



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA

Friday, January 26, 2024



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
9:45 AM, JANUARY 26, 2024
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
 - 5.1. Introduction of Foothill Transit Business Partners
6. GENERAL PUBLIC COMMENT

CONSENT CALENDAR: Items 7 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF NOVEMBER 3, 2023

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed one minute in length. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204, emailing board.secretary@foothilltransit.org, or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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8. JANUARY 2024 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for January 2024.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Chief Executive Officer’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Chief Executive Officer’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 (626) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិកាមាតិកាសំឡេង (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



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9. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Recommended Action: Adopt the revised Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).

10. AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT EXTENSION FOR COMPUTER AIDED DISPATCH AND AUTOMATIC VEHICLE LOCATION SYSTEM MAINTENANCE AND SUPPORT AGREEMENT

Recommended Action: Authorize the Chief Executive Officer to enter into a sole source agreement with Avail Technologies, Inc in the amount of \$2,205,283 over a five-year period for maintenance and support services of Foothill Transit's SMARTBus System. The contract will consist of a five-year base term with the option to terminate for convenience at any point in the term.

11. AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR PLANNING SOFTWARE UPGRADE AND MAINTENANCE AGREEMENT

Recommended Action: Authorize the Chief Executive Officer to enter into a sole source contract in the amount of \$753,535 with Giro, Inc. to upgrade Foothill Transit's existing Hastus scheduling software and maintenance agreement.

12. AUTHORIZATION TO AWARD CONTRACT FOR 12 BATTERY ELECTRIC DOUBLE-DECK BUSES

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into a Contract No. 24-055 with Alexander Dennis in the amount of \$21,096,000.00 for the purchase of 12 42ft. double-deck battery electric transit buses.

13. AUTHORIZATION TO AWARD CONTRACT FOR STATE ADVOCACY SERVICES

Recommended Action: Authorize the Chief Executive Officer to award a contract and enter into an Agreement with Platinum Advisors for State Advocacy Services in the amount of \$390,000.00 plus reimbursable, reasonable incidental expenses incurred for rendering services. The contract term is for a total of five years, consisting of a base agreement of three years and two one-year options.

14. AUTHORIZATION TO AWARD CONTRACT FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES

Recommended Action: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia facility. The contract term will be four years. The projected fifty-one month life of the contract is \$350,561,427.



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REGULAR AGENDA:

15. CHIEF EXECUTIVE OFFICER COMMENT
16. BOARD MEMBER COMMENT
17. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Government Code § 54956.9(d)(1)
Name of Case: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*
Los Angeles Superior Court Case No. 19STCV46308
18. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Government Code § 54956.9(d)(1)
Name of Case: *Jordan Danielle Turner*
Los Angeles Superior Court Case(s) No. 23PSR001943, No. 23PSR001963
19. CLOSED SESSION REPORT
20. ADJOURNMENT



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, November 3, 2023
8:30 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:35 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Moss.

3. ROLL CALL

Roll call was taken by Trina Padilla, Executive Staff Assistant.

Present: Member Gary Boyer, Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran Barnes, Chief Executive Officer, requested that General Public Comment be taken prior to the Consent Calendar

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as revised.

5. PRESENTATIONS

5.1 Introduction of Foothill Transit Business Partners

The following Foothill Transit business partners addressed the Executive Board:

Susan Sweat, Chief Operating Officer Transit, Transdev.
Sandy Hill, Senior Vice President Business Development, Keolis.



5.2 Contractors' Employee Recognition

Doug Brockwell, General Manager, introduced the Pomona location Keolis employees of the month.

Shronda Hill - Employee of the Month
Warren Hudson - Operator of the Month

Shawn Chavira, General Manager, introduced the Arcadia location Transdev employees of the month.

Miguel Loza - Employee of the Month
Alvaro Huerta - Operator of the Month

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

CONSENT CALENDAR

There was no Public Comment on the consent calendar.

Vice Chair Shevlin asked that Item 10 be pulled for discussion. Member Boyer asked that Item 16 be pulled for discussion. Member Calaycay asked that Item 11 be pulled for discussion. Member Sternquist asked that Item 14 be pulled for discussion.

The Executive Board took action on a single motion on items 6-9, 12 & 13, and 15 & 17.

6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 29, 2023

Motion by Vice Chair Shevlin, second by Member Boyer, to approve. Motion carried 5-0.

