



AGENDA

Transit Committee Meeting

Committee Members

Andrew Do, Chairman
Gregory T. Winterbottom, Vice Chairman
Laurie Davies
Steve Jones
Miguel Pulido
Tim Shaw
Harry S. Sidhu

Orange County Transportation Authority
Headquarters
Conference Room 07
550 South Main Street
Orange, California
Thursday, April 9, 2020 at 9:00 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Guidance for Public Access to the Board of Directors Committee Meeting

On March 12, 2020 and March 18, 2020, Governor Gavin Newsom enacted Executive Orders N-25-20 and N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public to promote social distancing due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19).

In accordance with Executive Order N-29-20, and in order to ensure the safety of the Orange County Transportation Authority (OCTA) Board of Directors and staff and for the purposes of limiting the risk of COVID 19, in-person public participation at public meetings of the OCTA will not be allowed during the time period covered by the above-referenced Executive Orders.

Instead, members of the public can listen to AUDIO live streaming of the Committee meeting by clicking the below link:

<http://www.octa.net/About-OCTA/Who-We-Are/Board-of-Directors/Live-and-Archived-Audio/>



Guidance for Public Access to the Board of Directors Committee Meeting (continued)

Public comments may be submitted for the upcoming Committee meeting by emailing them to boardofdirectors@octa.net.

If you wish to comment on a specific agenda Item, please identify the Item number in your email. General public comments will be addressed during the general public comment item on the agenda and read into the record. In order to ensure that staff has the ability to provide comments to the Committee Members in a timely manner, **please submit your public comments by 8:30 a.m. on April 9, 2020.**

Call to Order

Roll Call

Pledge of Allegiance

Committee Chairman Do

1. Public Comments

Special Calendar

There are no Special Calendar matters.

Consent Calendar (Items 2 through 4)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

2. Approval of Minutes

Approval of the minutes of the Transit Committee meeting of March 12, 2020.



**3. 2020 Measure M2 Community-Based Transit Circulators (Project V)
Call for Projects Programming Recommendations**

Alfonso Hernandez/Kia Mortazavi

Overview

The Orange County Transportation Authority issued the 2020 Measure M2 Project V call for projects for community-based transit circulators on October 14, 2020. Applications have been received and scored consistent with the Board of Directors' approved Comprehensive Transportation Fund Programs Project V Guidelines. Projects recommended for funding are presented for review and approval.

Recommendations

- A. Approve programming recommendations for Project V funding, in an amount not to exceed \$9,043,613, plus inflationary adjustments, for six local agency projects submitted under the capital and operating reserve categories.
- B. Approve the programming recommendations for Project V funding, in an amount not to exceed \$177,900, for three local agency projects submitted under the planning category.
- C. Authorize staff to execute cooperative funding agreements with local agencies.
- D. Authorize staff to negotiate and execute lease agreements with interested local agencies, for the use of existing Project V-funded (and Orange County Transportation Authority-owned) vehicles.

4. Grant Award Acceptance for the 2019 and 2020 Orange County Fair Express Bus Service

Jennifer Haith Farinas/Kia Mortazavi

Overview

The Mobile Source Air Pollution Reduction Review Committee awarded the Orange County Transportation Authority \$468,298 in competitive Major Event Center Transportation Program funding. The grant award will support the 2019 and 2020 Orange County Fair Express Bus Service.



4. (Continued)

Recommendation

Authorize the Chief Executive Officer, or designee, to accept the Mobile Source Air Pollution Reduction Review Committee Major Event Center Transportation Program award, and to negotiate and execute grant-related agreements and documents with the Mobile Source Air Pollution Reduction Review Committee.

Regular Calendar

5. Contract Change Order for Utility Conflicts for the Construction of the OC Streetcar Project

Mary Shavalier/James G. Beil

Overview

On September 24, 2018, the Orange County Transportation Authority Board of Directors approved Agreement No. C-7-1904 with Walsh Construction Company II, LLC, for construction of the OC Streetcar project. A contract change order is required for necessary work to address continuing utility conflicts.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 4.2 to Agreement No. C-7-1904 with Walsh Construction Company II, LLC, in the amount of \$2,426,000, for work to address utility conflicts for the construction of the OC Streetcar project.

6. Consultant Selection for OC ACCESS Eligibility Determination Services

Gracie A. Davis/Jennifer L. Bergener

Overview

The Orange County Transportation Authority is required to provide an eligibility determination process for Americans with Disabilities Act complementary paratransit services. On November 25, 2019, the Board of Directors authorized the release of a request for proposals. Offers were received in accordance with the Orange County Transportation Authority procurement procedures for professional and technical services. Board of Directors' approval is requested to select a contractor to provide these services.

6. (Continued)

Recommendations

- A. Approve the selection of Medical Transportation Management, Inc., as the firm to provide OC ACCESS eligibility determination services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1621 between the Orange County Transportation Authority and Medical Transportation Management, Inc., in the amount of \$3,062,866, for a three-year initial term from July 1, 2020 through June 30, 2023, with one, two-year option term, to provide OC ACCESS eligibility determination services.

7. **Consultant Selection for Vanpool Service Providers**

Sandy Boyle/Jennifer L. Bergener

Overview

On November 25, 2019, the Board of Directors approved the release of a request for proposals to provide commuter vanpool services. Offers were received in accordance with Orange County Transportation Authority procurement procedures for professional and technical services. Board of Directors' approval is requested for the selection of a firm to provide these services.

Recommendations

- A. Approve the selections of AVR Vanpool, a division of Airport Van Rental; Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as Commute with Enterprise; and Green Commuter, Inc., to provide vanpool program services for the Orange County Transportation Authority vanpool program, in the aggregate amount of \$12,923,121, to be shared by all firms based on the number of vanpools operated.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1698 between the Orange County Transportation Authority and Enterprise Rent-A-Car Company of Los Angeles, doing business as Commute with Enterprise, to provide vanpool program services for a five-year initial term through June 30, 2025, and with two, two-year option terms.



7. (Continued)

- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2156 between the Orange County Transportation Authority and AVR Vanpool, a division of Airport Van Rental, to provide vanpool program services for a five-year term through June 30, 2025, and with two, two-year option terms.
- D. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2157 between the Orange County Transportation Authority and Green Commuter Inc., to provide vanpool program services for a five-year term through June 30, 2025, and with two, two-year option terms.

Discussion Items

8. Mobile Ticketing Application Procurement
Sam Kaur/Andrew Oftelie

On February 10, 2020, the Orange County Transportation Authority Board of Directors authorized staff to release a request for proposals for the development and implementation of Mobile Ticketing Application. This presentation provides an update on the expedited procurement process.

9. Chief Executive Officer's Report

10. Committee Members' Reports

11. Closed Session

There are no Closed Session items scheduled.

12. Adjournment

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on Thursday, May 14, 2020**, at the Orange County Transportation Authority Headquarters, Board Room - Conference Room 07, 550 South Main Street, Orange, California.



Committee Members Present

Andrew Do, Chairman
Laurie Davies
Steve Jones
Tim Shaw
Harry S. Sidhu

Staff Present

Ken Phipps, Deputy Chief Executive Officer
Laurena Weinert, Clerk of the Board
Sara Meisenheimer, Deputy Clerk of the Board
James Donich, General Counsel
OCTA Staff and members of the General Public

Committee Members Absent

Gregory T. Winterbottom, Vice Chairman
Miguel Pulido

Call to Order

The March 12, 2020 regular meeting of the Transit Committee was called to order by Committee Chairman Do at 9:02 a.m.

Pledge of Allegiance

Director Jones led in the Pledge of Allegiance.

1. Public Comments

No public comments were received.

Special Calendar

There were no Special Calendar matters.

Consent Calendar (Items 2 through 8)

2. Approval of Minutes

A motion was made by Director Davies, seconded by Director Sidhu, and declared passed by those present, to approve the minutes of the Transit Committee meeting of February 13, 2020.

3. Agreement for Installation of Monitoring Wells at Garden Grove Bus Base

Director Shaw pulled this item and asked about the engineer's bid being 52 percent below the estimated amount for this project. George Olivo, Program Manager, explained that the engineer's estimate was based on three full days of labor and equipment; however, Core Probe International Inc. (Core Probe), can complete the work in one day. The Orange County Transportation Authority (OCTA) has not done work with Core Probe before and the wells are 20 feet deep with five holes and casings.

3. (Continued)

A motion was made by Director Shaw, seconded by Director Sidhu, and declared passed by those present, to authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1595 between the Orange County Transportation Authority and Core Probe International, Inc., the lowest responsive, responsible bidder, in the amount of \$91,000, for the installation of monitoring wells at the Garden Grove Bus Base.

4. Agreement for Replacement of Heating, Ventilation, and Air Conditioning Units at the Garden Grove Bus Base Maintenance Building

A motion was made by Director Davies, seconded by Director Sidhu, and declared passed by those present, to:

- A. Find GM Climate Control, Inc., the apparent low bidder, as non-responsive for failure to meet the federal requirement for Disadvantaged Business Enterprise participation.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1696 between the Orange County Transportation Authority and Golden Gate Steel, Inc., doing business as Golden Gate Construction, the lowest responsive, responsible bidder, in the amount of \$254,250, for the replacement of heating, ventilation, and air conditioning units at the Garden Grove Bus Base maintenance building.

5. Agreement for Asphalt Pavement Replacement at the Fullerton Park and Ride

Director Shaw pulled this item and asked about the Disadvantaged Business Enterprise (DBE) requirements and OCTA's process on Items 4 and 5. Virginia Abadessa, Director of Contracts and Administration and Materials Management, explained that on Item 4 the low bidder did not make any good faith efforts to identify DBE requirements and was considered non-responsive. On Item 5, the bidder identified DBE firms, however, they did not confirm that the subcontractor is being identified at the amount and for the work to be done. Ms. Abadessa also stated that OCTA illustrates the DBE goals in an Invitations for Bids document and a PowerPoint presentation to bidders.

5. (Continued)

Director Davies asked if a bidder submitted information, could OCTA guide the bidder on missing information. James Donich, General Counsel, explained that this could be a concern and OCTA can give them assistance within the federal guidelines but cannot show any favoritism as a public agency.

A motion was made by Director Shaw, seconded by Director Sidhu, and declared passed by those present, to:

- A. Find PaveWest, Inc., the apparent low bidder, as non-responsive for failure to meet the federal requirement for Disadvantaged Business Enterprise participation.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1796 between the Orange County Transportation Authority and Onyx Paving Company, Inc., the lowest responsive, responsible bidder, in the amount of \$210,000, for asphalt pavement replacement at the Fullerton Park and Ride.

6. Selection of Consultants for On-Call Architectural and Engineering Design and Construction Support Services for Transit Facility Projects

A motion was made by Director Davies, seconded by Director Sidhu, and declared passed by those present, to:

- A. Approve the selection of Stantec Architecture, Inc., Gannett Fleming, Inc., IBI Group, Dahl, Taylor and Associates, Inc., and IDS Group, Inc., as the firms to provide on-call architectural and engineering design and construction support services for transit facility projects.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1599 between the Orange County Transportation Authority and Stantec Architecture, Inc., to provide on-call architectural and engineering services for three years and one, two-year option term.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2111 between the Orange County Transportation Authority and Gannett Fleming, Inc., to provide on-call architectural and engineering services for three years and one, two-year option term.

6. (Continued)

- D. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2112 between the Orange County Transportation Authority and IBI Group, to provide on-call architectural and engineering services for three years and one, two-year option term.
- E. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2113 between the Orange County Transportation Authority and Dahl, Taylor and Associates, Inc., to provide on-call architectural and engineering services for three years and one, two-year option term.
- F. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2114 between the Orange County Transportation Authority and IDS Group, Inc., to provide on-call architectural and engineering services for three years and one, two-year option term.

