



**VICTOR VALLEY TRANSIT AUTHORITY  
REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
Mon-day, March 17, 2025, 9:30 A.M.**

**Victor Valley Transit Authority  
17150 Smoke Tree Street  
Hesperia, CA 92345**

**Victor Valley Transit Authority Board of Directors**

James Noble, Chair, City of Barstow  
Liz Becerra, Vice-Chair, City of Victorville  
Allison Lee, Director, City of City of Hesperia  
Paul Cook, Director, County of San Bernardino  
Dawn Rowe, Director, County of San Bernardino  
Gabriel Reyes, Director, City of Adelanto  
Curt Emick, Director, Town of Apple Valley

**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 people 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 x102, (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 will be available and posted: Monday, March 10, 2025.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items on the agenda, 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 Regular Meeting of The Board of Directors Conducted February 18, 2025.***

Recommendation: Move for approval.

Presented by: None.

Pg. 17 ***Item #2: Warrants, January 2025.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 23 ***Item #3: Management Reports – Verbal Report from Chief Executive Officer.***

Recommendation: Information item only.

Presented by: Nancie Goff, CEO.

Pg. 35 ***Item #4: Transit Operations Division, Victor Valley Detail Report.***

Recommendation: Information item only.

Presented by: VVTA Transit Operations Division Victor Valley Detail.

Pg. 39 ***Item #5: Mid-Year Budget Review FY2024-2025***

Recommendation: Receive and File.

Presented by: Maged Azer, Chief Financial Officer.

**ACTION ITEMS**

- Pg. 47      **Item #6: Reject All Proposals Received and Cancel RFP 2025-02 and Approve Release of RFP 2025-06 Transit Advertising Services.**  
Recommendation: Reject all proposals received – 2025-02 and approve the release of RFP 2025-06.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 55      **Item #7: Release of RFP 2025-07 Professional Engineering Services for Building Modifications for Hydrogen Fuel Cell Buses.**  
Recommendation: Approve the release of RFP 2025-07 Professional Engineering Services for Building Modifications for Hydrogen Fuel Cell Buses.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 71      **Item #8: Notice of Completion for the Barstow LCNG Station Backup Generator.**  
Recommendation: Approve the Notice of Completion for the Installation of the Backup Generator at the VVTA LCNG Station in Barstow.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 75      **Item #8: Closed Session**  
**BOARD BUSINESS**  
**Closed Session.**  
Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Evaluation. Title: Chief Executive Officer.  
Presented by: Adam Ebright, County Counsel.

BOARD OF DIRECTORS COMMENTS

CORRESPONDENCE AND PRESS CLIPS

DATE OF NEXT MEETING

Monday, April 21, 2025, at 9:30 AM  
At 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
BABA	Build America, Buy America
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFP	Call for Projects
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
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
FCEB	Fuel Cell Electric Bus (Hydrogen)
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
*HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program.
IAS-FFA	Independent Auditors Statement for Federal Funding Allocation
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
JPA	Joint Powers 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

## Victor Valley Transit Acronym List

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LTF	Local Transportation Fund
MaaS	Mobility-as-a-Service
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
NOFO	Notice of Funding Opportunity
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 Account.
POP	Program of Projects
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SaaS	Software as a Service
SBCTA	San Bernardino County Transportation Authority (formerly SANBAG)
SCAG	Southern California Association of Governments
SGIP	Self-Generation Incentive Program
SOV	Single-Occupant Vehicle
S RTP	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
TSP	Transit Signal Priority
TSSSDRA	Transit System Safety, Security and Disaster Response Account
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, ending 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.**

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**AGENDA ITEM  
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Minutes from the Regular Meeting of the Board of Directors Conducted on February 18, 2025.**

**SUMMARY STATEMENT**

The following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on February 18, 2025.

**RECOMMENDED ACTION**

Move for approval.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Albin, Clerk of the Board	N/A	March 17, 2025	1

**VICTOR VALLEY TRANSIT  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**February 18, 2025  
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Chair Noble.

ROLL CALL

Board Members Present: Chair James Noble  
Director Allison Lee  
Director Gabriel Reyes  
Alternate Director Kim Mesen  
Alternate Director Kari Leon

Staff Members Present:

Nancie Goff, VVTA	Dustin Strandberg, VVTA
Rod Goldman, VVTA	Debi Albin, VVTA
Adam Ebright, County Counsel	Tisha Lopez, VVTA
Maged Azer, VVTA	Chris Ackerman, VVTA
Christine Plasting, VVTA	Jazmin Davis, Keolis
Sylvia Harris, VVTA	Crescencio Ortega, Keolis
Sandy Martinez, VVTA	Lisa Arellano, Keolis
Brandon Johnson, VVTA	Shelly Cable, VVTA
Andrea McDonald, VVTA	Simon DeMuri, Sheriff's Transit Division
Juan Robinson, City of Victorville	
Angelina Calderon, Keolis	

PLEDGE OF ALLEGIANCE

Chair Noble led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Goff announced that the CalAct/CTA Fall Conference in Tahoe is from October 20-24<sup>th</sup>, and the room block is already open. Please let Ms. Albin know if you are interested in attending. Ms. Albin also has two tickets available for the Chamber of Commerce Evening Affaire at the fairgrounds on March 2, 2025. VVTA has 8 seats available for the VVC College Foundation Alumni Hall of Fame Gala on February 22, 2025

Regarding Item #9, Ms. Goff shared that VVTA recently received a protest for the award and is pulling the item from the agenda for staff to evaluate the protest.

VVTA also has the pleasure of recognizing Jasmine Davis as the Employee of the Month. Jasmine is a Barstow Road Supervisor, Ms. Goff said, and she consistently exceeds expectations.

Jasmine's willingness to step in, resolve issues, and support her team has a profoundly positive impact on daily operations.

## PUBLIC COMMENTS

Speaker: Leeann Joyce, Irwin Estates

Ms. Joyce expressed concern over the re-routing of buses that come down into Irwin Estates to turn around. Ms. Joyce said that there are no bus stops on the streets in the Estates and that the streets used to be quiet and now they are not. Ms. Joyce shared that Irwin Road would be a far better place for buses to turn around.

## CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on January 21, 2025.**  
Recommendation: Move for approval.  
Presented by: None.
2. **Warrants, December 2024.**  
Recommendation: Move for approval.  
Presented by: None.

**A MOTION WAS MADE BY** Alternate Director Mesen to approve the Consent Calendar and Seconded by Director Lee. Director Reyes and Alternate Director Leon abstained from the consent calendar. The motion passed favorably 3-2.

## REPORTS

3. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Chief Executive Officer.**  
Recommendation: Information item only.  
Presented by: Nancie Goff, CEO.

Ms. Goff shared that VVTA was notified in October 2024 about the pending FTA Triennial review and in January VVTA received the recipient information request with 23 sections of review, along with a 100-page document for staff to fill out. The deadline for this is the end of February.

Last Saturday, February 15<sup>th</sup>, Ms. Goff shared, VVTA held its annual Rodeo for drivers and maintenance staff; the winners will advance to the next level. The CalAct Driver and Maintenance Rodeo will be hosted at VVTA on March 20<sup>th</sup> and 30<sup>th</sup>. While it is not open to the public, the Board is more than welcome to come.

Lastly, Ms. Goff briefly reviewed the management reports, focusing on the increase in Motorbus ridership, Fort Irwin staying flat and a small decrease in ADA.

**4. Update on Complaints Received Following October Service Changes.**

Recommendation: Information item only.

Presented by: Rod Goldman, Director of Operations.

Mr. Goldman stated that at the January 2025 Board Meeting, Vice-Chair Becerra requested an update on customer complaints following VVTA's October 2024 service changes. Staff reviewed customer complaint information between Oct. – Dec. 2024. It was found that there were 133 total complaints submitted to VVTA during the period (37 valid). Of those complaints, 36 were directly related to the October service changes, or approximately 27% of all complaints.

Issues prompting these complaints included the continuing effort to inform and educate the public about the specific changes (i.e., new schedule times, changes in bus stop locations, etc.), and the implementation of a new ADA/Micro-Link rider app with the implementation of the new RideCo dispatching technology. Additionally, Mr. Goldman said staff also modified a route in Barstow to respond to community complaints. As the number of complaints dropped significantly in December, we feel that riders are now more aware of the changes.

Staff continues to assess impacts from route and schedule changes and the implementation of the RideCo scheduling technology. From the information provided by RideCo Keolis is revising paratransit work assignments to better match periods of high passenger demand. And VVTA will be making schedule adjustments in April 2025 to further improve on-time performance based on customer and bus operator feedback.

**5. VVTA Marketing and Community Outreach Update.**

Recommendation: Information item only.

Presented by: Chris Ackerman, Senior Marketing Manager

Mr. Ackerman shared VVTAs marketing efforts focusing on building awareness of VVTA services within area seniors, the medical community, and beyond. On July 10th, a VVTA team presented VVTA's transportation options to the Senior Kicks Club in Apple Valley and the event welcomed over two dozen seniors.

Diane Euker, a Senior Kicks Club member and current VVTA rider, was honored as the VVTA Transit Ambassador for the Club. Due to the success of the Senior Kicks Club event, Mr. Ackerman said, VVTA was invited to present again for the S.W.I.M. (Seniors with Enquiring Minds) group at the Percy Bakker Center in Hesperia on September 12th.

Last fall, VVTA was invited by Azusa Pacific University School of Nursing Professor Dr. Lydia Garcia-Usry to teach a class on VVTA services. The goal was to equip nursing students with transportation resources to support patients in the field of medical care. This initiative has grown into a recurring class held 3 times a year for nursing students. Mr. Johnson proved travel training on the buses for the employees of the new Wellness Center in Victorville.

6. **Victor Valley Transit Authority Sheriff's Division Unit Verbal Report.**

Recommendation: Information item only.

Presented by: VVTA, Sheriff Division Unit.

Sgt. DeMuri stated that there were 600 public contacts, 12 criminal complaints and 8 arrests. There were also 15 uniformed bus rides. The one notable incident was a stabbing in Adelanto that was not related to VVTA. Sgt. DeMuri also shared that an active shooter drill was performed on February 4, 2025, with involvement from several local agencies.

Chair Noble asked about the person who had vandalized so many VVTA buses. Sgt. DeMuri said that the suspect was arrested.

## ACTION ITEMS

7. **VVTA's Disadvantaged Business Enterprise Program and Plan.**

Recommendation: Approve the VVTA DBE Program and Plan.

Presented by: Christine Plasting, DBELO.

Ms. Plasting shared that the FTA updated the rules for the Disadvantaged Business Enterprise Program and Plan in October of 2024 and VVTA is required to update the plan and have it in place by March 1, 2025.

**A MOTION WAS MADE BY** Alternate Director Leon to approve the recommended action and **Seconded by** Director Lee. The motion passed unanimously.

8. **Award VVTA RFP 2024-08 Security Services.**

Recommendation: Approve the Award RFP 2024-08 Security Services to Inter-Con Security Systems, LLC, Pasadena CA in the amount of \$1,906,158.00.

Presented by: Sandye Martinez, Procurement Specialist.

Ms. Martinez said that VVTA is recommending the security contract be awarded to Inter-Con; Inter-Con did not receive the highest score, however, they have more transit experience. VVTA feels Inter-Con is the best value for the agency.

9. **Award VVTA RFP 2025-02 Transit Advertising to Transit Media, Inc., Arnold, CA 95223, for a contract for 2 years with three one-year options to extend.**

Recommendation: Approve Award of VVTA RFP 2025-02 Transit Advertising to Transit Media, Inc., Arnold, CA 95223, for a contract for 2 years with 3 one-year options to extend.

Presented by: Christine Plasting, Procurement Manager.

This item was pulled from the agenda as previously discussed in the announcements portion of the meeting.

BOARD OF DIRECTORS COMMENTS

Alternate Director Leon said she was very pleased to be at the meeting and thanked VVTA for all the hard work.

Director Reyes also wished to thank staff as did Director Lee.

Chair Noble thanked VVTA for making the trip to Barstow for the meeting.

DATE OF NEXT MEETING

The next Board meeting will be on Monday, March 17, 2025, at 9:30 am at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 10:12 am.

