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# Agenda

## MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

10-09-15P04:32 RCVD

October 15, 2015

Executive Conference Room  
 (Immediately following the Audit Oversight Committee Meeting)

### ACTION RECOMMENDED

- A. ROLL CALL
- B. APPROVAL OF MINUTES - September 10, 2015 Approve
- C. COMMITTEE DISCUSSION ITEMS
  - 1. Euclid Transit Center, Intersection of Market and Euclid, City of San Diego (APN 548-020-20 and 548-020-19) (Sharon Cooney and Stephen Maduli-Williams, Jacobs Center) Possible  
 Action would: (1) receive an update from the Jacobs Center for Neighborhood Innovation regarding its community development planning efforts in the area surrounding the Euclid Transit Center, and (2) forward a recommendation to the Board of Directors to authorize the Chief Executive Officer (CEO) to submit an application on the Jacobs Center's behalf for a 2016-2017 Sustainable Communities Grant under Caltrans' Sustainable Transportation Planning Grant Program to fund additional studies and analysis related to the area. Action
  - 2. Class E Medium Duty On Chassis Buses - Contract Award (Bill Spraul) Approve  
 Action would forward a recommendation to the Board of Directors: (1) authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0625.0-15, with Creative Bus Sales, for the purchase of up to thirty-one (31) propane powered Class E medium duty body on chassis buses; and (2) authorize the transfer of \$700,000.00 of available funding from Capital Improvement Program (CIP) 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement to fund this project.



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|----|--|--------------------|
| 3. | <p>CLOSED SESSION - CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to California Government Code Section 54956.8<br/> <u>Property</u>: 1341 Commercial Street and 1501 National Avenue, San Diego, California<br/> <u>Agency Negotiators</u>: Paul Jablonski, Chief Executive Officer; Karen Landers, General Counsel; and Tim Allison, Manager of Real Estate Assets<br/> <u>Negotiating Parties</u>: Merlone Geier Partners, Province Group, LLC<br/> <u>Under Negotiation</u>: Price and Terms of Payment</p> | Possible<br>Action |
| 4. | <p>CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Pursuant to California Government Code Section 54956.9 (One Potential Case)</p>   | Possible<br>Action |
| D. | <p>REVIEW OF DRAFT October 29, 2015 BOARD AGENDA</p>   |                    |
| E. | <p><u>REVIEW OF SANDAG TRANSPORTATION COMMITTEE AGENDA</u><br/> Review of SANDAG Transportation Committee Agenda and discussion regarding any items pertaining to MTS, San Diego Transit Corporation, or San Diego Trolley, Inc. Relevant excerpts will be provided during the meeting.</p>  | Possible<br>Action |
| F. | <p>COMMITTEE MEMBER COMMUNICATIONS AND OTHER BUSINESS</p>  |                    |
| G. | <p>PUBLIC COMMENTS</p>   |                    |
| H. | <p>NEXT MEETING DATE: November 5, 2015</p>   |                    |
| I. | <p>ADJOURNMENT</p>   |                    |

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
EXECUTIVE COMMITTEE  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101

September 10, 2015

## MINUTES

### A. ROLL CALL

Chairman Mathis called the Executive Committee meeting to order at 9:03 a.m. A roll call sheet listing Executive Committee member attendance is attached.

### B. APPROVAL OF MINUTES

Mr. Gloria moved for approval of the minutes of the July 9, 2015, MTS Executive Committee meeting. Ms. Bragg seconded the motion, and the vote was 4 to 0 in favor with Mr. Cunningham absent.

### C. COMMITTEE DISCUSSION ITEMS

#### 3. Low Carbon Fuel Standard Energy Credits (Mike Thompson) (TAKEN OUT OF ORDER)

Mike Thompson, Director of Financial Planning and Analysis, provided a presentation on Low Carbon Fuel Standard (LCFS) Energy Credits. He provided a brief history of the Natural Gas Program and reviewed the purposes of this program. He noted that the current gas service provider (GSP) is BP Energy Company (BP). Mr. Thompson discussed the California Air Resources Board (CARB), a State program, and noted that CARB created LCFS aimed at reducing greenhouse gas emissions in 2007. He stated that the program administers credits and MTS began generating credits in October 2012. Mr. Thompson said that MTS earned 11,000 credits from October 2012 to June 2013. He reviewed the trend of credits generated by quarter and noted that more green gas has been generated over time. Mr. Thompson said that there are 11,000 credits available for sale. He reviewed the trend of credit prices by fiscal year and stated that it seems the trend is increasing for credit prices. He noted that there is no budgetary reason to sell the 11,000 credits; however, the staff recommendation is to watch the market and set a sale price of \$75 or higher and to sell the credits if that price is achieved.

Ms. Bragg asked when this item would be brought back to the committee for an update. Mr. Jablonski stated that it would not be brought back unless the credits were not sold and then staff would look for other opportunities to sell. He said that staff will sell the credits if the sale price of \$75 or higher is achieved.

Mr. Gloria inquired about selling the credits back to BP. Mr. Thompson replied that starting July 1, 2013, we are obligated to sell the credits we generate through natural gas to BP. He noted that the 11,000 credits discussed were generated before that date. Mr. Gloria asked if there was an expiration date for the credits. Mr. Thompson said there is no expiration for the credits. Mr. Gloria asked what the revenues could be used towards. Mr. Thompson said that the revenues can be used towards anything for MTS.

Mr. Roberts commented on future credits and noted that future credits will be much more significant in number compared to the 11,000 credits. He asked if MTS had a consultant regarding the sale of the credits. Mr. Thompson replied that MTS has a broker in place that is monitoring the credits.

Action Taken

Mr. Roberts moved to approve selling the 11,000 LCFS energy credits once a sale price of \$75 or more is achieved. Ms. Bragg seconded the motion, and the vote was 4 to 0 in favor with Mr. Cunningham absent.

2. MTS Work Order Approval for Orange Line Courthouse Station – Design Engineering Services (Brent Boyd) (TAKEN OUT OF ORDER)

Brent Boyd, Senior Transportation Planner and Rail Operations Analyst, provided a presentation on the Orange Line Courthouse Station. He gave a brief introduction and stated that the station is needed to address overcrowding issues and capacity limits at Santa Fe Depot. He noted that the State cap-and-trade program provided a solution to these problems. Mr. Boyd reviewed the Transit and Intercity Rail Program (TIRCP) grant funding. He stated that MTS applied for \$37.2 million in TIRCP cap-and-trade funds to fund the purchase of nine additional Trolley low-floor vehicles, the new Courthouse station and operating funds for additional Trolley service. Mr. Boyd noted that the entire project would cost \$48 million, with MTS matching \$11 million of those funds. MTS received \$31.9 million of TIRCP cap-and-trade funds, which will fund eight Trolley low-floor vehicles as well as the new Courthouse station. He noted that since the application was submitted, the estimated costs for the project have increased, which has increased MTS's matching funds to increase to approximately \$18 million. Mr. Boyd stated the staff proposes MTS's funding match to come from Transportation Development Act (TDA) and Low Carbon Transit Operations Program (LCTOP) cap-and-trade funds to pay for the additional increased costs.

Mr. Jablonski noted that for \$18 million of MTS's money, we will have a new Trolley station and nine new Trolley low-floor vehicles. He stated that these cars will be replacing some of the old SD-100 Trolley vehicles. Mr. Jablonski stated that the price increase Mr. Boyd referenced included additional parts and training materials for the Trolley vehicles.

Ms. Bragg inquired about what the Courthouse station will provide for the Blue Line. Mr. Jablonski replied that the station will serve the Courthouse station and will relieve congestion between America Plaza and Santa Fe Depot. He commented that if the Orange Line terminates at this new station, it will help to relieve all other congestion. Ms. Bragg asked if the third track at Santa Fe Depot was still another option. Mr. Jablonski stated that there has been continuous push back on adding an additional track due to the other rail services located at Santa Fe Depot.

Mr. Boyd continued the presentation and provided images of where the station will be located and how the tracks will be placed on C Street. He reviewed the station appearance and noted it will be very similar to the Civic Center station. He stated that there will be access to the station from the East and the West. Mr. Boyd presented what

the new Orange Line, Blue Line and Green Line map will look like including the Courthouse station.

Mr. Cunningham inquired what the predicted number of juror riders will increase to. Mr. Boyd stated that currently 40% of jurors use MTS. He said they are not sure exactly what the increase in riders will be for jurors once the new station opens.

Mr. Boyd reviewed the project benefits including increased trolley capacity, increased capacity of heavy rail at Santa Fe Depot, reduced LRV versus auto conflicts, and more convenient access to the Courthouse complex. He reviewed the costs and schedule and stated that the station will cost approximately \$8 million. The construction will begin in FY17 and passenger service will begin in FY18. Mr. Boyd read the recommendations to the Executive Committee.

Mr. Gloria inquired if MTS would be taking over any portion of the parking lot adjacent to the station. Mr. Boyd stated that they will not be taking over any portion of the adjacent parking lot. He also noted that a fence will be installed at the parking lot to increase security measures. Mr. Gloria inquired about the Trolley vehicles blocking intersections. Mr. Boyd replied that some of the intersections will bulb out to help alleviate trolleys from sticking out into the intersections. Mr. Roberts noted to make sure that this would not affect any of the traffic on Front Street because there is already a lot of congestion on that street. Mr. Gloria inquired if MTS has any other stations that are similar to the Courthouse station. Mr. Boyd replied that the Courthouse station will be slightly similar to the 25<sup>th</sup> and Commercial station.

Ms. Bragg inquired if the design part of this project could be brought to the Accessible Services Advisory Committee (ASAC) to give recommendations regarding accessible service. Mr. Boyd replied that they would bring this to the ASAC.

Mr. Cunningham inquired if the Courthouse was still going to build a tunnel between the two buildings. Sharon Cooney, Chief of Staff, replied that the Courthouse will not be building the tunnel and instead they will be rebuilding the sky bridge. Mr. Cunningham inquired about the California Environmental Quality Act (CEQA) exemption and if MTS anticipates anyone objecting to the exemption. Karen Landers, General Counsel, replied that staff has worked with its environmental counsel at Best Best & Krieger (BB&K) and have confirmed that this is not only a categorical exemption, but a statutory exemption, which specifically exempts projects for transit in which transit is being increased on existing highways and rights of way.

Ms. Bragg inquired if staff is expecting issues with people waiting at the station and not having a ticket. Mr. Boyd replied that they are not expecting a problem. He stated that it is acceptable for people to walk through the station, but loitering is not allowed at any of the stations.

#### Action Taken

Mr. Cunningham moved to: (1) authorize the Chief Executive Officer (CEO) to execute Work Order 13.09 to MTS Doc. No. G1496.0-13 with RailPros, Inc. to perform Design Engineering Services for Orange Line Court House Station Project ("Project") for thirty percent (30%) design; (2) find the Project exempt under the California Environmental

Quality Act (“CEQA”); and (3) amend the Fiscal Year (FY) 16 Capital Improvement Plan (CIP) by creating a new project for the Courthouse Station (Project 11573), including the transfer of \$127,300 from Miscellaneous Capital (CIP Budget No. 11200-0600). Ms. Bragg seconded the motion, and the vote was 5 to 0 in favor.

1. California Air Resource Board (CARB) Mandate (Bill Spraul) (TAKEN OUT OF ORDER)

Mr. Jablonski introduced this item and noted that MTS has made a very large investment in compressed natural gas (CNG) and is almost 100% CNG vehicles on the fixed route fleet. He noted that CARB started an initiative in 2012 to implement zero emissions bus (ZEB) requirements. He said that MTS would have to obtain approximately 100-120 ZEBs to comply with the requirements. Mr. Jablonski stated that the California Transit Association (CTA) has put together a working group of other transit agencies on this matter and have successfully helped in delaying the ZEB mandate. He stated that currently, CARB is pushing to implement this mandate. Mr. Jablonski noted that he attended a meeting in Sacramento recently regarding this matter. He commented that ZEBs sound like a good idea overall, however there are many issues that come along with this mandate including costs, operations, upkeep, etc. Mr. Jablonski also stated that currently there are only 53 ZEBs operating in the State of California.

Bill Spraul, Chief Operating Officer – Transit Services, continued the presentation and provided an introduction and history of CARB regulation. He reviewed the status of MTS emissions reduction efforts. He stated that MTS has reduced particulate matter emissions by 95% and reduced NOx emissions by 91%. Mr. Spraul stated that CARB is looking at zero emission buses, however, MTS currently already operates 130 zero emission vehicles – its trolleys. In addition, MTS currently has 542 near zero emission CNG buses. He reviewed the CARB timeline for clean energy and zero emissions. He stated that the approach so far has been a ZEB specific rule that is “one size fits all”. This one rule would apply to every transit system regardless of clean energy and emission reduction efforts to-date; differences among transit systems such as modes, system size, funding sources, operating environments and characteristics; and unique local and regional priorities and plans. Mr. Jablonski noted that our fleet is dramatically better already compared to other agencies that only have diesel buses in their fleet and no trolley vehicles.

Mr. Spraul reviewed the list of MTS concerns with CARB’s proposed regulations. He noted that there are only 53 total ZEBs currently in operation in California, which is 0.5% of the total California transit system bus fleet. He stated that there are three electric bus manufacturers including BYD, New Flyer and Proterra. Mr. Spraul stated that the charging systems on these buses are proprietary and not universal, meaning that there would be increased costs associated if an agency procured buses from more than one manufacturer. Mr. Jablonski noted that the charging life of some of these buses is shorter than the length of some of the bus routes, which poses operating problems.

Mr. Spraul reviewed the range and route operating limitations. He stated that the demand for and reliability of electricity in San Diego is a significant concern for MTS. He reviewed the financial impact of the proposed regulations and noted that the ZEBs cost 60% more per bus versus CNG and requires \$200,000 for the battery charger replacements. Mr. Spraul stated that ZEBs would create 100% higher fuel operating costs per bus at \$16,000 per bus per year (for electric costs) versus \$8,000 (for CNG

fuel). Overall, the current MTS bus fleet replacement plan would be an additional \$53 million. He stated that this substantial increase in cost could potentially require significant service reductions. Mr. Jablonski stated that the CARB staff is under the impression that since 80% of the bus fleet is federally funded, that the additional costs of the ZEBs would be funded by the federal government, which is not true. The federal funding obtained by MTS each year is not limitless and would not cover all of the costs of the ZEBs.

Mr. Spraul reviewed MTS's recommendations to CARB including revising the "one size fits all" approach to a holistic approach which permits the combination of emissions-reducing strategies, such as near zero and zero emissions vehicles, clean fuels and other possible alternative emissions reductions, while using a financially responsible approach; and appropriately factors in each transit system's unique local characteristics. He stated that the revised approach would incorporate a system's entire vehicle fleet and modes, operating demographics, environmental factors and existing and planned infrastructure investments. He stated that the new regulations should allow MTS to leverage its existing CNG investment, LRV trolley investment, reality of the local economics of electricity vs CNG and the significant emissions reductions already and currently being achieved.

Chairman Mathis commented on the proprietary charging stations that would be required which result in high cost impacts. Chairman Mathis stated that accommodations should be made to recognize MTS's current contributions towards clean air.

Mr. Roberts inquired who attends the CARB workshops to advocate on this matter. Mr. Jablonski stated that the Zero Emissions Bus Task Force, which includes people from MTS and other transit agencies along with the CTA. Mr. Roberts stated that there are a lot of good arguments, but they will need to focus on performance standard driven arguments. He stated that other states will have the option to follow CA law. Mr. Roberts commented that it's beneficial that there are other transit agencies that are working together and with MTS on this matter. He stated that San Diego's topography is different compared to other cities and electric buses do not go as far as other areas where roads are flatter.

Ms. Bragg commented about the potential of reducing service. She said if there are reductions in service, those riders will end up going back to driving their cars.

Mr. Gloria commented on the Foothills bus fleet and asked if there were other agencies outside of the state or country with ZEBs. Mr. Jablonski replied that there are a few agencies that run electric bus with catenary wire. Mr. Gloria commented that he agrees with the performance driven argument idea. He also stated that the proprietary issue needs to be addressed and pushed back on as well.

Mr. Cunningham inquired if SDG&E would be able to supply power to the charging stations to power all of the buses. Mr. Spraul replied that they have not received a confirmed conclusive answer. He stated that the official response from SDG&E was that they will supply power to any of its customers; however, other SDG&E staff members commented that they were not sure how they would supply power to those specific areas. Mr. Cunningham asked about the roll out date for the ZEB requirement. Mr. Jablonski stated that this mandate could be implemented in FY16.

Mr. Jablonski commented that there is a conflict of wanting to increase transit ridership and implementing this mandate which could result in decreasing service.

Action Taken

No action was taken.

D. REVIEW OF DRAFT September 17, 2015 BOARD AGENDA

Recommended Consent Items

6. San Diego and Arizona Eastern (SD&AE) Railway Company Quarterly Reports and Ratification of Actions Taken by the SD&AE Board of Directors at its Meeting on July 14, 2015
7. Green Line Communication System Upgrade - Installation of Cisco Network Equipment, Dense Wavelength Division Multiplexing Technology  
Action would authorize the Chief Executive Officer (CEO) to issue a purchase order to AT&T Datacomm, Inc. (AT&T), for the design, implementation, and installation of Cisco Network Equipment (Cisco), Dense Wavelength Division Multiplexing (DWDM) Technology Optical solution for MTS Green Line trolley stations.
8. Bus Bench Advertising and Maintenance Services - Contract Amendment  
Action would: (1) authorize the Chief Executive Officer (CEO) to execute Amendment No. 4 to MTS Doc. No. B0201.4-99 with Coast United Advertising to extend the current agreement by nine (9) months; and (2) ratify Amendment No. 3 which was entered under the CEO's authority in January 2015 for an eight month extension to the contract.
9. Employee Background and Reference Investigation Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1800.0-15 with Kristy Investigative Services, Inc., for the provision of employee background and reference investigative services.
10. Driver Control Units Version 2 for the Class E Minibus Fleet - Sole Source Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0626.0-15 with Cubic Transportation Systems, Inc., on a sole-source basis for the provision of thirty-six (36) Driver Control Units Version 2 (DCU2).
11. General Engineering and Real Estate Services for MTS Right of Entry Permits and Right-of-Way Issues  
Action would: (1) authorize the Chief Executive Officer (CEO) to execute Work Order No. 13.01.04 to MTS Doc. No. G1496.0-13 with RailPros, Inc. to add an additional work order capacity of \$100,000; and (2) ratify Work Order No. 13.01.03, which was entered under the CEO's authority in September 2014.
12. Revisions to San Diego Metropolitan Transit System (MTS) Policy No. 48, "Transit Service Discrimination Complaints Procedure"  
Action would approve and adopt the proposed revisions to MTS Policy No. 48, "Transit Service Discrimination Complaints Procedure".