7. Amendment to Agreement for Bus Cleaning and Environmental Control Services

A motion was made by Director Davies, seconded by Director Sidhu, and declared passed by those present, to authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-5-3680, between the Orange County Transportation Authority and Gamboa Services, Inc., doing business as Corporate Image Maintenance, in the amount of \$359,058, to exercise the second option term of the agreement from May 1, 2020 through April 30, 2021, for continued bus cleaning and pesticide application services. This will increase the maximum obligation of the agreement to a total contract value of \$1,426,318.

8. Low Carbon Transit Operations Program Recommendations for Fiscal Year 2019-20 Funds

A motion was made by Director Davies, seconded by Director Sidhu, and declared passed by those present, to:

- A. Approve Resolution No. 2020-002 authorizing the use of \$7,130,042 in fiscal year 2019-20 Low Carbon Transit Operations Program funding, and the use of \$7,111,592 in fiscal year 2018-19 funds for bus and commuter rail projects.
- B. Approve the use of \$812,976, currently programmed to Bravo! Main Street Operations for the Bravo! 529 Rapid Bus Service Start-Up and Operations Project.

8. (Continued)

- C. Approve the use of all unprogrammed Low Carbon Transit Operations Program interest from prior years through fiscal year 2019-20 for the Bravo! 529 Rapid Bus Service Start-up and Operations Project.
- D. Authorize staff to make all necessary amendments to the Federal Transportation Improvement Program, as well as execute any necessary agreements to facilitate the recommendations above.

Regular Calendar**9. OC Streetcar Project Quarterly Update**

Jim G. Biel, Executive Director of Capital Programs, Cleve Cleveland, Department Manager of OC Streetcar Operations, and Tresa Oliveri, Community Relations Specialist, co-presented a PowerPoint presentation as follows:

- Background;
- OC Streetcar Features;
- Construction – Segment 1;
- Santa Ana River Bridge;
- Westminster Avenue Bridge;
- Maintenance and Storage Facility;
- Construction – Segments 2 Through 5;
- Third-Party Utility Relocations;
- Vehicles;
- Vehicle Interior;
- Other Key Project Updates;
- OC Streetcar Outreach – Construction; and
- OC Streetcar Awareness Campaign.

A discussion ensued regarding:

- Outreach and how OCTA addresses businesses and their complaints:
 - A project phone number/hot line is available.
 - Participation in neighborhood association meetings and the economic liaison for the City of Santa Ana.
 - Tresa Oliveri, Community Relations Officer, is the main contact out on the field and talks to the businesses.
 - A survey team goes out and talks about awareness.
 - Contributing to the businesses by having a meal at their location.
- Director Sidhu requested how many phone calls have been received on the hot line and the description of the complaint.

9. (Continued)

Following the discussion, no action was taken on this receive and file information item.

10. Bus Operations Performance Measurements Report for the Second Quarter of Fiscal Year 2019-20

Johnny Dunning, Jr., Department Manager of Scheduling and Bus Operations Support, provided a PowerPoint presentation as follows:

- Performance Measurements;
- Safety;
- Courtesy;
- Reliability – On-Time Performance;
- Reliability – Miles Between Road Calls;
- Fixed-Route-Ridership and Productivity;
- OC ACCESS – Ridership and Productivity;
- Farebox Recover Ratio;
- Cost per Revenue Vehicle Hour;
- Performance: Local Routes;
- Performance: Community Routes;
- Performance: Express/Stationlink Routes;
- Bus Operations Performance and OC Bus 360°;
- Performance: System-wide Trends;
- Performance: OC Bus 360° Reductions; and
- Future Reports.

No action was taken on this receive and file information item.

Discussion Items

11. OC ACCESS Service Delivery Overview

Jack Garate, Department Manager of Paratransit Services, presented a PowerPoint presentation as follows:

- Background;
- Current Contract;
- Service Growth;
- Vehicle Usage;
- Service Evaluation Key Findings; and
- Next Steps.

11. (Continued)

A discussion ensued regarding:

- Concept of migrating to a fixed management fee plus a fixed payment per trip will narrow the gap between cost and trip growth.
- This is a significant structural change, and aligns the goals of the contractor with OCTA's goals and encourages efficiencies.
- Explanation of Slide 7 of the PowerPoint and maintaining the primary contractor to be able to subcontract service or have arrangements for subcontracting service afterwards.
- Disparity between the two charts in Slide 5 of the PowerPoint, and the reasons for needing a primary contractor.
- Referenced Slide 4 of the PowerPoint and to bring down the costs, OCTA will move to a per trip contract rate.
- The number of passengers an ACCESS vehicle can hold.
- One of the five items mentioned during the Board of Directors' (Board) workshop for OC ACCESS service was to explore the fleet mix options to lower cost vehicles.

12. Chief Executive Officer's Report

Ken Phipps, Deputy Chief Executive Officer (DCEO), reported on the following:

Update on the Coronavirus -

- California and the County of the Orange have declared a state of emergency.
- OCTA is continuing to monitor the situation and are following all the guidelines and recommendations issued by the Centers for Disease Control and Prevention and the Orange County Health Care Agency.
- Internally, OCTA has proactively sent out information to riders and employees and will continue to do so. Buses and vehicles are being disinfected nightly, bases are being cleaned three times a day and transit centers are being cleaned twice a day with a disinfectant.
- Following the Governor's direction, all OCTA travel and gatherings have been suspended.
- The Board will be provided regular updates.

Miscellaneous –

- Staff will follow-up with Director Sidhu's request and provide an OC Streetcar hotline report to the Board that includes the nature and number of the phone calls.



12. (Continued)

- Mr. Phipps, DCEO, announced this is his last Committee meeting at OCTA. He thanked the Committee and the Board.

13. Committee Members' Reports

Director Sidhu asked what measures OCTA is taking to ensure the Governor's Executive Order is followed. Mr. Phipps, DECO, responded that all OCTA travel related to gatherings of more than 250 people has been put on hold and regular bus service will continue. Director Sidhu stated that this situation is going to be a major impact to the County of Orange, and it is not something OCTA should take lightly.

14. Closed Session

There were no Closed Session items scheduled.

15. Adjournment

The meeting adjourned at 10:05 a.m.

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on Thursday, April 9, 2020**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.

ATTEST

Andrew Do
Committee Chairman

Sahara Meisenheimer
Deputy Clerk of the Board



April 9, 2020

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: 2020 Measure M2 Community-Based Transit Circulators (Project V)
Call for Projects Programming Recommendations

Overview

The Orange County Transportation Authority issued the 2020 Measure M2 Project V call for projects for community-based transit circulators on October 14, 2020. Applications have been received and scored consistent with the Board of Directors' approved Comprehensive Transportation Fund Programs Project V Guidelines. Projects recommended for funding are presented for review and approval.

Recommendations

- A. Approve programming recommendations for Project V funding, in an amount not to exceed \$9,043,613, plus inflationary adjustments, for six local agency projects submitted under the capital and operating reserve categories.
- B. Approve the programming recommendations for Project V funding, in an amount not to exceed \$177,900, for three local agency projects submitted under the planning category.
- C. Authorize staff to execute cooperative funding agreements with local agencies.
- D. Authorize staff to negotiate and execute lease agreements with interested local agencies, for the use of existing Project V-funded (and Orange County Transportation Authority-owned) vehicles.

Background

The Community-Based Transit Circulator Program (Project V) under Measure M (M2) provides funding to jurisdictions seeking to implement local

transit services that complement regional bus and rail services while also meeting local needs in areas not adequately served by regional transit.

In 2019, at the direction of the Board of Directors (Board), staff polled local agencies to determine if there was sufficient interest to support a 2020 Project V call for projects (call). Based upon these efforts, it was determined that there was strong support for a 2020 call. On October 14, 2019, the Board approved revised Comprehensive Transportation Funding Programs Project V Guidelines (Guidelines), and directed staff to issue a call making \$9 million available to fund projects that met Board-specified 2020 call objectives.

These objectives include:

- Continuing to fund previously awarded successful projects that were expiring,
- Encouraging and supporting new special event or seasonal shuttle services,
- Encouraging shared-ride service options through promoting shared-ride hailing services, and
- Encouraging new and innovative services that would meet Project V's goals and performance standards by providing funding for transit planning studies.

Discussion

The 2020 Project V call opened on October 14, 2019, and applications were due on December 12, 2019. Thirteen Project V applications were submitted by 12 local agencies, requesting approximately \$17.5 million in funding. Applications consisted of funding requests for planning studies, capital, initial marketing, and operations funding to support various service concepts, including extensions of existing fixed-route services, shared-ride hailing and commuter services, special event, weekend, seasonal, and microtransit services.

A total of eight local agencies submitted nine applications, requesting approximately \$17.2 million in Project V funds to either implement new or extend existing Project V-funded services. There were four additional applications for planning projects, which requested the remaining funding and are discussed below.

The nine service-related applications were reviewed for eligibility, adherence to Guidelines requirements, and consistency with 2020 call objectives. Six of the

nine applications were deemed to be consistent with these criteria and recommended for funding (Attachment A). In total, \$9,043,613 plus inflationary adjustments, is requested to be made available to support the programming recommendations identified in Attachment A.

It should be noted that of the applications recommended for funding, three included capital requests for vehicles. The Orange County Transportation Authority (OCTA) reached out to each of these local agencies to inquire if they were interested in leasing existing Project V-funded (and OCTA-owned) vehicles, as a cost-effective alternative to new capital vehicle purchase/lease requests.

- The City of La Habra expressed interest in leasing two vehicles for its various special events which occur on weekends in April, October, and December.
- The City of Dana Point (Dana Point) also indicated that it was potentially interested in an OCTA vehicle but expressed concern with respect to potential capacity constraints due to the size of the OCTA vehicle. As a result of the impacts on staff resources related to the Corona Virus (COVID-19), this question was not resolved at the time of the publishing of this staff report. As such, the programming recommendation for Dana Point includes funding for a replacement trolley, which could be granted with OCTA Board approval, contingent upon the emergence of capacity constraints and the results of a cost-benefit analysis.
- The City of San Juan Capistrano (San Juan Capistrano), which requested funding for a spare or back-up vehicle, did not express interest in using an OCTA vehicle. As such, San Juan Capistrano's request was not advanced in the programming recommendations identified in Attachment A.

Staff is requesting Board authority to negotiate and execute leases for the existing OCTA-owned Project V vehicles and, if appropriate, provide funding to Dana Point for a replacement vehicle.

With respect to transit planning grant applications, OCTA received four applications through which the cities of Anaheim, Newport Beach, Orange, and the County of Orange requesting approximately \$237,900 for transit planning activities. These applications were also reviewed for eligibility, adherence to Guidelines requirements, and consistency with 2020 call objectives, and in total, staff is recommending that \$177,900 be awarded to support three applications, which are identified in Attachment B. More specific details on all of the projects being recommended for funding are provided in attachments C and D.

It should also be noted that funds awarded to support operations and maintenance of Project V services are subject to minimum performance requirements, which are identified in the Guidelines. Awarded local agencies are also required to report to OCTA quarterly on ridership productivity.

Next Steps

If the programming recommendations identified in Attachments A and Attachment B are approved by the Board, staff will develop cooperative agreements with local agencies, which will allow OCTA to reimburse awarded local agencies for program costs consistent with Board policy. Staff will also develop lease agreements, as appropriate, with the cities of La Habra, and Dana Point, for the use of existing Project V-funded (and OCTA-owned) vehicles.

