



VICTOR VALLEY TRANSIT AUTHORITY

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

January 4, 2023 3:00 p.m.

IN PERSON

1. Interested persons may submit Public Comment in writing to the Clerk of the Board at info@vvta.org . Written comments must acknowledge the Agenda Item number and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass, the time will not be extended, and the remaining comment will not be read but shall be included in any public comment document. Public Comments must be submitted no later than 5:00 pm on January 3, 2023.

- 2. Review Draft Board Agenda K. Kane/Group
 - a. Board Elections.
 - b. Consent item for the PTASP update.
 - c. Budget Amendment – CMAQ.
 - d. Budget Amendment – 10-acre purchase.
 - e. Article 3 Request for Reimbursement.
 - f. Release of RFP 2023-06 Back-up generator for Barstow CNG Station.
 - g. Release RFP 2023-08 Hesperia Perimeter Fence.

- 3. Bus stop shelters/benches/lighting Group

- 4. SBCTA Update..... N. Strickert

- 5. Other Business..... Group

- 6. Adjournment.

The next regularly scheduled meeting is February 1, 2023. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Thursday, December 29, 2022.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Election of Chair and Vice Chair.

SUMMARY STATEMENT

The process for election of a Chair and Vice Chair are outlined in the VVTA Administrative Rules and Guidelines, Section 1.0024 below:

1.0024 CHAIR; ELECTION AND TERM; DUTIES GENERALLY. The Chair shall be elected by the Board. He/she shall be elected to such office for a term of one (1) year. No Board Director may hold the office of Chair for more than two (2) successive terms of one (1) year each. The election for Chair shall be held at the meeting which occurs in January. Pursuant to Administrative Guidelines, the Chair and Vice-Chair are selected at the January meeting to serve a one (1) year term. The Chair may only serve two (2) consecutive one (1) year terms.

Chair Jeannette and Vice-Chair Noble have now served one term.

RECOMMENDED ACTION

Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office and select Personnel Committee.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	None	January 17, 2023	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Adopt Resolution 23-01 Safety Committee Approval of the Public Transportation Agency Safety Plan (PTASP).

SUMMARY STATEMENT

In 2018, The Federal Transportation Administration required Public Transportation Agencies to adopt a PTASP and have their governing Board approve the plan by December 31, 2019, which VVTA's Board did approve prior to the deadline.

However, in accordance with the Bipartisan Infrastructure Law that was subsequently passed on November 15, 2021, Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022 to have their Safety Committee approve an update to the Agency Safety Plan.

VVTA's Safety Committee, is comprised of VVTA and Keolis Staff. The Safety Committee includes the VVTA Interim Operations Manager, the VVTA Procurement Manager, Keolis' Assistant GM, Operations Managers, Safety and Training Managers, ADA and Fixed Route Drivers, Road Supervisors and Dispatchers; and

The Safety Committee has approved the current plan. The signed approval form shows that all signatures were received prior to the 12/31/2022 deadline.

RECOMMENDED ACTION

Adopt Resolution No 23-01, confirming compliance with the Bipartisan Infrastructure Law prior to the deadline of 12/31/2022.

PRESENTED BY
Consent Calendar

FISCAL IMPACT
None

MEETING DATE
January 17, 2022

ITEM NUMBER

RESOLUTION: 23-01

A RESOLUTION OF THE VICTOR VALLEY BOARD OF DIRECTORS TO REPORT COMPLIANCE WITH THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

WHEREAS In 2018, The Federal Transportation Administration has required Public Transportation Agencies to adopt a PTASP and have their governing Board approve the plan by December 31, 2019, which VVTA's Board did approve prior to the deadline; and

WHEREAS, In accordance with the Bipartisan Infrastructure Law that was passed on November 15, 2021, Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022 to have their Safety Committee approve an update to the Agency Safety Plan; and

WHEREAS, VVTA's Safety Committee, composed of VVTA and Keolis Staff. The Safety Committee includes the VVTA Interim Operations Manager, the VVTA Procurement Manager, Keolis' Assistant GM, Operations Managers, Safety and Training Managers, ADA and Fixed Route Drivers, Road Supervisors and Dispatchers; and

WHEREAS, The Safety Committee has approved the current plan. The signed approval form shows that all signatures were received prior to the 12/31/2022 deadline; and

WHEREAS, To confirm compliance, this resolution and the signed approval form are hereby submitted to the Board of Directors to confirm compliance with the Bipartisan Infrastructure Law.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Victor Valley Transit Authority adopt Resolution No. 23-01, confirming that the Safety Committee has provided the required approval to the requirement per the Bipartisan Infrastructure Law.