13. Purchase of Two Additional S70 Ultrashort Dellner Couplers - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1268.0-15 with Dellner, Inc., for the purchase of two (2) additional S70 Ultrashort (US) Dellner Couplers.
14. Card Access Reader Maintenance and Repair On-Call Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. PWG168.0-15 with Electro Specialty Systems (ESS) for the provision of on-call installation, maintenance, and repair services for MTS card access readers for a three (3) year base period plus three one-year optional terms to be exercised at MTS's sole determination (for a total of six years); and (2) exercise each option year at the CEO's discretion.
15. Investment Report - June 2015
16. Investment Report - July 2015
17. Mobile On Board Video Surveillance System for the Minibus and Paratransit Fleets - Contract Amendment  
Action would: (1) authorize the Chief Executive Officer (CEO) to execute Amendment No. 8 to MTS Doc. No. B0521.0-09 with Apollo Video Technology for the provision of an on board video surveillance system (OBVSS) for the minibus and paratransit fleets with the option to purchase additional warranty, maintenance, and support services at MTS's sole determination; and ratify Amendment No. 7 which was entered under the CEO's authority in July 2014 for freight and sales tax adjustment.
18. Green Line Communications System Upgrade Project Construction Management Services - Transfer of Funds from San Diego Metropolitan Transit System to the San Diego Association of Governments  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.41 for the transfer of funds from MTS to the San Diego Association of Governments (SANDAG) to allow SANDAG to issue a task order on behalf of MTS for the provision of Construction Management Services for the MTS Green Line Communications System Upgrade Project.
19. Closed-Circuit Television On-Call Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. PWG166.0-15 with Electro Specialty Systems (ESS) for the provision of on-call closed circuit television systems (CCTV) services for a three (3) year base period, plus three (3), one-year optional terms to be exercised at MTS's sole determination (for a total of six years); and (2) exercise each option year at the CEO's discretion.
20. On-Call Communications and Low Voltage Systems Wiring Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. PWG170.0-15 with Communication Wiring Specialists (CWS) for the provision of on-call communication and low voltage systems wiring services for three year base period with three, one-year optional terms exercisable exclusively at MTS's determination (for a total of six years); and (2) exercise each option year at the CEO's discretion.

21. Title VI Monitoring Report for Service Policies  
Action would review and approve the 2015 Title VI Monitoring Report for Service Policies.
22. Job Order Contracting Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1282.0-16 with the Gordian Group for the provision of Job Order Contracting services for a five year period.
23. Salary Survey Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1835.0-16 with The Howard E. Nyhart Company for the provision of salary survey services for calendar years 2016, 2018 and 2020.
24. Fiscal Year 2016 Transportation Development Act Claim  
Action would adopt Resolution Numbers 15-12, 15-13 and 15-14 approving Fiscal Year 2015 (FY16) Transportation Development Act (TDA) Article 4.0, 4.5 and 8.0 claims.
25. On-Call Railroad Job Order Construction Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL182.0-16 with Herzog Contracting Corporation, for the provision of on-call railroad job order construction services for a three-year agreement.
26. Siemens SD-100 Light Rail Vehicle Traction Motor Overhaul - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1238.0-15 with Siemens Industry Inc. for the provision of SD-100 Light Rail Vehicle (LRV) traction motor overhaul services.
27. An Ordinance Amending Ordinance No. 5, Providing Authority for Taxicab Regulatory Inspectors to Enforce Additional Local and State Ordinances Relating to For-Hire Transportation Regulation  
Action would: (1) read the title of Ordinance No. 5, An Ordinance Relating to the Enforcement Authorities of Code Compliance Inspectors, Assistant Code Compliance Supervisors, the Code Compliance Inspection Supervisor, and Taxicab Inspectors I & II; (2) waive further readings of the Ordinance; (3) adopt the proposed Ordinance amendments; and (4) direct publication of an Ordinance summary.
28. An Ordinance Amending Ordinance No. 11, Providing for the Licensing and the Regulating of Transportation Services Within the City by the Adoption of a Uniform Paratransit Ordinance  
Action would: (1) read the title of Ordinance No. 11, An Ordinance Providing for the Licensing and the Regulating of Transportation Services within the City by the Adoption of a Uniform Paratransit Ordinance; (2) waive further readings of the Ordinance; (3) adopt the proposed Ordinance amendments; and (4) direct publication of an Ordinance summary.
29. Bus Tires for Gillig 2000 and 8200 Series Buses - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0629.0-16 with Daniels Tires Service Corporation, for the provision of three hundred and ninety (390) bus tires for the Gillig 2000 and 8200 Series Buses.



**EXECUTIVE COMMITTEE  
SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

ROLL CALL

MEETING OF (DATE) September 10, 2015      CALL TO ORDER (TIME) 9:03 a.m.  
 RECESS \_\_\_\_\_      RECONVENE \_\_\_\_\_  
 CLOSED SESSION \_\_\_\_\_      RECONVENE \_\_\_\_\_  
 ADJOURN 11:09 a.m.

BOARD MEMBER (Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
BRAGG <input checked="" type="checkbox"/> (Rios) <input type="checkbox"/>	9:03 a.m.	11:09 a.m.
CUNNINGHAM <input checked="" type="checkbox"/> (McClellan) <input type="checkbox"/>	9:20 a.m.	11:09 a.m.
GLORIA <input checked="" type="checkbox"/> (Emerald) <input type="checkbox"/>	9:03 a.m.	11:09 a.m.
MATHIS <input checked="" type="checkbox"/>	9:03 a.m.	11:09 a.m.
ROBERTS <input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:03 a.m.	11:09 a.m.
Transportation Committee Rep Slot (Mathis)		

SIGNED BY THE CLERK OF THE BOARD: *Julia Simone*  
 CONFIRMED BY THE GENERAL COUNSEL: *Core Carr*



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## Agenda Item No. C1

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

October 15, 2015

#### SUBJECT:

EUCLID TRANSIT CENTER, INTERSECTION OF MARKET AND EUCLID, CITY OF SAN DIEGO (APN 548-020-20 AND 548-020-19) (SHARON COONEY AND STEPHEN MADULI-WILLIAMS, JACOBS CENTER)

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Executive Committee:

- 1) receive an update from the Jacobs Center for Neighborhood Innovation regarding its community development planning efforts in the area surrounding the Euclid Transit Center, and
- 2) forward a recommendation to the Board of Directors to authorize the Chief Executive Officer (CEO) to submit an application on the Jacobs Center's behalf for a 2016-2017 Sustainable Communities Grant under Caltrans' Sustainable Transportation Planning Grant Program to fund additional studies and analysis related to the area.

#### Budget Impact

None with this action.

#### DISCUSSION:

The Euclid Transit Center is one of MTS's busiest transit facilities, with eight bus routes and the Orange Line Trolley making stops at this location. The facility is surrounded by real property and projects owned and in various stages of development by the non-profit Jacobs Center for Neighborhood Innovation. MTS partners with the Jacobs Center in a variety of ways to improve and enhance transit service to the community.

The Jacobs Center is undertaking studies of the area surrounding the Euclid Transit Center to better integrate the facility with the broader planning for community



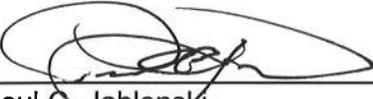
development. A representative from the Jacobs Center will provide an update on these studies.

Additionally, in support of the larger planning project, the Jacobs Center has requested that MTS apply for a grant on its behalf under Caltrans' Sustainable Transportation Planning Grant Program. Under the program's guidelines, non-profit entities are eligible sub-recipients for grants when the applicant is a designated primary recipient such as SANDAG or MTS. A resolution from the MTS Board in support of the project is required as a condition of grant acceptance.

Requested funding would support:

- Studies of projected transit ridership, given current and planned redevelopment activities;
- A parking analysis, identifying options for transit ridership who travel by car to the station;
- Evaluation of the community benefit of integrating green technology (e.g., installation of solar panels to generate energy for operational costs, including increased lighting to promote safety and security);
- Exploration of options for increasing connectivity and supporting inter-modal transit use (e.g., providing bicycle lockers or parking or connecting to Chollas Creek's existing and planned recreational trails);
- A community outreach program.

MTS staff would administer the grant if awarded, and staff would assist the Jacobs Center in completion of its studies. Implementation of any recommendations related to MTS real property that result from the study would require Board approval.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

# Euclid Transit Center

Integration into Euclid + Market Complete Streets

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PRESENTATION TO THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)  
EXECUTIVE COMMITTEE

PRESENTED BY: STEPHEN MADULI-WILLIAMS, VICE-PRESIDENT OF STRATEGIC  
INITIATIVES, JACOBS CENTER FOR NEIGHBORHOOD INNOVATION (JCNI)

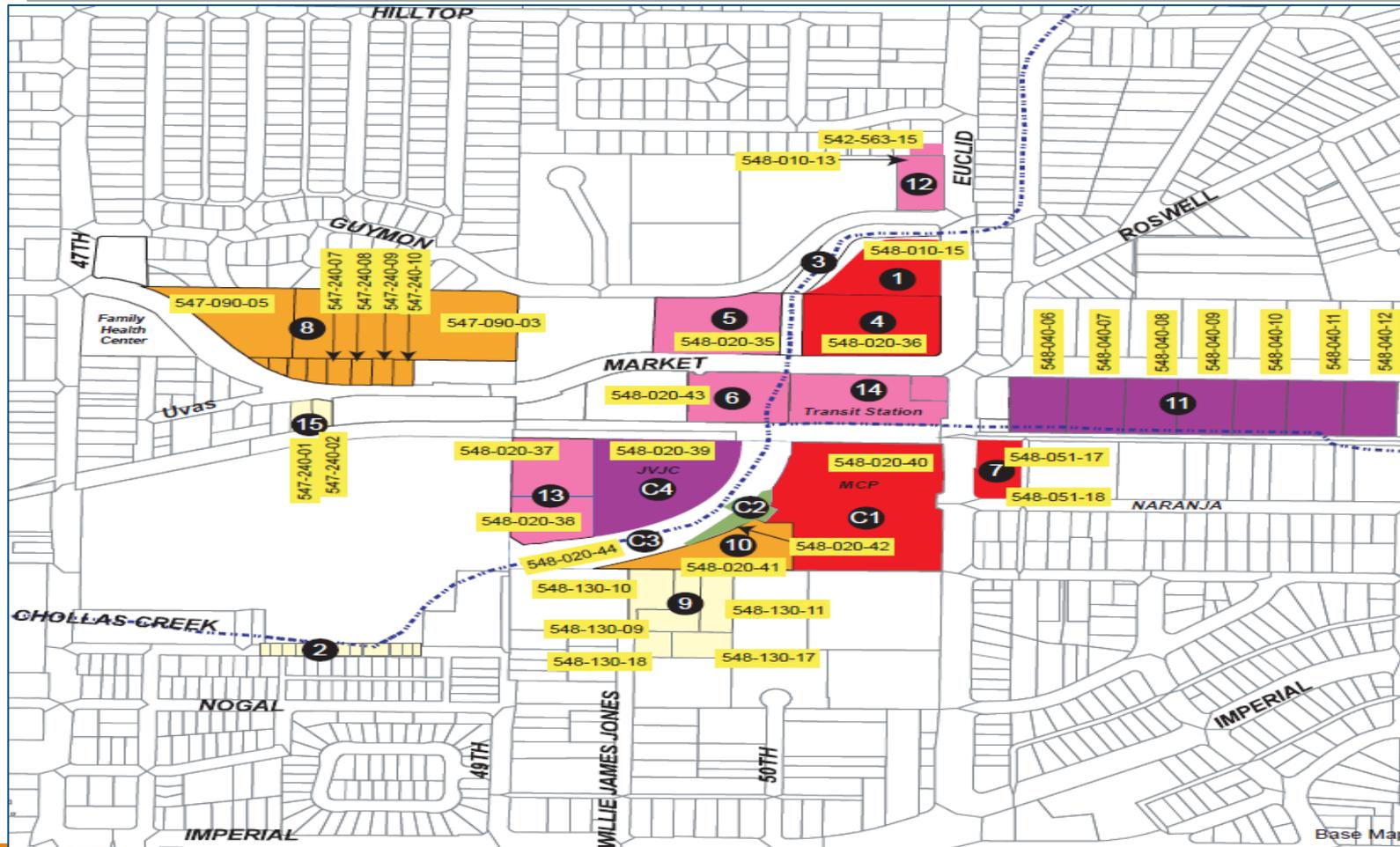
# Jacobs Center for Neighborhood Innovation (JCNI) – Who we are

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**JCNI's mission is to foster a thriving community envisioned and realized by its residents.**

JCNI is a place-based, 501 (c)(3) nonprofit operating foundation that works in partnership with the Jacobs Family Foundation and residents of southeastern San Diego's Encanto Neighborhoods to build a stronger community through hands-on learning relationships, entrepreneurial projects, and the creative investment of resources.

# Land Portfolio Overview



## Redevelopment Projects

- 1 Northwest Commercial I
- 2 Chollas Creek Villas
- 3 Northwest Creek
- 4 Northwest Phase II
- 5 Northwest Village Residential
- 6 Trolley Residential
- 7 Naranja Commercial
- 8 Hillside
- 9 Southwest Village Residential
- 10 Festival Park
- 11 Market St. Office/Industrial
- 12 Guymon Mixed-Use
- 13 West Village Mixed-Use
- 14 Transit Station (Not owned by JCN)
- 15 Uvas

## Completed Projects

- C1 Market Creek Plaza
- C2 Amphitheater
- C3 Chollas Creek
- C4 Joe & Vi Jacobs Center

## Land Use

- Retail
- Mixed-Use
- Residential
- Industrial/Office
- Open Space/Recreation
- To Be Determined



Base Map

# Jacobs Goals – Short Term

---

JCNI is in the process of implementing the following projects within the next 6 to 18 months:

- Site 1 = Walgreens (Completed)
- Site 6 = Trolley Residential (Under Construction)
- Site 3 = Creek Restoration (Under Construction)
- Launch Master Planning Process
- Launch Infrastructure Development Plan

# Jacobs Goals – Long Term (Next 7 to 10 Years)

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1. Complete the Real Estate Development Program
2. Economic development/job creation
3. Lifting local incomes
4. Leading in the leveraging of indirect investment (Both Real Estate and Infrastructure)

# Infrastructure Development Program

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**Ford Foundation study identified a \$200 million infrastructure deficit in Southeast San Diego. Jacobs began work on identifying strategies and leveraging infrastructure dollars for the Market and Euclid area. The subsequent action plan includes the following:**

- 1. Create and Complete Streets Program for the Market and Euclid Area**
- 2. Secure funding for up to \$15 million in potential infrastructure improvements**
- 3. Plan for 21<sup>st</sup> Century Transit Hub for Market and Euclid Area**

# Active Transportation Grant Program (ATGP) Planning Grant

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Awarded \$300,000 *TransNet* ATGP grant in partnership with the City of San Diego to develop the Euclid and Market Complete Streets

By February 2015, a competitive procurement process will result in selection of consultant to conduct the following work:

- Community outreach (3 charrettes)
- Preliminary conceptual design sections & plan
- Base map & technical data
- **Preparation of final complete streets master plan**
- Phasing for implementation plan

# Active Transport Program (ATP) – Final Design and Implementation

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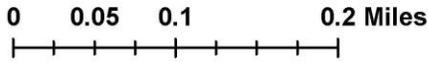
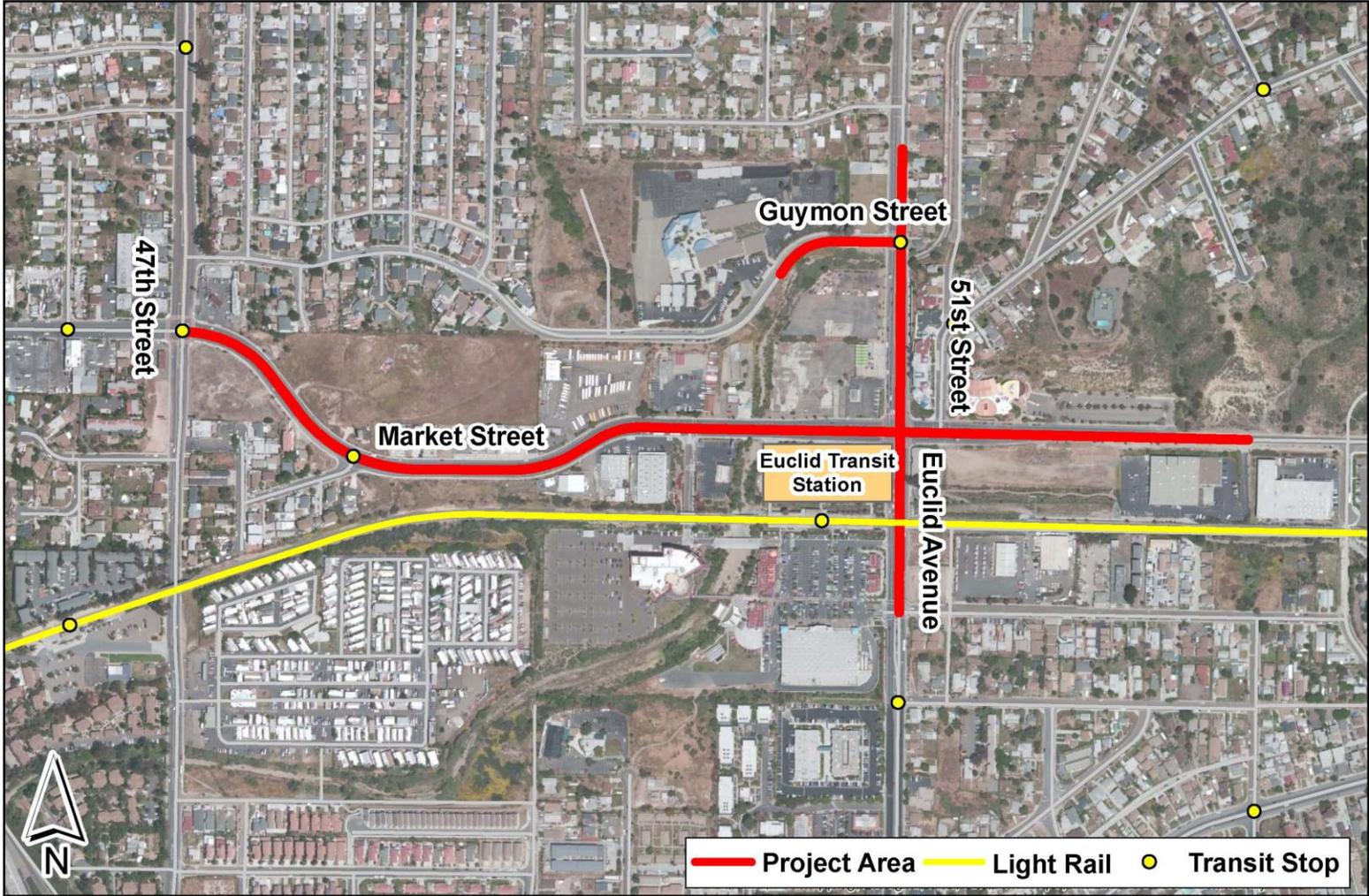
Caltrans staff has recommended awarding \$4,016,000 in ATP funds to the City of San Diego, which applied in partnership with JCNI.

If approved by the California Transportation Commission at October 21 & 22 Caltrans meeting, funding will be used to:

- Complete plans and specifications (taking from 30% concept funded by AGTP to 100% design)
- Acquire necessary Right of Way
- Complete improvements to sidewalk and create bicycle facilities

# City of San Diego- Euclid + Market Complete Streets Project

(Pedestrian and Bicycle Components)



# Caltrans Sustainable Transportation Planning Grant

---

Grants of \$50-\$500K are awarded to fund studies of multimodal transportation issues (data gathering & analysis, planning consultants, conceptual drawings & design, survey, charrettes, etc.).

Grant size: \$8.3M available statewide (grants greater than \$250K will require a pre-award audit). There is an 11.47% required match (can be cash or in-kind)

Would request funding of items, including:

1. Studies of projected transit ridership, given current and planned redevelopment activities;
2. A parking analysis, identifying options for transit ridership who travel by car to the station;
3. Evaluation of the community benefit of integrating green technology (e.g., installation of solar panels to generate energy for operational costs, including increased lighting to promote safety and security);
4. Exploration of options for increasing connectivity and supporting inter-modal transit use (e.g., providing bicycle lockers or parking or connecting to Chollas Creek's existing and planned recreational trails); and,
5. A community-involved planning process that supports social equity.



