



AGENDA

Executive Committee Meeting

Committee Members

Steve Jones, Chairman
Andrew Do, Vice Chairman
Laurie Davies
Michael Hennessey
Mark A. Murphy
Tim Shaw

Orange County Transportation Authority
Headquarters
Conference Room 07
550 South Main Street
Orange, California
Monday, October 5, 2020 at 9:00 a.m.

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

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

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

Guidance for Public Access to the Board of Directors/Committee Meeting

On March 12, 2020 and March 18, 2020, Governor Gavin Newsom enacted Executive Orders N-2-20 and N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public to promote social distancing due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19).

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

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

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



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

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

If you wish to comment on a specific agenda Item, please identify the Item number in your email. All public comments that are timely received will be part of the public record and distributed to the Board. Public comments will be made available to the public upon request.

In order to ensure that staff has the ability to provide comments to the Board Members in a timely manner, please submit your public comments **30 minutes prior to the start time of the Board and Committee meeting date.**



Call to Order

Roll Call

Pledge of Allegiance

Director Shaw

1. Public Comments

Special Calendar

There are no Special Calendar matters.

Consent Calendar (Items 2 and 3)

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

Approve the minutes of the Executive Committee meeting of August 3, 2020.

3. Agreement for Security System Service and Maintenance

Katrina L. Faulkner/Jennifer L. Bergener

Overview

On June 2, 2020, the Orange County Transportation Authority released a request for proposals for professional and technical services to provide security system service and maintenance. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to execute an agreement for security system service and maintenance.

3. (Continued)

Recommendations

- A. Approve the selection of Climatec LLC as the firm to provide service and maintenance of the Orange County Transportation Authority's security system.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2341 between the Orange County Transportation Authority and Climatec LLC, in the amount of \$537,600, for a five-year term, to provide service and maintenance of the Orange County Transportation Authority's security system.

Regular Calendar

4. Measure M2 Senior Mobility Program Temporary Guideline Exceptions Francesca Ching/Kia Mortazavi

Overview

The Measure M2 Senior Mobility Program provides funding to eligible jurisdictions to provide transit services that best meet the needs of their senior communities. Due to the impacts of the coronavirus pandemic, some jurisdictions have suspended operation of their Senior Mobility Program, and some have modified their services to continue to meet the needs of their senior communities in different ways, such as providing home-delivered meals in lieu of transporting the seniors to their nutrition programs. Staff recommends temporary exceptions to the Senior Mobility Program Guidelines to assist local jurisdictions in continuing to meet the needs of their senior communities through these unprecedented times. Board of Directors' approval of the proposed temporary guideline modifications is requested.

Recommendations

- A. Approve a temporary exception of the Senior Mobility Program guideline requirements related to service guidelines and service plan amendments, allowing agencies to use funds to provide the delivery of meals to seniors who had previously used city-provided transportation to travel to nutrition programs, from March 4, 2020 until Governor Newsom lifts the State of Emergency.
- B. Approve a temporary exception to the Senior Mobility Program guideline requirement related to funding distribution to suspend and hold allocations in reserve for agencies with suspended services until the State of Emergency is lifted or transportation services resume, whichever happens first.



Discussion Items

5. Orange County Coronavirus Travel Trends

Kurt Brotcke/Kia Mortazavi

Kurt Brotcke, Director, Strategic Planning, will present coronavirus travel trends in Orange County.

6. Chief Executive Officer's Report

7. Committee Members' Reports

8. Closed Session

There are no Closed Session items scheduled.

9. Adjournment

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on Monday, November 2, 2020**, at the Orange County Transportation Authority Headquarters, Conference Room 07, 550 South Main Street, Orange, California.



MINUTES

Executive Committee Meeting

Committee Members Present

Steve Jones, Chairman

Via teleconference:

Andrew Do, Vice Chairman

Laurie Davies

Michael Hennessey

Mark A. Murphy

Tim Shaw

Staff Present

Darrell E. Johnson, Chief Executive Officer (CEO)

Jennifer L. Bergener, Deputy CEO

Laurena Weinert, Clerk of the Board

Martha Ochoa, Assistant Clerk of the Board

James Donich, General Counsel (teleconference)

Committee Members Absent

None

Call to Order

The August 3, 2020 regular meeting of the Executive Committee (Committee) was called to order by Chairman Jones at 9:02 a.m.

Roll Call

The Clerk of the Board conducted an attendance Roll Call and announced there was quorum of the Committee.

Pledge of Allegiance

Chairman Jones led in the Pledge of Allegiance.

1. Public Comments

There were no public comments.

Special Calendar

There were no Special Calendar matters.



Consent Calendar (Item 2)

2. Approval of Minutes

A motion was made by Director M. Murphy, seconded by Director Davies, and following a roll call vote, declared passed 5-0, to approve the minutes of the Executive Committee meeting of July 6, 2020.

Director Hennessey was not present to vote on this item.

Regular Calendar

3. Coronavirus Health and Safety Measures

Darrell E. Johnson, CEO, provided opening comments and introduced Jennifer L. Bergener, Deputy CEO/Chief Operating Officer, who provided a PowerPoint presentation as follows:

- Guidance, Coordination, Collaboration;
- Coronavirus (COVID-19) Passenger Safety Measures;
- COVID-19 Employee Safety Measures;
- California's Face Covering Mandates; and
- Face Covering Distribution and Communications.

Mr. Johnson closed with Slide 7 "Next Steps" of the PowerPoint.

Vice Chairman Do thanked staff for the presentation and fast action for this item to be presented at today's Committee meeting and to the Board hopefully next week, as well as provided additional comments.

Vice Chairman Do requested information about the coach operators training efforts for de-escalation techniques, as well as asked for an update on the physical protective measures implemented for coach operators.

Mr. Johnson stated that coach operators are trained to de-escalate numerous issues, and the buses have numerous cameras and equipped with a radio system to OCTA's central dispatching communications.



MINUTES

Executive Committee Meeting

3. (Continued)

A motion was made by Vice Chairman Do, seconded by Director Hennessey, and following a roll call vote, declared passed 6-0, to:

- A. Adopt Orange County Transportation Authority Resolution No. 2020-070 supporting the delivery of a safe, reliable transportation system that prioritizes the health of passengers and employees and recognizes the critical role that transit plays for essential employees in keeping Orange County moving safely.
- B. Direct staff to follow requirements, guidelines, and best practices that promote the safe and healthy operation of transit service for the public and employees.
- C. Direct staff to seek necessary funding for the ongoing implementation of health and safety practices for the public and employees, including the replenishment of face covering inventory to ensure transit accessibility for all passengers.

4. Capital Programs Division – Fourth Quarter Fiscal Year 2019-20 and Planned Fiscal Year 2020-21 Capital Action Plan Performance Metrics

James G. Beil, Executive Director of Capital Programs, highlighted the fourth quarter fiscal year (FY) 2019-20 delivery progress, and for FY 2020-21 the metrics includes 15 major milestones.

Director Shaw stated when Stephanie Wiggins became the new CEO of Metrolink, he, along OCTA and City of Placentia staff and Ms. Wiggins had a productive meeting at the Placentia Metrolink station about the “Placentia Metrolink Station and Parking Structure” project (Project).

Director Shaw felt confident about going forward with the Project and now there are delays. He referenced the Project’s timelines in Attachment A of the Staff Report, as well as provided additional comments. Director Shaw offered to provide additional support for the Project as an OCTA Board Member representing the Fourth District.

Jennifer L. Bergener, Deputy CEO, stated that for the Project, OCTA’s General Counsel is involved with the BNSF Railway (BNSF) discussions, highlighted the shared use agreement between Metrolink and BNSF status, and Director Shaw will be updated and engaged when additional support is needed.