Project implementation and delivery will be monitored through the M2 semi-annual review process and quarterly ridership updates to the Board, with the next Project V ridership productivity report scheduled to occur this summer.

Summary

Proposed programming recommendations for the 2020 Project V call for projects have been developed by staff. Funding for nine projects, at up to \$9,221,513 in Measure M Project V funds, is being recommended for Board of Directors' approval, which will result in the initiation of and/or extension of six services and the completion of three new transit planning studies. Authorization is also requested to execute cooperative agreements and lease agreements, as appropriate, with local agencies to support implementation of the recommended proposed projects.

Attachments

- A. 2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects, Programming Recommendations for Capital and O&M Applications
- B. 2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects, Programming Recommendations for Planning Applications
- C. 2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects, Proposed Service Descriptions for Recommended Applications
- D. 2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects, Service Maps

Prepared by:



Alfonso Hernandez
Transportation Funding Analyst, Senior
(714) 560-5363

Approved By:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

**2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects
Programming Recommendations for Capital and O&M Applications**

Agency	Project	Initial Marketing	Capital	Operating Reserve	Total M2 Allocation	Total Local Contribution	Local Match Rate	Total Project Cost
Anaheim	Anaheim Canyon Circulator	\$ -	\$ 9,000	\$ 1,132,864	\$ 1,141,864	\$ 126,874	10%	\$ 1,268,738
Dana Point	Dana Point Trolley Continuity Program	\$ 45,000	\$ 171,810 ¹	\$ 1,992,929	\$ 2,209,739	\$ 1,196,799	35%	\$ 3,406,538
Huntington Beach (HB)	HB Southeast Rideshare Pilot Program	\$ 12,000	\$ -	\$ 794,240	\$ 806,240	\$ 201,560	20%	\$ 1,007,800
La Habra	La Habra Community Special Event Shuttle	\$ 12,510	\$ - ²	\$ 53,724	\$ 66,234	\$ 7,360	10%	\$ 73,594
Laguna Beach	Off-Season Weekend Trolley Service	\$ -	\$ -	\$ 3,850,000	\$ 3,850,000	\$ 625,556	14%	\$ 4,475,556
San Clemente	San Clemente Downtown Route Continuation	\$ -	\$ -	\$ 969,536	\$ 969,536	\$ 107,726	10%	\$ 1,077,262
		Total Allocation		\$ 9,043,613	\$ 9,043,613	\$ 2,265,875		\$ 11,309,488

Agency	Project	Initial Marketing	Capital	Operating Reserve	Total M2 Allocation	Total Local Contribution	Local Match Rate	Total Project Cost
UNFUNDED (Not Eligible) ³								
Anaheim	Friends Around the Neighborhood Expansion	\$ 50,000	\$ 168,000	\$ 3,632,000	\$ 3,850,000	\$ 714,543	16%	\$ 4,564,543
Buena Park	Buena Park Microtransit	\$ 18,000	\$ 126,000	\$ 3,247,882	\$ 3,391,882	\$ 404,876	11%	\$ 3,796,758
San Juan Capistrano	New Trolley Purchase	\$ -	\$ 186,300	\$ 18,000	\$ 204,300	\$ 22,700	10%	\$ 227,000
		Total Allocation		\$ 7,446,182	\$ 7,446,182	\$ 1,142,119		\$ 8,588,301

Acronyms:

O&M - Operations and maintenance

OCTA - Orange County Transportation Authority

1. Capital funding request maintained in programming recommendation to support a potential future vehicle replacement purchase, should the usage of OCTA provided vehicles result in boarding/productivity challenges. However, authorization to purchase a vehicle consistent with the intent of the Comprehensive Transportation Funding Programs Guidelines for Project V would be subject to OCTA approval.
2. Capital funding request removed due to City of La Habra's acceptance of usage of OCTA owned-vehicle in-lieu of vehicle purchase.
3. Did not meet 2020 Project V call for projects objectives

**2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects
Programming Recommendations for Planning Applications**

Agency	Project	Planning	Total M2 Allocation	Total Local Contribution	Local Match Rate	Total Project Cost
Irvine	2020 Transit Vision Plan	\$ 60,000	\$ 60,000	\$ 166,100	73%	\$ 226,100
Newport Beach	Balboa Island/Corona del Mar Microtransit Feasibility Study	\$ 58,500	\$ 58,500	\$ 6,500	10%	\$ 65,000
City of Orange	Orange Community Circulator Feasibility Study	\$ 59,400	\$ 59,400	\$ 6,600	10%	\$ 66,000
			\$ 177,900	\$ 179,200		\$ 357,100
UNFUNDED (Not Eligible)¹						
County of Orange	Ranch Ride Capital Operations Planning Study	\$ 60,000	\$ 60,000	\$ 6,667	10%	\$ 66,667
			\$ 60,000	\$ 6,667		\$ 66,667

Acronyms:

M2 - Measure M2

1. Did not meet Project V 2020 call objectives

2020 Measure M2 Community-Based Transit Circulators (Project V) Call for Projects Proposed Service Descriptions for Recommended Applications

Project Name	Service Description	Service Type	Service Details
Anaheim Anaheim Canyon Circulator	The City of Anaheim is proposing to extend its existing Project S rail feeder service (provided by Anaheim Transportation Network (ATN)) from the Anaheim Canyon Metrolink Station to the Kaiser Medical Center, CtrCity (downtown Anaheim and City Hall), and the Anaheim Resort. Project S funds for the service will expire on June 30, 2020. This proposal is to extend the existing service (through Project V) for an additional seven years through June 30, 2027. No capital funds are requested. Vehicles are to be provided by ATN.	Commuter/Fixed Route	<ul style="list-style-type: none"> • Start Date: October, 2020 • Service Period: All Year • Service Frequency: Commuter Hours (designed to meet 4 morning Metrolink trains and 3 evening Metrolink trains) • Service Days: Monday through Friday
Dana Point Trolley Continuity Program	The City of Dana Point is proposing to secure a sixth vehicle in summer 2021 to replace an existing older trolley. It is also proposing funds to support future trolley engine maintenance and rehab needs, amenity improvements (i.e. WiFi capabilities and backup cameras), additional outreach/marketing, and extension of its trolley service through June 30, 2027.	Seasonal/ Fixed-Route and Special Event	<ul style="list-style-type: none"> • Start Date: July, 2021 • Service Period: Memorial Day- Labor Day • Service Frequency: 15 minutes • Service Days: All week (Memorial Day-Labor Day)
Huntington Beach (HB) HB Southeast Rideshare Pilot Program	The City of Huntington Beach is proposing a two year pilot-program to provide a demand responsive shared-ride hailing service in southeast Huntington Beach.	Shared-Ride Hailing	<ul style="list-style-type: none"> • Start Date: July, 2020 • Service Period: All Year • Service Frequency: 8am-8pm • Service Days: All week
Irvine Transit Vision Study	The City of Irvine is proposing to complete a 2020 Transit Vision Planning Study focused upon identifying feasibility, potential routes, ranking, and implementation strategies for a potential future local circulator.	Planning Study	<ul style="list-style-type: none"> • Start Date: September, 2020
La Habra La Habra Community Special Event Shuttle	The City of La Habra is proposing to provide city-led shuttle services (with an existing OCTA-funded Project V vehicle) from satellite parking lots at up to four annual high-volume special events - including La Fiesta, The La Habra Tamale Festival, Eggstravaganza Festival, and the La Habra Centennial.	Special Event	<ul style="list-style-type: none"> • Start Date: April, 2021 • Service Period: Various special event dates in April, October, and December • Service Frequency: Every 20 minutes • Service Days: Various weekend days at special events in April, October, and December
Laguna Beach Off-Season Weekend Trolley Service	The City of Laguna Beach is proposing to extend its existing off-season weekend trolley service, beyond its current June 30, 2020 expiration date through June 30, 2027. Routes would include the existing "long" and "short" Pacific Coast Highways routes and "ACT V" shuttle route. A limited number of special events within the service period would also be provided, including Saturday Farmers' Markets, the Sawdust Festival Winter Fantasy, Hospitality Night, Patriot's Day, and select federal holidays.	Fixed Route	<ul style="list-style-type: none"> • Start Date: July, 2020 • Service Period: 40 weekends a year • Service Frequency: 20-45 minutes (depending upon traffic) • Service Days: Weekends
Newport Beach Balboa Island/Corona del Mar Microtransit Feasibility Study	The City of Newport Beach is proposing to complete a planning study to determine if microtransit service concepts (including shared-ride hailing) services types are potentially feasible on Balboa Island, Corona del Mar, and potentially in the Newport Center and Irvine Terrace areas.	Planning Study	<ul style="list-style-type: none"> • Start Date: To Be Determined (TBD) depending upon procurement (likely fall 2020)
Orange Community Circulator Feasibility Study	The City of Orange is proposing to conduct a planning/feasibility study to explore and potentially develop a community circulator concept, which would service key destinations within the city, including the Outlets, University of California, Irvine and other Medical Centers, Old Towne Orange, Chapman University, and the Orange Transit Center.	Planning Study	<ul style="list-style-type: none"> • Start Date: TBD depending upon procurement (likely fall 2020)
San Clemente San Clemente Downtown Route Continuation	The City of San Clemente is proposing to extend Project V funding for the downtown trolley from its current end date of June 30, 2023 through June 30, 2027. The service would also provide for a limited number of special event services, including the San Clemente Classic Car Show, 4th of July festivities, the San Clemente Ocean Feast, and San Clemente Fiesta.	Seasonal/ Fixed-Route and Special Event	<ul style="list-style-type: none"> • Start Date: May, 2021 • Service Period: May-September • Service Frequency: 15 minutes • Service Days: All week (Summer)