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## Agenda Item No. C2

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

October 15, 2015

#### SUBJECT:

CLASS E MEDIUM DUTY ON CHASSIS BUSES - CONTRACT AWARD (BILL  
SPRAUL)

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Executive Committee forward a recommendation to the Board of Directors to:

- 1) authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0625.0-15 (in substantially the same format as Attachment A), with Creative Bus Sales, for the purchase of up to thirty-one (31) propane powered Class E medium duty body on chassis buses; and
- 2) authorize the transfer of \$700,000.00 of available funding from Capital Improvement Program (CIP) 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement to fund this project.

#### Budget Impact

The value of this agreement will not exceed \$5,480,311.75, inclusive of all applicable taxes and fees. This project will be funded through the fiscal year (FY) 2016 CIP 11569 - Mid Size Bus Procurement and, if approved, utilize funds transferred from CIP 11502.

#### DISCUSSION:

##### MINIBUS PURCHASE

MTS operates select fixed routes with 32-foot Class E medium duty body on chassis buses. Thirty-one (31) of these vehicles have reached the end of their useful service life and have been scheduled for replacement as part of the FY 2016 MTS Fleet Replacement Plan. The new vehicles will enhance the agency's ability to provide fixed route services efficiently and cost effectively.

FTA Circular 4220.1F, Chapter V, Section 4, encourages federal grant recipients to use state and local intergovernmental agreements for procurements of property and

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.

services. MTS staff identified an intergovernmental agreement that provides Class E buses that meet MTS specifications. Class E buses are available through a California State government purchasing schedule administered by the California Association of Coordinated Transportation (CalACT). The CalACT Vehicle Purchasing Cooperative allows MTS to select vehicles from a pre-competed menu of choices from different vendors and manufacturers.

The vehicles being purchased are the same make and model and are similarly equipped as the majority of the current MTS paratransit and medium duty fleet which allows for additional savings in common spare parts and maintenance.

As a part of the procurement process, staff evaluated the possibility of switching from gasoline to propane powered minibuses. This evaluation process has resulted in staff recommending the switch from gas to propane as the fuel system on these vehicles due to the following factors:

- Propane is a significantly less costly fuel than gas which will result in estimated fuel savings of about \$15,000 per year per vehicle, and about \$105,000 per vehicle over the life of each vehicle
- Propane is a cleaner fuel than gasoline. Switching to propane will reduce our greenhouse gas emissions by over 37,000 pounds per vehicle per year
- Due to a change in the manufacturer's design of the minibus chassis that reduced the gas tank capacity, switching to propane allows MTS to continue to meet the daily operating range requirements for these minibuses

#### CIP FUND TRANSFER

The MTS Board of Directors approved FY16 CIP11569 - Mid Size Bus Procurement in the amount of \$4,990,000.00 to purchase 31 gasoline powered minibuses. The cost of the propane package is \$26,900.00 per vehicle. Due to the added costs of the propane package, staff requests approval to transfer \$700,000.00 of available funding from project 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement. This would bring the total amount in CIP 11569 to \$5,690,000.00.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. B0625.0-15 (in substantially the same format as Attachment A), with Creative Bus Sales, for the purchase of up to thirty-one (31) propane powered Class E medium duty body on chassis buses; and authorize the transfer of \$700,000.00 of available funding from Capital Improvement Program (CIP) 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement to fund this project.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. Draft Standard Services Agreement; Contract B0625.0-15  
B. Bus Proposal – Creative Bus Sales

STANDARD PROCUREMENT AGREEMENT

B0625.0-15  
 \_\_\_\_\_  
 CONTRACT NUMBER  
 11569  
 \_\_\_\_\_  
 FILE NUMBER(S)

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Creative Bus Sales Address: 13501 Benson Avenue  
 Form of Business: Corporation Chino, CA 92710  
 (Corporation, partnership, sole proprietor, etc.) Telephone: 909.465.5528  
 Authorized person to sign contracts: Tony Matijevich President  
 Name Title

**The attached Standard Conditions are part of this Agreement. The Contractor agrees to furnish to MTS services and materials, as follows:**

Up to thirty-one (31) Type E Buses as specified in the Creative Bus Sales Proposal dated September 2, 2015 (attached as Exhibit A), and the MTS Standard Conditions Procurement (attached as Exhibit B).

MTS and Contractor shall agree to production and delivery schedules in writing upon execution of the Contract.

Vehicle shall be delivered to: **Metropolitan Transit System (MTS) c/o First Transit**  
 7490 Copley Park Place  
 San Diego, CA 92111

The registered owner will be: **San Diego Metropolitan Transit System (MTS)**  
 1255 Imperial Avenue, Suite 1000  
 San Diego, CA 92101

The total contract cost shall not exceed \$5,480,311.75.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer  Approved as to form:  By: _____ Office of General Counsel	Firm: _____  By: _____ Signature  Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$5,480,311.75	11569-0200	2016

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Chief Financial Officer  
 ( \_\_\_ total pages, each bearing contract number)

DATE



*Bus photo is not to exact specifications.*

9/2/2015

***CalACT Class E - Bus Proposal  
San Diego MTS***

EIDorado National – Aero Elite 320 Ford F-550

- 16 Passengers + 4 Wheelchairs or
- 22 Passengers + 2 Wheelchairs or
- 28 Passengers + 0 Wheelchair

PUBLIC AGENCY - MBTA/CalACT Cooperative Bid (RFP #11-03)

The Vehicle(s) To Be Provided In Accordance With Request for Proposals MBTA/CalACT RFP #11-03.  
The Following Changes Are Incorporated To San Diego MTS.

Lead Time for Bus: Approximately 180-days from receipt of order

**CalACT Class E – 32' Ford F-550 – 6.8 Liter V-10 91G Package:**

- *Automatic Transmission - (4) Total ADA Positions – 225 Amp Alternator – White Exterior*
- *Seats to be Mid High Freedman Seats with USR Seatbelts*
- *Seat Fabric: Freedman Docket 90 Vinyl - #117 Wine*
- *Wheelchair Lift: Braun Century 34" x 54" with Vinyl Cover*
- *Restraints: Q-Straint 8100 (4-sets)*
- *Flooring: Altro Chroma TFCR27MTS Grey with Yellow Step Nosing and Yellow Standee Line*
- *OEM Radio: Remove*
- *Driver Seat: USSC G2E with Black Transit Fabric*
- *Foldaway Seats: Remove Armrest Brackets From Foldaway Seats to Eliminate Rubbing Location with Seatbelts*

**OPTIONS:**

(Add) – OMIT OEM Battery Under Hood and Install 2 Matching Batteries in Tray	250.00
(Add) – Stop Request System with Overhead Lighted Sign	1,306.00
(Add) – San Diego MTS Paint and Graphics	4,250.00
(Add) – Roof Vent	517.00
(Add) – Removable Fuel Access Plate	105.00
(Add) – Telma Brake Retarder	10,191.00
(Add) – Electronic Destination Signs – ( <i>Luminator TwinVision Mobilite</i> ) ( <i>Front/Side</i> )*	4,703.00
(Add) – Sportworks Bike Rack - Black (2-Position)	1,986.00
(Add) – Tow Hooks	94.00
(Add) – White Painted Rims	Included
(Add) – Liquid Spring Suspension	10,500.00
(Add) – Wheelchair Loop Compartment Under Flip Seat	250.00
(Add) – SpeakEasy2 System w/ 4-Interior Speakers	2,995.00
(Add) – Keyed Alike	595.00
(Add) – Camera Pre-Wire (4-Positions)	150.00
(Add) – Key Buses Alike (All Exterior Keys Alike Except for Ignition and Driver’s Door)	Included
(Add) – Foldaway Double Seats (5) with TDSS	5,485.00
(Add) – External Speaker (1) w/ Handheld Microphone	450.00
(Add) – Upgrade AC to 80K BTU	1,254.00
(Add) – Double Flip Seats (1)	988.00
(Add) – Wheelchair Door Ajar Alarm	100.00
(Add) – (2) Additional ADA Positions for 4 Total	1,662.00
(Add) – Raised Floor	679.00
(Add) – Amerex Fire Suppression System	3,695.00
(Add) – 76 GGE Roush Propane System	26,900.00
(Add) – Diamond SV Farebox* (Shipped Loose)	250.00
(Add) – GFI Genfare Cardquest (Shipped Loose/To Be Installed By Customer)	4,293.00
Vehicle Price	80,690.00
Option Total	83,648.00
Ford Mobility Discount (Taxable)	1,000.00
Document Prep Fee	80.00
Vehicle Sub-Total	165,418.00
Sales Tax (\$165,418.00 – 19,420.00) = 145,998.00 x 8.00%	11,679.84
Ford Mobility Discount	(1,000.00)
DMV Licensing Fee	Exempt
DMV Electronic Filing Fee	29.00
CalACT Procurement Fee**	645.16
California Tire Fee	12.25
<b>Vehicle Total – Each (Delivered)</b>	<b>\$176,784.25</b>

**ADA Amount: \$19,420.00. Details are listed below.**

- \$8,500.00 – Wheelchair Lift, Bus Interlock System, ADA Lift Doors, Wheelchair Restraints, Wheelchair Restraint Storage, Wheelchair Lift Cover, Torso Pads, ADA Signage, Wheelchair Tie Down Tracks, Wheelchair Restraint Storage System, and ADA Lighting.
- \$5,485.00 – Five Double Foldaway Seats
- \$988.00 – Two Flip Seats
- \$1,306.00 – Stop Request Sign with Overhead Lighting
- \$450.00 – External Speaker
- \$250.00 – Wheelchair Loop Compartment Under Flip Seat on Rear Wall
- \$100.00 – Wheelchair Door Alarm
- \$1,662.00 – (2) Additional Wheelchair Positions for Total of 4
- \$679.00 – Raised Floor

\*Diamond Farebox SV: Creative Bus Sales to provide 6-fareboxes for entire order of 31-buses. These will be shipped loose.

- 7MA7082AB VAULT BOX LID
- 8MA1409AE REMOVE BOX FROM POLE
- 7MA10504AE TO DROP VAULT FROM FARE BOX

\*\*CalACT Procurement Fee is capped at \$20,000 per purchase order. \$20,000 / 31-units = \$645.16 per bus

**CalACT/MBTA Cooperative Purchase  
Standard Bus Equipment Specification - Class E – Ford F-550**

Ford F-550 – 19,500 gvwr	6.8 Liter V-10 Gasoline	Automatic Transmission
225 Amp Alternator – Min.	Hubodometer	Tire Valve Extensions
Spare Tire – Shipped Loose	Rear Help Bumper w/Hawkeye	As-Built Wiring Diagram
Wiring Diagram on Electrical Panel	Wiring Color & Function Coded	Packard Electrical Connectors
Gateway ILIS w/Fast Idle	LED Exterior Lighting	Daytime Running Lights
Stainless Slide-Out Battery Tray	Battery Disconnect Switch	(2) Batteries
Battery Door Locking Latch	Battery Cable Diagram on Door	Transmission Temp Gauge
Engine Hour Meter	Three Body Grounds	Back-Up Alarm
Frame Corrosion Protection	One-Piece Roof	Stainless Steel Exterior Screws
Docket 90 Seat Covering	Flameblocker Seat Protection	USR Seatbelts
(2) 24" Seatbelt Extenders	Seat Grab Handle	Aisle Side Armrests
Mid-High Back Passenger Seats	USSC G2E - Driver Seat	¾" Exterior Grade Plywood
Coved Flooring	Altro Flooring	Altro Step Edges
Standee Line	Electric Entry Door	Entry Door Key Lock
Entry Door – Park Interlock	Accessible Door – Door Header	Driver Running Board
Driver Entry Grab Handle	Dual Entry Door Grabrails	Overhead Grabrails
Driver Modesty Panel	Plexiglass Upper Modesty Panel	FRP Ceiling/Walls
Fixed Rear Streetside Window	LED Emergency Exit Lights	Insulated Front Cap
Full Undercoating	Steel Wheelwells	Front Mudflaps
70,000 BTU Rear A/C	65,000 BTU Rear Heater	(2) Heater Turn Valves
Silicone Heater Hoses	Braun or Ricon Wheelchair Lift	Dual Lift Doors w/Windows
(2) Wheelchair Restraints	Q'Straint or Surelok	Storage Box for Tiedowns
Web Cutter	Torso Pad	Recessed Front Cap
10lb Fire Extinguisher/Reflectors	16 Unit First Aid Kit	B & R (Hadley) Electric Mirrors
B & R Passenger View Mirror	(6) Interior Lights	Streetside Exhaust
Two-Way Radio Prep	Operations Manual	Blood Borne Pathogen kit
Drivers Coat Hook	Tiedown Training Manual	Chassis – No Tow
ADA Decals	All White Exterior Paint	Recessed Front Exterior Lighting
11" Exterior Step Height	Full PDI Before Delivery	Full Tank of Fuel
4-Wheel Alignment	Headlight Adjustment	Weight Cert/DMV

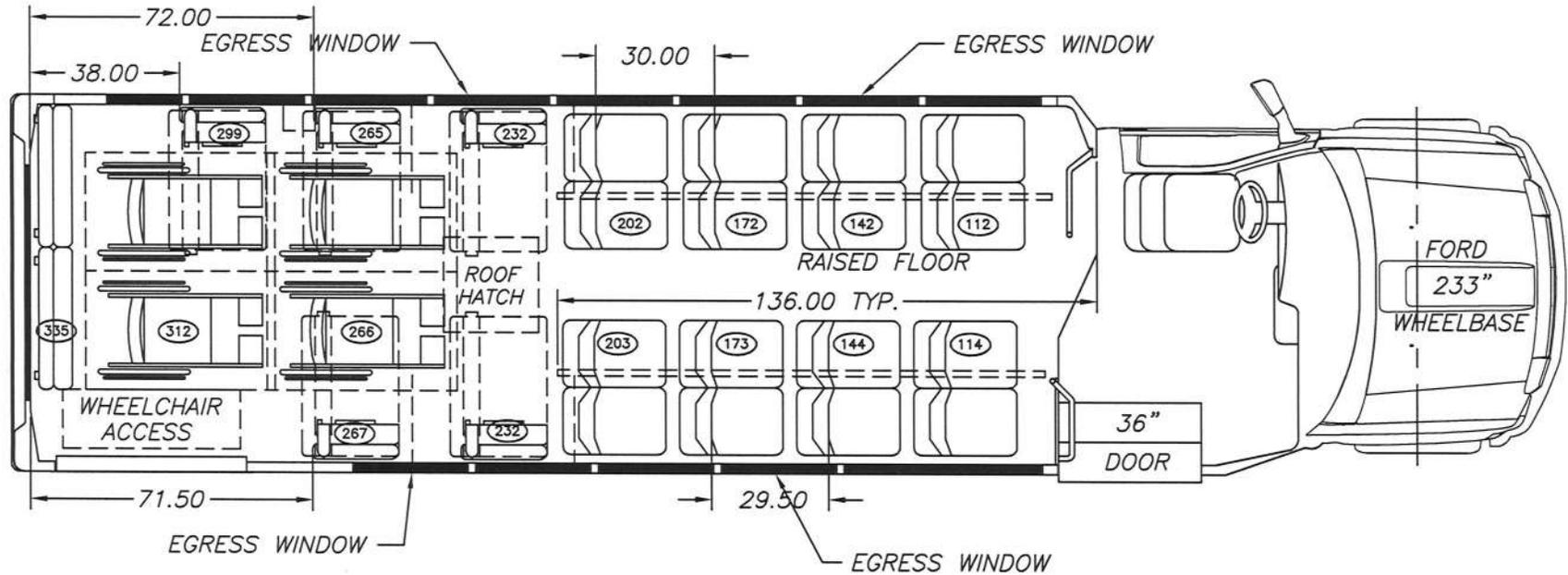
Steve Chung  
Transit Sales  
Cell 909.549.9398  
stevec@creativebussales.com

Att. B, ALC2, 10/15/15

B-4

**LEGEND**

(95) = C/L FRONT AXLE TO PASS C.G.



<b>DEALER APPROVAL</b>	
<input type="checkbox"/>	APPROVED
<u>  X  </u>	CUSTOMER SIGNATURE

**Eldorado National**   
 1655 WALL STREET  
 SALINA, KS. 67401

**TITLE:**  
 AERO ELITE FORD 320  
 36" ENTRY DOOR / WC DOOR (REAR)

<b>UNIT NUMBER</b> AEF3299-EM69	<b>PAGE</b> 1 OF 1
------------------------------------	-----------------------

DO NOT SCALE DRAWING		DRAWING INFORMATION			
THIS DRAWING IS THE PROPERTY OF ELDORADO NATIONAL, AN ALLIED SPECIALTY VEHICLE COMPANY AND IS NOT TO BE DUPLICATED OR USED IN ANY WAY DETRIMENTAL TO THEIR BEST INTEREST. REV. 03/10	DRAWN: MILLER	CKD:			
	DATE: 4/22/15	SIZE: A			
	SCALE: 1/42	WGT:			
	TOLERANCE UNLESS SPECIFIED				
SEAT SPACING ± 1.0 (SEAT SPACING NOT TO BE LESS THAN 28.5")	-	JPM	4/22/15	RELEASE TO PRODUCTION	
RESTRAINTS ± 1.0 (W/C POSITIONS NOT TO BE SMALLER THAN 30 X 48)	REV.	BY	DATE	DESCRIPTION	



# Aero Elite

**ElDorado**  
**National - Kansas**  
Thor Industries Commercial Bus Division

**25' to 32' Cutaway Bus**



## Why Buy the Aero Elite?

### ✓ SAFETY

- Exclusive steel reinforced composite construction has superior impact resistance and is free of rust and corrosion
- Altoona tested to 7yr/200,000 miles
- Meets FMVSS 220 Rollover Safety Requirements
- ADA compliant
- Weight compliant

### ✓ COMFORT

- Ideal for long road trips – spacious seating, 80" of interior headroom
- Composite body allows for better heating & cooling

### ✓ RELIABILITY

- Building quality buses since 1979
- Durable, heavy duty cutaway bus
- Longest established dealer network to take care of you before, during and after your sale
- Modern ISO 9001:2008-certified manufacturing facility
- On-site exclusive test track (Altoona simulated test track)
- On-site state-of-the-art water test booth

# Standard Equipment

Att. B, AI C2, 10/15/15

## Chassis

- Deluxe exterior mirror with convex mirror
- Interior driver rear view mirror

## Body

- Heavy duty 12-gauge steel rear wrap around bumper powder coated white to match body
- Master electric panel easily accessible in operator compartment
- All wiring color, number, and function coded
- All wiring loomed and secured in position with loom ties
- Door-activated interior lights w/driver override
- Steel-reinforced composite body w/5yr, 100K mile warranty
- Bright white, impact resistant, non corrosive, gel-coated, FRP exterior body panels

- Sidewall features 1/4" steel, diagonally reinforced passenger area crash barrier which includes seat mounting track
- Ford's floor frame consists of 2" x 2", 11-gauge outriggers mounted on 11-gauge C-channel mounted on rubber shock dampeners
- Trac Lok seat track allows easy seat moving or removal
- 3/4" exterior grade plywood floor undercoated and edge sealed prior to installation
- Stainless steel safety stanchions on each side of the aisle at entry
- Curb side modesty panel with entry assist handrail
- Passenger windows are top T-slide ventilating w/maximum tinting
- All stainless steel powder coated entry and wheelchair door frames

# Popular Optional Equipment

## HVAC

- Passenger A/C ranging from 48,000 to 114,000 BTU
- Passenger heating ranging from 35,000 to 65,000 BTU
- All HVAC systems thermostatically controlled, located in operator compartment

## Engine

- (2) Alternators available up to 355 Amp total
- Heavy duty battery on stainless slide-out skirt tray

## Seating

- Perimeter, forward facing and combination seated floorplans
- Complete range of padded and vandal resistant transit seating

## Paratransit

- All necessary equipment for handicapped accessibility and fully compliant with ADA

## Comfort, Appearance & Safety

- Deluxe interior trim package
- Customer painting and graphics
- Stainless steel wheel inserts
- Front and side route signs

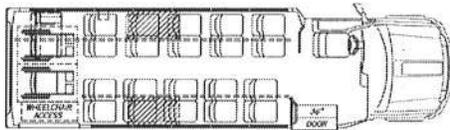
(Note: This is only a partial listing of optional equipment. For more complete information, contact your EIDorado National representative.)

