011 to 12.7 percent in FY2014. The TDA minimum requirement is 20.0 percent for general public service and 10.0 percent for Access service. Omnitrans met the minimum requirements in each fiscal year during the audit period.

### Functional Review

1. Vehicle operations cost indicators for directly operated fixed route service grew only slightly during the audit period. Operations cost per vehicle service hour decreased by just 0.2 percent and cost per vehicle service mile increased by just 0.6 percent, as compared with the increase in inflation during the audit period of 5.1 percent. Cost per passenger trip decreased by 3.5 percent and cost per passenger mile decreased by 8.0 percent.
2. Directly operated fixed route vehicle service hours per operator pay hour and vehicle service miles per operator pay hour, functions of operator productivity, increased by 3.8 percent and 2.9 percent respectively during the audit period. Service hours per total hour and service miles per total mile increased by 0.0 percent and decreased by 0.1 percent respectively.
3. Service miles provided per service hour, a reflection of average vehicle speed, was 12.89 miles in FY2011 and 12.79 miles in FY2014. Passenger miles per passenger trip, a

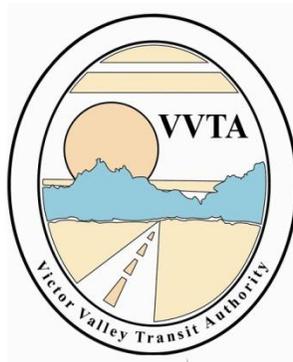
- reflection of average passenger trip length, increased by 4.9 percent from 4.73 miles to 4.96 miles.
4. The number of directly operated fixed route preventable accidents was 72 in FY2011, 95 in FY2012, 61 in FY2013, and 64 in FY2014. The preventable accident rate per million vehicle service miles decreased by 10.8 percent during the audit period.
  5. With respect to demand response service, vehicle operations cost per vehicle service hour increased by 3.9 percent, vehicle operating cost per vehicle service mile increased by 1.5 percent, vehicle operations cost per passenger trip decreased by 0.6 percent, and operations cost per passenger mile decreased by 17.4 percent. Service hours per total hour and service miles per total mile increased by 3.5 percent and decreased by 2.1 percent respectively.
  6. Maintenance costs for fixed route service increased by 4.3 percent during the audit period. Maintenance cost per vehicle hour, per vehicle mile, and per active vehicle increased by 3.8 percent, 4.7 percent, and decreased by 5.8 percent respectively.
  7. Directly operated fixed route vehicle hours per maintenance pay hour and vehicle miles per maintenance pay hour, functions of maintenance productivity, both increased by 5.5 percent and 4.7 percent respectively. Vehicle hours per active vehicle and vehicle miles per active vehicle decreased by 9.3 percent and 10.0 percent respectively.
  8. Total directly operated fixed route vehicle failures decreased from 2,485 in FY2011 to 1,330 in FY2014. Vehicle miles between failures improved as it increased by 86.2 percent during the audit period. The vehicle spare ratio increased from 20.9 percent to 27.4 percent during the audit period.
  9. For demand response service, maintenance costs increased by 25.4 percent during the audit period. Maintenance costs per vehicle hour, per vehicle mile, and per active vehicle increased by 21.9 percent, 12.6 percent, and 12.9 percent respectively. Vehicle hours per active vehicle and vehicle miles per active vehicle decreased by 7.3 percent and increased by 0.3 percent respectively. The vehicle spare ratio increased from 11.1 percent to 15.6 percent.
  10. Administration costs were reduced by 42.9 percent for directly operated fixed route service during the audit period, while administration costs for demand response service increased by 8.8 percent.
  11. The ratio of complaints per 1 million passengers increased by 14.5 percent for motorbus service and by 19.5 percent for Access and OmniLink service during the audit period.