* OCTA funding eligibility starts July 1, 2020

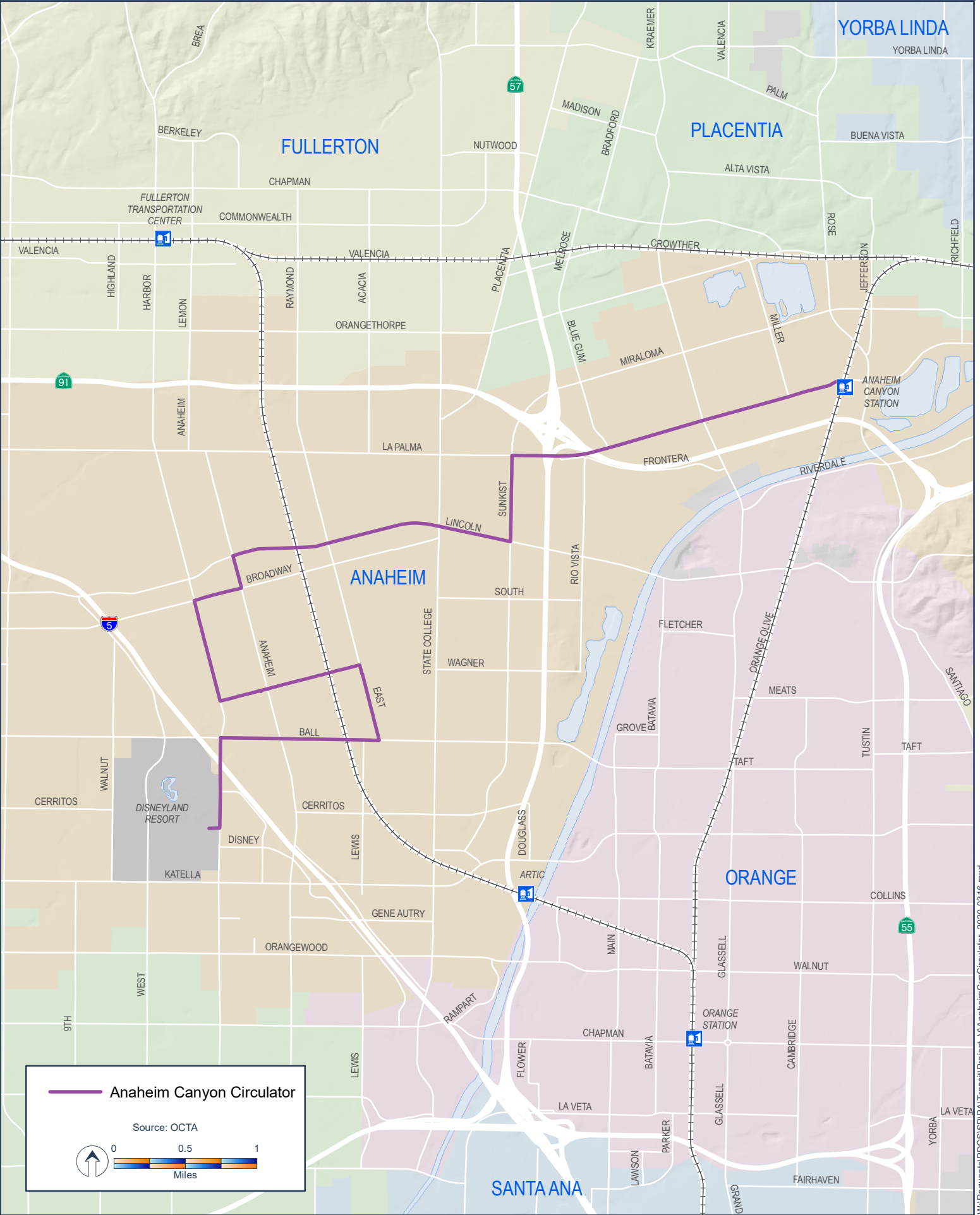
ACRONYMS:


ATN - Anaheim Transportation Network
 HB - Huntington Beach
 PCH - Pacific Coast Highway
 TBD - To Be Determined
 UCI - University of California, Irvine
 O&M - Operations and Maintenance

2020 Measure M2 Community-Based Transit
Circulators (Project V) Call for Projects

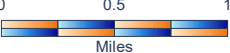

Service Maps

Anaheim Canyon Circulator



 Anaheim Canyon Circulator

Source: OCTA



Miles

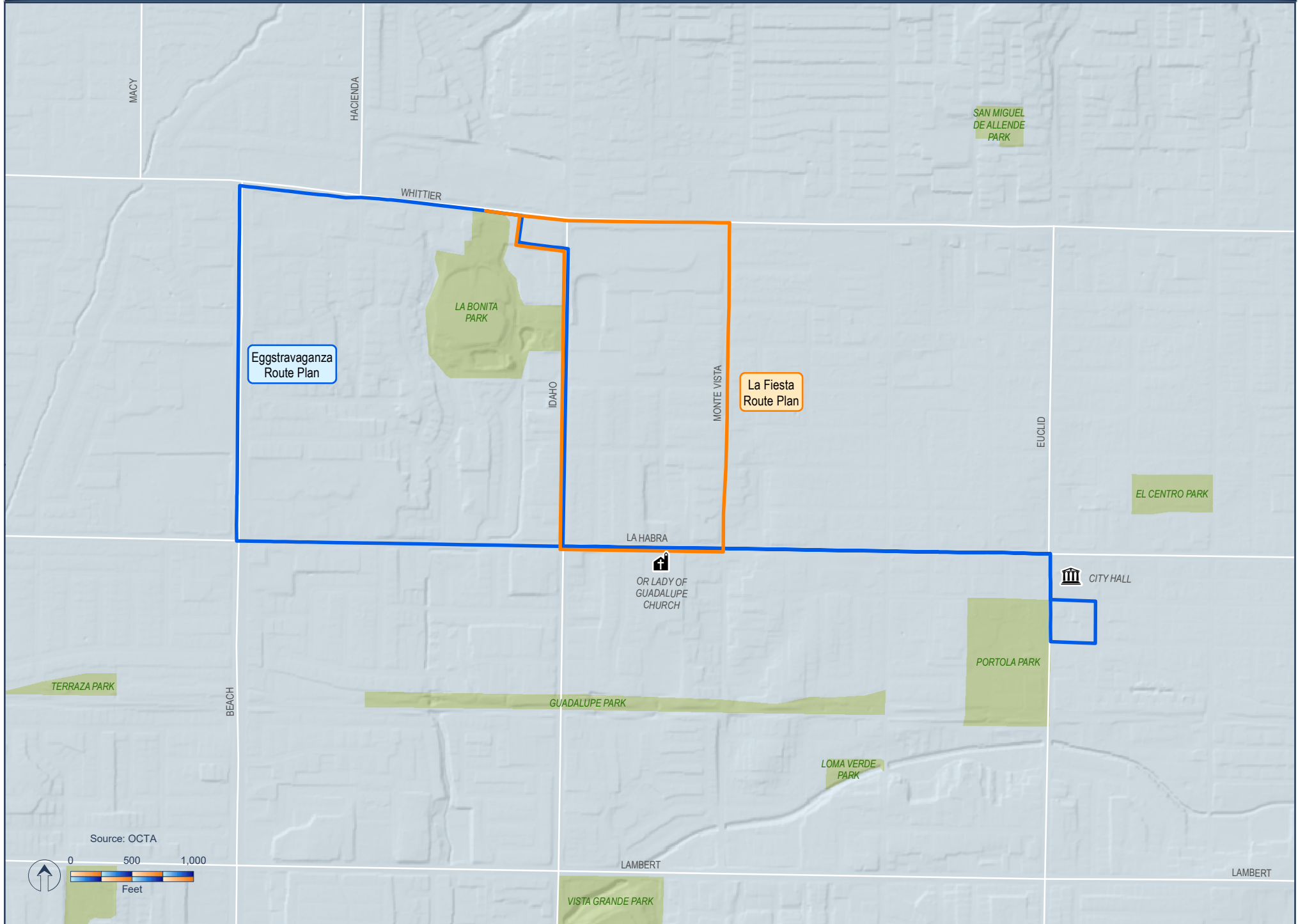
Dana Point Trolley Continuity Program



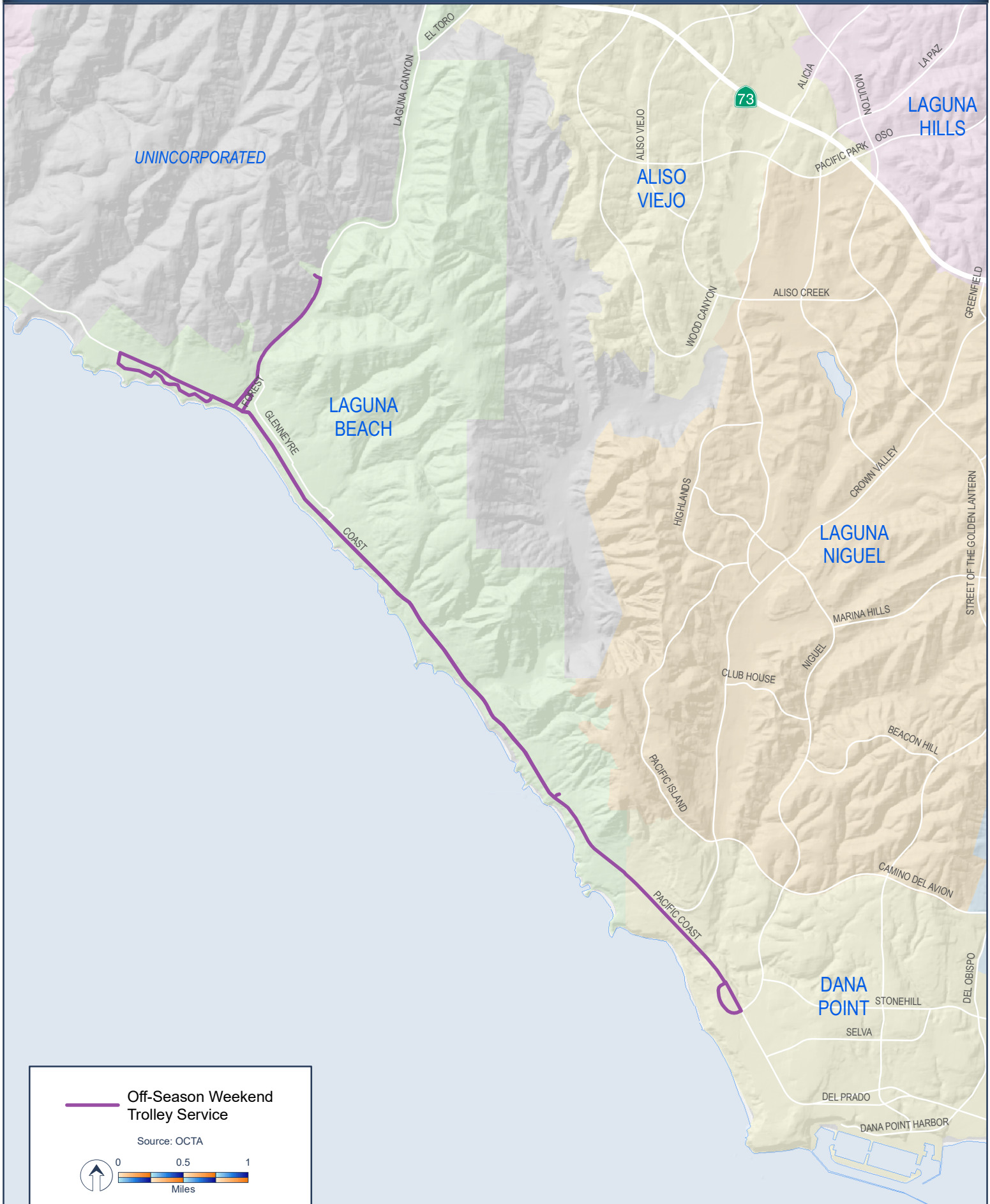
Huntington Beach Southeast Rideshare Pilot Program



La Habra Community Special Event Shuttles



Laguna Beach Off-Season Weekend Trolley Service



San Clemente Downtown Route Continuation





April 9, 2020

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Grant Award Acceptance for the 2019 and 2020 Orange County Fair Express Bus Service

Overview

The Mobile Source Air Pollution Reduction Review Committee awarded the Orange County Transportation Authority \$468,298 in competitive Major Event Center Transportation Program funding. The grant award will support the 2019 and 2020 Orange County Fair Express Bus Service.

Recommendation

Authorize the Chief Executive Officer, or designee, to accept the Mobile Source Air Pollution Reduction Review Committee Major Event Center Transportation Program award, and to negotiate and execute grant-related agreements and documents with the Mobile Source Air Pollution Reduction Review Committee.

Background

The Mobile Source Air Pollution Reduction Review Committee (MSRC), in partnership with the South Coast Air Quality Management District (SCAQMD), makes grants available to local agencies for programs to seek cost-effective opportunities to reduce automobile trips and associated emissions by shifting attendees of major events out of their personal automobile, and onto zero and near-zero emission transportation alternatives.

On April 5, 2019, MSRC made available \$6.5 million in 2019-21 Major Event Center Transportation Program (Program) funding. The Program seeks out major event center venues located within the SCAQMD region that experience high levels of traffic congestion that are inefficiently served by public transit, and partner with transportation providers to develop and implement new or expanded programs to attract patrons to reduce the number of personal vehicles traveling to the center.