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



Discussion Items

5. Chief Executive Officer's Report

Darrell E. Johnson, CEO, reported on "Construction Outreach" as follows:

- The Orange County Transportation Authority (OCTA) continues to move forward on the freeway improvement projects throughout Orange County
- Because of COVID-19, OCTA has adjusted the public outreach.
- OCTA's outreach team has done a great job of transitioning to virtual events to provide the community information.
- Many residents appreciate the virtual format since they do not have to leave their homes to participate.
- On Thursday, August 6 at 4:00 p.m., the Interstate 405 Improvement Project will host a virtual neighborhood meeting to provide updates on the Heil Avenue Pedestrian Bridge.
- The Interstate 5 South County Improvements Project team will host a series of interactive presentations called "Webinar Wednesday's."
- The next "Webinar Wednesday's" will be at 5:00 p.m. on Wednesday, August 12 and will focus on the Oso Parkway to La Paz Road segment of the Interstate 5.
- Additional information about these events is available on the website at octa.net.

6. Committee Members' Report

There were no Committee Members' reports.

7. Closed Session

There were no Closed Session items scheduled.



MINUTES

Executive Committee Meeting

8. Adjournment

The Executive Committee meeting adjourned at 9:38 a.m.

The next regularly scheduled meeting of this Committee will be held at **9:00 a.m. on THURSDAY, September 3, 2020**, at the OCTA Headquarters, 550 South Main Street, Conference Room 07, Orange, California.

ATTEST


Laurena Weinert
Clerk of the Board

Steve Jones
Chairman



October 5, 2020

To: Executive Committee

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Agreement for Security System Service and Maintenance

Overview

On June 2, 2020, the Orange County Transportation Authority released a request for proposals for professional and technical services to provide security system service and maintenance. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to execute an agreement for security system service and maintenance.

Recommendations

- A. Approve the selection of Climatec LLC as the firm to provide service and maintenance of the Orange County Transportation Authority's security system.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2341 between the Orange County Transportation Authority and Climatec LLC, in the amount of \$537,600, for a five-year term, to provide service and maintenance of the Orange County Transportation Authority's security system.

Discussion

The Orange County Transportation Authority (OCTA) uses contracted professional and technical services to provide maintenance and repair services, including preventative maintenance to OCTA's security systems. This contracted service is vital to ensure all equipment is maintained and operating with full functionality and reliability. Additionally, this contracted service ensures operability issues are resolved in a timely manner without compromising the levels of security.

While some calls for service or maintenance can be anticipated and planned for, the majority of service calls are unexpected. Examples of unplanned maintenance and repairs include repairing door lock solenoids, addressing pin/latch misalignments, replacing card readers as it relates to access control equipment, and maintenance to the video management system. Additionally, addressing power issues, replacing batteries and supply boards, addressing server updates, and installing cameras related to the video management system are all unplanned service calls.

The current service contract for security system service and maintenance is set to expire October 31, 2020. The continuation of these services is vital to ensure optimal operability of OCTA's security systems.

Procurement Approach

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

On June 2, 2020, Request for Proposals (RFP) 0-2341 was issued electronically on CAMM NET. The project was advertised in a newspaper of general circulation on June 2 and 8, 2020. A pre-proposal conference was held on June 8, 2020, with four attendees representing four firms. Six addenda were issued to handle administrative issues related to the RFP, make available the pre-proposal conference registration sheet and presentation, as well as respond to written questions.

On June 30, 2020, three proposals were received. An evaluation committee consisting of OCTA staff from Contracts Administration and Materials Management, Security and Emergency Preparedness, Facilities Engineering, Information Systems, and General Services departments, as well as an external evaluator from the County of Orange, met to review all the proposals received.

The proposals were evaluated based on the following evaluation criteria and weightings:

- Qualifications of the Firm 30 percent
- Staffing and Project Organization 25 percent
- Work Plan 25 percent
- Cost and Price 20 percent

Several factors were considered in developing the evaluation criteria weightings. Qualifications of the firm was weighted at 30 percent as the firm had to meet or exceed specific minimum requirements, such as eight years of experience in security system concepts and installation for clients similar in size to OCTA, as well as being an authorized reseller for Lenel and Milestone security systems, which are currently utilized by OCTA. Staffing and project organization was weighted at 25 percent as the proposed project team needed to include Lenel and Milestone certified technicians, as well as meet the minimum years of experience. Work plan was also weighted at 25 percent as the firm had to discuss its approach to meeting the service and maintenance requirements. Cost was weighted at 20 percent to ensure that OCTA receives value for the services provided.

On July 15, 2020, the evaluation committee reviewed the proposals based on the evaluation criteria and short-listed the two most qualified firms listed below in alphabetical order:

Firm and Location

Climatec LLC (Climatec)
Anaheim, California

Convergint Technologies (Convergint)
Orange, California

On July 22, 2020, the evaluation committee conducted interviews with the short-listed firms. The interview consisted of a presentation by each firm to demonstrate the firms' understanding of OCTA's requirements. The firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the evaluation committee's questions. Questions were related to assessment and inspection of the security systems, quality control measures, and processes for managing multiple projects and service calls, as well as specific clarification questions related to each firm's proposal.

After considering responses to questions asked during the interviews, the evaluation committee reviewed the preliminary ranking and made adjustments to individuals scores. As a result, the rankings changed.

Based on the evaluation of the written technical proposals and the information obtained from the interviews, the evaluation committee recommends Climatec for consideration of the award. The following is a brief summary of the proposal evaluation results.

Qualifications of the Firm

Climatec and Convergent both demonstrated extensive experience with security system concepts and installations for clients similar in size to OCTA. Both firms also provided proof of business, occupational, and trade licenses required by law to perform the security system services. Additionally, both firms are authorized resellers for Lenel and Milestone security systems.

Climatec has been providing security system services since 1975. The firm has over 500 employees across multiple locations in California. The firm proposed its office in the City of Anaheim for this effort with its office in the City of Van Nuys as a backup. Climatec detailed its experience providing similar access control and video system installation and maintenance services to its clients, which include the County of Orange, NBC Universal Studios, Broadcom, and Lucas Museum. The projects include installation and maintenance of Lenel and Milestone security systems. During the interview, Climatec clarified that it has the appropriate certifications to meet OCTA's requirements. The firm also elaborated on its experience with Lenel and Milestone and demonstrated its expertise in the industry.

Convergent was established in 2001 with 110 offices in North America and over 5,000 employees. The office proposed for this effort is located in the City of Orange with a backup office in the City of San Diego. Convergent is currently providing security system services to OCTA. The firm also worked with OCTA in the installation of a video surveillance system at the Laguna Niguel/Mission Viejo Metrolink station. Convergent's other clients include the Port of Los Angeles, Metrolink, and Los Angeles World Airports. The firm has received recognition and awards from Lenel and Milestone.

Staffing and Project Organization

Both firms proposed project teams with relevant experience and provided copies of current certifications and licenses.

Climatec's proposed project team is broken down into three sub teams to ensure that OCTA's needs are met as it relates to service calls, installation projects, and system solutions. A project manager is proposed to lead each sub-team. The proposed project manager for day-to-day service and repairs will be the overall project manager and main point of contact for this effort. Climatec proposed multiple experienced certified field technicians to perform service, maintenance, and repair work. During the interview, the project team discussed their roles and approach to meeting the security system service and maintenance requirements. The firm's responses to the evaluation committee's questions

demonstrated the project team's knowledge of various security system solutions. The firm also detailed that it has the resources available to meet OCTA's needs and how the technicians will be assigned to respond to different types of service calls. Furthermore, Climatec can utilize and assign the technicians from the other sub-teams for additional support if needed.

