



AGENDA

Transit Committee Meeting

Committee Members

Al Murray, Chairman
Steve Jones, Vice Chairman
Laurie Davies
Andrew Do
Miguel Pulido
Tom Tait
Gregory T. Winterbottom

Orange County Transportation Authority
Headquarters
550 South Main Street
Board Room – Conf. Room 07
Orange, California

Thursday, November 8, 2018 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.

Call to Order

Pledge of Allegiance

Director Davies

1. Public Comments

Special Calendar

There are no Special Calendar matters.



Consent Calendar (Items 2 through 11)

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 October 11, 2018.

3. Amendment to Agreement for the Design of the OC Streetcar Project Mary Shavalier/James G. Beil

Overview

On September 14, 2015, the Orange County Transportation Authority Board of Directors approved an agreement with HNTB Corporation for preparation of plans, specifications, and estimates for the OC Streetcar project. An amendment to the agreement is required for additional design support services.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Agreement No. C-5-3337 between the Orange County Transportation Authority and HNTB Corporation, in the amount of \$1,152,212, for additional design support services for the OC Streetcar project. The amendment will increase the maximum cumulative obligation of the agreement to a total contract value of \$19,183,841.

4. Amendment to Agreement for Additional Construction Management Services for the Metrolink Parking Structure at the Orange Transportation Center Lora Cross/James G. Beil

Overview

On September 12, 2016, the Orange County Transportation Authority Board of Directors approved an agreement with Hill International, Inc., to provide construction management services for the Metrolink parking structure at the Orange Transportation Center. An amendment to the existing agreement is required for additional construction management services.



4. (Continued)

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Agreement No. C-6-1024 between the Orange County Transportation Authority and Hill International, Inc., in the amount of \$570,021, for additional construction management services for the Metrolink parking structure at the Orange Transportation Center. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$2,745,380.

5. Contract Change Order for Demolition and Clearance Services for the OC Streetcar Project in the City of Santa Ana

Joe Gallardo/James G. Beil

Overview

On July 23, 2018, the Orange County Transportation Authority Board of Directors approved Agreement No. C-8-1622 with Sandwood Enterprises, Inc., for right-of-way demolition and clearance services for the OC Streetcar Project. A contract change order is required for additional demolition and clearance services related to the removal of hazardous materials from residential structures.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 1 to Agreement No. C-8-1622 between the Orange County Transportation Authority and Sandwood Enterprises, Inc., in the amount of \$77,654, and to add 60 calendar days to the contract duration for additional asbestos and abatement activity for the OC Streetcar Project in the City of Santa Ana.

6. Contract Change Order for Utilities to the Hydrogen Fuel Station

George Olivo/James G. Beil

Overview

On November 13, 2017, the Orange County Transportation Authority Board of Directors authorized Agreement No. C-7-1577 with Trillium USA Company LLC, for the construction, operation, and maintenance of a hydrogen fuel station, and liquid hydrogen deliveries. A contract change order is requested to install private utilities to the hydrogen fuel station for electrical power and communication.



6. (Continued)

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 3 to Agreement No. C-7-1577 with Trillium USA Company LLC, in the amount of \$400,000, for the installation of new private utilities for electrical power and communication to the hydrogen fueling station. This will increase the maximum obligation of the agreement to a total contract value of \$7,514,432.

7. Measure M2 Senior Mobility Program Update

Joanne Jacobsen/Jennifer L. Bergener

Overview

The Senior Mobility Program is designed to offer transportation alternatives to seniors in addition to local fixed-route, paratransit, or the OC ACCESS service. Through the program, participating local agencies are eligible to receive funding and vehicles from the Orange County Transportation Authority to help design and operate a transit program that best meets the needs of seniors living within those communities. Recommended revisions to the funding and policy guidelines are presented in the report.

Recommendation

Adopt the revised Measure M2 Senior Mobility Program Project U Funding and Policy Guidelines.

8. Amendment to Cooperative Agreements with Non-Profit Agencies to Provide Senior Mobility Program Services

Joanne Jacobsen/Jennifer L. Bergener

Overview

The Senior Mobility Program is designed to offer transportation alternatives to seniors in addition to local fixed-route, paratransit, or the OC ACCESS service. Four non-profit agencies participate in the Senior Mobility Program and receive funding from local sources other than Measure M2. The current funding agreements with these four agencies require amendments to include fiscal year 2018-19 funding in order to continue the service.



8. (Continued)

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-1-2490 between the Orange County Transportation Authority and Abrazar, Inc., in the amount of \$87,556, to provide funding through June 30, 2019.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Cooperative Agreement No. C-1-2491 between the Orange County Transportation Authority and Korean American Senior Association, in the amount of \$107,643, to provide funding through June 30, 2019.
- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Cooperative Agreement No. C-1-2492 between the Orange County Transportation Authority and Southland Integrated Services, Inc., formerly doing business as Vietnamese Community of Orange County, in the amount of \$94,649, to provide funding through June 30, 2019.
- D. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Cooperative Agreement No. C-1-2493 between the Orange County Transportation Authority and Jewish Federation and Family Services, in the amount of \$94,649, to provide funding through June 30, 2019.

9. Sole Source Agreements for the Purchase of Driver Barriers for a Pilot Project

Dayle Withers/Jennifer L. Bergener

Overview

The Orange County Transportation Authority has initiated a pilot project to test driver barriers meant to provide additional protection to coach operators. The six-month pilot project will allow staff to evaluate the use of the barriers in service. There are currently only two manufacturers of driver barriers for use in transit buses, both models offer similar functionality, but differ in operation. Board of Directors approval for two sole source agreements is requested to proceed with the pilot project.



9. (Continued)

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1923 between the Orange County Transportation Authority and The Aftermarket Parts Company, LLC, in the amount of \$32,325, for the purchase and installation of six driver barriers in six of the forty-foot buses in the active fleet as part of a pilot project.
- B. Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1924 between the Orange County Transportation Authority and Complete Coach Works, in the amount of \$34,888, for the purchase and installation of six driver barriers in six of the forty-foot buses in the active fleet as part of a pilot project.

10. Sole Source Agreement for the Purchase of a Cummins L9N Near-Zero Emission Bus Engine for the Midlife Overhaul Prototype
Cliff Thorne/Jennifer L. Bergener

Overview

The Orange County Transportation Authority's active vehicle fleet includes 20 articulated, compressed natural gas-powered buses, model year 2013, that are currently eligible for a midlife engine overhaul. The proposed replacement engine has been certified by the State of California as a near-zero emission compressed natural gas-powered engine and will include a multi-year manufacturer warranty. There is only one manufacturer with engines certified by the State of California for use in transit buses, and a sole source agreement is necessary to proceed with a prototype installation and review.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1892 between the Orange County Transportation Authority and Cummins Pacific, LLC, in the amount of \$84,293, for the purchase of one replacement Cummins L9N near-zero emission compressed natural gas-powered engine.



11. February 2019 Bus Service Change

Gary Hewitt/Kia Mortazavi

Overview

The Orange County Transportation Authority implements changes to bus routes three times each year. The February 2019 bus service change consists of major changes to bus service on Beach Boulevard and minor adjustments to other bus schedules.

Recommendation

Receive and file as an information item.

Regular Calendar

12. OC Streetcar Vehicle Delivery Update

Kelly Hart/Jennifer L. Bergener

Overview

An update on the OC Streetcar vehicle delivery activities is provided for Board of Directors' review. The update includes an overview of the feedback received from the public and the industry on the exterior vehicle design concepts as presented to the Board of Directors in August 2018. In order to advance the vehicle manufacturing process, a vehicle design concept must be approved and submitted to Siemens Industries, Inc.

Recommendation

Direct staff to submit OC Streetcar vehicle design option C to Siemens Industries, Inc., in order to advance the OC Streetcar vehicle design process.



13. Amendment to the the Agreement with First Transit, Inc., for the Provision of Contracted Fixed-Route Service

Beth McCormick/Jennifer L. Bergener

Overview

On March 23, 2015, the Orange County Transportation Authority Board of Directors approved an agreement with First Transit, Inc., for the management and operation of contracted fixed-route, Stationlink, and express bus services. Several amendments have been made to this agreement expanding the scope of work to include providing iShuttle services and additional Measure M, Project V-funded circulators on behalf of cities. The initial term of the agreement will expire on May 31, 2019. An amendment to exercise the first two-year option term of the contract is necessary to continue providing these services through May 31, 2021.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-4-1737 between the Orange County Transportation Authority and First Transit, Inc., in the amount of \$87,126,726, to exercise the first two-year option term to provide contracted fixed-route services through May 31, 2021, increasing the maximum obligation of the agreement to a total contract value of \$236,026,978.

14. Amendment to Agreement with MV Transportation., Inc., for the Provision of the OC ACCESS Service

Johnny Dunning, Jr./Jennifer L. Bergener

Overview

On March 14, 2013, the Orange County Transportation Authority Board of Directors approved an agreement with MV Transportation, Inc., to provide the management, operation and vehicle maintenance of the OC ACCESS service. On June 12, 2017, the Board of Directors approved an amendment to exercise the first two-year option term for the continuation of these services through June 30, 2019. MV Transportation, Inc., has continued to perform well throughout this contract, providing safe, efficient and reliable service. An amendment to exercise the second two-year option is necessary for the continued provision of the OC Access service.



14. (Continued)

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-2-1865 between the Orange County Transportation Authority and MV Transportation, Inc., in the amount of \$95,630,961, to exercise the second two-year option term to provide OC ACCESS service through June 30, 2021, increasing the maximum obligation of the agreement to a total contract value of \$351,242,530.

15. OC Bus 360° Update

Gary Hewitt/Kia Mortazavi

Overview

The Orange County Transportation Authority is implementing a comprehensive effort to reconfigure transit services in response to changing market conditions. The goals are to address ridership declines by improving passenger travel times and designing services to retain existing customers and attract new customers. A status report on major OC Bus 360° elements is presented for review.

Recommendation

Receive and file as an information item.

16. Innovation Update

Kurt Brotcke/Kia Mortazavi

Overview

The Orange County Transportation Authority continues to explore innovative transportation services and projects for Orange County residents, workers, and visitors. Given past successes, staff is exploring avenues to foster innovation opportunities through expanded team efforts. A status report is provided for review.

Recommendation

Receive and file as an information item.



Discussion Items

17. Chief Executive Officer's Report

18. Committee Members' Reports

19. Closed Session

There are no Closed Session items scheduled.

20. Adjournment

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on Thursday, December 13, 2018**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.



Committee Members Present

Al Murray, Chairman
Steve Jones, Vice Chairman
Laurie Davies
Andrew Do
Miguel Pulido
Tom Tait
Gregory T. Winterbottom

Staff Present

Darrell E. Johnson, Chief Executive Officer
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

None

Call to Order

The October 11, 2018 regular meeting of the Transit Committee was called to order by Committee Chairman Murray at 9:02 a.m.

Pledge of Allegiance

Committee Vice Chairman Jones led in the Pledge of Allegiance.

1. Public Comments

Patrick Kelly, Teamsters Union Local 952 (Teamsters), thanked the Orange County Transportation Authority (OCTA) employees for their public service. Mr. Kelly expressed his concerns if Proposition 6 passes, Teamster's opposes Proposition 6, and the many jobs that could be lost. Lastly, Mr. Kelly stated that the Transit Committee and the Board of Directors (Board) have a serious responsibility to protect California.

Special Calendar

There were no Special Calendar matters.

Consent Calendar (Items 2 through 7)

2. Approval of Minutes

A motion was made by Director Davies, seconded by Committee Vice Chairman Jones, and declared passed by those present, to approve the minutes of the Transit Committee meeting of September 13, 2018.

Director Pulido was not present to vote on this item.

3. Request to Exercise Option Term for On-Call Architectural and Engineering Design and Construction Support Services for Facility Modification Projects

A motion was made by Director Davies, seconded by Committee Vice Chairman Jones, and declared passed by those present, to authorize the Chief Executive Officer to execute amendments to the following consultant agreements to exercise the two-year option term for on-call architectural and engineering design and construction support services for facility modification projects: Agreement No. C-4-1927 with STV, Inc., Agreement No. C-5-3227 with Owen Group, Inc., Agreement No. C-5-3228 with Stantec Architecture, Inc., Agreement No. C-5-3229 with Dahl, Taylor and Associates, Inc., and Agreement No. C-5-3230 with Westgroup Designs, Inc., in the total amount of \$1,000,000, and extend the term of the agreements through December 31, 2020. This will increase the maximum obligation for all the on-call firms in a shared amount of \$1,000,000, for a total combined aggregate contract value of \$3,000,000.

Director Pulido was not present to vote on this item.

4. Cooperative Agreements with Special Agencies for the Provision of Special Transportation Services

A motion was made by Director Davies, seconded by Committee Vice Chairman Jones, and declared passed by those present, to:

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Cooperative Agreement No. C-3-1619 between the Orange County Transportation Authority and Acacia Adult Day Services, in the amount of \$485,833, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.
- B. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1917 between the Orange County Transportation Authority and Acacia Adult Day Services, in the amount of \$676,001, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.
- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Cooperative Agreement No. C-3-1620 between the Orange County Transportation Authority and Alzheimer's Family Center, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.



4. (Continued)

- D. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1918 between the Orange County Transportation Authority and Alzheimer's Family Center, in the amount of \$733,469, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.
- E. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Cooperative Agreement No. C-6-1056 between the Orange County Transportation Authority and Alzheimer's Orange County, in the amount of \$124,784, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.
- F. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1919 between the Orange County Transportation Authority and Alzheimer's Orange County, in the amount of \$360,198, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.
- G. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Cooperative Agreement No. C-3-1622 between the Orange County Transportation Authority and Community SeniorServ, in the amount of \$259,215, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.
- H. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1920 between the Orange County Transportation Authority and Community SeniorServ, in the amount of \$769,153, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.
- I. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Cooperative Agreement No. C-3-1624 between the Orange County Transportation Authority and Sultan Adult Day Health Care, in the amount of \$840,921, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.
- J. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1922 between the Orange County Transportation Authority and Sultan Adult Day Health Care, in the amount of \$1,119,180, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.

4. (Continued)

- K. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Cooperative Agreement No. C-3-1623 between the Orange County Transportation Authority and the Orange County Adult Achievement Center, doing business as My Day Counts, in the amount of \$969,022, to extend the term through June 30, 2019, for the provision of transportation as outlined in the agreement.
- L. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-1921 between the Orange County Transportation Authority and the Orange County Adult Achievement Center, doing business as My Day Counts, in the amount of \$1,315,661, effective July 1, 2019 through June 30, 2024, for transportation to and from the facility and client's home.

Director Pulido was not present to vote on this item.

5. Cooperative Agreement for the Administration of the Orange County Taxi Administration Program

Director Winterbottom pulled this item and commended staff and the agencies who worked hard on this item's cooperative agreement. Director Winterbottom also stated that the costs were reasonable and benefited both parties.

Committee Chairman Murray echoed Director Winterbottom's remarks.

A motion was made by Director Winterbottom, seconded by Committee Chairman Murray, and declared passed by those present, to:

- A. Authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-8-2015 with Orange County cities and the County of Orange for the administration of the Orange County Taxi Administration Program, effective January 1, 2019 through December 31, 2020.
- B. Amend the Orange County Transportation Authority Fiscal Year 2018-2019 Budget to reflect an additional \$251,188 for the administration of the Orange County Taxi Administration Program from January 1, 2019 through June 30, 2019.

Director Tait did not participate or vote on this item due to his firm having performed work with the County of Orange.

Director Pulido was not present to vote on this item.

6. Metrolink Fiscal Year 2017-18 Performance Report

A motion was made by Director Davies, seconded by Committee Vice Chairman Jones, and declared passed by those present, to receive and file as an information item.

Director Pulido was not present to vote on this item.

7. 2019 Project W Safe Stops Call for Projects

Director Do pulled this item to thank Darrell Johnson, Chief Executive Officer (CEO), and staff for the improvements made under Project W. As Director Do's District has the bulk of ridership, the changes will make it more comfortable for the customers.

Committee Chairman Murray also thanked staff for the revisions that were made in Chapter 3 (Attachment B of the Staff Report) which makes the process more efficient and inclusive.

A motion was made by Director Do, seconded by Committee Chairman Murray, and declared passed by those present, to:

- A. Approve proposed revisions to Chapter 3 (Project W section) of the Comprehensive Transportation Funding Programs Guidelines.
- B. Approve making \$3 million in Measure M2 Project W funds available for a second funding allocation.
- C. Direct staff to work with eligible local agencies and to return with Project W funding recommendations in early 2019.

Director Tait did not participate or vote on this item.

Director Pulido was not present to vote on this item.

Regular Calendar

8. Bus Operations Performance Measurements Report for the Fourth Quarter of Fiscal Year 2017-18

Johnny Dunning Jr., Manager of Scheduling and Customer Advocacy, provided a PowerPoint presentation as follows:

- Performance Measurements;
- Safety;
- Courtesy;
- Reliability: On-Time Performance;

8. (Continued)

- Reliability: Miles Between Road Calls;
- Fixed-Route: Ridership and Productivity;
- OC Access: Ridership and Productivity;
- Farebox Recovery 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 360° Improvements;
- Performance: OC 360° Reductions; and
- Next Steps.

A discussed ensued regarding:

- Slide Seven of the PowerPoint presentation addresses Director Tait's question on budget projection verses ridership from 18 months ago.
- Director Tait commended staff for stabilizing the ridership numbers.
- Positive steps being taken with OC Bus 360°, challenges with Proposition 6, and putting more effort into maintenance and less on new bus procurements.
- High hopes that the OC Flex pilot program will bring good results.
- Adopting a new fleet plan by 2020 and what to consider.
- Hydrogen buses coming on board.
- Meeting purchase requirements or doing a "midlife overhaul" to extend the life of the bus or replace them with a zero emissions bus.
- Looking back on OCTA's history and the transition from diesel to liquid natural gas, and most recently, compressed natural gas buses.

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

9. Proposition 6: Potential Impacts to Transit Services

Darrell E. Johnson, CEO, provided opening comments and introduced Gary Hewitt, Manager of Transit Planning, who reported on the following:

- Staff has began looking at reducing approximately 180,000 revenue hours or 11 percent of the bus service.

9. (Continued)

- Reductions being considered to the bus service fall into seven categories:
 - Eliminating lower productivity routes.
 - Making modest frequency reductions to core routes.
 - Looking for external funding for OC Flex, if it continues beyond the one-year pilot.
 - Revisit route improvements from OC Bus 360° which have not been completely effective.
 - Explore operating reduced service on additional holidays.
 - Consolidating duplicate route segments and eliminate lower ridership segments of route.
 - Eliminating bus trips with less than 15 boardings outside of OCTA's service span standards.
- A portion of the cost savings will come from changes to the ACCESS service as follows:
 - The new special agencies agreements being considered today will save approximately \$500,000 a year in ACCESS costs.
 - Where bus service is eliminated and there are no nearby routes, ACCESS service would no longer be provided.
- The recently approved Comprehensive Business Plan extended the useful life of 40 and 60-foot buses from 14 to 18 years. This will reduce the amount of money placed into the capital sinking fund for vehicle replacement.
- Continue to refine the service reduction concepts including: route level impacts and additional analysis necessary for Title VI and Environmental Justice.
- If Proposition 6 passes, staff will return to the Board to seek direction regarding the proposed service reductions.
- Majority of the reductions are anticipated to be made during the October 2019 service change and requires public feedback.

A discussion ensued regarding:

- Four vehicles were purchased for OC Flex with the idea to use them for ACCESS service.
- Challenges if ACCESS service is reduced and the importance in letting riders know Same-Day Taxi Service will be available.
- Extending the life of the buses is very important by keeping up with the maintenance.
- Concerns regarding reducing frequency on core routes and possible alternatives.

9. (Continued)

- Reviewing legislation and being more vocal about the vehicle clean air regulations that will be costly.

Mr. Johnson, CEO, reemphasized that this will be a major service change and if Proposition 6 passes, OCTA will address service changes in October of 2019. The vehicle clean air requirements under the Innovative Clean Transit is a new mandate which would put another \$440 million of costs into OCTA's fleet requirements over the Comprehensive Business Plan plan period. OCTA will continue to have early and frequent discussions.

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

Discussion Items**10. Chief Executive Officer's Report**

Darrell E. Johnson, CEO, reported on the following:

- OC Flex pilot program launches on Monday, October 15th in Huntington Beach and Westminster and on Saturday, October 20th in Laguna Niguel, Mission Viejo, and Aliso Viejo. OCTA continues to market and promote outreach efforts and will have staff at the Coast Vintage Market on Sunday, October 14th to promote the service. The mobile app should be available today.
- On Thursday, October 25th from 5:30 p.m. to 7:30 p.m., OCTA is hosting a Public Hearing for the northbound State Route 57 Improvement Project from Orangewood Avenue to Katella Avenue. The Public Hearing will be in an open house format at the Portola Middle School in Orange.
- On Thursday, September 27th, the Orange County Public Relations Society held its annual awards ceremony honoring the region's top public relations professionals and campaigns in various categories. OCTA won three awards:
 - The Protos award, the top honor, for the Interstate 405 (I-405) Improvement project groundbreaking event and project interactive map/Waze integration;
 - An Award of Excellence for the I-405 project construction safety and coloring and activity book; and
 - An Award of Excellence for the Santa Ana Community College Pass Program.



11. Committee Members' Reports

Director Davies stated OCTA has made some great changes, cost equals results, and where there are challenges, there are also opportunities. Director Davies looks forward to the OC Flex pilot program, and next Wednesday, October 17th, a tour of the south county service areas for the OC Flex pilot program will be conducted.

Director Tait stated that people who ride scooters and electric bikes will create new opportunities for people to use the bus routes, and Mr. Johnson, CEO, responded OCTA can provide guidance, but it is a city process.

Director Pulido recommended for OCTA to take the lead on scooters and create a template for cities to follow, and Mr. Johnson, CEO, responded that there will be an Innovation Update at the next Transit Committee and scooters and electric bikes will be addressed.

Committee Chairman Murray acknowledged National Walk to School day and thanked Lance Larson, Executive Director of External Affairs, and OCTA staff for making it successful in the City of the Tustin.

12. Closed Session

There were no Closed Session items scheduled.

13. Adjournment

The meeting adjourned at 9:53 a.m.

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on Thursday, November 8, 2018**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.

ATTEST

Al Murray
Committee Chairman

Sahara Meisenheimer
Deputy Clerk of the Board



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Agreement for the Design of the OC Streetcar Project

Overview

On September 14, 2015, the Orange County Transportation Authority Board of Directors approved an agreement with HNTB Corporation for preparation of plans, specifications, and estimates for the OC Streetcar project. An amendment to the agreement is required for additional design support services.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Agreement No. C-5-3337 between the Orange County Transportation Authority and HNTB Corporation, in the amount of \$1,152,212, for additional design support services for the OC Streetcar project. The amendment will increase the maximum cumulative obligation of the agreement to a total contract value of \$19,183,841.

Discussion

The Orange County Transportation Authority (OCTA) entered into an agreement with HNTB Corporation (HNTB) for the design of the OC Streetcar project (Project). HNTB produced final plans, specifications, and estimates for the release of an invitation for bids (IFB) for construction of the Project on December 11, 2017.

As the design progressed, additional analysis and design work were required to address conditions that were encountered, and to develop alternative design solutions. As authorized by Amendment Nos. 1, 2, and 3, HNTB performed additional potholing and survey work to identify utility conflicts; prepared a Phase 2 Environmental Site Assessment along the Pacific Electric right-of-way (PE ROW) which required soil sample collections and related laboratory testing for detection of potential contaminants; prepared plat maps and legal descriptions for property easements; and undertook a traction power load flow analysis to support a request by the City of Santa Ana (City) to relocate

a traction power substation (TPSS) to the Santa Ana Regional Transportation Center. New maintenance and storage facility (MSF) design elements were also added to support operational efficiency and reduce long-term operations and maintenance (O&M) costs.