APPROVED: \_\_\_\_\_  
James Noble, Chair

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

**AGENDA ITEM  
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Payrolls and warrants for January 2025.**

**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>
01/05/2025	\$133,452.24	01/25-PR078
01/24/2025	\$135,601.82	01/25-PR083
<b>Total Payroll</b>	<b>\$269,054.06</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
01/06/2025	\$345,571.09	1566-1594	AP-01-2025
01/13/2025	\$3,603,576.68	ACH-158-CK1618	AP-01-2025
01/22/2025	\$269,550.60	ACH-161 CK 1650	AP-01-2025
01/30/2025	\$221,944.09	CK 1651-ACH164-2	AP-01-2025
	<b>\$4,440,642.46</b>		

**RECOMMENDED ACTION**

Approve VVTA's expenditures for January 2025.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer CFO	\$4,709,696.52	March 17, 2025	2

**Victor Valley Transit Authority**

**January 1, 2025 - January 31, 2025**

<b>Document Nui Vendor</b>	<b>Date</b>	<b>Amount</b>	
1566	ABUNDANT	1/6/2025	\$3,080.00
1567	AECOM	1/6/2025	\$2,815.66
1568	Amazon Business	1/6/2025	\$536.00
1569	ASSET	1/6/2025	\$5,890.81
1570	AVR AVR Vanpool	1/6/2025	\$8,326.00
1571	BONNIE	1/6/2025	\$890.83
1572	City Of Hesperia Water District	1/6/2025	\$3,939.74
1573	CLEAN	1/6/2025	\$25,233.67
1574	COMMUTE Commute With Enterprise	1/6/2025	\$243,950.00
1575	EDISON - BAT	1/6/2025	\$3,363.27
1576	Edison - BEB-BAT	1/6/2025	\$7,477.24
1577	EDISON - CNGBAT	1/6/2025	\$5,964.49
1578	FRONTIER2	1/6/2025	\$79.74
1579	FRONTIERBAT	1/6/2025	\$230.44
1580	Golden State Water Company ADM	1/6/2025	\$275.52
1581	Golden State Water Company FP	1/6/2025	\$43.26
1582	Golden State Water Company SPRNK1	1/6/2025	\$287.84
1583	Golden State Water Company SPRNK2	1/6/2025	\$294.01
1584	Greater High Desert Chamber Of Commerce	1/6/2025	\$450.00
1585	KONICA	1/6/2025	\$834.20
1586	MOJAVEAQMD	1/6/2025	\$420.12
1587	NIGP - National Institute Of Governmental Purchasing	1/6/2025	\$295.00
1588	PLIC Principal Life Insurance Company	1/6/2025	\$3,126.18
1589	Pro-Builders Warehouse	1/6/2025	\$3,232.50
1590	ROTARY Rotary Club Of Victorville	1/6/2025	\$240.03
1591	Sonic Systems, Inc.	1/6/2025	\$8,950.00
1592	SWG-DST	1/6/2025	\$299.02
1593	SWGAs-BAT	1/6/2025	\$4,424.77
1594	SWGAsBAT - CNG	1/6/2025	\$10,620.75
00000158/1	Keolis	1/8/2025	\$2,359,555.44
00000159/1	Keolis	1/8/2025	\$690,048.29
00000160/1	SBC-Sheriff	1/9/2025	\$165,475.00
00000160/2	SBC-Sheriff	1/9/2025	\$3,000.51
00000160/3	SYNC	1/9/2025	\$696.40
00000160/4	TRANSTRACK	1/9/2025	\$17,000.00
00000160/5	TRANSTRACK	1/9/2025	\$2,500.00
00000160/6	TRANSTRACK	1/9/2025	\$8,404.00
00000160/7	TRANSTRACK	1/9/2025	\$2,500.00
00000160/8	TRANSTRACK	1/9/2025	\$925.00
1595	ABUNDANT	1/13/2025	\$2,700.00
1596	Allied Universal Security Services	1/13/2025	\$8,910.34

1597	CDW CDW Government Inc	1/13/2025	\$2,345.72
1598	CLEAN	1/13/2025	\$8,621.78
1599	Diamond Environmental Services	1/13/2025	\$783.11
1600	EDISON - ADM	1/13/2025	\$13,354.17
1601	EDISON - BEB	1/13/2025	\$7,668.72
1602	Edison - CNG	1/13/2025	\$17,569.18
1603	Edison - D St. Unit 4	1/13/2025	\$259.43
1604	Fast Trac Tractor Service	1/13/2025	\$650.00
1605	HIDESERTCOM HI-Desert Communications	1/13/2025	\$1,308.00
1606	KONICA	1/13/2025	\$4,352.52
1607	LOCALIQ-California Gannett	1/13/2025	\$748.42
1608	MADRIDAUTO	1/13/2025	\$1,975.80
1609	RING	1/13/2025	\$2,587.81
1610	SDRMA	1/13/2025	\$3,637.17
1611	STATEFUND State Compensation Insurance Fund	1/13/2025	\$2,423.50
1612	SWG-ADM	1/13/2025	\$1,421.56
1613	SWG-CNG	1/13/2025	\$137,998.08
1614	SWG-MAINT	1/13/2025	\$7,709.54
1615	SWG-WASH	1/13/2025	\$1,914.73
1616	APPLE VALLEY Town Of Apple Valley	1/13/2025	\$112,316.48
1617	UNIFIED DLLC Unified Dispatch LLC	1/13/2025	\$2,400.00
1618	Verizon Lines	1/13/2025	\$9,815.98
00000161/1	ORACLE	1/16/2025	\$15,649.99
1621	ADA RIDE	1/22/2025	\$2,573.00
1622	Allied Universal Security Services	1/22/2025	\$8,268.45
1623	BECKOIL	1/22/2025	\$4,940.97
1624	BONNIE	1/22/2025	\$790.14
1625	BROADLUX	1/22/2025	\$3,225.71
1626	Capitol GCS	1/22/2025	\$1,050.00
1627	Charter - ADMIN	1/22/2025	\$96.76
1628	Charter - BU	1/22/2025	\$1,099.00
1629	Charter - CNG	1/22/2025	\$166.16
1630	Charter - DSTFIBER	1/22/2025	\$749.00
1631	Charter - FIBER	1/22/2025	\$1,649.00
1632	Charter - FIBERBAT	1/22/2025	\$820.00
1633	Charter - SEC	1/22/2025	\$329.98
1634	Charter - TV	1/22/2025	\$217.94
1635	Charter - WEB	1/22/2025	\$269.98
1636	CITY OF BARSTOW - Utility Billing	1/22/2025	\$415.15
1637	City Of Victorville - Trash/Water	1/22/2025	\$711.90
1638	EDISON - BAT	1/22/2025	\$3,339.76
1639	Edison - BEB-BAT	1/22/2025	\$6,604.69
1640	EDISON - CNGBAT	1/22/2025	\$6,279.27
1641	Executive Advertising	1/22/2025	\$2,149.89
1642	CASTROJ Jazmin Castro	1/22/2025	\$151.23
1643	LOOMIS	1/22/2025	\$1,070.23
1644	PACIFIC	1/22/2025	\$1,185.25
1645	PSOMAS	1/22/2025	\$24,921.26
1646	SDRMA	1/22/2025	\$3,442.95
1647	TRANSITTLNT	1/22/2025	\$120.00

1648	TRONA Trona Community Senior Center	1/22/2025	\$3,205.79
1649	VVC Foundation	1/22/2025	\$1,250.00
1650	Amazon Business	1/22/2025	\$3,846.63
00000163/1	DARK	1/24/2025	\$2,753.02
00000163/2	SBC-Sheriff	1/24/2025	\$165,475.00
00000163/3	SYNC	1/24/2025	\$732.50
1651	ADA RIDE	1/30/2025	\$2,691.50
1652	AVR AVR Vanpool	1/30/2025	\$3,563.00
1653	BROADLUX	1/30/2025	\$1,915.97
1654	CBI	1/30/2025	\$6,175.87
1655	CDW CDW Government Inc	1/30/2025	\$307.78
1656	CLEAN	1/30/2025	\$15,057.79
1657	COMMUTE Commute With Enterprise	1/30/2025	\$123,000.00
1658	DIGI	1/30/2025	\$531.00
1659	FOOT	1/30/2025	\$3,660.00
1660	FRONTIER2	1/30/2025	\$94.05
1661	FRONTIERBAT	1/30/2025	\$231.08
1662	Golden State Water Company ADM	1/30/2025	\$281.63
1663	Golden State Water Company FP	1/30/2025	\$43.26
1664	Golden State Water Company SPRNK1	1/30/2025	\$281.63
1665	Golden State Water Company SPRNK2	1/30/2025	\$300.14
1666	PLIC Principal Life Insurance Company	1/30/2025	\$2,903.34
1667	PrintMart	1/30/2025	\$406.16
1668	SanBernLegal San Bernardino County - LEGAL	1/30/2025	\$153.75
1669	SWG-DST	1/30/2025	\$470.06
1670	SWGAs-BAT	1/30/2025	\$4,464.58
1671	SWGAsBAT - CNG	1/30/2025	\$32,173.38
1672	TRONA Trona Community Senior Center	1/30/2025	\$2,652.73
1673	West Coast Fleet Services, Inc.	1/30/2025	\$1,859.63
00000164/1	ORACLE	1/31/2025	\$3,937.50
00000164/2	ORACLE	1/31/2025	\$14,788.26
	<b>TOTALS</b>		<b>\$4,440,642.46</b>

**AGENDA ITEM  
THREE**

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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.

- Keolis invoices for January 2025.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report.

**RECOMMENDED ACTION**

Information items only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancie Goff, CEO	N/A	March 17, 2025	3



INVOICE NO. 0060263-IN

**Keolis Transit Services**

17150 Smoke Tree St.  
Hesperia Calif. 92345

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

**DATE** 2/7/2025

**CONTRACT NAME:**  
Victor Valley Transit

Attention: Mrs. Nancie Goff  
Chief Executive Officer

**MONTH** January 2025

**BILLING PERIOD** 01/01/2025 - 01/31/2025

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Revenue Hour Expense	Actual Revenue Hour Expense	Allocated Fixed Cost	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	3,374.15	3,531.90		\$295,339.35	\$309,147.53	\$163,400.61	\$13,808.18	\$2,138,681.78	\$1,870,249.92	(\$268,431.85)
Subscription	955.50	1,199.25		\$83,634.92	\$104,970.03	\$55,482.14	\$21,335.12	\$577,468.67	\$664,229.82	\$86,761.15
Microlink	1,344.40	1,169.09		\$117,675.33	\$102,330.08	\$54,086.79	(\$15,345.25)	\$686,162.56	\$545,480.73	(\$140,681.83)
Regional Fixed Rt	11,973.70	11,099.17	(115.84)	\$1,033,569.78	\$958,080.35	\$506,395.49	(\$75,489.43)	\$6,902,508.02	\$6,636,312.69	(\$266,195.33)
Route 15	727.30	666.77	(3.46)	\$62,780.54	\$57,555.59	\$30,421.13	(\$5,224.95)	\$444,207.91	\$417,957.13	(\$26,250.78)
Fort Irwin	482.20	480.73	(2.27)	\$39,747.75	\$39,626.57	\$20,944.71	(\$121.17)	\$274,424.31	\$278,848.32	\$4,424.02
<b>SUBTOTALS</b>	<b>\$18,857.25</b>	<b>\$18,146.91</b>	<b>-\$121.57</b>	<b>\$1,632,747.66</b>	<b>\$1,571,710.15</b>	<b>\$830,730.88</b>	<b>-\$61,037.51</b>	<b>\$11,023,453.24</b>	<b>\$10,413,078.62</b>	<b>-\$610,374.62</b>

**TOTAL INVOICE**

**\$2,402,441.03**

**Please REMIT TO:**  
Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDeint@keolisna.com

Manager's Signature and Business Phone



INVOICE NO. 0060264-IN

**Keolis Transit Services**

17150 Smoke Tree St.  
Hesperia Calif. 92345

BILL TO

Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, CA 92345

DATE

2/7/2025

CONTRACT NAME:  
Victor Valley Transit

Attention: Mrs. Nancie Goff  
Chief Executive Officer

MONTH **January 2025**

BILLING PERIOD 01/01/2025 - 01/31/2025

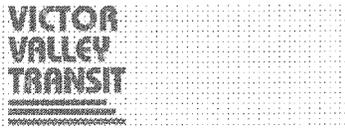
	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Revenue Hour Expense	Actual Revenue Hour Expense	Allocated Fixed Cost	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
County	1,585.20	1,519.09	(20.49)	\$136,834.46	\$131,127.85	69,307.91	(\$5,706.62)	\$1,047,923.93	\$1,029,302.99	(\$18,620.94)
Barstow-Fixed Route	2,035.00	2,006.13	-	\$175,661.20	\$173,169.14	91,528.93	(\$2,492.06)	\$1,188,194.80	\$1,178,306.84	(\$9,887.97)
Barstow-County	1,111.20	1,102.45	-	\$95,918.78	\$95,163.48	50,298.87	(\$755.30)	\$578,809.26	\$576,260.24	(\$2,549.02)
Barstow-DAR	414.50	571.19		\$36,281.19	\$49,996.48	26,425.75	\$13,715.29	\$262,730.04	\$290,926.31	\$28,196.26
<b>SUBTOTALS</b>	<b>5,145.90</b>	<b>5,198.86</b>	<b>(20.49)</b>	<b>\$444,695.63</b>	<b>\$449,456.95</b>	<b>237,561.46</b>	<b>\$4,761.32</b>	<b>\$3,077,658.04</b>	<b>\$3,074,796.37</b>	<b>-\$2,861.66</b>