Convergint's proposed project team includes individuals currently providing security system services to OCTA. The project team includes an account executive for business communications, a project manager for installation projects, and a service manager for day-to-day activities. Convergint proposed a deep bench of certified technicians with relevant experience to provide maintenance and repair services. During the interview, the project team members discussed their roles and approach to meeting OCTA's requirements. The firm also responded to evaluation committee's questions, which included clarifications about its project team structure and the individual proposed as the overall project manager and main point of contact.

Work Plan

Climatec provided an overview of its approach to meeting the requirements of the scope of work. The firm discussed its 24-hour customer care center and emergency response system for managing requests and service calls. The firm described its service delivery framework and how it correlates with OCTA's established business impact levels by providing potential scenarios and how the firm would respond to the service calls. Climatec discussed its process for installation projects and the activities involved, which range from creating the project scope to installing and testing the new system or equipment. The firm also discussed the importance of proper planning and coordination to ensure that any modifications or installations are completed with minimal issues. While the firm provided a general overview in its written proposal, Climatec provided more detail about its approach and understanding of the scope of work during the interview. The firm also elaborated on its quality control process and how various service calls and projects are prioritized and managed.

Convergint presented a detailed work plan that demonstrated its understanding of the scope of work. The firm discussed its approach for the first 90 days of the new contract, such as confirming roles and responsibilities, establishing performance expectations and metrics, and how various projects will be managed. Convergint included sample checklists and schedules for preventative maintenance of the security system server, access control system, and cameras. The firm discussed its project controls and implementation plan for installation projects, which include managing the schedule, budget, and project quality controls, leading coordination meetings, and adhering to the overall master plan

and schedule. Convergent emphasized the importance of proactive communication and that it has escalation procedures in place. The firm described its process for service calls and how it would respond to OCTA's established business impact levels. The firm also discussed its web-based service portal to facilitate service requests and track progress of requests in real time.

Cost and Price

Pricing scores were based on a formula, which assigned the highest score to the firm with the lowest weighted average hourly rate per service call and scored the other proposals' weighted average hourly rate per service call on their relation to the lowest weighted average hourly rate per service call. Climatec proposed the lowest weighted average hourly rate per service call.

Procurement Summary

Based on the evaluation of written proposals, the firms' qualifications, and the information obtained from the interviews, the evaluation committee recommends the selection of Climatec as the top-ranked firm to provide service and maintenance of OCTA's security system. Climatec delivered a thorough and comprehensive proposal and an interview that was responsive to all the requirements of the RFP.

Fiscal Impact

The project was approved in OCTA's Fiscal Year 2020-21 Budget, Chief Executive Office, accounts 1316-7611-A5310-OJO, 1316-7611-A5310-OJ1, 1316-7611-A5310-OJ2, 1316-7611-A5310-OJ3, 1316-7611-A5310-ORR, and 1316-7611-A5310-OZK, and is funded through local funds.

Summary

Staff is recommending the Board authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2341 with Climatec LLC, in the amount of \$537,600, for a five-year term, to provide security system service and maintenance.

Attachments

- A. Review of Proposals, RFP 0-2341 Security System Service and Maintenance
- B. Proposal Evaluation Criteria Matrix (Short-Listed Firms), RFP 0-2341 Security System Service and Maintenance
- C. Contract History for the Past Two Years, RFP 0-2341 Security System Service and Maintenance

Prepared by:



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Manager, Security and Emergency
Preparedness
714-560-5719

Approved by:



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



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Management
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Review of Proposals
RFP 0-2341 Security System Service and Maintenance
Presented to Executive Committee - October 5, 2020
3 firms proposed, 2 firms were interviewed, 1 firm is being recommended

Overall Ranking	Proposal Score	Firm & Location	Sub-Contractors	Evaluation Committee Comments	Weighted Average Hourly Rate Per Service Call
1	82	Climatec LLC Anaheim, California	None	Higher-ranked firm overall. Experience providing security system services for clients similar in size to OCTA. Possess required licenses and certifications. Proposed project team is knowledgeable with relevant experience. Organization of project team was clear. Proposed ample resource of dedicated technicians, including additional support as needed, to respond to service calls. Discussed approach to meeting OCTA's security system needs. Discussed its process for managing requests and service calls. Presented approach and answered questions during the interview. Received positive responses from references. Proposed lowest weighted average hourly rate per service call.	\$146
2	78	Convergint Technologies Orange, California	None	Experience providing security system services for clients similar in size to OCTA. Currently providing service and maintenance of OCTA's security system. Proposed project team has relevant experience. Project team includes individuals currently providing services to OCTA. Proposed a deep bench of technicians to respond to service calls. Demonstrated an understanding of the scope of work. Detailed approach and processes for meeting OCTA's requirements. Discussed its web-based service portal to track service requests. Presented approach and answered questions during the interview. Received positive responses from references. Proposed highest weighted average hourly rate per service call.	\$222

Evaluation Panel:
Internal:
Contracts Administration and Materials Management (1)
Security and Emergency Preparedness (1)
Capital Programs (1)
Information Systems (1)
General Services (1)
External:
County of Orange (1)

<u>Proposal Criteria</u>	<u>Weight Factors</u>
Qualifications of the Firm	30%
Staffing and Project Organization	25%
Work Plan	25%
Cost and Price	20%

PROPOSAL EVALUATION CRITERIA MATRIX (Short-Listed Firms)
RFP 0-2341 Security System Service and Maintenance

Climatec LLC							Weights	Overall Score
Evaluator Number	1	2	3	4	5	6		
Qualifications of Firm	4.0	4.0	4.0	4.0	4.0	3.5	6	23.5
Staffing/Project Organization	4.0	4.0	4.0	4.0	4.0	4.0	5	20.0
Work Plan	4.0	4.0	3.5	3.5	4.0	3.0	5	18.3
Cost and Price	5.0	5.0	5.0	5.0	5.0	5.0	4	20.0
Overall Score	84.0	84.0	81.5	81.5	84.0	76.0		82

Convergint Technologies							Weights	Overall Score
Evaluator Number	1	2	3	4	5	6		
Qualifications of Firm	4.0	4.0	4.0	4.0	4.0	4.0	6	24.0
Staffing/Project Organization	4.0	4.0	3.5	4.0	4.0	4.0	5	19.6
Work Plan	4.0	4.5	4.0	4.5	4.0	4.5	5	21.3
Cost and Price	3.3	3.3	3.3	3.3	3.3	3.3	4	13.2
Overall Score	77.2	79.7	74.7	79.7	77.2	79.7		78

The score for non-short-listed firm was 52.


CONTRACT HISTORY FOR THE PAST TWO YEARS
RFP 0-2341 Security System Service and Maintenance

Prime and Subconsultants	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
Climatec LLC						
Contract Type: N/A	None	N/A	N/A	N/A	N/A	\$ -
Subconsultants: N/A						
Sub Total						\$ -
Convergent Technologies						
Contract Type: Time-and-Expense	C-7-1676	Security System Service and Maintenance	July 31, 2017	October 31, 2020	N/A	\$ 341,000
Subconsultants: N/A						
Contract Type: Firm-Fixed	C-7-2138	Installation of Video Surveillance System at Santa Ana and Garden Grove Bus Bases	June 13, 2018	August 31, 2019	\$ 68,877	\$ 697,073
Subconsultants:						
Federal Technology Solutions						
Contract Type: Firm-Fixed	C-7-2150	Video Surveillance System at Laguna Niguel/Mission Viejo Metrolink Station	June 28, 2018	June 30, 2019	\$ 165,019	\$ 419,695
Subconsultants:						
Global Electric						
Sub Total						\$ 1,457,768



October 5, 2020

To: Executive Committee

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Measure M2 Senior Mobility Program Temporary Guideline Exceptions

Overview

The Measure M2 Senior Mobility Program provides funding to eligible jurisdictions to provide transit services that best meet the needs of their senior communities. Due to the impacts of the coronavirus pandemic, some jurisdictions have suspended operation of their Senior Mobility Program, and some have modified their services to continue to meet the needs of their senior communities in different ways, such as providing home-delivered meals in lieu of transporting the seniors to their nutrition programs. Staff recommends temporary exceptions to the Senior Mobility Program Guidelines to assist local jurisdictions in continuing to meet the needs of their senior communities through these unprecedented times. Board of Directors' approval of the proposed temporary guideline modifications is requested.