FILED and ADOPTED this 17th Day of January 2023.

VVTA Board Chair

ATTEST:

Debi Albin, Clerk of the Board

VICTOR VALLEY TRANSIT

November 29, 2022



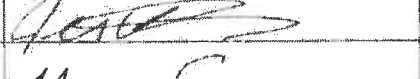


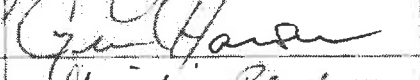
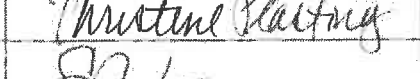
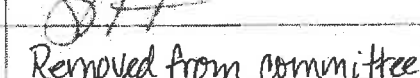
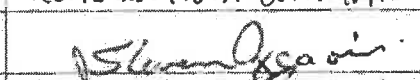



RE: PTASP Safety Committee approval of VVTA PTASP

In accordance with the Bipartisan Infrastructure Law changes to the Public Transportation Agency Safety Plan (PTASP) Requirements:



Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022 to have their Safety Committee approve an update to the agency's Agency Safety Plan (ASP).

On November 18, 2022, representatives of the VVTA PTASP Safety Committee and VVTA Staff met to discuss any changes that need to be made to the current VVTA PTASP. According to the committee, there are no changes needed to the current plan.

The Members of the VVTA PTASP Safety Committee are below and have reviewed and approved the current VVTA PTASP:

Name of Committee Member	Signature	Date
Eyvette Brown, Chairperson		11-29-22
Adel Kazayi		11/29/22
Jennifer Rios		12/8/22
Monica Carrillo		11/29/22
Joy Caldwell		12/8/22
Rene Alvarez		11/29/22
Grant Hanson		11/29/22
Christine Plasting		11/22/2022
Sylvia Harris		12/7/22
Monica Perez	Removed from committee	12/8/22
Steven Agcaoili - Barstow		12-9-22
Geneve Barker - Barstow		12-9-22
Deborah Foreyt		12-15-22

RE: PTASP Safety Committee approval of VVTA PTASP

Tyrunisha Brown		12/9/2022
Jonathan McDowell		12/9/22

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funds to the Hydrogen FCEB Infrastructure Project.

SUMMARY STATEMENT

Construction of the Hesperia Hydrogen Fueling Infrastructure is a multi-year project. The VVTA FY22 budget applied \$3,690,000 of Congestion Mitigation and Air Quality Improvement (CMAQ) funds and \$423,243 in Toll Credits to the project. Toll Credits used transfer directly from CalTrans to FTA and as such, are not added as a cash match for the project.

In FY23, staff applied for a competitive Low and No Emission Grant (Section 5339) to fund a portion of the Hesperia Hydrogen Fueling Infrastructure project in the FY23 budget. Unfortunately, the grant application for the requested funds was not awarded.

Subsequently, staff requested and was allocated CMAQ funds of \$2,725,000 from the San Bernardino County Transportation Authority (SBCTA). This does not increase the overall CMAQ funding for VVTA over the next 10 years but advances a portion of the FY 23/24 funding available.

Hydrogen FCEB Infrastructure	Competitive Section 5339	CMAQ	LTF	Partial Project Funding
FY 2023 Low and No Emission Competitive Grant	\$2,424,944		\$606,236	\$3,031,180
FY 2023 Budget amendment		\$2,725,000	\$606,236	\$3,331,236

Continued

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funding to the Hydrogen FCEB Infrastructure Project.

PRESENTED BY Marie Downing, Grants Manager	FISCAL IMPACT CMAQ \$2,725,000	MEETING DATE January 17, 2023	ITEM NUMBER
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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funds to the Hydrogen FCEB Infrastructure Project.

SUMMARY STATEMENT

The recommendation is to fill the gap from the unsuccessful competitive grant application with the available CMAQ funds and utilizing the same local match (LTF).