# Chassis Specs & Floorplans

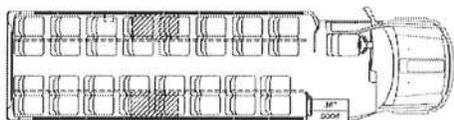
F-550 Chassis Specifications	
Alternator	Gas: Single 155 amp Diesel: Dual 155 amp
Bumper, front	Chrome
Engine	Gas: 6.8, V-10 Diesel: 6.7
Fuel capacity	40 gallon
GVWR	19,500
Suspension	Comfort Ride
Transmission	Gas: 5-speed Diesel: 6-speed



With our modern 250,000 sq. ft. state-of-the-art facility, we are able to provide timely delivery in addition to the exceptional quality that sets the standard in our industry.



22 Passenger with 2 wheelchair positions



32 Passenger



**EIDorado**  
**National - Kansas**  
Thor Industries Commercial Bus Division

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(800) 850-1287 • (785) 827-1033  
www.enconline.com



At EIDorado National, we constantly improve our product; as a result all specifications and dimensions are subject to change without notice.

Printed on recycled paper as part of EIDorado National's continuous effort to minimize waste and conserve our natural resources.



## Metropolitan Transit System



Mini-bus Propane Fleet Procurement

MTS Executive Committee Meeting  
October 15, 2015



1



## Overview

- MTS operates select fixed routes with a fleet of thirty-seven (37), 32-foot Class E medium duty body on chassis "mini-buses"
- Thirty-one (31) of these mini-buses are scheduled for replacement as part of the FY 2016 MTS Fleet Replacement Plan
- As a part of the procurement process, staff evaluated the possibility of switching from gasoline to propane powered minibuses. This evaluation process has resulted in staff recommending the switch from gas to propane as the fuel system on these mini-buses for the following reasons:
  - Operating/Fuel Cost Savings
  - Emission Reduction
  - Operating Range



2



## Mini-bus Propane Fleet Procurement

### Operating/Fuel Cost Savings:

- The mini-bus fleet being replaced is gasoline powered with an annual estimated fuel cost of about \$1,000,000
- A propane fuel system adds \$ 26,900 to the purchase price of a mini-bus
- Historically, propane's cost per gallon is 67% less than the cost of gasoline
- Switching to propane will generate about:
  - \$15,000 per year, per mini-bus in annual fuel cost savings
  - \$105,000 total fuel cost savings per mini-bus over the seven year life cycle of the mini-bus
  - \$3,255,000 total life cycle fuel cost savings for a propane powered mini-bus fleet



3



## Mini-bus Propane Fleet Procurement

### Reducing Emissions:

- Propane is a cleaner burning fuel with lower CO<sub>2</sub> / greenhouse gas emissions
- Propane will reduce emissions by over 37,000 pounds for each mini-bus, each year
- A propane-powered mini-bus fleet will reduce MTS overall emissions by over one million pounds each year

### Operating Range:

- Propane allows MTS to continue to meet the daily operating range requirements for this fleet (a change in the manufacturer's design of the mini-bus chassis reduced the gasoline tank capacity)



4



## Conclusion

Staff recommends the purchase of thirty-one (31) mini-buses equipped with propane fuel systems. Propane is an alternative, clean fuel that significantly reduces fuel costs and decreases emissions.



5



# Questions?



6





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# REVISED DRAFT

## Agenda

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

9:00 a.m.

James R. Mills Building  
Board Meeting Room, 10th Floor  
1255 Imperial Avenue, San Diego

This information will be made available in alternative formats upon request. To request an agenda in an alternative format, please call the Clerk of the Board at least two working days prior to the meeting to ensure availability. Assistive Listening Devices (ALDs) are available from the Clerk of the Board/Assistant Clerk of the Board prior to the meeting and are to be returned at the end of the meeting.

#### ACTION RECOMMENDED

1. Roll Call
2. Approval of Minutes - September 17, 2015 Approve
3. Public Comments - Limited to five speakers with three minutes per speaker. Others will be heard after Board Discussion items. If you have a report to present, please give your copies to the Clerk of the Board.

Please **SILENCE** electronics  
during the meeting

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.

## CONSENT ITEMS

6. Adoption of the 2016 San Diego Metropolitan Transit System (MTS) Executive Committee and Board of Directors Meeting Schedule Approve  
Action would adopt the 2016 Executive Committee and Board of Directors meeting schedule.
7. Rail Welding Maintenance Services - Contract Award Approve  
Action would authorize the Chief Executive Officer (CEO) to execute MTS. Doc. No. PWL169.0-15 with Morrison Metalweld Process Corp. for the provision of rail welding maintenance services for five years, beginning on November 1, 2015 and ending on October 31, 2020.
8. Amend the Fiscal Year 2016 Capital Improvement Program by Creating a New Project for the Transit Store Relocation Approve  
Action would: (1) amend the Fiscal Year (FY) 2016 Capital Improvement Program (CIP) by creating a new project for the Transit Store Relocation (Project #11574); and (2) transfer \$300,000 from Land Management reserve account (902-30100000), to fund the construction phase of project #11574 Transit Store Relocation.
9. Third Party Administration Services for Workers' Compensation Benefits - Contract Award Approve  
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. G1799.0-15 with TRISTAR Risk Management for third party administration (TPA) services for workers' compensation claims handling and related functions for MTS, San Diego Transit Corporation (SDTC) and San Diego Trolley, Inc. (SDTI) employees, for five (5) base years and three (3) optional one-year extensions to be exercised at MTS's sole discretion; and (2) authorize the CEO to exercise each option year at his discretion.
10. Unallocated Transportation Development Act Funds For Transit-Related Projects Approve  
Action would approve the use of \$86,545.59 in unallocated Transportation Development Act (TDA) funds currently held by the County of San Diego for transit-related expenses for the City of El Cajon.
11. Trolley Heating, Ventilation and Air Conditioning Spare Parts for Stock - Contract Award Approve  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1274.0-15 with TK Services, Inc., for the purchase of Light Rail Vehicle (LRV) heating, ventilation and air conditioning (HVAC) spare parts for stock.
12. Investment Report - August 2015 Information
13. Next Train Arrival Information Displayed to Variable Message Signs (VMS) at Trolley Stations - Issue Purchase Orders Approve
14. San Diego Metropolitan Transit System Bus Benches - Contract Award Approve  
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. B0632.0-16 with Tolar Manufacturing Company for the provision of Anchored Bus Benches; and (2) execute MTS Doc. No. B0633.0-16 with Ultra Site, for the provision of Non-Anchored Bus Benches.

- |     |  |         |
|-----|--|---------|
| 15. | <u>Transit Onboard Video Surveillance System Post Warranty Maintenance, Repair, and Parts Support Services - Sole Source Contract Award</u><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0624.0-15, with Apollo Video Technology (Apollo), on a sole source basis, for the provision of post-warranty maintenance, repair, and parts support services for MTS's bus fleet for fiscal year 2016 (FY16).   | Approve |
| 16. | <u>Proposed Revisions to San Diego Metropolitan Transit System (MTS) Policy No. 41, "Signature Authority"</u><br>Action would approve the proposed revisions to MTS Policy No. 41, "Signature Authority" (Attachment A).   | Approve |
| 17. | <u>Blue Line 8th Street Bridge Improvements - Transfer of Funds from San Diego Metropolitan Transit System (MTS) to the San Diego Association of Governments (SANDAG)</u><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.43 for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the 8th Street Bridge rehabilitation on the Blue Line.  | Approve |
| 18. | <u>Green Line Retaining Wall Improvements for Rio Vista Station and Morena Linda Vista Bridge Approach Support - Transfer of Funds from San Diego Metropolitan Transit System (MTS) to the San Diego Association of Governments (SANDAG)</u><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.44 for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the retaining wall improvements at the Rio Vista Station and Morena Linda Vista bridge approach support on the Green Line. | Approve |
| 19. | <u>Green Line Shelter Improvements for Old Town, Amaya, El Cajon, Arnele and Gillespie Field - Design Engineering Services</u><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1493.0-13.16 with Kimley Horn & Associates to perform Design Engineering Services for the Green Line Shelter Upgrades.   | Approve |

CLOSED SESSION

24. None.

Oral Report of Final Actions Taken in Closed Session

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS

- |     |   |         |
|-----|---|---------|
| 30. | <u>Class E Medium Duty Body on Chassis Buses - Contract Award (Bill Spraul)</u><br>Action would: (1) authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0625.0-15, with Creative Bus Sales, for the purchase of up to thirty-one (31) propane powered Class E medium duty body on chassis buses; and (2) authorize the transfer of \$700,000.00 of available funding from Capital Improvement Program (CIP) 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement to fund this project. | Approve |
|-----|---|---------|

## REPORT ITEMS

- |     |   |             |
|-----|---|-------------|
| 45. | <u>Year End Operations Report (Wayne Terry, Bill Spraul and Denis Desmond)</u>  | Information |
| 46. | <u>Launch of New MTS Website (Rob Schupp)</u>   | Information |
| 60. | <u>Chairman's Report</u>  | Information |
| 61. | <u>Chief Executive Officer's Report</u>   | Information |
| 62. | <u>Board Member Communications</u>  |             |
| 63. | <u>Additional Public Comments Not on the Agenda</u><br>If the limit of 5 speakers is exceeded under No. 3 (Public Comments) on this agenda, additional speakers will be taken at this time. If you have a report to present, please furnish a copy to the Clerk of the Board. Subjects of previous hearings or agenda items may not again be addressed under Public Comments. |             |
| 64. | <u>Next Meeting Date:</u> November 12, 2015   |             |
| 65. | <u>Adjournment</u>  |             |



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## Agenda Item No. 6

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

**SUBJECT:**

**ADOPTION OF THE 2016 SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)  
EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETING SCHEDULE**

**RECOMMENDATION:**

That the Board of Directors adopt the 2016 Executive Committee and Board of Directors meeting schedule (Attachment A).

Budget Impact

None.

**DISCUSSION:**

The MTS Board of Directors annually adopts its meeting schedule for the next calendar year. Attachment A is the proposed 2016 Executive Committee and Board of Directors meeting schedule for MTS.

The meeting schedule reflects Executive Committee and Board of Directors meetings throughout the 2016 calendar year. Meetings are scheduled to occur on the first and second Thursdays of every month.

Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. 2016 MTS Executive Committee and Board of Directors Meeting Schedule





**2016  
SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**JOINT BOARD OF DIRECTORS AND  
EXECUTIVE COMMITTEE MEETINGS  
James R. Mills Building  
1255 Imperial Avenue, 10<sup>th</sup> Floor**

<b>Executive Committee Meetings Thursdays at 9:00 a.m.</b>	<b>Board Meetings Thursdays at 9:00 a.m.</b>
January 7	January 14
February 4	February 11
March 3	March 10 (Finance Workshop)
April 7	April 14 (Finance Workshop)
May 5	May 12 (Finance Workshop)
June 2	June 9 (Finance Workshop, if necessary)
July 7	July 14
August 4	August 11
September 1	September 8
October 6	October 13
November 3	November 10
December 1	December 8

\* The League of California Cities is holding the 2016 Annual Conference & Expo October 5-7. Meetings in September have been scheduled accordingly.

\* The APTA 2016 Annual meeting will be September 11-14.

2016 MTS BOARD & EC MEETING SCHEDULE - 1

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, San Juan, and the County of San Diego.





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## Agenda Item No. 7

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
 Executive Committee  
 Review Date: 10/15/15**

**SUBJECT:**

RAIL WELDING MAINTENANCE SERVICES - CONTRACT AWARD

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Document No. PWL169.0-15 (in substantially the same format as Attachment A), with Morrison Metalweld Process Corp. for the provision of rail welding maintenance services for five years, beginning on November 1, 2015 and ending on October 31, 2020.

**Budget Impact**

The value of this agreement will not exceed \$205,320 and will be funded through the San Diego Trolley Inc. (SDTI) Track Department's annual operating budget for each fiscal year as follows:

<b>Year</b>	<b>Period</b>	<b>Budget Account</b>	<b>Budget Amount</b>
Year 1	November 1, 2015 - October 31, 2016	371-53710	\$36,440.00
Year 2	November 1, 2016 - October 31, 2017	371-53710	\$38,576.00
Year 3	November 1, 2017 - October 31, 2018	371-53710	\$40,888.00
Year 4	November 1, 2018 - October 31, 2019	371-53710	\$43,376.00
Year 5	November 1, 2019 - October 31, 2020	371-53710	\$46,040.00
<b>Grand Total:</b>			<b>\$205,320.00</b>

**DISCUSSION:**

SDTI currently has 110 miles of track including track maintenance yards A and C, as well as, auxiliary tracks. SDTI operates 128 Light Rail Vehicles (LRVs) and two Vintage PCC cars. Regular LRV service operates daily from 4:00am of one day to 2:00am the following day. Vintage PCC service operates three days per week during mid-day only. In addition, the San Diego and Imperial Valley Railroad shares the same rail system for



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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.

heavy freight transportation on an average of three times per week. This constant daily use causes extreme wear on the tracks, and requires SDTI to keep a rail welding maintenance services provider to look after the reconditioning of track components such as diamond rail crossing, manganese frogs, switch points, joints, wing frogs, guardrails and rail in general. Not reconditioning tracks on time can cause weld points to wear out which may result in a derailment.

MTS Policy No. 52, "Procurement of Goods and Services", requires a formal competitive process for procurements exceeding \$100,000.

On June 8, 2015, staff issued MTS Doc. No. PWL169.0 -15 to solicit bids. Two responsive bids were received from Morrison Metalweld Process Corp. and Rail Works - Track Services Inc. on the due date of June 24, 2015. Their bids are as follows:

FIRM	COST
<i>Morrison Metal Weld</i>	<b>\$205,320.00</b>
Rail Works – Track Services	\$566,220.00.

After conducting price reasonableness analyses and reviewing both bids for responsiveness and responsibility, staff determined that Morrison Metalweld Process Corp. presented the lowest responsive and responsible bid.

Morrison Metal Weld is a small company and has been doing business with SDTI since 2004. Morrison Metal Weld is a Women Business Enterprise certified company. They are located in southern California and a large portion of their business is working with medium and short line rail agencies on the west coast. Rail Works – Track Services is a coast to coast corporation which focuses on large rail lines and subcontracts out all of their rail welding services, which incurs higher expenses on their operational requirements.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Document No. PWL169.0-15 (in substantially the same format as Attachment A), with Morrison Metalweld Process Corp. for the provision of rail welding maintenance services for five years, beginning on November 1, 2015 and ending on October 31, 2020.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. Draft MTS Doc. No. PWL169.0-15  
B. Morrison Metal Weld Price Breakdown

ATTACHMENT A

DRAFT

STANDARD SERVICES AGREEMENT  
FOR  
RAIL WELDING MAINTENANCE SERVICES

<u>PWL169.0-15</u> CONTRACT NUMBER
<u>OPS 970.4</u> FILE/PO NUMBER(S)

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following contractor, hereinafter referred to as "Contractor":

Name: Morrison Metalweld Process Corp. Address: 3685 Stutz Drive Suite 102  
 Form of Business: Corporation Canfield OH 44406-9155  
 (Corporation, Partnership, Sole Proprietor, etc.) Telephone: 330-702-5188  
 Authorized person to sign contracts: Robin Eisenbrei President  
 Name Title

**The attached Standard Conditions are part of this agreement. The Contractor agrees to furnish MTS services and materials, as follows:**

Rail Welding Maintenance Services for a five year period as specified in the Technical Specifications (attached as Exhibit A), the Bid Summary (attached as Exhibit B), Standard Services Conditions (attached as Exhibit C), and the Federal Requirements (attached as Exhibit D).

The contract period of performance shall be from October 1, 2015 through September 30, 2020. The total amount of this contract shall not exceed \$205,320.00 including mobilization and transportation fees without prior written approval from MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Paul C. Jablonski, Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$ 205,320.00	371-53710	FY 2015 - 2020

By: \_\_\_\_\_  
Chief Financial Officer

(\_\_\_\_ total pages, each bearing contract number)

<b>MTS BID FORMS</b>
----------------------

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

MTS Doc. No. PWL169.0-15

Opening: June 24, 2015  
2:00 P.M. PLC

For: RAIL WELDING MAINTENANCE SERVICES**Year One**

Item	Description	Qty.	Unit Price	Extended Price
1	Hourly Labor Rate	160 Hrs.	\$ 190.00	\$ 30,400.00
2	Option Hourly Labor Rate	Up to 16 Hrs.	\$ 190.00	\$ 3,040.00
3	Mobilizations and Transportation Fee's	2	\$ 1,500.00	\$ 3,000.00
Year One Total:				\$ 36,440.00

**Year Two**

Item	Description	Qty.	Unit Price	Extended Price
1	Hourly Labor Rate	160 Hrs.	\$ 201.00	\$ 32,160.00
2	Option Hourly Labor Rate	Up to 16 Hrs.	\$ 201.00	\$ 3,216.00
3	Mobilizations and Transportation Fee's	2	\$ 1,600.00	\$ 3,200.00
Year Two Total:				\$ 38,576.00

**Year Three**

Item	Description	Qty.	Unit Price	Extended Price
1	Hourly Labor Rate	160 Hrs.	\$ 213.00	\$ 34,080.00
2	Option Hourly Labor Rate	Up to 16 Hrs.	\$ 213.00	\$ 3,408.00
3	Mobilizations and Transportation Fee's	2	\$ 1,700.00	\$ 3,400.00
Year Three Total:				\$ 40,888.00

**Year Four**

Item	Description	Qty.	Unit Price	Extended Price
1	Hourly Labor Rate	160 Hrs.	\$ 226.00	\$ 36,160.00
2	Option Hourly Labor Rate	Up to 16 Hrs.	\$ 226.00	\$ 3,616.00
3	Mobilizations and Transportation Fee's	2	\$ 1,800.00	\$ 3,600.00
Year Four Total:				\$ 43,376.00

**BIDDER ACCEPTS RESPONSIBILITY FOR ACCURACY OF THE ABOVE NUMBERS**

**NOTE:** Unit prices will prevail regardless of extensions submitted by the Bidder. This offer shall remain firm for (Minimum 30) days from the date of proposal.