New requirements for this program year included the utilization of the cleanest, commercially available zero and/or near-zero emission vehicles to implement the event center transportation service, and a funding limitation to two years of consecutive service. Orange County Transportation Authority (OCTA) staff submitted an application in July 2019, requesting \$468,298 to support operations of the Orange County Fair Express Bus Service for the 2019 and 2020 seasons. OCTA continued to work with MSRC staff after the 2019 OC Fair concluded to seek grant approval. On September 6, 2019, SCAQMD approved OCTA's request for \$468,298 to support operations of the OC Fair Express Bus Service for the 2019 and 2020 seasons.

Discussion

OCTA successfully delivered the 2019 OC Fair Express service, which is allowable and can be reimbursed under the MSRC Guidelines. The grant requires an OCTA in-kind match contribution of 50 percent for the 2019 season, and 55 percent for the 2020 season. The required OCTA in-kind match is \$517,813 for the two seasons combined. Attachment A provides the grant awards for the 2019 and 2020 OC Fair Express Bus Service.

Staff continued to work with MSRC staff after the 2019 OC Fair concluded to ensure that OCTA would remain eligible for reimbursement of eligible costs. This delayed execution of the contract and associated grant-related agreements.

The Program funds continue to be available through March 2021, and staff plans to submit an application to support operations of the 2021 OC Fair season early next year, if funding remains available. Consistent with the new program requirements, OCTA was eligible to apply for funding to support only two years of the service.

Staff is requesting the Board of Directors (Board) authorize acceptance of this grant, and authorize staff to negotiate and enter into a contract with MSRC, allowing OCTA to seek reimbursement for the costs for the 2019 OC Fair Express, and move forward with 2020 service.

Summary

The MSRC awarded OCTA \$468,298 to support operations of the OC Fair Express Bus Service for the 2019 and 2020 seasons. Board authorization is requested to receive the grant, and provide an in-kind match contribution of \$517,813.

Attachment

A. 2019 and 2020 OC Fair Express Bus Service Estimated Cost

Prepared by:



Jennifer Haith Farinas
Senior Transportation
Funding Analyst
(714) 560-5392

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

2019 and 2020 OC Fair Express Bus Service Estimated Cost

2019 OC FAIR EXPRESS SERVICE FUNDING	Percent Share	Estimated Cost
Mobile Source Air Pollution Reduction Review Committee (MSRC) Funding Request	49.98%	\$ 247,535.47
Matching Funds	50.02%	\$ 247,747.26
2019 TOTAL		\$ 495,282.73

2020 OC FAIR EXPRESS SERVICE FUNDING	Percent Share	Estimated Cost
MSRC Funding Request	44.98%	\$ 220,762.76
Matching Funds	55.02%	\$ 270,065.74
2020 TOTAL		\$ 490,828.50

2019 - 2020 OC FAIR EXPRESS SERVICE FUNDING COMBINED	Percent Share	Estimated Cost
Total MSRC Funding Request	47.00%	\$ 468,298.23
Total Matching Funds	53.00%	\$ 517,813.00
TOTAL PROJECT COST		\$ 986,111.23



April 9, 2020

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Contract Change Order for Utility Conflicts for the Construction of the OC Streetcar Project

Overview

On September 24, 2018, the Orange County Transportation Authority Board of Directors approved Agreement No. C-7-1904 with Walsh Construction Company II, LLC, for construction of the OC Streetcar project. A contract change order is required for necessary work to address continuing utility conflicts.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 4.2 to Agreement No. C-7-1904 with Walsh Construction Company II, LLC, in the amount of \$2,426,000, for work to address utility conflicts for the construction of the OC Streetcar project.

Discussion

On September 24, 2018, the Orange County Transportation Authority (OCTA) Board of Directors (Board) awarded the contract to construct the OC Streetcar project (Project) to Walsh Construction Company II, LLC (Walsh). The Notice to Proceed with Construction was issued to Walsh on March 4, 2019. Construction activities are underway, with the focus on construction of the Maintenance and Storage Facility and the underground storm drain, sewer, and water utility relocations within City of Santa Ana (City) streets. Installation of foundations and retained approaches for both the new 350-foot long bridge across the Santa Ana River and the bridge over Westminster Avenue is also underway.

Walsh continues to encounter many unknown utility lines during the underground relocation work that are neither shown on the contract plans nor on City and private utility record maps. Additionally, Walsh is continuing to encounter underground utilities that are not in the locations reflected in utility records and

not as noted on the plans. When unidentified utilities are encountered, or when utilities are at a different location than shown on the plans, Walsh notifies OCTA and requests direction to resolve the conflict. Additional potholing is often necessary to confirm the utility type and location for supporting design change decisions. Work to alleviate the utility conflict can include cutting and capping the utility or relocating the utility.

The Project is being constructed in one of the oldest developed areas of the City, and contains old and abandoned utilities dating back approximately 150 years. Many of these old and abandoned utilities are not documented on City utility base maps or in utility company records. Significant efforts were undertaken during the design phase of the Project to identify existing utilities and develop plans for relocation or protection for those determined to conflict with the Project. It is not possible to exactly locate all the known and unknown existing underground utilities without trenching for the new installations and exposing as-built conditions to identify unknown conflicts. The type of potholing allowed by the City and performed during the design could only be used to verify the location and depth of critical utilities shown on record maps.

On April 15, 2019, Contract Change Order (CCO) No. 4.0 was issued to Walsh, in the amount of \$200,000, for work to address unknown utilities on a time-and-expense basis. CCO No. 4.0 included potholing, cutting, capping, and/or relocating unidentified or mislocated utilities to different locations or elevations. As the work progressed, numerous additional unknown and existing mis-located utilities were encountered. This required additional efforts by Walsh to eliminate the conflicts, with the cost of the work exceeding the approved CCO No. 4.0 budget.

Supplemental CCO No. 4.1, in an amount not to exceed \$833,000, was approved by the Board on November 25, 2019, and issued to Walsh for continued work to address the utility conflicts. The amount of CCO 4.1 was an estimate of the cost for the remaining work and was based on the assumption that the conditions encountered in the initial stages of work for sewer and water lines would remain consistent for the duration of the work, including relocations of storm drains.

As work continued on sewer and waterline relocations and commenced on the remaining storm drain relocations, it became apparent that the utility conflicts encountered by the contractor are more complex than anticipated, requiring extensive redesign work and additional construction to eliminate the conflicts. As a result, the funds in CCO No. 4.1 are nearly depleted, and additional funding is required to address utility conflicts with the remaining storm drain, sewer, and waterline construction. The current status of completed work is 85 percent of the sewer line construction, 45 percent of the water line formation, and 15 percent of the storm drain relocations.

An independent cost estimate, which provides an order of magnitude cost for the continued work to address unknown utility conflicts, has been prepared by the construction management team. The cost of the additional work is estimated at \$2,426,000, and includes conservative assumptions on the number of unknown utility conflicts that may be encountered, and the associated work to address the conflicts based upon experience to date with the completed sewer, waterline, and storm drain work. This estimate reflects the significant efforts required to address conflicts encountered with the storm drain relocations, including trench potholing that involves opening up a large section of the street to expose and survey all potential conflicts, re-design, coordination with the City and affected third-party utilities, and relocation work. The storm drain work was commencing at the time of the preparation of CCO No. 4.1, and the full extent of conflicts and required work to address the conflicts was not known.

Proposed supplemental CCO No. 4.2, to augment CCO nos. 4.0 and 4.1 by \$2,426,000, for the remaining work to address unknown utility conflicts requires Board approval. This CCO is paid on a time-and-materials basis to the contractor after labor and equipment quantities are confirmed through daily extra work reports prepared by the contractor, and approved by the construction management team. Deductive change directives will be issued for work included in the original contract that was not performed.

Walsh has also requested time-related overhead be paid as part of the CCO because the Project schedule may be impacted. It was agreed that the request would be deferred until the required time impact evaluation is provided and reviewed by OCTA. Staff will return to the Board for approval of any required supplemental costs related to the change when the final impacts have been agreed to by both OCTA and Walsh.

The cost of the work will be funded from the Project contingency because the work was unknown and not evident when the Project cost estimate was prepared. It will not increase the Project cost of \$407.7 million, as defined in the Full Funding Grant Agreement.

Procurement Approach

The initial procurement was handled in accordance with OCTA's Board-approved procedures for public works projects. These procedures, which conform to both federal and state requirements, require that contracts are awarded to the lowest responsive, responsible bidder after a sealed bidding process. On September 24, 2018, the Board authorized Agreement No. C-7-1904 with Walsh, in the amount of \$220,638,549, for construction of the Project.

Proposed CCO No. 4.2, in the amount of \$2,426,000, will increase the cumulative value of the contract to \$233,550,377, as shown in Attachment A. Board approval is required for CCO No. 4.2, pursuant to the State of California Public Contracting Code Section 20142.

Fiscal Impact

The additional work for this Project is included in OCTA's Fiscal Year 2019-20 Budget, Capital Programs Division, Account 0051-9017-TS010-Z42, and is funded with Federal Section 5309 New Starts and local Measure M2 funds.

Summary

Staff recommends Board of Directors' authorization for the Chief Executive Officer to negotiate and execute Contract Change Order No. 4.2 to Agreement No. C-7-1904 with Walsh Construction Company II, LLC, in the amount of \$2,426,000, for continued work to address utility conflicts for the OC Streetcar project.

Attachment

- A. Walsh Construction Company II, LLC, Agreement No. C-7-1904,
Contract Change Order (CCO) Log

Prepared by:



Mary Shavalier
Program Manager
(714) 560-5856



Virginia Abadessa
Director, Contracts Administration and
Materials Management
(714) 560-5623

Approved by:



James G. Beil, P.E.
Executive Director, Capital Programs
(714) 560-5646

Walsh Construction Company II, LLC
Agreement No. C-7-1904
Contract Change Order (CCO) Log

CCO No.	Title	Status	Date Executed	Cost	Remarks
1	Demolition, Removals, and Disposal at the Maintenance and Storage Facility (MSF) Property	Approved	6-20-2019	\$199,749	
1.1	Demolition, Removals, and Disposal at the MSF Property Additional Funding	Approved	6-25-2019	\$113,884	
2	Removal and Disposal of Contaminated Materials at the MSF Property	Approved	6-25-2019	\$200,000	
2.1	Removal and Disposal of Contaminated Materials at the MSF Property Additional Funding	Approved	8-15-2019	\$160,000	
3	Removal and Disposal of Contaminated Materials within the Orange County Transit District-Owned Pacific Electric Right-of-Way	Approved	9-12-2019	\$1,600,000	
3.1	Contract Change Order for Removal and Disposal of Contaminated Materials Within the Orange County Transit District-Owned Pacific Electric Right-of-Way and Other Project Areas for the OC Streetcar Project	Approved	2-25-2020	\$7,278,795	
4	Required Work to Address Utility Conflicts	Approved	8-27-2019	\$200,000	
4.1	Required Work to Address Utility Conflicts Additional Funding	Approved	2-25-2020	\$833,300	
4.2	Required Work to Address Utility Conflicts Additional Funding	Pending		\$2,426,000	

Subtotal Executed CCOs	\$10,585,728
Subtotal Pending CCOs	\$2,426,000
TOTAL CCOs	\$13,011,728
ORIGINAL VALUE	\$220,538,649
PROPOSED REVISED VALUE	\$233,550,377



April 9, 2020

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Consultant Selection for OC ACCESS Eligibility Determination Services

Overview

The Orange County Transportation Authority is required to provide an eligibility determination process for Americans with Disabilities Act complementary paratransit services. On November 25, 2019, the Board of Directors authorized the release of a request for proposals. Offers were received in accordance with the Orange County Transportation Authority procurement procedures for professional and technical services. Board of Directors' approval is requested to select a contractor to provide these services.