## Recommendations

| Performance Audit Recommendation  | Background   | Timeline        |
|---|--|-----------------|
| #1: Identify the challenges that staff have working with SAP and make best efforts to improve the program experience and make it as efficient and seamless as possible. | SAP has been successfully integrated into applicable departments such as Finance and Maintenance but some departments still face challenges with SAP's efficiency. Omnitrans should determine what problems each department faces and resolve issues in order to improve the user experience.  | High Priority   |
| #2: Report performance against the FY2015-2020 Omnitrans Short Range Transit Plan, OmniConnects: Connecting People, Business & Community.                               | The FY2015-2020 Short Range Transit Plan (SRTP) describes the typical Omnitrans transit rider profile and provides details on the constrained service plan. Omnitrans should track its performance relative to the SRTP to measure how well it serves its typical and frequent transit riders. Additionally, Omnitrans should track how its service plan changes provide benefits for customer use, comfort, safety, and satisfaction, while efficiently using financial and other resources in an environmentally sensitive manner. | Medium Priority |
| #3: Find ways to increase sbX bus rapid transit ridership over time.  | The sbX bus rapid transit line is a great success for Omnitrans due to its on time and on budget delivery. Despite this success, sbX is not currently meeting its ridership forecast of approximately 5,600 riders per day. To leverage this significant investment in sbX service, Omnitrans should determine how the line can efficiently serve a greater number of riders. A possible measure could be to restructure bus service to feed ridership on sbX.   | Medium Priority |

Governments  
**SANBAG**  
Working Together

# FY 2012–2014 Triennial Performance Audit of Victor Valley Transit Authority



**May 2015**

**Draft**

*Submitted to*  
**San Bernardino Associated Governments**

*Submitted by*



Attachment: VVTA Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The San Bernardino Associated Governments (SANBAG) engaged the PMC consultant team to conduct the Transportation Development Act (TDA) triennial performance audit of the six public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for Victor Valley Transit Authority (VVTA) covering the most recent triennial period, fiscal years 2011-12 through 2013-14.

The audit includes a review of the following areas:

- Compliance with TDA Requirements
- Status of Prior Audit Recommendations
- System Performance Trends
- Functional Review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of VVTA.

### Compliance with TDA Requirements

Of the compliance requirements pertaining to VVTA, the operator fully complied with seven of eight requirements. There was partial compliance with regard to the timely submittal of the annual fiscal and compliance audits to SANBAG and to the State Controller. The fiscal audits were submitted after the allowable time extension two of the three audit years. Responsibility for completion and submittal of the annual fiscal audit lies with the SANBAG auditor, which operates independently of VVTA. Three additional compliance requirements did not apply to VVTA (e.g., rural and urban farebox recovery ratios, and operator retirement system under Article 4).

### Status of Prior Audit Recommendations

Two of the five prior audit recommendations were fully implemented. One prior recommendation that was partially implemented was the addition of VVTA administrative staff. The prior audit, and subsequently the Comprehensive Operational Analysis (COA), recommended a number of new positions. The VVTA Board of Directors approval of the FY 2014 budget included three staffing positions and technology support services. VVTA staff will continue to advance the efforts to prioritize with the VVTA Board the need for additional staffing. One other prior recommendation being implemented is the development of a systemwide map, while the last prior recommendation not implemented concerned the planning for a fare adjustment, as current conditions have not warranted action.

## System Performance Trends

1. Operating costs systemwide increased by 76 percent over the past three years. Fixed route operating costs increased by close to 90 percent over the three year period while demand response costs increased by 40 percent. Most of the cost growth occurred in FYs 2012 and 2013. Numerous factors played into the increases, especially for fixed route, as a result of service growth and expansion including new Sunday service, service adjustments to address service issues such as on-time performance and overcrowding, implementation of COA recommendations, new service offerings like vanpool and mobility management, and accounting changes for recognizing facility lease payments as operating costs.
2. As a result of growth and enhanced service, ridership increased by 16 percent systemwide, with a like amount of ridership growth on the fixed route and a 32 percent increase on Direct Access. VVTA had reduced headways on key fixed routes which increased system ridership while drawing a level of passengers away from the demand-responsive service, a planned service strategy to improve productivity. Ridership growth continued on Direct Access, however, as the service expands with fixed route. Commuter service from high desert communities to Fort Irwin, and lifeline service extensions into San Bernardino Valley added new riders to the system. The commuter service, for example, that did not exist in prior years adds an additional 60,000 annual riders. The addition of Sunday service in FY 2014 also adds to the overall ridership.
3. Operating cost per passenger, a measure of cost effectiveness, increased by 52 percent systemwide. Operating cost per vehicle service hour, a measure of cost efficiency, increased by 36 percent systemwide. Passengers per vehicle service hour, a measure of service efficiency, decreased by 10 percent systemwide. Larger growth in operating costs relative to the growth in service hours and miles and passengers leads to the trends.
4. VVTA's farebox recovery ratio remained above the required 15 percent standard for fixed route and 10 percent for Direct Access. The average for the three year period for fixed route was 20.1 percent, and 13.6 percent for Direct Access. The farebox ratio for Direct Access has increased over the three years in part to VVTA's active management of rider demand. The agency's coordination with non-profit entities such as Victor Valley Community Services Council to provide donated vehicles and operations grants as well as to promote their own transportation services helps to temper demand for Direct Access. A downward trend for the fixed route ratio emerged toward the end of the audit period as several factors contributed to the additional operating expenses including expanded services and new travel options offered by VVTA. It is noted that the facility lease costs being recognized as operating costs is factored in the performance trend.