Recommendations

- A. Approve a temporary exception of the Senior Mobility Program guideline requirements related to service guidelines and service plan amendments, allowing agencies to use funds to provide the delivery of meals to seniors who had previously used city-provided transportation to travel to nutrition programs, from March 4, 2020 until Governor Newsom lifts the State of Emergency.
- B. Approve a temporary exception to the Senior Mobility Program guideline requirement related to funding distribution to suspend and hold allocations in reserve for agencies with suspended services until the State of Emergency is lifted or transportation services resume, whichever happens first.

Background

The Measure M2 (M2) Project U – Senior Mobility Program (SMP) provides funding to support local, community-based transportation services 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 participating cities and eligible agencies based upon their senior population as determined from the most recent census. One percent of M2 net revenue is used to fund the SMP. Consistent with prior Board actions, there are currently three non-profit agencies included in the SMP. These non-profits are funded with non-M2 local funds but are managed according to the M2 SMP Guidelines to promote consistency. Participating cities and eligible non-profit agencies (collectively referred to as “agencies”) must provide a minimum 20 percent local match of the total annual program expenditures.

To ensure compliance with the M2 Ordinance No. 3 (M2 Ordinance), the SMP Funding and Policy Guidelines (Guidelines) were established and approved by the Orange County Transportation Authority (OCTA) Board of Directors (Board) on February 14, 2011. The Guidelines (Attachment A) are updated as needed, with the latest revision adopted by the Board on November 26, 2018. On May 22, 2020, the Board approved a temporary suspension to the competitive procurement requirement in Section 6.0 of the Guidelines to provide relief after a transportation company ceased providing services in Orange County on short notice, affecting several SMPs’ ability to contract for replacement providers.

The SMP is a vital connection for seniors to travel to medical appointments, grocery shopping, and senior center nutrition programs. Without the SMP, many seniors would have more limited transportation options.

Discussion

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of the coronavirus (COVID-19). As Orange County residents heeded public health directives, transit ridership experienced a sharp decline. Community programs for seniors have also been impacted because the senior population is considered to be particularly vulnerable to COVID-19. At its core, the intent of this M2 element is to provide transportation services for seniors, but the services have been altered or suspended due to the current State of Emergency.

In compliance with Governor Newsom's Executive Order, agencies have closed their senior centers. Some agencies have modified their SMP service to deliver meals to seniors, as they are unable to attend nutrition programs at the senior center. In particular, Section 6.0 of the Guidelines details the types of senior transportation trips that are eligible for funding through the SMP. Section 7.0 of the Guidelines also requires that each agency formally adopt a service plan and amend the service plan if there are any revisions. Staff recommends a temporary exception to the Guidelines to allow meal delivery in lieu of transportation to the senior center, and to accept a letter from the city manager or the non-profit official representative outlining the temporary use of SMP funds for meal delivery until Governor Newsom lifts the State of Emergency.

In addition, the M2 Ordinance requires that M2 net revenues be expended within three years of receipt. OCTA may grant an extension to the three-year limit, but an extension shall not be granted beyond a total of five years from the date of allocation. To provide relief to agencies that have suspended their SMP services, staff recommends that OCTA suspend distribution of SMP funds to agencies with suspended services and to hold the funds in reserve for the agencies with suspended services until Governor Newsom lifts the State of Emergency or when the agency notifies OCTA that they have reinitiated SMP services, whichever occurs first. This change will temporarily modify Section 4.0 of the Guidelines. OCTA will send letters to agencies with suspended services to notify them of fund distribution suspension. To release the reserved funds, the agency will be required to send a letter from the city manager or the non-profit official representative to notify OCTA of service resumption. OCTA will send the reserve balance to the agency within 14 days. The three-year expenditure timely-use of funds will be based on when the funds were released to the agency. If SMP services do not resume within 30 days of Governor Newsom lifting the State of Emergency, the reserved funds will be returned to the program and distributed to the Fare Stabilization Program per the Board-approved Guidelines.

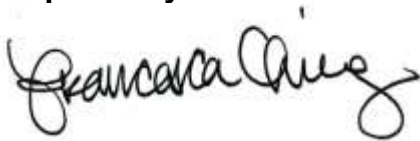
Summary

To provide flexibility and relief to agencies during the coronavirus pandemic, staff recommends the Board authorize the Chief Executive Officer to grant temporary exceptions to the Guidelines until Governor Newsom lifts the State of Emergency. The exceptions will allow for meal delivery to seniors who are unable to attend nutrition programs at senior centers and preserve SMP funds for agencies.

Attachment

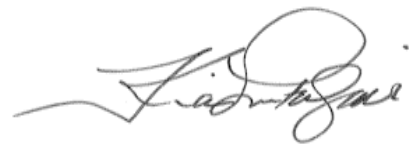
- A. Senior Mobility Program, Project U Funding and Policy Guidelines

Prepared By



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**Senior Mobility Program
Project U Funding and Policy Guidelines
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 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 must provide a minimum 20 percent local match of the total annual program expenditures.

Included in the SMP are eligible non-profits. These agencies are funded locally and must also comply with the SMP Funding and Policy Guidelines (Guidelines).

2.0 Objectives

- To provide for local, community-based senior transportation services.
- To allow participating cities and eligible agencies to develop and implement senior transportation services to serve their community.
- To provide transit options for seniors which complement rather than duplicate the Orange County Transportation Authority (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 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.

Participating cities and eligible agencies 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.

¹ OCTA Ordinance No. 3, Attachment B, Section III

Senior Mobility Program

Project U Funding and Policy Guidelines

November 2018

4.0 Funding Allocation Method and 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 based upon the participating cities and eligible agencies' percentage of the senior population of the county. Senior population is determined by using the most current official decennial Census information provided by the United States Census Bureau.

Funding allocations are based on actual sales tax receipts. Funding will be distributed on a bimonthly 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 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, including interest, shall be returned to OCTA.

5.0 Match Requirements

Participating cities and eligible agencies 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' employees who perform work on the program. Participating cities and eligible agencies may also be required to submit supporting documentation to substantiate local match expenditures. Participating cities and eligible agencies 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 not satisfying the annual 20 percent match shall be subject to withholding of funds from future bimonthly allocations equal to the difference between the amount of Measure M funds actually spent and the amount of Measure M funds actually matched.

**Senior Mobility Program
Project U Funding and Policy Guidelines
November 2018**

Example:

Total Program Expenditures	\$100,000
Total M2 Funding Allocation	\$ 80,000
20 Percent 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 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 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 ten miles of the Orange County border.

Participating cities and eligible agencies 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 must ensure the contractor is in compliance with program guidelines and provisions included in the cooperative funding agreement.

Participating cities and eligible agencies 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.