As authorized by Amendment Nos. 4 and 5, a third span was added to the Santa Ana River Bridge and an undercrossing was provided for the Orange County Flood Control District; canopies at station stops were enlarged, and two designs were provided—one for center platforms, and one for side platforms; additional effort was required to revise the track profile to maintain drainage patterns on downtown streets, and traffic signal devices, signage, pavement markings, and medians were added and modified to address comments received from the California Public Utilities Commission.

Amendment No. 6 included modifications to the Orange County Sanitation District (OCSD) sewer relocation plans to incorporate rehabilitation to portions of the sewer that are to remain in place; modifications to the traction power substation plans as requested by Southern California Edison; modifications at Santa Ana Boulevard and Ross Street to be consistent with County Building 16 plans, and modifications within the pedestrian plaza adjacent to Sasser Park to avoid the need for a temporary construction easement.

Proposed Amendment No. 7 will authorize additional design services during the construction bid phase extension from April 2018 to June 2018. Additional design support was required over this longer bid period to develop responses to bidders' questions, prepare bid addenda, revise drawings and technical specifications, and evaluate product substitution requests.

Amendment No. 7 will also authorize the consultant to perform additional design services for the following Project modifications that will be implemented during the construction phase. The modifications are intended to enhance the operations and safety of the streetcar and respond to stakeholder requests:

- Produce plans showing the routing of conduits with fiber optic cable to connect traffic signal controllers on Santa Ana Boulevard. The City made this necessary for the implementation of transit signal priority (TSP), which gives the streetcar priority at traffic signals and improves operating speed,
- Provision of closed-circuit television (CCTV) coverage of the park-and-ride lot at Harbor/Westminster to enhance security,
- Relocation of the servers supporting the streetcar's CCTV system from the OCTA Garden Grove Bus Annex to the MSF to provide future

expansion capabilities to include adequate space required for all associated equipment, electrical, and heating, ventilation, and air conditioning requirements, and to prevent disruption if the Garden Grove Bus Annex operations facility is relocated in the future,

- Revised design for the gates between the PE ROW and MSF to automatically open and close when a streetcar enters and leaves the yard,
- Modifications to the MSF mezzanine level safety railing and access gates, and the addition of auxiliary power to conform with and accommodate the selected vehicle – the Siemens S70 vehicle,
- Additional coordination with the vehicle manufacturer, Siemens, to confirm design compatibility between vehicles, the infrastructure, and MSF,
- Adding provisions to isolate the electric power supplied to the eastbound and westbound tracks within the PE ROW to support emergency responders' access during emergencies and enable streetcar operations to continue on one track while maintenance is being performed on the other track,
- Further modifications to the TPSS site plans to address comments from Southern California Edison received after the IFB release related to clearance requirements, minimum conduit radii, and access,
- Additional revisions to plans and specifications for the OCSD sewer lines to address OCSD comments received after the IFB release,
- Development of exhibits depicting Project elements in the PE ROW to establish maintenance requirements for the O&M contractor and to support federal environmental submittals, and
- Additional effort to complete the City's building permit plan check process for the MSF.

In addition, Amendment No. 7 will authorize the consultant to provide continued support for the review of third-party utility relocation plans and assistance in resolving issues during third-party utility construction. The original scope of work assumed that third-party utility relocation would be complete prior to release of the construction bid. Third-party utility relocations are now extending into the construction phase of the Project, requiring additional design assistance and budget.

Procurement Approach

The procurement was handled in accordance with OCTA Board of Directors (Board)-approved procedures for architectural and engineering professional services, which conform to both federal and state laws. On September 14, 2015, the Board approved an agreement with HNTB, in the amount of \$16,434,022. The agreement was previously amended to increase funding for a total contract value of \$18,031,629 (Attachment A). It has become necessary to amend the existing agreement for additional design support services for completion of the Project design.

OCTA requested a price proposal and staff negotiated the required level of effort with HNTB. Staff found HNTB's price proposal, in the amount of \$1,152,212, to be fair and reasonable relative to the negotiated level of effort.

Proposed Amendment No. 7 to Agreement No. C-5-3337, in the amount of \$1,152,212, will bring the total contract value to \$19,183,841, for the additional design support services.

Fiscal Impact

Funding for the Project is approved in OCTA's Fiscal Year 2018-2019 Budget, Capital Programs Division, Account 0051-7519-TS010-Z82, and will be funded through Measure M2 and federal Congestion Mitigation and Air Quality funds.

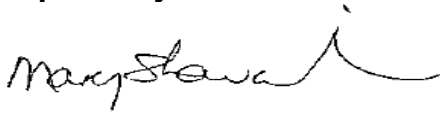
Summary

Staff requests Board of Directors' approval for the Chief Executive Officer to negotiate and execute Amendment No. 7 to Agreement No. C-5-3337 with HNTB Corporation, in the amount of \$1,152,212, for additional design support services for the OC Streetcar project.

Attachment

A. HNTB Corporation, Agreement No. C-5-3337 Fact Sheet

Prepared by:



Mary Shavalier
Program Manager
(714) 560-5856

Approved by:



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



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

**HNTB Corporation
Agreement No. C-5-3337 Fact Sheet**

1. September 14, 2015, Agreement No. C-5-3337, \$16,434,022, approved by the Board of Directors (Board).
 - The agreement was executed on February 1, 2016, to provide design services to prepare the plans, specifications, and estimates for the OC Streetcar project.
2. December 15, 2016, Amendment No. 1 to Agreement No. C-5-3337, \$239,192, approved by the Contracts Administration and Materials Management (CAMM) Department.
 - Provide for additional design services for field survey and potholing work.
3. February 27, 2017, Amendment No. 2 to Agreement No. C-5-3337, \$37,434, approved by the CAMM Department.
 - Provide for additional design services required for relocation of the traction power substation and right-of-way (ROW) legal documentation.
4. April 28, 2017, Amendment No. 3 to Agreement No. C-5-3337, \$207,273, approved by the CAMM Department.
 - Provide additional design support services necessary for modifications to the maintenance and storage facility and for additional potholing services necessary at various locations within the project alignment.
5. May 22, 2017, Amendment No. 4 to Agreement No. C-5-3337, \$864,491, approved by the Board.
 - Provide additional design services as a result of streetcar stop modifications, various governmental agency requests, and ROW studies.
6. March 20, 2018, Amendment No. 5 to Agreement No. C-5-3337, \$0, approved by the CAMM Department.
 - Modify California Public Utilities Commission Task 7, authorized by Amendment No. 4.
7. June 20, 2018, Amendment No. 6 to Agreement No. C-5-3337, \$249,217, approved by the CAMM Department.
 - Provide additional design services during the extended bid period modify traffic signal plans, Orange County Sanitation District (OCSD) sewer, traction power

substation (TPSS) site designs, the northeast corner of Santa Ana Boulevard and Ross Street, and the pedestrian plaza adjacent to Sasscer Park, and to review the construction schedule and engineer's estimate.

8. November 12, 2018, Amendment No. 7 to Agreement No. C-5-3337, \$1,152,212, pending Board approval.
 - Provide additional design services during the extended bid period, extended coordination with third-party utility relocations, addition of traffic signal interconnects, closed-circuit television (CCTV) cameras at Harbor Boulevard park-and-ride, modifications to the maintenance and storage facility (MSF), including moving CCTV servers into the facility and automatic operation of the rail gates into the yard, power isolation, TPSS revisions, and added effort to obtain the MSF building permit.

Total funds committed to HNTB Corporation after approval of Amendment No. 7 to Agreement No. C-5-3337: \$19,183,841.



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Agreement for Additional Construction Management Services for the Metrolink Parking Structure at the Orange Transportation Center

Overview

On September 12, 2016, the Orange County Transportation Authority Board of Directors approved an agreement with Hill International, Inc., to provide construction management services for the Metrolink parking structure at the Orange Transportation Center. An amendment to the existing agreement is required for additional construction management services.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Agreement No. C-6-1024 between the Orange County Transportation Authority and Hill International, Inc., in the amount of \$570,021, for additional construction management services for the Metrolink parking structure at the Orange Transportation Center. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$2,745,380.

Discussion

The Orange Metrolink Parking structure project (Project) is a 611-space, five-level, shared-use parking structure located on the corner of Lemon Street and Maple Avenue in the City of Orange (City). Construction of the Project commenced on July 17, 2017, and is currently forecast to be completed in early 2019.

The Project is located in the Orange Historical District and adjacent to historical structures. The level of effort the City required for monitoring the possible effects of construction was more than originally anticipated. Before construction activities could begin, crack and vibration monitors were placed in several locations on the historical homes, and an extensive Adaptive Management Plan was produced by

the construction management (CM) firm, Hill International Inc. (Hill). The installation, monitoring, and reporting of the crack monitors was not part of the original scope of work for the CM.

Due to unforeseen differing site conditions encountered by the contractor during excavation of the subterranean levels and foundation of the parking structure, the CM was required to perform additional work related to contaminated soils remediation, removal of two underground storage tanks, railroad ties, and rail. The effort from the CM team included additional soils testing, as well as producing and implementing a mitigation and monitoring plan of the contaminated soils. In addition, to help expedite the completion of the Project, some weekend work has been allowed by the City, which required an increase in effort for management and special inspections.

Procurement Approach

This procurement was handled in accordance with the Orange County Transportation Authority (OCTA) Board of Directors-approved procedures for architectural and engineering services, which conform to both federal and state laws. The original agreement was executed on June 13, 2017, in the amount of \$2,126,779, and has been previously amended in accordance with Attachment A. It has become necessary to amend the existing agreement to include additional CM services for the Project.

OCTA staff negotiated the required level of effort with Hill to provide the additional CM services. OCTA found Hill's price proposal, in the amount of \$570,021, to be fair and reasonable relative to the negotiated level of effort. Proposed Amendment No. 6 to Agreement No. C-6-1024 will increase the total contract value to \$2,745,380.

Fiscal Impact

Funding for the Project is budgeted in OCTA's Fiscal Year 2018-19 Budget, Capital Programs Division, Account 0018-9085-T5422, and is funded with federal Congestion Mitigation and Air Quality Improvement funds and City local funds. The City funding will be 18 percent of the costs per an existing agreement C-6-10004.

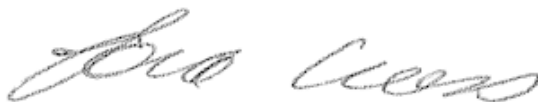
Summary

Staff requests Board of Directors' approval for the Chief Executive Officer to negotiate and execute Amendment No. 6 to Agreement No. C-6-1024 with Hill International, Inc., in the amount of \$570,021, for additional construction management services for the Metrolink parking structure at the Orange Transportation Center.

Attachment

A. Hill International, Inc., Agreement No. C-6-1024 Fact Sheet

Prepared by:



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Approved by:



James G. Beil, P.E.
Executive Director, Capital Programs
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Virginia Abadessa
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**Hill International, Inc.
Agreement No. C-6-1024 Fact Sheet**

1. September 12, 2016, Agreement No. C-6-1024, \$2,126,779, approved by the Board of Directors (Board).
 - Agreement was executed on June 13, 2017, to provide construction management services for construction of the Metrolink parking structure at the Orange Transportation Center.
2. June 28, 2017, Amendment No. 1 to Agreement No. C-6-1024, \$28,385, approved by the Contracts Administration and Materials Management (CAMM) Department.
 - Scope of work revised to include vibration monitoring services and revise hourly rate schedule to add key personnel for prime consultant.
3. December 7, 2017, Amendment No. 2 to Agreement No. C-6-1024, \$0, approved by the CAMM Department.
 - Add subconsultant Kroner Environmental Services, Inc., to provide environmental testing services and hazardous waste removal, and modify hourly rate and other direct cost schedules for subconsultants.
4. December 11, 2017, Amendment No. 3 to Agreement No. C-6-1024, \$0, approved by the CAMM Department.
 - Amend hourly rate schedule to add key personnel for prime consultant and other direct cost schedules for subconsultants.
5. December 26, 2017, Amendment No. 4 to Agreement No. C-6-1024, \$0, approved by the CAMM Department.
 - Amend hourly rate schedules and other direct cost schedules for prime consultant and subconsultants.
6. June 12, 2018, Amendment No. 5 to Agreement No. C-6-1024, \$20,195, approved by the CAMM Department.
 - Amend scope of work to add geotechnical certification services.


7. November 12, 2018, Amendment No. 6 to Agreement No. C-6-1024, \$570,021 pending Board approval.
 - Provide additional construction management services related to unforeseen site conditions, production and implementation of mitigation monitoring plan, and weekend work.

Total funds committed to Hill International, Inc., after approval of Amendment No. 6 to Agreement No. C-6-1024: \$2,745,380.



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Contract Change Order for Demolition and Clearance Services for the OC Streetcar Project in the City of Santa Ana

Overview

On July 23, 2018, the Orange County Transportation Authority Board of Directors approved Agreement No. C-8-1622 with Sandwood Enterprises, Inc., for right-of-way demolition and clearance services for the OC Streetcar project. A contract change order is required for additional demolition and clearance services related to the removal of hazardous materials from residential structures.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 1 to Agreement No. C-8-1622 between the Orange County Transportation Authority and Sandwood Enterprises, Inc., in the amount of \$77,654, and to add 60 calendar days to the contract duration for additional asbestos and abatement activity for the OC Streetcar project in the City of Santa Ana.

Discussion

The OC Streetcar project (Project) design identified the need for a full fee right-of-way acquisition of a residential property in the City of Santa Ana (City) for the development of the Project's maintenance and storage facility (MSF).

The property needs to be cleared as part of the Project. Prior to the proposed construction of the Project, contractor services are required to remove property improvements from the property, which include five vacant single-story detached housing apartments, hazardous materials, and other impediments. The former housing occupants were all relocated off the property in accordance with federal and state laws and regulations, Federal Transit Administration

guidelines, as well as the Orange County Transportation Authority's (OCTA) Real Property Department policies and procedures.

The Board of Directors (Board)-approved agreement amount with OCTA's primary demolition contractor Sandwood Enterprises, Inc., (Sandwood) included an allowance for asbestos removal and abatement activity estimated at \$10,000. This estimated value was consistent with past experience with residential asbestos removal and abatement work performed by OCTA. The extent of the work required to demolish and remove the residential structures was not fully known at the time the engineering estimate was provided due to a lack of access to the property. Once legal access to the property was permitted a hazardous materials field study was performed by OCTA's environmental consultant, Ninyo & Moore Geotechnical and Environmental Sciences Consultants, which resulted in a surprisingly significant increase to the scope of work for asbestos removal and abatement. The additional scope of work includes costs for the removal of interior and exterior walls, ceilings, roof materials, and abandoned furniture and other amenities found to be contaminated with asbestos. The delayed access to the property and the time needed to perform the field study also requires an additional 60 days to be added to the contract duration.

Based on the scope of work for asbestos removal and abatement activity, Sandwood received two quotes to perform the work. Staff is recommending approval of Contract Change Order (CCO) No. 1 to Agreement No. C-8-1622 to perform the additional scope of work based on the most economical quote provided by ACT, Inc., a company specializing in demolition and abatement services. Based on the additional scope of work and review of the two quotes, staff has determined the contractor's proposed price of \$87,654 for the asbestos removal and abatement activity is fair and reasonable.

As of October 2018, the asbestos and abatement activities have commenced in an effort to clear the property in time to maintain the Project's delivery schedule. The subject property needs to be cleared immediately for the construction of the Project's MSF.

Procurement Approach

The 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 July 23, 2018, the Board authorized Agreement No. C-8-1622 to Sandwood, in the amount of \$89,000, for demolition and clearance services related to the Project.

The proposed CCO for the asbestos removal and abatement activity is estimated to be revised from the \$10,000 allowance in the original procurement

Contract Change Order for Demolition and Clearance Services Page 3
for the OC Streetcar Project in the City of Santa

to \$87,654.00. This will increase the CCO amount by \$77,654, and the maximum cumulative obligation of Agreement No. C-8-1622 to \$166,654. The contract term will also require extension from October 31, 2018 to December 31, 2018, to complete the work.

Fiscal Impact

The funding for the Project is included in OCTA's Fiscal Year 2018-19 Budget, Capital Programs Division, accounts 0051-9017-TS010-Z41 and 0051-9017-TS010-999, and is funded with local transportation and New Starts Program funds.

Summary

Staff recommends Board of Directors' authorization for the Chief Executive Officer to negotiate and execute Contract Change Order No. 1 to Agreement No. C-8-1622 between the Orange County Transportation Authority and Sandwood Enterprises, Inc., in the amount of \$77,654, and to add 60 calendar days to the contract duration for additional asbestos removal and abatement activity for the OC Streetcar project in the City of Santa Ana.

Attachments

- A. Project Location Map (2016-2020 W. 5th St, Santa Ana)
- B. Sandwood Enterprises, Inc., Agreement No. C-8-1622 Contract Change Order Log

Prepared by:



Joe Gallardo
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Approved by:



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



Virginia Abadessa
Director, Contracts Administration and
Materials Management
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2016 - 2020
W. 5th St.

PACIFIC ELECTRIC ROW

W 5TH ST

W 4TH ST

W 3RD ST

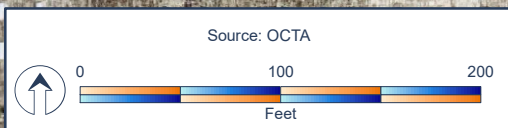
ENGLISH ST

N TOWNSEND ST

N DAISY AVE

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ATTACHMENT B

**Sandwood Enterprises, Inc.
Agreement No. C-8-1622
Contract Change Order Log**

CCO No.	Title	Status	Approved	Cost
1.0	Subcontractor substitution, additional asbestos and lead removal services and term extension to 12/31/18	Pending		\$77,654.00

Subtotal Approved CCOs	\$0.00
Subtotal Pending CCOs	<u>\$77,654.00</u>
TOTAL CCOs	\$77,654.00
ORIGINAL VALUE	\$89,000.00
PROPOSED REVISED VALUE	\$166,654.00



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Contract Change Order for Utilities to the Hydrogen Fuel Station

Overview

On November 13, 2017, the Orange County Transportation Authority Board of Directors authorized Agreement No. C-7-1577 with Trillium USA Company LLC, for the construction, operation, and maintenance of a hydrogen fuel station, and liquid hydrogen deliveries. A contract change order is requested to install private utilities to the hydrogen fuel station for electrical power and communication.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Contract Change Order No. 3 to Agreement No. C-7-1577 with Trillium USA Company LLC, in the amount of \$400,000, for the installation of new private utilities for electrical power and communication to the hydrogen fueling station. This will increase the maximum obligation of the agreement to a total contract value of \$7,514,432.

Discussion

On February 13, 2017, the Orange County Transportation Authority (OCTA) Board of Directors (Board) authorized the Chief Executive Officer to negotiate and execute an agreement with the Center for Transportation and the Environment (CTE) to accept \$13,241,092 in grant funds from the California Air Resources Board (CARB) and the South Coast Air Quality Management District. These grant funds will provide funding to purchase ten hydrogen fuel cell electric buses, construct a hydrogen fuel station, upgrade utilities for the station, and upgrade facilities for the detection of hydrogen gas. Of the awarded grant funds, \$4,777,732 is for the construction of the hydrogen fuel station.

On November 13, 2017, the OCTA Board awarded Agreement No. C-7-1577 to Trillium USA Company LLC, (Trillium) for the construction of the hydrogen fuel station, operations and maintenance (O&M) of the station, and delivery of

liquid hydrogen. The new private utility installation is required at Santa Ana Bus Base (SABB) to operate the new hydrogen fueling station facility. The contract change order (CCO) work was budgeted and funded in the grant line items by CTE for utility upgrades. CCO No. 3 will incorporate into Trillium's agreement installation of new electrical equipment, including a new 300KVA transformer and primary switch, 600AMP 480/277V 3-phase distribution panel, 25KVA transformer and 120/240 V single phase panel, and installation of a splice vault and a 700-foot primary electrical conduit and conductor run to the hydrogen fuel station from an existing tie-in point at the SABB.

The Trillium agreement includes \$4,335,427 for the construction of the station, including three years of O&M, and \$2,136,700 for the delivery of liquid hydrogen.

Procurement Approach

The initial procurement was conducted by CTE in consultation with OCTA staff and in accordance with OCTA procurement guidelines. On November 13, 2017, the Board authorized Agreement No. C-7-1577 with Trillium, in the amount of \$6,472,127, for the construction of the hydrogen fuel station, O&M of the station, and delivery of liquid hydrogen.

The OCTA project engineer's cost estimate for CCO No. 3 was at approximately \$400,000; therefore, Trillium's budgetary cost estimate of \$379,428, with addition of allowable mark-up under the agreement, is deemed fair and reasonable.

The two CCOs that have been executed to date for the installation of additional equipment to the hydrogen fueling station are listed in Attachment A.

Proposed CCO No. 3, in the amount of \$400,000, will increase the maximum cumulative payment obligation of the agreement to \$7,514,432.

Fiscal Impact

Grant funds in the amount of \$4,777,732 for the project were approved by the Board on November 13, 2017, as an amendment to OCTA's Fiscal Year 2017-18 Budget, Capital Programs Division, Account 1722-9022-D2157-0MO. Utility upgrades were approved and funded through the Low Carbon Transportation Investments and Air Quality Improvement Program grant from CARB's allocation of Cap and Trade Program funds.

Summary

Based on the information provided, staff recommends authorization for the Chief Executive Officer to negotiate and execute Contract Change Order No. 3 to Agreement No. C-7-1577 with Trillium USA Company LLC, in the amount of \$400,000, for the installation of private utilities for electrical power and communication to the hydrogen fueling station.

Attachment

- A. Trillium USA Company LLC, Agreement No. C-7-1577, Contract Change Order Log

Prepared by:



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Approved by:



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Trillium USA Company LLC
Agreement No. C-7-1577
Contract Change Order Log

Contract Change Order (CCO) No.	Title	Status	Approved	Cost	Remarks
1.0	Installation of Additional Equipment to Hydrogen Fuel Station	Approved	2/12/18	\$ 442,305	
2.0	Installation of Additional Equipment to Hydrogen Fuel Station	Approved	10/15/18	\$ 200,000	
3.0	Installation of Additional Equipment to Hydrogen Fuel Station	Pending	11/12/18	\$ 400,000	
Subtotal Approved CCOs				\$ 642,305	
Subtotal Pending CCOs				\$ 400,000	
TOTAL CCOs				\$ 1,042,305	
ORIGINAL VALUE				\$ 6,472,127	
PROPOSED REVISED VALUE				\$ 7,514,432	



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Measure M2 Senior Mobility Program Update

Overview

The Senior Mobility Program is designed to offer transportation alternatives to seniors in addition to local fixed-route, paratransit, or the OC ACCESS service. Through the program, participating local agencies are eligible to receive funding and vehicles from the Orange County Transportation Authority to help design and operate a transit program that best meets the needs of seniors living within those communities. Recommended revisions to the funding and policy guidelines are presented in the report.

Recommendation

Adopt the revised Measure M2 Senior Mobility Program Project U Funding and Policy Guidelines.

Background

The Orange County Transportation Authority (OCTA) established the Senior Mobility Program (SMP) in 2001 to help expand transportation services for seniors. The SMP was funded with Transportation Development Act funds from 2001 through 2011. On November 7, 2006, Orange County voters approved the renewal of Measure M (M2), the one-half cent sales tax for transportation improvements. M2, Project U, includes funding to support specialized transportation programs for seniors and persons with disabilities, including the SMP. One percent of net M2 revenues is allocated to the SMP and distributed via formula to participating Orange County cities. The formula is based upon each city's population of residents age 60 and older.