<p><b>RETURN THIS FORM WITH YOUR BID</b> <b>RETAIN OTHER PAGES FOR YOUR RECORDS</b></p>
---

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

MTS Doc. No. PWL169.0-15

Opening: June 24, 2015  
2:00 P.M. PLC

For: RAIL WELDING MAINTENANCE SERVICES

**Year Five**

Item	Description	Qty.	Unit Price	Extended Price
1	Hourly Labor Rate	160 Hrs.	\$ 240.00	\$ 38,400.00
2	Option Hourly Labor Rate	Up to 16 Hrs.	\$ 240.00	\$ 3,840.00
3	Mobilizations and Transportation Fee's	2	\$ 1,900.00	\$ 3,800.00
Year Five Total:				\$ 46,040.00

Total Year 1:	\$ 36,440.00
Total Year 2:	\$ 38,576.00
Total Year 3:	\$ 40,888.00
Total Year 4:	\$ 43,376.00
Total Year 5:	\$ 46,040.00
<b>Grand Total Basis of Award</b>	<b>\$ 205,320.00</b>

**BIDDER ACCEPTS RESPONSIBILITY FOR ACCURACY OF THE ABOVE NUMBERS**

**NOTE:** Unit prices will prevail regardless of extensions submitted by the Bidder. This offer shall remain firm for (Minimum 30) days from the date of proposal.

**MTS does not guarantee a minimum value for this agreement.**

DATE: 6-19-15

FIRM: Morrison Metalweld Process Corp

SIGNATURE: Robin Eisenbrei

TYPE OR PRINT NAME: Robin Eisenbrei

TITLE: President + CEO

ADDRESS: 3685 Stutz Dr Suite 102

CITY, STATE & ZIP: Canfield OH. 44406-9155

PHONE NUMBER: 330-702-5188 Direct # 330-519-4311

FAX NUMBER: 330-702-5198

E-MAIL ADDRESS: Robin@MorrisonMetalweld.com

**RETURN THIS FORM WITH YOUR BID  
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## Agenda Item No. 8

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

**SUBJECT:**

AMEND THE FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROGRAM BY  
CREATING A NEW PROJECT FOR THE TRANSIT STORE RELOCATION

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors:

- 1) amend the Fiscal Year (FY) 2016 Capital Improvement Program (CIP) by creating a new project for the Transit Store Relocation (Project # 11574); and
- 2) transfer \$300,000 from Land Management reserve account (902-30100000), to fund the construction phase of project # 11574 Transit Store Relocation.

Budget Impact

The proposed action will increase the FY16 CIP by \$300,000.

**DISCUSSION:**

MTS's Transit Store is located at 102 Broadway, at the corner of First Avenue, in Downtown San Diego. The Transit Store sells all monthly passes for MTS buses and trolleys, the NCTD Coaster, and Day Tripper tickets. The Transit Store is the only location for passengers to obtain MTS Senior, Disabled, Medicare Recipient and Youth pass photo identification cards. MTS brochures, maps, and special transit collectibles can also be obtained. Most lost-and-found items for San Diego Transit and San Diego Trolley routes are returned at The Transit Store.

The Transit Store is open weekdays from 9:00 a.m. to 5:00 p.m., Monday through Friday, and is closed on weekends and holidays. The 102 Broadway location is close to several bus routes serving the Broadway corridor, but is a 2-block walk from the Blue

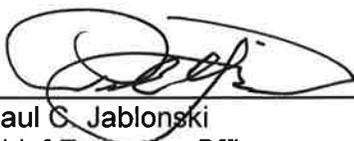


and Orange Lines and a seven-block walk from the Green Line. The current lease for 102 Broadway expires on June 30, 2016. The upcoming lease expiration necessitated a review of whether to renew the existing lease or seek alternate space.

In the fall of 2014, the restaurant tenant in the Mills Building Suite 100 (Suite 100) went into default for failure to pay rent and failure to properly maintain the space. After forced closures by the Department of Environmental Health, the Fire Marshall, and MTS notices to cure the defaults or quit, the tenant voluntarily terminated the lease agreement effective February 6, 2015. In March and April 2015, MTS undertook remedial measures to remove the unsafe conditions left behind in Suite 100. Suite 100 is now in a clean but unfinished shell condition.

The vacancy in Suite 100 prompted a review of the site as a potential relocation site for the Transit Store in July 2016. MTS hired architect Laura Warner of City Works (through the Kimley-Horn as-needed general engineering contract) to develop potential concepts and site plans for a proposed relocation of the Transit Store and division of the Suite 100 space to allow a continued restaurant or food service use in a portion of the space. In May 2015, Ms. Warner and her team presented the proposed site plans to the Executive Committee for review. In the selected site plan, the Transit Store will use 1,480 square feet of the Suite 100 floor area (total 2,558 sf). The remaining 1,078 square feet and the outdoor patio area will be reserved for a future restaurant/food service tenant.

In June 2015, the MTS Board authorized the completion of design and construction documents sufficient to issue an Invitation for Bids (IFB) to construct necessary tenant improvements for the Transit Store Relocation. That design is 90 percent complete, and staff expects to issue the IFB in November 2015. However, with that Board action in June, the FY16 CIP was not amended, and a project number was not assigned. Staff recommends transferring the remaining \$300,000 of funding from the Land Management reserve to the FY16 CIP under project number 11574 for the construction portion of this project. The preliminary estimate of the construction costs is \$700,000, which would require an additional \$400,000 of funding. When the construction IFB process is complete, staff will know the full budget of this project and address any additional funding requirements at that time.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)



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## Agenda Item No. 9

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

THIRD PARTY ADMINISTRATION SERVICES FOR WORKERS' COMPENSATION  
BENEFITS – CONTRACT AWARD

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to:

- 1) Execute MTS Doc. No. G1799.0-15 (in substantially the same format as Attachment A) with TRISTAR Risk Management for third party administration (TPA) services for workers' compensation claims handling and related functions for MTS, San Diego Transit Corporation (SDTC) and San Diego Trolley, Inc. (SDTI) employees, for five (5) base years and three (3) optional one-year extensions to be exercised at MTS's sole discretion; and
- 2) Authorize the CEO to exercise each option year at his discretion.

#### Budget Impact

The total estimated cost of this agreement including the option years would not exceed \$3,799,029 (\$2,277,584 for the base period plus \$1,521,445 for the option periods). Annual funding will be from the Risk & Claims Department's operating budget for each respective fiscal year.

#### DISCUSSION:

MTS Board Policy No. 52, "Procurement of Goods and Services", requires a formal competitive process for procurements and service contracts over \$100,000.

MTS's current workers' compensation TPA contract will expire on November 30, 2015. The services provided include claims administration, medical bill review, managed care (i.e., utilization review and nurse case management), Medicare/Medicaid S-Chip reporting and assistance managing MTS's medical provider network.



On April 10, 2015, MTS issued an RFP, and seven proposals were received by the due date of May 27, 2015 from the following:

1. ACME Administrators, Inc., Temecula, CA 92591
2. Athens Administrators, Concord, CA 94522
3. Claims Strategies & Solutions, LLC, Centennial, CO 80112
4. CorVel Corporation, Orange, CA 92868
5. Intercare Holdings Insurance Services, Inc., Rocklin, CA 95765
6. Keenan & Associates, San Clemente, CA 92673
7. TRISTAR Risk Management, San Diego, CA 92111

Of the seven proposals received, five were deemed responsive and responsible. Two proposals, from Claims Strategies & Solutions and CorVel Corporation, were deemed non-responsive as they included incomplete cost proposals and were non-compliant with other requirements of the solicitation.

The responsive and responsible proposals were evaluated by a committee with members from MTS Legal, Risk Management, Finance, and Human Resources departments. The proposals were evaluated on the following:

- |   |             |
|---|-------------|
| 1. Organizational Structure, Proposer Qualifications and Experience | 20%         |
| 2. Proposed Staffing and Management Plan                            | 20%         |
| 3. Proposed Methodology and Work Plan                               | 25%         |
| 4. Cost/Price   | 35%         |
| <b>Total</b>  | <b>100%</b> |

The following table represents the cost proposals and scores received from the responsive firms:

RESPONSIVE PROPOSER NAME	TOTAL COST 5-YEAR BASE PLUS 3 OPTION YEARS	TOTAL COST SCORE	TOTAL TECHNICAL SCORE	TOTAL AVG SCORE (Technical + Cost) Total Possible Points: 100	RANKING
ACME Administrators	\$3,546,526	34.15	45.10	<b>79.25</b>	2
Athens Administrators	\$4,162,962	29.09	49.90	<b>78.99</b>	3
Intercare Holdings Insurance Services	\$4,580,878	26.44	41.10	<b>67.54</b>	5
Keenan & Associates	\$4,985,510	24.29	46.80	<b>71.09</b>	4
TRISTAR Risk Management	\$3,460,174	35.00	53.20	<b>88.20</b>	1

Because of its high ratings, TRISTAR Risk Management (Tristar) was selected for further interviews, clarifications and subsequent negotiations. Based on the procurement objectives, the evaluation criteria and consideration of Tristar's technical and price proposals, the MTS evaluation team unanimously determined that Tristar presented the best overall value to MTS.

During the negotiation process, the evaluation team asked Tristar to further identify certain administrative fees the TPA receives through the medical bill review auditing and managed care services. Tristar provided a quote for these additional fees, which

increased the total overall contract value for the 5 base years and 3 option years by \$338,855. This explains the difference between Tristar's original \$3,460,174 cost proposal and the revised proposal included in Tristar's Best and Final Offer (BAFO).

The final proposed eight-year cost of \$3,799,029, includes the following full-time equivalent staffing approximations for claims administration services:

- 1 Senior Claims Examiner
- 1 Claims Assistant
- .33 additional Claims Examiner
- .25 Claims Supervisor
- .10 Branch Manager
- .15 additional administrative/technical support from Tristar's corporate offices

These costs are included in MTS's current TPA contract at an annual cost of \$308,290. The proposed new contract reduces these costs to \$232,155 in the first year – a \$76,135 savings. Claims administration costs increase by 2.5% per year thereafter. (See Attachment B.)

The overall proposed cost also includes current usage estimates based on the following ancillary service fees:

- Medical Bill Review Auditing
- Preferred Provider Organization (PPO) savings cost allocation
- Peer review
- Field and telephonic nurse case management
- Assistance managing/modifying MTS's Medical Provider Network
- Serving as reporting agent on Medicare/Medicaid reform legislation of 2011 for both workers' compensation and liability claim settlements
- Insurance Services Office (ISO) index fees

The current TPA contract ending on 11/30/15 only includes claims administration fees. The ancillary service fees identified above were not itemized. They were paid, but were passed through against the individual claims rather than being charged to the contract. The new contract will be structured differently so that both the claims administration and ancillary service fees will be charged against the contract.

During the evaluation period, MTS requested a breakdown of these ancillary fees against each responsive firm's cost proposal. During this process, the evaluation team determined that the itemized medical bill review auditing costs and managed care costs were generally consistent among the responsive firms and therefore did not alter the evaluation team's scoring for cost proposals.

Ancillary service fees vary from year-to-year based caseload and the individual circumstances of each claim (e.g., medical bill review and nurse case management costs vary based on the complexity of an individual claim or injury/treatment regimen). MTS staff will monitor these costs against the usage estimates included in the contract and return for additional funding authority if trends in future years exceed the contract estimates and not-to-exceed authority.

The Tristar BAFO also includes an option to increase the dedicated claims examiner time by 0.5 and 0.33 full-time equivalent. (Attachment B, page 4.) Staff is not recommending that option be exercised at this time.

Therefore, staff recommends that the MTS Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1799.0-15 (in substantially the same format as Attachment A) with TRISTAR Risk Management for third party administration (TPA) services for workers' compensation claims handling and related functions for MTS, SDTC and SDTI employees, for five (5) base years and three (3) optional one-year extensions to be exercised at MTS's sole discretion; and to authorize the Chief Executive Office (CEO) to exercise each option year at his discretion.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. Draft Standard Services Agreement; Contract G1799.0-15  
B. Tristar Best and Final Offer (BAFO) Cost/Price Proposal

STANDARD SERVICES AGREEMENT

G1799.0-15  
 CONTRACT NUMBER  
 LEG 491 PC 50633  
 FILE NUMBER(S)

DRAFT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following contractor, hereinafter referred to as "Contractor":

Name: TRISTAR Risk Management Address: 3760 Convoy Street

Form of Business: Corporation San Diego, CA 92111  
 (Corporation, partnership, sole proprietor, etc.)

Telephone: 951.273.7052

Authorized person to sign contracts: Tom Veale President  
 Name Title

The attached Standard Conditions are part of this agreement. The Contractor agrees to furnish to MTS services and materials, as follows:

Provide third party administration services for workers' compensation as set forth in the MTS Scope of Work (attached as Exhibit A), TRISTAR Risk Management's Proposal (attached as Exhibit B), in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit C), and Federal Requirements (attached as Exhibit D).

The contract term is for up to an 8-year period (5-year base with three 1-year options exercisable at MTS's sole discretion). Base period shall be effective December 1, 2015, through November 30, 2020, and Option Years 1-3 shall be effective December 1, 2020, through November 30, 2023 (exercisable at MTS's sole discretion). Payment terms shall be net 30 days from invoice date.

The total contract cost shall not exceed \$2,227,584 for the base period and \$1,521,445 for the option years for a total of \$3,799,029.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$2,227,584 – Base		
\$1,521,445 – Options		
<b>\$3,799,029 – Total</b>	903/922/923-52540	16-21

By: \_\_\_\_\_ Date  
 Chief Financial Officer



September 2, 2015

Metropolitan Transit System  
Attn: Claudine Aquino, Contract Officer  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490

RE: Best and Final Offer  
Metropolitan Transit System (MTS) Third Party Administration Services (TPA) for  
Workers' Compensation RFP, MTS Doc. No. G1799.0-15

Dear Ms. Aquino,

Thank you for the opportunity to reevaluate our original proposal and submit a Best and Final Offer for the MTS workers' compensation RFP. We have examined the pricing that was previously submitted and do wish to reduce some of the costs associated with the potential contract between TRISTAR and MTS.

The costs for medical bill review auditing, managed care services, MPN management and other ancillary fees are unchanged as the pricing originally submitted for consideration is already very competitive and in most cases below our current standard rates or represents a pure pass-through cost. We did, however, lower the proposed claims administration service fees by 5% across the board, which is reflected in the attached BAFO.

I would like to make one comment regarding the PPO savings cost allocation figure that was used. The figure on the pricing form of \$55,000 per year is an average over the past three fiscal years. It should be noted, however, that of the \$55,000 approximately \$32,000 per year relates to one catastrophic claim that is already in excess and for which all of those fees are recovered. As a result, the true net PPO costs for MTS is actually averaging \$23,000 per year.

Thank you again for the opportunity to participate in the RFP process. It is our hope that TRISTAR and MTS will continue to partner together for years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Shultz", written over a horizontal line.

Jason Shultz  
Branch Manager

cc: Tom Veale, President, TRISTAR Risk Management  
Curt Crockett, Vice President, Regional Manager, TRISTAR Risk Management

3760 Convoy Street, Suite 321, San Diego, CA 92111

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)  
 COST/PRICE PROPOSAL FORMS (BAFO)  
 THIRD PARTY ADMINISTRATION SERVICES – WORKERS’ COMPENSATION  
 (MTS DOC. NO. G1799.0-15)**

PROPOSER/FIRM: TRISTAR Risk Management

I. Provide a firm fixed fee/cost on the service items listed below as described in the scope of work (all inclusive, without additional expenses for ancillary costs or services).

BUNDLED PROGRAM (BASE YEARS)							
#	Administrative Fees	Unit Price (if applicable)	BASE YEAR 1	BASE YEAR 2	BASE YEAR 3	BASE YEAR 4	BASE YEAR 5
1	<b>Claims Administration Services</b>		\$232,155	\$237,959	\$243,908	\$250,006	\$256,256
2	<b>Medical Bill Review Auditing</b>						
	a. Bills (assume <b>5,000*</b> bills/year)	\$7.50/per bill flat rate	\$37,500	\$37,500	\$37,500	\$37,500	\$37,500
	b. PPO Savings (%)		25%	25%	25%	25%	25%
	c. PPO Savings Cost Allocation		\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
	d. Peer Review – Level II (assume <b>30*</b> cases/year)	\$200 flat rate	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
	e. Special Peer Review (SBR) (%)		12%	12%	12%	12%	12%
	f. Preferred Provider Organization (PPO) (%). In a separate sheet, list the name of each PPO offered and corresponding service rates for each PPO. List any restrictions on usage for each PPO.		25%	25%	25%	25%	25%
3	<b>Managed Care (Nurse Case Management)</b>						
	a. Telephone (assume <b>200*</b> hours/year)	\$ 95/hr.	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
	b. Field (assume <b>900*</b> hours/year)	\$ 95/hr.	\$85,500	\$85,500	\$85,500	\$85,500	\$85,500
4	<b>Medical Provider Network (MPN)</b>						
	a. Set-up Fee (including Employer and Employee Roster loading) – <b>one-time fee</b> [only if MTS's existing MPN will be managed by the Contractor]		\$3,000				
	b. Annual Subscription and Maintenance Services [only if MTS's existing MPN will be managed by the Contractor]		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
	c. MPN Toll Free Number per Senate Bill 863 changes to Labor Code 4616 (on an "as needed" basis) – <b>per call</b> [assume est. <b>25*</b> calls/year]	\$30 (per call)	\$750	\$750	\$750	\$750	\$750
5	<b>Medicare/Medicaid Legislation Reform 2011 (on an "as needed" basis) – per liability claim settlement reporting to CMS</b> [assume <b>50*</b> submissions /year]	\$8.20 (per report)	\$410	\$410	\$410	\$410	\$410
	a. ISO Index Fees	\$8.65 (per request)	\$700	\$700	\$700	\$700	\$700
<b>Subtotal</b>			<b>\$446,015</b>	<b>\$448,819</b>	<b>\$454,768</b>	<b>\$460,866</b>	<b>\$467,116</b>
<b>Total (BASE YEARS)</b>			<b>\$2,277,584</b>				

\* The assumed quantities/numbers on this Cost/Price proposal form are for evaluation purposes only. MTS estimates this to be its estimated usage but does not guarantee this quantity. The quantity may be more or less than estimated on the form and is dictated by MTS's actual usage.

**RETURN THIS FORM WITH YOUR PROPOSAL, RETAIN OTHER PAGES FOR YOUR RECORDS**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)**  
**COST/PRICE PROPOSAL FORMS (BAFO) - continued**  
**THIRD PARTY ADMINISTRATION SERVICES – WORKERS’ COMPENSATION**  
**(MTS DOC. NO. G1799.0-15)**

PROPOSER/FIRM: TRISTAR Risk Management

<b>BUNDLED PROGRAM (OPTION YEARS)</b>					
#	Administrative Fees	Unit Price (if applicable)	OPTION YEAR 1 (YR. 6)	OPTION YEAR 2 (YR. 7)	OPTION YEAR 3 (YR. 8)
1	<b>Claims Administration Services</b>		\$262,662	\$269,229	\$275,959
2	<b>Medical Bill Review Auditing</b>				
	a. Bills (assume <b>6,000*</b> bills/year)	\$7.50 per bill flat rate	\$45,000	\$45,000	\$45,000
	b. PPO Savings (%)		25%	25%	25%
	c. PPO Savings Cost Allocation		\$55,000	\$55,000	\$55,000
	d. Peer Review – Level II (assume <b>30*</b> cases/year)	\$200 flat rate	\$6,000	\$6,000	\$6,000
	e. Special Peer Review (SBR) (%)		12%	12%	12%
	f. Preferred Provider Organization (PPO) (%). In a separate sheet, list the name of each PPO offered and corresponding service rates for each PPO. List any restrictions on usage for each PPO.		25%	25%	25%
3	<b>Managed Care (Nurse Case Management)</b>				
	a. Telephone (assume <b>300*</b> hours/year)	\$ 95/hr.	\$28,500	\$28,500	\$28,500
	b. Field (assume <b>1,000*</b> hours/year)	\$ 95/hr.	\$95,000	\$95,000	\$95,000
4	<b>Medical Provider Network (MPN)</b>				
	a. Set-up Fee (including Employer and Employee Roster loading) – <b>one-time fee</b> [only if MTS’s MPN will be managed by the Contractor]		\$0		
	b. Annual Subscription and Maintenance Services [only if MTS’s MPN will be managed by the Contractor]		\$6,000	\$6,000	\$6,000
	c. MPN Toll Free Number per Senate Bill 863 changes to Labor Code 4616 (on an “as needed” basis) – <b>per call</b> [assume est. <b>35*</b> calls/year]	\$30 (per call)	\$1,050	\$1,050	\$1,050
5	<b>Medicare/Medicaid Legislation Reform 2011</b> (on an “as needed” basis) – <b>per liability claim settlement reporting to CMS</b> [assume <b>75*</b> submissions/year]	\$8.20 (per report)	\$615	\$615	\$615
	a. ISO Index Fees	\$8.65 (per request)	\$700	\$700	\$700
<b>Subtotal</b>			<b>\$500,527</b>	<b>\$507,094</b>	<b>\$513,824</b>
<b>Total (OPTION YEARS)</b>			<b>\$1,521,445</b>		

\* The assumed quantities/numbers on this Cost/Price proposal form are for evaluation purposes only. MTS estimates this to be its estimated usage but does not guarantee this quantity. The quantity may be more or less than estimated on the form and is dictated by MTS’s actual usage.