**Senior Mobility Program
Project U Funding and Policy Guidelines
November 2018**

Participating cities and eligible agencies will perform, or ensure that a contractor performs, maintenance of all vehicles used in the SMP. Participating cities and eligible agencies 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 may receive one retired OCTA ACCESS paratransit vehicle per year, free of charge, to support their senior transportation programs subject to availability. Any retired ACCESS vehicles in excess of one per year may be purchased for a cost equivalent to the refurbishment cost incurred by OCTA.

7.0 Service Plan Adoption

Participating cities and eligible agencies shall submit to OCTA a SMP Service Plan (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' governing body and approved by the OCTA Board of Directors (Board). Any revision to the adopted SMP Service Plan must be submitted to OCTA in advance for review and approval. 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.

8.0 Insurance

Participating cities and eligible agencies shall procure and maintain insurance coverage as specified in their SMP cooperative agreements with OCTA.

9.0 Drug and Alcohol Testing

Participating cities and eligible agencies shall establish and implement an alcohol and drug testing 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.

10.0 Marketing and Outreach

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

**Senior Mobility Program
Project U Funding and Policy Guidelines
November 2018**

11.0 Recognition of OCTA Sponsorship

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

12.0 Vehicle Maintenance

Participating cities and eligible agencies 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 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 shall ensure all costs are program-related and are fair and reasonable. Administrative costs up to ten 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 for other than transportation purposes authorized in the M2 Ordinance.

14.0 Program Revenue

Participating cities and eligible agencies 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' 20 percent local match requirement.

**Senior Mobility Program
Project U Funding and Policy Guidelines
November 2018**

15.0 Reporting

Participating cities and eligible agencies are required to submit reports using templates provided by OCTA. Required reporting data will include, but not be limited to, the following:

A. Operational Reports

- Number of trips by category,
- Vehicle service hours,
- Operational reports are due 30 days after the end of the service month,
- Vehicle service miles.

B. Financial Reports

- Program cost detail by expense category and percent of total operating cost,
- Fares, fees, and other operating revenue,
- Participating city and eligible agency total contribution and source,
- Participating city and eligible agency share as percent of total operating cost,
- Cumulative participating city and eligible agency share to date,
- OCTA contribution,
- OCTA contribution as percent 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 certified by the participating city and eligible agency's finance director or finance director's financial designee.

Participating cities and eligible agencies shall 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.

**Senior Mobility Program
Project U Funding and Policy Guidelines
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C. Annual Questionnaire and Document Request (AQDR)

Participating cities and eligible agencies shall certify their compliance with these Guidelines annually by having 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 to OCTA within 90 days of the end of the fiscal year reported upon. Failure to meet the established reporting deadlines for any of these reports may result in future withholding of funding and/or other sanctions to be determined.

16.0 Audits & Inspection of Records

M2 funding is subject to audit. Participating cities and eligible agencies 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 agencies 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 Board.

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 agency'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 agency's obligation to comply with these Guidelines.

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

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.

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

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*)

5. Fare structure:

6. Number of vehicles:

7. Projected annual ridership:

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

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: _____

Orange County Coronavirus Travel Trends



ORANGE COUNTY COVID-19 TRAVEL IMPACTS

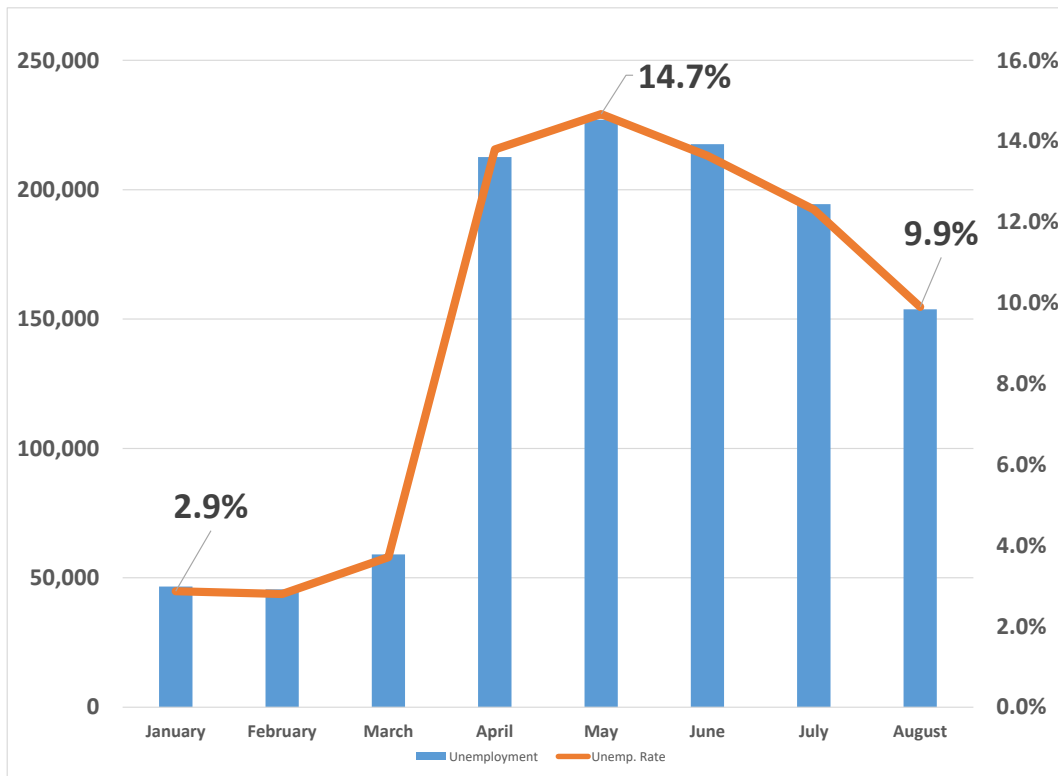
- Unprecedented nationwide, statewide, regional, and local travel changes
- Today's presentation focuses on unemployment and work-from-home as key drivers
- Use publicly available “big data” and surveys to describe current conditions in Orange County



COVID-19 - Coronavirus

UNEMPLOYMENT: A KEY DRIVER OF TRAVEL CHANGES

- January to August 2020, unemployed workers and rate
- Trending downward since May 2020
- Service sector hit the hardest



Source: State of California, Employment Development Department, data accessed 9/21/20



JOB LOSSES: NOT EVENLY DISTRIBUTED

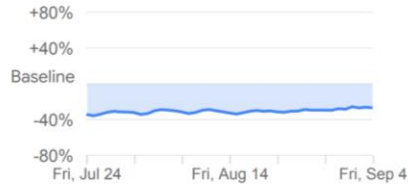
- Between August 2019 and August 2020, employment decreased by 11.3 percent
- Key changes
 - Leisure and hospitality decreased the most, losing 75,400 jobs
 - Professional and business services decreased by 28,900 jobs over the year
 - Trade, transportation, and utilities posted a loss of 19,600 jobs

Source: State of California, Employment
Development Department, data accessed 9/21/20

GOOGLE MAPS: MOST ACTIVITIES DOWN IN OC WITH SOME EXCEPTIONS

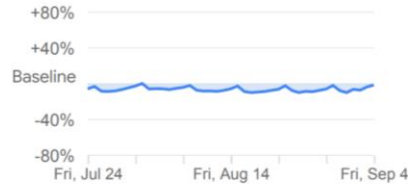
Retail & recreation

-27% compared to baseline



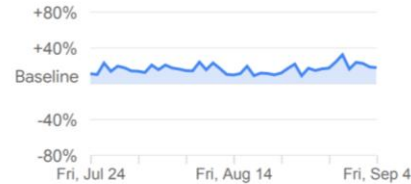
Grocery & pharmacy

-1% compared to baseline



Parks

+18% compared to baseline



Source:
Google, Inc.