**TOTAL INVOICE**

**\$687,018.42**

Please REMIT TO:  
Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDept@keolisna.com

Manager's Signature and Business Phone



**FY 2025 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for January**

<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)	80,634	16,324.4	\$2,960,390	\$161,273	4.9	\$36.71	\$181.35	\$2.00	\$9.88	5.45%
Commuter Bus	2,610	480.7	\$104,171	\$27,991	5.4	\$39.91	\$216.69	\$10.72	\$58.23	26.87%
Demand Response	11,333	6,662.5	\$1,260,578	\$25,800	1.7	\$111.23	\$189.20	\$2.28	\$3.87	2.05%
<b>System Total</b>	<b>94,577</b>	<b>23,467.7</b>	<b>\$4,325,138</b>	<b>\$215,064</b>	<b>4.0</b>	<b>\$45.73</b>	<b>\$184.30</b>	<b>\$2.27</b>	<b>\$9.16</b>	<b>4.97%</b>



# Monthly Ridership Report

January, FY 2025

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)	73,044	80,634	4.7	4.9	4.11%	5.45%
Commuter Bus	2,860	2,610	6.0	5.4	38.33%	26.87%
Demand Response	11,841	11,333	2.3	1.7	4.91%	2.05%
<b>System Total</b>	<b>87,745</b>	<b>94,577</b>	<b>4.2</b>	<b>4.0</b>	<b>5.40%</b>	<b>4.97%</b>

29



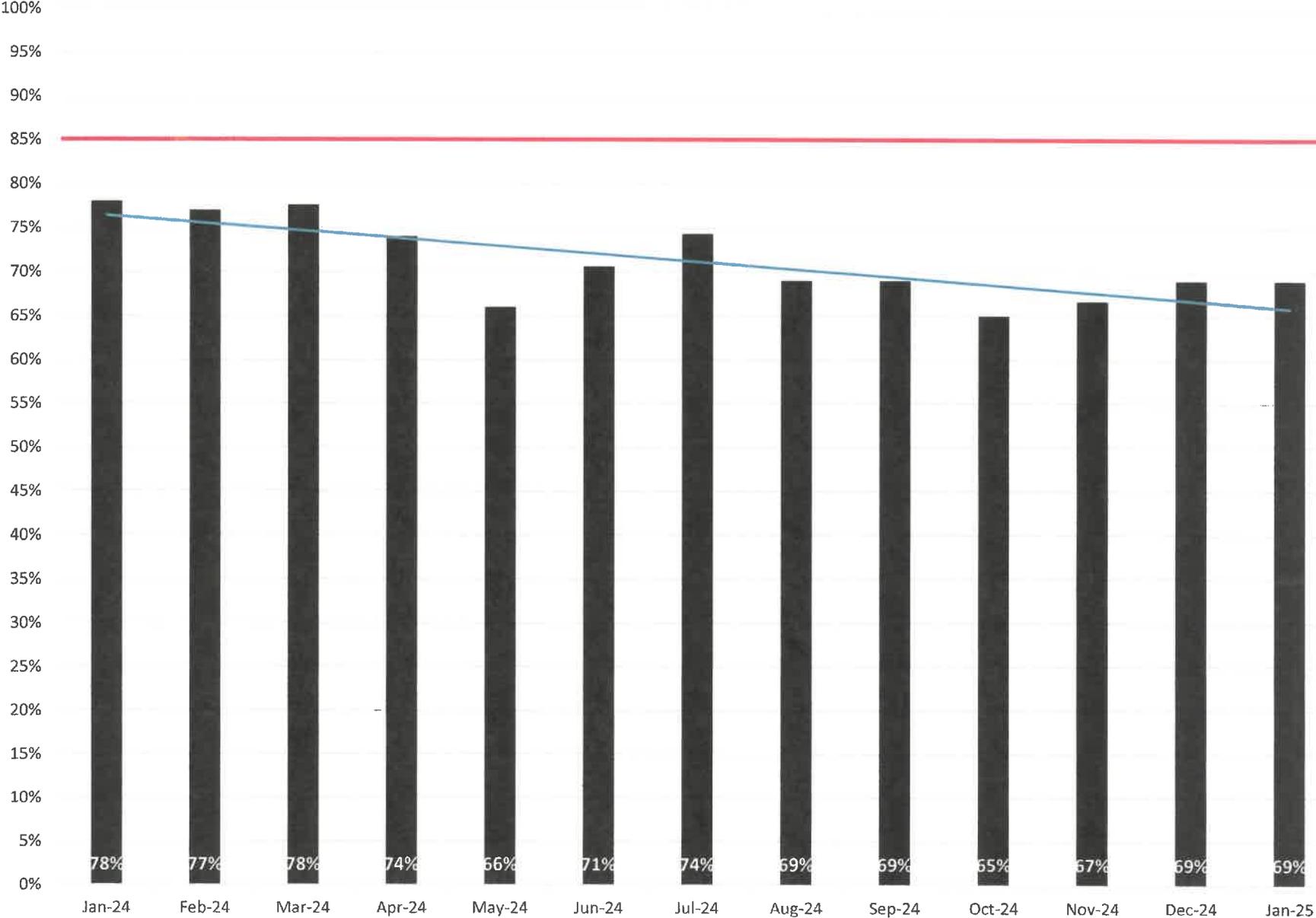
**JANUARY**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2024</b>	<b>FY 2025</b>
Demand Response	67,891	70,172
Commuter Bus	18,602	18,642
Motor Bus	275,778	286,456
<b>Total Miles</b>	<b>362,271</b>	<b>375,270</b>

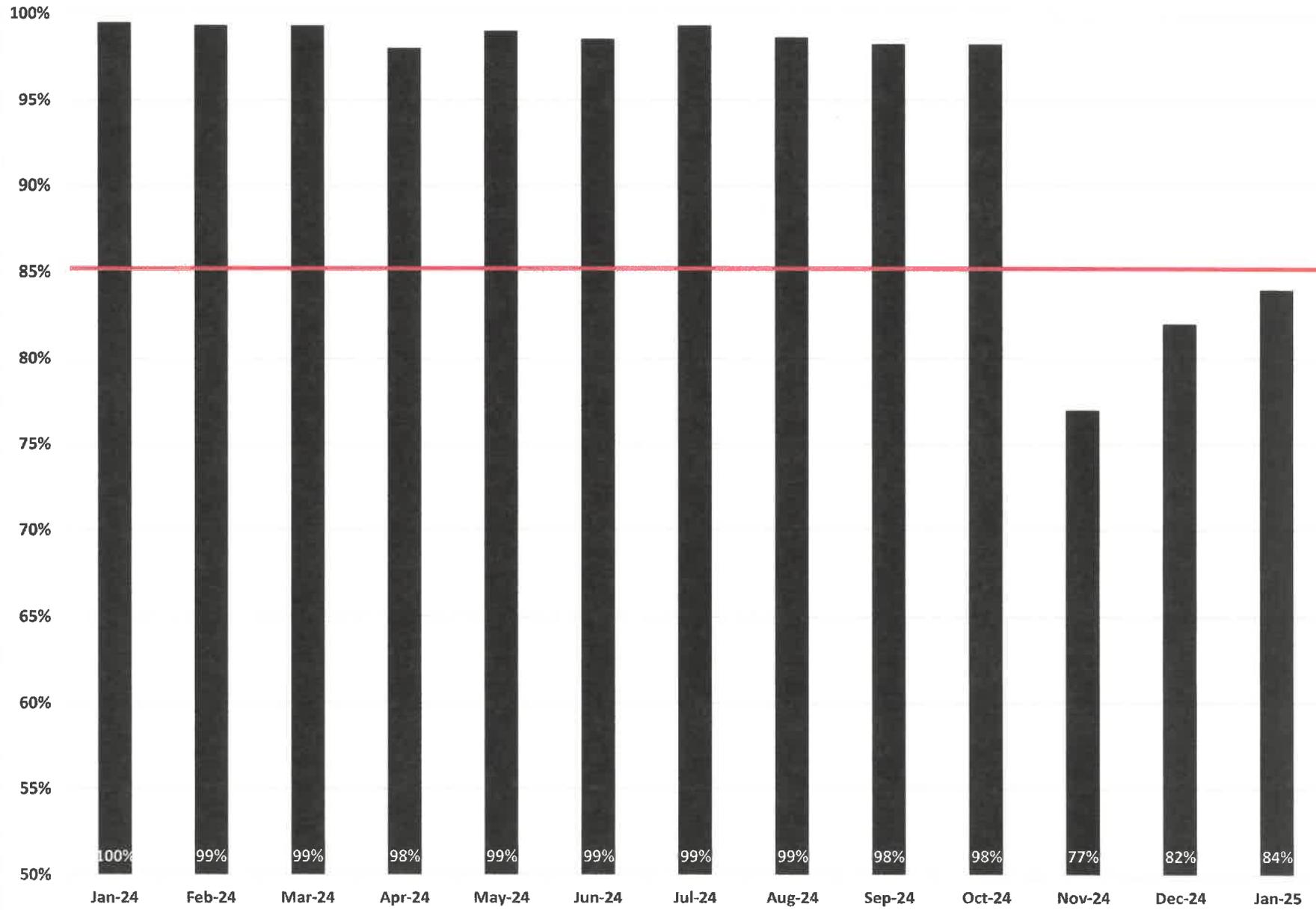
<b>Total Road Calls</b>	<b>FY 2024</b>	<b>FY 2025</b>
Demand Response	3	11
Commuter Bus	2	1
Motor Bus	19	29
<b>Total Road Calls</b>	<b>24</b>	<b>41</b>

<b>Miles Between Road Calls</b>	<b>FY 2023</b>	<b>FY 2025</b>
Demand Response	22,630	6,379
Commuter Bus	9,301	18,642
Motor Bus	14,515	9,878
<b>Total System</b>	<b>46,446</b>	<b>34,899</b>

### OTP - Fixed Route



### OTP - Direct Access



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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Transit Operations Division, Victor Valley Detail Report.**

**SUMMARY STATEMENT**

At this time, a representative of the VVTA Transit Operations Division, Victor Valley Detail will present highlights and statistics from the last month.

**RECOMMENDED ACTION**

Information item only.

<b>PRESENTED BY</b> VVTA Transit Operations Division Unit	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
	N/A	March 17, 2025	4

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**AGENDA ITEM  
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**FY24-25 Mid-Year Budget Review.**

**SUMMARY STATEMENT**

VVTA’s Chief Financial Officer presents the July through December 2024 Mid-Year Budget Review to the Board for informational purposes. The agency remains in strong financial standing for the first six months of FY 2024-2025 and is on track for a positive year-end outcome.

As projected, VVTA anticipates closing the fiscal year with a net surplus of \$4,356,348, driven by both higher-than-expected revenue and controlled expenses. Revenue projections are expected to exceed the budget by nearly 22% (approximately \$735,000), while total expenses are estimated to be 6.8% below budget (approximately \$4.4 million). As usual, staff have divided the budget review into two main sections: Core Services and Intercity/Commuter Services. The core services are Fixed Route, ADA, and County Routes.

**REVENUE**

- **System-wide – Revenue** is at 61% of budget at the 6-month mark and is estimated to finish the fiscal year consistent with increase around 22%, for a total revenue of \$4,156,264 by year end. At midyear passenger fare revenue for the core services is 64% of the projected budget. Projected Miscellaneous Administrative revenues at fiscal year-end increased around 65% due to the rise in the CNG fuel sales at VVTA’s public stations, and the rise of the bank interest rates.
- **Paratransit – fare revenue** is at 51% of budget at the 6-month mark and is expected to finish within the projected budget by year end. Purchased transportation for ADA increased 2.5% due to an increase in the number of ADA reservations.
- **Fixed Route - Fare revenue** is 44% at mid-year and is expected to end the year at \$842,782 or 89% of the estimated budget.
- **County Routes – Fare revenue** is 74% at mid-year and is projected to reach \$123,506 or 47% over the projected budget by year-end (June 30, 2025).

Continued

**RECOMMENDED ACTION**

Receive and file.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer, CFO	None	March 17, 2025	5

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### **FY24-25 Mid-Year Budget Review.**

### SUMMARY STATEMENT

- **Micro-Link** – Micro-Link program anticipated operation of three zones in FY24; however, the Apple Valley implementation was delayed pending completion of the COA.
- **Vanpool** - Expenses of the subsidiary lease trending higher than budget due to the increase in number of vanpools.