<b>TOTAL - BUNDLED (BASE + OPTIONS)</b>	<b>\$3,799,029</b>
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RETURN THIS FORM WITH YOUR PROPOSAL, RETAIN OTHER PAGES FOR YOUR RECORDS

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)**  
**COST/PRICE PROPOSAL FORMS (BAFO) - continued**  
**THIRD PARTY ADMINISTRATION SERVICES – WORKERS’ COMPENSATION**  
**(MTS DOC. NO. G1799.0-15)**

**PROPOSER/FIRM:** TRISTAR Risk Management

- II. Provide a firm fixed annual fee/cost (based on a fully burdened hourly rate) on the labor category listed below as described in the scope of work.

<b>CLAIMS ADMINISTRATION STAFF (BASE YEARS)</b>							
#	Staff Description	Hourly Rate	BASE YEAR 1	BASE YEAR 2	BASE YEAR 3	BASE YEAR 4	BASE YEAR 5
1	Claims Examiner (.50 Full time)	\$ 54.73/hr.	\$106,717	\$109,385	\$112,120	\$114,923	\$117,796
2	Claims Examiner (.33 Full time)	\$ 39.29/hr.	\$76,611	\$78,526	\$80,489	\$82,502	\$84,564
<b>Subtotal</b>			<b>\$183,328</b>	<b>\$187,911</b>	<b>\$192,609</b>	<b>\$197,425</b>	<b>\$202,360</b>
<b>Total (BASE YEARS)</b>			<b>\$963,633</b>				

<b>CLAIMS ADMINISTRATION STAFF (OPTION YEARS)</b>					
#	Staff Description	Hourly Rate	OPTION YEAR 1 (YR. 6)	OPTION YEAR 2 (YR. 7)	OPTION YEAR 3 (YR. 8)
1	Claims Examiner (.50 Full time)	\$ 61.92/hr.	\$120,741	\$123,759	\$126,853
2	Claims Examiner (.33 Full time)	\$ 44.45/hr.	\$86,678	\$88,845	\$91,066
<b>Subtotal</b>			<b>\$207,419</b>	<b>\$212,604</b>	<b>\$217,919</b>
<b>Total (OPTION YEARS)</b>			<b>\$637,942</b>		

<b>TOTAL – STAFFING (BASE +OPTION YEARS)</b>	<b>\$1,601,575</b>
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<b>GRAND TOTAL (BUNDLED + STAFFING)</b>	<b>\$5,400,604</b>
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**NOTE: ALL PROPOSERS MUST COMPLETE PROPOSAL FORM(S) AS PROVIDED, FAILURE TO DO SO MAY DEEM YOUR PROPOSAL NON-RESPONSIVE.**

**PROPOSER ACCEPTS RESPONSIBILITY FOR ACCURACY AND PRESENTATION OF THE ABOVE NUMBERS**  
**ALL PROPOSALS SHALL BE VALID FOR 180 DAYS**

**RETURN THIS FORM WITH YOUR PROPOSAL**  
**RETAIN OTHER PAGES FOR YOUR RECORDS**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)**  
**COST/PRICE PROPOSAL FORMS (BAFO) - continued**  
**THIRD PARTY ADMINISTRATION SERVICES – WORKERS’ COMPENSATION**  
**(MTS DOC. NO. G1799.0-15)**

Read attached General Provisions carefully. They are a part of your proposal. Unit prices will prevail regardless of extensions submitted by the Proposer. Proposal must be firm and valid for a minimum of 180 days from proposal due date. The following Addenda have been noted and attached hereto:

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<b>San Diego Metropolitan Transit System</b> 1255 Imperial Avenue, Suite 1000 San Diego, CA 92101-7490	<b>San Diego Transit Corp. (SDTC)</b> 100 16 <sup>th</sup> Street San Diego, CA 92101	<b>San Diego Trolley Inc. (SDTI)</b> 1255 Imperial Ave., Suite 900 San Diego, CA 92101
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FIRM/COMPANY NAME: TRISTAR Risk Management

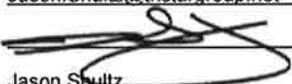
LEGAL STRUCTURE (Corp./Partner/Proprietor): Corporation

ADDRESS: 3760 Convoy Street, Suite 321

CITY, STATE & ZIP: San Diego, CA 92111

PHONE/FAX NUMBERS: (858) 715-8800 / (858) 715-8801

E-MAIL ADDRESS: Jason.Shultz@tristargroup.net

AUTHORIZED REPRESENTATIVE SIGNATURE: 

PRINT NAME OF AUTHORIZED REPRESENTATIVE: Jason Shultz

TITLE OF AUTHORIZED REPRESENTATIVE: Branch Manager

DATE: September 2, 2015

**RETURN THIS WITH YOUR PROPOSAL**  
**RETAIN OTHER PAGES FOR YOUR RECORDS**



1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
(619) 231-1466 • FAX (619) 234-3407

## Agenda Item No. 10

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

UNALLOCATED TRANSPORTATION DEVELOPMENT ACT FUNDS FOR TRANSIT-RELATED PROJECTS

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors approve the use of \$86,545.59 in unallocated Transportation Development Act (TDA) funds currently held by the County of San Diego for transit-related expenses for the City of El Cajon.

#### Budget Impact

The use of unallocated TDA funds set aside by the County for transit-related projects in various jurisdictions would have no impact on MTS's operating or capital budgets. The total available unallocated TDA held for the benefit of the City of El Cajon would be reduced by \$86,545.59 resulting in a remaining balance of \$438,439.41 held by the County for future transit-related projects pending MTS Board approval.

#### DISCUSSION:

On September 23, 2015, MTS received a request from the City of El Cajon (Attachment A) for \$86,545.59 of the City of El Cajon's portion of unallocated TDA held by the County to reimburse the City of El Cajon's fiscal year 2014/2015 transit related expenditures. The expenses cover graffiti removal, engineering services, and repair/maintenance of existing facilities.



The total available City of El Cajon unallocated TDA funds, totaling \$524,985.00 will be reduced by \$86,545.59 resulting in a remaining balance of \$438,439.41 held by the County for future City of El Cajon transit-related projects.



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Paul G. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. Request from City of El Cajon



**Public Works**



September 16, 2015

Tom Lynch  
 Metropolitan Transit System  
 1255 Imperial Avenue, Suite 1000  
 San Diego, CA 92101-7490

Dear Mr. Lynch:

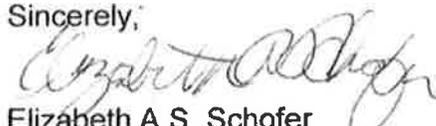
The following information is submitted for review in consideration of the City of El Cajon utilizing a portion of our transit reserve fund in the amount of \$941,626.15 for the following:

<u>Description</u>	<u>Expenditures</u>
Operating Expenses to Repair & Replace Existing Facilities	\$ 177,428.59
<b>Subtotal</b>	<b>\$ 177,428.59</b>
Previously Requested	- \$ 90,883.00
<b>Transit Reserve Fund Request</b>	<b>\$ 86,545.59</b>

Attached are the budget documents approved by the El Cajon City Council, the Project Transaction Analysis, the Expenditure Audit Trail and the Expenditure Status Report. The City had previously requested \$90,883. The \$86,545.59 represents the difference between \$177,428.59 and the \$90,883 previously requested.

Should you require any additional information as you prepare the agenda report for the board's approval please contact me directly at (619) 441-5598. Your assistance processing our request is appreciated, and I look forward to hearing from you soon.

Sincerely,



Elizabeth A.S. Schofer  
 Senior Management Analyst

Attachments: Transit Budget for FY 2014-15  
 Expenditure Status Report  
 Expenditure Audit Trail

City of El Cajon • 200 Civic Center Way • El Cajon, CA 92020

(619) 441-1653 • Fax (619) 579-5254

[www.cityofelcajon.us](http://www.cityofelcajon.us)

City of El Cajon  
Fiscal Year 2014 – 2015 Annual Budget

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**ACTIVITY: PUBLIC WORKS – TRANSIT (ARTICLE 4)**

**ACTIVITY NO: 213000**

**Description:**

Provide direction and support for the transit operations in the City of El Cajon in cooperation with the Metropolitan Transit System (MTS).

**Prior Fiscal Year Highlights:**

Administered the contract with St. Madeleine Sophie's for the maintenance of existing bus shelters and bus stops.

Completed plans, specifications, and cost estimates for the Bus Stop Shelter Improvement Project comprising of the installation of seven new bus shelters.

**Goals:**

- Continue to identify and improve bus stops by replacing and/or installing bus benches, installation of bus shelters, and trash receptacles or other improvements as needed.
- Work with the Community Development Department to incorporate a transit oriented development for the City.

**Financial Comments:**

The year's budget will decrease by \$914,309 due to the completion of capital improvement projects funded by TDA.

**PUBLIC WORKS - TRANSIT (ARTICLE 4)**

**ACTIVITY NO: 213000**

<b>EXPENDITURE SUMMARY</b>	<b>2011-2012 ACTUAL</b>	<b>2012-2013 ACTUAL</b>	<b>2013-2014 AMENDED BUDGET</b>	<b>2013-2014 EST. ACTUAL</b>	<b>2014-2015 ADOPTED</b>
<b>SALARIES &amp; BENEFITS</b>	<b>71,977</b>	<b>70,056</b>	<b>95,000</b>	<b>89,792</b>	<b>95,986</b>
<b>MAT'L, SVC &amp; SUPPLIES</b>	<b>54,252</b>	<b>91,725</b>	<b>107,910</b>	<b>99,373</b>	<b>114,315</b>
<b>CAPITAL OUTLAY</b>	<b>63,819</b>		<b>171,700</b>	<b>142,582</b>	<b>-</b>
<b>OTHER FINANCING USES</b>	<b>25,963</b>		<b>975,000</b>	<b>720,000</b>	<b>225,000</b>
<b>TOTAL</b>	<b>216,011</b>	<b>161,781</b>	<b>1,349,610</b>	<b>1,051,747</b>	<b>435,301</b>

<b>DETAIL OF PERSONNEL SERVICES</b>					
<b>JOB CLASSIFICATION</b>	<b>2011-2012 ACTUAL</b>	<b>2012-2013 ACTUAL</b>	<b>2013-2014 EST. ACTUAL</b>	<b>2014-2015 ADOPTED</b>	
City Traffic Engineer	0.10	0.10	0.25	0.25	
Associate Engineer	0.10	0.10	0.05	0.05	
Assistant Engineer	0.05	0.05	0.00	0.00	
Senior Engineering Technician	0.05	0.05	0.10	0.10	
Public Works Inspector	0.10	0.10	0.10	0.10	
Senior Management Analyst	0.05	0.05	0.05	0.05	
Administrative Secretary	0.05	0.05	0.05	0.05	
Operations Manager	0.05	0.05	0.05	0.05	
Public Works Supervisor	0.00	0.00	0.00	0.00	
Public Works Crew Leader	0.00	0.00	0.00	0.00	
Public Works Equipment Operator	0.00	0.00	0.00	0.00	
Public Works Maintenance Worker II	0.05	0.05	0.05	0.05	
<b>TOTAL</b>	<b>0.60</b>	<b>0.60</b>	<b>0.70</b>	<b>0.70</b>	

PAGE NUMBER: 1  
AUDIT21

CITY OF EL CAJON  
EXPENDITURE AUDIT TRAIL

SPI  
DATE: 09/16/2015  
TIME: 09:40:38

SELECTION CRITERIA: expLedgr.key orgn='213000'  
ACCOUNTING PERIODS: 1/15 THRU 13/15

SORTED BY: FUND,BUDGET ACTIVITY,1ST SUBTOTAL,ACCOUNT

TOTALLED ON: FUND,BUDGET ACTIVITY,1ST SUBTOTAL

PAGE BREAKS ON: FUND,BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION	CUMULATIVE BALANCE
213-12-31-30-213-000-213000 - TRANSIT TDA ARTICLE 4								
7110					.00	.00	.00 BEGINNING BALANCE	
07/01/14	11-1				60,881.00		POSTED FROM BUDGET SYSTEM	
07/11/14	22-1					2,119.22	PAYROLL CHARGES	
07/16/14	19-1		1-0114			-1,504.65	REVERSE FYE ACCRUAL	
07/25/14	22-1					2,161.32	PAYROLL CHARGES	
08/08/14	22-2					2,186.21	PAYROLL CHARGES	
08/22/14	22-2					2,180.29	PAYROLL CHARGES	
09/05/14	22-3					2,171.75	PAYROLL CHARGES	
09/19/14	22-3					2,161.34	PAYROLL CHARGES	
10/03/14	22-4					2,161.32	PAYROLL CHARGES	
10/17/14	22-4					2,188.81	PAYROLL CHARGES	
10/31/14	22-4					2,180.28	PAYROLL CHARGES	
11/14/14	22-5					2,250.64	PAYROLL CHARGES	
11/28/14	22-5					2,261.08	PAYROLL CHARGES	
12/12/14	22-6					2,282.59	PAYROLL CHARGES	
12/26/14	22-6					2,250.64	PAYROLL CHARGES	
01/09/15	22-7					2,219.16	PAYROLL CHARGES	
01/23/15	22-7					2,134.22	PAYROLL CHARGES	
02/06/15	22-8					2,114.03	PAYROLL CHARGES	
02/20/15	22-8					2,115.13	PAYROLL CHARGES	
03/06/15	22-9					2,115.14	PAYROLL CHARGES	
03/20/15	22-9					2,115.12	PAYROLL CHARGES	
04/03/15	22-10					2,134.09	PAYROLL CHARGES	
04/17/15	22-10					2,115.13	PAYROLL CHARGES	
05/01/15	22-11					2,115.11	PAYROLL CHARGES	
05/15/15	22-11					2,134.09	PAYROLL CHARGES	
05/29/15	22-11					2,134.08	PAYROLL CHARGES	
06/12/15	22-12					2,115.13	PAYROLL CHARGES	
06/26/15	22-12					2,115.12	PAYROLL CHARGES	
07/15/15	19-13		13-0118			1,676.78	PPE7/03 FY15PYRLACCRRUAL	
TOTAL					60,881.00	56,413.17		4,467.83
7120 OVERTIME								
07/01/14	11-1				.00	.00	.00 BEGINNING BALANCE	
06/12/15	22-12				500.00	23.96	POSTED FROM BUDGET SYSTEM	
TOTAL					500.00	23.96	PAYROLL CHARGES	476.04

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

CITY OF EL CAJON  
EXPENDITURE AUDIT TRAIL

SPI  
DATE: 09/16/2015  
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SELECTION CRITERIA: expl-edgr.key orgr='213000'  
ACCOUNTING PERIODS: 1/15 THRU 13/15

SORTED BY: FUND,BUDGET ACTIVITY,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,BUDGET ACTIVITY,1ST SUBTOTAL

PAGE BREAKS ON: FUND,BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7130			VACATION/SICK CONVERSIONS						
07/01/14	11-1				.00	.00		.00 BEGINNING BALANCE	
08/22/14	22-2				2,644.00			POSTED FROM BUDGET SYSTEM	
10/03/14	22-4					166.80		PAYROLL CHARGES	
10/17/14	22-4					144.52		PAYROLL CHARGES	
11/28/14	22-5					72.26		PAYROLL CHARGES	
12/12/14	22-6					415.50		PAYROLL CHARGES	
01/09/15	22-7					162.59		PAYROLL CHARGES	
04/03/15	22-10					129.76		PAYROLL CHARGES	
04/17/15	22-10					560.52		PAYROLL CHARGES	
TOTAL			VACATION/SICK CONVERSIONS		2,644.00	1,777.05		PAYROLL CHARGES	866.95
7170			STIPEND						
07/01/14	11-1				.00	.00		.00 BEGINNING BALANCE	
TOTAL			STIPEND		.00	.00		POSTED FROM BUDGET SYSTEM	.00
7310			PERS (EMPLOYER)						
07/01/14	11-1				.00	.00		.00 BEGINNING BALANCE	
07/11/14	22-1				18,352.00			POSTED FROM BUDGET SYSTEM	
07/16/14	19-1					638.82		PAYROLL CHARGES-FRINGE	
07/25/14	22-1		1-0116			-453.56		REVERSE FYE ACCRUAL	
08/08/14	22-2					651.52		PAYROLL CHARGES-FRINGE	
08/22/14	22-2					662.05		PAYROLL CHARGES-FRINGE	
09/05/14	22-3					657.24		PAYROLL CHARGES-FRINGE	
09/19/14	22-3					654.65		PAYROLL CHARGES-FRINGE	
10/03/14	22-4					651.52		PAYROLL CHARGES-FRINGE	
10/17/14	22-4					651.51		PAYROLL CHARGES-FRINGE	
10/31/14	22-4					659.79		PAYROLL CHARGES-FRINGE	
11/14/14	22-5					657.23		PAYROLL CHARGES-FRINGE	
11/28/14	22-5					678.44		PAYROLL CHARGES-FRINGE	
12/12/14	22-6					681.58		PAYROLL CHARGES-FRINGE	
12/26/14	22-6					688.14		PAYROLL CHARGES-FRINGE	
01/09/15	22-7					678.42		PAYROLL CHARGES-FRINGE	
01/23/15	22-7					668.99		PAYROLL CHARGES-FRINGE	
02/06/15	22-8					643.34		PAYROLL CHARGES-FRINGE	
						637.30		PAYROLL CHARGES-FRINGE	

