

**VICTOR VALLEY TRANSIT AUTHORITY  
PUBLIC HEARING AND REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
August 20, 2018, 9:30 A.M.**

**Barstow City Council Chambers  
220 East Mountain View Street  
Barstow, CA 92311**

**Victor Valley Transit Authority Board of Directors**

Rich Harpole, Chair, City of Barstow  
Barb Stanton, Vice-Chair, Town of Apple Valley  
Larry Bird, Director, City of Hesperia  
Rich Kerr, Director, City of Adelanto  
Robert Lovingood, Director, County of San Bernardino  
James Ramos, Director, County of San Bernardino  
Gloria Garcia, Director, City of Victorville

**MISSION STATEMENT**

Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness.

**AGENDA**

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTa phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Monday, August 13, 2018.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items not on the agenda or the consent calendar. Individuals who wish to speak to the Board regarding agenda items or during public comments should fill out a comment card and submit it to the Clerk of the Board. Each speaker is allowed three (3) minutes to present their comments. The Board will not remark on public comments, however each comment will be taken into consideration by VVTA.

## CONSENT CALENDAR

Consent Calendar items shall be adopted by a single vote unless removed for discussion by Board member request.

Pg. 9      ***Item #1: Minutes from Public Hearing and Regular Meeting of The Board of Directors Conducted on July 16, 2018.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19      ***Item #2: Warrants, June 2018.***

Recommendation: Move for approval.

Presented by: None.

Pg. 25      ***Item #3: Amend VVTA Procurement Policy.***

Recommendation: Approve amendment to VVTA Procurement Policy sections 1000, 1050, 1070, 2000, and 4000.

Presented by: Christine Plasting, Procurement Manager.

## REPORTS

Pg. 49      ***Item #4: Meeting Notes From The Technical Advisory Committee Meeting Conducted on August 1, 2018.***

Recommendation: Information item only.

Pg. 55      ***Item #5: Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.***

Recommendation: Information item only.

Presented by: Kevin Kane, Executive Director.

## ACTION ITEMS

Pg. 65      ***Item #6: Unmet Needs Public Hearing for Fiscal Year 2018-2019.***

Recommendation: Receive input and testimony from the public.

Presented by: Nancy Strickert, SBCTA.

Pg. 69 **Item #7: Present VVTA's FY 2019-2021 Title VI Civil Rights Program.**  
Recommendation: Approve VVTA's FY 2019-2021 Title VI Civil Rights Program.  
Presented by: Kevin Kane, Executive Director.

Pg. 85 **Item #8: Award VVTA RFP 2018-16 Construction Project Manager contract to MARRS Services, Inc., pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.**  
Recommendation: 1) Authorize Executive Director in enter into BAFO process with MARRS Services, Inc., Riverside, CA and delegate authority for executing and overseeing the contract; 2) If BAFO process with MARRS Services, Inc. is unsuccessful, authorize Executive Director to enter into BAFO process with Weaver Inc., Yorba Linda, CA and delegate authority for executing and overseeing the contract; 3) Direct the Executive Director to present the executed Construction Project Manager Contract to the Board of Directors for ratification at the first meeting following execution.  
Presented by: Kevin Kane, Executive Director.

Pg. 95 **Item #9: Award VVTA RFP 2018-14 Operations and Maintenance Services contract to National Transit Express, Lisle, IL, pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.**  
Recommendation: 1) Authorize Executive Director in enter into BAFO process with National Transit Express, Lisle, IL and delegate authority for executing and overseeing the contract; 2) If BAFO process with National Transit Express is unsuccessful, authorize Executive Director to enter into BAFO process with Transdev Services, Inc., Lombard, IL and delegate authority for executing and overseeing the contract. 3) Direct the Executive Director to present the executed Operations and Maintenance Contract to the Board of Directors for ratification at the first meeting following execution.  
Presented by: Kevin Kane, Executive Director

Pg. 104 **Item #10: Closed Session.**  
**BOARD BUSINESS**  
Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Performance Evaluation. Title: Executive Director.

BOARD OF DIRECTORS COMMENTS
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DATE OF NEXT MEETING

Monday, September 17<sup>th</sup> at 9:30 AM  
**Victor Valley Transit Authority**  
17150 Smoke Tree Street  
Hesperia, CA 92345

ADJOURNMENT

## Victor Valley Transit Acronym List

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ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALCOG	California Association of Councils of Governments
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
CTSGP-CTAF	California Transit Security Grant Program-California Transit Assistance Fund
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAST	Fixing America's Surface Transportation ACT
FEIS	Final Environmental Impact Statements
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIMS	Geographic Information Mapping Systems
GIS	Geographic Information Systems
GPS	Global Positioning System
HOV	High-Occupancy Vehicle
IAS-FFA	Independent Auditors Statement for Federal Funding Allocation
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAP	Language Assistance Plan
LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency
LTF	Local Transportation Fund

## Victor Valley Transit Acronym List

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MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MBTA	Morongo Basin Transit Authority
MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Planning
MTBP	Mass Transit Benefit Program
NEPA	National Environmental Policy Act of 1969
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PCA	Personal Care Attendant
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement
POP	Program of Projects
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RTAC	Regional Transportation Agencies' Coalition
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SBCTA	San Bernardino County Transportation Authority (formerly SANBAG)
SCAG	Southern California Association of Governments
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
TSSSDRA	Transit System Safety, Security and Disaster Response Account
TSM	Transportation Systems Management
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
VOMS	Vehicles Operated in Maximum Service
ZEB	Zero Emission Bus
ZEV	Zero Emission Vehicle

## Victor Valley Transit Authority Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Victor Valley Transit Authority (VVTa) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the (VVTa) Board of Directors.

1. **Agendas** - All agendas are posted at the VVTa Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTa Administrative offices located at 17150 Smoke Tree Street, Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
3. **Closed Session Agenda Items** - Consideration of closed session items exclude members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTa's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for VVTa meetings. Your cooperation is appreciated!

# **VICTOR VALLEY TRANSIT AUTHORITY**

## **MISSION STATEMENT**

**Our mission is to serve the  
community with excellent  
public transportation  
services in terms of quality,  
efficiency, and  
responsiveness.**

### **Quality**

**To increase ridership and community support by exceeding expectations.**

### **Efficiency**

**To maintain an efficient operation that represents a highly-valued service.**

### **Responsiveness**

**To provide services and facilities which are responsive to the needs of the community.**



**AGENDA ITEM  
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Minutes from the Public Hearing and Regular Meeting of the Board of Directors Conducted on July 16, 2018.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the public hearing and regular meeting of the Board of Directors conducted on July 16, 2018.

**RECOMMENDED ACTION**

Move for approval.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Lorrh, Clerk of the Board	N/A	August 20, 2018	1

**VICTOR VALLEY TRANSIT  
PUBLIC HEARING AND REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**July 16, 2018  
MINUTES**

**CALL TO ORDER**

The Public Hearing and Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:31 a.m. by Chair Rich Harpole in the Victor Valley Transit Authority Council Room at 17150 Smoke Tree Street, Hesperia, CA 92345

**ROLL CALL**

Board Members Present: Chair Rich Harpole  
Vice-Chair Barb Stanton  
Director Larry Bird  
Director Gloria Garcia  
Alternate Director John Woodard  
Alternate Director Sandy Baca  
Alternate Director Don Holland

Staff Members Present:

Kevin Kane, VVTA	Jerry Perez, VVTA
Jonathan McDowell, Transdev	Simon Herrera, VVTA
Jazmin Castro, VVTA	Sandye Martinez, VVTA
Steven Riggs, VVTA	Carol Greene, County Counsel
Cindy Prothro, City of Barstow	Debi Lorrach, VVTA
Aaron Moore, VVTA	Christine Plasting, VVTA
Nancie Goff, VVTA	Craig Barnes, VVTA
Marie Downing, VVTA	Christine Ortega, Transdev
Ro Ratliff, City of Victorville	Doug Matthews, City of Victorville
Lora Sanchez, Transdev	Tina Souza, City of Hesperia
Orlando Acevedo, Town of AV	Ashley Palmer, VVTA
Sylvia Harris, VVTA	Denise Madrid, VVTA
Tamari Denney, VVTA	David Flowers, VVTA
Ron Zirges, VVTA	Cindy Prothro, City of Barstow
Fidel Gonzales, VVTA	Christine Ortega, Transdev
Andrea Zureick, SBCTA	

**PLEDGE OF ALLEGIANCE**

Chair Harpole led the audience in the pledge of allegiance.

**ANNOUNCEMENTS**

Mr. Kane warmly welcomed Mr. Woodard to the meeting. Additionally, the presenter for Item #7 is Christine Plasting, Procurement Manager.

## PUBLIC COMMENTS

Speaker: "Deaf Rick", no address provided. Via ASL interpreter.  
Mr. Rick had several questions and was reminded that this is for public comments only. He commented that three (3) minutes is not enough time for a deaf person to make their comments; Ms. Greene stated that double the minimum time is standard. Mr. Rick commented that bus service on Sundays should run later in the evening and he would like to see a stop at the Adelanto library. He also commented that the stop at the Victorville post office was removed, making passengers have to walk further than they did before. Mr. Rick would like a button placed near the rear exit door, so they open without him having to wave and try to yell at the driver and he stated that the machine next to the farebox makes it difficult to swipe his pass.

Mr. Kane stated that there will be a public hearing at the next Board Meeting for unmet needs which may address several of Mr. Rick's complaints.

Speaker: Blanca Gomez, Victorville  
Ms. Gomez stated that she met with several of her constituents and that they do not yield their sovereignty. Ms. Gomez commented that evening hours on Sunday should be extended, hours of operation in general should be longer and that too many buses break down leaving people stranded. Additionally, she commented that buses need better connections as many buses are late. Ms. Gomez also commented that Route 21 often does not make connections to Rt. 53 at the Victor Valley Mall.

## CONSENT CALENDAR

1. **Minutes from Regular Meeting of The Board of Directors Conducted on May 21, 2018.**  
Recommendation: Move for approval.  
Presented by: None.
2. **Warrants, April 2018.**  
Recommendation: Move for approval.  
Presented by: None.

**A MOTION WAS MADE BY** Vice-Chair Stanton to approve the Consent Calendar. Seconded by Director Garcia. The motion passed unanimously.

## REPORTS

3. **Meeting Notes from The Technical Advisory Committee Meeting Conducted on June 6, 2018.**  
Recommendation: Information item only.

4. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**

Recommendation: Information item only.

Mr. Kane shared a PowerPoint presentation regarding the Zero Emissions Bus (ZEB) regulations coming in the near future; this was originally presented to SCAG (Southern California Air Resources Board by California Air Resources Board (CARB) on April 30, 2018. During previous iterations of the ZEB regulations being proposed, the timeline has shown that 100% of all fleets need to be ZEB by 2040; Mr. Zirges pointed out that by 2029 all bus procurements need to ZEB purchases.

Vice-Chair Stanton inquired about the distance the BEB/ZEB buses can run; Mr. Zirges shared that the current technology allows for 140 miles maximum and there will be exceptions that agencies can apply for. Mr. Kane also shared that Southern California Edison is in the process of choosing up to six (6) transit agencies that will qualify for pilot programs to bring electric infrastructure to the agency to charge/fuel BEB's. VVTA has estimated 85% chance of being selected. If selected, this could culminate in cost savings to VVTA of approximately \$2 million.

ACTION/DISCUSSION ITEMS

5. **Release of RFP 2018-17 Battery Energy Storage and Demand Response.**

Recommendation: Authorize staff to release RFP 2018-17 Battery Energy Storage and Demand Response.

Presented by: Ron Zirges, Facilities and Maintenance Director.

Mr. Zirges stated at night the maintenance building and CNG fueling station are in full operation and the buses refuel during nighttime hours. This causes VVTA's demand rate to go into peak energy billing hours, increasing the cost of electricity. This RFP is seeking firms that will provide a battery energy storage system as well as demand response usage system to reduce these electric costs. Mr. Zirges stated that VVTA will see a complete return on their investment within seven (7) years; \$500,000 was budgeted last fiscal year for this project.

Additionally, Mr. Zirges said that this system will also assist in the charging of BEB buses.

**A MOTION WAS MADE BY** Director Bird to approve the recommended action. Seconded by Alternate-Director Baca. The motion passed unanimously.

6. **Exercise Option year for Contract 2015-08, Flyers Energy, LLC for Fuel Delivery and Cardlock Fuel Services for One Twelve (12) Month Period.**

Recommendation: Exercise Option year for Contract 2015-08 Flyers Energy LLC to provide Fuel Delivery and Cardlock Fuel Services for One Twelve (12) Month Period.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting said that this item is to exercise the first option year with Flyers per their contract; the rack price will remain the same. There was brief discussion about the difference between contract length and option years as well as low bid requirements for certain procurements such as commodities.

**A MOTION WAS MADE BY** Vice-Chair Stanton to approve the recommended action. Seconded by Director Garcia. The motion passed unanimously.

7. **Overall Triennial Disadvantaged Business Enterprise (DBE) Goal for Fiscal years 2019-2021.**

Recommendation: Approve a Triennial DBE Goal of 2.00% for Federal Fiscal Years 2019-2021 to be submitted to the FTA.

Presented by: Christine Plasting, Procurement Manager.

This triennial Disadvantaged Business Enterprise (DBE) goal is required by FTA; VVTA has increased their goal from 1% to 2% for fiscal years 2019-2021, Ms. Plasting said. Additionally, Ms. Plasting explained that when bids are released, there is a list of DBE's that receive the RFP's, etc.

**A MOTION WAS MADE BY** Alternate-Director Woodard to approve the recommended action. Seconded by Director Garcia. The motion passed unanimously.

8. **Approve Amendment No. 006 to Transdev Contract 11-01.**

Recommendation: Approve Amendment no. 006 to Transdev contract 11-01.

Presented by: Kevin Kane, Executive Director.

Mr. Kane stated that when the Board approved Amendment No. 5 at the June 27, 2018 Board meeting, the amendment did not include the agreed upon limit amount of \$75,000 to return the fleet back to VVTA "in the same condition in which it was received, normal wear and tear accepted". This Amendment incorporates the agreed upon language.

To reduce VVTA's risk, Mr. Zirges said that a third party has been retained to identify items that need to be addressed and monitor the fleet during this period.

**A MOTION WAS MADE BY** Vice-Chair Stanton to approve the recommended action. Seconded by Alternate-Director Woodard. The motion passed unanimously.

9. **Public Hearing and Presentation of the Fiscal Year 2019 Annual Operating and Capital Budget.**

Recommendation: Receive any input and public testimony. 2) Adopt Resolution 18-06 and based on testimony approve or not approve the FY2019 Annual Operating and Capital Budget.

Presented by: Steven Riggs, Finance Director.

Open Public Hearing: 10:30 am

Mr. Riggs informed the Board that there have only been three small changes from the draft budget that was presented at the June 27, 2018 Board meeting. The first two adjustments are to add the cost of bus inspections pursuant to Transdev Contract 11-01 and the addition of route planning software. These additions are offset by a corresponding reduction in operating costs relating to the budgeted amounts for transit security services resulting in a net adjustment to the operating budget of \$0.

Mr. Riggs pointed out that the third and last change to the budget is the reduction of \$375,000 from the capital project, "Hesperia Transfer Center", adjusting the LTF funds from the City of Hesperia to a total of \$375,000. This reduction was due to last minute concerns by the City about the current site on "G" Street, and the need for further site studies and planning by the City and VVTA. The current purchase offer for the previously designated location was rescinded by VVTA. The reduction in funding could be delayed until FY19-20.