### EXPENSES

At the midpoint of FY 2024-2025, operating expenses for Core Services stand at **47% of the annual budget**. Year-end projections indicate total expenses will come in approximately **\$3.1 million (6.8%) below budget**, primarily due to:

- **Conservative Budget Assumptions:** The budget was formulated based on the maximum allowable fixed and variable costs under the new five-year Operations & Maintenance contract with Keolis, which commenced on **July 1, 2024**.
- **Service Hours Projections:** Revenue hour Budget estimates were derived from the Comprehensive Operational Analysis (COA) five-year study, leading to conservative financial planning.
- **Sheriff Hiring Delays:** Delays in onboarding **two additional officers** under the Sheriff contract have resulted in lower-than-expected expenditures for FY 2024-2025.

### Departmental Expense Overview

- **Administration** – Mid-year expenses are at **49% of the budget** and are projected to end the year **12% below budget**. The primary driver of this variance is **vacant positions** that remained unfilled during the first six months of the fiscal year.
- **Facilities** – Mid-year expenses are at **52% of the budget**, with an expected year-end variance of **15% below budget**. This is due to:
  - **Lower-than-anticipated utility costs** compared to budget estimates.
  - The **Stops and Shelters Maintenance contract** with the City of Victorville is still pending review and approval, delaying associated expenditures.
- **Vanpool Program** – Mid-year expenses are at 51% and are projected to end the year within the estimated Budget average.
- **CTSA Programs** – are at 33% of the Budget with an expected year-end variance around 8% below Budget, the primary driver of this variance is the decrease of Big River program activities.

**Revenues/ Expenditures FY 2024 - 2025**  
**(SUMMARY)**

**Budget to Actual - 6 Months**

**OPERATING REVENUES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 1,292,600	\$ 1,065,505	\$ 337,995	82%	\$ 2,131,010	\$ 838,410	
ADA	\$ 488,500	\$ 248,799	\$ 239,701	51%	\$ 477,076	\$ (11,424)	
FIXED ROUTE	\$ 948,870	\$ 421,391	\$ 527,479	44%	\$ 842,782	\$ (106,088)	
DEVIATED/COUNTY	\$ 84,000	\$ 61,753	\$ 22,247	74%	\$ 123,506	\$ 39,506	
<b>SUB-TOTAL Core Services</b>	<b>\$ 2,813,970</b>	<b>\$ 1,797,448</b>	<b>\$ 1,127,422</b>	<b>64%</b>	<b>\$ 3,574,374</b>	<b>\$ 760,404</b>	<b>27%</b>
BV LINK	\$ 160,000	\$ 96,910	\$ 63,090	61%	\$ 193,820	\$ 33,820	
NTC FT. IRWIN	\$ 448,000	\$ 194,035	\$ 253,965	43%	\$ 388,070	\$ (59,930)	
<b>SUB-TOTAL Intercity/Commuter</b>	<b>\$ 608,000</b>	<b>\$ 290,945</b>	<b>\$ 317,055</b>	<b>48%</b>	<b>\$ 581,890</b>	<b>\$ (26,110)</b>	
<b>BUDGET REVENUE TOTALS</b>	<b>\$ 3,421,970</b>	<b>\$ 2,088,393</b>	<b>\$ 1,444,477</b>	<b>61%</b>	<b>\$ 4,156,264</b>	<b>\$ 735,294</b>	<b>21.5%</b>

**OPERATING EXPENSES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 4,603,741	\$ 2,245,032	\$ 2,358,709	51%	\$ 4,032,172	\$ (571,570)	
FACILITIES	\$ 966,700	\$ 505,237	\$ 461,463	52%	\$ 822,953	\$ (143,748)	
ADA	\$ 8,253,272	\$ 3,953,016	\$ 4,300,256	48%	\$ 7,993,364	\$ (259,908)	
FIXED ROUTE	\$ 27,130,695	\$ 12,671,458	\$ 14,459,237	47%	\$ 25,342,916	\$ (1,787,779)	
DEVIATED/COUNTY	\$ 5,056,773	\$ 2,357,408	\$ 2,699,365	47%	\$ 4,714,816	\$ (341,957)	
<b>SUB-TOTAL Core Services</b>	<b>\$ 46,011,181</b>	<b>\$ 21,732,151</b>	<b>\$ 24,279,030</b>	<b>47%</b>	<b>\$ 42,906,220</b>	<b>\$ (3,104,961)</b>	<b>-7%</b>
INTERCITY (BV LINK)	\$ 1,510,086	\$ 675,245	\$ 834,841	0%	\$ 1,350,490	\$ (159,596)	
Micro Link	\$ 2,201,802	\$ 732,924	\$ 1,468,878	33%	\$ 2,015,541	\$ (186,261)	
COMMUTER (NTC FT. IRWIN)	\$ 1,050,637	\$ 483,554	\$ 567,083	46%	\$ 967,108	\$ (83,529)	
CTSA	\$ 861,225	\$ 369,106	\$ 492,119	43%	\$ 794,712	\$ (66,513)	
VAN POOLS	\$ 1,762,358	\$ 906,082	\$ 856,663	51%	\$ 1,742,164	\$ (20,194)	-1%
<b>SUB-TOTAL Intercity/Commuter</b>	<b>\$ 7,386,108</b>	<b>\$ 3,166,911</b>	<b>\$ 4,219,584</b>	<b>43%</b>	<b>\$ 6,870,015</b>	<b>\$ (516,093)</b>	
<b>BUDGET EXPENSE TOTALS</b>	<b>\$ 53,397,289</b>	<b>\$ 24,899,062</b>	<b>\$ 28,498,614</b>	<b>47%</b>	<b>\$ 49,776,235</b>	<b>\$ (3,621,054)</b>	<b>-6.8%</b>

**Net Revenue / Expenses Forecast**

**\$ 4,356,348**

**VVTA Earned Revenue**

**FY 2024 - 2025**

**Budget to Actual - 6 Months**

Description	Annual Budgeted Revenue	Actual Revenue 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Over/(Under)	Projected % Over/Under	Notes
<b>Administration</b>								
Interest Income	\$ 975,000	\$ 901,573	\$ 73,427	92%	\$ 1,803,146	\$ 828,146	84.94%	Interest rates increased compared to last year
Misc Income	\$ 317,600	\$ 163,932	\$ 153,668	52%	\$ 327,864	\$ 10,264	3.23%	Increase in CNG Station Sales
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,292,600</b>	<b>\$ 1,065,505</b>	<b>\$ 337,995</b>	<b>82%</b>	<b>\$ 2,131,010</b>	<b>\$ 838,410</b>	<b>64.86%</b>	<b>838,410</b>
								Total Excess Revenue Over Budget
<b>Demand Response</b>								
ADA Fares-VVTA	\$ 335,000	\$ 177,895	\$ 157,105	53.10%	\$ 355,790	\$ 20,790	6.21%	Revenue includes prepaid revenue for future use
ADA Fares-BAT	\$ 27,000	\$ 11,613	\$ 15,387	43.01%	\$ 23,226	\$ (3,774)	-13.98%	
Subscription Fares	\$ 125,000	\$ 49,030	\$ 75,970	39.22%	\$ 98,060	\$ (26,940)	-21.55%	
Micro Link	\$ 1,500	\$ 10,261	\$ (8,761)	684.07%	\$ 20,522	\$ 19,022	1268.13%	Growth of Micro-Link Transit Program
<b>SubTotal</b>	<b>\$ 488,500</b>	<b>\$ 248,799</b>	<b>\$ 239,701</b>	<b>50.93%</b>	<b>\$ 477,076</b>	<b>\$ (9,924)</b>	<b>-2.34%</b>	Total Revenue (Under) Budget
								Total Excess Revenue Over Budget
<b>Fixed Route</b>								
Passenger Fares (VVTA)	\$ 872,124	\$ 387,550	\$ 484,574	44.44%	\$ 775,100	\$ (97,024)	-11.13%	
Passenger Fares (BAT)	\$ 76,746	\$ 33,841	\$ 42,905	44.09%	\$ 67,682	\$ (9,064)	-11.81%	
<b>SubTotal</b>	<b>\$ 948,870</b>	<b>\$ 421,391</b>	<b>\$ 527,479</b>	<b>44.41%</b>	<b>\$ 842,782</b>	<b>\$ (106,088)</b>	<b>-11.18%</b>	<b>(106,088)</b>
								Total Excess Revenue Over Budget
<b>Deviated / County Route</b>								
Passenger Fares (VVTA)	\$ 55,000	\$ 44,776	\$ 10,224	81.41%	\$ 89,552	\$ 34,552	62.82%	
Passenger Fares (BAT)	\$ 29,000	\$ 16,977	\$ 12,023	58.54%	\$ 33,954	\$ 4,954	17.08%	
<b>SubTotal</b>	<b>\$ 84,000</b>	<b>\$ 61,753</b>	<b>\$ 22,247</b>	<b>73.52%</b>	<b>\$ 123,506</b>	<b>\$ 39,506</b>	<b>47.03%</b>	<b>39,506</b>
								Total Excess Revenue Over Budget
<b>SUBTOTAL CORE SVCS</b>	<b>\$ 2,813,970</b>	<b>\$ 1,797,448</b>	<b>\$ 1,127,422</b>	<b>64%</b>	<b>\$ 3,574,374</b>	<b>\$ 761,904</b>	<b>27%</b>	<b>760,404</b>
								Total Excess Revenue Over Budget
<b>Intercity and Commuter Services</b>								
Route 15	\$ 160,000	\$ 96,910	\$ 63,090	60.57%	\$ 193,820	\$ 33,820	21.14%	Based on actuals of the first 6 months.
NTC Commuter (Ft. Irwin)	\$ 448,000	\$ 194,035	\$ 253,965	43.31%	\$ 388,070	\$ (59,930)	-13.38%	
<b>SUBTOTAL Intercity/Comm SVCS</b>	<b>\$ 608,000</b>	<b>\$ 290,945</b>	<b>\$ 317,055</b>	<b>47.85%</b>	<b>\$ 581,890</b>	<b>\$ (26,110)</b>	<b>-4.29%</b>	<b>(26,110)</b>
								Total Revenue (Under) Budget
<b>Total</b>	<b>\$ 3,421,970</b>	<b>\$ 2,088,303</b>	<b>\$ 1,444,477</b>	<b>61.03%</b>	<b>\$ 4,156,264</b>	<b>\$ 735,794</b>	<b>21.5%</b>	<b>-65%</b>