7. SEPTEMBER 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2023, for the fiscal year ending June 30, 2024.

Motion by Vice Chair Shevlin, second by Member Boyer, to approve.
Motion carried 5-0.



8. **FISCAL YEAR 2024 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2024 First Quarter Budget Update.

Motion by Vice Chair Shevlin, second by Member Boyer, to approve.
Motion carried 5-0.

9. **OCTOBER 2023 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for October 2023.

Motion by Vice Chair Shevlin, second by Member Boyer, to approve.
Motion carried 5-0.

10. **OCTOBER LEGISLATIVE REPORT**

Recommendation: Receive and file the October 2023 Legislative Report.

This item was pulled for discussion and presentation.

The Executive Board received and filed this presentation.

11. **RESOLUTION ADOPTING EXECUTIVE BOARD AND GOVERNING BOARD MEETINGS SCHEDULE FOR 2024**

Recommendation: Adopt Resolution No. 2023-02, the Executive and Governing Board Meetings Schedule for 2024.

This item was pulled for discussion and presentation. Mr. Barnes, CEO, reported on additional revisions to the meeting schedule, which include moving meetings to the fifth Friday of each month, and start times for the Governing Board Meetings to 8:30 a.m. and Executive Board Meetings to 9:45 a.m.

Motion by Vice Chair Shevlin, second by Member Boyer, to adopt. Motion carried 5-0.

12. **TITLE VI ANALYSIS FOR POMONA TRANSIT STORE**

Recommendation: Receive and file the Title VI analysis report for the closure of Pomona Transit Store (PTS).



Motion by Vice Chair Shevlin, second by Member Boyer, to receive and file.
Motion carried 5-0.

13. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR A FUEL MANAGEMENT SYSTEM**

Recommendation: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for a Fuel Management System.

Motion by Vice Chair Shevlin, second by Member Boyer, to approve.
Motion carried 5-0.

14. **AUTHORIZATION TO AWARD CONTRACT FOR ADMINISTRATIVE OFFICE SECOND FLOOR RECEPTION AREA AND THIRD FLOOR CONFERENCE ROOM RENOVATIONS**

Recommendation: Authorize the Chief Executive Officer to enter into Agreement No. 23-097 with R Dependable Construction Inc. for \$292,500 for renovation of the Administrative Office second floor reception area and third floor conference room.

This item was pulled for discussion and presentation. Vincent Saucedo, Capital Projects Manager, presented an overview of the project and procurement process.

Motion by Vice Chair Shevlin, second by Member Calaycay, to approve.
Motion carried 5-0.

15. **AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR FEDERAL ADVOCACY SERVICES**

Recommendation: Authorize the Chief Executive Officer to enter into a sole source agreement with Powell Consulting DC, LLC in a not-to-exceed amount of \$ 382,257.77 over five-year term. The contract will consist of a three-year base term with two one-year options.

Motion by Vice Chair Shevlin, second by Member Boyer, to approve. Motion carried 5-0.

16. **AUTHORIZATION TO AWARD CONTRACT FOR TRANSIT STORES OPERATIONS AND FACILITY MAINTENANCE SERVICES**

Recommendation: Authorize the Chief Executive Officer to award a contract to Transdev Services, Inc. for transit store operations and facility maintenance services at Foothill Transit's El Monte and West Covina Transit



Stores and operational facilities. The contract term will be four years. The projected four-year life of the contract is \$7,597,451.367.

This item was pulled for discussion and presentation. LaShawn King Gillespie, Deputy CEO, presented an overview of the procurement process.

Motion by Member Calaycay, second by Member Sternquist, to approve.
Motion carried 5-0.

17. **SUMMER SALE UPDATE**

Recommendation: Receive and file the Summer Sale Update.

Motion by Vice Chair Shevlin, second by Member Boyer, to receive and file.
Motion carried 5-0.

18. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- Announced to members of the Executive Board, the agenda for the upcoming California Transit Association Annual Conference, hosted by Foothill Transit in Pasadena, has been placed at their seats.
- Foothill Transit 35th Anniversary event planned for December 8, 2023.
- Announced that the December 12, 2023, Regular Executive Board Meeting will be cancelled.
- Announced that the Foothill Transit Bus Rodeo will be held on March 2, 2024.
- Reported that the Rose Bowl shuttle service continues to be very popular, and Foothill Transit will continue to support shuttle service for UCLA home games and New Year's Day.
- Reported that staff is working on the Annual Comprehensive Financial Report.
- Highlighted that Foothill Transit was awarded 7.9 million in Net Toll funds for the double deck bus project.
- Requested to play Board movie and staff shared highlights from the community event.
- Asked Roland Cordero, Director of Maintenance & Vehicle Technology to briefly share about the European Zero Emissions Bus Conference.



19. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Executive Board.

20. **GENERAL PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

21. **ADJOURNMENT**

Adjournment for the November 3, 2023 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:30 a.m.



January 26, 2024

To: Executive Board

Subject: **January 2024 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for January 2024.

Awarded Procurements:

Since the previous month's Executive Board meeting on November 3, 2023, there has been one award of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Houalla Enterprises LTD. D.B.A. Metro Builders & Engineers Group LTD. was awarded Amendment No. 1 Contract No. 21-069 for upgrades to the HVAC units and related work at the Arcadia Irwindale Operations & Maintenance Facility. The Independent Cost Estimate for this work was \$115,000.00. The amendment is in the amount of \$111,406.88 for additional work, including piping replacement and conduit size increases. The final amendment price was negotiated by the parties.

Upcoming Procurements:

Since the previous month's Executive Board meeting, the Procurement Department has initiated two procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 24-043 for the provision of software licenses and support for virtual desktop infrastructure. The Independent Cost Estimate for this solicitation is approximately \$118,575.49. The solicitation was released on December 22nd, with anticipated award occurring in late January.
- Request for Proposals 24-051 for financial audit services. The Independent Cost Estimate for this solicitation is \$183,300 for three years. Proposals were due January 10, 2024, with anticipated award occurring in March.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



January 26, 2024

To: Executive Board

Subject: **Equal Employment Opportunity Policy**

Recommendation

Adopt the revised Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).

Analysis

Foothill Transit hired its first employees in 2013 when management responsibilities for the organization were brought in house. Prior to this, Foothill Transit's management responsibilities were carried out under a contract with a private transit service contractor. Since our organization's inception in 1988, Foothill Transit has placed a high value on diversity and equity in hiring, training, and promotional opportunities, and we have been and continue to be in compliance with all EEO requirements. To date, the various elements of Foothill Transit's EEO policy and commitment have been included in the Employee Handbook and on our externally facing documents, such as job opportunities.

The Federal Transit Administration (FTA) requires that transit agencies with 50 or more full-time equivalent employees (104,000 or more paid hours) implement a formal EEO Program. We anticipate that in calendar year 2024, Foothill Transit will meet that threshold and have prepared the attached Foothill Transit EEO Policy to ensure continued program compliance.

The attached policy combines all of the required elements of Foothill Transit's EEO policy into one document. Additionally, the attached policy assigns the EEO Officer responsible for day-to-day management of the policy, including program preparation, monitoring and complaint investigation. Attachment B is the revised Foothill Transit organization chart which identifies the EEO Officer with a direct reporting relationship to the Chief Executive Officer to ensure transparency and the prioritization of our organizational commitment to inclusion, diversity, and equity.



Budget Impact

Costs related to implementation of this policy are included in the Foothill Transit FY23-24 budget.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachment



Foothill Transit

Equal Employment Opportunity (EEO)	Policy No: HR2020-001
	Adopted:
	Page: 1 of 2

Purpose and Background

Foothill Transit nurtures team values that embody safety, results, integrity, gratitude, communication, and sustainability. Chief among these values is diversity and inclusion. We are committed to creating a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives that everyone brings.

All applicants and employees at Foothill Transit are free from discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964, as amended. And as an equal opportunity employer, Foothill Transit strives to have a workforce that reflects the diverse community it serves. No person is excluded from employment or resource opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding, or related medical conditions), age (40 years of age and older), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or any other protected class.

Equal Employment Opportunity Policy

Foothill Transit's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity, is strictly prohibited and will not be tolerated. Foothill Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.