Mr. Riggs stated that the remainder of budget is the same as presented at the June 27<sup>th</sup> Board meeting.

Director Bird thanked VVTA for working with the City and their concerns regarding the transfer point. Chair Harpole stated that he has requested that VVTA hold off on fulfilling the new/expanded positions in the budget until the salary study has been finalized; Chair Harpole requested a closed session for the August 20<sup>th</sup> meeting to discuss this further.

There was brief discussion regarding the pending new operations contract.

**A MOTION WAS MADE BY** Director Bird to approve the recommended action. Seconded by Vice-Chair Stanton. The motion passed unanimously.

#### PRESS CLIPS/CORRESPONDENCE

None.

#### BOARD OF DIRECTORS COMMENTS

Chair Harpole requested a second closed session scheduled for the August 20, 2018 Board meeting to discuss the Executive Director's performance evaluation.

There was discussion amongst the Board regarding notification to property owners before placing bus stops; it was agreed that VVTA does not have the resources to offer this service.

Alternate-Director Baca expressed her thanks to the CTSA and the vehicle donation program for New Hope Village in Barstow; this program is greatly needed.



DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, August 20, 2018 at 9:30 am at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, CA.

ADJOURNMENT

The meeting was adjourned at 11:02 am.

APPROVED: \_\_\_\_\_  
Rich Harpole, Chair

ATTEST: \_\_\_\_\_  
Debi Lorrh, Clerk of the Board

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**AGENDA ITEM  
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Payrolls and Warrants for June 2018.**

**SUMMARY STATEMENT**

The following registers of Payrolls and Warrants have been audited as required By Section 37202 and 37208 of the Government code, and said documents are accurate and correct.

**Agency's Gross Payroll for Administrative Employees**

<u>Payroll Date</u>	<u>Amount</u>	<u>Register#</u>
06/08/2018	\$ 59,981.39	PR0206-06-18
06/22/2018	\$ 60,033.39	PR0207-06-18
<b>Total Payroll</b>	<b>\$ 120,014.78</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
06/08/2018	\$ 18,243.84	9266-9279	AP02060AAACZQ
06/15/2018	\$ 104,042.74	9280-9298	AP02063AAACZT
06/21/2018	\$ 83,899.45	9299-9309	AP02068AAACZY
06/28/2018	\$ 1,474,506.41	9310-9333	AP02075AAADAF
	<b>\$ 1,680,692.44</b>		

**RECOMMENDED ACTION**

Approve VVTA's expenditures for June 2018.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Steven Riggs, Finance Director	\$1,800,707.22	August 20, 2018	2

# Bank Register Report

## Victor Valley Transit Authority

JUNE 2018

Check Number	Date	Payee Name / Description	Amount
009241	06/01/2018	ADArise.com	\$6,569.00
009242	06/01/2018	American Express	\$4,271.38
009243	06/01/2018	Civic Resource Group	\$1,029.00
009244	06/01/2018	Diamond	\$285.22
009245	06/01/2018	Southern California Edison	\$774.65
009246	06/01/2018	Enterprise Ride Share	\$81,480.00
009247	06/01/2018	FRONTIER-OFFICE LINES	\$53.91
009248	06/01/2018	Frontier	\$211.96
009249	06/01/2018	GEOGRAPHICS	\$1,307.85
009250	06/01/2018	Golden State Water Company	\$583.08
009251	06/01/2018	HI DESERT ALARM	\$180.00
009252	06/01/2018	Monica Tacos	\$537.67
009253	06/01/2018	Southern California Fleet Services Inc	\$477.82
009254	06/01/2018	SOUTHWEST GAS CORPORATION	\$15.43
009255	06/01/2018	VOID	\$0.00
009256	06/01/2018	VOID	\$0.00
009257	06/01/2018	VOID	\$0.00
009258	06/01/2018	VOID	\$0.00
009259	06/01/2018	VOID	\$0.00
009260	06/01/2018	VOID	\$0.00
009261	06/01/2018	VOID	\$0.00
009262	06/01/2018	VOID	\$0.00
009263	06/01/2018	US BANK	\$24,160.39
009264	06/01/2018	Transdev	\$2,398.35
009265	06/01/2018	Wirz And Co Printing Inc	\$457.94
009266	06/08/2018	Applied Natural Gas Fuel	\$4,387.19
009267	06/08/2018	Lawrence Bird	\$125.00
009268	06/08/2018	Denco Sales	\$519.53
009269	06/08/2018	Frontier	\$278.60
009270	06/08/2018	Gloria L. Garcia	\$125.00
009271	06/08/2018	Richard Harpole	\$125.00
009272	06/08/2018	Institute For Transit Operations Planning	\$950.00
009273	06/08/2018	Kevin Kane	\$1,072.36
009274	06/08/2018	Learn CPR 4 Life	\$1,040.00
009275	06/08/2018	Robert Lovingood	\$125.00
009276	06/08/2018	Principal Life Insurance Company	\$2,136.73
009277	06/08/2018	Special District Risk Management	\$403.14
009278	06/08/2018	Verizon-Security Phones	\$5,245.84
009279	06/08/2018	Verizon	\$1,710.45
009280	06/15/2018	Applied Natural Gas Fuel	\$4,364.23
009281	06/15/2018	BP Energy Company	\$35,640.22
009282	06/15/2018	SPECTRUM BUSINESS	\$134.24
009283	06/15/2018	Spectrum Business-Sec	\$90.00
009284	06/15/2018	Daily Press	\$355.34
009285	06/15/2018	Southern California Edison-CNG	\$11,544.74
009286	06/15/2018	Southern California Edison	\$3,589.07
009287	06/15/2018	GEOGRAPHICS	\$788.98
009288	06/15/2018	Golden State Water Company	\$703.31
009289	06/15/2018	HI-Desert Communications	\$1,308.00
009290	06/15/2018	Barbara Miller	\$166.75
009291	06/15/2018	Southwest Gas Corporation	\$36,599.65

009292	06/15/2018	Southwest Gas Corporation	\$512.55
009293	06/15/2018	Southwest Gas Corporation	\$856.36
009294	06/15/2018	Southwest Gas Corporation	\$154.78
009295	06/15/2018	State Compensation Insurance Fund	\$1,868.92
009296	06/15/2018	Type-Set-Go	\$587.24
009297	06/15/2018	Transdev	\$2,844.25
009298	06/15/2018	Wirz And Co Printing Inc	\$1,934.11
009299	06/21/2018	Allied Barton Security Services	\$5,433.40
009300	06/21/2018	Alltech Industries Inc	\$20,113.50
009301	06/21/2018	Applied Natural Gas Fuel	\$4,172.18
009302	06/21/2018	Bank Of New York Mellon	\$2,200.00
009303	06/21/2018	SPECTRUM BUSINESS	\$264.98
009304	06/21/2018	Daily Press	\$655.30
009305	06/21/2018	Flyers Energy LLC	\$48,416.74
009306	06/21/2018	High Desert Laser Graphics	\$11.85
009307	06/21/2018	High Desert Lock & Safe	\$10.00
009308	06/21/2018	I-15 Tire Service	\$695.80
009309	06/21/2018	San Bernardino County	\$1,925.70
009310	06/28/2018	ADArIde.com	\$7,621.50
009311	06/28/2018	Applied Natural Gas Fuel	\$8,992.03
009312	06/28/2018	Charles Meier	\$403.94
009313	06/28/2018	Bonnie Baker Senior Center	\$997.63
009314	06/28/2018	Carpenter Robbins Commercial Real Estate I	\$3,500.00
009315	06/28/2018	CDW Government Inc	\$2,112.86
009316	06/28/2018	SPECTRUM BUSINESS	\$1,683.50
009317	06/28/2018	Civic Resource Group	\$1,335.00
009318	06/28/2018	CSI Fullmer	\$4,363.41
009319	06/28/2018	Daily Press	\$120.70
009320	06/28/2018	Desert Communities FCU	\$60.00
009321	06/28/2018	Diamond	\$519.51
009322	06/28/2018	Southern California Edison	\$867.00
009323	06/28/2018	ENTERPRISE CAR SHARE	\$1,445.48
009324	06/28/2018	GEOGRAPHICS	\$481.49
009325	06/28/2018	San Bernardino County	\$2,211.24
009326	06/28/2018	SONIC SYSTEMS IT	\$2,690.00
009327	06/28/2018	Syncromatics Corporation	\$66,705.64
009328	06/28/2018	Trona Community Senior Center	\$1,333.78
009329	06/28/2018	Tyco Integrated Security LLC	\$17,410.73
009330	06/28/2018	Transdev	\$1,342,975.80
009331	06/28/2018	VerizonBAT	\$950.30
009332	06/28/2018	City Of Victorville	\$4,724.87
009333	06/28/2018	V V College Dist. Foundation	\$1,000.00

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**TOTAL            \$1,805,486.09**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Amend VVTA Procurement Policy.**

**SUMMARY STATEMENT**

At the October 10, 2017 VVTA Board meeting, the Board approved updates to the VVTA Procurement Policy stating that the changes were included to comply with the "Fixing America's Surface Transportation (FAST) Act", however, staff was recently informed that the policies also need to include a specific reference to Federal Regulation – 2 CFR 200.

As part of the very recent FTA Triennial Review – pre-visit check list, there were additional items that also require an update of certain Procurement Policies.

**Summary of changes regarding VVTA Procurement Policies:**

- Policy 1000 – Includes the reference to 2 CFR Part 200
- Policy 1050 – Includes "agents and officers" under 4. Guidelines for Contractor Relationships
- Policy 1070 – adds reference to 2 CFR Part 200 under 2. Federal References
- Policy 2000 – Policy Statement to now includes the reference to 2 CFR Part 200
- Policy 4000 – Policy Overview includes the reference to 2 CFR Part 200. Also, addition of 8.12 Prohibited Contracting Methods.

Any change to VVTA Policies requires Board of Directors approval.

**RECOMMENDED ACTION**

Approve amendment to VVTA Procurement Policy sections 1000, 1050, 1070, 2000, and 4000.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	N/A	August 20, 2018	3

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<p>GENERAL PROCUREMENT POLICY</p>	<p>Approved by VVTA Board of Directors</p> <p>Date Approved: August 20, 2018</p>

**1. PURPOSE AND SCOPE**

The purpose of this section is to set forth general procurement policy and standards that will govern the conduct of VVTA acquisition activities and of personnel engaged in these activities.

**2. PROCUREMENT BACKGROUND**

VVTA’s Statement of Guiding Principles (see #3) establishes the framework for VVTA’s Procurement Policy Manual (Manual), and is approved by the VVTA Board of Directors. Procedures implementing the Procurement Policy Manual will be approved and issued by the VVTA Executive Director.

**3. STATEMENT OF GUIDING PRINCIPLES FOR VVTA’s ACQUISITION SYSTEM**

The vision for the VVTA acquisition system is to deliver, on a timely basis, the best value product or service to the client, while maintaining the public's trust and fulfilling public policy objectives. Participants in the acquisition (procurement) process must work together as a team and are empowered to make decisions within their area of responsibility.

3.1.The VVTA acquisition system will:

3.1.1. Satisfy the client in terms of cost, quality, and timeliness of the delivered product or service by:

3.1.1.1.Maximizing the use of commercial products and services,

3.1.1.2.Using contractors with a track record of successful past performance or who demonstrate a current superior ability to perform, and

3.1.1.3.Promoting competition

3.1.2. Minimize administrative operating costs,

3.1.3. Conduct business with integrity, fairness, and openness, and

3.1.4. Fulfill public policy objectives.

3.2.The Acquisition Team consists of all participants in the VVTA acquisition including representatives of the technical, supply, support services and procurement communities but also the clients they serve, and the contractors who provide the products and services.

3.3.The role of each member of the Acquisition Team is to exercise personal initiative and sound business judgment in providing the best value product or service to meet the client’s needs. In exercising initiative, VVTA members of the Acquisition Team may assume that a strategy, practice, policy or procedure is a permissible exercise of authority if it is in the best interest of the VVTA and is not prohibited by law, applicable regulations, or Board adopted policy.

**4. PROCUREMENT STANDARDS**

4.1. VVTA will maintain a contract administration system that ensures that contractors

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perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- 4.2. Members of the VVTA Board of Directors will adhere to the standards of conduct adopted by the Board. VVTA employees will adhere to the standards of conduct approved by the Executive Director under a delegation of authority from the Board.
- 4.3. VVTA procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- 4.4. The Executive Director or designee will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluations, protests, disputes, and claims.
- 4.5. Competition - The following requirements for competition are applicable to VVTA procurements:
  - 4.5.1. Per FTA 4220.1F (4) all procurement transactions shall be conducted in a manner providing full and open competition consistent with the above stated procurement standards and the statement of guiding principles. Some of the situations considered to be restrictive of competition include, but are not limited to:
    - 4.5.1.1. Placing unreasonable requirements on firms in order for them to qualify to do business;
    - 4.5.1.2. Noncompetitive pricing practices between firms or between affiliated companies;
    - 4.5.1.3. Noncompetitive awards to professionals and other consultants that are on VVTA retainer contracts;
    - 4.5.1.4. Organizational conflicts of interest (Policy 1050);
    - 4.5.1.5. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other salient characteristics of the brand name product; and
    - 4.5.1.6. Any arbitrary action in the procurement process; and
    - 4.5.1.7. Development of specification requirements and evaluation criteria, which unnecessarily favor an incumbent contractor.
  - 4.5.2. Procurement transactions will be conducted in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal

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statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. When employing the qualifications based method for contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

4.5.3. VVTA will have written selection procedures for competitive negotiated procurement transactions that ensure fair, unbiased evaluation of competing proposals by an independent evaluation panel appointed by the Executive Director or designee. These procedures will also ensure that all solicitations clearly state the evaluation factors including cost or price, cost or price-related factors, and non-cost or non-price related factors, and any significant subfactors that will be considered in making the source selection and their relative importance.

4.5.4. Technical requirements shall incorporate a clear and accurate description for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition.

4.5.5. VVTA will ensure that all lists of bidders, manufacturers, or products determined to be qualified in advance of the receipt of bids or proposals are current and sufficient to ensure full and open competition. When possible, sufficient time will be allowed to arrange for qualification before receipt of bids or proposals. However, when using grant funds, VVTA must allow vendors an opportunity to qualify their products during the solicitation period (FTA Circular 4220.1F (4)).

**5. RESPONSIBILITIES**

- 5.1. The Senior Operations Manager has primary responsibility for ensuring that the procurement process is in accordance with legal requirements, as interpreted by County Counsel, and VVTA policy.
- 5.2. The Executive Director is responsible for establishing procurement policies and issuing instructions for the implementation of VVTA policies;
- 5.3. The Executive Director is responsible for establishing materiel management policies and issuing instructions concerning the storage, distribution, and disposal of goods;
- 5.4. All departments are instructed to follow Procurement Policies/Procedures as well as Policies/Procedures issued by the Executive Director regarding the storage, distribution, and issuance of material; and
- 5.5. The Executive Director or designee shall execute contracts, purchase orders, modifications, and supplemental agreements in accordance with established thresholds.

**6. STATUTORY AND REGULATORY REQUIREMENTS**

The following laws and regulations and Master Agreement are applicable to VVTA contracts.