Recommendations

- A. Approve the selection of Medical Transportation Management, Inc., as the firm to provide OC ACCESS eligibility determination services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1621 between the Orange County Transportation Authority and Medical Transportation Management, Inc., in the amount of \$3,062,866, for a three-year initial term from July 1, 2020 through June 30, 2023, with one, two-year option term, to provide OC ACCESS eligibility determination services.

Discussion

Section 223 of the Americans with Disabilities Act (ADA) requires that public entities operating fixed-route transit services also provide complementary paratransit services for individuals who are unable to use the fixed-route service. The regulations issued by the United States Department of Transportation specify to whom, and under what circumstances, service is to be provided. In addition, the regulations require that public providers of complementary paratransit services develop and administer an eligibility

process to determine whether individuals who request the service meet the regulatory criteria for eligibility.

All individuals who apply for OC ACCESS ADA eligibility certification are required to participate in an in-person functional assessment. This assessment evaluates physical and/or cognitive disabilities that may prevent an individual from using fixed-route bus services. Conducting an in-person assessment provides an opportunity to better determine an individual's eligibility for services based on ADA guidelines. OCTA utilizes a contractor to perform all in-person functional assessments, and the current contract will expire June 30, 2020.

Currently, 32,645 individuals are eligible to use OC ACCESS. The OC ACCESS program receives an average of 470 applications each month. Of these, approximately 62 percent are new customers and 38 percent are existing customers requiring recertification. All OC ACCESS eligible customers must be evaluated at least once every five years.

Procurement Approach

This procurement was handled in accordance with OCTA Board of Directors (Board)-approved procedures for professional and technical services. Various factors are considered in the award for professional and technical services. Award is recommended to the firm offering the most comprehensive overall proposal considering such factors as prior experience with similar projects, staffing and project organization, work plan, as well as cost and price.

On November 25, 2019, the Board authorized the release of Request for Proposals (RFP) 9-1621 to select a firm to provide OC ACCESS eligibility assessment determination services. On November 26, 2019, RFP 9-1621 was issued electronically on CAMM NET. The project was advertised in a newspaper of general circulation on November 26 and December 5, 2019. A pre-proposal conference was held on December 18, 2019, with six attendees representing three firms. Two addenda were issued to provide a copy of the pre-proposal conference registration sheet and respond to questions related to the RFP.

On February 4, 2020, three proposals were received. An evaluation committee consisting of OCTA staff from Contracts Administration and Materials Management, Paratransit Services, Scheduling and Bus Operations Support departments, as well as external representatives from Los Angeles County Metropolitan Transportation Authority and OmniTrans met to review all submitted proposals.

The proposals were evaluated based on the following Board-approved evaluation criteria and weights:

- | | |
|-------------------------------------|------------|
| • Qualifications of the Firm | 20 percent |
| • Staffing and Project Organization | 30 percent |
| • Work Plan | 30 percent |
| • Cost and Price | 20 percent |

Several factors were considered in developing the criteria weightings. Staffing and project organization, as well as work plan were assigned the greatest level of importance. The proposed project staff needed to demonstrate knowledge of ADA paratransit rules, regulations, and the eligibility process required to determine whether individuals meet the regulatory criteria for service eligibility. The work plan proposed by the firms needed to identify how the firm will recruit, hire, train, and employ the various specialists with experience working alongside persons with disabilities, with a focus on the relevant complexities performing the functional assessment criteria for identifying ADA eligibility. Qualifications of the firm needed to demonstrate a proven track record of the firm successfully completing similar cognitive and physical evaluation projects. Cost and price was also a critical element to ensure services are received at a fair cost.

On February 13, 2020, the evaluation committee reviewed all proposals based on the evaluation criteria, and all firms listed below in alphabetical order were invited to the interview:

C.A.R.E. Evaluators, Inc. (CARE)
Aliso Viejo, California

Medical Transportation Management, Inc. (MTM)
St. Louis, Missouri

Mobility Management Partners, Inc. (MMP)
Camarillo, California

On February 20, 2020, the evaluation committee conducted interviews with all firms. During the interview, each firm had the opportunity to present its approach for accomplishing the requested services, project team qualifications, and respond to evaluation committee questions. Firms were asked to share some of the potential challenges to the ADA eligibility process and lessons learned through previous experience in providing paratransit evaluations, as well as their quality assurance practices for meeting the 21-day application processing period as required in the ADA guidelines. All firms also answered

specific questions to each firm's proposal relative to OCTA's requirements specified in the scope of work.

On February 20, 2020, after the interviews, a request for a best and final offer (BAFO) was sent to all firms. The BAFO requested each proposer to provide a cost breakdown of the cost per functional assessment based on an estimated number of assessments identified by OCTA.

After considering the responses to the questions asked during the interviews and BAFO information, the evaluation committee reconvened and adjusted the individual criteria scores of all firms. As a result, the overall ranking of the firms remained unchanged.

Based on the evaluation of the written proposals, responses from the interviews, and BAFO information, the evaluation committee is recommending MTM for consideration of the award. The following is a brief summary of the proposal evaluation results.

Qualifications of the Firm

All three firms are established companies with relevant experience in ADA paratransit eligibility determination services.

MTM has provided transportation management services to individuals with disabilities, elderly, and the transportation disadvantaged across the country for over 25 years. It currently operates 14 ADA eligibility assessment programs across the country and has several business offices in Southern California. MTM's customers include Chicago Regional Transportation Authority, LA Access Services, Inc., San Diego Metropolitan Transit System, Valley Metro Regional Transportation Authority (Valley Metro), and Washington Metropolitan Area Transit Authority. MTM's ADA paratransit experience consists of conducting in-person interviews, various physical and telephone assessments, as well as cognitive and functional assessments. MTM has identified an assessment site that is close to OCTA and has a draft blueprint ready to develop indoor courses to meet the requirement specified in the scope of work. MTM included in their proposal and confirmed during the interview that they will have the construction of an assessment facility complete prior to the start of the project to ensure a smooth project transition.

MMP has been in business since 2009 in providing relevant services to residents in the City of Los Angeles and Los Angeles County. MMP specializes in mobility training workshops, travel training, and mobility management. MMP's customers include the City of Los Angeles, LA Access Services, Inc.,

Ventura County Catch-A-Ride, and Ventura County Transportation Commission (VCTC). MMP's experience with ADA paratransit eligibility assessment is mainly with VCTC, where MMP provides services to ten individual cities serviced by seven different transit operators. In its proposal, MMP displayed its comprehensive project experience in receiving and processing applications for paratransit eligibility, as well as conducting transit assessments. During the interview, MMP verified that it has not yet identified a suitable assessment facility to meet the needs of this project.

CARE has over 25 years of experience providing ADA paratransit eligibility assessment services to multiple large transit agencies in the past, such as LA Access Services, Inc. and Valley Metro. CARE demonstrated its knowledge and ADA paratransit eligibility certification experience in paratransit evaluation, travel training, call center operation, appeals, mobility management, and rider safety training. CARE's current customers include City of Santa Rosa, SamTrans in San Mateo, and Solano Transportation Authority. CARE is the incumbent firm providing eligibility determination services to OCTA. CARE has identified an assessment site for the paratransit evaluation office that is in close proximity to OCTA.

Staffing and Project Organization

MTM proposed a team with project experience in paratransit eligibility assessment and travel training in the western region of the United States. MTM's proposed project manager has over seven years of relevant project experience as a transit evaluator and quality assurance manager, as well as in recruitment, selection, hiring and training staff. MTM's proposed project manager will be 100 percent dedicated to the OCTA project. In addition to the project manager, MTM also proposed one full-time lead mobility assessment evaluator (MAE), three full-time MAEs for conducting interviews, physical and cognitive assessments, as well as three customer care representatives who will be solely dedicated to the OCTA project and located at the same proposed facility as the assessments to ensure consistent communication among staff.

During the interview, MTM presented a team that demonstrated knowledge and expertise in successfully transitioning similar projects to various transit agencies. MTM also confirmed during the interview that it will provide a level of executive support on-site during start-up to ensure the successful execution of this project on time.

MMP proposed an experienced team with a high level of competence in performing eligibility assessments as required in the scope of work. The firm proposed to utilize a project administrator with over 40 years of experience in

transportation to oversee database design and maintenance, as well as data connections for the OCTA project. Furthermore, the proposed project director has over seven years of experience in ADA eligibility assessment and will oversee all operational aspects of the project. The firm's proposed project team includes experienced individuals identified to perform the assessments, as well as customer service. However, MMP did not identify a project manager in their proposal.

During the interview, MMP confirmed and shared its plans and challenges regarding recruiting and hiring a project manager for OCTA's project. MMP's proposed plan will be to have MMP's proposed project administrator and director both serve as co-interim project managers until such time as a suitable permanent project manager is hired.

CARE proposed a project team with relevant project experience. CARE's proposed staff includes its Chief Executive Officer (CEO), who is a leader in providing paratransit eligibility services, travel training, and mobility management. CARE's CEO will function as the contract manager for the OCTA project. CARE's proposed project manager has experience in medical and surgical services and less than one-year experience in the ADA paratransit eligibility assessment services. CARE also proposed three full-time evaluators and four full-time customer service representatives. CARE's proposed project team demonstrated a full comprehension of the project's requirements during the interview.

Work Plan

MTM's work plan demonstrated knowledge and understanding of each task specified in the scope of work, such as providing details from phone inquiries and scheduling, to in-person interview processes, and cognitive and physical functional assessments, utilizing the Mini Mental State Examination and the Functional Assessment of Cognitive Transit Skills. These assessments are in-depth tests that assess an individual's diagnosis to independently use fixed-route services. In addition to a comprehensive assessment process, MTM's proposal also included data security, record retention and reporting, as well as quality assurance and performance monitoring to meet performance standards. MTM's proposal includes a complete implementation and transition plan which identifies and assigns every task to a specific team member, from recruiting and training staff to occupying and outfitting the new facility, including a complete start-up schedule.

MMP's work plan demonstrated an understanding of OCTA's requirements, such as the elements of ADA eligibility application processing, including a

detailed description on scheduling, in-person interviews and protocol, as well as cognitive and physical functional assessments. MMP's proposal also presented a proprietary documentation and reporting database system which is designed to manage the project with consistency in tracking training activities and capturing assessment program data for each individual participant. MMP's implementation and transition plan includes timelines and identifies potential risks to complete all necessary activities leading up to the start of service.

CARE provided a work plan that addressed elements in the scope of work. In the proposal, CARE described the steps for the paratransit eligibility determination process, scheduling appointments and geocoding, in-person evaluation, and functional testing, as well as quality review and control processes. CARE proposed a custom-designed software program, Access Services Management System, to perform in-person functional assessments and to manage applicant and reporting information, which allows for comprehensive assessments for various disabilities and functional issues when using public transit.

Cost and Price

The firms were asked to propose a total start-up price and a unit price per individual assessment completed based on 6,000 assessments yearly for the initial and option terms. Pricing scores were based on a formula, which assigned the highest score to the lowest total pricing and scored the other proposals total pricing based on their relation to the lowest total pricing. MTM proposed the lowest unit price per individual assessment completed.