Foothill Transit

Equal Employment Opportunity (EEO)	Policy No: HR2020-001
	Adopted:
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The Chief Executive Officer (CEO) maintains overall responsibility and accountability for Foothill Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Director of Finance & Treasurer as Foothill Transit's EEO Officer. The Director of Finance will report directly to the CEO on EEO matters and acts with the CEO's authority with all levels of management, contractors, and employees. If the actions of the Human Resources Department are in question, the Deputy CEO will serve as the EEO Officer. Their contact information follows:

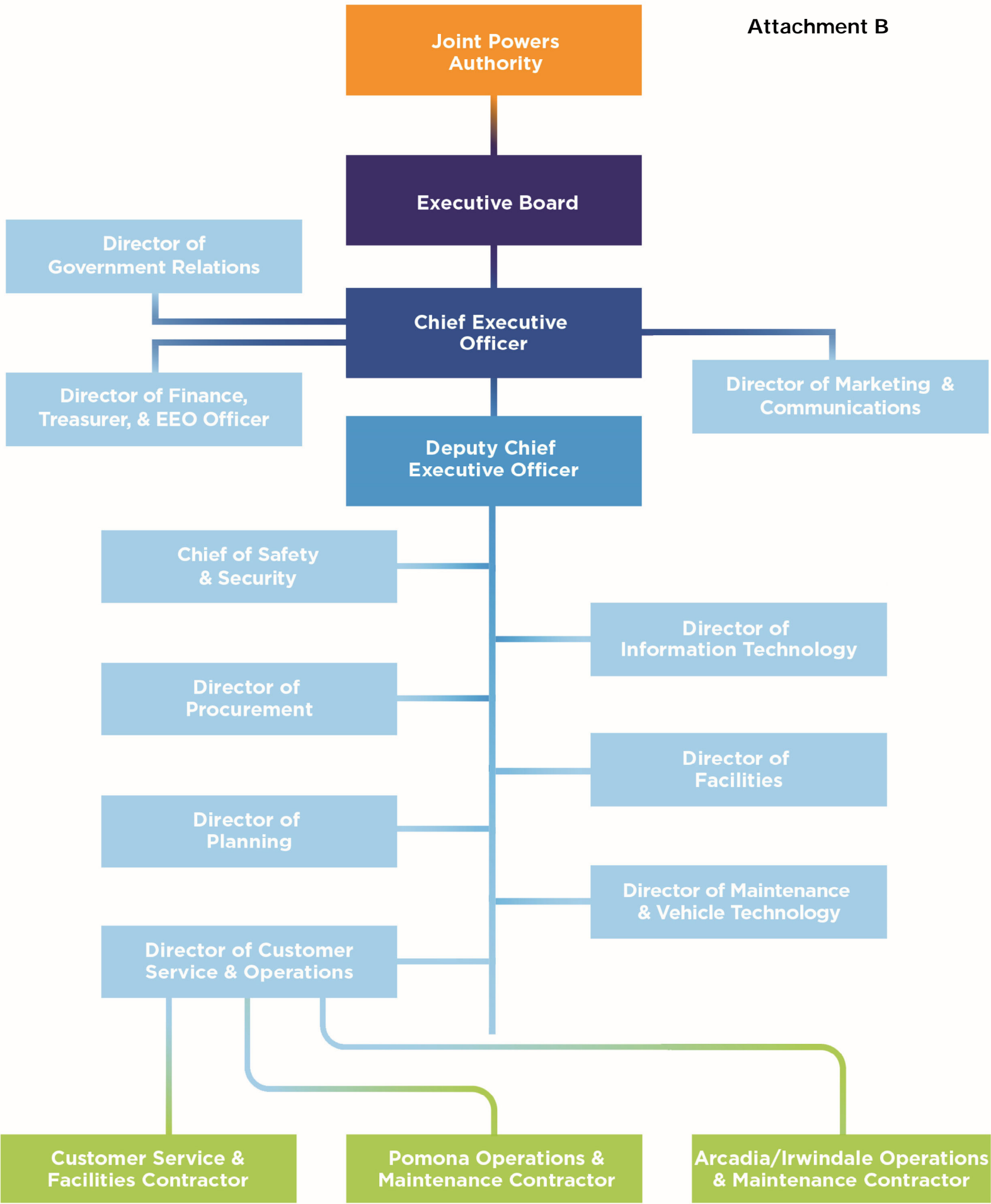
- Michelle Caldwell, Director of Finance & Treasurer, (626) 931-7254
- LaShawn King Gillespie, Deputy CEO (626) 931-7206

All Foothill Transit executives, management, and supervisory team members share in the responsibility for implementing and monitoring Foothill Transit's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Foothill Transit will evaluate its managers' and supervisors' performance on their successful implementation of Foothill Transit's policies and procedures, in the same way Foothill Transit assesses their performance regarding its other goals.