Discussion

Currently, 31 cities (funded through M2) and four non-profit agencies (utilizing local funding) participate in the SMP, offering a variety of senior transportation for medical, nutrition, shopping, personal care, and social/recreational trips. The SMP allows participating cities and eligible agencies to identify the specific

mobility needs for seniors in their communities and develop transportation programs to best meet those needs.

Since 2011, cities and eligible participating agencies have received more than \$16.5 million in funding and have provided approximately two million trips. The SMP, funded through M2, Project U, is available to all Orange County cities. For those cities that have not joined the SMP, two do not have the required local match, and the third provides similar services but will consider joining the SMP when the current agreement is re-procured. Four non-profits agencies joined the SMP prior to the availability of M2 funding and have been included in the SMP. These programs are funded with other local funds each year due to being ineligible to receive M2 funds. The cooperative agreements with these agencies are amended as needed to reflect the annual allocation of funds.

SMP Benefits

Some of the key benefits of the SMP are highlighted below:

- **Expands Transportation Options** – The addition of local services for seniors who need transportation only within their community; provides another option that is complementary to OCTA's regional bus and the OC ACCESS service.
- **Funding Reliability** – Project U provides a stable and dedicated source of funding and allows cities and eligible agencies to commit to ongoing services for seniors.
- **Local Control** - Participating cities and eligible agencies are able to tailor transportation services to specifically meet the needs of the community. Depending upon the area, examples include provision of shopping trips, medical trips, and local demand-responsive services, in addition to senior center trips.
- **Lower Cost for Service** - Local agencies provide more specialized service at an average of \$20.24 per trip, which is 57.2 percent lower than the average cost of an OC ACCESS trip at \$47.32. The difference can be attributed to local versus countywide coverage, grouping opportunities, and scheduling flexibilities.

SMP Funding and Policy Guidelines

To ensure compliance with the M2 Ordinance No. 3, the SMP Funding and Policy Guidelines (Guidelines) were established and approved by the Board of Directors in February 2011, and subsequently updated in 2016. In early 2018, an evaluation of the SMP administration was completed and recommendations were made to modify some of the oversight activities and reporting requirements. To ensure the use of SMP funds continues to meet the intent of Project U and provides the greatest transportation benefit, staff has revised the guidelines to incorporate recommendations from that administrative review. Staff recommends the following changes:

1. **Include all program requirements in the SMP Guidelines** – The SMP guidelines/requirements are established in three documents: the SMP Project U Funding and Policy Guidelines, funding agreements, and the SMP service plans. All SMP requirements are covered within these documents; however, to ensure understanding of the administration requirements of the SMP, all three documents must be separately referenced.

Recommended revisions ensure that all requirements are identified in the SMP Guidelines, providing a single source, ensuring clarity, and consistency.

2. **Modify reporting timelines** – Currently, local agencies are required to submit operating and financial reports within 30 days of the service month end. This does not provide local agencies enough time to compile and verify data required for the financial report.

Recommended revisions extend the financial reporting deadline from 30 days after the end of the month of service to 60 days after the end of the quarter, and require certification from the local agency's finance director or designee on the submitted reports. The operating report will continue to be submitted monthly.

3. **Modify amendment process** – Currently, any change to a service plan requires an amendment to the funding agreement, which is not necessary, given the nature of these changes which do not materially impact the agreement.

Recommended revisions require amendments to the funding agreement only when a change in trip type is made. This will not change the requirement that any deviation from the adopted SMP service plan must be submitted to OCTA for review and approval prior to implementing a change in program services, but it removes the requirement for an amendment to the cooperative funding agreement, unless the change is related to trip type. Examples of other than trip type changes to the service plan include: hours of operation, change in fare structure, change in number of vehicles, and change in projected annual ridership.

4. **Implement a local agency certification process** – The SMP Guidelines do not currently include a certification process for the cities and eligible agencies. Self-certification is a standard requirement for most funding programs and will aid in OCTA's annual site reviews.

Recommended revisions require that the program administrator review and have the city manager or designee verify that all requirements are being met, as specified. This will improve the efficiency of the compliance review process and further ensure agency accountability by providing an annual questionnaire and document request (AQDR) form to the local jurisdiction prior to site visits. The AQDR form will require the program administrator review and collect necessary documents to certify, along with a signature from the city manager or designee, that all the SMP requirements are met, as specified. OCTA staff will continue to conduct annual site visits.

These recommended revisions to the SMP Guidelines will continue to ensure compliance with M2 Ordinance No. 3, while providing improvements to local agency reporting and increased efficiencies in the SMP administration.

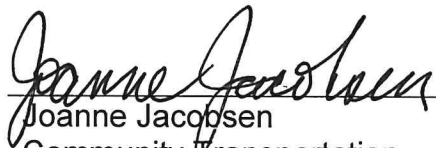
Summary

The Measure M2 Senior Mobility Program, designed to offer transportation alternatives to seniors, in addition to local fixed-route buses and paratransit service, allocates funding to participating local agencies in Orange County to provide local transportation services to seniors. Recommendations for adjustments to the program guidelines are presented for approval by the Board of Directors.

Attachments

- A. Senior Mobility Program Project U Funding and Policy Guidelines
- B. Senior Mobility Program: Annual Questionnaire and Document Request

Prepared by:



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Community Transportation
Coordinator
(714) 560-5660

Approved by:



Beth McCormick
General Manager, Operations
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Jennifer L. Bergener
Chief Operating Officer, Operations
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Senior Mobility Program Project U Funding and Policy Guidelines

March 2016

November 2018

1.0 Overview

The Measure M2 (M2) Project U – Senior Mobility Program (SMP) provides funding to support local, community-based transportation service for seniors. Originally established in 2001 using limited state funding for bus operations, M2 Project U SMP funding was established to continue and expand the existing program. A formula funding allocation was established for all Orange County ~~local jurisdictions~~ participating cities and eligible agencies based upon their senior population. One percent of M2 net revenue is used to fund the program and participating cities and eligible agencies ~~local jurisdictions~~ must provide a minimum 20 percent local match of the total annual program expenditures.

~~The OCTA Board of Directors approved these guidelines on March 28, 2016.~~

~~Included in the SMP are eligible non-profits. These agencies are funded locally and must also comply with the Guidelines.*Although the senior transportation programs conducted by Abrazar, Inc., Jewish Federation and Family Services, the Korean American Senior Association and Southland Integrated Services, Inc. are not funded through Measure M2, their programs must comply with all the requirements in these Guidelines~~

~~The purpose is to provide structure and definitions for all eligible M2 jurisdictions receiving SMP funding. OCTA shall enforce the provisions spelled out in these guidelines.~~

2.0 Objectives

- To provide for local, community-based senior transportation services.
- To allow participating cities and eligible agencies ~~local jurisdictions~~ to develop and implement senior transportation services to serve their community.
- To provide transit options for seniors which complement rather than duplicate OCTA fixed route and ACCESS paratransit service.

3.0 Eligibility Requirements

Participation in the SMP is contingent upon maintaining M2 eligibility. Participating cities and eligible agencies ~~Local jurisdictions~~ must be eligible to receive M2 funding, established on an annual basis as specified in the M2 Ordinance Requirements for Eligible Jurisdictions, to receive the formula allocation for this program.¹ Adherence to strict funding guidelines is required.

¹ Orange County Transportation Authority Ordinance No. 3, Attachment B, Section III

Participating cities and eligible agencies~~Local jurisdictions~~ are required to submit a Service Plan as described in Section 7.0 and must enter into a cooperative funding agreement with OCTA that defines the conditions of use of SMP funds prior to receiving their SMP funding allocation.

4.0 Funding Allocation Method & Distribution

Funding for the program is identified as one percent of M2 net sales tax revenue and will be allocated to eligible participating cities and eligible agencies~~local jurisdictions~~ based upon the participating cities and eligible agencies~~'jurisdiction's~~ percentage of the senior population of the county. Senior population is determined by using the most current official decennial Census information provided by the U.S. Census Bureau.

Funding allocations are based on actual sales tax receipts. Funding will be distributed on a bi-monthly basis. SMP funds must be expended within three years of receipt.

OCTA may grant a two-year extension beyond the three-year expenditure limitation; however, an extension may not exceed five years from the date of the initial funding allocation. Participating cities and eligible agencies~~Jurisdictions~~ requesting an extension beyond the three-year limitation must submit a justification letter for review and approval by OCTA at least 90 days prior to the end of the third fiscal year.

In the event the time limits for use of SMP funds are not satisfied, any retained SMP funds that were allocated to an eligible participating city and eligible agency~~jurisdiction~~, including interest, shall be returned to OCTA.

5.0 Match Requirements

Participating cities and eligible agencies~~jurisdictions~~ must provide a minimum 20 percent local match of the total annual program expenditures. Match funding may be made up of cash subsidies, fare revenues, donations, or in-kind contributions such as salaries and benefits for the participating cities and eligible agencies~~'jurisdiction's~~ employees who perform work on the program. Participating cities and eligible agencies~~Jurisdictions~~ may also be required to submit supporting documentation to substantiate local match expenditures. Participating cities and eligible agencies ~~Jurisdictions~~ are not required to contribute the minimum match requirement on a monthly basis; however, the minimum 20 percent match requirement must be met by the end of each fiscal year, defined as June 30.

Participating cities and eligible agencies~~Jurisdictions~~ not satisfying the annual 20 percent match shall be subject to withholding of funds from future bi-monthly allocations equal to the difference between the amount of Measure M funds actually spent and the amount of Measure M funds actually matched.

Example:

Total Program Expenditures	\$100,000
Total M2 Funding Allocation	\$ 80,000
20% Required Match	\$ 20,000
Actual Reported Match	\$ 15,000

Withholding Calculation:

Total M2 Funds Spent	\$ 80,000
M2 Funding Eligibility Based on Actual Reported Match	- <u>\$ 60,000</u>
Withholding from Future Allocation(s)	\$ 20,000

6.0 Service Guidelines

Services provided under the SMP are available to individuals 60 years of age and older. Participating cities and eligible agencies~~Jurisdictions~~ have discretion in the types of trips provided within Orange County, such as trips to/from senior centers, medical appointments, shopping, personal care, and social/recreational activities. Participating cities and eligible agencies~~Jurisdictions~~ should use discretion when providing trips for social/recreational activities when developing their Service Plan to ensure prudent and appropriate use of taxpayer funds. SMP trips outside Orange County are restricted to medical trips only within approximately 10 miles of the Orange County border.

Participating cities and eligible agencies~~Jurisdictions~~ also have discretion in how the service is operated. Senior transportation services may be operated using employees, volunteers, or the jurisdiction may contract with a third-party service contractor. Contractors must be selected using a competitive procurement process and the participating city and eligible agency~~jurisdiction~~ must ensure the contractor is in compliance with program guidelines and provisions included in the cooperative funding agreement.

Participating cities and eligible agencies~~Jurisdictions~~ whose program offers subsidized taxi service for seniors must ensure trips provided with SMP funding are consistent with the trip types as specified in these guidelines.

Wheelchair accessible vehicles must be available for SMP service.

Participating cities and eligible agencies~~Jurisdictions~~ will perform, or ensure that a contractor performs, maintenance of all vehicles used in the Senior Mobility Program. Participating cities and eligible agencies~~Jurisdictions~~ will ensure that its operators, or its contracted operators, are properly licensed and trained to

proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity.

Participating cities and eligible agencies~~Jurisdictions~~ may receive one retired OCTA ACCESS paratransit vehicle(s) per year, free of charge, to support their senior transportation programs. ~~Additional subject to availability. Any~~ retired ACCESS vehicles in excess of one per year may be purchased, ~~based on availability,~~ for a cost equivalent to the refurbishment costs incurred by OCTA.

7.0 Service Plan Adoption

Participating cities and eligible agencies ~~Participating jurisdictions~~ shall submit to OCTA a SMP Service Plan which defines program services (Exhibit A). The Service Plan must be submitted using a template provided by OCTA and must be adopted by the participating cities and eligible agencies'~~jurisdiction's~~ governing body and approved by the OCTA Board of Directors. Any ~~deviation from~~revision to the adopted SMP Service Plan must be submitted to OCTA in advance for review and approval ~~and~~. Revisions to the trips listed on the service plan will require an amendment to the cooperative funding agreement prior to implementing a change in program services.

88.0 Insurance

Participating cities and eligible agencies~~jurisdictions~~ shall procure and maintain insurance coverage as specified in their Senior Mobility Program cooperative agreements with ~~OCTA~~the Authority.

9.0 Drug and Alcohol Testing

Participating cities and eligible agencies~~jurisdictions~~ shall establish and implement an alcohol and drug testing program that complies with applicable laws~~41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.~~

10.0 Marketing and Outreach

Participating cities and eligible agencies ~~jurisdictions~~ shall participate as appropriate in OCTA marketing and outreach efforts to encourage the use of fixed route transit service by older adults.

11.0 Recognition of OCTA Sponsorship

Participating cities and eligible agencies~~jurisdictions~~ shall note ~~OCTA Authority~~ sponsorship in any promotional material for senior mobility services funded by OCTA and shall display an OCTA-provided OC Go Senior Mobility Program decal on vehicles used in this Program, excluding taxis.

12.0 Vehicle Maintenance

Participating cities and eligible agencies~~jurisdictions~~ shall perform or ensure that a contracted vendor performs maintenance of all vehicles used in the Program, including:

Daily pre-trip inspections and completion of checklists identifying each vehicle component and system inspected.

Scheduled preventive maintenance that meets or exceeds the vehicle manufacturer's standards.

Maintaining maintenance records for each vehicle for five years.

If required, cooperation in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.

13.0 Eligible Expenses

Participating cities and eligible agencies~~jurisdictions~~ shall ensure M2 funds are used for eligible direct program-related expenses which may include contract service providers, staff time, vehicle maintenance, fuel, insurance, vehicle acquisition, program supplies and materials, marketing materials, and community outreach. Participating cities and eligible agencies~~Jurisdictions~~ shall ensure all costs are program-related and are fair and reasonable. Administrative costs up to 10 percent are allowed and considered eligible program expenses. All program expenses are subject to audit.

No M2 funding shall be used by a participating city and eligible agency~~jurisdiction~~ for other than transportation purposes authorized in the M2 Ordinance.

914.0 Program Revenue

Participating cities and eligible agencies~~jurisdictions~~ must maintain adequate controls for collecting and reporting program revenue, including donations, fees, and cash fares. Program revenue must be used to support the transportation service and may be used as part of the participating cities and eligible agencies'~~jurisdiction's~~ 20 percent local match requirement.

1015.0 Reporting

Participating cities and eligible agencies~~jurisdictions~~ are required to submit ~~monthly~~ reports using ~~a reporting template~~templates provided by OCTA ~~(Exhibit B)~~. Required ~~monthly~~ reporting data will~~may~~ include, but ~~is~~are not be limited to, the following:

A. Operational Reports

- Number of Trips by Category
- Vehicle Service Hours
- Vehicle Service Miles

Operational reports are due 30 days after the end of the service month.

B. Financial Reports

- Program Cost Detail by Expense Category and % of Total Operating Cost
- Fares, Fees and Other Operating Revenue
- Participating City and Eligible AgencyJurisdiction Total Contribution & Source
- Participating City and Eligible AgencyJurisdiction Share as % of Total Operating Cost
- Cumulative Participating City and Eligible AgencyJurisdiction Share to Date
- OCTA Contribution
- OCTA Contribution as % of Total Operating Cost
- Cumulative Contribution Received from OCTA
- Total Monthly Program Operating Cost
- Cumulative Total Program Operating Cost

Financial reports are due 60 days after the end of the quarter. Reports must be signedcertified by the participating city and eligible agencyjurisdiction's Finance Director or Finance Director's financial designee.

Participating cities and eligible agenciesJurisdictions shall ~~also~~ be required to maintain supporting documentation to substantiate reporting data. Supporting documentation may include, but is not limited to, actual receipts, contractor invoices, trip sheets, payroll, timesheets, fuel logs, and maintenance records/receipts.

C. ~~Reports are due~~Annual Questionnaire and Document Request (AQDR)

Participating cities and eligible agenciesJurisdictions shall certify their compliance with these Guidelines annually by the last day of the following month. A preliminary report mayhaving their City Manager or City Manager's department director designee sign a completed version of a questionnaire sent out by OCTA. Jurisdictions shall also submit all compliance-related documents requested by OCTA. Completed AQDRs must be submitted; however, submission of a final report is required to OCTA within 1590 days of the last dayend of the following month.fiscal year reported upon.

Failure to meet the established reporting ~~deadline~~deadlines for ~~two months at any time during the fiscal year of these reports~~ may result in future withholding of funding and/or other sanctions to be determined.

M2 funding is subject to audit. Participating cities and eligible agenciesJurisdictions shall maintain program documentation and records for a period of no less than five years. Program documents and records, including but not limited to payroll, trip sheets, invoices, vehicle maintenance, fuel, and other program-related expenses, shall be available for review by OCTA SMP administrators, auditors, and authorized agents upon request. Participating cities and eligible agenciesJurisdictions must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in withholding or loss of future funding. Failure to comply with the approved Service Plan will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined by the OCTA Board of Directors.

Audits shall be conducted by the OCTA Internal Audit Department, or other authorized agent, as determined by OCTA.

OCTA's failure to insist in any one or more instances of a participating city and eligible agencyjurisdiction's performance of the provisions set forth in these guidelines shall not be construed as a waiver or relinquishment of the participating city and eligible agencyjurisdiction's obligation to comply with these guidelines.

Moreover, only the OCTA Board of Directors shall have the authority to alter and/or waive any requirements/obligations set forth in these guidelines.



Senior Mobility Program

Agency Service Plan

~~Cities and eligible agencies~~~~Jurisdictions and agencies~~ participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program (SMP) must complete the following Service Plan in order to receive SMP funding. The Service Plan must be developed in accordance with SMP Guidelines and submitted to OCTA for review. Upon review from OCTA, the Service Plan must be formally adopted by the agency's council or governing body and approved by the OCTA Board of Directors. Any modifications to trip types (Item 3 below) requires submittal of a new Service Plan.

Participant Information:

Agency _____ Date _____

Program Contact _____

Phone _____ Email _____

Service Description:

1. Program goals and objectives:

2. Indicate how SMP service will be operated: *(Please check all that apply)*

☐

Directly-Operated

☐

Subsidized Taxi Program

☐

Contract Service Provider

☐

Other (Please Describe)

☐

Volunteers

3. Eligible trips provided under the SMP are limited to the following categories.

<u>Amusement parks</u> <u>Aquariums/zoos</u> <u>Beaches and parks</u> <u>Charity and social group events</u> <u>Community/cultural events</u> <u>Education/employment-related</u> <u>Family and friends</u> <u>Funerals/memorial services</u> <u>Government offices and services</u> <u>Libraries/museums/cultural sites</u>	<u>Medical</u> <u>Movie theaters/concerts</u> <u>Nutrition programs</u> <u>Personal care</u> <u>Religious institutions</u> <u>Restaurants</u> <u>Senior Centers</u> <u>Shopping</u> <u>Sporting/fitness</u> <u>Transit hubs/centers</u>
---	--

Describe any other types of trip provided in the box below:

4. SMP Guidelines restricts trips outside of Orange County to medical trips within approximately 10 miles of the Orange County border. Do you intend to provide medical trips outside of Orange County?

☐ Yes

☐ No

If yes, please list any destinations outside Orange County: (*ex. - medical trips to the VA Hospital in Long Beach*)

1.

2.

3.

5. Fare structure:

6. Number of vehicles:

7. Projected annual ridership:

8. Source(s) of 20 percent match funding:

Program Requirements:

1. ~~Jurisdiction/Agency shall follow competitive procurement practices in selection of vendors for all services which it does not provide using its own work force. Any~~

- ~~Request for Proposals (RFP) for services shall specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.~~
- ~~2. Jurisdiction/Agency will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:~~
 - ~~a) Daily Pre-Trip Inspections that meet or exceed the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 2)~~
 - ~~b) Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles.~~
 - ~~c) Maintain maintenance records for each vehicle for five (5) years and, if required, cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.~~
 - ~~3. Jurisdiction/Agency will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.~~
 - ~~4. Jurisdiction/Agency will establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.~~
 - ~~5. Jurisdiction/Agency will submit a monthly report to OCTA's Community Transportation Services Department as illustrated in Attachment 3.~~
 - ~~6. Jurisdiction/Agency will participate in OCTA marketing and outreach efforts to encourage use of fixed route transit service by older adults.~~
 - ~~7. Jurisdiction/Agency will note OCTA sponsorship in any promotional material for service funded under this agreement and will display an OCTA Senior Mobility Program logo on vehicles used in this program (excluding taxis).~~
 - ~~8. Jurisdiction/Agency will ensure that it maintains adequate oversight and control over all aspects of services that are provided by a contracted vendor.~~

IN WITNESS WHEREOF, _____ (Agency Name) _____ has formally adopted the Senior Mobility Program Agency Service Plan as written above.

AGENCY REPRESENTATIVE

(Signature)

Name: _____

Title: _____

OCTA REPRESENTATIVE

(Signature)

Name: _____

Title: _____

SENIOR MOBILITY PROGRAM: ANNUAL QUESTIONNAIRE AND DOCUMENT REQUEST

Agency name _____

Part I - Questionnaire

1. Does Agency meet the 20-percent match requirement, i.e. use one or more of the following to fund at least 20-percent of its SMP services: cash subsidies, fare revenues, donations, in-kind contributions such as salaries and benefits for the Agency's employees who perform work on the program?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
2. Are the Agency's SMP services open only to those 60 years of age or older?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
3. Does the Agency require all participants to register before riding, and does registration include age or birthdate?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
4. Are the Agency's SMP trips restricted to within Orange County or in the case of medical trips to within 10 miles of the Orange County border?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
5. If the Agency uses taxicabs and/or other transportation providers, have the current contracts for such services been competitively procured?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
6. If the Agency uses taxicabs and/or other transportation providers, does the Agency include in its contract with the provider that the provider participate in a drug and alcohol testing program?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
7. Are wheelchair accessible vehicles available for the Agency's SMP services?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
8. If the Agency offers taxi service for SMP services for seniors, are all trips paid for with OCTA SMP funds consistent with the trip types as specified in the Guidelines?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
9. Does the Agency and/or its contractor(s) perform preventive maintenance and pre-trip inspections on vehicles used for SMP services?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
10. Does the Agency provide self-insurance or insurance policies for any liability that may arise as a result of SMP services?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
11. Does the Agency have a drug and alcohol monitoring program that applies to any Agency employee or contract service provider employee who drives an SMP vehicle?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
12. Are all operators of vehicles used for SMP properly licensed and trained to proficiency to perform duties safely and in a manner that treats riders with respect and dignity?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.
13. Has the Agency adopted a Service Plan using the template provided by OCTA as shown in the attachment, and has that Service Plan been adopted by the Agency's governing body?
 Yes ☐
 No ☐ If no, please explain on a separate sheet.

- 14.** Has the Agency revised its Service Plan since submittal of its latest Annual Questionnaire and Document Request?

Not applicable to first year ADQR is used.

Yes ☐

No ☐ If no, please explain on a separate sheet.

- 15.** Are all costs shown in the Agency's financial reports used only for eligible SMP program-related expenses such as contract service providers, staff time spent on the program, vehicle maintenance, fuel, insurance, vehicle acquisition, program supplies and materials, marketing materials, and community outreach?