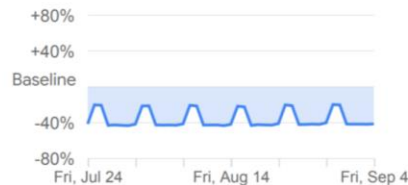
Transit stations

-42% compared to baseline



Workplaces

-42% compared to baseline



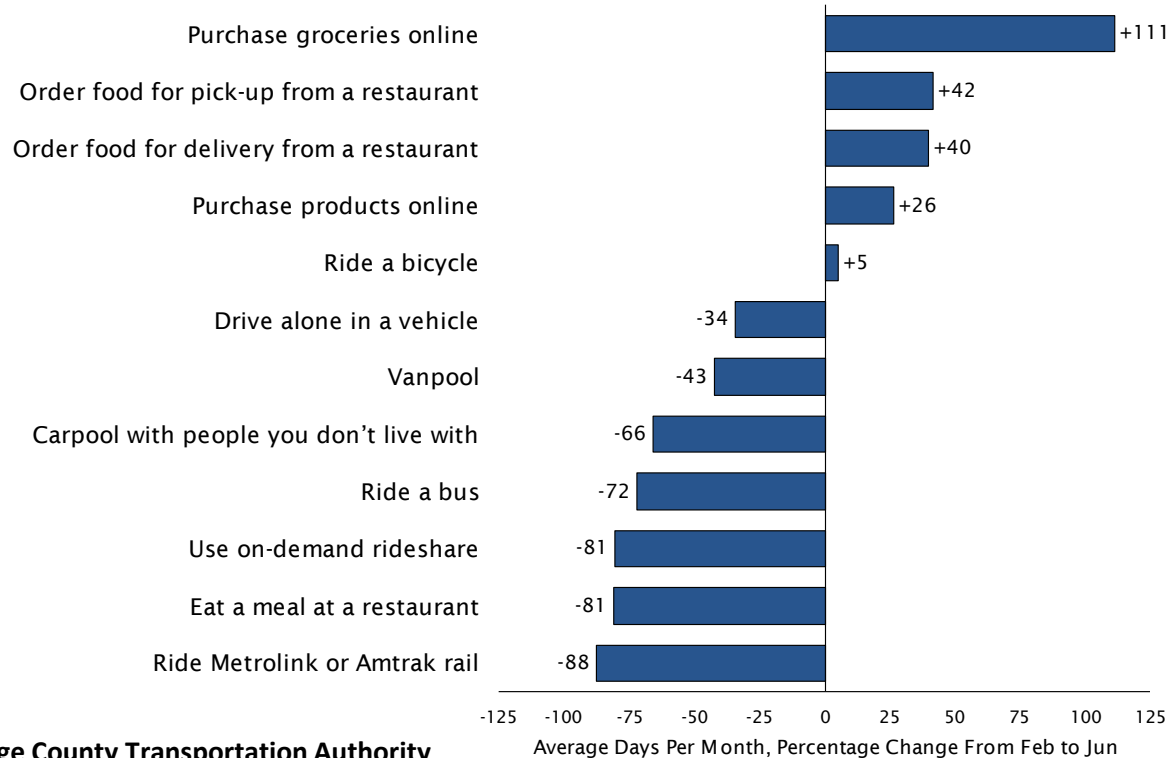
Residential

+14% compared to baseline



Baseline = the corresponding day of the week, during the five-week period, Jan 3 – Feb 6, 2020, compared to Sep 4, 2020

OCTA SURVEY: SOME ACTIVITIES UP, OTHERS DOWN

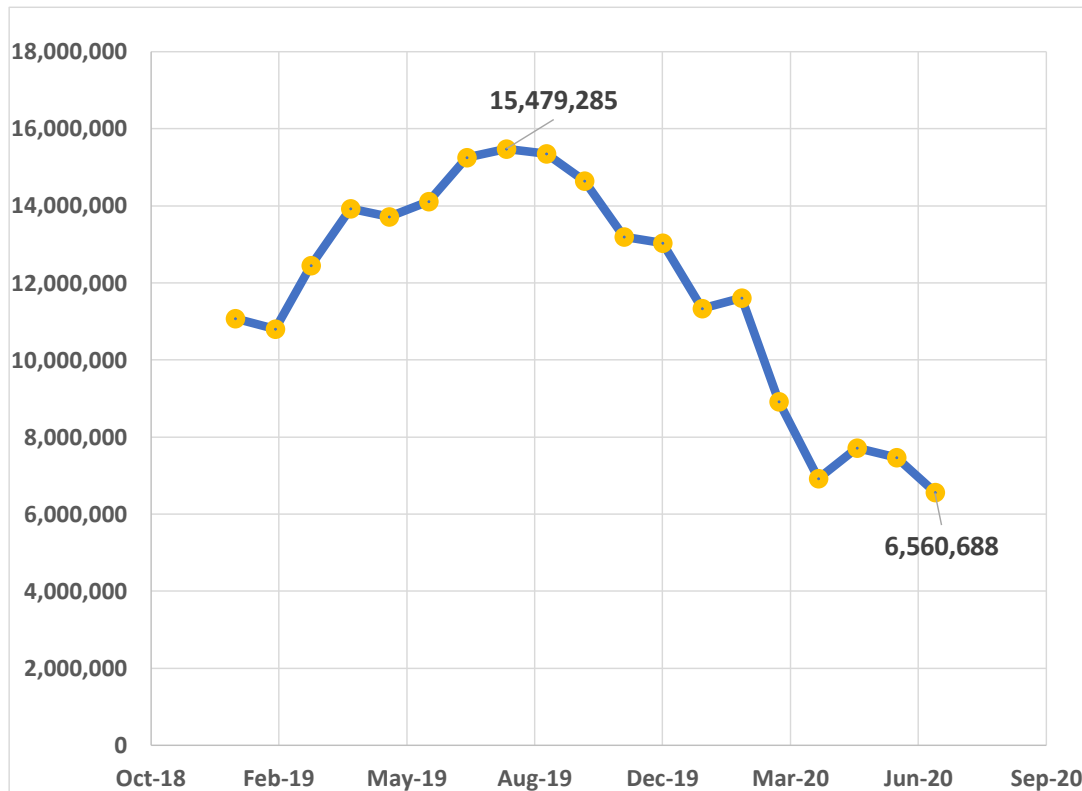


Source: OCTA Travel and Employment Survey, July 2020. The survey compared February and June 2020.