Foothill Transit is committed to creating and maintaining a written nondiscrimination program that establishes the policies, practices, and procedures with goals and timetables, and to make the EEO Program available for review by any employee or applicant for employment, upon request.

The CEO is committed to fostering an agency that treats all applicants and employees equitably, and with utmost dignity and respect, under these guidelines of our EEO Policy and Program.

Revision History:





January 26, 2024

To: Executive Board

Subject: **Authorization to Award Sole Source Contract Extension for Computer Aided Dispatch and Automatic Vehicle Location System Maintenance and Support Agreement**

Recommendation

Authorize the Chief Executive Officer to enter into a sole source agreement with Avail Technologies, Inc in the amount of \$2,205,283 over a five-year period for maintenance and support services of Foothill Transit's SMARTBus System. The contract will consist of a five-year base term with the option to terminate for convenience at any point in the term.

Analysis

In 2015, Foothill Transit entered into contract with Avail Technologies to replace its aging SMARTBus Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System.

The Avail system utilizes global positioning satellite (GPS) to monitor the performance of our services and is used to dynamically correct operational issues in real time as well as store historical data for future service improvements. The system offers a business intelligence suite that staff and contractors use in conjunction to make data-driven decisions. Further, the system provides voice and data communication utilizing Voice over Internet Protocol (VoIP) to streamline and strengthen communication between bus operators and dispatchers.

The project implementation was complex, consisting of design and installation of a complete turn-key CAD/AVL system. This included hardware and software installation of on-board vehicle equipment, back-office dispatch equipment and user interfacing software which was integrated with other Foothill Transit products. The project life cycle has included installation, testing, training, system, implementation, product support and warranty.

As part of the purchase of the Avail system, Foothill Transit received covered maintenance support under the initial warranty period. Items that are covered under the Maintenance and Support Agreement include software licenses for Operations, Planning & Scheduling, Transit Assets, myAvail, as well as



purchased CAD/AVL related hardware. The agreement also includes planned software upgrades which are scheduled to occur bi-annually. The upgrades provide new features and refine existing features which are intended to improve the customer experience for staff and external facing customers.

As part of the continuous improvement process, Avail utilizes a problem resolution standard and matrix to prioritize issues based on priority level, response time, and resolution time. Further, as part of the Maintenance Agreement, Foothill Transit and Avail conduct weekly calls to resolve issues collaboratively.

Avail was selected through a competitive RFP process. The CAD/AVL system is a long-term investment which requires ongoing maintenance of hardware and software. This proprietary system could only be maintained by the selected CAD/AVL vendor, Avail. Foothill Transit's Procurement Policy permits a sole-source contract award in the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Foothill Transit's needs and substantial duplication of costs that are not expected to be recovered through competition. The base year contract is \$387,345. The remaining four year annual cost includes a five percent increase each year.

Budget Impact

The costs associated with the Maintenance and Support Agreement have been accounted for in the FY 2024 Budget and will be included in subsequent years.

Sincerely,

Ali Showkatian
Director of Customer Service and Operations

Doran J. Barnes
Chief Executive Officer



January 26, 2024

To: Executive Board

Subject: **Authorization to Award Sole Source Contract Planning Software Upgrade and Maintenance Agreement**

Recommendation

Authorize the Chief Executive Officer to enter into a sole source contract in the amount of \$753,535 with Giro, Inc. to upgrade Foothill Transit’s existing Hastus scheduling software and maintenance agreement.

Analysis

Foothill Transit has been using the Giro Hastus scheduling software since 2001. The system provides Foothill Transit’s Planning staff with the ability to better schedule routes, and provides the data necessary for the SMARTBus system to function.

The 2024 version of Hastus is available and contains many features that will greatly benefit Foothill Transit. This version will include upgrades to all of Foothill Transit’s current scheduling modules. These upgrades include new algorithms to reduce vehicle hours and peak vehicles, and optimize operator assignments.

The cost breakdown for the contract is comprised of two parts. The first being the upgrade to version 2024, which includes year one of support at a cost of \$181,266, and the second being maintenance support for four additional years; the last two years are option years. Maintenance and support costs for the contract term with a two-year option to extend is \$572,268. The total cost of the five-year contract is \$753,535.