<b>Federal Statute, Regulations, Policies, and Agreements</b>	<b>Subject</b>
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2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	
49 U.S.C. Chapter 53	Mass Transportation	
49 CFR Part 18	Administrative Requirements for Grants & Cooperative Agreements	
49 CFR Part 26	Participation by Minority Business Enterprises;	
Disadvantage Business Enterprise Program		
FTA Circular 4220.1F (4)	Third Party Contracting Requirements	
FTA Circular 5010.1D	Grant Management Guidelines	
FTA Circular 9030.1F	Eligible Grant Activities	
Master Agreement	Terms & Conditions of Grantee Administration of Projects Supported & Funded by the FTA	
<b>State Codes</b>	<b>Section(s)</b>	<b>Subject</b>
Civil Code	3248	Payment Bonds
Civil Code	3320	Payments to Prime Design Professionals
Code of Civil Procedure	995.311	Bond Issuer Requirements
Government Code	4525 et seq.	Architect & Engineering Services
Government Code	6250 - 6270	Public Records Disclosure
Government Code	5956 et seq.	Infrastructure Projects
Labor Code	1777.1	Debarment by California Labor Commissioner
Public Contract Code	1103	Responsibility on Public Works Contracts
Public Contract Code	1104	Plans and Specifications
Public Contract Code	3301 - 3400	Contractor's License; Brand Specification
Public Contract Code	4100 - 4114	Subcontracting
Public Contract Code	5100 - 5107	Relief of Bidders
Public Contract Code	6100 - 6610	Awarding of Contracts
Public Contract Code	7100 - 7200	Contract Clauses
Public Contract Code	9201 - 9203	Claims and Disputes
Public Contract Code	10335 et seq.	Service Contracts
Public Contract Code	20101	Prequalification
Public Contract Code	20103.8	Alternative Bids
Public Contract Code	20104	Resolution of Construction Claims
Public Contract Code	20104.50	Progress Payments on Public Works
Public Contract Code	20209 - 20209.5	Purchase & Sale Contracts; Design/Build Contracts
Public Contract Code	20216 - 20217	Bid & Proposal Disclosure; Negotiated Procurement of Certain Equipment; Design/Build et seq.
Public Contract Code	20360 et seq.	Contracts for Rail Transit System Design
Public Utilities Code	130054-130059	SANBAG Authority

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**7. STATE, LOCAL AND FEDERAL CONTROLS**

- 7.1. This Manual has been developed in conformance with the standards and limitations established in State, Federal and local law. Applicable State laws, policies and other sources of guidance governing the procurement practices of VVTA, in addition to those listed in 105 above, are as follows:
  - 7.1.1. VVTA Policies and Instructions.
  - 7.1.2. Board of Directors' Awards, Actions, and Resolutions.
  - 7.1.3. Ordinances and regulations of regional and local agencies, which have subject matter jurisdiction (on case to case basis)
- 7.2. Federal laws and regulations affecting the procurement practices of the VVTA include, but not limited to, the following:
  - 7.2.1. Intermodal Surface Transportation Efficiency Act of 1991, as amended
  - 7.2.2. Federal Acquisition Streamlining Act of 1994, 41 USC 403 (11) and 40 USC 481(b), respectfully
  - 7.2.3. Executive Order 12612 "Federalism" dated 10-26-87
  - 7.2.4. FTA Master Agreement
  - 7.2.5. FAR PART 31 Cost Principles and Procedures
  - 7.2.6. Relevant decisions of the Courts and the Comptroller General of the United States
- 7.3. To the extent that both federal and state laws and regulations apply to a procurement, VVTA is required to act within the limits of the more restricted requirements. When Federal funds are used in procurement, Federal procurement requirements must be met or exceeded.
- 7.4. FTA Best Practices Procurement Manual provides guidance to procurements and examples of best practices.
- 7.5. VVTA may contract with any department or agency of the United States of America, with any public agency (including, but not limited to, the Department of Transportation, the multicounty designated transportation planning agency, or any transit district, county or city), or with any person upon such terms and conditions as VVTA finds in its best interest. (PUC Section 130221)
- 7.6. Joint Powers Authority, created by the member entities on July 1, 1976, including all subsequent amendments, and City of San Bernardino Municipal Code Section 3.04.070F and 3.04.080.
- 7.7. California Government Code Sections 1090, 1126, 87100, 87306, Resolution No. 140-96, and any other applicable provisions of the Government Code and any conflict of interest Code applicable to VVTA employment.



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## 8. IMPLEMENTATION

The Executive Director shall implement the policies herein set forth. Procedural guidance shall be provided in the Procurement Procedures.

## 9. ABOUT THE MANUAL

9.1. This manual provides instructions and reference material for personnel in all departments of VVTA involved with the procurement process. It establishes responsibilities and documents VVTA's continuing efforts to comply with applicable federal, state, county, and local regulations.

### 9.2. Sections

9.2.1. This manual is divided into sections of related policies. Those sections are described in "Using This Manual" below. Sections are separated by title pages, and policies within a section will begin with the same number. (For example, all policies in the General Policies section begin with "1.")

### 9.3. Policy Numbering

9.3.1. Policies are individual documents. Each section is composed of several policies. Each policy has a unique number (located in the upper right corner of each page) and shows the date on which it was approved for use by the VVTA Board of Directors. When viewing copies of the same policy, the one with the more recent approval date is the correct one to use.

## 10. USING THIS MANUAL

10.1. This manual contains policies governing the procurement of goods and services by VVTA. It is divided into the following sections:

10.1.1. General Policies – (1000 series) this section describes the responsibilities, ethics, and objectives behind the procurement process.

10.1.2. Informal Procurement Policies – (2000 series) this section describes informal procurements, micro-procurements, mini-procurements, and small procurements.

10.1.3. Procurement Card Policies– (3000 series) this section describes the proper use of procurement cards.

10.1.4. Formal Procurement Policies – (4000 series) this section describes the formal procurement process, from bidding to contract award.

10.1.5. Solicitation Protest Policies – (5000 series) this section describes how to handle a protest to a formal procurement contract award.

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<p>GENERAL PROCUREMENT POLICY</p>	<p>Approved by VVTA Board of Directors</p> <p>Date Approved: August 20, 2018</p>
<p>10.1.6. Contract Administration Policies – (6000 series) this section describes the administration of a contract, from opening to termination.</p> <p>10.1.7. Fixed Asset Management Policies – (7000 series) this section describes the management of fixed assets, from auditing to liquidation of surplus assets.</p>	

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GENERAL POLICIES Standards of Conduct and Conflict of Interest	Approved by VVTA Board of Directors Date Approved: June 15, 2015

## 1. POLICY OVERVIEW

- 1.1. Federal regulations require VVTA to prevent conflicts of interest in contract awards. However, VVTA also seeks to avoid any appearance of conflicts of interest. VVTA personnel are expected to avoid conflicts of interest or appearances thereof and actions which could result in favoritism or appearances thereof.
- 1.2. This regulation establishes VVTA Standards of Conduct and defines its policy on conflicts of interest, gratuities, negotiation for employment, post-VVTA employment restrictions and related matters. To achieve this goal, this policy explains the nature of potential conflicts of interest to employees, and explains the potential consequences for violating the provisions of this policy. This policy applies to all VVTA personnel in the exercise of their duties.

## 2. PERSONAL CONFLICT OF INTEREST

- 2.1. The Political Reform Act of 1974 maintains a conflict of interest code. Section 87500 under which certain designated employees and Board Members are required to disclose economic interests and are prohibited from participating in decisions that may have an effect on their financial interests.
- 2.2. No employee, officer, Board member, or agent of VVTA may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
  - 2.2.1. The employee, officer, Board member/alternate, or agent;
  - 2.2.2. Any member of his or her immediate family;
  - 2.2.3. His or her partner; or
  - 2.2.4. An organization that employs, or is about to employ, any of the above.
  - 2.2.5. This policy does not prevent anyone named above from having, for normal investment purposes, a stock interest of less than one percent (1%) in any company traded on a securities exchange or in the over-the-counter market, nor is it intended to prevent borrowing money from commercial banks for normal personal purposes. In instances where the employee serves VVTA as a contract employee, the prohibition of the amount of stock interest shall not apply where such stock interest is associated with a benefit program available through the individual's parent firm.

### 2.3. Relationships

- 2.3.1. In all procurement matters pertaining to VVTA, no employee, legal counsel, any member of an evaluation committee for a VVTA-funded project, or member of the Board of Directors shall have any relationship or engage in any activity which might:

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<p>2.3.1.1. Involve or lead to personal obligation that could impair the objectivity of such person's judgment, or</p> <p>2.3.1.2. Give the appearance to others that favoritism or obligations exist between the Board or its members or employees, and any other party.</p> <p><b>3. GIFTS</b></p> <p><b>3.1. General Prohibitions and Exceptions:</b></p> <p>3.1.1. VVTA employees shall not, in connection with services performed within the scope of their official duties, solicit or accept money or any other thing of value in addition to the compensation or expenses paid to them by VVTA. VVTA personnel shall not offer money or anything of value for or in consideration of obtaining an appointment, promotion or privilege in their employment with VVTA.</p> <p>3.1.2. VVTA employees and household members shall not solicit or accept, for themselves or others either directly or indirectly, gratuities, favors or anything of monetary value from a party who has an actual or prospective business relationship with VVTA or from any person or entity which has interests that may be affected by the performance or non-performance of the official duties of VVTA employee, except as outlined below:</p> <p>3.1.2.1. No employee of VVTA, or member of the Board of Directors, shall solicit, directly or indirectly, any gift, gratuity, favor, entertainment, food, lodging, or loan, from any person or organization having or seeking to establish a business relationship with VVTA.</p> <p>3.1.2.2. All gifts or other gratuities from any party having or seeking to establish a business relationship with VVTA are discouraged and contrary to this declared policy.</p> <p>3.1.3. VVTA employees and household members may:</p> <p>3.1.3.1. accept a single unsolicited gratuity having a retail value of less than twenty-five dollars (\$25.00);</p> <p>3.1.3.2. occasionally receive food or beverages for immediate consumption and/or entertainment which have a retail value of less than forty-five dollars (\$45.00); and</p> <p>3.1.3.3. accept from a contractor food, beverages or entertainment of a nominal value of less than one hundred dollars (\$100.00) at a widely attended gathering, such as Professional Association meetings.</p> <p>3.1.4. Proper personal conduct requires that:</p> <p>3.1.4.1. Gifts, gratuities, or entertainment which might adversely affect the exercise of a Board member's or employee's judgment in matters pertaining to VVTA</p>	

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GENERAL POLICIES Standards of Conduct and Conflict of Interest	Approved by VVTA Board of Directors Date Approved: June 15, 2015

or tend to impair public confidence in VVTA must never be accepted.

3.1.4.2. Board members or employees of VVTA shall not solicit gratuities, discounts, favors, or anything of monetary value from contractors or potential contractors.

3.1.4.3. VVTA employees may participate in activities otherwise prohibited, where VVTA's interest will be served by such participation, provided the individual obtains advance written permission from his or her Supervisor and the Executive Director. The approving Supervisor and/or Executive Director shall provide a memorandum for the record indicating that participation was approved and specify the proposed benefit to VVTA.

**3.1.5. Reporting the Receipt of Gratuities**

3.1.5.1. VVTA employees shall report, on California Form 700 the following:

3.1.5.1.1. receipt of food, beverages and entertainment from any single source having an aggregated value in excess of \$325.00 in a calendar year, and

3.1.5.1.2. gratuities, other than food, beverages and entertainment, from a single source having a value greater than \$150.00 in a calendar year.

3.1.5.1.3. Any employee who has received gratuities from a single source in excess of the above thresholds in a calendar year shall file this form by January 31 of the next calendar year.

3.1.5.2. VVTA personnel who receive gratuities or have gratuities received for them in circumstance not in conformance with this policy will promptly report the circumstances to their immediate supervisor for review, and notice to the Executive Director for a recommendation.

**3.1.6. Influence**

3.1.6.1. Because situations involving conflict of personal interest can also impair judgment, no Board member or employee of VVTA:

3.1.6.1.1. Shall have a financial interest in any other organization which might profit either from the decisions he or she makes in carrying out his VVTA responsibilities, or from his or her knowledge of VVTA actions or future plans.

3.1.6.1.2. Shall make investments or act for personal gain based upon special knowledge he or she obtained – whether directly or inadvertently – as a result of his or her position as a Board member or employee of VVTA.

3.1.6.2. Any interest as an owner, partner, joint-venturer, or stockholder of one percent (1%) or less in any such organization shall not be deemed a prohibited "financial interest," but serving as Director, Officer, Consultant, or Employee of such organization shall be deemed a "financial interest."

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#### **4. GUIDELINES FOR CONTRACTOR RELATIONSHIPS**

4.1. To avoid conflict, the following shall apply to employees of any contractor providing management services to VVTA.

4.1.1. No Contract Management personnel or support staff shall:

4.1.1.1. Make recommendations or be involved in preparation of specifications for any contracts for which that Contract Management personnel may bid or propose.

4.1.1.2. Be involved in any aspect of evaluation, selection, or award of a contract for which that Contract Management personnel may bid.

4.1.1.3. Be involved in any aspect of contract administration of a contract or subcontract which has been awarded to the Contract Management personnel.

#### **5. NEGOTIATION FOR EMPLOYMENT**

5.1. VVTA employees considering or negotiating future employment with an organization which has an actual or prospective business relationship with the Agency may not participate in any official action on behalf of the Agency with that organization. "Negotiating" includes any action that reasonably could be constructed as an indication of interest in future employment, including sending letters or resumes, making telephone inquiries, or receiving unsolicited proposals from the entity's representative regarding future employment. It is not necessary that there be any firm offer of employment or that VVTA' employees initiates the contact.

5.1.1. VVTA employees must file a written notice with their supervisor of any negotiation (including unsolicited proposals) for prospective employment with any entity which has an actual or prospective business relationship with the Agency. A copy of the notice shall be sent to Human Resources to be placed in the employee's official personnel file. The employee has the burden of determining whether a prospective employer has an actual or prospective business relationship with the Agency.

#### **6. VIOLATIONS AND ENFORCEMENT**

6.1.1. The imposition of civil or criminal proceedings notwithstanding, violation of any of the provisions of this policy shall be subject to penalties, sanctions or other disciplinary actions up to, and including, termination of employment. Any disciplinary actions imposed shall remain a permanent part of the employee's personnel file.

<p>VVTA Procurement Policy Manual</p>	<p>Policy 1070 <span style="float: right;">Page 1 of 2</span></p>
<p><b>GENERAL POLICIES</b> Special Federal Grantee Requirements and Applicable Laws</p>	<p>Approved by VVTA Board of Directors Date Approved: August 20, 2018</p>

**1. GENERAL**

- 1.1. VVTA, as a recipient of federal assistance, is required to implement as part of its contracting program, a variety of federal laws and regulations regarding contractor labor relations, affirmative action for qualified handicapped individuals, domestic preference and environmental protection programs, an inspection and verification procedure to ensure compliance with VVTA's specifications, Federal motor vehicle safety standards, and Buy America requirements.
- 1.2. This policy prescribes some of the applicable Federal laws and regulations for VVTA contracts and purchases, and where appropriate, indicates the specific contract types and dollar thresholds requiring contractual coverage.
- 1.3. VVTA Senior Operations Manager or their designee will assure that the required provisions are included in all appropriate solicitations and contracts.
- 1.4. The Senior Operations Manager or designee will be responsible for reviewing these references from time to time in order to note updates to the various regulations.