**VVTA Expenditures  
FY 2024 - 2025**

**Budget to Actual - 6 Months**

Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense	Notes
<b>Administration</b>							
Salaries	\$ 2,718,025	\$ 1,195,845	\$ 1,522,180	44%	\$ 2,478,690	\$ (239,335)	Due to vacant positions first 6 months
Benefits	\$ 982,032	\$ 291,701	\$ 690,331	30%	\$ 613,402	\$ (368,630)	Based on Actuals Health Care and Benefits, plus vacant positions
Contract Services	\$ 123,500	\$ 69,292	\$ 54,208	56%	\$ 123,500	\$ -	
IT Services	\$ 457,800	\$ 440,953	\$ 16,847	96%	\$ 480,000	\$ 22,200	IT annual renewal services due at the beginning of the FY plus increase in software annual renewals
Office Expense	\$ 70,800	\$ 59,383	\$ 11,417	84%	\$ 89,075	\$ 18,275	Due to high inflation and increase supplies and services prices.
Marketing	\$ 31,000	\$ 15,200	\$ 15,800	49%	\$ 31,000	\$ -	
Liability Insurance	\$ 55,660	\$ 55,660	\$ -	100%	\$ 55,660	\$ -	
Professional Development	\$ 99,079	\$ 64,482	\$ 34,597	65%	\$ 95,000	\$ (4,079)	
Dues & Subscriptions	\$ 65,845	\$ 52,516	\$ 13,329	80%	\$ 65,845	\$ -	Most Dues/Fees due at Beginning of Year
<b>TOTAL ADMINISTRATION</b>	<b>\$ 4,603,741</b>	<b>\$ 2,245,032</b>	<b>\$ 2,358,709</b>	<b>49%</b>	<b>\$ 4,032,172</b>	<b>-12%</b>	<b>\$ (571,570)</b>
<b>Facilities</b>							
Electricity-Hesperia	\$ 240,000	\$ 118,698	\$ 121,302	49.46%	\$ 237,396	\$ (2,604)	
Water-Hesperia	\$ 30,000	\$ 12,121	\$ 17,879	40.40%	\$ 24,242	\$ (5,758)	
Waste-Hesperia	\$ 2,500	\$ 998	\$ 1,502	39.92%	\$ 1,996	\$ (504)	
Gas-Hesperia	\$ 70,000	\$ 29,055	\$ 40,945	41.51%	\$ 58,110	\$ (11,890)	
Maint & Repairs-Hesperia	\$ 150,000	\$ 64,021	\$ 85,979	42.68%	\$ 128,042	\$ (21,958)	Budget includes secure reserve for un-expected repairs
Stops and Shelters Maintenance	\$ 110,000	\$ -	\$ 110,000	0.00%	\$ -	\$ (110,000)	Pending Contract in process
Victorville Transfer Hub (D.Street)	\$ 80,000	\$ 50,390	\$ 29,610	62.99%	\$ 87,165	\$ 7,165	
Barstow Facilities/CNG Station	\$ 128,976	\$ 74,730	\$ 54,246	57.94%	\$ 130,778	\$ 1,802	
Property Insurance	\$ 155,224	\$ 155,224	\$ -	100.00%	\$ 155,224	\$ -	
<b>SubTotal</b>	<b>\$ 966,700</b>	<b>\$ 505,237</b>	<b>\$ 461,463</b>	<b>52.26%</b>	<b>\$ 822,953</b>	<b>-15%</b>	<b>\$ (143,748)</b>
<b>ADA</b>							
Fuel-VVTA	\$ 308,547	\$ 81,908	\$ 226,639	26.55%	\$ 163,816	\$ (144,731)	Budget estimated more increase in fuel usage
Fuel-BAT	\$ 60,933	\$ 22,707	\$ 38,226	37.27%	\$ 45,414	\$ (15,519)	Budget estimated more increase in fuel usage
Contractor-ADA (VVTA)	\$ 5,237,273	\$ 2,432,591	\$ 2,804,682	46.45%	\$ 4,865,182	\$ (372,091)	ADA reservations vary from year to year
Contractor-Subscription	\$ 1,543,488	\$ 873,297	\$ 670,191	56.58%	\$ 1,746,594	\$ 203,106	Demands are vary from year to year
Contractor-ADA (BAT)	\$ 689,734	\$ 374,986	\$ 314,748	54.37%	\$ 749,972	\$ 60,238	Demands are vary from year to year
Brokerage Trips	\$ 79,388	\$ 71,032	\$ 8,356	89.47%	\$ 142,064	\$ 62,676	Vehicle lease program process delayed.
Certification Contractor (ADA Ride)	\$ 40,800	\$ 29,754	\$ 11,046	72.93%	\$ 59,508	\$ 18,708	
ADA - Software	\$ 140,267	\$ 20,339	\$ 119,928	14.50%	\$ 85,678	\$ (54,589)	
Misc Cost Allocations	\$ 152,842	\$ 46,402	\$ 106,440	30.36%	\$ 135,136	\$ (17,706)	
<b>SubTotal</b>	<b>\$ 8,253,272</b>	<b>\$ 3,953,016</b>	<b>\$ 4,300,256</b>	<b>47.90%</b>	<b>\$ 7,993,364</b>	<b>-3.1%</b>	<b>\$ (259,908)</b>
<b>Fixed Route</b>							
Fuel- VVTA	\$ 1,561,895	\$ 774,989	\$ 786,906	49.62%	\$ 1,549,978	\$ (11,917)	
Fuel-BAT	\$ 184,222	\$ 107,301	\$ 76,921	58.25%	\$ 214,602	\$ 30,380	
Keolis-VVTA	\$ 18,789,182	\$ 8,911,685	\$ 9,877,497	47.43%	\$ 17,823,370	\$ (965,812)	Based on Actual service hours with the new Purchase Transportation Contract
Keolis-BAT	\$ 3,217,956	\$ 1,568,124	\$ 1,649,832	48.73%	\$ 3,136,248	\$ (81,708)	Based on Actual service hours with the new Purchase Transportation Contract
Misc Cost Allocations	\$ 1,262,091	\$ 449,074	\$ 813,017	35.58%	\$ 898,148	\$ (363,943)	Misc. cost includes Budget estimates for security, operation softwares and insurance
Sheriff Contract	\$ 2,115,349	\$ 860,285	\$ 1,255,064	40.67%	\$ 1,720,570	\$ (394,779)	Budget includes 2 more officers, still in hiring process
<b>SubTotal</b>	<b>\$ 27,130,695</b>	<b>\$ 12,671,458</b>	<b>\$ 14,459,237</b>	<b>46.71%</b>	<b>\$ 25,342,916</b>	<b>-6.6%</b>	<b>\$ (1,787,779)</b>
<b>Deviated / County Route</b>							
Fuel-VVTA	\$ 172,355	\$ 50,710	\$ 121,645	29.42%	\$ 101,420	\$ (70,935)	Budget estimated more increase in fuel usage
Fuel-BAT	\$ 84,462	\$ 28,630	\$ 55,832	33.90%	\$ 57,260	\$ (27,202)	Budget estimated more increase in fuel usage
Keolis -BAT	\$ 1,652,402	\$ 748,311	\$ 904,091	45.29%	\$ 1,496,622	\$ (155,780)	Based on Actual service hours with the new Purchase Transportation Contract
Keolis-Hesperia	\$ 2,683,031	\$ 1,403,307	\$ 1,279,724	52.30%	\$ 2,806,614	\$ 123,583	Based on Actual service hours with the new Purchase Transportation Contract
Sheriff Contract	\$ 233,089	\$ 89,627	\$ 143,462	38.45%	\$ 179,254	\$ (53,835)	Budget includes 2 more officers, still in hiring process
Misc Cost Allocations	\$ 231,434	\$ 36,823	\$ 194,611	15.91%	\$ 73,646	\$ (157,788)	Misc. cost includes Budget estimates for security, operation softwares and insurance
<b>SubTotal</b>	<b>\$ 5,056,773</b>	<b>\$ 2,357,408</b>	<b>\$ 2,699,365</b>	<b>46.62%</b>	<b>\$ 4,714,816</b>	<b>-6.8%</b>	<b>\$ (341,957)</b>
<b>Sub-Total Core Svcs</b>	<b>\$ 46,011,181</b>	<b>\$ 21,732,151</b>	<b>\$ 24,279,030</b>	<b>47%</b>	<b>\$ 42,906,220</b>	<b>-6.7%</b>	<b>\$ (3,104,961)</b>

**VVTA Expenditures  
FY 2024 - 2025**

**Budget to Actual - 6 Months**

Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense Over/(Under)	Notes
<b>Intercity</b>							
Fuel-VVTA	\$ 168,847	\$ 56,766	\$ 112,081	33.62%	\$ 113,532	\$ (55,315)	Based on Actuals
Keolis - Intercity	\$ 1,177,860	\$ 562,528	\$ 615,332	47.78%	\$ 1,125,056	\$ (52,804)	
Sheriff Contract	\$ 102,327	\$ 39,835	\$ 62,492	38.93%	\$ 79,670	\$ (22,657)	Budget includes 2 more officers, still in hiring process
Misc Cost Allocation	\$ 61,052	\$ 16,116	\$ 44,936	26.40%	\$ 32,232	\$ (28,820)	Misc. cost includes Budget estimates for security, operation softwares and insurance
<b>SubTotal</b>	<b>\$ 1,510,086</b>	<b>\$ 675,245</b>	<b>\$ 834,841</b>	<b>44.72%</b>	<b>\$ 1,350,490</b>	<b>-10.6%</b>	<b>\$ (159,596)</b>
<b>Micro Link</b>							
Micro Link	\$ 2,201,802	\$ 732,924	\$ 1,468,878	33.29%	\$ 2,015,541	\$ (186,261)	Service in Apple Valley zone, planned to full service second half of the fiscal year
<b>SubTotal</b>	<b>\$ 2,201,802</b>	<b>\$ 732,924</b>	<b>\$ 1,468,878</b>	<b>33.29%</b>	<b>\$ 2,015,541</b>	<b>-8.5%</b>	<b>\$ (186,261)</b>
<b>Commuter (NTC-Ft. Irwin)</b>							
Fuel	\$ 196,682	\$ 66,009	\$ 130,673	33.56%	\$ 132,018	\$ (64,664)	Budget estimated more increase in fuel usage
Keolis	\$ 739,395	\$ 373,250	\$ 366,145	50.48%	\$ 746,500	\$ 7,105	
Sheriff Contract	\$ 64,235	\$ 29,875	\$ 34,360	46.51%	\$ 59,750	\$ (4,485)	
Misc	\$ 50,325	\$ 14,420	\$ 35,905	28.65%	\$ 28,840	\$ (21,485)	
<b>SubTotal</b>	<b>\$ 1,050,637</b>	<b>\$ 483,554</b>	<b>\$ 567,083</b>	<b>46.02%</b>	<b>\$ 967,108</b>	<b>-8.0%</b>	<b>\$ (83,529)</b>
<b>Vanpools</b>							
Contractors Leases	\$ 1,440,000	\$ 760,269	\$ 679,731	52.80%	\$ 1,520,538	\$ 80,538	Increase in number of vanpools
Development Management	\$ 10,000	\$ 1,000	\$ 9,000	10.00%	\$ 2,000	\$ (8,000)	
Marketing	\$ 35,000	\$ 15,000	\$ 20,000	42.86%	\$ 30,000	\$ (5,000)	
Web Based Reporting System	\$ 34,613	\$ 35,000					
Legal & Admin support	\$ 242,745	\$ 94,813	\$ 147,932	39.06%	\$ 189,626	\$ (53,119)	
<b>SubTotal</b>	<b>\$ 1,762,358</b>	<b>\$ 906,082</b>	<b>\$ 856,663.00</b>	<b>51.41%</b>	<b>\$ 1,742,164</b>	<b>-1.1%</b>	<b>\$ (20,194)</b>
<b>CTSA</b>							
Program Management	\$ 419,725	\$ 200,985	\$ 218,740	47.88%	\$ 401,970	\$ (17,755)	
Marketing	\$ 30,000	\$ 700	\$ 29,300	2.33%	\$ 16,400	\$ (13,600)	
Training and Professional Development	\$ 17,500	\$ 10,000	\$ 7,500	57.14%	\$ 20,000	\$ 2,500	
Legal Services	\$ 500	\$ -	\$ 500	0.00%	\$ 500	\$ -	
Transit Ambassador Program	\$ 2,500	\$ -	\$ 2,500	0.00%	\$ -	\$ (2,500)	
TRIP Program (Urban)	\$ 265,000	\$ 130,888	\$ 134,112	49.39%	\$ 261,776	\$ (3,224)	
Big River	\$ 35,000	\$ 7,178	\$ 27,822	20.51%	\$ 14,356	\$ (20,644)	Based on the actual expenses of the program
Trona	\$ 50,000	\$ 19,355	\$ 30,645	38.71%	\$ 38,710	\$ (11,290)	
Nonprofit Agency Transit Fare Subsidy	\$ 40,000	\$ -	\$ 40,000	0.00%	\$ 40,000	\$ -	
Veterans Transportation Program	\$ 1,000	\$ -	\$ 1,000	0.00%	\$ 1,000	\$ -	Start-up cost second half of the Fiscal Year.
<b>SubTotal</b>	<b>\$ 861,225</b>	<b>\$ 369,106</b>	<b>\$ 492,119</b>	<b>43%</b>	<b>\$ 794,712</b>	<b>-7.72%</b>	<b>\$ (66,513)</b>
<b>Sub-Total Intercity/Commuter/CTSA</b>	<b>\$ 7,386,108</b>	<b>\$ 2,433,987</b>	<b>\$ 4,219,584</b>	<b>32.95%</b>	<b>\$ 6,870,015</b>	<b>-4%</b>	<b>\$ (329,832)</b>
<b>Budget to Actual - 6 Months</b>							
<b>TOTAL</b>	<b>\$ 53,397,289</b>	<b>\$ 24,166,138</b>	<b>\$ 28,498,614</b>	<b>45.26%</b>	<b>\$ 49,776,235</b>	<b>-6.8%</b>	<b>\$ (3,621,054)</b>
Amount Over/(Under) Budget							

**AGENDA ITEM  
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Reject All Proposals Received and Cancel RFP 2025-02 and Approve Release of RFP 2025-06 Transit Advertising Services.**

**SUMMARY STATEMENT**

On July 15, 2024, VVTA Board of Directors meeting, the Board approved the VVTA Transit Advertising Policy 1.01.24. In accordance with the Federal Procurement rules, Revenue -generating contracts, including contracts for Transit Advertising, must be solicited through a competitive process.

VVTA chose to release RFP 2025-02 Transit Advertising, to comply with the competitive process requirement. After proposals were received and prior to the Board meeting on 02/18/2025 to approve the award, VVTA received a formal RFP Protest from one of the proposers. After discussion with staff and the County Counsel, VVTA staff recommend that all proposals be rejected, and the RFP be cancelled.

Additionally, staff recommend the VVTA Board of Directors approve the release of RFP 2025-06 Transit Advertising. This RFP includes some minor changes in the document, as well as changes to the Evaluation, Negotiation, and Selection section of the RFP document.

Staff requests that the Board 1. Cancel RFP 2025-02 Transit Advertising and 2. Approve the release of VVTA RFP 2025-06.