This second table illustrates total project funds that will be reserved.

Hydrogen FCEB Infrastructure	CMAQ	LTF	Reserved Project Funding
FY 2022 Budget Funding	\$3,690,000		\$3,690,000
FY 2023 Budget Amendment	\$2,725,000	\$606,236	\$3,331,236
Total Reserved Project Funding	\$6,415,000	\$606,236	\$7,021,236

The Hydrogen Fueling station will be designed with the ability to fuel sixty (60) Fuel Cell Electric Buses (FCEBs) within 7 hours. It will be accessible for both public and private use. Liquid hydrogen will be delivered on an as needed basis. Hydrogen production will not be utilized for this project.

VVTA's approved FY23 budget includes the purchase of eight (8) FCEBs. Two (2) additional buses will be purchased using Low Carbon Transit Operations Program (LCTOP) funds. VVTA's long term goal is to have 60 of its 72 fixed route, intercity, and commuter buses as hydrogen fuel; the remaining routes will consist of the current battery electric buses. By 2035, VVTA expects to operate 100% FCEBs in its fixed route fleet. The planned station will meet the needs of VVTA's long-term goals.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue.

SUMMARY STATEMENT

At the July 18, 2022, Board of Directors meeting, the Board approved the purchase of the 10-acre piece of land just east of the current VVTA facility in Hesperia. As discussed, this property is ideally suited to re-locate the Hesperia Transfer Hub. The appraisal for the property came in at \$1,090,000.

Staff offered the \$1,090,000 appraised value, which the owner accepted. However, the owner also requested VVTA pay all additional fees such as closing costs, escrow, title, and commission. Closing costs, including a 4% brokerage fee, are estimated to be \$64,000.00.

Staff recommends utilizing CNG and LCFS Credits as identified below to fund the purchase of the land and the additional costs as required by the seller. Since the closing costs are estimated, surplus of funds and interest accumulated, if any, from this property purchase can be applied to the Transfer Hub Construction Project.

BEB Infrastructure	CNG Credits	\$212,733
Unobligated	CNG Credits	\$891,100
APC Upgrade	CNG credits	\$25,197
iVanPool Software Upgrade	LCFS Credits	\$39,113
Big River Vans	LCFS Credits	\$1,261
Total funding Available		\$1,169,404

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue. (APN 0410-121-05).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Marie Downing, Grants Manager	Purchase costs \$1,090,000 plus estimated fees \$64,000	January 17, 2023	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.

SUMMARY STATEMENT

On July 10, 2019, the San Bernardino County Transportation Authority (SBCTA) Board of Directors approved funding from the Transportation Development Act (TDA), Article 3 Transit Stop Access Program, for the following transit stop improvement projects for the City of Victorville in an amount of \$34,759.

1. Seneca Road East of Amargosa
2. Mariposa Road South of Nisqualli Road Westside –Withdrawn
3. Mariposa Road South of Nisqualli Road Eastside
4. Hesperia Road from Sunhill Drive to Cherryhill Drive –Withdrawn
5. Amargosa Road from Sunny Vista Road to Tawney Ridge Road - Withdrawn
6. Hesperia Road South of Nisqualli Road
7. Hesperia Road and Comanche Road
8. Park Avenue East South Park Avenue
9. Park Avenue and Anacapa Road
10. Amargosa Road and King Ranch Road

The City of Victorville completed seven of the ten projects that were authorized for funding. The available Article 3 funds for these projects is \$12,592. The local match is Low Carbon Fuel Standard Credits (LCFS) and is \$50,367.

RECOMMENDED ACTION

Authorize Staff to file an Article 3 reimbursement claim for \$12,562 to SBCTA for the completed Article 3 projects as presented.

PRESENTED BY
Marie Downing,
Grants Manager

FISCAL IMPACT
Article 3 \$12,592
LCFS \$50,367

MEETING DATE
January 17, 2023

ITEM NUMBER

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2023-06 Barstow CNG Station Backup Generator.

SUMMARY STATEMENT

During the Barstow CNG Station upgrade, which was completed earlier in 2022, it was deemed necessary that a Natural Gas-Powered Backup Generator was needed at the facility to provide redundancy. Although proposers did provide optional pricing for the Backup generator as part of their proposals; the additional cost for this redundancy significantly exceeded the amount budgeted for the approved CNG Station Upgrade project.