Support	Cost
Year 1 (includes Upgrade to Hastus 2024)	\$ 181,266.00
Year 2	\$ 135,261.00
Year 3	\$ 139,995.00
Optional Years	
Year 4	\$ 145,595.00
Year 5	\$ 151,418.00
Total	\$ 753,535.00



This includes upgrades to all current Foothill Transit scheduling modules and the continuation of maintenance and support throughout the contract term. This will ensure continued integration of data into Avail to assist with improved route run time analysis. A sole source contract award is recommended for the following reasons:

- No other vendor can upgrade Giro Hastus' proprietary scheduling modules;
- Foothill Transit's current Avail system is fully integrated with Hastus data. A new interface would need to be generated in order to make it functional with our system. In addition to the longer timeframe, costs and other expenses are not included in the current project budget.

Budget Impact

Funding for this project is included in the approved FY 2024-2025 Capital Budget. The support years will be programmed to future years operating budget.

Sincerely,

Josh Landis
Planning Manager

Doran J. Barnes
Executive Director



January 26, 2024

To: Executive Board

Subject: **Authorization to Award Contract for 12 Battery Electric Double-Deck Buses**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into a Contract No. 24-055 with Alexander Dennis in the amount of \$21,096,000.00 for the purchase of 12 42ft. double-deck battery electric transit buses.

Analysis

Foothill Transit’s two double-deck battery electric fleet have been in operation since 2021. They are mainly operated in the Silver Streak route, providing a comfortable ride to passengers commuting to and from Downtown Los Angeles. The buses have also been showcased in several conferences and car shows.

Last year, Alexander Dennis released their next generation Enviro 500 EV. Its key features include a 10 percent increase in battery energy storage to over 700 kWh resulting in an effective range of up to 300 miles on a single charge based on an efficiency of 2kWh per mile. The new battery warranty is now covered up to 8 years with a potential extension to 12 years. Another important new feature is the use of a single motor Voith electric drive system and a standard HVC Thermo King Heat Pump for improved cooling and lower energy consumption.

These 12 new double-deck buses will be designated to the Silver Streak route.

The Fiscal Year 2024 Business Plan and Budget reflects a life of project budget of \$36M funded with Federal Bus and Bus Facilities grant, Federal Appropriations, Federal Bus Operations Subcommittee (BOS), Federal Formula 5307, and Metro Express Lanes



Budget Impact

Funding for the buses is included in a Board approved life of project budget under capital project #0243. Funding will be a combination of federal and state funds and programmed in the approved Fiscal Year 2024 budget.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Chief Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



January 26, 2024

To: Executive Board

Subject: **Authorization to Award Contract for State Advocacy Services**

Recommendation

Authorize the Chief Executive Officer to award a contract and enter into an Agreement with Platinum Advisors for State Advocacy Services in the amount of \$390,000.00 plus reimbursable, reasonable incidental expenses incurred for rendering services. The contract term is for a total of five years, consisting of a base agreement of three years and two one-year options.

Analysis

On September 29, 2023, the Foothill Transit Executive Board authorized the issuance of a request for proposals (RFP) to solicit proposals from qualified firms to provide state advocacy services. While Foothill Transit has been able to elevate its regulatory concerns, interests, and profile since 2013 without an advocacy firm at the state level through various avenues of staff involvement at legislative hearings, state professional associations, and direct engagement with legislators and state agencies, the political landscape in the state has recently shifted. For example, as recently as within the last few months, newly-introduced final guidelines for state funding rapidly shifted the legislative intent of a bill passed just months prior, of how state transit funds were to be distributed and allocated for a newly-established formula-based Transit and Intercity Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP), resulting in the potential exclusion of local transit agencies like Foothill Transit from accessing the funds within their regions.

The political landscape for transit regulations and funding is further impacted by projected transit operating shortfalls, a \$68 billion state budget deficit, and support needed in implementing largely unfunded state mandates to deploy zero-emissions technology. The use of a qualified state advocacy firm located in Sacramento full time would be critical in protecting Foothill Transit's interests and state transit funding moving forward, in light these issues.

Upon initially issuing an RFP No. 24-027 on October 31, 2023 for State Advocacy Services through PlanetBids, which is linked within Foothill Transit's procurement website, the RFP was cancelled and re-issued as RFP No. 24-052 on December 15, 2023 to reflect updates to the general terms and conditions



related to industry specific insurance requirements, while the scope of services of the RFP remained the same. An optional pre-proposal teleconference was held on December 19, 2023.