**2. FEDERAL REFERENCES**

- 2.1. Federal references include the most recent version of the following documents:
  - 2.1.1. U.S. Department of Transportation, Federal Transit Administration (FTA), Master Agreement for Federal Transit Administration Agreements.
  - 2.1.2. FTA Circular on *Third Party Contracting Requirements*, FTA C 4220.1F (4) (or latest revision)
  - 2.1.3. FTA Circular C5010.1-D.
  - 2.1.4. Section 9(j) of the Urban Mass Transportation Act.
  - 2.1.5. Federal Transit Laws, 49 U.S.C. Chapter 53.
  - 2.1.6. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), P. L. 102-240.
  - 2.1.7. Sections 4001 and 1555 of the Federal Acquisition Streamlining Act of 1994, 41 U.S.C. § 403(11) and 40 U.S.C. § 481(b), respectively.
  - 2.1.8. 49 CFR part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  - 2.1.9. 49 CFR part 19, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.
  - 2.1.10. Executive Order 12612, "Federalism."
  - 2.1.11. Federal Acquisition Regulations, Part 31.
  - 2.1.12. 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - 2.1.13. FTA Best Practices Procurement Manual.

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GENERAL POLICIES Special Federal Grantee Requirements and Applicable Laws	Approved by VVTA Board of Directors Date Approved: August 20, 2018

**3. REQUIRED CONTRACT PROVISIONS**

3.1. VVTA shall ensure that its contracts include all applicable Grantee Requirements as required by FTA regulations for all procurements utilizing FTA funds. Contracting Officers are directed to refer to the FTA Best Practices website for a current listing of Grantee Requirements and incorporate all applicable requirements for each FTA procurement.

**4. STATE AND LOCAL REFERENCES**

- 4.1. Joint Powers Authority, created by the member entities on July 1, 1976, including subsequent amendments. California Government Code Sections 1090, 1126, 87100, 87306, Resolution No. 140-96, and any other applicable provisions of the Government Code and any conflict of interest Code applicable to VVTA employment.
- 4.2. All other applicable federal, state and local laws, codes, regulations, and standards.



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PURCHASING THRESHOLDS	Approved by VVTA Board of Directors Date Approved: August 20, 2018

## 1. POLICY STATEMENT

- 1.1. This policy sets forth the requirements for micro, mini and small purchases. This policy includes other simplified purchase procedures such as; petty cash and procurement cards. Pursuant to FTA C 4220.1F (4), the procurement of supplies, materials and equipment, services and miscellaneous procurements that do not exceed an aggregate amount of the simplified acquisition threshold fixed at 2 CFR Part 200 currently set at \$150,000 as of December 2016 may be procured by the use of Small Purchase Procedures or other simplified methods.
- 1.2. It is the full responsibility of the requisitioning department to ensure funds are available within the department's budget for any requested procurement.
- 1.3. A procurement value over \$1,000.00 requires approval of the Executive Director.
- 1.4. Under no circumstances shall procurements be separated into smaller amounts for the purpose of avoiding procurement procedures.
- 1.5. The applicable procedure will depend on the purchase amount. Additional requirements will apply depending on the subject of the procurement:
  - 1.5.1. **\$1,000.00 and below** – Petty cash, Micro-procurement, or Procurement Card procedures.
  - 1.5.2. **\$3,500.00 And Below** – Micro Procurement Procedure --
    - 1.5.2.1. Micro-procurements may be used for goods/services costing not more than a \$3,500.00 award amount.
    - 1.5.2.2. Micro-procurements do not require action by the Board of Directors.
    - 1.5.2.3. Although a Micro-procurement does not require multiple quotes, purchases shall be of a fair and reasonable price and should be rotated among vendors offering competitive prices for the same quality.
    - 1.5.2.4. Construction contracts over \$2,000 require compliance with Federal Procurement Requirements such as the Davis Bacon Act; and specific construction terms and conditions must be used for these procurements.
  - 1.5.3. **\$3,500.01 to \$35,000.00** – Mini procurement procedure --
    - 1.5.3.1. Mini-procurements may be used for goods/services costing \$3,500.01 or more, but and not more than a \$35,000.00 award amount.
    - 1.5.3.2. Mini-Procurements shall be processed through a competitive solicitation process whereby a minimum of 3 quotes are obtained.
    - 1.5.3.3. If unable to obtain the required quotations, justification is required. Sole source and emergency procurements shall follow the

VVTA Procurement Policy Manual	Policy 2000 <span style="float: right;">Page 2 of 2</span>
PURCHASING THRESHOLDS	Approved by VVTA Board of Directors Date Approved: August 20, 2018

requirements in section 7 & 8 of Policy 2010.

1.5.3.4. Mini-procurements do not require action by the Board of Directors.

1.5.3.4.1. All construction procurements of \$2,000.00 or more must be reviewed by the Procurement Department.

1.5.4. **\$35,000.01 to \$150,000** – Small procurement procedure--

1.5.4.1. Small Procurements may be used for goods/services at least \$35,000.01 and not more than a \$150,000.00 award.

1.5.4.2. Small Procurements require action by the Board of Directors for award and must be signed by the Executive Director.

1.5.4.3. In compliance with FTA recommendations and requirements procurements that do not exceed the stated threshold for Small Procurements do not require use of the Formal Procurement procedure.

1.5.4.4. In the award of A&E Contracts VVTA will select the most qualified firm and then negotiate a price with that firm only. (See Policy 4050 2.2)

1.5.4.5. In compliance with State of California SB854 – Public Works – VVTA will solicit and award Public Works projects to vendors who are registered and certified with the State of California.

1.5.5. **\$150,000.01 and above** – Formal procurement procedure

1.5.5.1. In compliance with FTA recommendations, and requirements procurements for goods/services more than a \$150,000.00 award amount require use of a Formal Procurement process which include:

1.5.5.1.1. Acquisition planning and identification of funding sources.

1.5.5.1.2. Development of Specifications.

1.5.5.1.3. Board authorization to release Invitation for Bid (IFB) and Request for Proposals (RFP).

1.5.5.1.4. Advertisements.

1.5.5.1.5. Competitive Bid Process.

1.5.5.1.6. Evaluation of Bids or Proposals.

1.5.5.1.7. Board Authorization of Contract Award.

VVT Procurement Policy Manual	Policy 4000 <span style="float: right;">Page 1 of 6</span>
<b>FORMAL PROCUREMENT POLICY</b> <b>Sealed Bids</b>	Approved by VVTA Board of Directors Date Approved: August 20, 2018

**1. POLICY OVERVIEW**

- 1.1. Procurements over \$150,000.00, as defined as in FTA C4220.1F (4) and 2 CFR Part 200, shall require a formal procurement process.
- 1.2. Requirements for goods or services to be purchased exceeding \$150,000.00 per acquisition, or per contract period including options years. These requirements include:
  - 1.2.1. Rental/lease payments;
  - 1.2.2. Maintenance service contracts including option years; and,
  - 1.2.3. Construction projects.
- 1.3. **NOTE:** Purchases in excess of \$35,000.00, but not greater than \$150,000.00 shall not require formal authorization for release from VVTA’s Board of Directors. All purchases in excess of \$150,000.00, however, shall be required to conduct a formal procurement process including authorization for release from VVTA’s Board of Directors.

**2. EXCEPTIONS**

There are situations in which procurements that would otherwise meet the requirements for the formal procurement process are exempt. See Policy 2010. *Emergency Procurements* and *Non-Competitive/Sole Source Procurement*, for more information on exceptions to the formal procurement process.

**3. INVITATIONS FOR BID (IFB)**

- 3.1. In support of certain formal procurement transactions, VVTA’s staff will send out an Invitations for Bid (IFB) when seeking to procure supplies, equipment, materials and construction projects. The existence of the following factors will determine whether VVTA should use the IFB method of awarding a contract:
  - 3.1.1. A complete, adequate and realistic specification or a clear scope of work (SOW) is available;
  - 3.1.2. Two or more bidders are willing and able to compete effectively for the contract.
  - 3.1.3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price;
  - 3.1.4. No discussion with bidders is needed after receipt of offers;
  - 3.1.5. Award is made to the lowest, responsive, responsible bidder.

**4. REQUEST FOR PROPOSAL (RFP)**

- 1.1. Formal procurement transactions calling for a Requests for Proposal (RFP) are normally conducted with more than one anticipated source submitting a proposal, and awards are generally made to the responsible firm whose proposal offers VVTA the most advantageous terms with price and other factors considered.

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<b>FORMAL PROCUREMENT POLICY</b> <b>Sealed Bids</b>	Approved by VVTA Board of Directors Date Approved: August 20, 2018
<p>1.2. The competitive negotiations (RFP) process shall be used for:</p> <ol style="list-style-type: none"> <li>a. Professional Services</li> <li>b. Support Services</li> <li>c. Technical Services</li> <li>d. Operational Services</li> <li>e. Maintenance Services</li> <li>f. Architectural and Engineering Services, or</li> <li>g. Specialized Transit Equipment as defined.</li> </ol> <p>1.3. A request for proposals typically includes all of the elements of an invitation for bids, and in addition usually contains clearly identified evaluation factors and their relative importance.</p> <p><b>5. RFP AWARD PROCESS</b></p> <p>5.1. Unless all bids/proposals are rejected, contract award will be made to the responsive and responsible firm offering the most advantageous terms with price and other factors considered.</p> <p>5.1.1. For projects less than \$35,000.00, award will be made with the authorization of the Executive Director.</p> <p>5.1.2. For projects of \$35,000.00 or more, award will be made with the authorization of the Board of Directors.</p> <p>5.2. In all sealed bid/proposal procurements, the award of contracts shall be to the responsive and responsible firm offering the most advantageous pricing terms.</p> <p>5.3. If the award is to be made to other than the bidder offering the most advantageous pricing terms, a full justification memorandum should be prepared and put into the contract file.</p> <p>5.4. In the unlikely event that identical bids are received, the successful bidder will be determined based upon the assessment and evaluation of the bids by VVTA's designated Evaluation Committee.</p> <p>5.5. The Board of Directors is not bound by the recommendation of the Evaluation Committee or working staff when they believe their action will further VVTA's statutory functions.</p> <p>5.5.1. However, the decision of the Board of Directors must be consistent with the solicitation's (IFB/RFP) written evaluation criteria and requirements, and must have a rational basis for the decision, which is fully documented for the procurement files.</p> <p><b>6. AWARD OF THE CONTRACT</b></p> <p>6.1. Upon award of the contract by the VVTA's Board of Directors, the Contracts staff will notify unsuccessful bidders in writing and, if applicable, return their bid bonds.</p>	

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<b>FORMAL PROCUREMENT POLICY</b>  <b>Sealed Bids</b>	Approved by VVTA Board of Directors Date Approved: August 20, 2018

6.2. Bid bonds submitted by the successful bidder will be retained by Contracts staff.

**7. REQUIRED FEDERAL CLAUSES**

- 7.1. Contracts staff will review the contract to assure that all the applicable federal, state, and local clauses are included.
- 7.2. These clauses would include, but not be limited to, the following provisions: Civil Rights, DBE, Buy America, Lobbying, Debarment, and Davis-Bacon Act. The Contracts staff will also assure that where required the proper certifications are included with each proposal and signed by the appropriate individual.
- 7.3. Procedure 4080-1 table 1 summarizes the various federal clauses and/or certifications required for third party contracts utilizing federal funds.

**8. DEFINITIONS**

**8.1. Competitive Purchases \$150,000.00 and over**

Competitive Purchases are defined as any purchase with a value of \$150,000.00 and above. Purchases of this amount require full and open competition. Formal procurement methods (sealed bid/competitive proposals) must be utilized and most procurements of this nature are subject to federal/state requirements. Board approval is required prior to the procurement process starting and then prior to contract award. Technical specifications/scope of work and/or any other specific requirements shall be prepared by the requesting department and submitted to the Procurement Department. The Department will prepare and publicly release an Invitation for Bid (IFB) or a Request for Proposal (RFP), as appropriate. (See Policy 4000.3 and 4000.4 for further discussion). IFBs/RFPs are publicly advertised in newspapers of general circulation in addition to being mailed directly to the sources that are listed in VVTA’s vendor database. Competitive procurements are also posted in VVTA’s website.

The threshold requirements as outlined above apply to the aggregate purchase amount of the required goods or services. It is not VVTA’s policy to separate related costs for the express purpose of avoiding the competitive bid process.

**8.2. Non- Competitive (Sole Source) Procurement**

Under some circumstances, noncompetitive negotiations or “sole source” procurements may prove necessary to obtain goods or services without requiring formal procurement procedures. (See Policy 2010).

**8.3. Intergovernmental Procurement Agreements (Piggyback Purchase Agreements)**

To foster economy and efficiency, VVTA may enter into State and local intergovernmental or interagency agreements for procurement or use of common goods and services. VVTA may also plan for joint procurements in advance with other governmental users, and competitively award contracts in which several governmental entities may draw upon to meet their needs. This approach creates economies of scale, reduces procurement lead times and reduces administrative effort and expense. The requirements and standards of this manual apply to these

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<b>FORMAL PROCUREMENT POLICY</b> <b>Sealed Bids</b>	Approved by VVTA Board of Directors Date Approved: August 20, 2018

agreements. VVTA will follow Circular 4220.1F (4), section V paragraph 4, and 2 CFR Part 200, to ensure compliance.

**8.4. Options**

Option items may be included in contracts entered into by VVTA. An option is a unilateral right in a contract by which, for a specified time, VVTA may elect to purchase additional equipment, supplies, or services called for in the contract, or may elect to extend the term of the contract. If VVTA chooses to use options, the requirements below apply:

1. Evaluation of Options.
  - a. If required in the solicitation, the option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the award, the exercise of such options shall be considered a sole source procurement.
2. Exercise of Options.
  - a. VVTA must ensure that the exercise of an option is in accordance with the terms and conditions of the option provisions stated in the initial contract awarded.
  - b. An option may not be exercised unless VVTA has determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised.
  - c. As of May 2002, the FTA has rescinded its five-year contract term limitation for some FTA-funded contracts, including "revenue contracts". Good procurement practice requires that VVTA enter into contract terms no longer than is minimally necessary to accomplish the purpose of the contract. Therefore, it remains the general practice of VVTA to contract for terms not exceeding a five (5) year period, inclusive of options. Procurements of Rolling Stock and replacement parts remain limited by law to five (5) years. FTA 4220.1 F (4)

**8.5. Federal General Service Administration (GSA) Schedules**

Under certain circumstances, VVTA may be permitted to make purchases through GSA supply schedules in accordance with Federal GSA published procedures as outlined in the Best Practices Procurement Manual. The Procurement Department will determine if the proposed procurement can utilize existing Federal GSA schedules and following FTA 4220.1 F (4)

**8.6. Procurement Department Files**

The Procurement Department maintains a procurement History file which provides an audit trail from the initiation of a purchasing requirement through contract closeout.

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Where appropriate, the files will include documentation such as, the requisitions, independent cost estimate, list of sources solicited, specifications/scope of work, original solicitation, amendments, proposals, bid evaluation results, determination that price is fair and reasonable, contract or purchase order, change orders, Board agendas, copies of public notices, insurance documents, evidence of performance/payment or other bond documents, notice of award, notice to proceed and all other related correspondence.

**8.7. Geographic Restrictions**

VVTA will not use geographic preferences in the award of contracts except in the case of procurement of architectural and engineering (A&E) services, where knowledge of local conditions and building codes is a relevant factor in the quality of the A&E services.

**8.8. Progress Payment**

In some circumstances, VVTA may enter into contracts that require the use of progress payments. Progress payments shall only be made to the contractor for costs incurred in the performance of the contract. In addition, the agency must obtain title to the property (materials, work in progress, finished goods) for which the progress payments are made. The agency does not participate in funding payments (advance payments) to a contractor prior to the incurrence of costs by the contractor.