For the purpose of adding this much needed redundancy, and since the required funds are now available, VVTA believes the agency should move forward and install the natural gas-powered backup generator (BUG). To that end, staff seeks approval to release a request for proposals to design, integrate, construct, and install a backup generator to the station.

Per Procurement Policy 1020, 2.1 and Policy 2000 "\$250,000.01 and above – Formal procurement procedure, 1.5.4.1.3 staff requests Board authorization to release Requests for Proposal (RFP)."

Funding for the construction project includes various available local funds.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-06 Barstow CNG Station Backup Generator.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	January 17, 2023	

VVTA RFP 2023-06

BARSTOW CNG STATION BACKUP GENERATOR

ATTACHMENT A – SCOPE OF WORK

Victor Valley Transit Authority (VVTA) is seeking proposals from qualified firms with experience in providing a turn-key solution for the purchase and installation of a Natural Gas-Powered Backup Generator and all necessary equipment for Victor Valley Transit Authority's Barstow LCNG station. For the purpose of adding additional resiliency, VVTA desires a natural gas-powered backup generator (BUG) and is requesting proposals to design, integrate, construct, and install a backup generator to the station.

General

The proposer shall be responsible for planning, design, permitting, equipment, construction, commissioning, and closeout of project.

Proposal Requirements

- Provide list of previous completed projects similar in size to the requirements of this request along with customer contact information.
- Provide product details on backup generator specifications.
- Provide a proposed project schedule.
- Provide and discuss change order process.
- Identify key personnel, and subcontractor company & personnel if utilized, proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the company, person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm or known by the firm for subcontracted services.
- Furnish brief resumes for the proposed Project Manager and other key personnel
- Indicate adequacy of labor resources utilizing a table projecting the labor-resource allocation to the project by individual task.
- Include a project organization chart, which clearly delineates communication/reporting relationships and responsibilities among the project staff.
- Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the VVTA.
- Provide a project approach and work plan.
- Proposer shall include bonding & builders risk insurance.

Project Site and Description

The installation of the backup generator and all equipment, and construction will take place at Victor Valley Transit Authority's Liquid Compressed Natural Gas Station in Barstow California located at:

100 N Sandstone Ct

Barstow CA, 92311

VVTA RFP 2023-06
BARSTOW CNG STATION BACKUP GENERATOR
ATTACHMENT A – SCOPE OF WORK

As built drawings of existing station and equipment will be provided in this RFP as Exhibit 1.

Project Approach and Work Plan

Proposer should provide a narrative, which fully addresses Attachment A Scope of Work, and shows Proposer's understanding of VVTA's needs and requirements. The Proposer should include references for each section in the Scope of Work that refers to VVTA's requirements.

The Work Plan shall provide a list of all aspects of permitting, construction, proposers responsibilities, and a proposed schedule. The work plan must also address how the proposer plans to reduce station downtime during construction.

Proposer to:

- Describe the approach to completing the tasks specified in Attachment A Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Proposer's ability to accomplish the project objectives and overall schedule.
- Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them.
- Furnish a project schedule for completing the tasks in terms of elapsed weeks.
- Identify methods that Proposer will use to ensure quality and safety control as well as budget and schedule control for the project.
- Identify any special issues or problems that are likely to be encountered in this project and how the Proposer would propose to address them.
- Proposer is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.
- Identify and provide all sample agreements that VVTA will be required to execute.

Design/Planning:

Proposer shall be responsible for design and planning to include at a minimum:

- Project schedule.
- Site evaluation.
- Obtain all permits necessary from all authorities having jurisdiction (AHJ).
 - The proposer will be responsible for permit application and obtaining the permits, but not the cost of required permits. VVTA will pay for the initial permitting, do not include the estimate for these permits in your proposal.
- Schedule all inspections by AHJ's, as necessary.
- Coordination with all utilities, as necessary.
- Trenching and construction on stamped asphalt should be limited.
- Civil drawings.
- Electrical drawings.