Procurement Summary

Based on the evaluation of the written proposals, the firm's qualifications, as well as the information obtained from the interviews and BAFO, the evaluation committee recommends the selection of MTM as the firm to provide OC ACCESS eligibility determination services.

Fiscal Impact

This project will be included in the proposed OCTA Fiscal Year 2020-21 Budget, Operations Division, Paratransit Services, Account 2147-D1208-8T7, and will be funded through the Local Transportation Fund.

Summary

Based on the information provided, staff recommends the Board authorize the CEO to negotiate and execute Agreement No. C-9-1621, between OCTA and MTM, in the amount of \$3,062,866, to provide OC ACCESS eligibility determination services for a three-year initial term, from July 1, 2020 through June 30, 2023, with one, two-year option term.

Attachments

- A. Review of Proposals, RFP 9-1621 OC ACCESS Eligibility Determination Services
- B. Proposal Evaluation Criteria Matrix, RFP 9-1621 OC ACCESS Eligibility Determination Services
- C. Contract History for the Past Two Years, RFP 9-1621 OC ACCESS Eligibility Determination Services

Prepared by:



Gracie A. Davis
Section Manager, Paratransit
Services
714-560-5641

Approved by:



Beth McCormick
Executive Director, Operations
714-560-5964



Virginia Abadessa
Director, Contracts Administration and
Materials Management
714-560-5623



Jennifer L. Bergener
Chief Operating Officer, Operations/
Deputy Chief Executive Officer
714-560-5462

Review of Proposals
RFP 9-1621 OC ACCESS Eligibility Determination Services
3 firms proposed, 3 firms interviewed, 1 firm is recommended

Overall Ranking	Proposal Score	Firm & Location	Sub-Contractors	Evaluation Committee Comments	Start-Up Price	Average Per Assessment Completed
1	85	Medical Transportation Management, Inc. St. Louis, Missouri	None	Highest-ranked firm overall. Demonstrated expertise in providing paratransit eligibility assessment services. Currently operates 14, ADA eligibility assessment programs across the country. Presented knowledge and capacity in successfully transitioning similar projects to various transit agencies in the interview. Proposed project manager has over seven years of relevant project experience and will be 100 percent dedicated to the OCTA project. Proposed team has successfully worked on relevant paratransit eligibility assessment projects. Proposed a comprehensive implementation and transitional plan; identified an assessment site as required. Work plan demonstrated a clear understanding of key requirements, project challenges, and practical recommendations and solutions. Proposed the lowest per assessment price and competitive start-up price.	\$ 298,066.00	\$ 158.43
2	79	Mobility Management Partners, Inc. Camarillo, California	Navigator Mobility Consulting Way Finder Family Services	Second-ranked firm. Experience working with public agencies on mobility management and paratransit eligibility assessment. Proposed interim staff has extensive relevant project experience. Work plan included a detailed implementation plan with timelines and potential risks leading to the start of service. Has not identified an assessment facility that will meet the needs of this project. Demonstrated understanding of the project requirements and proposed solutions. Proposed two subcontractors to assist with its overall and special training programs. Proposed highest start-up price and competitive per assessment price.	\$ 482,685.00	\$ 159.24
3	75	C.A.R.E. Evaluators, Inc. Aliso Viejo, California	None	Experienced firm in providing ADA ACCESS eligibility assessment services to multiple large transit agencies in the past. Currently provides eligibility determination services to OCTA Proposed project manager has less than one year experience in the ADA paratransit eligibility assessment services Proposed team demonstrated experience working on projects of similar size and scope. Has identified an assessment site for the paratransit evaluation office. Work plan demonstrated a good understanding of project requirements. Proposed lowest start-up price and highest per assessment price.	\$ 79,181.00	\$ 171.14

Evaluation Panel:

Internal:

Contracts Administration and Materials Management (1)
Paratransit Services (1)
Scheduling and Bus Operations Support (1)

External:

Los Angeles County Metropolitan Transportation Authority (1)
OmniTrans (1)

Proposal Criteria

Qualifications of the Firm
Staffing and Project Organization
Work Plan
Cost and Price

Weight Factors

20%
30%
30%
20%

PROPOSAL EVALUATION CRITERIA MATRIX
RFP 9-1621 OC ACCESS Eligibility Determination Services

FIRM: Medical Transportation Management, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	4.5	4.0	4.0	4.5	4	16.8
Staffing/Project Organization	3.5	3.5	4.0	4.0	4.0	6	22.8
Work Plan	4.0	4.0	4.5	4.0	4.5	6	25.2
Cost and Price	5.0	5.0	5.0	5.0	5.0	4	20.0
Overall Score	81.0	83.0	87.0	84.0	89.0		85
FIRM: Mobility Management Partners, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	3.5	3.5	4.0	3.5	4	14.8
Staffing/Project Organization	3.5	3.0	3.0	3.5	3.5	6	19.8
Work Plan	4.5	4.0	4.0	4.0	4.0	6	24.6
Cost and Price	4.95	4.95	4.95	4.95	4.95	4	19.8
Overall Score	83.8	75.8	75.8	80.8	78.8		79
FIRM: C.A.R.E. Evaluators, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	4.0	4.0	4.0	4.0	4	16.0
Staffing/Project Organization	3.0	3.0	3.0	3.0	3.0	6	18.0
Work Plan	4.0	4.0	3.5	3.5	3.5	6	22.2
Cost and Price	4.65	4.65	4.65	4.65	4.65	4	18.6
Overall Score	76.6	76.6	73.6	73.6	73.6		75

CONTRACT HISTORY FOR THE PAST TWO YEARS

RFP 9-1621 OC ACCESS Eligibility Determination Services

Prime and Subcontractor	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
C.A.R.E. Evaluators, Inc.						
Contract Type: Time-and-Expense	C53706	ACCESS Certification Services for ADA Determination Eligibility	July 1, 2016	June 30, 2020	N/A	\$ 3,384,199
Subconsultants: None						
Sub Total						\$ 3,384,199
Medical Transportation Management, Inc.						
Contract Type: N/A	None	N/A	N/A	N/A	N/A	\$ -
Subconsultants: None						
Sub Total						\$ -
Mobility Management Partners, Inc.						
Contract Type: Firm-Fixed	C91244	Mobility Management Program	August 1, 2019	July 31, 2020	N/A	\$ 248,911
Subconsultants: None						
Contract Type: Firm-Fixed	C81505	Mobility Management Program	August 1, 2018	July 31, 2019	N/A	\$ 219,980
Subconsultants: None						
Contract Type: Firm-Fixed	C71668	Mobility Management Program	July 24, 2017	July 31, 2018	N/A	\$ 193,026
Subconsultants: None						
Sub Total						\$ 661,917



April 9, 2020

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Consultant Selection for Vanpool Service Providers

Overview

On November 25, 2019, the Board of Directors approved the release of a request for proposals to provide commuter vanpool services. Offers were received in accordance with Orange County Transportation Authority procurement procedures for professional and technical services. Board of Directors' approval is requested for the selection of a firm to provide these services.

Recommendations

- A. Approve the selections of AVR Vanpool, a division of Airport Van Rental; Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as Commute with Enterprise; and Green Commuter, Inc., to provide vanpool program services for the Orange County Transportation Authority vanpool program, in the aggregate amount of \$12,923,121, to be shared by all firms based on the number of vanpools operated.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1698 between the Orange County Transportation Authority and Enterprise Rent-A-Car Company of Los Angeles, doing business as Commute with Enterprise, to provide vanpool program services for a five-year initial term through June 30, 2025, and with two, two-year option terms.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2156 between the Orange County Transportation Authority and AVR Vanpool, a division of Airport Van Rental, to provide vanpool program services for a five-year term through June 30, 2025, and with two, two-year option terms.

- D. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2157 between the Orange County Transportation Authority and Green Commuter Inc., to provide vanpool program services for a five-year term through June 30, 2025, and with two, two-year option terms.

Discussion

Since 2007, the Orange County Transportation Authority (OCTA) has provided a vanpool program, OC Vanpool Program, contracting with vanpool companies, to provide commuters with a convenient and cost-effective transportation option. A vanpool consists of a group of five to 15 people who regularly commute to work in a shared vehicle.

Vanpools provide more than 1.2 million annual passenger trips for commuters who work in Orange County. The average vanpool trip length is 37 miles, one-way. There are 483 vanpools servicing 90 Orange County employers.

Program benefits include:

- Provides commuters transportation option that is cost-effective, allows for shared cost and reduced stress
- Offers long-distance commuters with direct service between neighborhood collection points and worksites
- Reduces congestion and helps to achieve air quality goals by providing an alternative to single-occupant vehicles
- Generates federal Section 5307 funding for transit

The OC Vanpool Program is a public-private partnership with three distinct participants, including OCTA, vanpool providers, and vanpool riders.

Each partner has a role:

OCTA Responsibilities

OCTA, as Orange County's public transit provider, is responsible for implementing the OC Vanpool Program, including contracting with the vanpool providers, and providing a subsidy to qualified vanpools to offset vehicle costs. OCTA receives Federal Transit Administration Section 5307 funds, which cover the subsidies, by collecting and reporting annual passenger and vehicle miles traveled and expenses incurred in the operation of each vanpool.

OCTA works with Orange County employers to help market the OC Vanpool Program at worksites. OCTA promotes the program through its employer outreach and ride matching services and conducts commuter marketing campaigns to increase awareness of and participation in the program.

Vanpool Provider Responsibilities

OCTA contracts with private providers to deliver vanpool services. These providers are required to record and submit annual inventory, operation, and administration expense reports to OCTA. Providers, through a month-to-month rental agreement with each vanpool group, provide vanpool vehicles, all maintenance, insurance, and payment collection from vanpool customers.

Vanpool Rider Responsibilities

Vanpool riders share the costs of the vehicle rental, fuel, tolls, and parking. One person volunteers to be the driver/coordinator to record and report ridership and expense data to OCTA. Most vanpool riders travel less than five miles to a pick-up location near their home (such as a park-and-ride lot) and have similar destinations and work hours.

With three vendors available through the OC Vanpool program going forward, riders and/or their employers will be able to evaluate the vehicle options available, the monthly vehicle rates, and select the vanpool option that will best meet the needs of the riders/employers.

Procurement Approach

This procurement was handled in accordance with OCTA Board of Directors (Board)-approved procedures for professional and technical services. In addition to cost, many other factors are considered in an award for professional and technical services. Award is recommended to the firms offering the most comprehensive overall proposals considering such factors as staffing and project organization, prior experience with similar projects, work plan, and a fair and reasonable price structure.

On November 25, 2019, the Board authorized the release of Request for Proposals (RFP) 9-1698, which was issued electronically on CAMM NET. The project was advertised in a newspaper of general circulation on November 25 and December 3, 2019. A pre-proposal conference was held on December 4, 2019, with four attendees representing two firms. Two addenda were issued to provide a copy of the pre-proposal registration sheet and to respond to questions related to the RFP.

On January 7, 2020, four proposals were received. An evaluation committee consisting of OCTA staff from Contracts Administration and Materials Management, Marketing and Customer Engagement, Motorist Services, Paratransit Services, and Revenue Administration met to review all proposals received.

The proposals were evaluated based on the following Board-approved evaluation criteria and weights:

- Staffing and Project Organization 30 percent
- Work Plan 30 percent
- Qualifications of the Firm 20 percent
- Cost and Price 20 percent

Several factors were considered in developing the evaluation criteria weights. Staffing and project organization, as well as work plan were weighted highest at 30 percent each to emphasize the importance of the proposing firms having a knowledgeable management team and staff who are experienced in providing all aspects of services to vanpool participants, as well as demonstrating their understanding and approach to meeting reporting requirements. Qualifications of the firm, as well as cost and price were weighted at 20 percent each to ensure firms have relevant experience and adequate resources to comply with the program requirements as specified in the scope of work to ensure OCTA receives the best value for the services provided.