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CITY OF EL CALON  
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PAGE BREAKS ON: FUND,BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7310				(cont'd)					
02/20/15						637.58		PAYROLL CHARGES-FRINGE	
03/06/15						637.61		PAYROLL CHARGES-FRINGE	
03/20/15						637.60		PAYROLL CHARGES-FRINGE	
04/03/15						643.31		PAYROLL CHARGES-FRINGE	
04/17/15						637.61		PAYROLL CHARGES-FRINGE	
05/01/15						637.59		PAYROLL CHARGES-FRINGE	
05/15/15						643.33		PAYROLL CHARGES-FRINGE	
05/29/15						637.58		PAYROLL CHARGES-FRINGE	
06/12/15						637.57		PAYROLL CHARGES-FRINGE	
06/26/15						1,587.48		PP7/03 FY15PYROLLACCRUAL	
06/29/15				10096 PUBLIC EMPLOYEES	18,352.00	566.12			
07/15/15				WT151259 13-0118		18,653.66			
TOTAL									-301.66
7312									
07/01/14				POST RETIREMENT BENEFITS	.00	.00			
07/01/14				OPEB 1		141.00		Monthly OPEB	
08/01/14				OPEB 2	1,703.00	142.00		POSTED FROM BUDGET SYSTEM	
09/01/14				OPEB 3		142.00		Monthly OPEB	
10/01/14				OPEB 4		141.00		Monthly OPEB	
11/01/14				OPEB 5		141.00		Monthly OPEB	
12/01/14				OPEB 6		144.00		Monthly OPEB	
01/01/15				OPEB 7		142.00		Monthly OPEB	
02/01/15				OPEB 8		142.00		Monthly OPEB	
03/01/15				OPEB 9		142.00		Monthly OPEB	
04/01/15				OPEB 10		142.00		Monthly OPEB	
05/01/15				OPEB 11		142.00		Monthly OPEB	
06/01/15				OPEB 12		142.00		Monthly OPEB	
TOTAL				POST RETIREMENT BENEFITS	1,703.00	1,703.00			.00
7315									
07/01/14				MEDICARE TAX	.00	.00			
07/11/14					1,035.00	29.38		POSTED FROM BUDGET SYSTEM	
07/16/14						-20.86		PAYROLL CHARGES-FRINGE	
07/25/14				1-0118		29.85		REVERSE FIVE ACCRUAL	
08/08/14						30.00		PAYROLL CHARGES-FRINGE	
08/22/14						32.57		PAYROLL CHARGES-FRINGE	

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CITY OF EL CAJON  
EXPENDITURE AUDIT TRAIL

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ACCOUNTING PERIODS: 1/15 THRU 13/15

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PAGE BREAKS ON: FUND,BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7315				(cont'd)					
09/05/14	22-3					30.04		PAYROLL CHARGES-FRINGE	
09/19/14	22-3					29.87		PAYROLL CHARGES-FRINGE	
10/03/14	22-4					29.88		PAYROLL CHARGES-FRINGE	
10/17/14	22-4					30.25		PAYROLL CHARGES-FRINGE	
10/31/14	22-4					26.99		PAYROLL CHARGES-FRINGE	
11/14/14	22-5					31.60		PAYROLL CHARGES-FRINGE	
11/28/14	22-5					31.63		PAYROLL CHARGES-FRINGE	
12/12/14	22-6					32.01		PAYROLL CHARGES-FRINGE	
12/26/14	22-6					31.53		PAYROLL CHARGES-FRINGE	
01/09/15	22-7					31.23		PAYROLL CHARGES-FRINGE	
01/23/15	22-7					31.54		PAYROLL CHARGES-FRINGE	
02/06/15	22-8					31.26		PAYROLL CHARGES-FRINGE	
02/20/15	22-8					31.26		PAYROLL CHARGES-FRINGE	
03/06/15	22-9					31.25		PAYROLL CHARGES-FRINGE	
03/20/15	22-9					31.29		PAYROLL CHARGES-FRINGE	
04/03/15	22-10					31.53		PAYROLL CHARGES-FRINGE	
04/17/15	22-10					33.08		PAYROLL CHARGES-FRINGE	
05/01/15	22-11					31.28		PAYROLL CHARGES-FRINGE	
05/15/15	22-11					31.51		PAYROLL CHARGES-FRINGE	
05/29/15	22-11					28.27		PAYROLL CHARGES-FRINGE	
06/12/15	22-12					31.65		PAYROLL CHARGES-FRINGE	
06/26/15	22-12					31.28		PAYROLL CHARGES-FRINGE	
07/15/15	19-13		13-0118		1,035.00	24.76		PPE7/03 FY15PYRLACCURAL	229.07
TOTAL						805.93	.00		
7325									
07/01/14	11-1				.00	.00		BEGINNING BALANCE	
07/11/14	22-1				8,052.00			POSTED FROM BUDGET SYSTEM	
07/25/14	22-1					285.00		PAYROLL CHARGES	
09/08/14	22-2					285.00		PAYROLL CHARGES	
08/22/14	22-2					285.00		PAYROLL CHARGES	
09/05/14	22-3					285.00		PAYROLL CHARGES	
09/19/14	22-3					285.00		PAYROLL CHARGES	
10/03/14	22-4					285.00		PAYROLL CHARGES	
10/17/14	22-4					285.00		PAYROLL CHARGES	
11/14/14	22-5					316.56		PAYROLL CHARGES	
11/28/14	22-5					308.75		PAYROLL CHARGES	
12/12/14	22-6					308.75		PAYROLL CHARGES	

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CITY OF EL CAJON  
EXPENDITURE AUDIT TRAIL

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ACCOUNTING PERIODS: 1/15 THRU 13/15

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PAGE BREAKS ON: FUND, BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7325				(cont'd)					
12/26/14		22-6				308.75		PAYROLL CHARGES	
01/09/15		22-7				289.35		PAYROLL CHARGES	
01/23/15		22-7				290.00		PAYROLL CHARGES	
02/06/15		22-8				290.00		PAYROLL CHARGES	
02/20/15		22-8				290.00		PAYROLL CHARGES	
03/06/15		22-9				290.00		PAYROLL CHARGES	
03/20/15		22-9				290.00		PAYROLL CHARGES	
04/03/15		22-10				290.00		PAYROLL CHARGES	
04/17/15		22-10				290.00		PAYROLL CHARGES	
05/01/15		22-11				290.00		PAYROLL CHARGES	
05/15/15		22-11				290.00		PAYROLL CHARGES	
06/12/15		22-12				290.00		PAYROLL CHARGES	
06/26/15		22-12				290.00		PAYROLL CHARGES	
TOTAL					8,052.00	7,002.16	.00		1,049.84
7335									
07/01/14		11-1				.00		BEGINNING BALANCE	
07/11/14		22-1			2,394.00			POSTED FROM BUDGET SYSTEM	
07/16/14		19-1				76.58		PAYROLL CHARGES-FRINGE	
07/25/14		22-1	1--0120			-54.37		REVERSE FYE ACCRUAL	
08/08/14		22-2				78.10		PAYROLL CHARGES-FRINGE	
08/22/14		22-2				79.42		PAYROLL CHARGES-FRINGE	
09/05/14		22-3				78.79		PAYROLL CHARGES-FRINGE	
09/19/14		22-3				78.45		PAYROLL CHARGES-FRINGE	
10/03/14		22-4				78.07		PAYROLL CHARGES-FRINGE	
10/17/14		22-4				78.08		PAYROLL CHARGES-FRINGE	
10/31/14		22-4				79.12		PAYROLL CHARGES-FRINGE	
11/14/14		22-5				78.84		PAYROLL CHARGES-FRINGE	
11/28/14		22-5				79.01		PAYROLL CHARGES-FRINGE	
12/12/14		22-6				79.39		PAYROLL CHARGES-FRINGE	
12/26/14		22-6				80.23		PAYROLL CHARGES-FRINGE	
01/09/15		22-7				78.99		PAYROLL CHARGES-FRINGE	
01/23/15		22-7				82.78		PAYROLL CHARGES-FRINGE	
02/06/15		22-8				74.55		PAYROLL CHARGES-FRINGE	
02/20/15		22-8				55.26		PAYROLL CHARGES-FRINGE	
03/06/15		22-9				55.28		PAYROLL CHARGES-FRINGE	
03/20/15		22-9				55.29		PAYROLL CHARGES-FRINGE	
04/03/15		22-10				55.30		PAYROLL CHARGES-FRINGE	

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CITY OF EL CAJON  
EXPENDITURE AUDIT TRAIL

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SELECTION CRITERIA: expldscr.key orgn='213000'  
ACCOUNTING PERIODS: 1/15 THRU 13/15

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PAGE BREAKS ON: FUND,BUDGET ACTIVITY

FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7335 WORKERS COMPENSATION (cont'd)									
04/17/15						55.27		PAYROLL CHARGES-FRINGE	
05/01/15						55.32		PAYROLL CHARGES-FRINGE	
05/15/15						55.81		PAYROLL CHARGES-FRINGE	
05/29/15						28.04		PAYROLL CHARGES-FRINGE	
06/12/15						28.11		PAYROLL CHARGES-FRINGE	
06/26/15						27.71		PAYROLL CHARGES-FRINGE	
07/15/15			13-0118		2,394.00	1,675.29		PPE7/03 FY15PYRILLACCRUAL	718.71
TOTAL									.00
7340 LIFE INSURANCE									
07/01/14					.00	.00		BEGINNING BALANCE	
07/11/14					170.00			POSTED FROM BUDGET SYSTEM	
07/25/14						6.73		PAYROLL CHARGES-FRINGE	
08/08/14						6.84		PAYROLL CHARGES-FRINGE	
08/22/14						6.84		PAYROLL CHARGES-FRINGE	
09/05/14						6.81		PAYROLL CHARGES-FRINGE	
09/19/14						6.81		PAYROLL CHARGES-FRINGE	
10/03/14						6.80		PAYROLL CHARGES-FRINGE	
10/17/14						6.81		PAYROLL CHARGES-FRINGE	
11/14/14						6.95		PAYROLL CHARGES-FRINGE	
11/28/14						6.98		PAYROLL CHARGES-FRINGE	
12/12/14						6.95		PAYROLL CHARGES-FRINGE	
12/26/14						6.91		PAYROLL CHARGES-FRINGE	
01/09/15						6.91		PAYROLL CHARGES-FRINGE	
01/23/15						6.83		PAYROLL CHARGES-FRINGE	
02/06/15						6.85		PAYROLL CHARGES-FRINGE	
02/20/15						6.88		PAYROLL CHARGES-FRINGE	
03/06/15						6.86		PAYROLL CHARGES-FRINGE	
03/20/15						6.85		PAYROLL CHARGES-FRINGE	
04/03/15						6.83		PAYROLL CHARGES-FRINGE	
04/17/15						6.84		PAYROLL CHARGES-FRINGE	
05/01/15						6.86		PAYROLL CHARGES-FRINGE	
05/15/15						6.83		PAYROLL CHARGES-FRINGE	
06/12/15						6.80		PAYROLL CHARGES-FRINGE	
06/26/15						6.89		PAYROLL CHARGES-FRINGE	
TOTAL					170.00	164.46			.00
7345 LTD INSURANCE									
					.00	.00		BEGINNING BALANCE	
TOTAL									.00

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CITY OF EL CAJON  
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ACCOUNTING PERIODS: 1/15 THRU 13/15

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FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	FO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
7350				(cont'd)					
11/28/14						3.10		PAYROLL CHARGES-FRINGE	
12/12/14						3.10		PAYROLL CHARGES-FRINGE	
12/26/14						3.10		PAYROLL CHARGES-FRINGE	
01/09/15						3.10		PAYROLL CHARGES-FRINGE	
01/23/15						3.12		PAYROLL CHARGES-FRINGE	
02/06/15						3.12		PAYROLL CHARGES-FRINGE	
02/20/15						3.12		PAYROLL CHARGES-FRINGE	
03/06/15						3.12		PAYROLL CHARGES-FRINGE	
03/20/15						3.12		PAYROLL CHARGES-FRINGE	
04/03/15						3.12		PAYROLL CHARGES-FRINGE	
04/17/15						3.12		PAYROLL CHARGES-FRINGE	
05/01/15						3.12		PAYROLL CHARGES-FRINGE	
05/15/15						3.12		PAYROLL CHARGES-FRINGE	
06/12/15						3.12		PAYROLL CHARGES-FRINGE	
06/26/15						3.12		PAYROLL CHARGES-FRINGE	
TOTAL					81.00	74.57	.00		6.43
7360									
07/01/14					.00	.00		BEGINNING BALANCE	
TOTAL					.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL 1ST SUBTOTAL - SALARIES AND BENEFITS					95,986.00	88,459.15	.00		7,526.85
8140									
07/01/14					.00	.00		BEGINNING BALANCE	
08/18/14					.00	.00			
09/24/14						342.70		POLYETHYLENE LINEAR LOW D	
TOTAL						342.70		POLYETHYLENE LINEAR LOW D	-342.70
8160									
07/01/14					.00	.00		BEGINNING BALANCE	
01/28/15								POSTED FROM BUDGET SYSTEM	
02/10/15						376.53		POLYETHYLENE LINEAR LOW D	
06/03/15						376.53		LINRES TRASH 36X58	
06/16/15						234.25		POLYETHYLENE LINEAR LOW D	
08/04/15						234.25		POLYETHYLENE LINEAR LOW D	
TOTAL					1,200.00	610.78		POLYETHYLENE LINEAR LOW D	589.22

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CITY OF EL CAJON  
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FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
8335			ENGINEERING SERVICES		.00	.00	.00	BEGINNING BALANCE	.00
	07/01/14		11-1		.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL			ENGINEERING SERVICES		.00	.00	.00		.00
8336			INTERNAL ENG DESIGN		.00	.00	.00	BEGINNING BALANCE	.00
	07/01/14		11-1		.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL			INTERNAL ENG DESIGN		.00	.00	.00		.00
8395			OTHER PROF/TECH SERVICES		.00	.00	.00	BEGINNING BALANCE	.00
	07/01/14		11-1		.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL			OTHER PROF/TECH SERVICES		.00	.00	.00		.00
8510			OVERHEAD REIMBURSEMENT		.00	.00	.00	BEGINNING BALANCE	.00
	07/01/14		19-1	Admin 1	18,115.00	1,505.00	.00	Monthly Admin OH	.00
	07/01/14		11-1	Admin 2		1,510.00	.00	Monthly Admin OH	.00
	08/01/14		19-2	Admin 3		1,510.00	.00	Monthly Admin OH	.00
	09/01/14		19-3	Admin 4		1,510.00	.00	Monthly Admin OH	.00
	10/01/14		19-4	Admin 5		1,505.00	.00	Monthly Admin OH	.00
	11/01/14		19-5	Admin 6		1,505.00	.00	Monthly Admin OH	.00
	12/01/14		19-6	Admin 7		1,520.00	.00	Monthly Admin OH	.00
	01/01/15		19-7	Admin 8		1,510.00	.00	Monthly Admin OH	.00
	02/01/15		19-8	Admin 9		1,510.00	.00	Monthly Admin OH	.00
	03/01/15		19-9	Admin 10		1,510.00	.00	Monthly Admin OH	.00
	04/01/15		19-10	Admin 11		1,510.00	.00	Monthly Admin OH	.00
	05/01/15		19-11	Admin 12		1,510.00	.00	Monthly Admin OH	.00
	06/01/15		19-12	Admin 12		1,510.00	.00	Monthly Admin OH	.00
TOTAL			OVERHEAD REIMBURSEMENT		18,115.00	18,115.00	.00		.00
8522			ADVERTISING		.00	.00	.00	BEGINNING BALANCE	.00
	07/01/14		11-1		.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL			ADVERTISING		.00	.00	.00		.00
8538			GRAFFITI REMOVAL		.00	.00	.00	BEGINNING BALANCE	.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

PAGE NUMBER: 10  
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FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
8538				(cont'd)					
06/24/14	17-1	92066-01		16337 AES PROPERTY SER	20,000.00		14,400.00	GRAFFITI ABATEMENT SERVIC	
07/01/14	11-1		622079	16337 AES PROPERTY SER		1,200.00	-1,200.00	POSTED FROM BUDGET SYSTEM	
07/10/14	21-1	92066-01	622712	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
08/13/14	21-2	92066-01	623126	16337 AES PROPERTY SER		1,200.00		GRAFFITI ABATEMENT SERVIC	
09/10/14	21-3		623722	16337 AES PROPERTY SER		1,200.00		REMOVAL 09/14	
10/16/14	21-4	92066-01	624200	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
11/18/14	21-5	92066-01	624674	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
12/16/14	21-6	92066-01	625037	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
01/13/15	21-7	92066-01	625447	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
02/10/15	21-8	92066-01	625961	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
03/10/15	21-9	92066-01	626741	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
04/21/15	21-10	92066-01	627249	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
05/19/15	21-11	92066-01	627662	16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
06/16/15	21-12	92066-01		16337 AES PROPERTY SER		1,200.00	-1,200.00	GRAFFITI ABATEMENT SERVIC	
08/04/15	21-13	92066-01		16337 AES PROPERTY SER	20,000.00	14,400.00			5,600.00
				GRAFFITI REMOVAL					
8560									
07/01/14	11-1				.00	.00	.00	BEGINNING BALANCE	
TOTAL					.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
8576									
07/01/14	11-1				.00	.00	.00	BEGINNING BALANCE	
08/13/14	21-1		622744	18599 ELITE MAINTENANC	75,000.00	3,000.00	.00	POSTED FROM BUDGET SYSTEM	
09/17/14	21-3		623333	10220 ST MADELEINE SOP		2,839.58	.00	BENCH/RECEPT/SHELTR	
10/09/14	21-4		623679	10220 ST MADELEINE SOP		2,839.58	.00	15 BUS BENCHES CLEAN	
10/08/14	21-4		623679	10220 ST MADELEINE SOP		2,839.58	.00	BUS BENCH CLEAN 9/30	
11/03/14	21-4		624045	18599 ELITE MAINTENANC		3,000.00	.00	BUS BENCH CLEAN 7/31	
12/02/14	21-5		624496	18599 ELITE MAINTENANC		1,125.00	.00	OCT BUS SHELTERS	
12/02/14	21-5		624613	18599 ELITE MAINTENANC		2,839.58	.00	NOV 2014 SHELTR/BENCH	
12/16/14	21-6		624830	10220 ST MADELEINE SOP		2,839.58	.00	WORK CREW	
02/10/15	21-7		625529	18599 ELITE MAINTENANC		3,000.00	.00	WORK CREW-NOV 2014	
02/25/15	21-8		625891	10220 ST MADELEINE SOP		2,839.58	.00	PRESSURE WASH 01/15	
02/25/15	21-8		625891	10220 ST MADELEINE SOP		2,839.58	.00	BUS BENCH CLEAN-DECI4	
03/25/15	21-9		626401	10220 ST MADELEINE SOP		2,839.58	.00	BUS BENCH CLEAN-JAN15	
04/08/15	21-9		626562	18599 ELITE MAINTENANC		3,000.00	.00	BUS BENCH CLEAN-FEB15	
04/21/15	21-10		626941	10220 ST MADELEINE SOP		2,839.58	.00	FEB PRES WASHING	
								WORK CREW	

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

CITY OF EL CAJON  
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FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
8576			REPAIRS AND MAINTENANCE (cont'd)						
05/19/15	21-11		627403	10220 ST MADELEINE SOP		2,839.58		.00 WORK CREW-15 BUS STNS	
06/16/15	21-12		627730	18599 ELITE MAINTENANC		3,000.00		.00 MAY- PWASH BNCH/RECPT	
06/29/15	21-12		628095	10220 ST MADELEINE SOP		2,839.58		.00 BUS STNS-WORK CREW	
07/28/15	21-13		628473	18599 SLITE MAINTENANC		3,000.00		.00 BENCH/RECEP WASHING	
07/28/15	21-13		628563	10220 ST MADELEINE SOP		2,839.58		.00 WORK CREW-JUNE 2015	
TOTAL			REPAIRS AND MAINTENANCE	75,000.00		53,199.96			21,800.04
TOTAL 1ST SUBTOTAL - MATERIALS, SVC & SUPPL				114,315.00		86,668.44			27,646.56
9060			BUILDINGS & IMPROVEMENTS					.00 BEGINNING BALANCE	
07/01/14	11-1				.00	.00		.00 POSTED FROM BUDGET SYSTEM	
TOTAL			BUILDINGS & IMPROVEMENTS		.00	.00			.00
9065			INFRASTRUCTURE					.00 BEGINNING BALANCE	
07/01/14	11-1				.00	.00		.00 POSTED FROM BUDGET SYSTEM	
TOTAL			INFRASTRUCTURE		.00	.00			.00
TOTAL 1ST SUBTOTAL - CAPITAL OUTLAY					.00	.00			.00
9910			TRANSFER OUT					.00 BEGINNING BALANCE	
07/01/14	11-1				.00	.00		.00 POSTED FROM BUDGET SYSTEM	
03/31/15	19-9		9-0011		225,000.00	1,610.70		PW3483 March CIP	
04/30/15	19-10		10-0011		225,000.00	690.30		PW3483 April CIP	
TOTAL			TRANSFER OUT		225,000.00	2,301.00			222,699.00
9995			PROJECTS					.00 BEGINNING BALANCE	
07/01/14	11-1				.00	.00		.00 POSTED FROM BUDGET SYSTEM	
TOTAL			PROJECTS		.00	.00			.00
TOTAL 1ST SUBTOTAL - OTHER FINANCING USES					225,000.00	2,301.00			222,699.00
TOTAL BUDGET ACTIVITY - TRANSIT TDA ARTICLE					435,301.00	177,428.59			257,872.41
TOTAL FUND - TRANSIT					435,301.00	177,428.59			257,872.41

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

PAGE NUMBER: 12  
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FUND - 213 - TRANSIT  
BUDGET ACTIVITY - 213000 - TRANSIT TDA ARTICLE 4

ACCOUNT DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION	CUMULATIVE BALANCE
					435,301.00	177,428.59		257,872.41
						.00		

TOTAL REPORT

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



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## Agenda Item No. 11

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

**SUBJECT:**

TROLLEY HEATING, VENTILATION AND AIR CONDITIONING SPARE PARTS FOR STOCK – CONTRACT AWARD

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1274.0-15 (in substantially the same format as Attachment A) with TK Services, Inc., for the purchase of Light Rail Vehicle (LRV) heating, ventilation and air conditioning (HVAC) spare parts for stock.