**8.9. Solicitation Bidder's List**

In addition to the general requirement for full and open competition (publicly advertised solicitations), the agency maintains a bidders list of eligible and qualified vendors who have expressed an interest in receiving solicitations. The bidders list contains the names, addresses and point of contact for entities that will receive the solicitation. Firms responding to the publicly advertised notice for a specific solicitation are added to the mailing list.

**8.10. Pre-Bid and Pre-Proposal Conferences**

Pre-bid and pre-proposal conferences are generally used in complex acquisitions as a means of briefing prospective bidders and explaining complicated specifications and requirements. The conference is chaired by the responsible Procurement Department staff member and is an open forum where potential respondents may address ambiguities in the solicitation documents. Notice of the conference is included in the solicitation at the time of issuance.

**8.11 Cost and Price Analysis**

Some form of cost or price analysis shall be made and documented for every procurement action, including contract modifications, except as indicated in the procedure. The method and degree of analysis is dependent on the facts surrounding the particular procurement. At a minimum, VVTA shall develop independent cost estimates for each major procurement before receiving bids or proposals. The intent of performing a cost or price analysis is to insure VVTA receives a fair and equitable

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<p>price consistent with the required quality, delivery, and overall terms of the transaction.</p> <p>8.10 <u>Prohibited Contract Methods</u></p> <p>Federal regulations have prohibited the following contracting methods:</p> <ul style="list-style-type: none"> <li>* Cost plus a percentage of cost</li> <li>* Percentage of Construction cost</li> </ul>	



**AGENDA ITEM  
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Meeting Notes from The Technical Advisory Committee Meeting Conducted on August 1, 2018.**

**SUMMARY STATEMENT**

Meeting Notes from the Technical Advisory Committee meeting conducted on August 1, 2018.

**RECOMMENDED ACTION**

Information item only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Lorrh, Clerk of the Board	N/A	August 20, 2018	4

**VICTOR VALLEY TRANSIT AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

**August 1, 2018**

**MEETING NOTES**

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:01 p.m. at Victor Valley Transit Authority, Board room, 17150 Smoke Tree Street, Hesperia, CA.

**ROLL CALL**

**TAC Members**

Present: Tina Souza, City of Hesperia  
Ro Ratliff, City of Victorville  
Orlando Acevedo, Town of Apple Valley  
Cindy Prothro, City of Barstow  
Brian Wolfe, City of Adelanto (3:11)

Staff Present: Kevin Kane, VVTA  
Debi Lorrh, VVTA  
Nancie Goff, VVTA  
Christine Plasting, VVTA  
Aaron Moore, VVTA  
David Flowers, VVTA  
Craig Barnes, VVTA  
Nancy Strickert (via phone)  
Marie Downing, VVTA  
Steven Riggs, VVTA  
Simon Herrera, VVTA

1. Public Comment.  
None.

2. Review Draft Board Agenda.

a. Unmet Needs.

Ms. Strickert explained that this public hearing takes place every year and is a requirement of the TDA; prior to funds going back to jurisdictions for streets and roads, an unmet needs hearing must be held to determine if transit has projects for needs that can be reasonably met. Ms. Strickert also reminded TAC that this year the unmet needs hearing will held in Barstow at the August 20, 2018 Board meeting.

Ms. Prothro inquired if funding for unmet needs is for operating needs only or can it be used for capital projects. Ms. Strickert answered that it can be any transit need that can be reasonably met.

b. Award Construction Manager Contract (TBD).

This Construction Manager award is for the management of the construction of the Barstow facility, Mr. Kane said. Interviews for the four (4) bidders will be held on Thursday August 9, 2018 at 3:00 pm.

c. Award Operations and Maintenance Contract (TBD)

Mr. Kane shared the process of re-releasing the RFP for Operations and Maintenance, mentioning that VVTA tightened up the scope of work and added a few items. While three (3) bids were received, VVTA has narrowed the field to two (2) firms for interviews that will take place at 10 am and 1 pm on Friday, August 10 here at VVTA's offices. Mr. Kane added that any TAC or Board members that wish to attend are more than welcome.

d. Title VI

Mr. Herrera shared that this Title VI update is required by the FTA every three (3) years and must be approved by the Board before submission to FTA.

e. Closed Sessions.

These two (2) sessions are for the Executive Director annual evaluation and to continue discussions regarding the compensation study.

3. Bus stop shelters/benches/lighting.

Mr. Herrera shared that the bike lids are in the process of having the graphics applied and VVTA will be reaching out to the different jurisdictions to discuss placement. Mr. Barnes stated that Route 31 has been re-routed from Palmdale and El Evado in Victorville to Seneca between Amethyst and El Evado in order to better serve the community.

4. SBCTA Update.

Mr. Kane referenced a letter sent to VVTA by SBCTA that addresses the comments regarding LTF made during public comments at the June 27, 2018 Board meeting. Ms. Strickert stated that SBCTA was quite surprised by the comments asking VVTA to reassess the amount of LTF that was budgeted to be returned to the jurisdiction (City of Hesperia), adding that LTF monies are to be used for transit first. While LTF is calculated by population, it is allocated first and foremost to VVTA.

SBCTA recommends that jurisdictions begin budgeting their LTF in arrears instead of in the current fiscal years plan estimate.

Mr. Kane stated that after speaking with the City of Hesperia, VVTA decided to postpone the purchase of property for a transit center until next fiscal year. Lastly, it was pointed out that VVTA could have paid for the new facility with LTF monies, however, it was decided to issue COP's in order to be fair and reasonable with regard to historical funding.

5. CTSA Quarterly Metrics Report.

This item will be presented next month as an annual update.

6. Other Business.

Monthly Board Reports: At the July 16, 2018 Board meeting, the Board requested that the number of reports be greatly reduced. Mr. Kane suggested that Operations invoices remain as they show actual vs. budgeted amounts, monthly performance statistics and monthly ridership report by mode only, compliment report and the on-

time performance chart. All current reports will be generated monthly; for the time being, however, only abbreviated reports will be included in the Board packet, Mr. Kane explained.

Ms. Ratliff mentioned that at Board meetings VVTA can comment briefly on any statistics that may need to be brought to the Boards attention.

Conferences: APTA is taking place in Nashville, September 22-26<sup>th</sup>; CTA fall conference is in Long Beach, October 23-27<sup>th</sup> and the CalACT fall conference is in Napa Valley, November 11-14<sup>th</sup>.

Mr. Kane informed TAC that VVTA will be undergoing their FTA triennial review next week on August 8-10<sup>th</sup>.

When the Fort Irwin commuter service was first passed by the Board, it was contingent on the service being self-sufficient, paying for itself, Mr. Kane said. VVTA will be having meeting with Fort Irwin to address this issue.

Mr. Acevedo shared that Barb Stanton, Board member from the Town of Apple Valley has announced her retirement; the Town is undergoing reorganization and this TAC meeting will be Mr. Acevedo's last. Mr. Acevedo stated that Ms. Jennifer Jackson will be the TAC member in his stead.

Mr. Wolfe stated that Article 8 funds were used by the City of Adelanto to add bus stops along Chamberlaine and Bartlett. Ms. Goff shared that the Article 3 competitive grant will begin sometime after the first of the year. Mr. Wolfe said that he is very interested in working with VVTA in placement of future stops. Ms. Goff also shared that VVTA currently has funds available for bus stop amenities.

7. Adjournment: 3:53 pm

**AGENDA ITEM  
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Management reports.**

**SUMMARY STATEMENT**

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- Transdev invoice for June, BAT and VVTA.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly Commendation Report.
- Transdev On Time Performance Report FY 2018.

**RECOMMENDED ACTION**

Information items only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	N/A	August 20, 2018	5

**Transdev**  
**Transportation Services**  
 17150 Smoke Tree St.  
 Hesperia Calif. 92345

INVOICE NO. "000618-IN0006-Revised

BILL TO Victor Valley Transit Authority  
 17150 Smoke Tree St.  
 Hesperia, Calif 92345

DATE 07/09/2018

CONTRACT NAME:  
 Victor Valley Transit

Attention: Mr. Kevin Kane  
 Executive Director

MONTH

June

BILLING PERIOD 06/01/2018 to 06/30/2018

	Budgeted Revenue hours	Actual Revenue hours	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	3,522.00	3,690.90	\$238,862.04	\$250,255.80	\$11,393.76	\$2,832,922.11	\$2,772,198.43	(60,723.68)
Subscription	1,055.00	1,037.00	\$71,550.10	\$70,329.34	(\$1,220.76)	\$858,601.20	\$923,467.64	64,866.44
Regional Fixed Rt	10,347.00	10,326.00	\$618,543.66	\$617,288.28	(\$1,255.38)	\$7,353,598.78	\$7,341,342.63	(12,256.15)
County	2,499.93	2,497.00	\$149,445.82	\$149,270.66	(\$175.16)	\$1,698,121.45	\$1,696,197.72	(1,923.73)
Dead Head LV-Rte.#23	15.00	15.00	\$896.70	\$896.70	\$0.00	\$10,730.51	\$10,730.51	0.00
Rte. 200	50.00	50.00	\$2,989.00	\$2,989.00	\$0.00	\$30,487.80	\$29,232.42	(1,255.38)
B.V. Link/Lifeline	633.35	631.00	\$37,861.66	\$37,721.18	(\$140.48)	\$446,587.07	\$445,779.46	(807.61)
Dead Head BV	21.00	21.00	\$1,255.38	\$1,255.38	\$0.00	\$15,184.12	\$15,303.63	119.56
Fort Irwin	606.90	605.00	\$36,280.48	\$36,166.90	(\$113.58)	\$436,674.35	\$432,209.40	(4,464.95)
Dead Head FI	78.75	78.75	\$4,707.68	\$4,707.68	\$0.00	\$52,232.80	\$52,232.53	(0.27)
<b>SUBTOTALS</b>	<b>18,828.93</b>	<b>18,950.75</b>	<b>\$1,162,392.52</b>	<b>\$1,170,880.92</b>	<b>\$8,488.40</b>	<b>\$13,735,140.19</b>	<b>\$13,718,694.42</b>	<b>(16,445.77)</b>

\* County routes include 20,21,22,23 and 24

**TOTAL INVOICE INCLUDING VARIANCE**

**\$1,170,880.92**

Please REMIT TO:  
 Transdev Inc.  
 4157 Collection Center Drive  
 Chicago, IL 60693

Manager's Signature and Business Phone

**Transdev**  
**Transportation Services**  
**1612 State St.**  
**Barstow Ca. 92311**

INVOICE NO. "000063018-INS-06B

DATE 07/09/2018

BILL TO Victor Valley Transit Authority  
 17150 Smoke Tree St.  
 Hesperia, Calif 92345

CONTRACT NAME:  
 Victor Valley

Attention: Mr. Kevin Kane  
 Executive Director

MONTH June BILLING PERIOD 06/01/18 to 06/30/18

	June 18 Budgeted HOURS	June 18 ACTUAL HOURS	June 18 Budgeted REVENUE	June 18 ACTUAL REVENUE	June 18 Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
Fixed Route	1857.30	1857.00	\$111,029.39	\$111,011.46	(\$17.93)	\$1,303,334.93	\$1,306,611.28	3,276.35
County	762.30	762.00	\$45,570.29	\$45,552.36	(\$17.93)	\$495,687.37	\$518,071.41	22,384.04
DAR	620.00	313.00	\$42,048.40	\$21,227.66	(\$20,820.74)	\$568,602.88	\$327,036.17	(241,566.71)
<b>SUBTOTALS</b>	3,239.60	2,932.00	\$198,648.09	\$177,791.48	(\$20,856.61)	\$2,367,625.18	\$2,151,718.86	(215,906.32)

**TOTAL INVOICE \$177,791.48**

Please REMIT TO:  
 Transdev Inc.  
 4157 Collection Center Drive  
 Chicago, IL 60693

\_\_\_\_\_  
 Manager's Signature and Business Phone



**FY 2018 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for June**

<b>Mode</b>	<b>Passengers</b>	<b>Revenue Hours</b>	<b>Operating Costs</b>	<b>Passenger Revenue</b>	<b>Passengers Per Rev. Hour</b>	<b>Operating Cost Per Passenger</b>	<b>Operating Cost Per Rev. Hour</b>	<b>Passenger Revenue Per Passenger</b>	<b>Passenger Revenue Per Rev. Hour</b>	<b>Farebox Recovery Ratio</b>
Bus (Motorbus)	109,355	16,123.4	\$1,229,786	\$115,432	6.8	\$11.25	\$76.27	\$1.06	\$7.16	9.39%
Commuter Bus	2,898	603.3	\$57,280	\$39,904	4.8	\$19.77	\$94.95	\$13.77	\$66.15	69.66%
Demand Response	15,570	5,039.7	\$431,757	\$46,613	3.1	\$27.73	\$85.67	\$2.99	\$9.25	10.80%
<b>System Total</b>	<b>127,823</b>	<b>21,766.4</b>	<b>\$1,718,822</b>	<b>\$201,949</b>	<b>5.9</b>	<b>\$13.45</b>	<b>\$78.97</b>	<b>\$1.58</b>	<b>\$9.28</b>	<b>11.75%</b>

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# Monthly Ridership Report

June, FY 2018

Bus (Motorbus), Commuter Bus, Demand Response Only

## Total (All Day Types)

Mode	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Bus (Motorbus)	118,441	109,355	8.3	6.7	7.70%	9.39%
Commuter Bus	4,068	2,898	6.5	4.8	51.99%	69.66%
Demand Response	15,575	15,570	3.2	3.0	8.95%	10.80%
<b>System Total</b>	<b>138,084</b>	<b>127,823</b>	<b>7.0</b>	<b>5.8</b>	<b>9.61%</b>	<b>11.75%</b>



## Employee Commendations! Month of June 2018

Fixed route passenger is extremely grateful for dispatcher Denise Martin for her assistance in planning her trip; Denise was very detailed and patient during the process.

Barstow fixed route passenger is very appreciative of the Barstow team assisting in recovering her keys.

Passenger that recently joined the Travel Training program, is eternally grateful for the fixed route drivers on Route 51; they all take their time and offer assistance.

A passenger on fixed route wished to compliment all VVTA employees from the dispatchers and drivers to the customer service people who answer the phones. Passenger stated that they are all very friendly and helpful.

Fixed route passenger wished to compliment Amber Sainz for being polite, friendly and helpful.



Service Development and Innovation for transit providers

<b>ADA PARATRANSIT ON TIME PERFORMANCE</b>				
Jun-18				
Rides Sampled	More Than 10 Minutes Before	More Than 30 Minutes After	TOTAL	% On Time
<b>15557</b>	<b>0</b>	<b>19</b>	<b>15538</b>	<b>99.88%</b>

<b>FIXED ROUTE ON TIME PERFORMANCE</b>	
Jun-18	
	<b>% On Time</b>
	<b>73.90%</b>

<b>COUNTY ROUTE ON TIME PERFORMANCE</b>	
Jun-18	
	<b>% On Time</b>
	<b>63.20%</b>

<b>BV Link ROUTE 15 ON TIME PERFORMANCE</b>	
Jun-18	
	<b>% On Time</b>
	<b>55.00%</b>

<b>FT. IRWIN ROUTE ON TIME PERFORMANCE</b>	
Jun-18	
	<b>% On Time</b>
	<b>75.64%</b>

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**AGENDA ITEM  
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Unmet Needs Public Hearing for Fiscal Year 2018-2019.**

**SUMMARY STATEMENT**

Sections 99238 and 99401.5 of the California Public Utilities Code provide that a public hearing be held to receive testimony on whether or not there are public and/or specialized transportation needs which can be met by funds provided by the Transportation Development Act (TDA). The San Bernardino County Transportation Authority (SBCTA) must make this determination before it can allocate funds provided by the Act to projects other than public transit.