Yes ☐

No ☐ If no, please explain on a separate sheet.

- 16.** Does the Agency retain program documentation and records related to payroll, trip sheets, invoices, vehicle maintenance, fuel and other SMP-related expenses for a period of no less than five years?

Yes ☐

No ☐ If no, please explain on a separate sheet.

- 17.** Does the Agency maintain adequate controls for collecting and reporting all sources of revenues used for SMP and does it retain records documenting such revenues for no less than five years?

Yes ☐

No ☐ If no, please explain on a separate sheet.

Signature of SMP Administrator

Date

Name

Title

Signature of City Manager

Date

Name

Title



SENIOR MOBILITY PROGRAM: ANNUAL QUESTIONNAIRE AND DOCUMENT REQUEST

Agency name _____

Part II - Document Request

Please submit copies of the following documents along with the completed Part I. Items with asterisks need not be submitted unless there has been a change in the documentation since the last annual report.

1. Sample program participation registration form or other documentation showing that Agency verifies participant's age is 60 or above.*
2. Current SMP Service Plan.*
3. Contract used for transportation service provider (if applicable).*
Must include provisions for:
 - Complying with SMP Guidelines
 - Auto and liability insurance
 - Preventative maintenance on vehicles
 - Drug and alcohol testing.
4. Certificates of current insurance or self-insurance verification for Agency and any transportation service provider.
5. Copy of Agency's drug and alcohol monitoring plan.
6. At least one completed pre-trip vehicle inspection form for the past year.
7. Preventative maintenance plan applicable to SMP vehicles for both Agency-owned and contractor-owned vehicles.* This may be a printed program or a written description if the PM program is contained in an automated system. The documentation provided should include frequency for all significant PM tasks.
8. Forms or checklists verifying completion of preventative maintenance on all vehicles in SMP service during the past year.
9. Policies, manuals and/or training guides or syllabuses used to ensure that operators of vehicles used for SMP are properly licensed and trained to proficiency to perform duties safely and in a manner that treats riders with respect and dignity.*



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Cooperative Agreements with Non-Profit Agencies to provide Senior Mobility Program Services

Overview

The Senior Mobility Program is designed to offer transportation alternatives to seniors in addition to local fixed-route, paratransit, or the OC ACCESS service. Four non-profit agencies participate in the Senior Mobility Program and receive funding from local sources other than Measure M2. The current funding agreements with these four agencies require amendments to include fiscal year 2018-19 funding in order to continue the service.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-1-2490 between the Orange County Transportation Authority and Abrazar, Inc., in the amount of \$87,556, to provide funding through June 30, 2019.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 6 to Cooperative Agreement No. C-1-2491 between the Orange County Transportation Authority and Korean American Senior Association, in the amount of \$107,643, to provide funding through June 30, 2019.
- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Cooperative Agreement No. C-1-2492 between the Orange County Transportation Authority and Southland Integrated Services, Inc., formerly doing business as Vietnamese Community of Orange County, in the amount of \$94,649, to provide funding through June 30, 2019.

- D. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Cooperative Agreement No. C-1-2493 between the Orange County Transportation Authority and Jewish Federation and Family Services, in the amount of \$94,649, to provide funding through June 30, 2019.

Background

The Orange County Transportation Authority (OCTA) established the Senior Mobility Program (SMP) in 2001 to help expand transportation services for seniors. The SMP was funded with Transportation Development Act funds from 2001 through 2011. On November 7, 2006, Orange County voters approved the renewal of Measure M (M2), the one-half cent sales tax for transportation improvements. M2, Project U, includes funding to support specialized transportation programs for seniors and persons with disabilities, including the SMP. One percent of net M2 revenues is allocated to the SMP and distributed via formula to participating Orange County cities. The formula is based upon each city's population of residents age 60 and older.

To date, 31 cities have implemented SMP services within their cities. In addition to the city-initiated programs, four local non-profit agencies also operated SMP services before M2 became the primary funding source for SMP and have been grandfathered into the program. These agencies provide trips to seniors who live in unincorporated county areas or trips that cross city boundaries, but do not qualify for M2 funding because the programs are run by local non-profit agencies, not local jurisdictions. OCTA has continued to support these four SMP programs using other local transit funding because of the significant transportation benefit provided to the community.

Discussion

The four non-profit agencies participating in SMP include Abrazar, Inc.; Korean American Senior Association; Southland Integrated Services, Inc., formerly doing business as the Vietnamese Community of Orange County; and Jewish Federation and Family Services. Since the inception of M2, these four non-profit agencies have provided over 247,564 trips and received \$2,400,160 in funding. Although they are not eligible to receive M2 funding, they comply with all SMP guidelines and have continued to received funding from OCTA to provide a key link in the transportation network.

The funding provided for these programs is based on the anticipated number of trips for each fiscal year (FY). As with funding provided to participating cities for SMP, OCTA funds 80 percent of the trip cost and the organizations must provide

at least a 20 percent match. Collectively, these programs provide more than 30,000 trips to seniors within Orange County annually. The current funding agreements with these four non-profit agencies require periodic (annual) amendments to provide funding for the subsequent year.

In order to preserve these services and support OCTA's goal under M2, Project U, to expand mobility choices for seniors and persons with disabilities, staff seeks Board of Directors (Board) approval for the necessary amendments to provide the funds to continue these services through June 30, 2019. The estimated annual local funding allocation for these programs is \$384,497 per year and has been included in the FY 2018-19 budget.

Fiscal Impact

These projects were approved in OCTA's FY 2018-19 Budget, Operations Division, Account 0030-7831-D1502-PDK, 0030-7831-D1502-PDW, 0030-7831-D1502-SS5, 0030-7831-D1502-PEE, and through the local transportation funds.

Summary

In order to continue SMP services provided by four non-profit agencies to provide more than 30,000 trips annually, staff recommends the Board authorize the Chief Executive Officer to negotiate necessary amendments to the existing agreements. These amendments will continue services through June 30, 2019.

Attachments

- A. Non-Profit Agency Funding Projections, Fiscal Years 2018-19 to 2020-21
- B. Abrazar, Inc., Cooperative Agreement No. C-1-2490 Fact Sheet
- C. Korean American Senior Association, Cooperative Agreement No. C -1-2491 Fact Sheet
- D. Southland Integrated Services, Inc., formerly doing business as Vietnamese Community of Orange County, Cooperative Agreement No. C-1-2492 Fact Sheet
- E. Jewish Federation and Family Services, Cooperative Agreement No. C-1-2493 Fact Sheet

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Non-Profit Agency Funding Projections
Fiscal Years 2018-19 to 2020-21

Community Center	2019	2019-2021 Total		2019-2021 Average
	Disbursement	Projection*		Annual Projection
Abrazar, Inc.	\$ 87,556	\$	270,327	\$ 90,109
Korean American Senior Association	107,643		332,268	110,756
Southland Integrated Services	94,649		292,169	97,390
Jewish Federation and Family Services	94,649		292,169	97,390
Total	\$ 384,497	\$	1,186,933	\$ 395,645

*Based on current sales tax growth trends. Funding will be determined by actual sales tax receipts.

Abrazar, Inc.
Cooperative Agreement No. C-1-2490 Fact Sheet

1. February 14, 2011, Cooperative Agreement No. C-1-2490, \$364,722, approved by the Board of Directors (Board).
 - Agreement to provide Transportation Development Act Article 4.5 funding for the provision of Senior Mobility Program (SMP) services.
 - Initial term effective July 1, 2011 through June 30, 2016.
 - City of Westminster is named a party to the agreement to receive funds from the Orange County Transportation Authority on behalf of Abrazar, Inc. (Contractor) and transfers the funds to Contractor for the provision of SMP services.
2. April 11, 2016, Amendment No. 1 to Cooperative Agreement No. C-1-2490, \$0, approved by the Contracts and Materials Management (CMM) Department.
 - Administrative amendment to allow local funds to be used to support the program to be determined annually.
3. June 13, 2016, Amendment No. 2 to Cooperative Agreement No. C-1-2490, \$0, approved by the Board.
 - Amendment to revise responsibilities of both parties and extend the agreement through June 30, 2021.
4. March 7, 2018, Amendment No. 3 to Cooperative Agreement No. C-1-2490, \$0, approved by The CMM Department.
 - Administrative amendment to remove the City of Westminster as a named party to the agreement with funds paid directly to Contractor.
5. March 7, 2018, Amendment No. 4 to Cooperative Agreement No. C-1-2490, \$35,168, approved by the CMM Department.
 - Administrative amendment to allocate funding level for fiscal year 2017-18.
6. November 12, 2018, Amendment No. 5 to Cooperative Agreement No C-1-2490, \$87,556, pending approval by the Board.
 - Amendment to increase funding to support trips provided through June 30, 2019.

Total committed to Abrazar, Inc., Cooperative Agreement No. C-1-2490: \$487,446.

Korean American Senior Association
Cooperative Agreement No. C-1-2491 Fact Sheet

1. February 14, 2011, Cooperative Agreement No. C-1-2491, \$456,623, approved by the Board of Directors (Board).
 - Agreement to provide Transportation Development Act Article 4.5 funding for the provision of Senior Mobility Program (SMP) services.
 - Initial term effective July 1, 2011 through June 30, 2016.
 - City of Garden Grove is named a party to the agreement to receive funds from the Orange County Transportation Authority on behalf of the Korean American Senior Association (Contractor) and transfers the funds to Contractor for the provision of SMP services.
2. March 7, 2016, Amendment No. 1 to Cooperative Agreement No. C-1-2491, \$0, approved by the Contracts and Materials Management (CMM) Department.
 - Administrative amendment to allow local funds to be used to support the program to be determined annually.
3. June 13, 2016, Amendment No. 2 to Cooperative Agreement No. C-1-2491, \$0, approved by the Board.
 - Amendment to revise responsibilities of both parties and extend the agreement through June 30, 2021.
4. February 21, 2018, Amendment No. 3 to Cooperative Agreement No. C-1-2491, \$0, approved by the CMM Department.
 - Administrative amendment to revise Exhibit A, SMP Agency Service Plan to include trips to religious institutions and restaurants.
5. March 21, 2018, Amendment No. 4 to Cooperative Agreement No. C-1-2491, \$0, approved by the CMM Department.
 - Administrative amendment to remove the City of Garden Grove as a named party to the agreement with funds paid directly to Contractor.
6. February 27, 2018, Amendment No. 5 to Cooperative Agreement No C-1-2491, \$38,769, approved by the CMM Department.
 - Administrative amendment to allocate funding level for fiscal year 2017-18.

7. November 12, 2018, Amendment No. 6 to Cooperative Agreement No C-1-2491, \$107,643, pending approval by the Board.
 - Amendment to increase funding to support trips provided through June 30, 2019.

Total committed to the Korean American Senior Association, Cooperative Agreement No. C-1-2491: \$603,035.

ATTACHMENT D

Southland Integrated Services, Inc.
formerly doing business as Vietnamese Community of Orange County
Cooperative Agreement No. C-1-2492 Fact Sheet

1. February 14, 2011, Cooperative Agreement No. C-1-2492, \$400,338, approved by the Board of Directors (Board).
 - Agreement to provide Transportation Development Act Article 4.5 funding for the provision of Senior Mobility Program (SMP) services.
 - Initial term effective July 1, 2011 through June 30, 2016.
 - City of Santa Ana is named a party to the agreement to receive funds from the Orange County Transportation Authority on behalf of Southland Integrated Services, Inc. (Contractor) and transfers the funds to Contractor for the provision of SMP services.
2. June 13, 2016, Amendment No. 1 to Cooperative Agreement No. C-1-2492, \$0, approved by the Board.
 - Amendment to revise responsibilities of both parties and extend the agreement through June 30, 2021.
3. April 17, 2018, Amendment No. 2 to Cooperative Agreement No. C-1-2492, \$0, approved by Contract Administration and Materials Management (CAMP) Department.
 - Administrative amendment to remove the City of Santa Ana as a named party to the agreement with funds paid directly to Contractor.
4. April 17, 2018, Amendment No. 3 to Cooperative Agreement No C-1-2492, \$35,450, approved by the CAMP Department.
 - Administrative amendment to allocate funding level for fiscal year 2017-18.
5. November 12, 2018, Amendment No. 4 to Cooperative Agreement No C-1-2492, \$94,649, pending approval by the Board.
 - Amendment to increase funding to support trips provided through June 30, 2019.

Total committed to Southland Integrated Services, Inc., Cooperative Agreement No. C-1-2492: \$530,437.

Jewish Federation and Family Services
Cooperative Agreement No. C-1-2493 Fact Sheet

1. February 14, 2011, Cooperative Agreement No. C-1-2492, \$400,338, approved by the Board of Directors (Board).
 - Agreement to provide Transportation Development Act Article 4.5 funding for the provision of Senior Mobility Program (SMP) services.
 - Initial term effective July 1, 2011 through June 30, 2016.
 - City of Irvine is named a party to the agreement to receive funds from the Orange County Transportation Authority on behalf of Jewish Federation and Family Services (Contractor) and transfers the funds to Contractor for the provision of SMP services.
2. February 4, 2016, Amendment No. 1 to Cooperative Agreement No. C-1-2493, \$0, approved by the Contract Administration and Materials Management (Camm) Department.
 - Administrative amendment to allow other local funds to be used to support the program to be determined annually.
3. June 13, 2016, Amendment No. 2 to Cooperative Agreement No. C-1-2493, \$0, approved by the Board.
 - Amendment to revise responsibilities of both parties and extend the agreement through June 30, 2021.
4. March 26, 2018, Amendment No. 3 to Cooperative Agreement No. C-1-2493, \$0, approved by the Camm Department.
 - Administrative amendment to remove the City of Irvine as a named party to the agreement with funds paid to Contractor directly.
5. April 30, 2018, Amendment No. 4 to Cooperative Agreement No C-1-2493, \$34,917, approved by the Camm Department.
 - Administrative amendment to allocate funding level for fiscal year 2017-18.
6. November 12, 2018, Amendment No. 5 to Cooperative Agreement No C-1-2493, \$94,649, pending approval by the Board.
 - Amendment to increase funding to support trips provided through June 30, 2019.

Total committed to Southland Integrated Services, Inc., Cooperative Agreement No. C-1-2492: \$529,904.



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Sole Source Agreements for the Purchase of Driver Barriers for a Pilot Project

Overview

The Orange County Transportation Authority has initiated a pilot project to test driver barriers meant to provide additional protection to coach operators. The six-month pilot project will allow staff to evaluate the use of the barriers in service. There are currently only two manufacturers of driver barriers for use in transit buses, both models offer similar functionality, but differ in operation. Board of Directors approval for two sole source agreements is requested to proceed with the pilot project.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1923 between the Orange County Transportation Authority and The Aftermarket Parts Company, LLC, in the amount of \$32,325, for the purchase and installation of six driver barriers in six of the forty-foot buses in the active fleet as part of a pilot project.
- B. Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1924 between the Orange County Transportation Authority and Complete Coach Works, in the amount of \$34,888, for the purchase and installation of six driver barriers in six of the forty-foot buses in the active fleet as part of a pilot project.

Discussion

The Orange County Transportation Authority (OCTA) has initiated a pilot project to test the installation and use of two models of driver barriers available for traditional transit vehicles. Over the past two years, transit agencies across the country, including OCTA, have seen an increase in assaults on coach operators. In response, OCTA has increased the number of Transit Police

Services deputies assigned to the fixed-route system, updated signage on-board vehicles to include information about the penalties associated with assaults on transit staff, and has implemented or is reviewing modifications to the vehicles meant to improve coach operator safety. Driver barriers are one of the measures currently under review.

Driver barriers provide a physical separation between the coach operator and the passenger area of the vehicle. Barriers are currently in use by several properties across the country. There are only two manufacturers for these barriers, The Aftermarket Parts Company, LLC, (Aftermarket Parts) and Vapor Bus International (Vapor Bus). Both models are similar in their intended functionality; however, they differ in operation. While both models provide a barrier between the driver and the passenger area of the vehicle, the first model available through Aftermarket Parts, The Arow Global Slide Stow Driver's Protection System Barrier, is a manual slide and stow version of the equipment. The second model, Vapor Bus Operator Protection Door, is an electronic back and forth barrier. The primary difference between the two models is that one requires manual operation of the window in the barrier, meaning the operator must move the window manually to open and close it, and the other model features an electric window that raises and lowers, similar to windows on passenger sedans. Staff recommends that both models be tested in day-to-day operation for a six-month period.

Whenever changes are being considered to the transit system and/or a transit vehicle, a configuration management and control process is used to maintain the integrity of the system and/or vehicle, and proactively identify any operational risks associated with the change. This process facilitates the orderly management and implementation of changes. Projects are presented to the Configuration Management Committee, a group of staff members with various areas of expertise within OCTA (i.e., Risk Management, Safety, Operations, Maintenance, Facilities Engineering, Contracts Administration, Finance, Information Systems, Customer Relations, Security, etc.), for consideration. The diverse composition of this group ensures that all of OCTA's interests and objectives are met by each project.

Through the initial configuration management phase, both barriers were placed on display at the bus bases. This allowed the coach operators and management to preview the barriers being considered. The feedback received was overall positive.

Upon completion of the six-month pilot, a post implementation review will be conducted. The review will include an analysis of information on a variety of elements, including ease of installation, mechanical performance and durability, operation, including driver interaction with the barriers, driver interaction with customers, temperature management within the enclosure, visibility, ingress and egress to the driver area, customer reactions, and public perception. Outside of the mechanical performance and durability of the equipment, the other elements that will be evaluated will rely on feedback from coach operators, supervisors, and customers.

This procurement is necessary to proceed with the implementation phase of the project, which will include a 16-week installation process for all 12 vehicles and conclude at the end of the six-month pilot period. The final phase, post-implementation and review, will begin at the end of that six-month period.

Procurement Approach

This procurement was handled in accordance with OCTA Board of Directors (Board)-approved policies and procedures for a sole source procurement.

Arow Global Slide Stow Driver's Protection System is a proprietary product supplied by Aftermarket Parts. Vapor Bus Operator Protection Door is a proprietary product supplied by Complete Coach Works (CCW). Therefore, this procurement meets the guidelines for a sole source purchase as both of these driver barrier doors are available from only one responsible source and no other supplier can meet the requirements.

The price comparison for the same barrier model from other transit agencies were found to be comparable in price. As a result, the Contracts Administration and Materials Management (CAMP) staff determined the unit price for the two barrier models to be fair and reasonable. Based on both Aftermarket Parts and CCW's technical ability and financial status, CAMP staff has concluded that both companies are deemed responsive to OCTA's requirements.

Fiscal Impact

The project was included in OCTA's fiscal year 2018-19 Budget, and funds have been allocated under Account 2114-D2108-N9U-026.

Summary

Based on the information provided, staff recommends the Board authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1923 with The Aftermarket Parts, in the amount of \$32,325, and Purchase Order No. C-8-1924 with CCW, in the amount of \$34,888, for the purchase and installation of six driver barriers each, to conduct a six-month pilot project on the OCTA fleet.

Attachment


None.

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November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Sole Source Agreement for the Purchase of a Cummins L9N Near-Zero Emission Bus Engine for the Midlife Overhaul Prototype

Overview

The Orange County Transportation Authority's active vehicle fleet includes 20 articulated, compressed natural gas-powered buses, model year 2013, that are currently eligible for a midlife engine overhaul. The proposed replacement engine has been certified by the State of California as a near-zero emission compressed natural gas-powered engine and will include a multi-year manufacturer warranty. There is only one manufacturer with engines certified by the State of California for use in transit buses, and a sole source agreement is necessary to proceed with a prototype installation and review.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-8-1892 between the Orange County Transportation Authority and Cummins Pacific, LLC, in the amount of \$84,293, for the purchase of one replacement Cummins L9N near-zero emission compressed natural gas-powered engine.

Discussion

The Orange County Transportation Authority (OCTA) purchased 20 articulated (60-foot) New Flyer compressed natural gas (CNG)-powered buses that were delivered in 2013 and 2014. The buses were equipped with a Cummins 8.9 Liter CNG ISL-G engine and will be replaced with the cleanest Cummins 8.9 Liter L9N near-zero emission CNG-powered engines certified by the State of California for use in transit buses.

The California Air Resources Board has certified the Cummins L9N near-zero emission CNG-powered engine at 0.02 grams NOx per brake horsepower-hour.

The L9N near-zero emission CNG-powered engine reduces NOx by 90 percent and greenhouse gases by nine percent, compared to the standard ISL-G CNG-powered engine. These engines became available in early 2018.

The Maintenance Department recently completed a mid-life repower campaign on 98 of the forty-foot CNG New Flyer buses using the Cummins ISL-G near-zero emission CNG-powered engine. This was the first time this engine had been installed in this type of bus. Accordingly, an Installation Quality Audit (IQA) process was required and successfully completed on a single prototype before the remaining 97 vehicles could advance through the repower campaign. The 60-foot articulated buses are in need of an engine repower due to the high mileage and ongoing engine failures experienced, and must follow the same process.

A midlife engine overhaul is generally performed once a bus has exceeded 250,000 miles or when cumulative failures deem it necessary to advance the replacement to ensure vehicle reliability in revenue service. These vehicles are expected to reach the 250,000 mileage threshold within the next year. Although the vehicles have not yet reached 250,000 total miles traveled, engine-related failures have been frequent, requiring replacement of major engine components. Due to these frequent and costly failures, staff recommends the engines be replaced as soon as possible.

The installation of the L9N near-zero emission CNG-powered engine on a single prototype 60-foot articulated bus will be jointly performed by OCTA and Cummins Pacific, LLC (Cummins). The IQA will be conducted by Cummins as part of the project. The IQA is required before installation of the L9N near-zero emission CNG-powered engine repower can occur on the remaining buses. Installation of this engine in a prototype bus will create the engineering blueprint for the engine replacement program for the remaining 19 articulated buses. Based on prior experience, staff estimates that the IQA could take as long as nine months to complete.

In order to advance the midlife engine replacement, beginning with development of a prototype, a sole source agreement is necessary. The sole source agreement request is to purchase one engine with a five-year or 300,000-mile extended warranty.

Procurement Approach

This procurement was handled in accordance with OCTA Board of Directors (Board)-approved policies and procedures for a sole source procurement.

Cummins engines are the only approved and certified engines for transit buses in California, and Cummins is the sole supplier and distributor. Therefore, the procurement meets the guidelines for a sole source purchase as the engine is available from only one responsible source, and no other supplier can meet the requirements.

Cummins provided pricing to OCTA for one Cummins L9N 8.9 Liter CNG-powered near-zero emission engine prototype with a five-year 300,000-mile extended warranty on the electronic modules and sensors, and will perform IQA testing and certification at a firm-fixed price in the amount of \$84,293.

This is a sole source request over \$50,000; therefore, OCTA's Internal Audit Department conducted a review to meet the objectives of agreed-upon procedures, which assists Contracts Administration and Materials Management (Camm) Department in evaluating sole source proposals. As a result of the audit findings and negotiated pricing, Camm determined the proposed rates to be fair and reasonable. Based on Cummins' financial status and negotiated pricing, Camm staff has concluded that Cummins is deemed responsive to OCTA's requirements.

Fiscal Impact

The project was included in OCTA's Fiscal Year 2018-19 Budget. Funds have been allocated under Near-Zero Emission Engine Prototype for Articulated Buses, Account 2114-9024-D2108-TZZ, Engine Repower.

Summary

The articulated bus fleet is eligible and in need of a midlife engine replacement. To facilitate this replacement and ensure compliance with California air quality requirements, staff is seeking Board authorization for the Chief Executive Officer to negotiate and execute an agreement with Cummins to purchase one Cummins L9N near-zero emission CNG-powered engine to serve as a prototype for further replacement evaluation.