**RECOMMENDED ACTION**

Reject all proposals received – 2025-02 and approve the release of RFP 2025-06.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	None	March 17, 2025	6

## VVTA RFP 2025-06 TRANSIT ADVERTISING ATTACHMENT A – SCOPE OF WORK

Victor Valley Transit Authority (VVTA) is requesting proposals from qualified certified companies to sell and install approved transit advertising on VVTA assets. At the time of this RFP, the assets available are the exteriors and interiors of VVTA buses, as well as a minimal number of bus shelters in the VVTA service area. This work consists of all labor, tools, and equipment required for procurement services, as well as all bonds, permits, and insurance necessary for this project and as required by Federal and State Laws; and the general mobilization of equipment required for the completion of the work as stated in the RFP documents. All advertising must be in accordance with ADA (Americans with Disabilities Act) requirements.

### **A. ADVERTISING PROGRAM OBJECTIVES**

The major objectives that VVTA wishes to achieve in the transit advertising sales program are as follows:

1. To maximize the advertising revenues paid to VVTA. VVTA seeks a contractor to grow the transit advertising program.
2. To assist VVTA with advertising and promoting its programs and services. VVTA seeks to use both interior and exterior transit advertising to market various aspects of its service and to provide information to passengers.
3. To properly maintain VVTA's fleet of vehicles with respect to advertising. Advertising on VVTA vehicles must be attractively presented, and the use of advertising must not create safety hazards for passengers or VVTA employees. The application of signs and adhesives must not permanently damage the standard paint scheme.
4. To minimize the impact of VVTA employees, Contractor will be responsible for posting and removing advertisements on all VVTA buses and shelters.
5. All advertising shall conform to VVTA's Advertising Policy as presented as Attachment F, and any updates that may occur to the Policy from time to time. All advertisements shall be presented to VVTA for its review, prior to installation. VVTA shall be the sole judge of whether an advertisement (not limited to graphic, word, phrase, and name) will be posted or displayed. Any advertisements that are determined not in compliance with VVTA's standards shall be removed by the Contractor at the direction of and at no cost to VVTA and within seventy-two (72) hours of the date/time of VVTA's written notice to the Contractor.

### **B. PROJECT SCOPE**

VVTA is looking for an Advertising Sales Partner (Contractor) that can provide professional, highly qualified advertising sales for all transit assets. The intent of this solicitation is to maximize revenues generated by the sale of transit-related advertising media. The successful proposal should also display creativity in identifying additional advertising opportunities beyond those already noted. This includes, but is not limited to:

1. The successful contractor, at its own expense, will be responsible for posting advertising content, removing outdated advertisements, and removing any advertisements rejected by VVTA.

## VVTA RFP 2025-06 TRANSIT ADVERTISING ATTACHMENT A – SCOPE OF WORK

2. Installation and on-going maintenance of signs and other necessary activities of the successful contractor must not interfere with VVTA operations.
3. VVTA will provide a small space in the Maintenance area to the successful contractor for the handling and storage of advertising signs. The successful contractor is responsible for keeping this work area neat and clean and will dispose of all outdated, damaged, or otherwise unusable signs.
4. Access to vehicles will be provided only at times consistent with the operational hours of the operating facility. All work on buses should be done during off-peak times – midday, on weekends, and evenings -- whenever possible. If indoor work must be done, such as in the case of full wraps, notice should be given to the Chief Maintenance Officer or Maintenance Manager. Vehicles will not be removed from service for the purpose of installing or removing advertising signs.
5. Proposers should note that they may utilize the services of a subcontractor for the installation of the signs on the buses. Any subcontractor must adhere to the requirements set forth in this scope of work.
6. Existing advertisements should be removed prior to the placement of new advertisements. In simpler terms, advertisements should not be layered one on top of the other.
7. The successful contractor will be responsible for any paint damage on buses when wraps or directly applied signs are removed and shall compensate VVTA for the expense incurred to repaint the damaged sections.
8. The designs for illustrated/wrapped buses shall be such that they minimize the amount of window space covered by the promotional message. It is preferred that the windows remain clear of advertising whenever possible. When full window coverage does occur, it must include “perf,” so visibility is maintained for passengers of at least 50%. In addition, the advertising message shall not cover any of the following:
  - a. Destination signs on the bus (front and side)
  - b. The bus number wherever it appears on the bus.
  - c. Safety related signs such as “This vehicle stops at all RR crossings,” etc. Any glass areas needed by the operator for full visibility while driving, including the front and rear windows, as well as the curbside window adjacent to the front entry door. One VVTA logo/identifier per side.

Note: Signage or markings that are not to be covered by advertisements may be incorporated into the wrap design or vinyl application. Vehicle numbers should be included as part of a full wrap design or applied as “cut vinyl.”

VVTA currently has the following types of advertisements (and their approximate sizes) on the vehicles. Sizes are only approximate or not stated as they will vary based on the final model used for advertising.

1. Full Wrap (32' and 40' buses) – covers entire bus and windows; is an exterior display appearing on the entire bus, with the exception of VVTA branding.

## VVTA RFP 2025-06 TRANSIT ADVERTISING ATTACHMENT A – SCOPE OF WORK

2. Half Wrap (32' and 40' buses) – covers entire side of bus and windows; is an exterior display appearing on either the entire street or curb side of the bus with the exception of VVTA branding.
3. King Kong Wrap – covers top to bottom between wheels.
4. Tail Wrap – covers entire and/or a portion of the back of the bus.
5. King – covers portion of street side of the bus under the windows and between the wheels.
6. Queen – covers portion of curb side of the bus under the windows and between the back door and the front wheel.
7. King/Queen and Headliner – covers the full length of the bus above the windows and are paired with either a King or Queen advertisement.
8. Tail – covers portion of the bottom half of the bus back.
9. Interior – 21" Digital Infotainment Screen (1 per vehicle).
10. Bus Shelters.

### **C. SALES PLAN**

Within 30 days of Notice to Proceed, the Contractor shall submit a detailed Sales Plan for VVTA's review and approval. The Sales Plan must describe the business/sales strategies of its organization.

The Sales Plan shall be focused on maximizing revenues from the Contractor's advertising franchises through achievement of a reasonable mix of national, regional, and local sales that is customary and usual for the industry. International based sales may also be considered. The plan shall include sales strategies that the Contractor will employ to sell advertising with the goal of achieving the maximum utilization of all space available for sale.

The Sales Plan shall respond to the different demographic and socioeconomic profiles of markets within VVTA's service area and the special opportunities that these markets present. The Sales Plan shall detail efforts the Contractor will make to win national, regional, and local advertising buys.

At no time will VVTA allow its advertising space to be subdivided or resold by any parties other than the Contractor and its designated sales agents without the express written consent of VVTA.

The Sales Plan shall explain the types of marketing/sales materials that will be developed to support the sales activity and any advertising or other forms of marketing, current internal research, primary, secondary or third-party research, trade publications, and other vehicles employed to maximize revenue that will be used to influence media buyers, or other persons of decision-making capacity, to consider advertising with VVTA. The Contractor's Sales Plan should, if deemed appropriate, may also include sales staff inside sales quotas, outside sales

## VVTA RFP 2025-06 TRANSIT ADVERTISING ATTACHMENT A – SCOPE OF WORK

quotas, cold call solicitation quotas, revenue quotas, on both an individual and collective sales basis, as well as rationalization as to the quotas imposed and timing of review of said goals (i.e., weekly, monthly, quarterly).

To maintain robust sales activities of the Contractor, the Contractor shall commit to provide a quarterly sales activity report, broken out by month, that provides all potential advertising clients contacted, (both solicited and unsolicited and coded as such) which will include, but not be limited to, names of organizations, contact name, method of contact, brief description of requested information, total for the month, whether it contracted in same month, and if it resulted in a contract (unit type, length of contract and anticipated gross & net revenue earned). If requested, the Contractor shall provide the report within thirty (30) days of VVTA's request.

The Sales Plan shall list all current proprietary, primary, secondary, or related third-party research it currently subscribes and how it will be used to procure VVTA advertising business. Any primary, secondary, or third-party research, or otherwise that is to be obtained by the Contractor should be listed separately.

The Contractor shall disclose the cost of any current or procurement of any additional research it deems necessary only if it is to be included in any VVTA advertising rate plans.

### **D. SALES RATES**

The Contractor shall be allowed to establish all rates and charges for the sale of all existing transit related advertising space subject to VVTA's review and prior approval. Any change in proposed rate card rates shall be presented to VVTA for review and approval 30 days prior to a requested change. Rates below rate card will be considered only if occupancy per media vehicle or advertising type consistently falls below 70% and subject to VVTA's approval prior to advertiser proposal. Volume discounts and new advertiser rate discounts will also be considered on a case-by-case basis with the approval of VVTA's designated representative. The Contractor must provide a solid plan, in each case, of how going below rate card will still maximize revenue and not negatively affect future sales of same media vehicle, or advertising type.

### **E. FINANCIAL REQUIREMENTS**

#### **1. REVENUE SPLIT AND MINIMUM GUARANTEE**

Each proposal that is submitted to VVTA for the transit advertising RFP must contain a percentage of gross amounts from advertising received by the contractor. The term "gross amounts from advertising" means the gross cash sums actually received by the contractor as payment from advertisers for the display of their advertisements after deductions of:

- Commissions, if any, retained by the advertising agencies.
- The amount of any and all sales, use, gross receipts, and similar taxes imposed upon the contractor in respect to the business transacted under the contract but excluding income and taxes.

The contractor shall set forth in full in its proposal the proposed terms of contract and financial benefit to VVTA for transit advertising in and on VVTA's buses and shelters. The contractor shall indicate the percentage of revenue to be paid to VVTA, which may vary by year and by projected revenue in any year.

## VVTA RFP 2025-06 TRANSIT ADVERTISING ATTACHMENT A – SCOPE OF WORK

Proposer may include a guaranteed minimum monthly payment to VVTA, regardless of the contractor's gross revenue from its advertisers. If a guarantee is proposed, the guarantee will be renegotiated in the event that VVTA's fleet size and/or the amount of authorized advertising space is reduced by ten (10) percent or more at any time during the period of the contract. The contractor shall indicate the amount of this minimum monthly payment, if applicable.

No posting charges, removal and/or any other miscellaneous fees may be charged to VVTA for the placement or removal of exterior and interior signs.

**AGENDA ITEM  
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Release of RFP 2025-07 Professional Engineering Services for Building Modifications for Hydrogen Fuel Cell Buses.**

**SUMMARY STATEMENT**

With hydrogen fuel cell buses on order expected to arrive by the end of 2025, VVTA needs to ensure its facilities are properly equipped to work on hydrogen vehicles.

To ensure VVTA can safely store, maintain, fuel, and operate FCEBs its facility must be evaluated by professional engineering services, and as necessary, facility upgrades and modifications, and specific safety-related improvements must be made before vehicles can be worked on in the garage. This project is to provide VVTA with professional engineering services to evaluate and upgrade its maintenance facility, fuel island, steam bay, and bus wash for hydrogen fuel cell buses. The facility must be assessed and modified to meet safety codes and standards for a classified “major repair” garage under NFPA 2. Necessary upgrades may include gas detection, lighting and electrical, HVAC, and other appurtenances and essential systems. The project covers design, engineering, procurement support, and construction support for hydrogen-safe facility modifications.

Per procurement policy 1020.2.1.2 – Staff is required to request approval of the release of RFP’s that are within the Formal Procurement Process.

Staff recommend that the Board of Directors approve the release of RFP 2025-07 Professional Engineering Services for Building Modifications for Hydrogen Fuel Cell Buses.

**RECOMMENDED ACTION**

Approve the release of RFP 2025-07 Professional Engineering Services for Building Modifications for Hydrogen Fuel Cell Buses.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	None	March 17, 2025	7

## Professional Engineering Services for Building Modifications for Hydrogen Fuel Vehicles at VVTA's Hesperia Facility

### Scope of Work

#### HYDROGEN FACILITY UPGRADES:

To ensure VVTA can safely store, maintain, fuel, and operate FCEBs in its facility, it must be evaluated by professional engineering services, and as necessary, facility upgrades and modifications, and specific safety-related improvements must be made before vehicles can be worked on in the garage. This project is to provide VVTA with professional engineering services to evaluate and upgrade its maintenance facility, fuel island, steam bay, and bus wash for hydrogen fuel cell buses. The facility must be assessed and modified to meet safety codes and standards for a classified "major repair" garage under NFPA 2. Necessary upgrades may include gas detection, lighting and electrical, HVAC, and other appurtenances and essential systems. The project covers design, engineering, procurement support, and construction support for hydrogen-safe facility modifications.

Services for the hydrogen upgrades and improvements for this project will be completed in three phases:

- a. Design and Permitting Phase
- b. Bid and Award of Construction/Installation Contract Phase
- c. Construction Support and Closeout Phase

## 2. PROJECT LOCATION & DESCRIPTION

VVTA's maintenance facility, bus wash, steam bay, and fuel island are located at 17150 Smoke Tree St. Hesperia, CA.