This determination will be made by SBCTA from a review of the Regional Transportation Plan, the testimony received at the public hearings, and the recommendation of the San Bernardino County Public and Specialized Transportation Advisory and Coordination Council (PASTACC). These hearings will be concerned with funding for this fiscal year 2018/2019.

Comments are solicited relevant to the public and/or specialized transportation needs in the Mountain/Desert portion of the San Bernardino county, especially as they relate to the elderly, disabled, poor, or to providing transportation in environmentally sensitive areas.

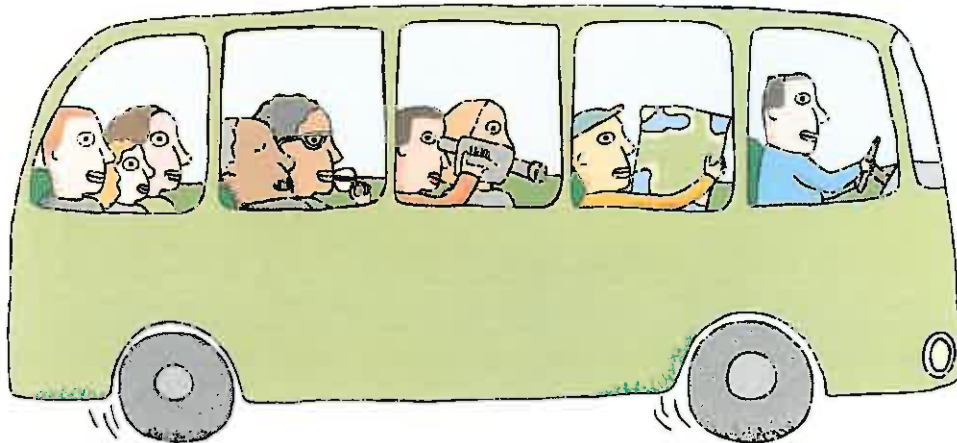
Comments can be presented at the hearing orally or in writing. Those wishing to submit written testimony are asked to bring copies for the hearing panel and staff. For those people who are unable to attend one of the hearings, you can email comments to [nstrickert@gosbcta.com](mailto:nstrickert@gosbcta.com). Written comments may also be submitted to San Bernardino County Transportation Authority, Unmet Transit Needs, Attn: Nancy Strickert, 1170 West 3rd Street, 2nd Floor, San Bernardino, CA, 92410-1715. Written comments will be accepted up to November 30, 2018.

**RECOMMENDED ACTION**

Receive input and testimony from the public.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancy Strickert, SBCTA	N/A	August 20, 2018	6

# HAVING TROUBLE GETTING FROM HERE TO THERE?



**WE WANT TO KNOW ABOUT IT!  
HOW STATE FUNDS FOR TRANSIT GET SPENT IS UP TO YOU.**

## **PUBLIC HEARING**

**August 20, 2018 at 9:30 A.M.**

**Victor Valley Transit Authority  
Barstow City Hall Council Chambers  
220 East Mountain View Street  
Barstow, California 92311.**

**Can't be there? Write to us before November 30<sup>th</sup>  
and get your opinion on record**

**Send your comments to:**

**Nancy Strickert  
nstrickert@gosbeta.com  
San Bernardino County Transportation Authority  
TDA Public Hearing  
1170 West 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410-1715**

**AGENDA ITEM  
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Present VVTA's FY 2019-2021 Title VI Civil Rights Program.**

**SUMMARY STATEMENT**

In June 2018 our Title VI expired, as part of VVTA's compliance with FTA regulations and requirements, every three years the Authority must submit an updated Title VI Civil Rights Program to remain compliant along with VVTA's Americans with Disabilities Act Statement. Staff will include a minute action with its submission to FTA Region IX Office in San Francisco. The following is a brief description of the program.

The Title VI Program is intended to:

- a) Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- b) Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- c) Promote the full and fair participation of all affected populations in transportation decision making;
- d) Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- e) Ensure meaningful access to programs and activities by persons with limited English proficiency.

**RECOMMENDED ACTION**

Approve VVTA's FY 2019-2021 Title VI Civil Rights Program.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	None	August 20, 2018	7

# VICTOR VALLEY TRANSIT



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## **TITLE VI PROGRAM FY 2019-2021**

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### **INTRODUCTION**

This document was prepared by VVTA Civil Rights Department and approved by the VVTA Board of Directors to comply with Title VI of the Civil Rights Act of 1964 and those provisions detailed in U.S. Department of Transportation's (DOT) Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirement and Guidelines for the Federal Transit Administration Recipients."



# VICTOR VALLEY TRANSIT

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## ABOUT

In addition to being a public transit agency, VVTA also operates a nonprofit division designated as a Consolidated Transportation Services Agency (CTSA). As such, VVTA provides many services to California's High Desert including regular fixed route bus, ADA paratransit, vanpool service, a travel reimbursement program (TRIP) and several partnerships with area nonprofits. VVTA's service area spans nearly 1,000 square miles, featuring service to Adelanto, Apple Valley, Barstow, Hesperia, Needles, Victorville and unincorporated San Bernardino County, including Daggett, Helendale, Hinkley, Lucerne Valley, Newberry Springs, Oak Hills, Oro Grande, Phelan, Pinon Hills, Wrightwood, and Yermo. Commuter service to Fort Irwin National Training Center (NTC) and connecting service from the High Desert to the Inland Empire is also provided. Additional information and service alerts are available at [VVTA.org](http://VVTA.org) and [Twitter.com/VVTransit](https://twitter.com/VVTransit).

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## CONNECT

### VICTOR VALLEY TRANSIT AUTHORITY

**ADDRESS:** 17150 Smoke Tree Street, Hesperia, CA 92345

**PHONE:** 760-995-3592

**WEB:** [VVTA.org](http://VVTA.org)

**FACEBOOK:** OfficialVVTA

**TWITTER:** VVTransit

**INSTAGRAM:** VVTransit

# VICTOR VALLEY TRANSIT

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## TITLE VI REPORTING & PRACTICES

**ANNUAL TITLE VI CERTIFICATION AND ASSURANCE:** VVTA submits an annual Title VI Certification and Assurance as part of its annual FTA Certification and Assurance submission.

**TITLE VI COMPLAINT PROCEDURES:** To comply with 49 CFR Section 21.9(b), VVTA has developed and maintains procedures for investigating and tracking Title VI complaints. Procedures for filing a complaint are available to members of the public upon request.

**RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS:** To comply with 49 CFR Section 21.9(b), VVTA maintains a list of active investigations conducted by entities other than FTA. These include any lawsuits, or complaints naming VVTA, which allege discrimination based on race, color, gender, or national origin. This list includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the VVTA in response to the investigation, lawsuit, or complaint.

**PROVIDE MEANINGFUL ACCESS TO LEP PERSONS:** VVTA has taken responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of its programs and activities for individuals who are Limited English Proficient (LEP). Spanish schedules are printed, and the public is informed that VVTA will provide schedules and assistance in a requested language, at no cost.

**NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI:** To comply with 49 CFR Section 21.9(d), VVTA provides information to the public regarding its Title VI obligations. VVTA informs the public of the protections against discrimination afforded to the public by Title VI. VVTA disseminates this information to the public through its website, transit vehicles, and public places.

**REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST:** VVTA understands that at the discretion of FTA, information other than that required by this circular may be requested, in writing, to investigate complaints of discrimination or to resolve concerns about possible Title VI noncompliance.

**VVTA PROCEDURE TO PREPARE AND SUBMIT A TITLE VI PROGRAM:** VVTA acknowledges that FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this program constitutes the VVTA Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), VVTA documents its compliance by submitting a Title VI Program to FTA's Region IX civil rights officer once every three years.

**VVTA CONDUCTS ANALYSES OF IT'S CONSTRUCTION PROJECTS:** To integrate the environmental analyses considerations expressed in the DOT Order on Environmental Justice, VVTA integrates an environmental justice analysis into its National Environmental Policy Act (NEPA) documentation for construction projects. When VVTA prepares documentation for a categorical exclusion (CE), it meets this requirement by completing and submitting FTA's standard CE checklist, which includes a section on community disruption and environmental justice. The VVTA environmental assessment (EA) or environmental impact statement (EIS) integrates the following components into these documents:

- A description of the low-income and minority population within the study area affected by the project (if any), and a discussion of the method used to identify this population (e.g., analysis of Census data, minority business directories, direct observation, or a public involvement process).
- A discussion of all the adverse effects of the project, during and after construction, which would affect the identified minority and low-income population.
- A discussion of all positive effects that would affect the identified minority and low-income population, such as an improvement of transit service, mobility, or accessibility.

# VICTOR VALLEY TRANSIT

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- A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project.
- A discussion of the remaining effects, if any, and why further mitigation is not proposed.
- For projects VVTA construction projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. If VVTA determines there is no basis for such a comparison the agency describes why that is so.

**VVTA PROMOTES INCLUSIVE PUBLIC PARTICIPATION:** To integrate, into community outreach activities, considerations expressed in the DOT Order on Environmental Justice, and the DOT LEP Guidance, VVTA seeks out and considers the viewpoints of minority, low-income, and LEP populations while conducting public outreach and involvement activities. VVTA's public participation strategy offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. These may include:

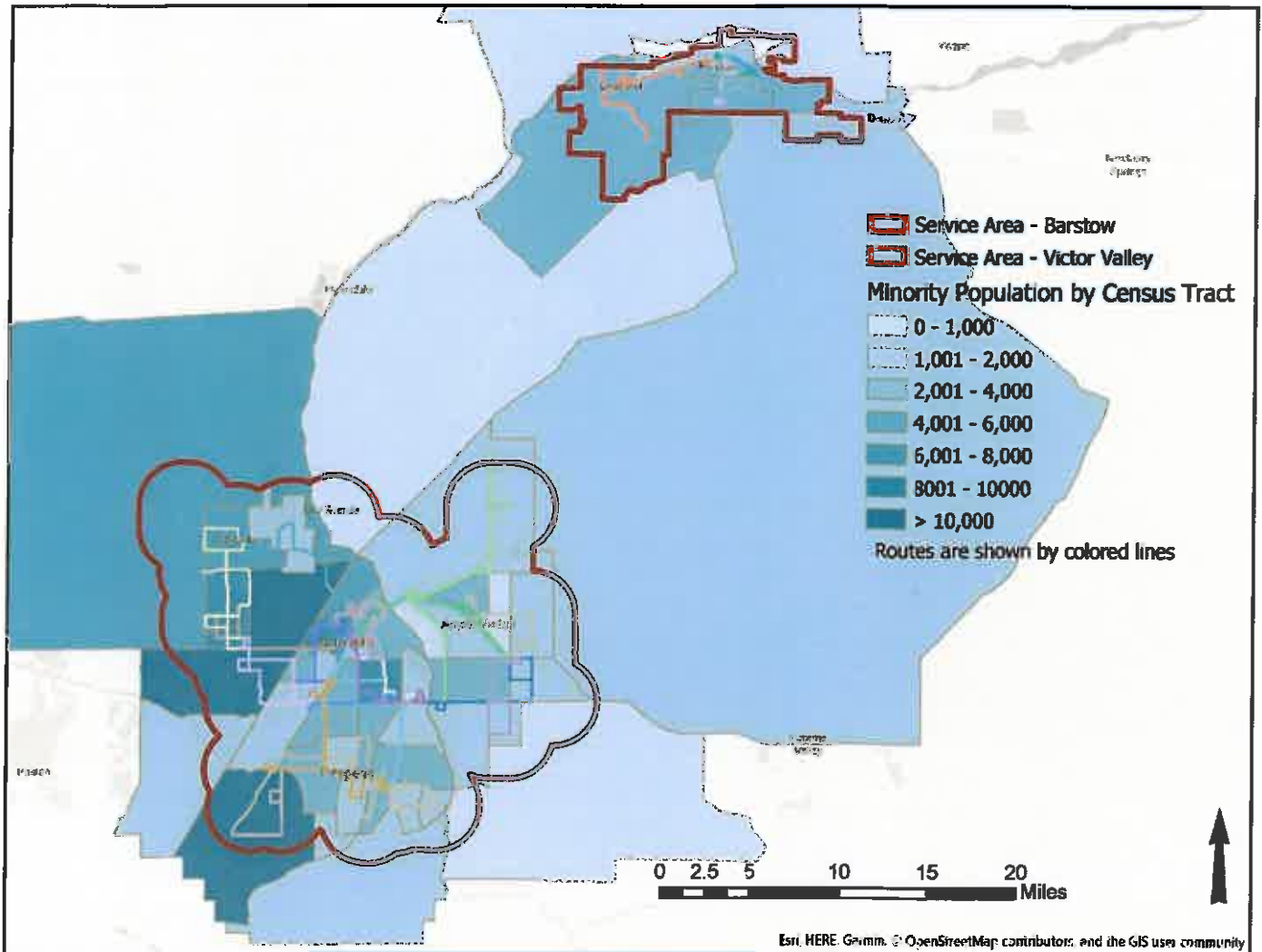
- Coordinating with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Using locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities.
- Using different meeting sizes, formats, or varying the type and number of news media used to announce public participation opportunities, so that communications are tailored to the specific community or population.
- Implementing DOT's policy guidance concerning recipients' responsibilities to LEP persons to overcome barriers to public participation.

## TITLE VI REPORTING & PRACTICES FOR LARGE URBAN AREA

**VVTA COLLECTS DEMOGRAPHIC DATA:** To comply with 49 CFR Section 21.9(b), VVTA collects and analyzes racial and ethnic data showing the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance. VVTA studies a base map of the agency's service area that includes major streets and highways, fixed transit facilities and major activity centers or transit trip generators such as retail centers, high employment areas, schools, and hospitals. In addition, VVTA tracks the total number and percentage of low-income people as compared to its bus route alignments. Since VVTA ridership is primarily comprised of the transit dependent and since VVTA develops its service around such clusters within its service area, VVTA monitors changes in demographics to assure it is providing service to the neediest segments of the area.