## Functional Review

1. VVTA growth is shown by many factors including new commuter service between Victorville and NTC Fort Irwin; expansion of B-V Link lifeline service between the High Desert area into San Bernardino area medical centers; start of a new vanpool program and mobility management program; and delivery of new and used transit vehicles for expanded service. This includes VVTA entering into an agreement with Gwinnet County Transit, GA, to receive in a cost free transfer, eleven used commuter style passenger busses, and with Omnitrans for additional vehicles.
2. VVTA received “satisfactory” ratings all inspections conducted during the audit period except for the inspection in March 2014. Previous driving records for some drivers were not obtained by VVTA prior to their employment which is a violation of the vehicle code. VVTA has rectified this CHP inspection finding by requiring DMV H-6 reports be obtained as part of the driver application process. Upon obtaining these records and updating its application procedures, the unsatisfactory rating was changed to satisfactory during a subsequent CHP visit in July 2014.
3. The primary planning study was the Comprehensive Operations Analysis and Short Range Transit Plan that was completed in June 2013 which lead to a series of recommendations for service adjustments that have been implemented. Examples of service changes include the addition of Sunday service, and splitting of Route 45 service (Hesperia and Victorville) and adding a new Route 55, both with hourly service. Thirty minute headway service is also available for several routes including Routes 31, 41 and 52. System-wide performance guidelines were created as well as standards that are specific to the service type.
4. VVTA ramped up the outreach to its ridership base and promote its current services. The Marketing Coordinator brings a youthful perspective to marketing through development of several new and improved channels of communications. They include a new website with maps, graphics and easy to navigate links for information, and use of text messaging and social media to interact with the public. VVTA’s outreach resources including the transit ambassador program and mobility management provide a face to the public and are integrated into the marketing of the transit service.

## Recommendations

| Performance Audit Recommendation                            | Background  | Timeline      |
|---|---|---------------|
| #1 Use allowable TDA provisions to improve farebox recovery | A downward trend for the fixed route ratio emerged toward the end of the audit period as several factors contributed to the additional operating expenses. Given that the additional expenses have included new | High Priority |

| Performance Audit Recommendation      | Background   | Timeline      |
|---------------------------------------|--|---------------|
|                                       | <p>or expanded services, TDA allows exemptions of these services for purposes of calculating farebox recovery for LTF funding eligibility. Examples of new services for VVTA include Sunday service, extension of lifeline service, and the consolidation with Barstow transit. As each of these has already been implemented, VVTA would only have limited ability for exempting these services. Cost and fare revenue data would need to be collected for these services and determined whether the overall farebox ratio is adversely impacted by their inclusion. Per SANBAG practice, the operator has a choice whether to exempt the service. If the new service is aiding the farebox then it can be left in, but it can not begin the exemption period after the service has been in place for some time.</p>  |               |
| #2 Increase VVTA Administrative Staff | <p>The VVTA Board of Directors approval of the FY 2014 budget included the three staffing positions and technology support services. The three positions included an Accounting Technician, Procurement Specialist, and Marketing Coordinator. Each has contributed to the efficiency of administration and visibility of expanded VVTA services. Additional positions are identified that would further capitalize on current programs and availability of data generated through latest technology and communications, and align VVTA with other larger transit systems. The additional positions include a Transit Planner, Customer Service Associate, and Grants/Legislative Manager. The consolidation with Barstow expands the VVTA service offering by over 20 percent which requires performance evaluation and careful integration of services to maintain</p> | High Priority |