**Sole Source Agreement for the Purchase of a Cummins L9N
Near-Zero Emission Bus Engine for the Midlife Overhaul
Prototype**

Page 4

Attachment

None.

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November 8, 2018

To: Transit Committee
From: Darrell E. Johnson, Chief Executive Officer
Subject: February 2019 Bus Service Change

Overview

The Orange County Transportation Authority implements changes to bus routes three times each year. The February 2019 bus service change consists of major changes to bus service on Beach Boulevard and minor adjustments to other bus schedules.

Recommendation

Receive and file as an information item.

Background

The Orange County Transportation Authority (OCTA) implements schedule and route revisions to selected bus routes three times a year in February, June, and October. The February 2019 bus service change consists of major changes to bus service on Beach Boulevard and minor adjustments to the schedule on one rail-feeder route. There may be additional minor schedule adjustments on routes due to the Interstate 405 Improvement Project.

Discussion

The February 2019 bus service change includes schedule adjustments to two bus routes and the implementation of one new route. A summary of the changes planned for the routes included in the February 2019 bus service change is provided (Attachment A), as well as a map of the impacted routes (Attachment B).

Bravo! Route 529

The new Bravo! Route 529 limited-stop service will be provided on Beach Boulevard from the Fullerton Park-and-Ride to the Goldenwest Transportation Center. The service will run weekdays during peak and off-peak hours with a frequency of 12 and 18 minutes, respectively. The core segment, which will have both Route 29/A and Bravo! Route 529 services, currently experiences high ridership and will receive a significant increase in frequency to about seven and a half minutes at the Bravo! stops. The route will traverse the cities of Anaheim, Buena Park, Fullerton, Garden Grove, Huntington Beach, Stanton, and Westminster. The Bravo! stops will be spaced approximately one mile apart at major destinations or transfer points. The implementation of this service is anticipated to grow ridership by approximately 500,000 annual boardings on the Beach Boulevard corridor.

Additional buses needed for the new Bravo! route were funded by the state Low Carbon Transit Operations Program (LCTOP). The incremental operating cost for the first two and a half years of operations will also be funded through the LCTOP. Staff plans to return to the Board of Directors (Board) with an additional request to program future LCTOP and possible Congestion Mitigation and Air Quality funds to operate the service for an additional two and a half years (five years total).

Route 29/A

OCTA currently operates local bus service, Route 29/A, on Beach Boulevard from 4:00 AM to 1:00 AM, seven days a week. Route 29/A frequency will be adjusted from 15 minutes to 20 minutes during the peak period south of Edinger Avenue. The section of the route north of Malvern Avenue will see a frequency improvement from 30 minutes to 20 minutes during the peak periods. Staff analyzed these changes to Route 29/A and does not anticipate any passenger loading issues will be caused by these frequency changes.

Stationlink Route 453

Route 453 provides rail-feeder service from the Orange Transportation Center to St. Joseph's Hospital and the major employers along Town and Country Road in Santa Ana. Staff will be modifying the schedule on this route to work better in transit trip planners, such as Google Maps and the Transit App. Currently, these trip planning apps do not connect morning trips between Metrolink trains and the Route 453 buses. Since the bus trip start times are close to the train arrival times, these apps assume there is not enough time for passengers to transfer. In practice, the buses wait for the arriving trains. Staff will be moving the bus departure time forward six minutes on the schedule, which is the only workable solution based on feedback from Google. This change will initially be

made on Route 453 as a pilot and will be implemented in the future on all rail-feeder routes if it is accepted by customers.

Title VI and Environmental Justice Analyses

Title VI and environmental justice analyses for the implementation of Bravo! Route 529, and the reduction of service on Route 29, were conducted as part of the 2016 Bus Service Plan approved by the Board in February 2016. The implementation of these changes was deferred until funding could be identified for implementation, but was considered in the overall impacts of the 2016 Bus Service Change analysis. The other route changes for February 2019 are minor; therefore, Title VI and environmental justice analyses of these changes are not required per Board policy.

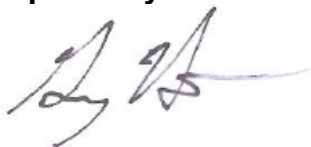
Summary

The February 2019 bus service changes consist of major changes to bus service on Beach Boulevard and minor adjustments to other bus schedules. Notification of the changes to customers is expected three weeks prior to implementation of the program.

Attachments

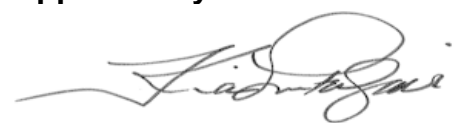
- A. February 2019 Bus Service Change Summary
- B. February 2019 Bus Service Change System Map, Schedule and Route Adjustments
- C. Beach Boulevard Transit Routes

Prepared by:



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Approved by:



Kia Mortazavi
Executive Director, Planning
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February 2019 Bus Service Change Summary

Route	Changes	Annual RVH			Total	Peak Buses
		WKD	SAT	SUN		
29/A	Reduce Service w/ Bravo! Implementation, Adjust Weekend Schedules	(2,372)	0	0	(2,372)	-3
453	Adjust Trip Departure to Improve Trip Planning	0	0	0	0	
529	Implement New Bravo! Route 529 Service	23,588	0	0	23,588	10
Total		21,216	0	0	21,216	7

Acronyms

RVH - Revenue vehicle hours

WKD - Weekday

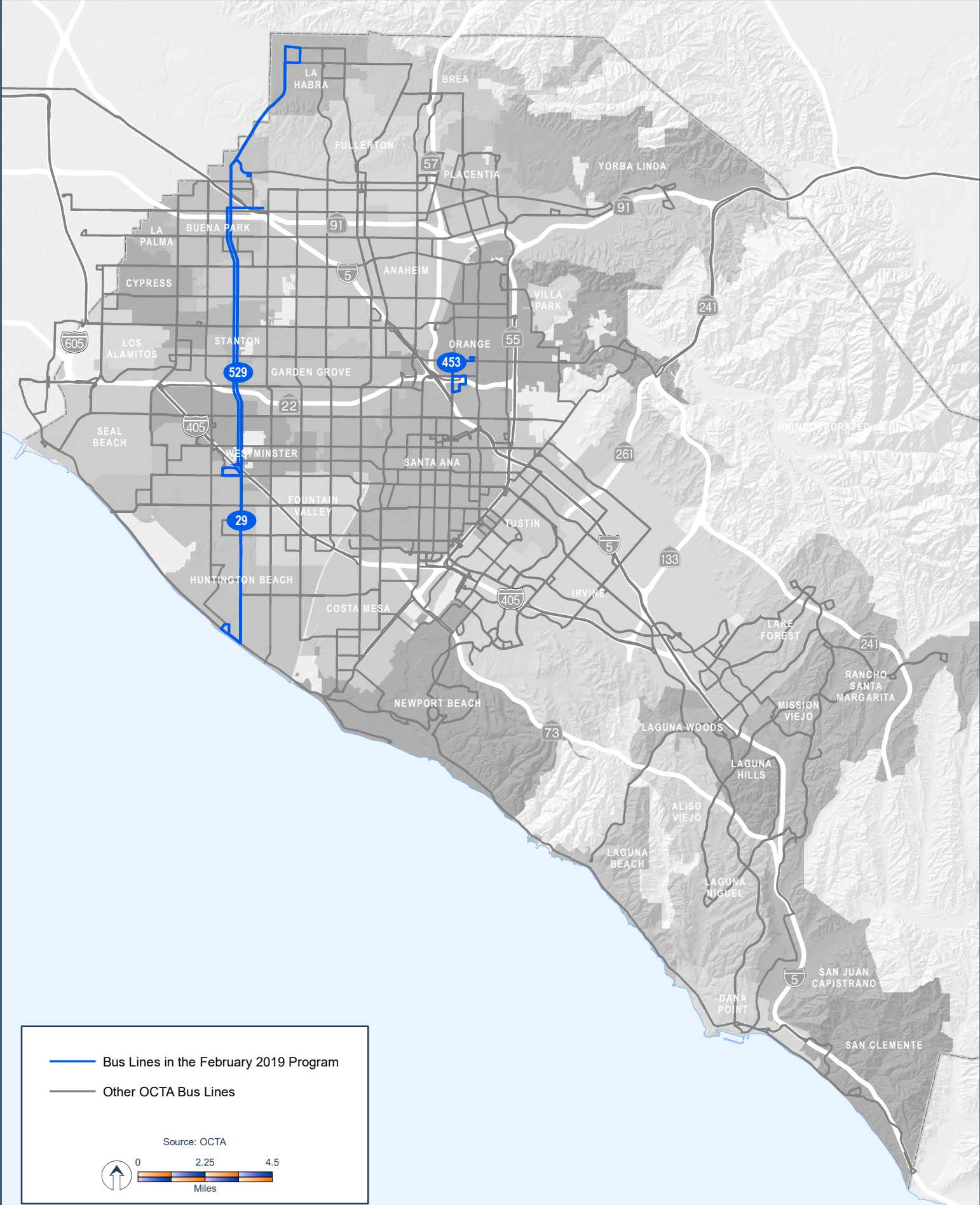
SAT - Saturday

SUN - Sunday

February 2019 Bus Service Change System Map

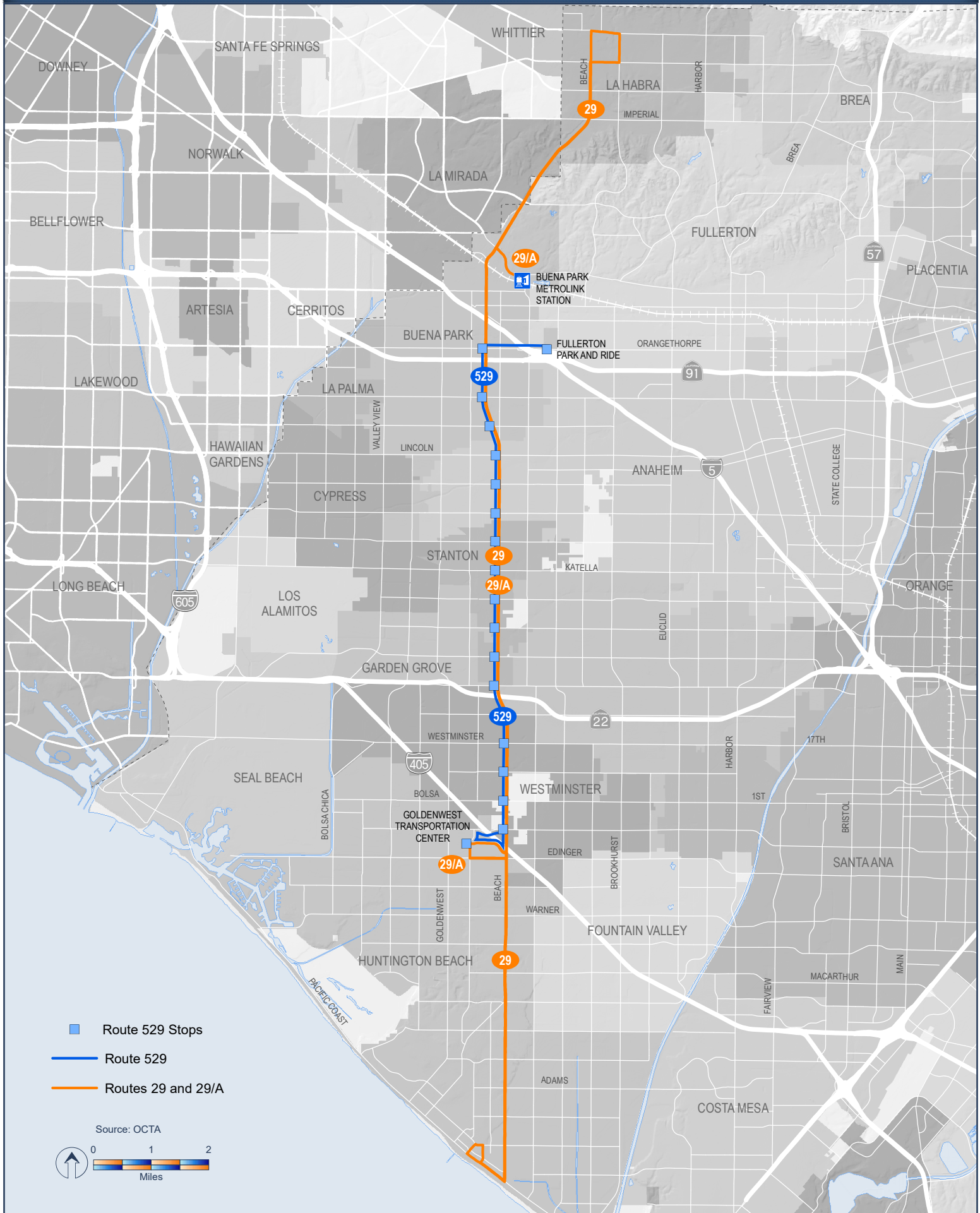
Schedule and Route Adjustments

ATTACHMENT B



Beach Boulevard Transit Routes

ATTACHMENT C





November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: OC Streetcar Vehicle Delivery Update

Overview

An update on the OC Streetcar vehicle delivery activities is provided for Board of Directors' review. The update includes an overview of the feedback received from the public and the industry on the exterior vehicle design concepts as presented to the Board of Directors in August 2018. In order to advance the vehicle manufacturing process, a vehicle design concept must be approved and submitted to Siemens Industries, Inc.

Recommendation

Direct staff to submit OC Streetcar vehicle design option C to Siemens Industries, Inc., in order to advance the OC Streetcar vehicle design process.

Background

On July 31, 2018, the Orange County Transportation Authority (OCTA) executed an agreement with Siemens Industries, Inc. (Siemens) to provide eight streetcar vehicles, spare parts, and tools for the OC Streetcar. Since contract execution, staff has been coordinating with Siemens in the development of the initial project management processes required to support the design, manufacturing, and delivery of the eight S70 streetcar vehicles needed for the OC Streetcar service. One of the key items needed from OCTA to initiate the design process includes the selection of the vehicle exterior color scheme. To meet the vehicle delivery schedule, OCTA must submit to Siemens by late November 2018 the conceptual vehicle exterior design for incorporation into the overall vehicle design process.

A comprehensive effort took place to develop a design concept, with the main goal of creating a branded identity for the OC Streetcar as a new transportation mode within OCTA's family of services. To help guide the process, staff reviewed vehicle designs of peer agencies and used existing OCTA branding practices as a baseline to ensure consistency. On August 27, 2018, staff received Board of

Directors' (Board) approval to share vehicle exterior design concepts with the public and seek feedback for incorporation into the recommendation of the final design (Attachment A).

Discussion

OCTA is working with Siemens in the development of a number of documents that will assist in the management and documentation of the vehicle design and manufacturing process, including the Project Management Plan, Quality Assurance Plan, Master Schedule, and document control process. Additionally, OCTA is working with Siemens to prepare initial versions of the Design Review Plan, First Article Inspection (FAI) program, and the Master Test Plan, which provide an overview of the activities which will occur during the vehicle design development, manufacturing, and testing stages.

The vehicle design review is the critical first step in the manufacturing process. The design review process spans approximately 16 months, with the submittal and review of hundreds of documents as defined by the technical provisions within the contract covering all the major systems of the vehicle. For OC Streetcar, there are approximately 15 design areas that will have multiple packages of design documentation submitted for review. Design review package examples include: carbody, trucks, doors, cab layout and controls, HVAC, propulsion, auxiliary power, couplers, energy absorbing bumpers, braking, lighting, operator manuals, maintenance manuals, and training materials.

Design review is a multi-step process, typically consisting of preliminary, intermediate, and final design review stages, each of which may have several submittals before the design is deemed satisfactory. However, given the proven nature of the core vehicle design being offered by Siemens, this process could be compressed. The design review process culminates with a comprehensive validation testing program, including FAI tests for any new component designs.

A critical decision in the design review process is the selection of a vehicle exterior design concept that provides a highly visible vehicle front, incorporates a clean and uncluttered look to support both advertising, and OCTA's branding, while also providing for ease and low-cost maintenance. Following Board direction, staff initiated a comprehensive design review and public outreach process. This design review and outreach process provided the three Board-approved concepts to be reviewed with consideration for the factors noted above, vehicle visibility being the highest priority. During this public review period, staff also received feedback from the vehicle manufacturing industry and peer agencies as discussed below.

Public Feedback

During a one-month period from mid-August to mid-September 2018, staff conducted outreach to key stakeholder groups, the general public, OC Bus and Metrolink riders, and OCTA employees. A non-scientific, online, and printed questionnaire was utilized for collecting feedback. In addition, the concepts were discussed at several committee and key stakeholder meetings, including the OC Streetcar Stakeholder Working Group (SWG).

Feedback was encouraged through a campaign utilizing social media posts and advertising, emails, digital and printed questionnaire, press releases, multi-language print advertising, and news articles which yielded a high-engagement response of more than 4,300 participants. With feedback from cities, OCTA's advisory committee members, residents, commuters, students, seniors, and youth, the input reflects the diverse makeup of Orange County and the potential ridership of the OC Streetcar.

All three design options received support. While the online and paper surveys ranked Design B as the first choice, at committee meetings and other presentations where the participants had the opportunity for questions and discussion, Design C was the first choice. In addition, Design C was the first choice of the SWG, a group well informed on the project with wide-ranging engagement within the community. Comments during the discussions focused on Design C having a highly visible vehicle front design as an important safety feature, a cleaner and more classic look, a less cluttered appearance when advertising is present and easier maintenance.

Advertising Compatibility/Revenue Opportunities

Consultation with experts within the transit advertising industry indicated that Design C would be the best option to accommodate advertising without degradation of the OCTA brand or the advertising message. Furthermore, Design C would enhance, rather than compete, with the advertising, giving the OC Streetcar greater potential to attract advertising/revenue.

Industry Input

The vehicle manufacturer has reviewed the concepts and advised the more complex the design and paint scheme that crosses multiple components of the vehicle, the more costly and labor intensive it is to align during ongoing maintenance and repair. When a component needs to be repaired due to damage or during regular maintenance, the vehicle needs to be taken out of service. The component is removed, repaired, re-painted to match the

components around it, and re-assembled. When a component, like the doors, have detailed graphics that are unique to each location on the car, the process of re-assembling is more time consuming and expensive given the importance of matching and aligning the graphics with the rest of the vehicle design.

Having pre-painted spares available for components, like the doors, that are interchangeable throughout the vehicle reduces the labor time, storage of excessive inventory, repair costs, and the time associated with having that vehicle out of service. The vehicle manufacturer also noted that white paint on the bottom of a vehicle is difficult to keep clean.

In addition, staff also consulted the Strategic Advisory Review Team (START) for its recommendations based upon lessons learned from their respective systems' vehicle designs, including the Siemens S70 vehicle. The START team is comprised of streetcar technical experts from Dallas Area Rapid Transit, City of Kansas City, and the Utah Transit Authority, and it has been consulted on the development of the OC Streetcar since 2014. Staff also consulted with a representative from the Metropolitan Atlanta Rapid Transit Authority. The peer agencies shared similar input as the vehicle manufacturer and advised that white paint is difficult to keep clean, and a paint scheme which allows for interchangeable doors minimizes costs and replacement delays.

Overall, the industry considered Design C to be the most cost effective given its simple design and predominant use of a single color.

Recommendation

Staff has considered public and key stakeholder feedback, advertising compatibility/revenue opportunities and industry input, and is recommending Design C (Attachment B) based on the following:

- The paint scheme of the front of the vehicle is highly visible and distinguishable which enhances overall safety while operating in mixed-traffic.
- The simple design is classic and would not become outdated.
- Design accommodates rather than competes with advertising, which could enhance revenue opportunities.
- The paint scheme is the most simplistic in its design, making it more cost effective for maintenance and repair.
- The doors are a single color, with minimal use of decals, making them interchangeable for replacement, minimizing cost, replacement delays, and reducing inventory. Also reduces having to remove the vehicle from service for an extended period of time.
- The minimal use of white paint is easier to keep the vehicle clean.

Design C outweighed the other options when considering cost effectiveness, ease of maintenance, and advertising compatibility as advised by the vehicle manufacturer and technical experts. It also ranked the first choice among the stakeholders and second choice with the general public. Design C portrays an aesthetically appealing design while meeting OCTA's operational and branding needs.

Next Steps

Upon Board approval, staff will submit design option C to Siemens for additional design refinement. Other upcoming activities for the vehicle delivery include finalizing the master project schedule, the project management plan, and continuation of the vehicle design process. Production of the first vehicle is anticipated to begin in December 2019.

Summary

An update on the OC Streetcar vehicle delivery activities is provided for Board of Directors' review. The update focuses on the input received on the exterior vehicle design options and a recommendation for Board of Directors' approval of a design option to submit to Siemens for additional design refinement.