### MAP 1: VVTA SERVICE AREA

Census Tracts; transit routes; transit centers/facilities; transit amenities (bus stops/bus shelters); major activity centers; Minority populations (at census tract or block group level)



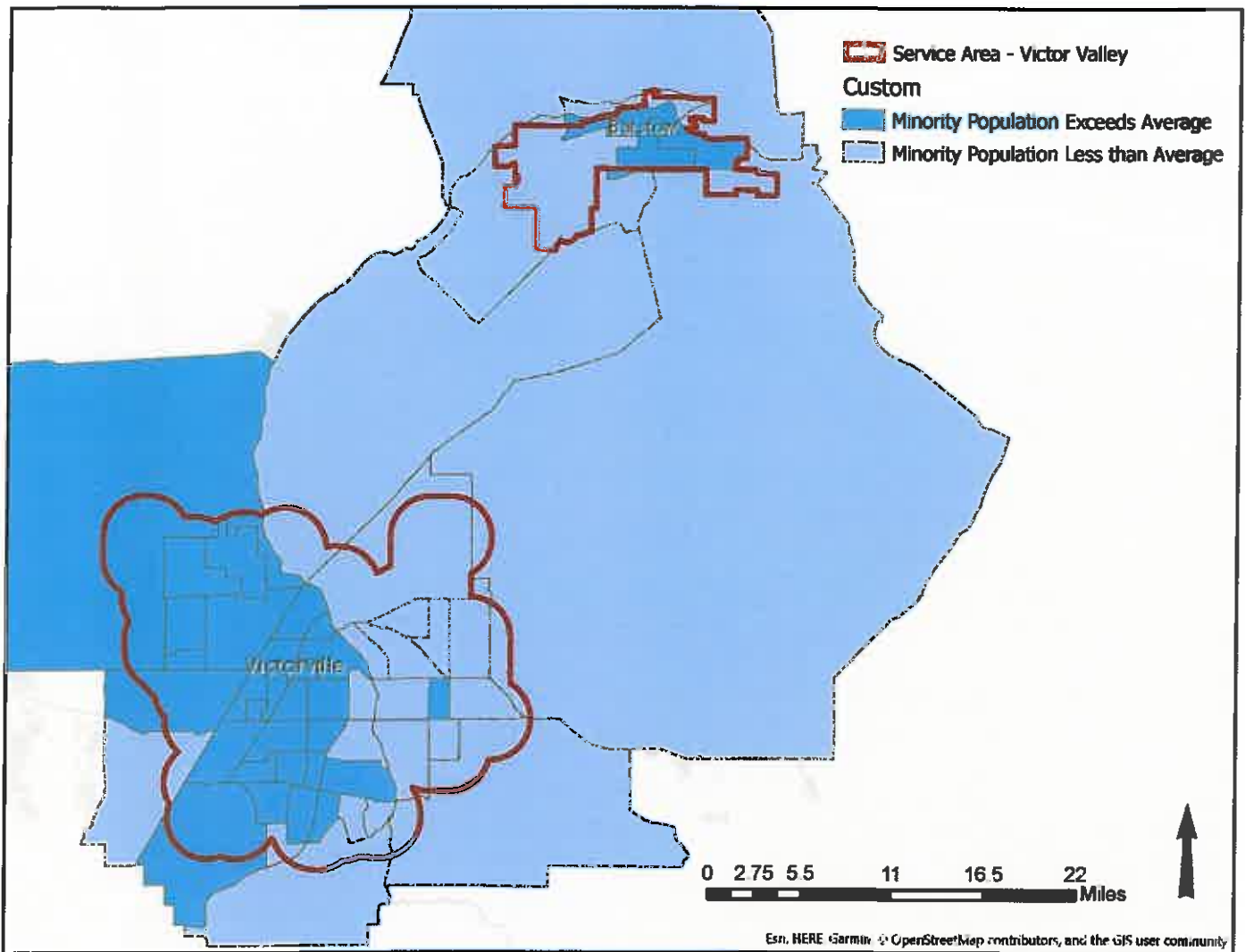
# VICTOR VALLEY TRANSIT

## MAP 2: VVTA SERVICE AREA TRANSIT FACILITIES

There are no transit facilities scheduled to be replaced or updated within the next five years.

## MAP 3: VVTA SERVICE AREA MINORITY POPULATION

Census tracts, blocks, or block groups where the total minority population residing in these areas exceeds the average percentage of minority population for the service area as a whole.



## MAP 4: VVTA SERVICE AREA LOW-INCOME POPULATION

Within the VVTA Service Area, the percentage of low income population does not meet or exceed the threshold reported by federal sources, there is no map available.

## SYSTEM-WIDE SERVICE POLICIES

To comply with 49 CFR Section 21.5(b)(2) and 49 CFR Section 21.5(b)(7), Appendix C to 49 CFR part 21, VVTA has enacted system-wide service procedures necessary to guard against service design and operational policies that have disparate impacts. System-wide procedures differ from service standards in that they are not necessary based on a quantitative threshold.

## VVTA PERFORMS THE FOLLOWING:

- **VEHICLE LOAD:** VVTA studies the ratio of passengers per vehicle, specifically the ratio of passengers to the number of seats on a vehicle during a vehicle’s maximum load point. When VVTA observes that the vehicle load on certain routes is consistently exceeding its service standard, VVTA makes plans to add additional vehicles as budget permits. A summary of maximum load factor ratio standards is as follows:
  - **Local Service Type Vehicles**
    - 40-foot vehicles have a 1.5 maximum load factor ratio.
    - 35-foot low floor vehicles have a 1.5 maximum load factor ratio.
    - 35-foot high floor vehicles have a 1.4 maximum load factor ratio.
    - 33-foot cutaway vehicles have a 1.5 maximum load factor ratio.
  - **Inter-City Service Type Vehicles**
    - 40-foot single door vehicles have a 1.0 maximum load factor ratio.
  - **Commuter Service Type Vehicles**
    - 45-foot commuter vehicles have a 1.0 maximum load factor ratio.

## LOAD FACTOR STANDARD

VEHICLE TYPE	SERVICE TYPE	CAPACITY			MAX LOAD FACTOR RATIO
		SEATS	STANDING	TOTAL	
40' BUS	LOCAL	40	20	60	1.5
35' HIGH FLOOR	LOCAL	38	15	53	1.4
40' NABI SINGLE DOOR	LOCAL	35	17	52	1.5
45' MCI	COMMUTER	53	0	53	1.0
40' EL DORADO SINGLE DOOR	INTER-CITY	45	0	45	1.0
35' LOW FLOOR	LOCAL	31	15	46	1.5
33' CUTAWAY	LOCAL	30	15	45	1.5

- **VEHICLE HEADWAY:** VVTA studies the time interval between two vehicles traveling in the same direction on the same route. VVTA studies Load Factors on its busiest routes. VVTA, increases service frequency on routes and at times that standing loads are recurrent and as budget permits.
- **ON-TIME PERFORMANCE:** VVTA has an on-time performance standard of 0 minutes early and 5 minutes late on fixed routes. The on-time criteria for complementary paratransit is up to 10 minutes before and 30 minutes after a confirmed reservation. VVTA has an on time standard of 90% for all services.
- **DISTRIBUTION OF TRANSIT AMENITIES:** VVTA transit amenities are solely determined, installed and maintained by the separate jurisdictions which comprise the VVTA Joint Powers Authority. VVTA makes recommendations to the jurisdictions based on boardings, alightings, overall route ridership, and demographics.

# VICTOR VALLEY TRANSIT

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- **SERVICE AVAILABILITY:** VVTA has a standard to distribute service so that 80% of all residents in the service area are within one-fourth of a mile of bus service. VVTA uses deviated fixed route in those area with the lowest population density. VVTA has a guideline for bus stop spacing. In urbanized areas, bus stops should be no closer than 0.15 miles and no further than 0.25 miles. In non-urbanized (or rural) areas, bus stops should be no closer than 0.50 miles. Non-urbanized areas offer flag down bus stop service and include Daggett, Helendale, Hinkley, Lucerne Valley, Newberry Springs, Oak Hills, Oro Grande, Phelan, Pinon Hills, Wrightwood, and Yermo.



## TITLE VI PROGRAM SPECIFICS

The Victor Valley Transit Authority service area has historically been below the required 200,000 population threshold for program-specific reporting. In the 2000 Census, the population for the VVTA Urbanized Area (UZA) was 200,436, exceeding the threshold by 436. In the 2010 Census, the population for the VVTA UZA was 328,454, exceeding the threshold by 128,454. Though, currently, VVTA has 47 fixed route vehicles in operation during peak service, which does not exceed the threshold of 50 or more vehicles in operation during peak service. Therefore, according to FTA C 4702.1B, IV1-2, the Requirements of Chapter III and set-system wide standards and policies are all that apply to VVTA.

The most recent 2010 US Census population for the VVTA service area, including distribution by ethnic origin. According to the 2010 Census data for approximately 41% of the total population can be classified within 6 minority groups. The largest minority group in the VVTA service area are in the “some other race” category (20%). African American make up only 11% of the population and a separate 2010 census chart identifies fully 43% of the population being of Hispanic or Latino descent.

VVTA periodically reviews socioeconomic and ethnic population distribution in its service area as compared with existing service routes and corridors to evaluate any potential disparate impact on minority communities. A series of maps is included. These maps still affirm VVTA routes serve predominately the neediest socioeconomic and minority population areas.

Comparative analysis tends to indicate a high level of transit service exists in areas with predominately minority populations and suggests minority population centers tend to generate substantial ridership. Additionally, VVTA conducts a Comprehensive Operational Analysis (COA) periodically and maintains revenue and ridership statistics by route on a monthly, quarterly, and annual basis. With the 2010 installation of automatic passenger counters (APCs) on all VVTA fixed route buses VVTA can now analyze boardings and alightings down to the stop level.

Load Factor Studies conducted in July 2017, August 2017, October 2017, and December 2017 (see tables below) identifies that there were no trips where there were loads larger than the seating capacity. In analyzing these data VVTA has decided no changes are required at this time. Nevertheless, VVTA retains a consultant to study VVTA services and provide a more in-depth analysis for the Environmental Justice Evaluation. This study will also include a Fare & Equity Analysis.

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**DISCLOSURE  
POTENTIAL  
CONFLICTS OF  
INTEREST ISSUES**

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# VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,  
Victorville and San Bernardino County

## MEMORANDUM

**Date:** August 20, 2018

**To:** Victor Valley Transit Board of Directors

**From:** Victor Valley Transit Executive Director

**Subject:** Disclosure(s) regarding recommendations for action by the VVTA Board of Directors.

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board meeting on August 20, 2018.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
	2018-16	Riaz Chaudhary, Principal MARRS Services, Inc. 1485 N. Spruce St #C101 Riverside, CA 92507	ABA Global, San Francisco, CA
		Ryan Gales, CEO JGM, Inc. 6033 W. Century Blvd. #601 Los Angeles, CA 90045	Unknown
		Soheil Barekat, Principal Barekat Construction 5278 E. Rural Ridge Cir Anaheim Hills, CA 92807	ZNS Consulting, LLC Catalyst Property Group, Pasadena, CA
		John Weaver Weaver Inc. 5370 Los Altos Lane Yorba Linda, CA 92886	Unknown

The foregoing information has no financial impact on the Agency and is provided relative to potential conflicts of interests, which may precipitate member abstentions under California Government Code 84308.



# VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,  
Victorville and San Bernardino County

## Conflict of Interest Form

**Purpose:** This form is provided to assist members of the VVTA Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to VVTA Board/Committee agenda items.

**Instructions:** Under certain circumstances, VVTA Board of Directors may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completed form to the Clerk of the Board prior to leaving the meeting.

### I. Board Member Information

Board Member Name	City/County Name	Meeting Date

### II. Campaign Contributions

- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_

### III. Financial Interest

- I have a financial interest of \_\_\_\_\_, from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a financial interest of \_\_\_\_\_, from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_

### IV. Signature

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please remember you must state the information into the public record prior to consideration of the involved agenda item(s) and turn in the complete form to the Recording Secretary prior to leaving the meeting.

**AGENDA ITEM  
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Award VVTA RFP 2018-16 Construction Project Manager contract to MARRS Services, Inc., pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.**

**SUMMARY STATEMENT**

At its May 21, 2018 meeting, the VVTA Board approved the release of RFP 2018-16 Construction Project Manager.

VVTA RFP 2018-14 was released on June 4, 2018; posted to the VVTA website bids page as well as Notices Inviting Proposals were published in local newspapers of general circulation; and Transit publications such as Transit Talent, Passenger Transport, and Mass Transit. Addendum No. 1 was posted on June 15, 2018 to the VVTA Bids page, as well as forwarded to all known prospective proposers. Proposals were due on July 12, 2018. Four Proposals were received

On Thursday, August 9, 2018, the evaluation committee met to discuss the proposals, gather scores and determine a recommendation for award.

Continued

**RECOMMENDED ACTION**

- 1) Authorize Executive Director in enter into BAFO process with MARRS Services, Inc., Riverside, CA and delegate authority for executing and overseeing the contract;
- 2) If BAFO process with MARRS Services, Inc. is unsuccessful, authorize Executive Director to enter into BAFO process with Weaver Inc., Yorba Linda, CA and delegate authority for executing and overseeing the contract.
- 3) Direct the Executive Director to present the executed Construction Project Manager Contract to the Board of Directors for ratification at the first meeting following execution.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	Not to Exceed \$442,716	August 20, 2018	8

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Award VVTA RFP 2018-16 Construction Project Manager contract to MARRS Services, Inc., pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.**

**SUMMARY STATEMENT**

The final scores tabulated, of a maximum possible score of 100 points:

MARRS Services, Inc., Riverside, CA	77.29 Points
Weaver Inc., Yorba Linda, CA	67.70 Points
Jenkins/Gale & Martinez, Los Angeles, CA	51.71 Points
Barekat Construction, Anaheim Hills, CA	47.35 Points

The recommendation is to award the contract to MARRS Services, Inc (highest overall score), with the condition that the BAFO process results in a successful contract. This project is funded by COP funds.

RFP 2018-16 CONSTRUCTION PROJECT MANAGER  
Evaluation Recap

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	E4	E5	E6	Total
1	25.00								
		C-1	4.00	4.00	2.00	0.00	4.00	0.00	17.50
		C-2	2.00	3.00	3.00	0.00	4.00	0.00	15.00
		C-3	3.00	4.00	4.00	0.00	5.00	0.00	20.00
		C-4	2.00	2.00	2.00	0.00	3.00	0.00	11.25

Comments:

Prop Staff	20.00	Company	E1	E2	E3	E4	E5	E6	Total
		C-1	3.00	4.00	2.00	0.00	4.00	0.00	10.40
		C-2	2.00	3.00	3.00	0.00	4.00	0.00	9.60
		C-3	3.00	4.00	5.00	0.00	5.00	0.00	13.60
		C-4	2.00	3.00	2.00	0.00	4.00	0.00	8.80

Comments:

Tech Ability	15.00	Company	E1	E2	E3	E4	E5	E6	Total
		C-1	5.00	5.00	1.00	0.00	3.00	0.00	8.40
		C-2	2.00	3.00	3.00	0.00	3.00	0.00	6.60
		C-3	3.00	3.00	5.00	0.00	5.00	0.00	9.60
		C-4	2.00	2.00	1.00	0.00	3.00	0.00	4.80

Comments:

Proposal	20.00	Company	E1	E2	E3	E4	E5	E6	Total
		C-1	4.00	3.00	1.00	0.00	3.00	0.00	8.80
		C-2	1.00	2.00	3.00	0.00	3.00	0.00	7.20
		C-3	1.00	3.00	4.00	0.00	5.00	0.00	10.40
		C-4	1.00	3.00	3.00	0.00	3.00	0.00	8.00

Comments:

Proposed Controls	5.00	Company	E1	E2	E3	E4	E5	E6	Total
		C-1	3.00	3.00	1.00	0.00	3.00	0.00	2.50
		C-2	2.00	3.00	4.00	0.00	3.00	0.00	3.00
		C-3	2.00	3.00	5.00	0.00	4.00	0.00	3.50
		C-4	2.00	3.00	3.00	0.00	3.00	0.00	2.75

Comments:

Total Weight Score = 85	85.00		Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Average Weighted Score
<b>TOTAL</b>		C-1	64.60	64.60	23.80	0.00	57.80	0.00	52.70
		C-2	30.60	47.60	54.40	0.00	57.80	0.00	47.60
		C-3	40.80	57.80	78.20	0.00	81.60	0.00	64.60
		C-4	30.60	44.20	37.40	0.00	54.40	0.00	41.65

Cost Evaluation

	15.00	Cost	Factor	Cost Score
Weaver		\$ 374,400.00	1.0000	15.0000
JGM		\$ 1,367,665.00	0.2738	4.1063
MARRS		\$ 442,716.00	0.8457	12.6853
Barekat		\$ 985,280.00	0.3800	5.6999

	Technical	Cost	Total Score
Weaver	52.70	15.0000	67.70
JGM	47.60	4.1063	51.71
MARRS	64.60	12.6853	77.29
Barekat	41.65	5.6999	47.35



# VICTOR VALLEY TRANSIT AUTHORITY

Representing the Communities of Adelanto, Apple Valley, Barstow, Hesperia,  
Victorville and San Bernardino County

August 10, 2018

Riaz Chaudhary  
MARRS Services, Inc.  
1485 N. Spruce Street, C-101  
Riverside, CA 92507

**SUBJECT: REQUEST FOR PROPOSAL (RFP) 2018-16 CONSTRUCTION PROJECT  
MANAGER NOTICE OF INTENT TO AWARD**

Recently, your company submitted a proposal in response to the above-referenced RFP. The Evaluation Committee conducted a thorough review of all submitted proposals and the committee has recommended that your company be approved for further consideration. The approval of award is pending VVTA Board of Director approval on Monday, August 20, 2018.