VVTA RFP 2023-06
BARSTOW CNG STATION BACKUP GENERATOR
ATTACHMENT A – SCOPE OF WORK

- Mechanical drawings.
- Equipment layout and location.
- Provide 90% drawing set to customer for review prior to permit submission.
- Proposing a generator that is capable of powering, at a minimum, all CNG & LCNG equipment needed to fuel, including but not limited to:
 - dispensers, pumps, compressors, controls, POS, and area lighting.

Construction:

The proposer shall be responsible for construction to include, but not limited to:

- Excavation, forms, foundations, trenches, fencing, grounding of all equipment, and pull electrical supply.
- Provide construction supervision for installation of the equipment within the scope.
- Hold recurring conference calls and in person meetings to inform all parties about construction activities and update project schedule.
- Site cleanliness and daily cleanup.
- Proposer shall coordinate with VVTA's project manager on daily work areas needed.
- Proposer shall plan daily construction to have minimal station downtime and prioritize keeping the station in service as much as possible throughout the course of the project.
- All landscaping, asphalt, concrete and other areas of construction are to be returned to its original state and match its surroundings upon completion.
- Work shall include redirecting the existing SCE service to a new ATS interconnected to a new standby generator supplied by the awarded contractor.
- Work shall include new electrical service from new ATS to existing 800-amp SCE service.
- Work shall include a new 500 kw or larger natural gas generator with exterior enclosure to meet the needs of the current LCNG station.
- Work shall include all electrical installation requirements to meet AHJ's codes.
- Work shall include concrete foundation to meet generator and ATS, and AHJ's (authorities having jurisdiction) code requirements.
- Work shall include coordination with Southwest Gas for plumbing from Southwest Gas new meter set assembly to generator fuel inlet.
- Work shall include coordination with SWG for interconnection with a new gas service and any concrete or security provisions required of SWG and/or AHJ.
- Work shall include all design, permitting
- All work to be performed during normal working hours.
- Work shall include all excavations and boring necessary for installation, backfill and repairs required to bring site to original state.
- Work shall include coordination with Southwest Gas to install gas line to meter for newly installed generator.

VVTA RFP 2023-06
BARSTOW CNG STATION BACKUP GENERATOR
ATTACHMENT A – SCOPE OF WORK

- Install fencing and/or protective bollards for equipment as necessary and designed by the proposer.

Commissioning:

The proposer shall be responsible for commissioning, providing VVTA a detailed station commissioning plan, identifying the steps, tasks, responsibilities, and schedule to start and complete commissioning of the station. The plan shall be provided no less than sixty (60) days in advance of the start of the commissioning process and is to include at a minimum:

- Electrical
 - Perform electrical termination for all instrumentation.
 - Function test all safeties and controls, etc.
- Assign single point of contact (site transition manager).
- Provide adequate training of VVTA facility maintenance personnel for the proper operation and maintenance of the new generator.
- Provide operator, parts, and maintenance manuals.
- Provide all warranty documentation for equipment.

Closeout:

The Proposer shall be responsible for closeout to include at a minimum:

- Provide as-built drawings at job completion.
- Remove all shipping materials.
- Remove construction materials, debris, and equipment.

Quality:

All material and workmanship shall be of the highest grade, in accordance with the best modern practice. All materials and parts comprising the product shall be new. The project and materials shall comply with the Buy America, Build America Act.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2023-08 Hesperia Perimeter Fence.

SUMMARY STATEMENT

VVTA staff has been planning for a perimeter fence around the Hesperia Administration and Maintenance Facility for the past several years as an added level of security. There has been a significant increase in vandalism and theft in these parking areas. This item was included in the Board approved the 2022-2023 budget.

VVTA desires security fencing consisting of black, vertical iron bars with an anti-climb design, two vehicle access gates, and two man-gates. All gates must utilize and connect with VVTA's current badge reader and vehicle transponder system and be programmable to remain open and unlocked during business hours and closed/locked during holidays and non-business hours depending on VVTA's needs.

Per Procurement Policy 1020, 2.1 and Policy 2000 "\$250,000.01 and above – Formal procurement procedure, 1.5.4.1.3 VVTA Staff seeks Board authorization to release Requests for Proposal (RFP)."

Funding for the construction project includes previously budgeted federal 5307 and local match.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-08 Hesperia Perimeter Fence Project.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	January 17, 2023	