N= 2,548 randomly-selected residents representing a sample of all Orange County adults

RESULTS: TOTAL TRAVEL IS DOWN (PERSON-TRIPS; ALL MODES)

- Average daily person trips by month from January 2019 to July 2020
- Peak travel occurred in August 2019 @ 15.48 million daily trips
- Low point in July 2020

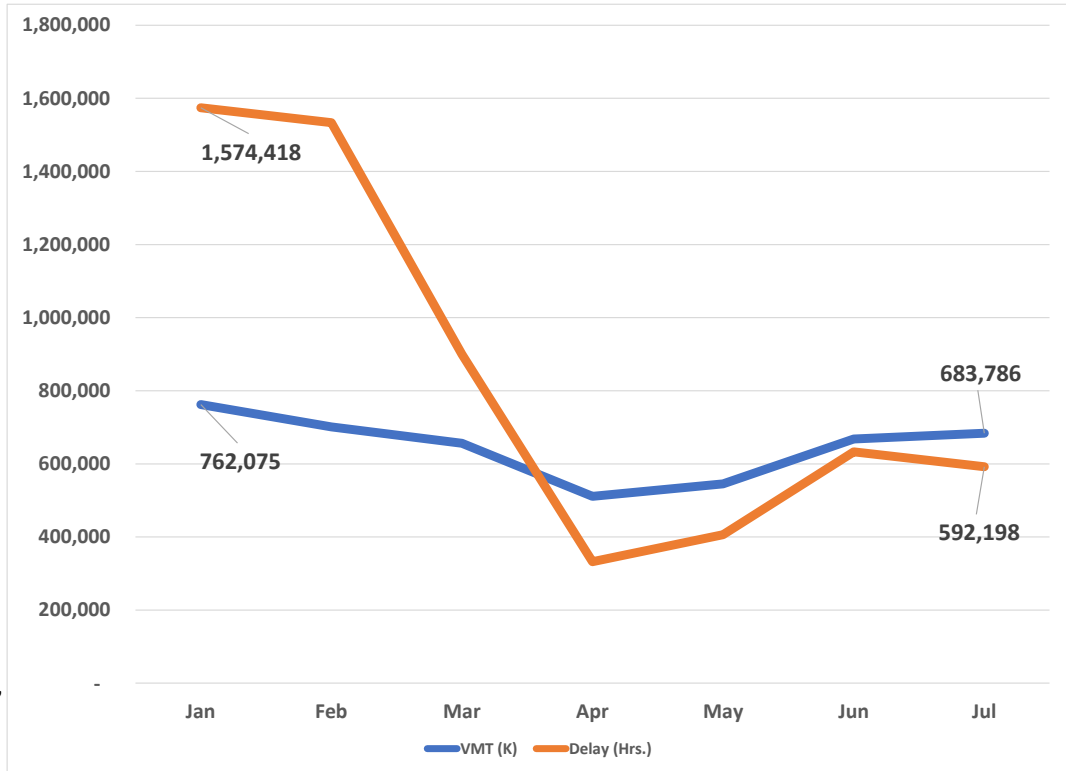


Source: Bureau of Transportation Statistics

OC FREEWAYS: DEMAND/DELAY DOWN BUT TRENDING UPWARD

- OC freeway demand (vehicle miles traveled) down by 10.3 percent
- Delay (hours) down by over 62 percent
- Demand and delay trending upward
- July 2020 to January 2020 comparison

California Department of Transportation (Caltrans),
PeMS version 20, Orange County, weekdays,
January to July 2020, data accessed 9/17/20



OC FREEWAYS: DELAY SHIFTING IN TIME (DELAY IN HOURS)

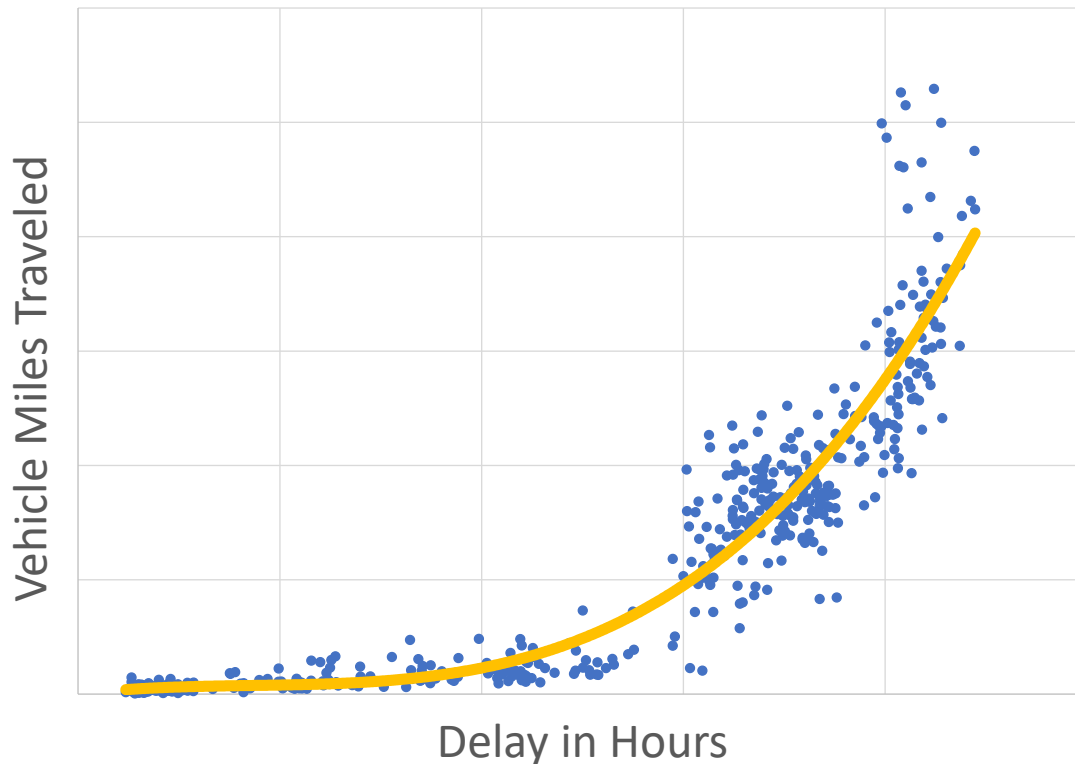
Starting Hour	Jan	Feb	Mar	Apr	May	Jun	Jul
00	2,216	1,162	1,165	717	778	1,062	972
01	1,772	886	1,068	651	989	1,049	827
02	1,680	723	994	673	813	929	848
03	2,246	1,091	1,202	819	876	1,134	945
04	4,653	2,038	2,182	1,271	1,254	1,724	1,825
05	10,322	4,391	4,738	2,170	2,681	4,154	4,120
06	60,263	58,851	46,058	17,162	21,200	25,495	23,083
07	134,908	148,579	93,773	22,820	26,404	34,908	34,157
08	152,181	161,132	90,548	25,038	27,055	36,983	38,520
09	87,048	89,921	53,210	28,225	28,559	38,121	39,239
10	51,623	53,063	41,443	26,518	29,054	39,317	40,464
11	47,313	43,719	39,430	25,059	29,379	42,126	42,079
12	46,820	42,190	39,685	23,048	28,532	43,132	42,416
13	52,450	50,228	42,533	21,033	28,287	44,930	41,398
14	84,215	83,383	56,932	21,890	32,227	58,298	52,101
15	143,829	144,890	81,083	29,607	44,113	72,552	65,252
16	193,298	196,151	97,452	30,652	44,855	75,238	62,029
17	253,124	231,695	112,968	31,868	37,354	69,453	59,587
18	167,454	154,183	61,070	12,618	11,446	21,990	21,165
19	45,870	43,851	17,200	3,713	3,226	6,039	7,765
20	13,789	11,455	7,660	3,030	2,950	5,126	5,759
21	6,254	3,307	2,984	1,557	1,588	3,853	2,946
22	6,525	4,171	2,606	1,408	1,634	3,060	2,703
23	4,569	2,636	1,642	1,065	1,199	2,193	1,999
Total:	1,574,418	1,533,694	899,625	332,610	406,453	632,865	592,198

Delay in hours. Bars indicate higher values.
Source: Caltrans, PeMS version 20, Orange County, weekdays, January to July 2020, data accessed September 17, 2020

OC FREEWAYS: DELAY INCREASES EXPONENTIALLY AS TRAFFIC GROWS

Example using all
OC freeway delay
and vehicle miles
traveled for
June 2020
(all weekdays and
all hours)