The VVTA Maintenance Building has floor area of 20,457 square feet (25,750 total gross square feet) with 9 bus repair bays (including two pit bays), a parts room with mezzanine, small break room, tire storage and work area, office areas, tool storage, central fluid storage, and is equipped with nineteen exhaust fans, including two high-output, Greenheck 36-AFSW-21 exhaust fans rated to 20,000 CFM each. The total cumulative rating for every exhaust fan in the Maintenance Building exceeds 80,000 CFM.

The bus wash and steam bay located in the north-west corner of the facility, are approximately 1,900 square feet each, are open on both sides, roof covered and have fire suppression.

The fuel island located in the north-west corner of the facility has 3 service lanes equipped with (2) CNG dispensers, (1) remote CNG dispenser, (2) unleaded dispensers, vacuum reels, hose reels, and (2) planned hydrogen dispensers. A canopy/roof covers the entire service area and is open on 3 sides.



VVTA currently maintains and operates a fleet of compressed natural gas (CNG) buses. Currently, the facilities are equipped to work on and fuel CNG buses. VVTA is in contract to add a Hydrogen Fueling Station with two (2) H2 dispensers being placed at VVTA's current fuel island located on the north-west side of the facility.

### 3. PROJECT COORDINATION

- a. Consultant shall coordinate design with VVTA. An initial pre-design conference shall be scheduled after the award of the contract. Thereafter, regularly scheduled meetings shall be held for discussion of report and schematic drawings, design development drawings, and Construction Document Submittal. Consultant shall set the agenda and notify affected parties of meeting dates and locations. Consultant shall produce minutes of all meetings and distribute the minutes within two (2) working days to the affected parties. Meeting minutes shall include completed items, items in progress, upcoming items, changes, budget impacts, the amount of project days elapsed, and project days remaining. Consultant is also expected to make and publish action item checklists and other pertinent documentation to successfully manage the project's design. Consultant shall notify VVTA immediately of any problem(s), which may impact either the project's original scope, schedule, or budget.

- b. Consultant shall coordinate with VVTA, utility companies, regulatory agencies, and the Constructor in the design and construction of the project.

#### 4. SCHEDULE

- a. Consultant shall prepare a schedule for the project's design, to include all design activities including appropriate sub activities, start dates, submittal dates, completion date relationships, and duration. The schedule must include a minimum of five working days (5) for review by VVTA for all deliverables submitted by the Consultant (as specified by the scope of work).
- b. A preliminary schedule shall be submitted to VVTA for approval within five (5) working days after the Notice to Proceed (NTP) is issued. The schedule shall indicate a logical sequence for completing the work within the allotted time. Within ten (10) working days after VVTA approval of the preliminary schedule, a final schedule shall be submitted for approval by VVTA. Upon approval, this schedule shall be designated the project design schedule from which contract progress shall be tracked. Periodic updates of the schedule to show progress may be required bi-weekly, but not less than monthly.
- c. Consultant shall also provide an estimate of working days for the construction of the project.

#### 5. WORK PERFORMANCE

- a. Consultant shall commence work immediately upon issuance of the NTP. Consultant shall use diligence in completing the work in accordance with the schedule.
- b. In case of conflict, ambiguities, discrepancies, errors, or omissions among any of the items of work, the Consultant shall submit the matter to VVTA for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors, or omissions that are performed by the Consultant prior to clarification by VVTA shall be at the Consultant's risk and may not be eligible for payment by VVTA. Such conflicts, ambiguities, discrepancies, errors, or omissions among the references shall not give rise to a claim by the Consultant for extra work unless the Consultant can demonstrate that it has incurred additional expenses as a result thereof.

#### 6. PROFESSIONAL REGISTRATION

- a. Consultant's personnel who are responsible for the architectural, civil, structural, mechanical, plumbing, or electrical engineering design work shall be currently registered in the State of California to practice in the professional field involved and shall sign and seal all plans for which each has responsibility.

#### 7. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

- a. Consultant shall implement and maintain its QA/QC plan in effect during the performance of the services under the Contract to ensure all reports, plans, specifications, estimates, and other documents submitted under the Contract shall be complete, constructible, accurate, checked, and proofread (with zero mistakes) to meet professional engineering practices in effect at the time of execution and throughout the life of the Contract.
- b. Consultant shall submit a copy of its quality control/quality assurance plan for this project within five (5) business days upon receipt of a notice to proceed (NTP). Consultant's QA/QC plan shall be submitted to VVTA for review and comment.
- c. Consultant's QA/QC plan shall include, at a minimum, the following quality control measures: Calculations shall be independently checked. Plans shall be independently cross-checked and corrected.
- d. Drawing Titles shall match on the Title Sheet and on each individual drawing sheet.
- e. The title sheet for specifications and reports, and each sheet of plans shall bear the professional seal, certificate number, registration classification, expiration date of certificate, and signature of the professional engineer responsible for their preparation.
- f. Consultant shall coordinate between various engineering disciplines to ensure a complete and coordinated design.
- g. Consultant shall perform a quality assurance review of plans, specifications, estimates, reports, and other documents prior to 90%, 100%, and final submittal to VVTA. Consultant shall also submit a certification statement with both the 90% and 100% deliverables.

8. PROJECT SCOPE FOR FACILITY UPGRADES FOR HYDROGEN:

- a. The Consultant shall provide design, engineering, procurement support, and construction support services for the implementation and execution of hydrogen-safe facility modifications. Design, Engineering, and installation scopes shall comply with all current applicable local, state, and national codes and standards, including, but not limited to:
  - i. NFPA 2, 30A, 70, (NEC), 52
  - ii. Latest or locally adopted versions of California Fire, Electrical, Building, and Mechanical code. (CFC, CEC, CBC, CMC).
  - iii. Title 24
  - iv. ASME, ANSI
- b. VVTA will not consider designated bays/partition areas for modifications, the full facility must be evaluated and modified as needed to allow work on hydrogen vehicles.

- c. The ongoing service of existing vehicles within the facility (i.e., CNG, battery electric, gasoline, etc.) must be considered and included within the scope of design and engineering.
- d. Design and engineering shall include the evaluation of the existing facility, as well as improvements necessary for the safe maintenance and regulatory compliance of FCEBs. Examples include:
  - i. HVAC systems, including heaters, approved for use. Ventilation systems, both steady-state and under alarm conditions.
  - ii. Gas and flame detection and alarm, including CH<sub>4</sub> H<sub>2</sub>, CO, and NO<sub>x</sub>.
  - iii. Electrical hazard areas (per NEC, NFPA 70).
  - iv. Areas of utilizing open flames, arcing/sparking tools, and welding.
  - v. Architectural considerations, such as low or high spots where fugitive gas or vapor may accumulate or concentrate.
  - vi. Emergency detection systems, alarms, and notification appliances
  - vii. Separate Hydrogen defueling assembly/station.
- e. The Consultant shall be responsible for the design, engineering, drafting, permitting, and publishing of construction plans and specifications. Preliminary plans must be prepared for VVTA review before any permitting or construction bidding scopes. VVTA's review, comments, and approval shall not relieve the Consultant from responsibilities for their design and professional practices. This requirement includes ensuring that all parties on the Consultant's team, performing the work, are properly qualified and licensed in the necessary professions and jurisdictions. Specifically, Final Design documents and calculations require the seal of a Professional Engineer (PE) registered in the State of California.
- f. The Consultant will be responsible for obtaining all required approvals from applicable Authorities Having Jurisdiction (AHJs), including the City of Hesperia, the San Bernardino County Fire Department, and all other entities. Preparing construction documents for the project shall include, but not be limited to architectural, structural, mechanical, electrical, plumbing, HVAC, and control systems. The Consultant shall consider the following criteria for the design of the systems:

- i. Consultant shall review existing record drawings and any existing gas detection and ventilation systems, including incorporated modifications since the buildings were constructed.
- ii. Consultant shall review the scope of work and conduct a site audit to assess existing conditions, including the current state of regulatory compliance.
- iii. Consultant shall communicate and coordinate with VVTA to obtain locations of gas detection control panels, electrical distribution panels, HVAC systems, and any other information that will affect the design.
- iv. Consultant shall propose new materials and appliances in the event existing conditions are obsolete or no longer compliant with current regulations. Consultant shall evaluate the existing gas detection system to determine the possible re-use of all, or portions of, the system. The Consultant shall design additional new hydrogen detection and flame detection systems compatible with the use of FCEBs, in addition to any gas detection systems as needed. The alarm and alerts for hydrogen must be distinguishable from any other alarms and alerts (i.e. CH<sub>4</sub>, CO, etc.) on the system and identifiable to all personnel by lights and sounds.
- v. Evaluation of the existing ventilation systems shall include a review of the existing systems' efficiency and compliance throughout the entire facility. The Consultant shall also review the existing system's electrical and mechanical properties which will influence the modifications to the ventilation systems. An Air Balance Test Report (Testing, adjusting, and balancing (TAB report)) on the existing ventilation functionality is required and must be submitted during the "Study and Schematic Design" Phase. New proposed H<sub>2</sub> detection systems must consider existing and proposed airflow, including areas of trapped air or gas. Installation of additional gravity vents and ventilation fans anywhere which pockets of isolated and stagnant air may occur should be considered.
- vi. Consultant shall evaluate all electrical conduits, appliances, and applicable materials to ensure they meet the design standards and specifications for placement within 18" of the ceiling deck (NEC Class 1, Div. 2 Electrical Hazard). If the system is not compliant, design and specify all modifications to meet requirements.
- vii. Consultant shall evaluate, consider for, design, and specification of approved heating appliances.
- viii. Consultant shall evaluate a designated hydrogen bus defueling location and solution.
- ix. Consultant shall evaluate the existing capacity of the support members, space limits, and constraints that will affect the design and installation of the additional detection systems and modifications of the ventilation systems. Consultant shall recommend to VVTA the required modifications to the existing supporting members to accommodate

the operation of FCEBs. VVTA shall review the information presented and provide direction to the Consultant on the next step of work.

- x. Consultant shall prepare designs that replace, re-route, add, or connect the new and modified systems to existing structures, circuits, conduits, conductors, and accessories, as required. The Consultant must ensure all designs will result in efficient and complete working systems. Building elements affected by the installation of new hydrogen detection and flame detection systems, and modifications of existing systems shall be improved and restored to a condition existing before the project commenced and/or to VVTA's satisfaction.
- g. Consultant shall recommend to VVTA, in a report, all modifications, improvements, and enhancements to existing gas detection systems, ventilation systems, and any other upgrades to the facility's systems. The Report shall be submitted with the preliminary schematic design. Consultant shall meet with and discuss recommendations with VVTA before proceeding with the Design Development Phase.
- h. Consultant shall provide VVTA with plans, specifications, and a Project Construction Cost (PCC) estimate after the various design phases of the project, beginning with the Study (Report) and Schematic Design Phase. The project cost estimate is to be updated upon publishing of drawings intended for permitting, as well as final construction drawings.
- i. Consultant shall assist VVTA with identifying and establishing a project stakeholders list. The Consultant shall coordinate with any project stakeholders, contractors, or consultants, as needed and as directed by VVTA throughout the duration of the project.

## 9. DESIGN PHASE

### 10. STUDY AND SCHEMATIC DESIGN

- a. Consultant shall review VVTA's scope of work and conduct an evaluation of any existing gas detection systems, ventilation systems, and any other facility systems, equipment, and appliances, and make recommendations to VVTA in a brief study or report. Consultant shall review existing record documents, visit the site, verify all dimensions, space limitations, weight, utilities, and other physical parameters of the existing systems that will influence design and modification.
- b. Consultant shall communicate and coordinate with VVTA and other stakeholders to obtain all information and requirements that will affect the design.
- c. Consultant shall ensure all scope of construction, modification, and installation proposed in the study and schematic drawing fully reflect the requirements of the applicable AHJ(s). If required by the AHJ or any other regulation or agency applicable to the Project: Consultant

shall provide and submit additional drawings, reports, documents, or specifications (irrespective of discipline) required for the approval of the project.

- d. Consultant shall also review all data, criteria, or other information furnished by VVTA and make recommendations for revisions, as they consider appropriate.
- e. Consultant shall prepare and submit to VVTA for approval a statement of PCC. Underlying cost data must be current and based on recent (<12 months) applicable empirical (past project) data, or from prevailing accredited industry publications. The scope of the project cost must reflect the construction, installation, modification, commissioning, and testing, based on the Consultant's own study and schematic design.
- f. Consultant shall review the report, schematic design, statement of PCC, and recommendations with VVTA and receive VVTA's approval before proceeding with the Design Development Phase.
- g. Consultant shall submit an electronic copy of schematic drawings and cost estimates in electronic format of VVTA's desire via email or a file-sharing service, as directed by VVTA.