| Performance Audit Recommendation    | Background   | Timeline      |
|-------------------------------------|--|---------------|
|                                     | key performance criteria such as the farebox ratio.  |               |
| #3 Develop an Asset Management Plan | <p>During the audit period, VVTA accumulated property and equipment assets that significantly increased the total value of the agency's capital assets. The Administration and Maintenance facility, alternative fuel facility, and increased inventory of revenue and non-revenue vehicles are part of VVTA's asset management. Asset management allows transit agencies to more effectively use available funds to improve their system's physical condition and performance which translate to greater productivity. FTA guidance on asset management provides the following definition: "Transit asset management is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, and reliable service to current and future customers." FTA grantees are required to develop transit asset management plans that include, at a minimum: 1) capital asset inventories and condition assessments; and 2) investment prioritization. The actions resulting from the asset management plan are to match service level outcomes with available funding, set and report on performance measures to monitor the agreed service levels, and further development and implementation of a condition monitoring program.</p> | High Priority |

| Performance Audit Recommendation | Background   | Timeline        |
|----------------------------------|--|-----------------|
| #4 Go Live with Systemwide Map   | As part of implementing this prior performance audit, VVTA has developed a digitally formatted system map with ADA paratransit zones. The next phase is to make it readily available via the agency's website. Shortly after this, staff will print large scale system maps for installation at the major transfer points to coincide with the enhancement of the agency's signage throughout the valley. Finally, small scale fold up system maps will be made available to consumers in areas where schedules can be obtained as well. These steps should be carried through fully so that a systemwide map is available and provide improved customer service through visualization of route connections within VVTA and other transit systems. | Medium Priority |



**FY 2012–2014  
Triennial Performance Audit of  
San Bernardino  
Associated Governments**



**Draft**

May 2015

*Submitted to*  
**San Bernardino Associated Governments**

*Submitted by*



Attachment: SANBAG Performance Review Exec Summary (1743 : Presentation of TDA Performance Audits)

## Executive Summary

The PMC team was retained by the San Bernardino Associated Governments (SANBAG) to conduct its Transportation Development Act (TDA) performance audit for Fiscal Years (FY) 2011–12 through 2013–14. As a Regional Transportation Planning Agency (RTPA), SANBAG is required by Public Utilities Code (PUC) Sections 99246 to prepare and submit an audit of its performance on a triennial basis to the California State Department of Transportation (Caltrans) to continue receiving TDA funding. TDA funding is used for SANBAG administration and planning, and distributed to local jurisdictions for motorized and non-motorized forms of transportation.

This performance audit is intended to describe how well SANBAG is meeting its administrative and planning obligations under TDA, as well as its organizational management and efficiency. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* published by the California Department of Transportation was used to guide in the development and conduct of the audit. To gather information for the TDA performance audit, PMC conducted interviews, reviewed various documents, and evaluated SANBAG’s responsibilities, functions, and performance of the TDA guidelines and regulations. Interviews were conducted with agency staff and the transit operators within SANBAG’s jurisdiction.

The audit comprises several sections, including compliance with TDA requirements, status of implementing prior audit recommendations, and review of functional areas. Findings from each section are summarized below, followed by recommendations based on our audit procedures.

### Compliance with TDA Requirements

SANBAG has satisfactorily complied with most State legislative mandates for Regional Transportation Planning Agencies. One compliance measure was not applicable during the audit period pertaining to the adoption of rules and regulations to evaluate TDA Article 4.5 claims. Such claims for funds have not been submitted to SANBAG although the existing CTSA, VTrans, would be an eligible claimant.

A compliance measure that is partially met is the conduct of the unmet transit process. Although SANBAG follows the provisions for carrying out the process including holding public hearings, under PUC 99401.5, SANBAG is required to identify the transit needs of the jurisdictions through a series of an analysis. Discussions with SANBAG staff and review of the unmet needs documentation indicate that this particular analysis is not being conducted annually.

A compliance area not met was the timely submittal of the TDA fiscal and compliance audits of all TDA claimants. An updated status sheet provided by SANBAG of when TDA fiscal audits are submitted to SANBAG and to the State Controller show a pattern of late submittals from a few months to over a year past the extension period. There has been some improvement in the submittal schedule over the last year; however, despite

SANBAG electronic communication with the Controller's Office requesting extensions for 90 days allowable by law, the fiscal audits continue to be past due.