On January 30, 2020, the evaluation committee reviewed the four proposals received based on the evaluation criteria and short-listed the three firms listed below in alphabetical order:

Firm and Location

AVR Vanpool, a division of Airport Van Rental (AVR Vanpool)
Los Angeles, California

Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as
Commute with Enterprise (Enterprise)
Orange, California

Green Commuter, Inc. (Green Commuter)
Los Angeles, California

Interviews consisted of a presentation to demonstrate the firms' understanding of OCTA requirements for this project. The firms' project managers and key team

members had an opportunity to present qualifications and respond to the evaluation committee's questions. Questions were asked relative to the firms' resources to deliver the scope of work as required, the proposed project team's related experience, and the firms' process for collecting and reporting the required National Transit Database (NTD) data.

Based on the evaluation of the written proposals, the firms' qualifications, the information obtained from the interviews, and the price proposals, the evaluation committee recommends all three companies interviewed be awarded contracts.

Having multiple vanpool providers results in competitive pricing for vanpool participants, as well as options to select the vanpool provider that best fits vanpool participant needs, which contributes to overall growth and retention of vanpools in Orange County.

Additionally, having multiple vanpool providers also allows for the ability to award contracts that are consistent with the zero-emission bus (ZEB) fleet requirements set forth under the California Air Resources Board Innovative Clean Transit (ICT) regulation. The regulation gives transit agencies the option of providing zero-emission transportation services, such as vanpools, to generate zero-emission mobility credits under the Zero-Emission Mobility Option. OCTA may use these credits in lieu of purchasing ZEBs; for every credit earned, OCTA may apply it towards the purchase of one ZEB to meet the minimum purchase requirement in the ICT regulation.

Qualifications of the Firms

All three firms have demonstrated direct relevant experience in vanpool program services. Each firm demonstrated their capabilities to perform all aspects of the vanpool program requirements. All three firms have demonstrated experience providing similar services to public agencies and other transit agencies. Enterprise is OCTA's current vanpool provider and is the largest vanpool program provider in the nation with over 12,000 vanpools currently in operation and over 22 years of experience. Green Commuter is an all-electric vanpooling program which offers a clean transportation option. Launched in 2016, they are currently providing all electric vehicles to Los Angeles County Metropolitan Transportation Authority (LA Metro) and Victor Valley Transit Agency. AVR Vanpool was established in 2017 through a merger with a well-established company, Airport Van Rental. This organizational restructure allowed AVR Vanpool access to more resources by leveraging vehicle inventory, reporting systems, and staff. These resources currently include over 280 operating vanpools, which offers vanpool service to LA Metro and Los Angeles Department of Water and Power.

Staffing and Project Organization

The three firms have demonstrated adequate staff resources to support the OC Vanpool Program. The project managers and key personnel proposed by the three firms are all qualified and demonstrate extensive knowledge of vanpool program requirements. The proposed project staff for each firm demonstrated familiarity with all aspects of the vanpool program including the NTD reporting requirements. Interviews with the firms validated staff credentials and their ability to support the vanpool program. Enterprise will continue to support OCTA with a staff that is currently in place. Green Commuter will provide five key personnel who have extensive experience and specialized training in electric vehicle fleet management, maintenance, customer service, and reporting. AVR Vanpool demonstrated strong experience with fleet operations management and customer service.

Work Plan

The work plan proposed by the firms conformed to the scope of work identified in the RFP. The firms, through their proposals, also demonstrated their ability to provide the proper reporting, invoicing, vehicle maintenance, and customer service. Enterprise proposed a comprehensive approach to completing the project requirements. Green Commuter's work plan was innovative in its approach to providing an all-electric fleet for the vanpool services. AVR Vanpool presented a work plan that addressed all the elements of the scope of work, including a robust approach to vanpool marketing and customer service, which included offering a referral bonus to vanpool coordinators.

Cost and Price

Pricing scores were based on a formula, which assigned the highest score to the lowest average not-to-exceed use fee and scored the other proposal rates based on their relation to the lowest rate. All firms proposed competitive rates.

Targeted Vanpool Growth and Contract Term		
Fiscal Year	Estimated Number of Vans at Year End	Subsidy
2020-21	511	\$ 2,431,870
2021-22	522	\$ 2,505,600
2022-23	538	\$ 2,580,768
2023-24	554	\$ 2,658,191
2024-25	571	\$ 2,746,692
Initial Term Total Amount		\$ 12,923,121

Procurement Summary

Based on the evaluation of the written proposals, the firms' qualifications, and the information obtained from the interviews, the evaluation committee recommends the selection of AVR Vanpool, Enterprise, and Green Commuter as the three firms to provide subsidized commuter vanpool services. Each of these vendors demonstrated strong relevant experience and submitted a thorough and comprehensive proposal that was responsive to all requirements of the RFP.

Fiscal Impact

The vanpool subsidy will be included in OCTA's Fiscal Year 2020-21 Budget. The subsidy is funded with Congestion Mitigation Air Quality grant funds in Operations Division Account 1842-7319-D4621-L77.

Summary

Based on the information provided, staff recommends the Board authorize the Chief Executive Officer to negotiate and execute Agreement No. C-9-1698 with Enterprise, Agreement No. C-0-2156 with AVR Vanpool, and Agreement No. C-0-2157 with Green Commuter, to provide vanpool program services, in an aggregate amount of \$12,923,121, for a five-year initial term, with two, two-year option terms.

Attachments

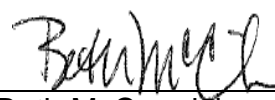
- A. Review of Proposals – RFP 9-1698, Vanpool Service Providers
- B. Proposal Evaluation Criteria Matrix (Short-listed Firms) – RFP 9-1698, Vanpool Service Providers
- C. Contract History for the Past Two Years, RFP 9-1698 Vanpool Service Providers

Prepared by:



Sandy Boyle
Section Manager, Vanpool Program
714-560-5761

Approved by:



Beth McCormick
Executive Director, Operations
714-560-5964



Virginia Apadessa
Director, Contracts Administration and
Materials Management
714-560-5623



Jennifer L. Bergener
Chief Operating Officer, Operations/
Deputy Chief Executive Officer
714-560-5462

Review of Proposals
RFP 9-1698, Vanpool Service Providers
4 proposals were received, 3 firms were interviewed, 3 firms are being recommended

Overall Ranking	Proposal Score	Firm and Location	Sub-Contractors	Evaluation Committee Comments	Average Monthly Not-To-Exceed Use Fee
1	86.0	Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as Commute with Enterprise Orange, California	None	Highest-ranked firm overall. Established firm with over 22 years of experience providing vanpool services. Largest vanpool program provider in the nation with over 12,000 vanpools currently in operation. Demonstrated relevant experience managing all aspects of a vanpool program. Demonstrated clear, organized plan for allocation of staff resources. Proposed project team has relevant past experience. Current provider of vanpool services. Has provided vanpool provider services to OCTA for the past 13 years. Extensive experience tracking, preparing and providing NTD reporting data. Large variety of vehicle options for vanpool participants. Proposed competitive monthly use fees.	\$ 2,480.00
2	85.0	AVR Vanpool, a division of Airport Van Rental Los Angeles, California	None	Second-ranked firm. Established in 2017. Demonstrated relevant experience managing all aspects of a vanpool program. Demonstrated clear, organized plan for allocation of staff resources. Proposed project team is experienced and has relevant past experience. Current provider of vanpool services. The only firm that provides wheel chair accessible minivans. Proposed competitive monthly use fees.	\$ 2,169.00
3	71.0	Green Commuter, Inc. Los Angeles, California	None	Third-ranked firm. Established in 2016. Demonstrated relevant experience managing all aspects of a vanpool program. Demonstrated clear, organized plan for allocation of staff resources. Proposed project team is experienced and has relevant past experience. The only firm that provides all-electric vehicles. Proposed competitive monthly use fees.	\$ 2,532.00

Evaluation Panel:

Internal:

Contracts Administration and Materials Management (1)
Revenue Administration (1)
Motorist Services (1)
Marketing and Customer Engagement (1)
Vanpool Program (1)

Proposal Criteria

Qualifications of the Firm
Staffing and Project Organization
Work Plan
Cost and Price

Weight Factors

20%
30%
30%
20%

ATTACHMENT B

PROPOSAL EVALUATION CRITERIA MATRIX (Short-listed Firms)								
RFP 9-1698, Vanpool Service Providers								
FIRM: Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as Commute with Enterprise							Weights	Overall Score
Evaluator Number	1	2	3	4	5			
Qualifications of Firm	4.0	5.0	5.0	4.0	4.0		4	17.6
Staffing/Project Organization	4.0	5.0	5.0	4.0	4.0		6	26.4
Work Plan	4.0	4.5	4.5	4.0	3.0		6	24.0
Cost and Price	4.4	4.4	4.4	4.4	4.4		4	17.6
Overall Score	81.6	94.6	94.6	81.6	75.6			86
FIRM: AVR Vanpool, a division of Airport Van Rental							Weights	Overall Score
Evaluator Number	1	2	3	4	5			
Qualifications of Firm	3.5	4.0	4.0	4.5	4.0		4	16.0
Staffing/Project Organization	3.5	4.5	4.0	4.0	4.0		6	24.0
Work Plan	3.5	4.5	4.0	4.5	4.0		6	24.6
Cost and Price	5.0	5.0	5.0	5.0	5.0		4	20.0
Overall Score	76.0	90.0	84.0	89.0	84.0			85
FIRM: Green Commuter, Inc.							Weights	Overall Score
Evaluator Number	1	2	3	4	5			
Qualifications of Firm	3.0	3.5	3.0	3.0	4.0		4	13.2
Staffing/Project Organization	3.0	3.5	3.5	3.5	4.0		6	21.0
Work Plan	3.0	3.5	3.0	3.0	4.0		6	19.8
Cost and Price	4.3	4.3	4.3	4.3	4.3		4	17.2
Overall Score	65.2	73.2	68.2	68.2	81.2			71
FIRM:Zeeba Company Inc.							Weights	Overall Score
Evaluator Number	1	2	3	4	5			
Qualifications of Firm	2.0	2.0	2.0	1.0	2.0		4	7.2
Staffing/Project Organization	2.0	2.0	2.0	1.0	2.0		6	10.8
Work Plan	2.0	2.5	2.0	2.0	2.0		6	12.6
Cost and Price	4.8	4.8	4.8	4.8	4.8		4	19.2
Overall Score	51.2	54.2	51.2	41.2	51.2			50
Score for non-short-listed firm is 50								

CONTRACT HISTORY FOR THE PAST TWO YEARS
RFP 9-1698 VANPOOL SERVICE PROVIDERS

Prime and Subconsultants	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
Enterprise Rent-A-Car Company of Los Angeles LLC, doing business as Commute with Enterprise						
Contract Type: N/A	C-7-1546	Vanpool Provider Services	August 3, 2017	June 30, 2020	N/A	\$ 8,323,888
Subconsultants: N/A						
Sub Total						\$ 8,323,888
AVR Vanpool, a division of Airport Van Rental						
Contract Type: Time-and-Expense	N/A				N/A	N/A
Subconsultants: N/A						
Sub Total						N/A
Green Commuter, Inc.						
Contract Type: Time-and-Expense	N/A				N/A	N/A
Subconsultants: N/A						
Sub Total						N/A