Six proposals were received by the January 3, 2024 proposal receipt deadline from Edelstein Gilbert Robson & Smith; Joe A. Gonsalves & Son; Majority Advisors; Platinum Advisors; Renne Public Law Group, LLP DBA Renne Public Policy Group; and Townsend Public Affairs. A Pre-qualifications Subcommittee, comprised of Foothill Transit’s Contracting Officer, Legal Counsel, and designated Foothill Transit staff reviewed each firm’s Pre-qualifications submittals and made the pass/fail pre-qualification determination for each proposal’s technical acceptability and responsiveness. The Pre-qualifications Submittal consisted of the following:

1. Proposal Letter;
2. Certifications;
3. Evidence of Good Standing;
4. Insurance; and
5. Exceptions

All proposals passed the Pre-qualification criteria. Each firm’s price evaluation was then performed by the Contracting Officer or designated procurement staff, and Technical Proposals were reviewed and evaluated by the Evaluation Committee, comprised of four Foothill Transit staff members. Each price score and technical score constituted 20 percent and 80 percent of a Proposer’s total score, respectively. The price and technical scores were evaluated, calculated, and weighted as follows:

- Price Score (total points available: 20)

$$\text{Proposer Price Score} = \frac{\text{Lowest Price Proposal}}{\text{Proposer's Price}} \times 20$$

- Technical Score (total points available: 80)

Project Understanding	10 Points
Proposed Team	35 Points
<u>Qualifications and Experience</u>	<u>35 Points</u>
Total	80 Points



After the Evaluation Committee submitted the first round of evaluations, four proposers were determined to be within the competitive range: Gonsalves & Son, Platinum Advisors, Renne Public Policy Group, and Townsend Public Affairs. These proposers were then invited to be interviewed on January 17, 2024. The firms were able to expand upon their written proposals during the interviews and respond to questions from the Evaluation Committee.

Upon the completion of interviews, final, second-round evaluations were made by the Evaluation Committee, taking into account information gleaned during the interview process and each firm's written proposal.

Platinum Advisors's proposal ranked highest with an overall score of 91.1 out of a possible 100 points. A summary of the final scores is provided as Attachment A.

Platinum Advisors was established in 1998 and has a successful state advocacy track record, including projects for capital improvements for the Golden Gate Bridge, Highway and Transportation District, hydrogen fuel cells buses for OCTA and AC Transit, and state bills for the San Francisco Municipal Transportation Agency. Their proposal and interview highlighted this successful track record of advocacy along with strong connections to political leadership, staff and knowledge of the political approval process.

Budget Impact

Foothill Transit's FY 2024 Business Plan includes funding for state advocacy services. Funding for future fiscal year state advocacy services will be programmed into each year's Business Plan.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



Attachment A

RFP No. 24-052 State Advocacy Services Second Round Price Calculation and Score Summary					
Evaluation Factors	Maximum Score	Gonsalves & Son	Platinum Advisors	Renne Public Policy Group	Townsend Public Affairs
Price Score	20	20.00	18.15	12.55	18.15
Technical Score	80	61.26	72.95	69.51	65.43
<i>Proposer's Overall Score</i>	100	81.26	91.10	82.07	83.58
<i>Rank</i>		4	1	3	2



January 26, 2024

To: Executive Board

Subject: **Authorization to Award Contract for Arcadia Irwindale Operations and Maintenance Facility Transit Services**

Recommendation

Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia facility. The contract term will be four years. The projected fifty-one month life of the contract is \$350,561,427.

Analysis

Foothill Transit issued Request for Proposals (RFP) No. 24-001 on September 7, 2023, for the operation of transit services for the agency's Arcadia facility. This RFP included a number of requirements, including: (1) invoicing based on a combination of a fixed monthly fee, a rate per revenue hour operated, and a rate per revenue mile operated; (2) performance measurement; and (3) clarifications to the performance requirements and vehicle and fleet condition and maintenance requirements.

On November 7, 2023, proposals in response to the RFP were received from Keolis Transportation and Transdev Services, Inc. A Prequalification Evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel evaluated each firm's Prequalification submittals. The prequalification factors evaluated included:

- Proposal Letter;
- Evidence of Good Standing and Authorized Execution;
- Summary of Qualifications;
- Information regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events;
- Financial Information;
- Certifications;
- Plans and Policies;
- Proposal Bond; and
- Exceptions



All proposers satisfied the prequalification criteria and were recommended for passage into the evaluation phase.