### **Status of Prior Audit Recommendations**

While SANBAG remains in compliance with TDA state mandates, most recommendations from the prior performance audit that have either not been implemented or have been partially implemented during the past three years are carried forward in this audit to improve clarity with TDA administration and to reflect current conditions. Recommendations carried forward will be implemented as part of the TDA Program Update and Database Development project to be undertaken in FY 2015-16. They include updating the SANBAG TDA application manual, updating the TDA checklist contained in the claim form, developing Article 4.5 evaluation criteria, developing TDA fund reserve policy, and developing a formal distribution formula for State Transit Assistance Regional Funds.

### **Functional Review**

- Through countywide visioning and board direction, the agency has taken an increased perspective on multimodal investments and interconnectivity not only for highways, but for transit and non-motorized transportation. With the evolving nature of the transportation commission, and new organizational efficiency initiatives pursued by executive leadership, SANBAG has been continuing its progress toward serving in a greater capacity for project funding and delivery as well as renewing its role as a Council of Governments.
- New chief positions were instituted to provide for growth within the organization and provide a clear senior level backup to each department director. Consolidation of disciplines including for Legislative & Public Affairs, and Management & Air Quality & Mobility Programs, as well as the hiring of procurement specialists in the Finance Department, offers project delivery efficiencies to be developed both internally and with SANBAG partners. A consistent messaging and delivery method also helps to manage risk associated with large diversified infrastructure projects.
- With the transition of TDA administrative duties from the Transit and Rail Program to Fund Administration & Programming and Finance, there was a learning curve involved for both SANBAG and the transit claimants. Having settled more into the role, Fund Administration & Programming is pro-active in providing assistance to the claimants and aligning the expenditure of the revenue to the requirements of the statute. The transfer of personnel from the Transit and Rail Program to Fund Administration & Programming provides additional transit capacity resources. Also, SANBAG staff ensure that the transit operator TDA claims are clean and consistent with adopted rules and regulations. As feedback, the transit operators have begun making presentations about their services to the Commuter Rail & Transit Committee.

- SANBAG commissioned a *Desert Consolidation Study* to evaluate the feasibility of administrative cost savings and improved transit efficiency through consolidating the operations of VVTA, Barstow Area Transit and Needles Transit. The results of the consolidation study provided the basis for further actions after the audit period by VVTA and city of Barstow to combine services and form a new Joint Powers Authority. In June 2014 the VVTA Board of Directors and City of Barstow executed an interim Intergovernmental Governmental Agreement (IGA) contracting with VVTA for operations and administration for a one year period while the JPA amendment is processed.
- The uses of TDA revenues apportioned to San Bernardino County flow through a priority process prescribed in state law. SANBAG is able to claim TDA revenues for administration of the fund and for transportation planning and programming purposes. SANBAG has been responsible in the amount it claims, limiting its apportionment to three percent of Local Transportation Funds for Planning and Programming. SANBAG also formalized STA Regional Funds apportionments based on population shares of the Valley and Mountain/Desert regions to the County.
- For the last Call for Projects for the TDA Article 3 Bicycle and Pedestrian Facilities Program and Transit Access Improvement Program, SANBAG received 17 Bicycle and Pedestrian Facilities project applications from 12 jurisdictions. In June 2013, the SANBAG Board approve the award of TDA Article 3 funds for pedestrian and bicycle facilities projects where a majority of the awarded projects were bicycle facilities and the balance to transit stop access improvement projects. The relatively new State Active Transportation Program provides impetus for change to the SANBAG Article 3 funding criteria to leverage funds and further stimulate improvements to transit access. The Southern California Association of Governments' 2012 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) also calls for an Active Transportation program.
- Consistent messaging by SANBAG is a priority. Messaging about SANBAG projects and policies to elected officials, the public, and the media is conveyed through Legislative & Public Affairs. The SANBAG website was re-organized and refreshed to mirror the messaging of the agency while providing breaking news, multimodal information, and financial content. Social media subscription and interaction is a key electronic communications venue. In addition, digital surveying is on the horizon as a new tool for SANBAG to engage the public.