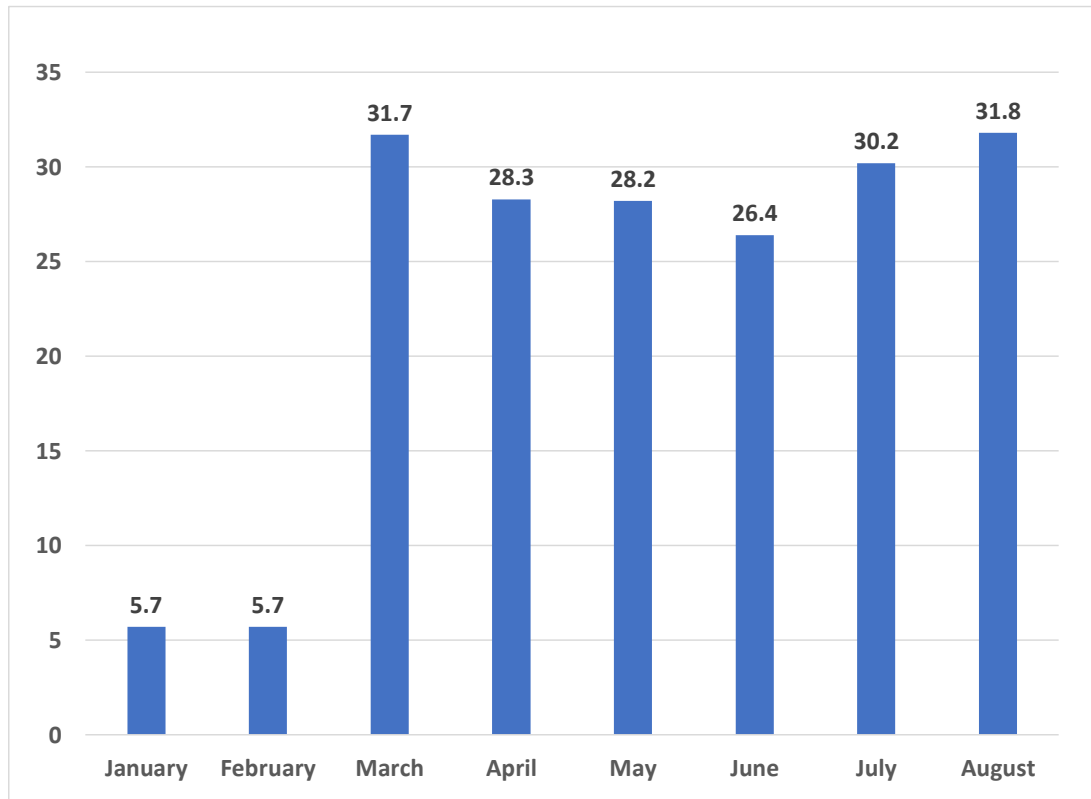
Caltrans, PeMS version 20, Orange County,
weekdays, June 2020, weekdays, all hours of
the day; data accessed September 17, 2020



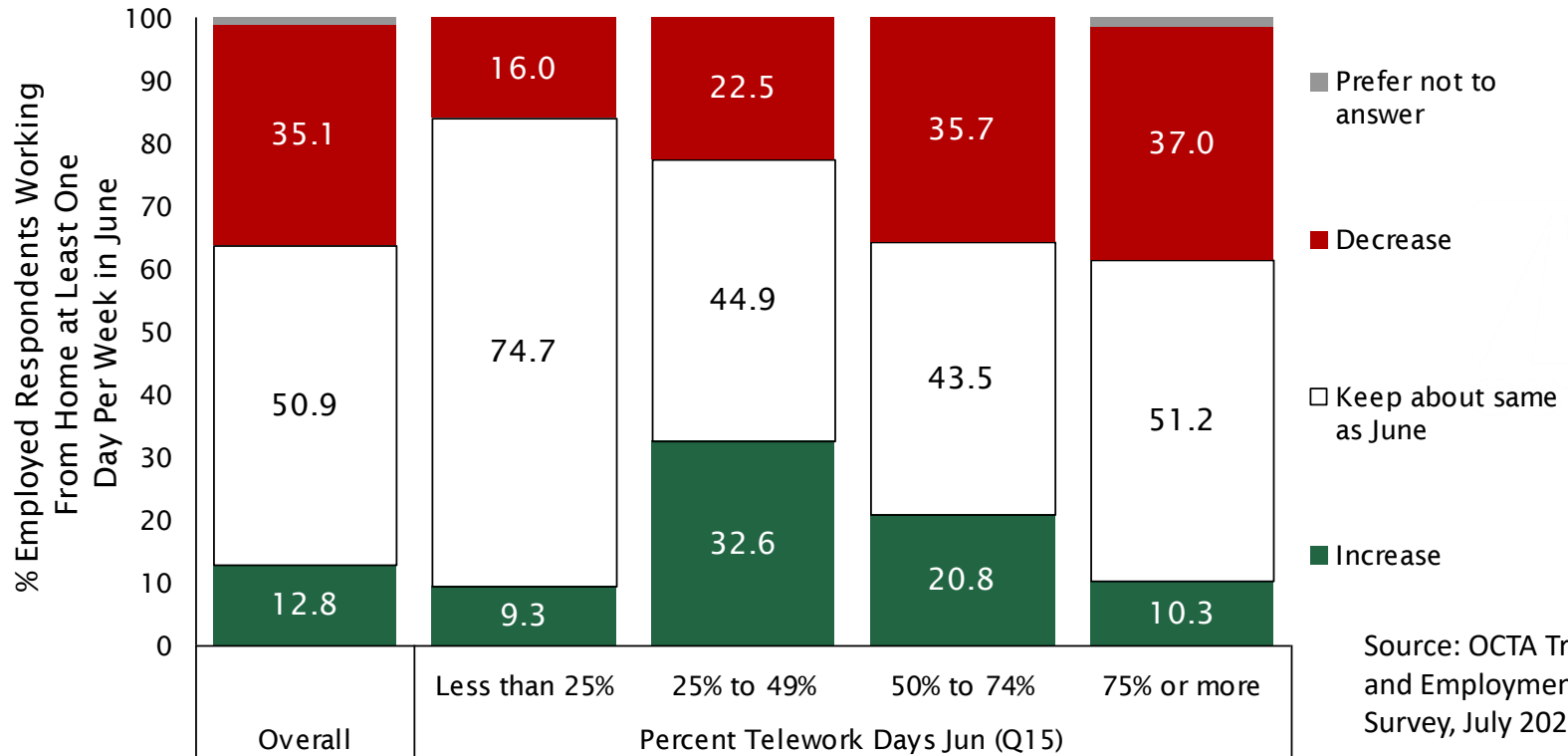
OC WORK-FROM-HOME: FIVE-FOLD+ INCREASE

- OC work-from-home has increased from about six percent to nearly 32 percent of jobs (January to August 2020)

Maryland Transportation Institute (2020)
University of Maryland COVID-19 Impact
Analysis Platform, accessed August 31, 2020



WORK-FROM-HOME: LIKELY TO CONTINUE BUT LESSEN





SUMMARY

- Work-from-home a larger factor in daily commute changes than unemployment (32 percent versus 9.9 percent of jobs)
- Work-from-home directly and indirectly benefits all travelers, and likely to continue in the future but at lower levels, subject to employer policies and other factors
- Rise in unemployment hit service sectors the hardest, a travel market served by local bus transit
- Future transit growth likely with increase in service sector employment
- Relatively small changes in demand can significantly increase freeway delay

NEXT STEPS

- Continue to monitor travel and traffic trends using publicly available data
- Evaluate timing of future employment and travel survey(s) to gauge changes since June 2020
- Use data and surveys to inform future short- and long-term planning and policy decisions