Subsequently, the technical evaluation committee, consisting of five members of Foothill Transit's management team and one outside representative, reviewed the technical proposals. Each technical proposal was evaluated based on the following criteria and weighting:

Technical Qualifications (weighted 75 percent of Overall Score)

- Local Project Team and Technical Competence (25 percent)
- Capability and Experience (25 percent)
- Approach to Key Cost Drivers (13 percent)
- Quality of Vehicle Maintenance Program and Plans (12 percent)
- Quality of Staffing Plan and Training Program (11 percent)
- Quality of Other Plans and Submittals (9 percent)
- Financial Viability (5 percent)

*Financial Viability was reviewed by an independent, third-party firm with significant experience in this area.

Additionally, at this stage of the evaluation, evaluators considered the results of reference checks performed on each proposer.

Price (weighted 25 percent of Overall Score) was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 100 \text{ Points}$$

Overall pricing for each contractor was determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, the number of revenue hours by route, and the number of revenue miles by route as indicated in the RFP. In addition, each firm proposed separate costs per hour for Extra Work such as equipment transfers from retired to new coaches, and for Special Services such as Rose Bowl service. Those costs were factored into their overall pricing using the projected number of annual hours in each category.

The evaluation committee determined that both written technical proposals were within the competitive range, with a legitimate opportunity to win the contract. With the competitive range determined, the evaluation committee recommended, in consultation with the Contracting Officer, that interviews be conducted with each of the two proposing firms. Interviews were



subsequently conducted on December 12, 2023, allowing each firm to clarify and expand on their written proposal and respond to questions from the evaluation team. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposers. After the evaluation committee received each proposer's BAFO, the proposals underwent a final evaluation by the team, taking into account information gleaned during the interview process, and each firm's BAFO submittal.

Transdev Services, Inc. ranked highest with an overall score of 89.2 out of a possible 100 points. Among the positive aspects of this proposal are Transdev's strong local team, the high level of corporate support, and the quality of their plans for staffing, vehicle and facility maintenance, and safety and security. Transdev Services, Inc. has committed to an enhanced focus on safety and security and on service quality. Their proposal also contained provisions in support of Foothill Transit's plan to continue its focus on zero-emission buses. The agreement with Transdev will also include incentives for performance that surpasses Foothill Transit's on-time performance, customer service, and maintenance standards.

A summary of the final scores is provided as Attachment A.

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Their findings included competitive pricing with a similar distribution of costs across the various cost proposal elements. Additionally, the major key cost drivers, including operator wages and maintenance costs, were closely clustered and had similar escalation trends.

It is important to note that we observed substantial cost increases in the pricing proposals received in response to this solicitation. The contract pricing shown in Attachment A for the two proposers range reflect a 3 percent decrease to a 10 percent increase in the first year above the current year cost of the transit service contract for our Arcadia operations.

On January 18, a meeting was held with representatives of Transdev Services, Inc. to finalize the terms of the proposed agreement. Subject to the Executive Board's approval, the contract will be executed and activities to allow for the finalization of plans and fleet and facility inspections under the terms of the new contract will be undertaken. The start-up date for services under the new contract will be March 31, 2023.



Budget Impact

Foothill Transit's current budget include funding for the operation of transit services through June 2024. Funding for operations and maintenance of Foothill Transit's Arcadia's fleet and facility will be programmed into each year's Business Plan.

Sincerely,

Ali Showkatian
Director of Customer Service and Operations

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



Attachment A

Evaluation Factors	Maximum Score	Proposer	
		Keolis	Transdev
1. Local Project Team Management and Technical Competence	25	20.29	22.54
2. Corporate Experience and Past Performance	25	20.25	20.75
3. Quality of Staffing and Training Plans	13	10.98	11.09
4. Approach to Key Cost Drivers	12	9.07	9.10
5. Quality of Vehicle Maintenance Program and Plans	11	8.88	9.60
6. Quality of Other Plans	9	7.51	7.52
7. Financial Viability	5	4.29	5.00
Total	100	81.25	85.60
Overall Technical Score out of 75 <i>(Total score x 0.75; Technical Score is 75% of Overall Score)</i>	75	60.94	64.20
Proposer's Total Life of Contract Price		\$ 382,842,615.93	\$ 351,345,674.68
Proposer's Price Score out of 25 <i>(maximum price score x percentage of lowest price)</i>		22.94	25.00
Proposer's Total Overall Score	100	83.88	89.20
Rank		2	1