#### 11. DESIGN DEVELOPMENT AND PUBLISHING OF DRAWINGS FOR PERMITTING

- a. Consultant shall prepare from the Schematic Design and Study approved by VVTA, the Issue for Permitting (IFP) document package consisting of drawings and other documents that fix and describe the size and character of the entire Project. The package shall include drawing sheets and details for the following relevant design elements (the following is not intended to serve as a comprehensive list):
  - i. Architectural
    - (1) New proposed walls, ceilings, trim, doors/doorways, signage, and associate details
  - ii. Civil/Structural
    - (1) Structural mounting details for any new necessary HVAC system components (Note that the facility modifications scope intends to maintain the existing structural and civil design of the facility)
  - iii. Mechanical
    - (1) Additions or modifications to existing HVAC system(s) or equipment
  - iv. Addition of infrared (IR) heaters approved for use (if necessary)
  - v. Addition of supply fan(s), exhaust fan(s), and make-up-air units.
  - vi. Electrical & Control Systems
  - vii. New or modified gas detection and flame detection appliances and systems(s)
  - viii. New feeder schedule and electrical power distribution (if necessary)
  - ix. Conduit/conductor list
  - x. CA Title 24 compliance

- b. The IFP drawings must identify all project elements that affect the function and operation of each portion of the facility. The IFP package must be complete, and sufficient to be built upon. Although not intended for construction, the IFP package must be consistent with and possess equal detail to the subsequent construction drawing package.
- c. A rough draft of the specifications shall be submitted to VVTA. Technical specifications shall be developed in CSI format. The technical specifications shall be complete and ready for construction, including all specifications to support the plans, identify the material, indicate inspection and testing requirements, and ensure a quality project. Specifications shall be prepared in such a format and manner as to stimulate competition between contractors while following industry standards. The specifications shall be submitted to VVTA in Microsoft Word and PDF formats.
- d. Consultant shall submit to VVTA for approval, a refined statement of Project Construction Cost (PCC). If the PCC at this phase is more than the PCC approved during the Schematic Phase, the Consultant may be required to provide alternatives to reduce the PCC. Revisions shall not be considered extra work, and therefore not subject to additional payment. Consultant shall advise VVTA of any adjustments in the PCC due to changes in project requirements or general market conditions.
- e. Consultant shall submit an electronic copy of plans, technical specifications, and the cost estimate to VVTA for review and comment in electronic format of VVTA's desire via email or a file sharing service, as directed and approved by VVTA.

## 12. PERMITTING THROUGH APPLICABLE AHJ

- a. Consultant shall draft, complete, and submit the following items to the local AHJ, as well as any other applicable regulatory agency, for review and approval:
  - i. Application(s) local entitlement or discretionary permits (if applicable).
  - ii. Application(s) for all applicable construction permits
  - iii. IFP package
  - iv. Any and all documents requested for review
- b. Consultant shall obtain plan check approval and pay for all plan check fees incidental to the Work to the appropriate regulatory agencies. Plan check fees for the original plan check submission and one re-submittal will be reimbursed to the Consultant at the actual cost, excluding any markup and labor costs. All other plan check fees shall be the responsibility of the Consultant. "Trade permit," defined as permits issued by the AHJ or other regulatory agencies that do not require review and approval of plans, are excluded from this scope.

## 13. CONSTRUCTION DOCUMENT DEVELOPMENT

- a. Upon receiving plan check approval, the Consultant shall revise the IFP package to reflect any necessary changes as a result of comments or requests made by the local AHJ and applicable regulatory agencies.
- b. Upon completion of necessary edits to the IFP package, the Consultant shall submit an electronic copy of all drawings, specifications, and applicable documents to VVTA for review and final approval in PDF format, or an VVTA-approved format via email or a file-sharing service, as directed by VVTA. Consultant shall incorporate any comments received into their prepared documents until final approval is provided. Upon final approval from VVTA, the Consultant shall publish a complete document package meeting the needs, comments, and requests made by VVTA and all applicable regulatory agencies, into a final Issue for Construction (IFC) document package.
- c. Upon publishing the IFC package, the Consultant shall prepare, for VVTA's approval, a final preliminary estimate of the PCC that does not exceed the available funds to complete the project. If the estimate is more than available funds, the Consultant may be required to provide alternative upgrade plans for VVTA's consideration at no extra compensation. Consultant shall advise VVTA immediately of any adjustments in the PCC due to changes in project requirements or general market conditions.
- d. Consultant shall provide a tentative milestone schedule for construction based on works expressed by the published IFC package. In addition to the evaluation of technical details and parameters, the Consultant must utilize past empirical experience from applicable projects of a similar nature.
- e. Consultant shall be responsible for the working drawings, technical specifications (CSI format), and cost estimate for the construction of the Project consistent with contemporary professional standards as is necessary to enable the construction of the Project. VVTA shall provide all bid documents, including the Agreement between VVTA and the Constructor.

#### 14. CERTIFICATION

- a. Upon approval of the final design submittal package and prior to final payment for the Design Phase, the Consultant shall provide VVTA with a statement of certification that the design is in compliance with the requirements of the Contract, and Consultant has used reasonable care and diligence, and the design is complete and ready for construction. Further, the Consultant shall be obligated to perform all required redesign work to correct any design errors or omissions discovered during bidding or construction at no additional cost to VVTA.

#### 15. BIDDING AND AWARD OF CONSTRUCTION CONTRACT

- a. The procurement and requisition of bids by Constructors is not within the scope of the Consultant's responsibilities. However, the Consultant shall assist VVTA with the

procurement, requisition, and review of solicited bids. Specific tasks that shall be within the scope of the Consultant are as follows:

- i. Answer all questions posed by prospective Constructors that are technical in nature, relevant to the IFC package, or otherwise necessary for the complete scoping of the prospective constructor's works.
- ii. Review proposed modifications or substitutions to materials and design by Constructors.
- iii. Review bids to ensure technical and scope compliance with Consultant published documents.
- iv. Revise the IFC package as necessary, based on applicable addenda issued during the solicitation. Revisions must be completed by the Consultant in time for inclusion in the construction contract between VVTA and the Constructor.
- v. Consultant is required to attend a mandatory pre-bid meeting with prospective Constructors at VVTA's facility in Hesperia.

#### 16. CONSTRUCTION SUPPORT SERVICES

- a. The Construction Support Phase shall commence with the award of the Construction Contract and shall terminate with the closure of all applicable construction permits, as well as VVTA's acceptance of "As-Built" drawings.
- b. The design Consultant is required to attend a mandatory pre-construction meeting that will be held at VVTA's Hesperia Facility.
- c. Constructor shall be responsible for obtaining all construction permits from governmental authorities having jurisdiction over the Project. Consultant shall immediately, at their expense, complete all necessary changes to the plans or specifications, as required by any regulatory agencies, in order for Constructor to obtain the necessary permits.
- d. Consultant shall make periodic site visits, to familiarize themselves with the progress and quality of the construction work. Consultant must also determine if the construction work is proceeding in accordance with the contract documents. Consultant shall inform VVTA of any potential defects and deficiencies in the work of the Constructor.
- e. Consultant shall recommend to VVTA the rejection of any work performed by Constructor, which does not conform to the contract documents. Consultant shall recommend to VVTA, special inspection or testing of any work in accordance with the provisions of the construction documents whether or not such work be fabricated, installed, or completed.

- f. Consultant shall review and approve all shop drawings, samples, and other submissions of the Constructor as required by the construction documents, for conformance with the design concept of the Project.
- g. Consultant shall respond to the Constructor's entire Request for Information (RFI) within five (5) working days upon receipt of an RFI. However, after construction starts and during construction, timing for reviews becomes critical and only two (2) business days will be allowed for responding to proposed RFIs, and amendments.
- h. Consultant shall assist VVTA in reviewing proposed Change Orders and shall prepare sketches and/or revise contract drawings and specifications, and cost estimates related thereto. The Consultant shall also obtain timely plan check approval from local agencies of jurisdiction (e.g., city, county, etc.) for permit plan changes.
- i. Consultant shall conduct inspections of the project site to determine dates of partial completion, substantial completion, and final completion. Consultant shall review written guarantees and related documents assembled by Constructor and shall recommend to VVTA the issuance of the final certificate for payment.
- j. Consultant shall be present during final system commissioning (HVAC, detection system, etc.) and be witness to performance testing. Consultant shall provide written acknowledgment and approval that the system is functioning as designed and meets all applicable codes and standards. This may be conducted in tandem with AHJ & Fire Department final inspection.
- k. Consultant shall be responsible for the preparation of the "As-Built" drawings based on the information supplied by the Contractor and based on the information from the Consultant's field inspections of the project site after construction is completed. The "As-Built" information shall be assembled and placed on the original drawings by the Consultant as the final revision to the drawings.
- l. Consultant shall provide support services during construction of the Project. Consultant will be responsible for construction support, inspection, testing, and reports required during the construction support phase. The services, information, testing, and reports required shall be furnished at the Consultant's expense.

#### 17. AS-BUILT PROJECT DOCUMENT

- a. All submittals from the Consultant to VVTA shall be consistent with the schedule and Task in Section 3.1. Submittals shall be reviewed and commented on by VVTA. The Consultant shall address all comments, revise the design/construction document, and re-submit to VVTA for verification in the next phase submittal, not more than one (1) week upon receipt of the review comments unless otherwise requested by VVTA.

- b. Deliverables shall be submitted separately for each part of the project in accordance with the specific requirements listed below:
- i. Consultant shall submit one (1) half-size hard copy and (1) full-size hard copy of the as-built drawings to VVTA for verification of the completeness. Consultant shall incorporate any changes required by VVTA into the final “As-Built” drawings. Constructor to provide Redline drawings.
  - ii. Upon completion of the “As-Built” drawings, the Consultant shall furnish sealed and signed Mylar originals of the complete drawings to VVTA. Submit one (1) set of the completed as-built drawing files in AutoCAD, version 2018 or newer, DWG format, including all applicable plot files, along with one (1) set of electronic drawing files in PDF format, or a VVTA-approved format via email or a file-sharing service, as directed by VVTA prior to release of final payment.
  - iii. One (1) electronic copy of all design calculations for the Project shall be submitted to VVTA, in a neat condition and logical sequence, in PDF format, or a VVTA-approved format via email or a file-sharing service, as directed by VVTA.

**AGENDA ITEM  
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Notice of Completion for the Barstow LCNG Station Backup Generator.**

**SUMMARY STATEMENT**

At the May 15, 2023, Board meeting, the VVTA Board of Directors approved the award of Contract 2023-06 for the installation of the Backup Generator at the Barstow LCNG Station to RMS Construction, Signal Hill.

The project has been satisfactorily completed in the amount of \$496,932.00 and the final inspection occurred on March 4, 2025. Thirty (30) days after the recordation of the Notice of Completion, VVTA will release the final retention monies withheld on this project, provided that there are no claims or unreleased liens against the contract. After the filing of the Notice of Completion, the warranty period shall begin on equipment installed in the facility.

VVTA Staff recommends acceptance of the project and requests the Board to also delegate authority to VVTA's Chief Executive Officer to execute the Notice of Completion for recordation with the County of San Bernardino.

**RECOMMENDED ACTION**

Approve the Notice of Completion for the Installation of the Backup Generator at the VVTA LCNG Station in Barstow.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	None	March 17, 2025	8

RECORDING REQUESTED BY:

VICTOR VALLEY TRANSIT AUTHORITY

WHEN RECORDED MAIL TO:

VISTOR VALLEY TRANSIT AUTHORITY  
ATTN: CLERK OF THE BOARD  
17150 SMOKE TREE STREET  
HESPERIA, CA 92345

Recording of this document is fee-exempt under Government Code Section 6103. No Document Transfer Tax is due on this document pursuant to Revenue Taxation code Section 11922.

SPACE ABOVE THIS LINE FOR RECORDERS USE

**PUBLIC CONTRACT 2023-06  
NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is: VICTOR VALLEY TRANSIT AUTHORITY, A JOINT POWERS AUTHORITY
3. The FULL ADDRESS of the OWNER is 17150 SMOKE TREE STREET, HESPERIA, CA 92345  
A work of improvement on the property hereinafter described was COMPLETED March 6, 2025.
4. The work of improvement completed is described as follows: Barstow LCNG Station Backup Generator.
5. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is RMS Construction.
6. The street address of said property is 100 Sandstone Court, Barstow, CA 92311.
7. Assessor's Parcel Number
8. The property on which said work of improvement was completed is in the City of BARSTOW, County of SAN BERNARDINO, State of CALIFORNIA.

Verification of NON-INDIVIDUAL owner: I, Nancie Goff, the undersigned, declare upon penalty of perjury un the laws of the State of California that I am the Chief Executive Officer of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

\_\_\_\_\_ at Hesperia, California.  
Date

\_\_\_\_\_  
Nancie Goff, Chief Executive Officer  
VICTOR VALLEY TRANSIT AUTHORITY

**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 Evaluation. Title: Chief Executive Officer.

**RECOMMENDED ACTION**

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Adam Ebright, County Counsel	N/A	March 17, 2025	9