Attachments

- A. OC Streetcar Vehicle Design Options
- B. OC Streetcar Final Vehicle Design Concept

Prepared by:



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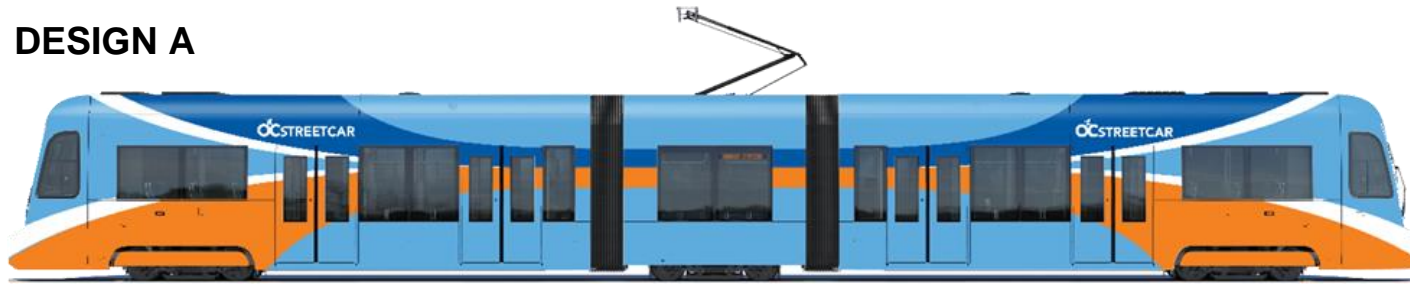
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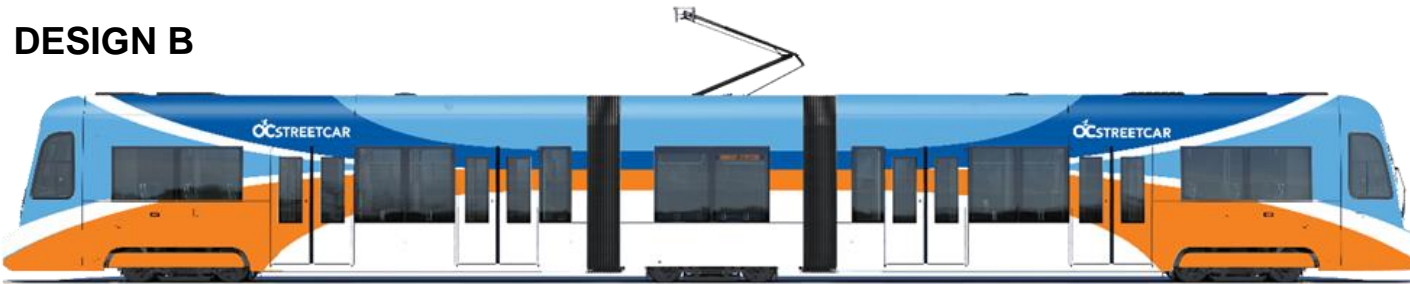
Jennifer L. Bergener
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OC Streetcar Vehicle Design Options

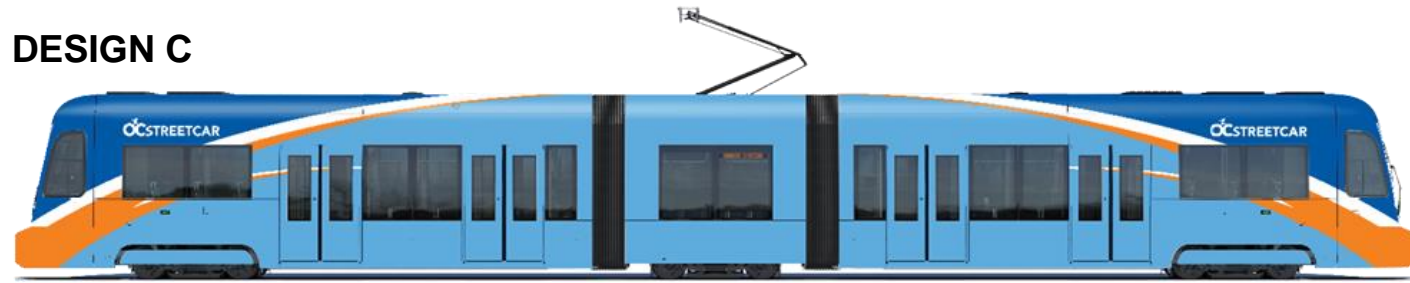
DESIGN A



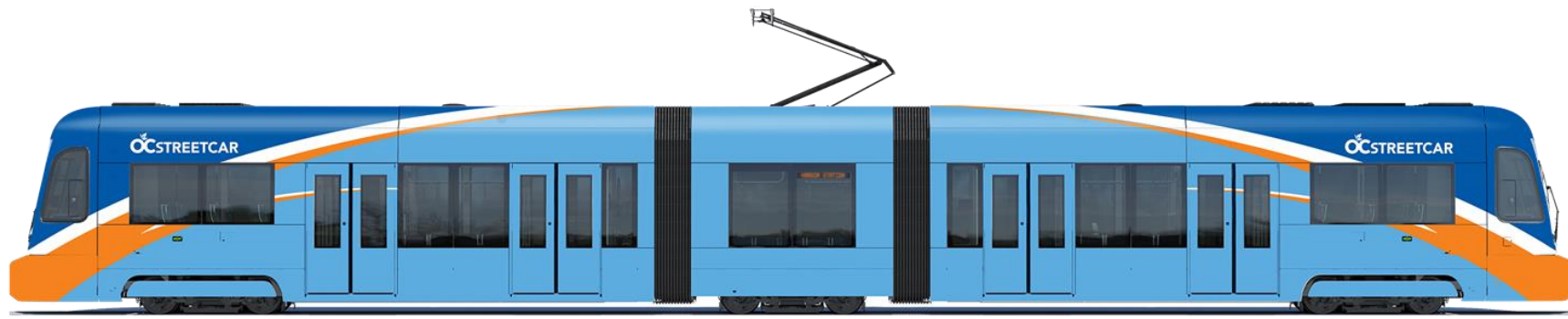
DESIGN B



DESIGN C



OC Streetcar Final Vehicle Design Concept



OC Streetcar Vehicle Delivery Update



Vehicle Design Review Process

- Approximately 16-month design process
- Several key management documents in process: Document Control, Project Management Plan, Quality Assurance Plan, Master Schedule, Master Test Plan, First Article Inspection Plan
- 15 design areas (carbody, cab layout and controls, doors, power, braking, etc.)
- Hundreds of design documents submitted that will go through an iterative review process between OCTA and Siemens
- Selection of exterior design is one of the first critical steps in design process

Vehicle Exterior Design Key Dates

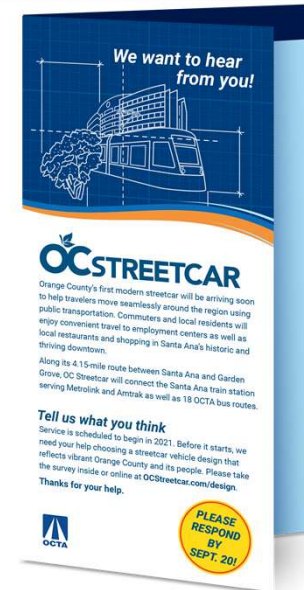
- August 2018: Board reviewed OC Streetcar exterior design concepts and directed staff to seek public feedback
- September – October 2018: OCTA gathered public, stakeholder, and industry feedback
- November 2018: Final exterior design concept due to Siemens

Final Vehicle Design Considerations

- Public/Stakeholder feedback
- Advertising compatibility/revenue opportunities
- Industry Input

Public and Stakeholder Outreach

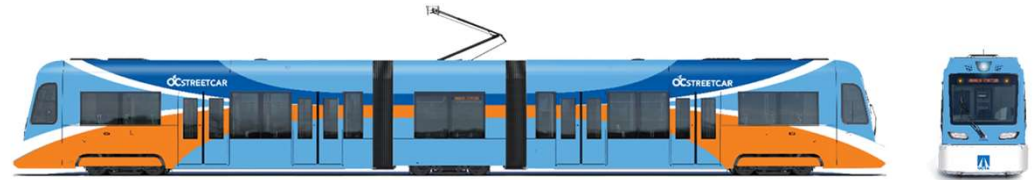
- Online and print questionnaire
- Social media post and ads
- Emails/Mailers
- Media relations
- Open houses
- Community events
- OC Streetcar Stakeholder Working Group
- Employer Transportation Coordinators
- City briefings
- Diverse Community Leaders Group
- OCTA Advisory Committees
- OCTA Teen Council



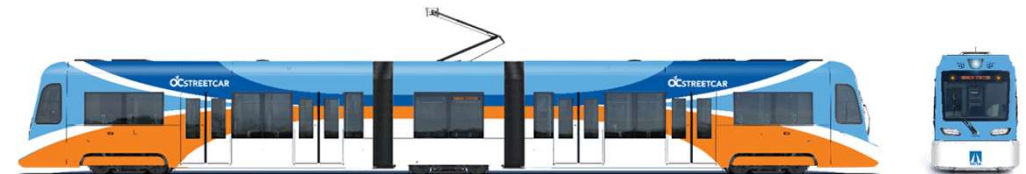
Public and Stakeholder Feedback

- 4,300 participants
- All three options received support
- Design B was first choice by general public
- Design C was first choice by key stakeholders

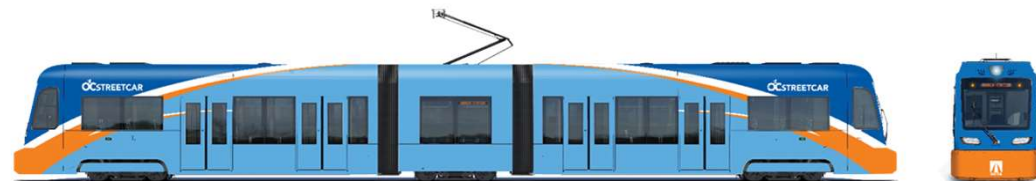
Design A



Design B



Design C



Advertising Compatibility and Revenue Opportunities

Transit advertising experts prefer Design C:

- Simple, clean design provides clarity for advertisements
- Advertisements don't compete with OC Streetcar branding
- Creates greater opportunities for ad sales

Design A



Design B



Design C



Industry Input

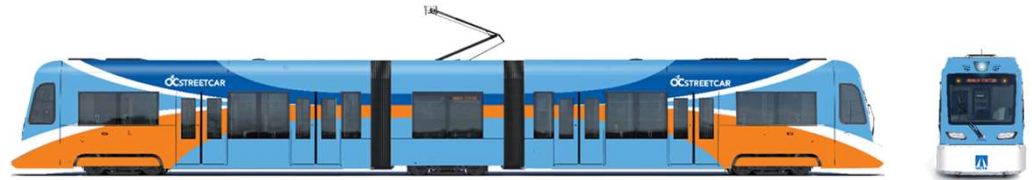
Designs A and B:

- Complex design and paint scheme. More costly and labor intensive to maintain.
- White paint scheme difficult to keep clean

Design C:

- Simple design paint scheme is more cost-effective for maintenance
- Benefits of having interchangeable doors with minimal use of decal striping

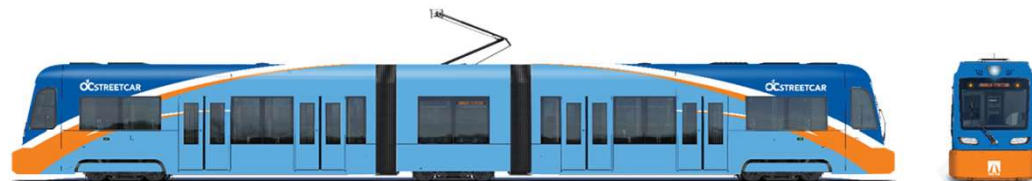
Design A



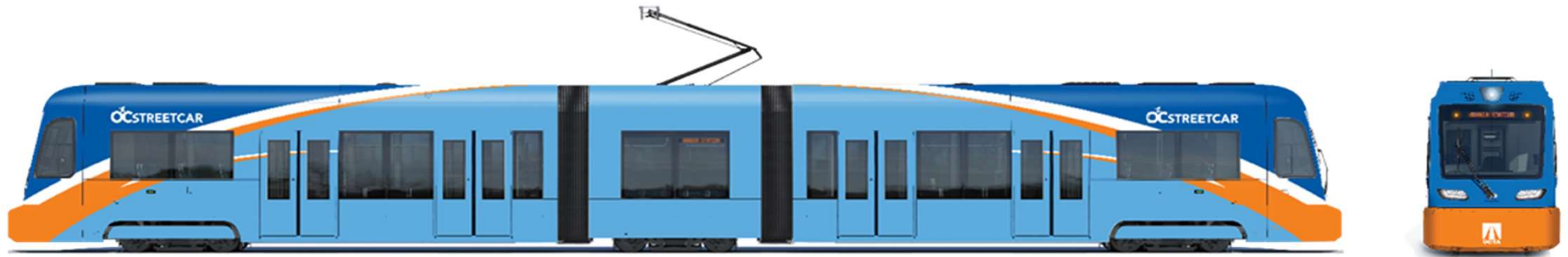
Design B



Design C



Recommendation: Design C



Benefits of Design C

- The paint scheme of the front of the vehicle is highly visible and distinguishable which enhances overall safety while operating in mixed-traffic.
- The simple design is classic and would not become outdated.
- The design accommodates rather than competes with advertising, which could enhance revenue opportunities.
- The paint scheme is the most simplistic in its design, making it more cost effective for maintenance and repair.
- The doors are a single color, with minimal use of decals, making them interchangeable for replacement, minimizing cost, replacement delays, and reducing inventory. Also reduces having to remove the vehicle from service for an extended period of time.
- The minimal use of white paint is easier to keep the vehicle clean.

Next Steps

- Provide final vehicle design concept to Siemens for further design refinement
- Continued vehicle delivery project management
- Coordination with Siemens on vehicle design review process



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to the the Agreement with First Transit, Inc., for the Provision of Contracted Fixed-Route Service

Overview

On March 23, 2015, the Orange County Transportation Authority Board of Directors approved an agreement with First Transit, Inc., for the management and operation of contracted fixed-route, Stationlink, and express bus services. Several amendments have been made to this agreement expanding the scope of work to include providing iShuttle services and additional Measure M, Project V-funded circulators on behalf of cities. The initial term of the agreement will expire on May 31, 2019. An amendment to exercise the first two-year option term of the contract is necessary to continue providing these services through May 31, 2021.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-4-1737 between the Orange County Transportation Authority and First Transit, Inc., in the amount of \$87,126,726, to exercise the first two-year option term to provide contracted fixed-route services through May 31, 2021, increasing the maximum obligation of the agreement to a total contract value of \$236,026,978.

Discussion

The Orange County Transportation Authority (OCTA) Board of Directors (Board) awarded a contract to First Transit, Inc., (First Transit) to provide management, operations, and vehicle maintenance of contracted fixed-route (CFR) service in March 2015. First Transit began operating the service in June 2015, following the transition from the prior contractor. The original agreement was for an initial term of four years, with two, two-year option terms. The contract reimbursement structure includes both a fixed-rate and variable rate that are estimated based

on an assumed number of revenue vehicle hours to be operated during each year of the contract.

The contract has been amended three times to expand the scope of services provided by First Transit. In May 2016, at the request of the City of Irvine (City), the Board approved an amendment to transition the management, operation, and vehicle maintenance of the iShuttle service from the City to OCTA. Additional amendments were subsequently approved by the Board in November 2016 and June 2018 to further expand the scope of work to expand the iShuttle service and include providing Measure M, Project V-funded community circulators on behalf of the cities of Mission Viejo and Westminster (subsequently terminated).

OCTA utilizes contract transportation services to help achieve financial sustainability goals by controlling costs, while providing the maximum level of safe, reliable, and efficient service. To further this goal, OCTA has incrementally increased the amount of service provided by a contractor from 28 percent in March 2015 to 40 percent in June 2016.

During the initial four-year term of the agreement, it is estimated that OCTA will save approximately \$55.7 million by utilizing a contractor as opposed to directly operating the service. The proposed two-year option term will result in an additional savings to OCTA of approximately \$27.8 million vs. in-house operation of the service.

As part of the agreement, First Transit must comply with specified performance metrics. Similar to OCTA's directly-operated services, these metrics track safety, courtesy, and reliability, which includes miles between road calls (MBRC) and on-time performance (OTP). On a quarterly basis, the Operations Division reports to the Board a summary of CFR performance including these metrics.

Safety

Safety is measured by the number of miles traveled between accidents. First Transit has consistently exceeded the performance goal of no more than one accident per 100,000 total miles traveled. First Transit has averaged no more than one accident per 250,200 total miles traveled through the fourth quarter of fiscal year (FY) 2017-18.

Courtesy

Courtesy is measured by the number of valid customer complaints received per 7,000 boardings. With the exception of the first quarter of performance ending in September 2016, First Transit has exceeded the standard. Overall performance

in this area has been good, with an average of one valid customer complaint received for every 9,127 boardings through the fourth quarter of FY 2017-18.

Reliability

Both service reliability and vehicle reliability are measured. For service reliability, the on-time performance metric is used. For vehicle reliability, MBRC are measured. These two standards have been the most challenging for First Transit to meet during the initial contract term. OCTA staff has worked with First Transit to analyze the causes for underperformance in these two areas and to develop corrective action plans. Through these efforts, First Transit has improved in the last three quarters, with trends moving in a positive direction to meet the performance goals.

The OTP goal is 85 percent. First Transit's performance has fluctuated between a high of 86 percent and a low of 81 percent, with an overall average OTP of 83.5 percent through the fourth quarter of FY 2017-18. First Transit has taken significant steps to improve OTP in an effort to meet or exceed the goal. These measures have included manager-level route review, driver retraining, and other measures.

The MBRC has seen a steady improvement over the last 12 months, but has yet to meet the performance standard of one road call per 12,000 miles traveled. First Transit closed the fourth quarter of FY 2017-18 reporting 8,710 MBRC. This is a marked improvement from the prior year. The performance from each of the two bases operated by First Transit varies dramatically, with the Anaheim base regularly meeting or exceeding the MBRC standard, while the Irvine base has performed significantly below the standard. First Transit is taking proactive measures to remedy this poor performance by reworking the management structure, providing refresher and expanded training for mechanical forces, and evaluating the overall maintenance practices.

To further assist with the service improvement efforts, a number of changes were made to the First Transit management team beginning in late 2017 and continuing into 2018. These changes occurred both locally and for the First Transit executive team. In September 2017, a new Chief Operating Officer was named nationally. In late 2017, a new General Manager was assigned to the OCTA local management team. In July 2018, a new Senior Vice President was assigned to the Western Region. All of the key personnel for the local team have been replaced in the last year. With changes to the senior management team, the local First Transit management team has had additional corporate resources available on-site to address on-time performance and vehicle maintenance. In addition, First Transit has enhanced their coach operator

recruitment program, providing incentives to hire and retain coach operators and mechanics, and adding administrative staff to ensure the appropriate amount of oversight is in place for daily operations.

Throughout the initial term of this agreement, First Transit has provided safe and courteous service. While the OTP and MBRC standards have not been routinely met, First Transit has taken several proactive steps to remedy performance in these two areas, and the results are reflected in the positive trends and increased overall performance. Consistent with the contract terms, performance penalties and incentives have been assessed based on performance. The current agreement expires May 31, 2019. To maintain continuity of service and continue to control cost while providing the maximum level of service, an amendment is necessary to exercise the first two-year option term to extend the current agreement through May 31, 2021.

Procurement Approach

This procurement was handled in accordance with OCTA Board-approved policies and procedures for professional and technical services. On March 23, 2015, the Board approved a contract with First Transit for a four-year initial term with two, two-year option terms in the amount of \$143,487,171, from June 1, 2015 through May 31, 2019. The original agreement was awarded on a competitive basis and was previously amended as described in Attachment A.

The proposed Amendment No. 8 is to exercise the first two-year option term of the agreement through May 31, 2021. Amending this agreement will increase the maximum cumulative obligation by \$87,126,726, bringing the total contract value to \$236,026,978, which will allow continued management, operation and vehicle maintenance of contracted fixed-route service for two additional years.

Fiscal Impact

Funding for this project will be included in OCTA's Proposed FY 2019-20, Operations Division Budget.

Summary

Staff requests Board authorization for the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-4-1737 between OCTA and First Transit in the amount of \$87,126,726, to exercise the first two-year option term to provide contracted fixed-route services through May 31, 2021.

Attachment

- A. First Transit, Inc., Agreement No. C-4-1737 Fact Sheet

Prepared by:



Beth McCormick
General Manager, Operations
714-560-5964

Approved by:



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



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

**First Transit, Inc.
Agreement No. C-4-1737 Fact Sheet**

1. March 23, 2015, Agreement No. C-4-1737, \$143,487,171, approved by the Board of Directors (Board).
 - Agreement to provide all management and operation of contracted fixed-route, StationLink, and express bus service.
 - Initial term effective June 1, 2015 through May 31, 2019, with two, two-year option terms.
2. October 26, 2015, Amendment No. 1 to Agreement No. C-4-1737, \$0, approved by Contracts Administration and Materials Management Department (CAMM).
 - Amendment to reimburse for costs associated with start-up of the operation.
 - Reimbursement costs for the start-up of the operation were included as part of the original agreement.
3. May 23, 2016, Amendment No. 2 to Agreement No. C-4-1737, \$3,476,956, approved by the Board.
 - Amendment to transfer the management and operation of the iShuttle service to First Transit, Inc., on June 13, 2016.
4. November 14, 2016, Amendment No. 3 to Agreement No. C-4-1737, \$1,838,402, approved by the Board.
 - Amendment to accommodate the operation of additional community circulator services through the Measure M2, Project V program.
5. April 10, 2018, Amendment No. 4 to Agreement No. C-4-1737, -(\$286,021), approved by CAMM.
 - Amendment to update the Price Summary to capture the original contract amount and subsequent addenda.
6. April 26, 2018, Amendment No. 5 to Agreement No. C-4-1737, \$0, approved by CAMM.
 - Amendment to revise Exhibit A, Scope of Work, related to assessment of penalties, performance of repair, and/or replacement of major mechanical components.

7. June 25, 2018, Amendment No. 6 to Agreement No. C-4-1737, \$383,744, approved by the Board.
 - Amendment to increase in service to accommodate the expansion of the iShuttle service.
8. November 2, 2018, Amendment No. 7 to Agreement No. C-4-1737, \$0, pending approval by CAMM.
 - Amendment to update First Transit key personnel assigned to the local management team.
9. November 12, 2018, Amendment No. 8 to Agreement No. C-4-1737, \$87,126,726, pending approval by the Board.
 - Amendment to exercise the first two-year option term to extend the current agreement through May 31, 2021.

Total committed to First Transit, Inc., Agreement No. C-4-1737: \$236,026,978.



November 8, 2018

To: Transit Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Agreement with MV Transportation, Inc., for the Provision of the OC ACCESS Service

Overview

On March 14, 2013, the Orange County Transportation Authority Board of Directors approved an agreement with MV Transportation, Inc., to provide the management, operation, and vehicle maintenance of the OC ACCESS service. On June 12, 2017, the Board of Directors approved an amendment to exercise the first two-year option term for the continuation of these services through June 30, 2019. MV Transportation, Inc., has continued to perform well throughout this contract, providing safe, efficient, and reliable service. An amendment to exercise the second two-year option is necessary for the continued provision of the OC Access service.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-2-1865 between the Orange County Transportation Authority and MV Transportation, Inc., in the amount of \$95,630,961, to exercise the second two-year option term to provide OC ACCESS service through June 30, 2021, increasing the maximum obligation of the agreement to a total contract value of \$351,242,530.

Discussion

The Americans with Disabilities Act (ADA) requires agencies that operate fixed-route bus service to provide complementary paratransit service for individuals with disabilities who are unable to use the fixed-route system. To comply with ADA, the Orange County Transportation Authority (OCTA) implemented OC ACCESS service in 1993. OC ACCESS is different from traditional fixed-route service, requiring passengers to complete an in-person assessment to become eligible for the service. The service requires eligible passengers to make reservations in advance, and subscription service may be

available for passengers who travel consistently to the same location on the same days and times. In accordance with ADA requirements, all requests for service must be accommodated within 3/4-mile of the service area of the regularly provided fixed-route service. In addition, ACCESS-eligible customers may utilize the demand-responsive Same-Day Taxi service anywhere within Orange County. OCTA provides the OC ACCESS service through an agreement with MV Transportation, Inc. (MV).

MV has managed, operated, and maintained the vehicles for the OC ACCESS service since 2013. The original agreement included an initial term of four years, with two, two-year option terms. Under this agreement, MV provides the primary OC ACCESS service using OCTA-owned vehicles. In order to enhance service efficiency and cost effectiveness, MV has a subcontract with Yellow Cab of Greater Orange County, Inc. to provide supplemental OC ACCESS service using smaller vehicles that are only deployed when needed. This arrangement has resulted in the OCTA-provided ACCESS fleet remaining consistent at 248 vehicles throughout the initial term and first, two-year option term, while the number of trips provided each year has increased. Last year OC ACCESS provided 1,273,856 trips, an increase of one percent from the prior year.

Throughout this agreement, both the initial term and first two-year option, MV has provided quality, safe, efficient, and reliable OC ACCESS service. To continue the agreement into the second, two-year option term, OCTA staff estimated the cost with the same methodology used to determine the cost increase for the first option term. The contract provides for MV to be reimbursed through a fixed-rate and variable-rate structure. As part of the original MV proposal, rates were submitted for the initial term and the two, two-year option terms. The fixed rate is a flat monthly fee and requires no adjustment beyond what was included in the original MV cost proposal. The variable rate is based on the number of revenue vehicle hours provided, plus the cost of the supplemental trips based on the trip miles provided. To calculate the estimated cost of the second two-year option term, staff considered the fixed-rate fee, variable rates, estimated revenue vehicle hours, as well as ridership trends over the past two years. Those factors were then applied to the original MV variable-rate proposal.

Procurement Approach

On March 25, 2013, the Board of Directors (Board) approved a contract for a four-year initial term with two, two-year option terms with MV to provide turnkey management and operation of the OC ACCESS service from July 1, 2013 through June 30, 2017. The first option term was executed in June 2017. The procurement was handled in accordance with OCTA's Board-approved policies and procedures for professional and technical services. The original

agreement was awarded on a competitive basis and was previously amended, as described in Attachment A.