VVTA would like to request a meeting to discuss and negotiate MARRS Services, Inc.'s Best and Final Offer (BAFO.) If you would please let me know of dates and times that best fit your schedules, I will arrange the meeting with representatives from VVTA. We can perform this meeting as a conference call, if it is more convenient for you.

If VVTA and MARRS Services, Inc. come to an impasse and are unable to negotiate a successful transit, VVTA reserves the right to rescind the award and move into negotiations with the second highest scored proposer.

Enclosed with this letter is a copy of the final scores, resulting from this RFP. This copy is for your records.

If you have any questions or concerns, please do not hesitate to contact me at (760) 995-3583 or [cplasting@vvta.org](mailto:cplasting@vvta.org). VVTA looks forward to working with you and your company.

Sincerely,

Christine Plasting, CPPB  
Procurement Manager

Cc: Kevin Kane, VVTA Executive Director  
Ron Zirges, VVTA Fleet/Facility Director  
Griselda Smith, MARRS Proposal Manager

Enclosure

**DISCLOSURE  
POTENTIAL  
CONFLICTS OF  
INTEREST ISSUES**

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# VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,  
Victorville and San Bernardino County

## MEMORANDUM

**Date:** August 20, 2018

**To:** Victor Valley Transit Board of Directors

**From:** Victor Valley Transit Executive Director

**Subject:** Disclosure(s) regarding recommendations for action by the VVTA Board of Directors.

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board meeting on August 20, 2018.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
	2018-14	Judith Crawford, CEO National Express Transit 2601 Navistar Drive Lisle, IL 60532	
		Transdev Richard Alexander Exec VP Business Dev. 720 E. Butterfield Rd #300 Lombard, IL 60148	
		RAPTDev Blaine Rigler 3800 Sandshell Dr., #180 Fort Worth, TX 76137	

The foregoing information has no financial impact on the Agency and is provided relative to potential conflicts of interests, which may precipitate member abstentions under California Government Code 84308.



# VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,  
Victorville and San Bernardino County

## Conflict of Interest Form

**Purpose:** This form is provided to assist members of the VVTA Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to VVTA Board/Committee agenda items.

**Instructions:** Under certain circumstances, VVTA Board of Directors may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completed form to the Clerk of the Board prior to leaving the meeting.

### I. Board Member Information

Board Member Name	City/County Name	Meeting Date

### II. Campaign Contributions

- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_

### III. Financial Interest

- I have a financial interest of \_\_\_\_\_, from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a financial interest of \_\_\_\_\_, from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_

### IV. Signature

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please remember you must state the information into the public record prior to consideration of the involved agenda item(s) and turn in the complete form to the Recording Secretary prior to leaving the meeting.



**AGENDA ITEM  
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Award VVTA RFP 2018-14 Operations and Maintenance Services contract to National Transit Express, Lisle, IL, pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.**

**SUMMARY STATEMENT**

At its May 21, 2018 meeting, the VVTA Board approved the cancellation of RFP 2017-13 and approved the release of RFP 2018-14 Operations and Maintenance Services.

VVTA RFP 2018-14 was released and posted to the VVTA website bids page. Additionally, Notices Inviting Proposals were published in local newspapers of general circulation and public transit publications such as Transit Talent, Passenger Transport, and Mass Transit.

A pre-Proposal conference and job walk was conducted on Friday, June 8, 2018. Addendum No. 1 was posted on June 21, 2018 to the VVTA Bids page, as well as forwarded to all known prospective proposers.

Continued

**RECOMMENDED ACTION**

- 1) Authorize Executive Director in enter into BAFO process with National Transit Express, Lisle, IL and delegate authority for executing and overseeing the contract;
- 2) If BAFO process with National Transit Express is unsuccessful, authorize Executive Director to enter into BAFO process with Transdev Services, Inc., Lombard, IL and delegate authority for executing and overseeing the contract.
- 3) Direct the Executive Director to present the executed Operations and Maintenance Contract to the Board of Directors for ratification at the first meeting following execution.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	Not to Exceed \$102,905,596.00 (Pending the results of the BAFO)	August 20, 2018	9

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**VVTA RFP 2018-14 Operations and Maintenance Services.**

**SUMMARY STATEMENT**

On Wednesday, July 25, 2018, the evaluation committee met to discuss the proposals, gather scores, and determine a recommendation for award. The Scores tabulated were:

National Express Transit, Lisle, IL	175.59 Points
Transdev Services, Inc., Lombard, IL	167.34 Points
RATP Dev, Fort Worth, TX	136.30 Points

The Evaluation Committee deemed it necessary to conduct in-person Interviews with the shortlisted proposers. On 08/02/18, RATP Dev was notified that they were no longer being considered for this solicitation. The Interviews Transdev and National Express were conducted on Friday, August 10, 2018.

The final scores tabulated, of a maximum possible score of 265 points:

National Express Transit, Lisle, IL	211.96 Points
Transdev Services, Inc., Lombard, IL	202.01 Points

This project is funded by FTA 5307, LTF, Measure I, AB2766 and fares.

**RFP NO: 2018-14 Operations and Maintenance Services**

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	E4	E5	E6	Total
<b>1</b>	<b>10</b>								
		C-1	4	4	5	4	5	3	8.33333333
		C-2	4	1	4	4	3	3	6.33333333
		C-3	4	3	4	4	5	3	7.66666667
<b>2</b>	<b>10</b>								
		C-1	3	3	5	4	4	3	7.33333333
		C-2	3	1	3	3	3	3	5.33333333
		C-3	5	3	2	3	4	4	7
<b>3</b>	<b>15</b>								
		C-1	3	3	5	3	4	3	10.5
		C-2	3	1	5	3	3	3	9
		C-3	5	3	1	4	5	3	10.5
<b>4.a</b>	<b>5</b>								
		C-1	3	4	4	4	3	3	3.5
		C-2	3	1	3	4	3	3	2.83333333
		C-3	5	2	2	2	4	2	2.83333333
<b>4.b</b>	<b>5</b>								
		C-1	3	3	4	4	4	3	3.5
		C-2	3	1	1	4	1	3	2.16666667
		C-3	5	3	4	3	4	3	3.66666667
<b>4.c</b>	<b>5</b>								
		C-1	3	3	5	3	3	3	3.33333333
		C-2	3	1	2	4	3	3	2.66666667
		C-3	5	4	4	3	5	4	4.16666667

<b>5a</b>	<b>5</b>								
		C-1	3	4	5	3	4	3	3.6666667
		C-2	3	1	3	3	1	3	2.3333333
		C-3	5	3	4	4	3	3	3.6666667

<b>5b</b>	<b>5</b>								
		C-1	3	4	5	4	5	3	4
		C-2	3	1	3	3	4	2	2.6666667
		C-3	4	3	3	4	3	2	3.1666667

<b>5c</b>	<b>5</b>								
		C-1	3	4	1	3	5	3	3.1666667
		C-2	3	1	1	3	2	2	2
		C-3	4	3	1	3	4	2	2.8333333

<b>5d</b>	<b>5</b>								
		C-1	3	3	5	3	3	2	3.1666667
		C-2	3	1	3	4	3	3	2.8333333
		C-3	4	4	4	4	5	2	3.8333333

<b>5e</b>	<b>5</b>								
		C-1	3	3	5	3	5	3	3.6666667
		C-2	1	1	1	1	1	1	1
		C-3	5	3	5	5	4	5	4.5

<b>7a</b>	<b>5</b>								
		C-1	3	3	4	4	3	3	4
		C-2	3	1	3	3	2	3	3
		C-3	5	4	5	5	4	3	4.3333333

<b>7b</b>	<b>5</b>								
		C-1	3	3	5	4	3	3	3.5
		C-2	4	1	3	4	3	3	3
		C-3	5	2	4	5	4	3	3.8333333

<b>7c</b>	<b>5</b>								
		C-1	2	3	5	4	4	3	3.5
		C-2	3	1	3	3	1	1	2
		C-3	5	3	4	4	4	3	3.8333333

<b>8</b>	<b>10</b>								
		C-1	3	3	4	4	1	3	6
		C-2	3	1	3	4	3	3	5.6666667
		C-3	3	3	4	4	5	4	7.6666667

<b>9</b>	<b>10</b>								
		C-1	3	3	4	4	4	2	6.6666667
		C-2	3	1	3	4	3	3	5.6666667
		C-3	5	3	4	5	5	3	8.3333333

<b>10</b>	<b>10</b>								
		C-1	3	3	4	4	4	2	6.6666667
		C-2	3	1	3	3	3	4	5.6666667
		C-3	5	3	4	5	5	3	8.3333333

<b>11</b>	<b>10</b>								
		C-1	3	3	5	5	4	4	8
		C-2	3	1	3	4	3	3	5.6666667
		C-3	3	3	4	4	5	3	7.3333333

<b>12</b>	<b>10</b>								
		C-1	3	2	5	3	4	2	6.3333333
		C-2	3	1	4	4	3	3	6
		C-3	5	3	5	5	5	3	8.6666667

<b>13</b>	<b>10</b>								
		C-1	3	3	5	3	4	3	7
		C-2	3	1	3	3	3	3	5.3333333
		C-3	3	3	4	3	5	3	7

<b>14</b>	<b>10</b>								
		C-1	4	3	5	4	5	3	8
		C-2	4	1	3	4	5	3	6.6666667
		C-3	4	3	4	4	5	3	7.6666667

Total Weight Score	180		Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Average Weighted Score
TOTAL	C-1		109.71429	114.857	162.85714	132	138.6671	102.8571	126.85714
	C-2		109.71429	36	102.85714	123.4286	96	99.42857	94.571429
	C-3		161.14286	109.714	130.28571	142.2857	159.4286	109.7143	135.42857

References	20 Max Points	Total Weighed Score
C-1		17.2727
C-2		16.7272
C-3		16.4848

Price/Cost Evaluation: 20			
	Base Years Contract Amount	Factor	Score
Transdev	\$105,541,396.00	0.911	18.2107
RATP	\$96,099,228.00	1.000	20.0000
NEXT Bus	\$102,905,596.00	0.934	18.6772

Total Score	Technical	Cost Score	Ref.	DBE Bonus	Labor Code 1072 Preference	Total	Interview Scores	Score
Transdev	126.8571	18.2107	17.2727	5	0	167.34056	0	167.34
RATP	94.57143	20.0000	16.7272	5	0	136.29863	0	136.30
NEXT Bus	135.4286	18.6772	16.4848	5	0	175.59053	0	175.59

08/02/18 - A Procedural Notice was sent to RATP Dev letting them know that they were not being invited to interview

After the interviews on 08/10/18:

Total Score	Technical	Cost Score	References	DBE Bonus	Labor Code 1072 Preference (confirmed during interview)	Total	Interview Scores	Final Score
Transdev	126.8571	18.2107	17.2727	5	20	187.34056	14.67	202.01
NEXT Bus	135.4286	18.6772	16.4848	5	20	195.59053	16.37	211.96





# VICTOR VALLEY TRANSIT AUTHORITY

Representing the Communities of Adelanto, Apple Valley, Barstow, Hesperia,  
Victorville and San Bernardino County

August 11, 2018

Judith Crawford  
National Express Transit  
2601 Navistar Drive  
Lisle, IL 60532

**SUBJECT: REQUEST FOR PROPOSAL (RFP) 2018-14 OPERATIONS AND MAINTENANCE  
SERVICES NOTICE OF INTENT TO AWARD**

Recently, your company submitted a proposal in response to the above-referenced RFP. The Evaluation Committee conducted a thorough review of all submitted proposals and the committee has recommended that your company be approved for further consideration. The approval of award is pending VVTA Board of Director approval on Monday, August 20, 2018.

VVTA would like to request a meeting to discuss and negotiate National Express Transit's Best and Final Offer (BAFO.) If you would please let me know of dates and times that best fit your schedules, I will arrange the meeting with representatives from VVTA. We can perform this meeting as a conference call, if it is more convenient for you.

If VVTA and National Express Transit come to an impasse and are unable to negotiate a successful transit, VVTA reserves the right to rescind the award and move into negotiations with Transdev, the second highest scored proposer.

Enclosed with this letter is a copy of the final scores, resulting from this RFP. This copy is for your records.

If you have any questions or concerns, please do not hesitate to contact me at (760) 995-3583 or [cplasting@vvta.org](mailto:cplasting@vvta.org). VVTA looks forward to working with you and your company.

Sincerely,

Christine Plasting, CPPB  
Procurement Manager

Cc: Kevin Kane, VVTA Executive Director  
Steven Riggs, VVTA Finance Director  
Ron Zirges, VVTA Fleet/Facility Director  
Simon Herrera, VVTA Senior Operations Manager  
Peter Greenberg, National Express Transit Director of Business Development

Enclosure

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**CLOSED SESSION**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Closed Session.**

**SUMMARY STATEMENT**

**BOARD BUSINESS**

**Closed Session.**

Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Performance Evaluation. Title: Executive Director.

**RECOMMENDED ACTION**

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Carol Greene, County Counsel	N/A	August 20, 2018	10

**CORRESPONDENCE  
/PRESS CLIPS**

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Featured Freeway Traffic News

## Tour bus catches fire on NB-15 freeway near Wild Wash Road



VVNG Staff • August 4, 2018 1 minute read



**APPLE VALLEY, Calif. (VVNG.com)** — A tour bus fire on the northbound 15 freeway between Wild Wash and Hodge Roads prompted the California Highway Patrol to temporarily shut down several lanes.

Firefighters with San Bernardino County Fire were dispatched to a vehicle fire at about 10:00 am, on Saturday, August 4, 2018.

Firefighters arrived on scene and located the tour bus fully engulfed along the right shoulder of the freeway and confirmed all occupants had safely exited the bus.



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Cell phone video and photos shared with Victor Valley News, showed a couple dozen passengers standing along a dirt hill away from the fully engulfed bus. Information on the bus or where it was heading are unknown at this time, however, the side of the bus read El Paso – Los Angeles.

CHP responded to the scene and shut down the no.2 and 3 lanes as firefighters and emergency personnel fought the blaze and checked on the passengers.

Scanner traffic reported the fire was contained by 10:48 am, and was mostly contained to the bus with the exception of a small vegetation spot.

County firefighters have requested a bus from VVTA to respond to allow the approximately 40 passengers to sit inside an air controlled climate as they wait approximately 2 hours for the replacement bus to arrive.

The cause of the fire is under investigation and no injuries have been reported. Additional information will be updated as it becomes available.