## Recommendations

| Performance Audit Recommendation   | Background   | Timeline      |
|--|--|---------------|
| #1 Implement Prior Performance Audit Recommendations                     | Several prior performance audit recommendations remain in progress of being implemented. The transition of TDA administration from the Transit and Rail Program to Fund Administration & Programming during the audit period provided pause although a few of the recommendations were still partially implemented. With growth and development within Fund Administration & Programming the past few years, the prior recommendations can be fully implemented beginning next fiscal year. Prior recommendations that should be implemented include updating the SANBAG TDA application manual, updating the TDA checklist contained in the claim form, developing Article 4.5 evaluation criteria, developing a TDA fund reserve policy, and developing a formal distribution formula for State Transit Assistance Regional Funds. Also, SANBAG will be reviewing farebox calculation options as conditions warrant.   | High Priority |
| #2 Conduct additional unmet transit needs analysis stipulated in the TDA | <p>Under the Public Utilities Code, SANBAG is required to identify the transit needs of the jurisdictions through analysis conducted as part of the unmet needs process. The analysis is combined with other annual unmet needs documentation that is submitted to Caltrans. The analysis include the following:</p> <ol style="list-style-type: none"> <li>(1) An annual assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged.</li> <li>(2) An analysis of the adequacy of existing public transportation services and specialized transportation services.</li> <li>(3) An analysis of the potential alternative public transportation and specialized transportation services and service improvements that would meet all or part of the transit demand.</li> <li>(4) An analysis of the need to acquire or lease vans and related equipment for a farmworker vanpool program. This analysis is only required, however,</li> </ol> | High Priority |

| Performance Audit Recommendation  | Background   | Timeline        |
|---|--|-----------------|
|   | <p>upon receipt by the transportation planning agency of a request of an interested party identifying a potential need.</p> <p>The analysis helps to determine potential transit gaps from existing service and whether there are any transit needs voiced from the community that are reasonable to meet.</p>   |                 |
| #3 Work with the TDA claimants and fiscal auditor to resolve the late submittal of the annual fiscal and compliance audits. | <p>During the performance audit period covering the last three years, many fiscal and compliance audits of the claimants were submitted well past the statutory timelines in the TDA statute. There has been some recent improvement in the submittal schedule; however, many fiscal audits continue to be past due. Given that SANBAG retains the TDA fiscal auditor, SANBAG should continue working closely with the fiscal auditor and determine how schedules and processes could be adjusted. As the TDA audits for some claimants are dependent on completion of a separate full audit of a jurisdiction's financial records, there could be some inherent delay but not to the extent of the dates shown.</p> <p>As a suggested method to ensure all parties are clear on the audit requirements, SANBAG should prepare an annual kickoff letter at the start of the audit process that outlines, at a minimum, the purpose of the audit, the parties involved in the audit, and the statutory timelines for completing the audit (i.e., 180 days after end of the fiscal year or granted a 90-day extension). Copies of the letter should be provided to each TDA claimant and the independent auditor on official SANBAG letterhead. Should an extension be needed beyond the original 180-day period, the auditor and/or claimant should provide written notice to SANBAG prior to the original deadline explaining why there is a delay and the anticipated deliverable schedule.</p> | High Priority   |
| #4 Retain written certification of completion and submittal of performance audits to Caltrans                               | <p>A TDA compliance measure instructs that SANBAG retain written certification that the completed performance audits have been transmitted to Caltrans. The certification letter verifies that the SANBAG performance audit is submitted to Caltrans, and that the transit operator performance audits have been</p>   | Medium Priority |

| <b>Performance Audit Recommendation</b> | <b>Background</b>  | <b>Timeline</b> |
|---|--|-----------------|
|   | completed. Although SANBAG confirmed that Caltrans did receive the prior audits from three years ago, SANBAG should retain on file the written certification letter whether it is an email transmittal accompanying the audits, or a mailed hardcopy letter. |                 |

## 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><br>City of Montclair               | X   | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>James Ramos</b><br>County of San Bernardino       | X   | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Jon Harrison</b><br>City of Redlands              | X   | X   | X     | X*    | X   |      |      |     |      |     |     |     |
| <b>Bill Jahn</b><br>City of Big Bear Lake            | X   | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Mike Leonard</b><br>City of Hesperia              | X   | X   | X     |       |     |      |      |     |      |     |     |     |
| <b>Larry McCallon</b><br>City of Highland            | X   |     |       | X     |     |      |      |     |      |     |     |     |
| <b>L. Dennis Michael</b><br>City of Rancho Cucamonga | X   |     | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Ray Musser</b><br>City of Upland                  |     | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Richard Riddell</b><br>City of Yucaipa            | X   | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Alan Wapner</b><br>City of Ontario                |     | X   | X     | X     | X   |      |      |     |      |     |     |     |
| <b>Deborah Robertson</b><br>City of Rialto           | 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   |

|            |  |
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| 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