The proposed Amendment No. 8 is to exercise the second two-year option term of the agreement to provide OC ACCESS service through June 30, 2021. Amending the agreement will increase the maximum cumulative obligation by \$95,630,961, bringing the total contract value to \$351,242,530, which will allow continued management, operation, and vehicle maintenance for the OC ACCESS service.

Fiscal Impact

The project will be included in OCTA's Proposed Fiscal Year 2019-20 Budget, Operations Division.

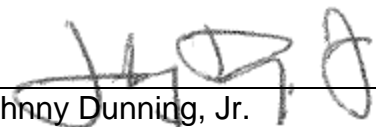
Summary

Staff requests Board authorization for the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-2-1865 between OCTA and MV Transportation, Inc., in the amount of \$95,630,961, to exercise the second two-year option term to provide OC ACCESS service through June 30, 2021.

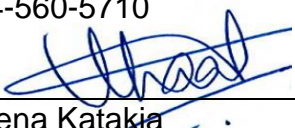
Attachment

- A. MV Transportation, Inc., Agreement No. C-2-1865 Fact Sheet

Prepared by:



Johnny Dunning, Jr.
Department Manager
Scheduling and Customer Advocacy
714-560-5710

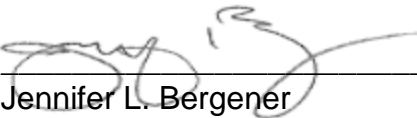


Meena Katakia
Department Manager, Capital Projects
714-560-5694

Approved by:



Beth McCormick
General Manager, Transit
714-560-5964



Jennifer L. Bergener
Chief Operating Officer, Operations
714-560-5492

**MV Transportation, Inc.
Agreement No. C-2-1865 Fact Sheet**

1. March 25, 2013, Agreement No. C-2-1865, \$156,690,376, approved by the Board of Directors (Board).
 - Agreement to provide all management and operation of the OC ACCESS service.
 - Initial term effective July 1, 2013 through June 30, 2017, with two, two-year option terms.
2. February 27, 2014, Amendment No. 1 to Agreement No. C-2-1865, \$0, approved by the Contracts Administration and Materials Management (CAMM) Department.
 - Amendment to revise key personnel.
3. June 20, 2014, Amendment No. 2 to Agreement No. C-2-1865, \$37,853, approved by the CAMM Department.
 - Amendment to add decommissioning of vehicles to be utilized in the Senior Mobility Program.
4. December 28, 2015, Amendment No. 3 to Agreement No. C-2-1865, \$60,000, approved by the CAMM Department.
 - Amendment to continue providing inspections, general maintenance, and painting service of vehicles utilized in the Senior Mobility Program.
5. June 13, 2016, Amendment No. 4 to Agreement No. C-2-1865, \$7,841,232, approved by the Board.
 - Amendment to accommodate the costs associated with increased demand for service.
6. June 12, 2017, Amendment No. 5 to Agreement No. C-2-1865, \$90,982,108, approved by the Board.
 - Amendment to exercise the first two-year option term and extend the agreement term to June 30, 2019.
7. April 26, 2018, Amendment No. 6 to Agreement No. C-2-1865, \$0, approved by the CAMM Department.

- Amendment to revise Exhibit A, scope of work related to assessment of penalties, performance of repair, and/or replacement of major components, as well as increase service at the call center for Same Day Taxi.
8. September 10, 2018, Amendment No. 7 to Agreement No. C-2-1865, \$0, approval by the CAMM Department.
- Amendment to update insurance requirements.
9. November 12, 2018, Amendment No. 8 to Agreement No. C-2-1865, \$95,630,961, pending approval by the Board.
- Amendment to exercise the second two-year option term and extend the agreement term to June 30, 2021.

Total committed to MV Transportation, Inc., Agreement No. C-2-1865: \$351,242,530.



November 8, 2018

To: Transit Committee
From: Darrell E. Johnson, Chief Executive Officer
Subject: OC Bus 360° Update

Overview

The Orange County Transportation Authority is implementing a comprehensive effort to reconfigure transit services in response to changing market conditions. The goals are to address ridership declines by improving passenger travel times and designing services to retain existing customers and attract new customers. A status report on major OC Bus 360° elements is presented for review.

Recommendation

Receive and file as an information item.

Background

To address declining bus ridership, in 2015, the Board of Directors (Board) endorsed a comprehensive action plan (Plan), known as OC Bus 360°. This effort included a comprehensive review of current and former rider perceptions, a peer review panel that reviewed the Orange County Transportation Authority's (OCTA) performance and plans, new branding and marketing tactics tied to rider needs, upgraded bus routes and services to better match demand and capacity, technology solutions to improve passenger experience, and pricing, as well as other revenue changes to stimulate ridership, and provide new funding.

Extensive work was invested by OCTA divisions to implement the Plan. These efforts included:

- Implementation of new and faster bus routes;
- Redeployment of services in June 2016, October 2016, October 2017, and February 2018, to improve efficiencies and build ridership;
- Competitively-awarded grants to local agencies through Project V for transit services tailored to community needs;

- Implementation of a promotional fare and college pass program;
- Rollout of new technologies, such as mobile ticketing, real-time bus arrival information, and a microtransit service; and
- Extensive marketing, public outreach, and promotional campaigns.

Discussion

Local, Regional, and National Ridership Trends

Nationwide, bus ridership was down 1.45 percent, comparing the second quarter of calendar year 2017 to 2018. Regionally, ridership is down on all large Southern California bus systems and across all light and heavy rail modes. Metrolink commuter rail ridership was up slightly. OCTA ridership decreased by 2.38 percent during the same period, which compares favorably to other major bus agencies in Southern California that saw an average decrease of 3.22 percent.

OC Bus 360° Ridership Changes

Bus routes improved between 2016 and 2018 are showing ridership growth during the second quarter of the 2018 calendar year. Ridership on the improved routes, as a group, has increased by 3.7 percent on weekdays, compared to the previous quarter. Ridership was also slightly higher compared to the same quarter of the previous year. Overall weekday systemwide productivity (boardings per revenue hour) also increased 2.9 percent compared to the previous quarter. Ridership and productivity information will continue to be reported as part of the quarterly Transit Division Performance Measurements Report.

Bravo! Route 529 Implementation

Bravo! Route 529 was included in the 2016 Bus Service Plan contingent on staff securing external funding for the implementation. Staff has subsequently identified state funding for the vehicles and the service, which will be implemented in February 2019. The new limited-stop service will operate on Beach Boulevard from the Fullerton Park-and-Ride to the Goldenwest Transportation Center through the cities of Anaheim, Buena Park, Fullerton, Garden Grove, Huntington Beach, Stanton, and Westminster. The additional buses needed for the service were funded by the state Low Carbon Transit Operations Program (LCTOP). The incremental operating cost for the first two and a half years of operations will also be funded through the LCTOP. The implementation of this service is anticipated to grow ridership by approximately 500,000 annual boardings on the Beach Boulevard corridor.

OC Flex Microtransit Pilot

In October 2017, the Board approved a one-year pilot program to deploy the OC Flex microtransit service in two zones based on the results of planning analysis, market survey, and technology considerations. The service launched on October 15 in the Huntington Beach and Westminster zone and on October 20 in the Aliso Viejo, Laguna Niguel, and Mission Viejo zone. Staff will be returning to the Board to evaluate the pilot program at the six-month and one-year intervals. The six-month evaluation will allow staff to propose changes that may be necessary to improve the service. The one-year evaluation will be used to help determine if one or both pilot zones should continue to operate and potentially expand to additional areas.

Mobile Ticketing

The mobile ticketing program continues to see growth. The app has been downloaded 130,114 times from June 2016 till August 2018. Mobile ticketing now accounts for 8.2 percent of overall fare revenue. This school year, the college pass program has been added to the mobile ticketing app to allow students to seamlessly board the OC Bus using their smartphones.

Project V Services

The Community-Based Transit/Circulator Program (Project V) under Measure M provides funding to jurisdictions seeking to implement local transit services (i.e., community-based circulators, shuttles, bus trolleys, and demand-responsive services). These services complement regional bus and rail service while also meeting local needs in areas not adequately served by regional transit.

A call for projects was issued in early 2018 and six local agencies submitted seven Project V applications. In June, the Board approved funding for five of the projects and directed staff to continue working with the cities of Laguna Niguel and San Clemente on their proposed projects. Some of the newly approved (or expanded routes) were able to initiate services during summer 2018. Staff will provide a Project V ridership update to the Board in January.

College Pass Program and Ongoing Promotions

In September 2017, OCTA launched a three-year Santa Ana College Pilot Pass Program which allows students to ride the OC Bus fare free using their student ID card. The first year was funded with an LCTOP grant and the remaining two years are funded by a semester fee approved by the students. Through the end of the first school year, approximately 6,775 students used the pass, generating over one million boardings. Based on the success of the

program, the Rancho Santiago Community College District worked with OCTA to expand the program to include the 9,000 students at Santiago Canyon College. Students at this college approved a \$5 per semester fee with over 80 percent of the vote. Staff will continue to work with other interested community colleges to expand this successful program.

Ridership Marketing Campaigns

Following the February 2018 service change, where weekend and evening services were improved, a targeted marketing campaign highlighting the improved routes was implemented to increase awareness and usage. Marketing efforts included direct mail, bus advertising, outdoor advertising, targeted digital advertisements, and social media. This nine-week campaign generated strong interest from potential riders and almost 5,300 individuals responded to the campaign's call to action. About 3,200 respondents indicated they had not ridden the bus in the past six months and were given two free trial one-day passes. Based on a follow-up survey of those who tried riding the bus, 86 percent indicated they continued to ride the OC Bus after the free trial. In summer 2018, OCTA launched an online campaign with two videos featuring new service improvements, highlighting the benefits of riding the bus. This eight-week campaign generated 4,700 individuals responding to the campaign's call to action to ride the bus with two free one-day passes. Approximately 70 percent of these indicated they had not ridden the bus in the past six months. Cumulative statistics for all OC Bus 360 ridership marketing campaigns are shown in Attachment A.

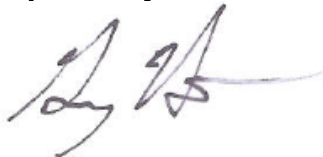
Summary

Elements of the OC Bus 360° Plan are proving successful, and new strategies are being pursued to improve productivity. Recent and upcoming strategies include a new Bravo! route on Beach Boulevard, OC Flex microtransit pilots, expansion of the college pass program, and informing the public about these, and previous, efforts to improve transit service.

Attachments

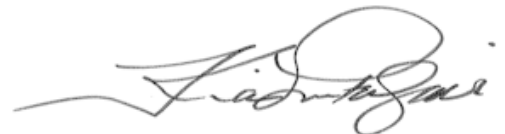
- A. OC Bus 360° Update
- B. National, State, and Regional Transit Operator Ridership Trends

Prepared by:



Gary Hewitt
Section Manager, Transit Planning
(714) 560-5715

Approved by:



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



RIDERSHIP & PRODUCTIVITY

^3.7%

Increase in OC Bus
average weekday ridership
on improved routes*

^2.9%

Increase in OC Bus
systemwide boardings
per revenue hour*



*Q1 2018 vs Q2 2018

✓3.22%

decrease in bus ridership at other large agencies
in Southern California (Q2 2017 vs. Q2 2018)

✓2.38%

decrease in OC Bus ridership
(Q2 2017 vs. Q2 2018)

MOBILE TICKETING

130,114

Mobile app downloads
(June 2016 – August 2018)



8.2%

of fare revenue
(September 2017 – August 2018)

42,501

users have purchased passes
(June 2016 – August 2018)*

*Excludes OC Fair only users.

COLLEGE PASS PROGRAM

6,775

Unique students (2017-2018 school year)



1,086,456

students boardings (2017-2018 school year)

9,000

9,000 Santiago Canyon College students added

RIDERSHIP MARKETING CAMPAIGN

33,388

Residents responded to campaign
(June 2016 – September 2018)



20,166

respondents never rode bus in the past 6 months

10,890

new prospects continue to ride the bus

NEW AND EXPANDED SERVICES

OCFLEX

New service in two pilot zones
(service started October 2018)



FUNDING APPROVAL

for six new or expanded
Project V community services

BRAVO!

new Bravo! Route 529 on Beach Boulevard
(service starts February 2019)

ATTACHMENT B**NATIONAL, STATE, AND REGIONAL TRANSIT OPERATOR RIDERSHIP TRENDS**

All Modes: United States and Canada	2nd Calendar Quarter 2017 versus 2018
Heavy Rail	↓ -2.97 percent
Light Rail	↓ -2.88 percent
Commuter Rail	↑ 0.58 percent
Trolleybus	↓ -1.15 percent
Bus: Population Total	↓ -1.45 percent
Bus: Population 2,000,000+	↓ -1.39 percent
Bus: Population 500,000 to 1,999,999	↓ -2.40 percent
Bus: Population 100,000 to 499,999	↓ -0.51 percent
Bus: Population Below 100,000	↑ 0.46 percent
Demand Response	↑ 0.92 percent
Other	↓ -0.84 percent
United States Total	↓ -1.95 percent
Canada Total	↑ 7.23 percent

Bus: California Large Agencies	2nd Calendar Quarter 2017 versus 2018
Long Beach Transit	↓ -4.39 percent
Los Angeles County Metropolitan Transportation Authority (LA Metro)	↓ -3.03 percent
Alameda-Contra Costa Transit District	↓ -0.55 percent
Orange County Transportation Authority	↓ -2.38 percent
San Diego Metropolitan Transit System (MTS)	↓ -4.93 percent
San Francisco Muni	↑ 1.53 percent
Santa Clara Valley Transportation Authority	↓ -3.87 percent
Santa Monica Big Blue Bus	↓ -0.70 percent

Bus: Other Local Connecting Agencies	2nd Calendar Quarter 2017 versus 2018
Anaheim Resort Transit	↑ 22.80 percent
Norwalk Transit	↓ -1.51 percent
North County Transit District (NCTD)	↓ -1.13 percent
Riverside Transit	↑ 1.41 percent
Omnitrans (San Bernardino)	↓ -4.77 percent
Foothill Transit (San Gabriel Valley)	↓ -4.09 percent

Commuter Rail: Southern California	2nd Calendar Quarter 2017 versus 2018
Metrolink	↑ 0.18 percent
North County Transit District Coaster	↓ -0.58 percent

Light/Heavy Rail: Southern California	2nd Calendar Quarter 2017 versus 2018
LA Metro Heavy Rail	↓ -5.27 percent
LA Metro Light Rail	↓ -5.39 percent
NCTD Light Rail	↓ -4.01 percent
San Diego MTS Light Rail	↓ -2.22 percent

Source: American Public Transportation Association Ridership Report: Second Quarter 2018
(<http://www.apta.com/resources/statistics/Pages/ridershipreport.aspx>)



November 8, 2018

To: Transit Committee
From: Darrell E. Johnson, Chief Executive Officer
Subject: Innovation Update

Overview

The Orange County Transportation Authority continues to explore innovative transportation services and projects for Orange County residents, workers, and visitors. Given past successes, staff is exploring avenues to foster innovation opportunities through expanded team efforts. A status report is provided for review.

Recommendation

Receive and file as an information item.

Background

Recent Orange County Transportation Authority (OCTA) innovation efforts have focused on leveraging technology to spur transformation. Recent examples include: (1) creating systems to provide real-time bus arrival information to passengers; (2) deployment of mobile ticketing to reduce transaction time when purchasing bus passes; and (3) exploration of new transit services such as micro-transit and partnerships with transportation network companies. Many of these new approaches are completed or underway and have proven successful to date.

Deploying new technologies is just one path to innovation. However, innovation is also about developing better solutions for OCTA-related projects and services. Better solutions may include making a process more efficient (e.g., reducing time and/or cost) by technology or other means. Alternatively, innovation may include developing effective strategies to address existing or emerging issues (e.g., new transit service to address changing markets). As a result, innovation is both a process and an outcome that should occur in the context of broader public policy goals.

Innovation requires a diverse set of skills and perspectives to prove successful. To ensure future successes, OCTA has expanded its approach to innovation through creation of an innovation team. At least one staff member from each division has been invited to participate on this team. The team goals will expand beyond data and technology to provide internal group opportunities to transform other organizational areas, as well as review external factors and trends that are complementary to OCTA's mission and vision. In addition to continued computer and software systems innovation through OCTA's Information Services Department, a key goal for the team is to explore innovation from a variety of perspectives. This includes improvements to service and project delivery, as well as new service and project concepts.

Discussion

To provide focus for OCTA's innovation team, a draft qualitative framework has been developed. This framework could be used to consider whether OCTA should monitor, shape, test, or implement specific innovation concepts (Attachment A). Monitoring would entail keeping abreast of new developments through industry forums and meetings. Shaping would include providing feedback and recommended best practices on specific innovation efforts. Testing would involve pilot projects for potential future deployment on a broader scale. Implementation would take shelf-ready efforts to full deployment, considering costs, benefits, risks, and other factors.

To determine whether OCTA should simply monitor or fully deploy a specific innovation, the framework includes a qualitative process that is intended to help define relevance to OCTA. This will include consideration of benefits, costs, complexity, and readiness. For example, innovations with direct relevance to OCTA's authority and responsibilities, and that have high benefits and low costs, may be considered for implementation. Conversely, innovations with low benefits, high costs, complex technology, and unclear institutional arrangements may need more time to mature.

The innovation team is currently exploring the following innovation efforts:

- Monitoring: (1) Potential connected/autonomous vehicle benefits and impacts to the transportation system; (2) vehicle-to-infrastructure communication systems, including dedicated short-range communication and 5G; and (3) other smart city demonstration projects.
- Shaping: (1) Integrated transit route planning and payment apps; (2) transit signal priority using different bus-to-signal communication methods; (3) shared active transportation issues, including electric bikes and electric scooters (Attachment B).

- Testing: (1) On-demand transit through OC Flex service in Huntington Beach and portions of south Orange County; (2) partnerships with transportation network companies that are complementary to public transportation (San Clemente Lyft pilot project, Waze Carpool partnership); (3) new types of signal communications on portions of Anaheim Boulevard (partnership with the City of Anaheim as lead).

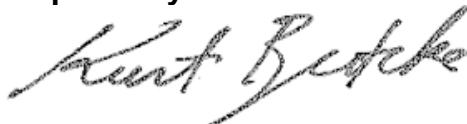
The innovation team will provide periodic updates, or separate status reports, for projects in the testing phase. As ideas mature, recommendations will be brought forward for testing through pilot projects or full deployment, contingent on the process discussed above.

Summary

OCTA has expanded its approach to innovation through creation of an innovation team. A key goal for the team is to explore innovation from a variety of perspectives.

Attachments

- A. Draft Innovation Framework
- B. Draft Shared Active Transportation: Suggested Practices, October 18, 2018, Orange County Transportation Authority

Prepared by:

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DRAFT Innovation Framework



Innovation is about developing better solutions for Orange County Transportation Authority (OCTA)-related projects and services. Better solutions may include making a process more efficient (e.g., reducing time and/or cost) by technology or other means. Alternatively, innovation may include developing effective strategies to address old or new issues (e.g., new transit service to address changing markets). Innovation is both a process and a product that should occur in the context of public policies that consider efficiency, effectiveness, and equity (who pays and who benefits), among others.

This framework was developed for OCTA to consider whether the organization should monitor, shape, test, or implement specific innovation concepts. Monitoring would entail keeping abreast of new developments through industry forums and meetings. Shaping would include providing feedback and recommended best practices and policies on specific innovation efforts. Testing would involve pilot projects for potential future deployment at a broader scale. Implementation would take shelf-ready efforts to full deployment, contingent on funding availability and policy direction.

For each innovation, consider the questions below, and develop recommendations to monitor, shape, test or implement the concept, or elements of the concept, as well as how often these questions should be revisited.

Relevance

1. What specific transportation problem is being addressed?
2. How does the concept align with OCTA's authority/responsibilities?

Risks/Rewards

3. What are the risks/rewards and costs/benefits?
4. What does existing research indicate about the concept?
5. How can risks be mitigated?
6. Can it be tested through a pilot project?
7. Can it be scaled-up following a pilot project?
8. What are the measures/metrics of success?

DRAFT Innovation Framework

Complexity

9. How complex (technically, institutionally, etc.) is the concept to OCTA as an organization?
10. How complex is the concept to vendors, suppliers, or other partners (e.g., cities, etc.)?
11. How could the concept be integrated into OCTA functions?

Readiness

12. What deliverables comprise the start, middle, and end?
13. How might the concept evolve over time? Will it be obsolete quickly?
14. Is the concept actionable now for implementation? If not, what are the barriers?
15. Who is the project sponsor (who will implement, operate or fund)?

Shared Active Transportation: Suggested Practices

OCTOBER 18, 2018

ORANGE COUNTY TRANSPORTATION AUTHORITY

Background

With an exemplary safety record and more than 123 million trips taken in 55 cities in the US since 2010, bikeshare has shown that it can help reshape urban transportation and make cities better, safer places for their residents. This success has been guided by hand-in-hand coordination between cities and operators sharing the same goals.

Starting in 2017, shared active transportation programs consisting of small vehicles such as bikeshare and electric scooters have launched; sometimes without public agency coordination. Operators have deployed small vehicles in the public right-of-way, where customers utilize a smartphone mobile application to gain access to the company's small vehicle network. At the conclusion of the trip using the small vehicles, the devices are parked at their destination free of parking racks. The ability to end a trip and park absent a parking rack is often referred to as dockless.

Shared active transportation networks are made up of rented small vehicles operating within the public right of way. The network allows users to travel without contributing to motor vehicle congestion. However, shared active transportation programs are so new that regulating the diverse business models in different communities has become increasingly difficult due to the varying technology, maintenance, equity, and blight issues associated with them. (UC Davis Transportation Services , 2018) (Abcarian, 2018) (Seattle Department of Transportation, n.d.).

Although shared active transportation has initial startup challenges, an opportunity exists to encourage active transportation, reduce vehicle miles travelled and greenhouse gases, and enhance first-last mile access to local transit systems. Local jurisdictions could collaborate at the regional level to proactively address this topic and establish policies and regulations based on the models and lessons learned from other cities with deployed shared active transportation programs to ensure a successful effort in Orange County.

This document has been prepared to support local agencies considering the challenges and opportunities of shared active transportation.

Existing Policy

AB 1096, passed in 2015, defines three classes of electric bikes in California and their use restrictions. Legislation allows a maximum speed of 20 miles per hour (mph) for pedal assist, or throttle-based bikes and 28 mph for the higher power pedelec type. The three classes of e-bikes are listed below:

1. Pedal Assist: The bicycle is equipped with a motor which provides assistance only when the rider is pedaling, and ceases to provide assistance when the bicycle reaches the speed of 20 mph.
2. Throttle: The bicycle is equipped with a throttle actuated motor which accelerates up to 20 mph.
3. Pedelec: This pedal assist bicycle is equipped with a motor which is capable of reaching speeds up to 28 mph.

The California Vehicle Code (CVC) refers to motorized scooters and is applicable to electric scooters. Use of electric scooters is treated similar to that of bicycles, with riding allowed on roadways and in bicycle lanes. The current law as documented in the CVC states the following regarding electric scooters (refer to CVC 21235 for additional requirements):

- All users, regardless of age, must possess a driver's license or instruction permit and wear a helmet while operating an electric scooter.
- Operation of a motorized scooter upon the sidewalk is prohibited.
- No person shall operate a motorized scooter at a speed in excess of 15 miles per hour (CVC 22411).
- Operation of a motorized scooter on a highway with a speed limit in excess of 25 miles per hour is prohibited unless operated within a Class II (on-street) bicycle lane.

Recently signed legislation (AB 2989, Flora), will change state law for electric scooters in the following ways:

- Only require users under the age of 18 to wear a helmet while operating an electric scooter.
- Reinforces the device speed limit of 15 mph regardless of the higher speed limit applicable to the highway.
- Requires use of electric scooters in a Class II or Class IV bikeway on roadways with a posted speed limit over 25 mph.
- Allows local authority to authorize operation of electric scooters outside of a Class II or Class IV bikeway on roadways up to 35 mph.

Currently small vehicle parking in public spaces such as sidewalks occurs within the “furniture zone” at designated areas. This zone includes public amenities and utilities such as light poles, bike racks, mailboxes, newspaper kiosks are located. Organized use of the furniture zone concept allows for a separation between obstacles and a clear pedestrian pathway.

Overview of Potential Concerns

Deployment of shared active transportation networks challenge cities in new ways related to infrastructure, permitting, and safe travel behavior. Most challenges stem from a lack of experience regulating the new device that operates differently than traditional travel modes due to linkage with technology. The following are key concerns that need to be addressed:

- **Parking:** Operation through a mobile application allows the device to be parked anywhere absent or regardless of nearby parking racks (dockless). Therefore, concerns have been raised that initial users park small vehicles in a disorganized manner along sidewalks, roadways, and other public spaces, sometimes blocking travel by people walking or using mobility assistance devices. Increased use of small vehicles will create increased demand for designated parking (similar to bike racks or bike corrals) and docking and charging stations at destinations.
- **Infrastructure:** Bicycle riding on the sidewalk is preferred by some for comfort and to avoid riding on the roadway adjacent car traffic. Shared active transportation users appear to prefer sidewalk riding for similar reasons despite regulations prohibiting electric scooters use on sidewalks. Sidewalk riding illustrates the need to improve the comfort level of users to allow for riding on the roadway and within bicycle lanes.
- **Safety:** Small vehicle networks are available for anyone to use regardless of experience or skill level. Novice users may be unfamiliar with the rules of the road, and appropriate behaviors when using a bike or scooter in mixed flow traffic on streets or sidewalks. Despite laws requiring helmet usage for youth (starting January 1, 2019), users under 18 years of age are not readily prepared with a helmet for riding small vehicles within a shared active transportation network.
- **Accessibility:** The concept of shared active transportation is intended to provide a low-cost, efficient transportation choice for people of all income levels. However, research has shown that traditional bikeshare programs are not as equitable as expected. The distribution of users of bikeshare systems in cities such as Minneapolis, Montreal, and Washington D.C. have been primarily white, middle-to-upper-middle class despite the overwhelming low-income and minority demographics of the respective cities.
- **Maintenance:** The shared resource and lack of personal ownership of a device can lead to maintenance challenges for the permitted operator and oversight by the local agency. The local permitting agency has a vested interest to ensure the operator adequately

maintains the small vehicles to provide a well running system with a system in place to address maintenance needs.

- **Rebalancing:** Another issue arises when small vehicles are used quickly from high demand areas such as a bus stop or train station; this leads to inconsistent supply and demand for users and subsequently reliability concerns. The act of rebalancing is “moving inventory around to match demand and travel patterns.” Given the current shared active transportation operation model, rebalancing continues to prove challenging to both operators and users.
- **Usage Data:** Local agencies have an interest in better understanding the travel patterns of community members. Shared active transportation programs have a wide range of applicability in terms of micro mobility and first/last mile gaps. Data from permitted operators can better illustrate how the small vehicles can address transportation needs and enhance access to local destinations and transit. This information could be utilized to better understand these issues to ultimately design a more cohesive transportation network for residents.
- **Agency Permits & Costs:** Cities must determine appropriate permitting fees to cover the expected costs of hosting a shared active transportation network in their city. Public agency staff may need to remove small vehicles from the public right-of-way to help maintain access and order. When contributing to safety compliance, public agency staff may also be assigned to reviewing maintenance logs and crash data which should ultimately be covered in the permitting fees. Often the permitting has been developed after initial launch, forcing an agency to quickly act without typical processes to consider and develop a comprehensive program. Permitting fees developed by agency vary notably as shown in the table below. Additionally, liability coverage and indemnification requirements need to be determined and established in the permit terms.

City	Annual Permit Fee	Annual Vehicle Fee	Permit Review	Removal/Relocation of Bicycles	Performance Bond
Seattle	\$146	\$15/bike	\$209/hr or \$1,672/8 hr. shift	City Crew Hourly Rate + 15%	\$80/bicycle - \$10,000 max
Washington, DC	No Fees	No Fees	No Fees	No Fees	None
Palo Alto	No Fees	No Fees	No Fees	No Fees	None
San Francisco	\$12,208-\$19,558 ^a	No Fees	No Fees	No Fees	None
Bellflower	No Fees	No Fees	No Fees	No Fees	None
St. Louis	\$500	\$10/bike	No Fees	No Fees	None
Durham, NC	\$250	\$10/bike	No Fees	No Fee	\$80/bicycle - \$10,000 max
Charlotte, NC	No Fees	No Fees	No Fees	No Fees	None
Chicago, IL	\$250	\$50 per bike	No Fees	No Fees	None
Plano, TX	\$500	No Fees	No Fees	No Fees	\$5,000 in escrow per 1,000 bikes ^b
Los Angeles, CA (Proposed)	\$500	\$50 per vehicle	No Fees	Maintenance Laborer \$28.32/hr	\$80/bicycle
Notes:					
a. Fee range based on size of bicycle fleet.					
b. City may use funds for removal or disposal of bikes in the event of default or termination. City will return any remaining funds to Permittee at end of permit period upon request.					

Suggested Practices

A local jurisdiction may consider how a shared active transportation network can help address various city goals, such as reduced traffic congestion, reduced car parking demand, enhanced mobility, access to transit, linkage to major destinations, etc.. Since these concerns may vary by jurisdiction, cities should discuss how they foresee shared active transportation working within their city and apply requirements consistent with addressing key local agency goals.

The following suggested practices have been identified through review of peer agency efforts and may be considered by local agencies interested in issuing a permit with a small vehicle operator. The suggested practices continue to evolve concurrent with the rapid pace of deployment and development within industry.

These suggested practices are organized for two levels: baseline and optional. Baseline practices establish a starting point and are becoming industry norms, while the optional practices may not be required for successful operation but may be desired by the permitting agency.

Parking

Baseline

- a) The operator shall prepare a long-range development plan that describes the goals for small vehicles parking infrastructure throughout the city.
- b) The operator shall ensure their small vehicles are parked in appropriate areas such as bicycle racks, the furniture zone, docking stations, painted boxes, bike corrals, and e-scooter racks provided by the operator.
- c) The operator shall ensure that users park the small vehicles upright at trip conclusion.
- d) Provide feedback system to inform customers about areas or zones encouraged or restricted for use or parking.
- e) The operator shall provide a program which educates users about appropriate parking practices.
- f) The operator shall establish a plan and shall remove small vehicles from the public right of way within 3 hours of being notified of an obstruction and ensure that vehicles are not parked lying on their side on any sidewalk, or in any way that obstructs an adequate path for pedestrian traffic.
- g) Any small vehicle that is parked in the same location for more than 72 hours consecutively may be removed by the city and impounded at the expense of the operator.

Optional

- h) The operator shall coordinate with the city staff to develop a small vehicle parking rack development plan to address high demand areas based on use data.
- i) Customers may be required to photograph the small vehicle when a ride is terminated to document appropriate placement.
- j) The operator shall provide a mechanism to lock the small vehicle to a fixed object such as a bike rack, street sign, or other appropriate stationary object.
- k) The operator shall include financial disincentives for illegal small vehicle parking.
- l) Small vehicles are prohibited from parking in the following areas:
 - Transit stop loading areas
 - Loading zones
 - Red curb zones
 - Driveways
 - Entryways
 - Wheelchair ramps
 - Street corners
 - Private property

Infrastructure

Baseline

- a) The operator shall develop a long-range infrastructure plan to describe elements such as; additional small vehicles and charging stations, utilizing a standardized ratio of charging docks per square mile of deployment area.
- b) The operator shall only deploy additional small vehicles if permitted to do so by the local agency.
- c) The operator shall work with the local agency to designate areas suited for small vehicle parking. This might include building small vehicle parking stations in high demand locations.
- d) The operator shall develop a map illustrating restricted use areas based on applicable state law.

Optional

- e) The operators shall work with local agency staff to increase the network of bicycle lanes and determine where illegal riding commonly occurs on higher speed roadways.

Safety

Baseline

- a) The operators shall educate user on rules and laws upon registration including the use of safety devices (such as helmet usage, sidewalk riding prohibition, and higher speed restricted roadways).
- b) The operator shall develop an ongoing campaign/plan to educate users on the rules of the road and best safety practices.
- c) The operator shall provide instructions about appropriate riding behavior (riding with the flow of traffic, riding on the right, etc...) and how to make left- and right-turns safely.
- d) The operator shall ensure essential safety information is clearly labeled on each small vehicle.
- e) The operator shall repair inoperable small vehicles before returning it to service.
- f) The operator shall hold public demonstrations during deployment and ongoing rental operations to educate the community on safety and how to operate the small vehicle.
- g) The operators shall ensure all small vehicles follow safety standards established by the Consumer Product Safety Commission (CPSC) as well as all federal, state, and local safety standards.
- h) The operator shall ensure small vehicles are provided lights and reflectors for night time operation as required by state law.

Optional

- i) The operator shall provide helmet distribution stations where users can receive and rent helmets for their trips.
- j) The operator may incentivize users to report broken small vehicles.

Accessibility

Baseline

- a) The operator shall provide a multilingual smartphone application.
- b) The operator is required to provide a non-smart phone option for users to access the shared active transportation network.
- c) The operators shall provide a non-credit card/debit card option for users to access the shared active transportation network.
- d) The operators shall offer an equitable payment plan that allows for all users to access the shared active transportation network.
- e) The operators shall conduct public outreach to educate the community about the program, pricing, and safety in multiple languages (as appropriate).

Optional

- f) The operator shall provide monthly payment options for users qualifying for discount programs.
- g) The operator shall make available small vehicle education classes which are distributed equitably throughout the community.

Maintenance

Baseline

- a) The operator shall complete a monthly maintenance log to keep track of small vehicles no longer acceptable for use. The maintenance logs shall be shared with the local permitting agency.
- b) The operator shall submit a comprehensive plan to describe how they will ensure each small vehicle is working properly and satisfies applicable requirements.

Rebalancing

Baseline

- a) The operator shall include a rebalancing plan when applying for a permit to operate.
- b) The operator shall establish a plan to and remove depleted small vehicles daily to replenish the charge for the next day.

- c) The operator shall employ staff to rebalance the small vehicle network to serve high demand areas.
- d) The operator shall ensure high demand transit hubs are served and rebalanced when necessary.
- e) The operator shall remove or rebalance any small vehicle parked in a restricted area within 3 hours of being notified.
- f) The operator shall establish geo-fences to limit parking outside a permitted jurisdiction and to encourage users to stay within a specific region.

Optional

- g) The operator shall encourage users by incentivizing users to rebalance small vehicles as they ride.
- h) The operator shall incentivize users to return small vehicles to geofenced “hubs.”
- i) The operator may charge a fee for parking outside a “hub” to disincentivize leaving small vehicles in a place they will unlikely be used.
- j) The operator may provide financial incentives to users to park the small vehicle at a charging station.

Agency Permits & Costs

Baseline

- a) The operator shall pay an annual operation fee.
- b) The operator shall pay an annual operation fee per small vehicle.
- c) The operator shall be responsible for any costs incurred by the local jurisdiction regarding the small vehicles and infrastructure controlled by the operator.
- d) The operator shall provide liability coverage as required by the local permitting agency and indemnify the local agency.

Data Recovery and Monitoring

Baseline

- a) The operator shall include a plan to share data while not violating applicable State of California data privacy regulations such as personally identifiable information.
- b) The operator shall provide the local permitting agency with monthly (or quarterly) geocoded usage data, including route and trip start/end locations.
- c) The operator shall provide local agencies with data on inoperable small vehicles. They shall provide data on when broken small vehicles are reported, taken out-of-service, and returned to the network.
- d) The operator shall provide local agencies with data on small vehicle crashes within their network, categorized by severity of injury.

Resources

The following resources are provided for further review and definition understanding:

- Guidelines for the Regulation and Management of Shared Active Transportation (National Association of City Transportation Officials, 2018)
<https://nacto.org/home/shared-active-transportation-guidelines/>
- California Vehicle Code
 - Definition of: Bicycle Section 231, Electric Bicycle Section 312.5, Motorized Scooter Section 407.5
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=VEH&division=1.&title=&part=&chapter=&article
 - Operation of Bicycles: Section 21200-21213
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=VEH&division=11.&title=&part=&chapter=1.&article=4
 - Operation of Motorized Scooters: Section 21220-21235
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=VEH&division=11.&title=&part=&chapter=1.&article=5

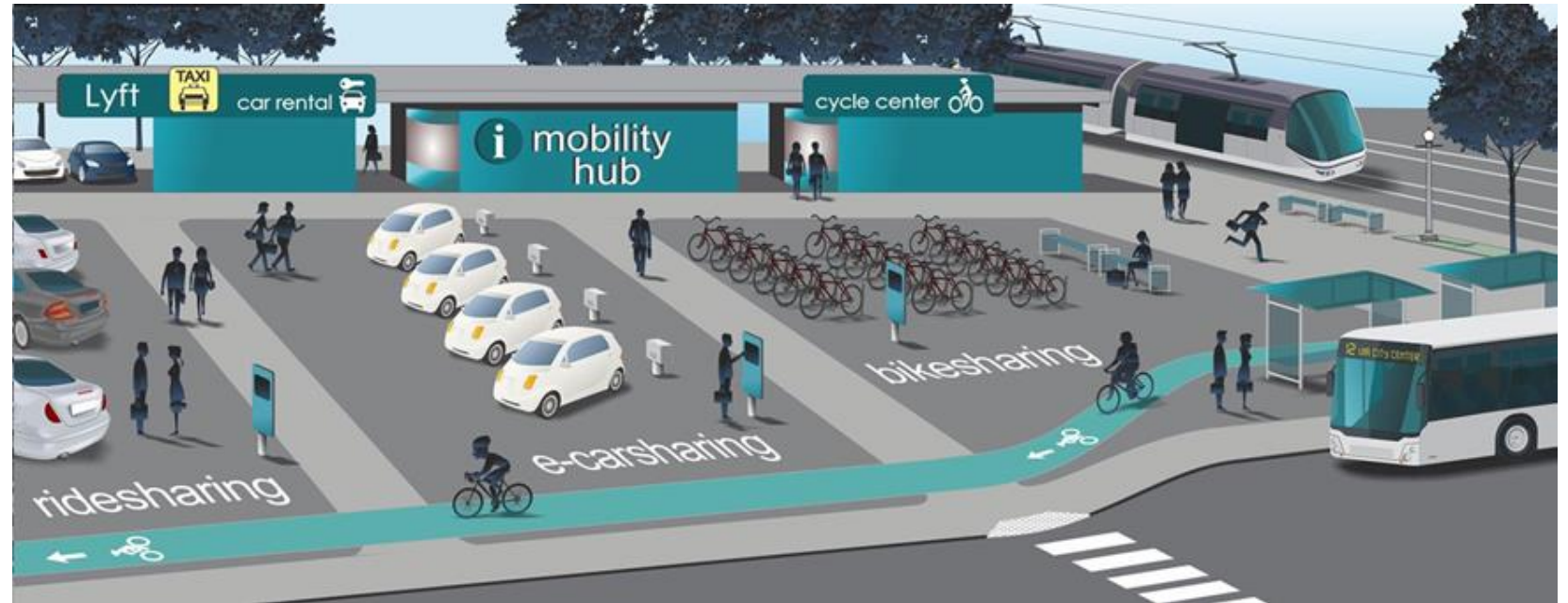
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Innovation Update

Overview

- Team approach
- Innovation successes
- Framework
- Current efforts



Successes

- Real-time bus information and open data
- Mobile ticketing deployment
- On-demand transit startup
- New approaches (OC Bus 360° and related research, marketing, and implementation efforts)



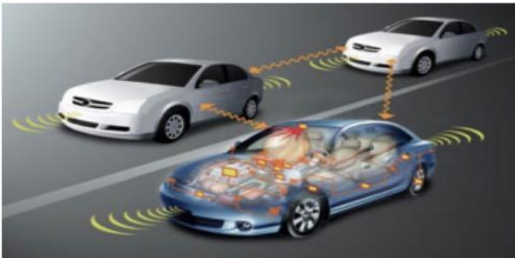
concept

project, pilot, risks, questions, complex, etc, organization, administration, evolve, mission, success, research, transportation, problem, readiness, scaled up, integrated, indicate, quickly, eg, metrics, end, ongoing, now, following, costs, well, technically, benefits, elements, obsolete, start, middle, Relevance, answers, addressed, consider, implement, time, comprise, minor, align, partners, vendors, develop, existing, recommendations, institutionally, shape, vision, tested, cities, actionable, measures, specific, rewards, barriers, complexity, completeness, test, sponsor, implementation, operations, innovation, suppliers, night, deliverables, mitigated, Risks, Rewards, revisited, OCTA, evolve, mission, success, research, transportation, problem, readiness, scaled up, integrated, indicate, quickly, eg, metrics, end, ongoing, now, following, costs, well, technically, benefits, elements, obsolete, start, middle, Relevance, answers, addressed, consider, implement, time, comprise, minor, align, partners, vendors, develop, existing, recommendations, institutionally, shape, vision, tested, cities, actionable, measures, specific, rewards, barriers, complexity, completeness

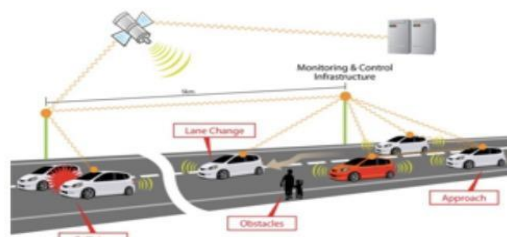
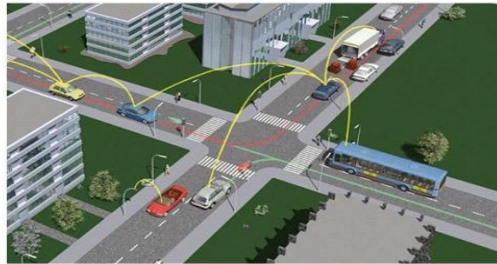
- OCTA – Orange County Transportation Authority**

Monitor

- Connected/autonomous vehicle benefits and impacts
- New vehicle-to-infrastructure communications (“5G”)
- Other “smart city” concepts



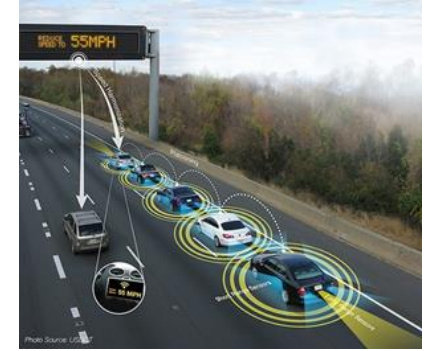
V2V: Vehicle-to-Vehicle



V2I: Vehicle-to-Infrastructure



AUTOMATED



CONNECTED



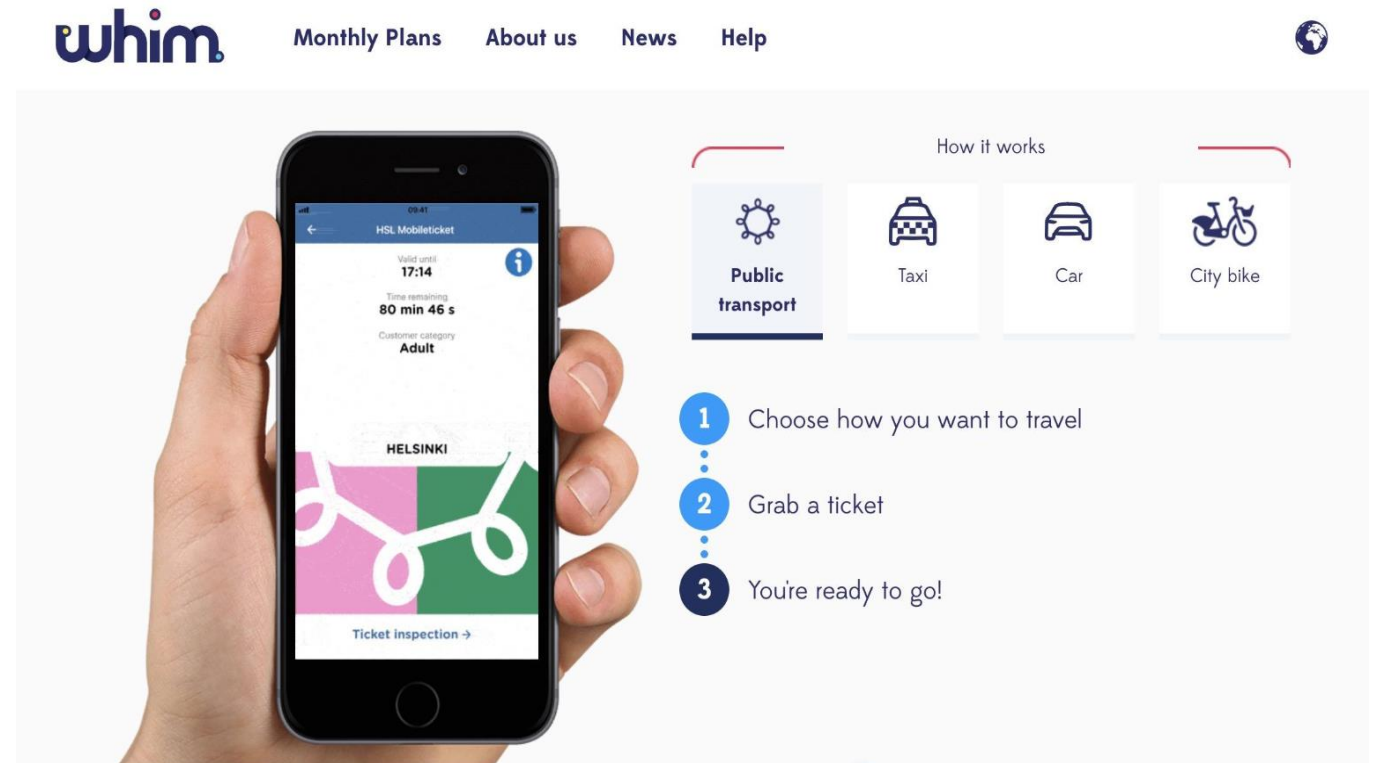
ELECTRIC



SHARED

Shape

- Integrated route planning and payment apps
- Transit signal priority using different bus-to-signal communication methods
- Best practices for shared active transportation issues including e-bikes and electric scooters



Test

- On-demand transit (OC Flex)
- Partnerships with transportation network companies
- Vehicle-to-infrastructure communications on portions of Anaheim Boulevard *(partnership with Anaheim)*

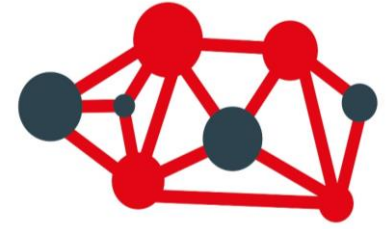


Next Steps

- Re-evaluate status based on monitoring efforts
- Return with biannual status reports
- Recommend appropriate actions (shape, test, implement) for specific innovations



UNCERTAINTY



COMPLEXITY



VOLATILITY



AMBIGUITY