**Budget Impact**

The value of this agreement will not exceed \$107,465.43 and is funded under the San Diego Trolley, Inc. (SDTI) LRV Maintenance budget account 352-54510.

**DISCUSSION:**

Included in SDTI's fleet of LRVs are 65 Siemens low floor S70US vehicles. These vehicles are equipped with HVAC systems manufactured by Thermo King which substantially differ from the HVAC systems installed in other units in SDTI's fleet. These S70-US trolleys, together with their HVAC systems, were each delivered with two-year warranties. As these vehicles are coming out of warranty, SDTI needs to be able to support routine HVAC maintenance, as well as repairs as the needs arise. To sustain this ability to fully support maintenance and repair programs, SDTI must have an adequate inventory of the right kind of spare parts. Not having spares available on hand will inhibit staff's ability to quickly maintain, repair and return vehicles to service.



MTS Policy No. 52, "Procurement of Goods and Services", requires a formal competitive process for procurements exceeding \$100,000.

On July 27, 2015 staff issued an Invitation for Bids (IFB). Two responsive and responsible bids were received by the due date of August 26, 2015. The results are as shown below:

Transit Smart Cards		
COMPANY NAME	BID AMOUNT	Meets Buy America Requirements
<b>** TK Services</b>	\$ <b>107,465.43</b>	<b>Y</b>
<i>Locomotive Climate Solutions, LLC</i>	\$ 145,606.48	Y

After a price reasonableness analysis and a review of both bids as to responsiveness and responsibility, staff determined that TK Services' bid is of the most advantage to MTS.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. L1274.0-15 (in substantially the same format as Attachment A) with TK Services, Inc., for the purchase of LRV HVAC spare parts for stock.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. Draft MTS Doc. No. L1274.0-15  
B. TK Services Price Breakdown

**ATTACHMENT A  
(DRAFT)**

<u>L1274.0-15</u> CONTRACT NUMBER
_____ FILE/PO NUMBER(S)

**STANDARD PROCUREMENT AGREEMENT  
FOR  
LRV HVAC PARTS STOCKORDER**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: TK Services Address: 8334-H Arrowridge Blvd.  
 Form of Business: Corporation San Diego, CA 92121  
 (Corporation, partnership, sole proprietor, etc.)  
 Telephone: 858-452-7690

Authorized person to sign contracts: Mark Hicken CFO  
 Name Title

**The attached Standard Conditions are part of this Agreement. The Contractor agrees to furnish to MTS the following:**

Thermo King HVAC System Spare Parts as specified in the Scope of Work (attached as Exhibit A), TK Services Bid dated August 25, 2015 (attached as Exhibit B), and in accordance with the Standard Conditions Procurement Agreement, including the Standard Conditions Procurement (attached as Exhibit C), and the Federal Requirements (attached as Exhibits D).

Total contract will be in the amount of **\$107,465.43**

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$ 107,465.43	352-54510	FY 16

By: \_\_\_\_\_ Date  
 Chief Financial Officer

(\_\_\_ total pages, each bearing contract number)

SA-SERVICES REVISED (REV 6-13)  
DATE

Bid Summary  
LRV HVAC Parts Stock Order - MTS Doc. No. L1274.0-15

		TK Services, Inc.	
ITEM DESCRIPTION	QTY.	PRICE EA.	TOTAL
fan, condenser motor, hvac	4	\$ 455.88	\$ 1,823.52
compressor, scroll, hvac, s70	20	\$ 1,662.54	\$ 33,250.80
nut, captive, m5, hvac	40	\$ 28.17	\$ 1,126.80
nut, speed, filter unit, hvac	40	\$ 4.61	\$ 184.40
plate, lock, frame assy, hvac	4	\$ 117.94	\$ 471.76
sensor, temp, blower assy	4	\$ 66.56	\$ 266.24
switch, low press, cut out, evap assy.	4	\$ 89.14	\$ 356.56
switch, modulation, vap assy.	4	\$ 113.77	\$ 455.08
switch, temp, 90 deg, heater	4	\$ 72.31	\$ 289.24
switch temp, 120 deg heater	4	\$ 75.86	\$ 303.44
cap valve, hvac, refriger. Circuit	8	\$ 3.08	\$ 24.64
bushing, cable/sensor, hvac	8	\$ 36.61	\$ 292.88
switch assy, controller box,	4	\$ 31.14	\$ 124.56
screw, m8 hvac26.68	40	\$ 1.60	\$ 64.00
screw, captive, m5, hvac	40	\$ 26.86	\$ 1,074.40
rivet, hvac	40	\$ 7.60	\$ 304.00
controller, hvac	4	\$ 4,518.46	\$ 18,073.83
contactor, 3kw,	4	\$ 176.64	\$ 706.56
compressor, hvac	4	\$ 2,287.78	\$ 9,151.12
circuit breaker, 6a	8	\$ 371.76	\$ 2,974.08
arrester, overvoltage, 24vdc	4	\$ 380.91	\$ 1,523.64
valve solenoid	4	\$ 223.58	\$ 894.32
switch temp, heater, 2 per heater	8	\$ 36.97	\$ 295.76
switch, temp, heater, 1 per heater	8	\$ 35.15	\$ 281.20
switch, hi press,	8	\$ 156.27	\$ 1,250.16
sensor, temp, evap	24	\$ 161.18	\$ 3,868.32
multiwing, condenser fan	4	\$ 435.60	\$ 1,742.40
motor, evap	4	\$ 2,428.51	\$ 9,714.04
motor, condenser	4	\$ 1,750.85	\$ 7,003.40
contactor, 11kw	4	\$ 403.47	\$ 1,613.88
<b>SUBTOTAL</b>		<b>SUBTOTAL</b>	<b>\$ 99,505.03</b>
<b>TAX</b>		<b>TAX</b>	<b>\$ 7,960.40</b>
<b>TOTAL</b>		<b>TOTAL</b>	<b>\$ 107,465.43</b>



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## Agenda Item No. 12

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

SUBJECT:

INVESTMENT REPORT – AUGUST 2015

INFORMATIONAL ONLY

Budget Impact

None.

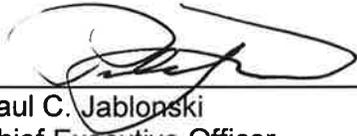
DISCUSSION:

Attachment A comprises a report of the San Diego Metropolitan Transit System (MTS) investments as of August 31, 2015. The combined total of all investments has increased month to month from \$91.0 million to \$123.0 million. This \$32.0 million increase is attributable to \$44 million in Federal Transit Administration (FTA) preventive maintenance funds, partially offset by \$9.1 million liquidated to satisfy part of the debt obligation related to the 1995 lease and leaseback transactions described in the paragraph below, and expenditures of \$3.3 million in acquisition of capital assets, as well as normal timing differences in other payments and receipts.

The first column provides details about investments restricted for capital improvement projects and debt service. The debt service investments totaling \$9.1 million are related to the 1995 lease and leaseback transactions. The funds restricted for debt service are structured investments with fixed returns that will not vary with market fluctuations if held to maturity. These investments are held in trust and will not be liquidated in advance of the scheduled maturities. These restricted funds will be liquidated to satisfy the outstanding debt obligation in full by the end of calendar year 2015.



The second column, unrestricted investments, reports the working capital for MTS operations allowing payments for employee payroll and vendors' goods and services.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. Investment Report for August 2015

**San Diego Metropolitan Transit System  
Investment Report  
August 31, 2015**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Average rate of return</u>
Cash and Cash Equivalents				
JP Morgan Chase - concentration account	-	67,000,743	67,000,743	0.00%
Total Cash and Cash Equivalents	<u>-</u>	<u>67,000,743</u>	<u>67,000,743</u>	
Cash - Restricted for Capital Support				
US Bank - retention trust account	4,758,582	-	4,758,582	N/A *
San Diego County Investment Pool Proposition 1B TSGP grant funds	4,772,459	18,711	4,791,170	
Total Cash - Restricted for Capital Support	<u>9,531,041</u>	<u>18,711</u>	<u>9,549,753</u>	
Investments - Working Capital				
Local Agency Investment Fund (LAIF)	18,745,588	18,617,903	37,363,490	0.330%
Total Investments - Working Capital	<u>18,745,588</u>	<u>18,617,903</u>	<u>37,363,490</u>	
Investments - Restricted for Debt Service				
US Bank - Treasury Strips - market value (Par value \$9,055,000)	9,056,547	-	9,056,547	
Total Investments Restricted for Debt Service	<u>9,056,547</u>	<u>-</u>	<u>9,056,547</u>	
Total cash and investments	<u>\$ 37,333,176</u>	<u>\$ 85,637,357</u>	<u>\$ 122,970,532</u>	

N/A\* - Per trust agreements, interest earned on retention account is allocated to trust beneficiary (contractor)



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## Agenda Item No. 13

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

SUBJECT:

NEXT TRAIN ARRIVAL INFORMATION DISPLAYED TO VARIABLE MESSAGE SIGNS  
(VMS) AT TROLLEY STATIONS – ISSUE PURCHASE ORDERS

This item will be provided with  
the Executive Committee  
meeting materials





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## Agenda Item No. 14

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

SAN DIEGO METROPOLITAN TRANSIT SYSTEM BUS BENCHES - CONTRACT  
AWARD

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to:

- a) execute MTS Doc. No. B0632.0-16 (in substantially the same format as Attachment A) with Tolar Manufacturing Company for the provision of Anchored Bus Benches; and
- b) execute MTS Doc. No. B0633.0-16 (in substantially the same format as Attachment B) with Ultra Site, for the provision of Non-Anchored Bus Benches.

#### Budget Impact

The value of the Tolar agreement will not exceed \$1,474,280. The value of the Ultra Site agreement will not exceed \$103,570.70. Funding for both will be through the Capital Improvement Program (CIP) number 11567 for fiscal years 2016 through 2019.

#### DISCUSSION:

MTS is seeking bench materials and construction methods to best maintain structural integrity with minimal ongoing maintenance costs. The goal of the coordinated street furniture program is to improve and maintain safe pedestrian throughways and to comply with all Americans with Disabilities Act requirements.

MTS currently has 1521 benches, mostly in the City of San Diego, but also in the cities of La Mesa, National City, Santee and Imperial Beach. About 90% of these benches include advertising (advertising is not allowed in front of parks or single-family residential



areas). Recognizing a greater need for passenger amenities, MTS has the ability to purchase up to 2,000 benches in this procurement.

MTS requested Proposers offer three different anchored bench options. Proposers were also asked to provide a non-anchored bench option that could be placed on a dirt surface but be of sufficient weight so as to not to be easily moved. Additionally, proposers were asked to propose on benches with and without advertising panels.

MTS Policy No. 52, "Procurement of Good and Services", requires a formal competitive process for procurements exceeding \$100,000.

On June 18, 2015, MTS issued Doc. No. G1806.0-15 to solicit competitive proposals for the purchase of bus benches.

On the due date of July 28, 2015 six (6) proposals were received, as follows:

1. Engineered Concepts, Tucson, AZ
2. Outdoor Creations, Anderson, CA
3. Paris Site Furnishings, Ontario, Canada
4. Tolar Manufacturing, Corona, CA
5. Ultra Site, Red Bud, IL
6. Universal Precast Concrete, Redding, CA

All were deemed responsive and responsible. A selection committee consisting of representatives from the MTS Finance, Marketing, and Transportation departments met and rated the proposals on the following criteria:

1. Qualifications and Experience of the Firm	20%
2. Work Plan: Design and Fabrication	40%
3. Cost	40%
	Total 100%

Tolar and Ultra Site were considered to be within the competitive range and advanced to the next step of the evaluation process which included interviews and negotiations.

MTS requested revised proposals from Tolar and Ultra Site, as well as, additional information on material options, metal thickness, and structural stability of proposed units. Staff carefully examined the bench renderings, materials lists, and shipping weights received as part of the revised proposals and confirmed that both Tolar and Ultra Site proposed benches that met MTS's needs.

MTS then requested a Best and Final Offer (BAFO) from Tolar and Ultra Site requesting minor design modifications and final pricing. MTS anticipated awarding a single contract for this project but after evaluation, the selection committee determined that MTS's needs would be better met if the anchored and non-anchored benches were awarded to separate contractors.

Based on the evaluation panel's analysis of the technical proposal, discussions, interviews, negotiations, BAFO's, and evaluation of price (Attachment C), MTS staff has determined that Tolar's proposal is fair and reasonable and represents the best overall value for MTS for the Anchored Bench. Upon Board approval, Tolar will proceed with the manufacture and delivery of up to 1,850 anchored benches. Tolar can manufacture and deliver the benches within 18 months of the award of contract.

Staff also determined Ultra Site's proposal is fair and reasonable and represents the best overall value for MTS for the Non-Anchored Bench. Ultra Site will manufacture and deliver up to 150 non-anchored benches within six months of the award of contract.

Therefore, staff recommends that the MTS Board authorize the CEO to execute MTS Doc. No. B0632.0-16 (in substantially the same format as Attachment A) with Tolar Manufacturing Company for the provision of Anchored Bus Benches; and execute MTS Doc. No. B0633.0-16 (in substantially the same format as Attachment B) with Ultra Site, for the provision of Non-Anchored Bus Benches.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. MTS Doc. No. B0632.0-16 - Tolar  
B. MTS Doc. No. B0633.0-16 - Ultra Site  
C. Cost Summary  
D. Tolar BAFO and Rendering  
E. Ultra Site BAFO and Rendering

**STANDARD PROCUREMENT AGREEMENT  
FOR  
BUS BENCH PURCHASE**

**B0632.0-16**  
CONTRACT NUMBER  
CIP 11567

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Tolar Manufacturing Company, Inc. Address: 258 Mariah Circle

Form of Business: Corporation Corona, CA 92879-1751  
(Corporation, partnership, sole proprietor, etc.)

Telephone: 951-547-8209

Authorized person to sign contracts: Patrick Merrick Executive Vice President  
Name Title

**The attached Standard Conditions are part of this Agreement. The Contractor agrees to furnish to MTS services and materials, as follows:**

Provide 'Solana' bus benches as specified in the Scope of Work (attached as Exhibit A), the Tolar Proposal (attached as Exhibit B), and in accordance with the Standard Procurement Agreement, including the Standard Conditions Procurement (attached as Exhibit C).

The period of performance is eighteen months from date of contract execution.

Total contract amount shall not exceed \$ 1,474,280.00.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____
By: _____ Office of General Counsel	Signature
	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$1,474,280.00	11567	2016-2019

By: \_\_\_\_\_ Date  
Chief Financial Officer

(\_\_\_ total pages, each bearing contract number)

SA-SERVICES REVISED (REV 4-15)  
DATE

**STANDARD PROCUREMENT AGREEMENT  
FOR  
BUS BENCH PURCHASE**

**B0633.0-16**  
CONTRACT NUMBER  
CIP 11567

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Ultra Site Address: 1675 Locust Street

Form of Business: Corporation Red Bud, IL 62278  
(Corporation, partnership, sole proprietor, etc.)

Telephone: 618-282-8200

Authorized person to sign contracts: Mike Moll General Manager  
Name Title

**The attached Standard Conditions are part of this Agreement. The Contractor agrees to furnish to MTS services and materials, as follows:**

Provide 'Non-Anchored' bus benches as specified in the Scope of Work (attached as Exhibit A), the Ultra Site Proposal (attached as Exhibit B), and in accordance with the Standard Procurement Agreement, including the Standard Conditions Procurement (attached as Exhibit C).

The period of performance is six months from date of contract execution.

Total contract amount shall not exceed \$ 103,570.70.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$103,570.70	11567	2016-2019

By: \_\_\_\_\_ Date  
Chief Financial Officer

(\_\_\_ total pages, each bearing contract number)

SA-SERVICES REVISED (REV 4-15)  
DATE



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## COST SUMMARY

### MTS BUS BENCH PURCHASE RFP MTS DOC. NO. G1806.0-15

	Ultra Site*	Engineered Concepts	Tolar Mfg Co. Inc**	Outdoor Creations	Universal Precast Concrete	Paris Equipment
<i>Anchored Options</i>						
Low Cost Bench	\$ 1,144,869.03	\$ 1,377,318.60	\$ 1,406,970.00	\$ 1,728,270.00	\$ 2,579,580.00	\$ 3,476,439.00
Mid Cost Bench	\$ 1,314,877.99	\$ 2,100,201.48	\$ 1,423,710.00	\$ 1,728,270.00	\$ 2,939,220.00	\$ 3,961,278.00
High Cost Bench	\$ 1,549,618.14	\$ 3,823,578.00	<b>\$ 1,474,200.00</b>	\$ 1,728,270.00	\$ 3,298,860.00	\$ 4,605,498.00
<i>Non-Anchored Option</i>						
	<b>\$ 103,570.70</b>	\$ 42,120.00	\$ 134,298.00	\$ 140,130.00	\$ 211,140.00	\$ 385,290.00

\* Ultra Site's offer was found to be the most advantageous and of greatest value to MTS for the Non-Anchored Benches.

\*\*Tolar's offer was found to be the most advantageous and of greatest value to MTS for the Anchored Benches.

**COST/PRICING FORM (BAFO)**

RFP TITLE AND MTS DOC. NO.: Bus Bench Purchase - MTS Doc. No. G1806.0-15  
 PROPOSER NAME: TOLAR MANUFACTURING

Line #	Description	Estimated Quantity	Unit Price	Extended Price
<b>Mesa Style Bench Low Cost Bench Option</b>				
1	Bench Base -- INCLUDED IN LINES 2 AND 3	1850	-----	-----
2	Bench Top - With Advertising 25659-00	1650	\$ 715.00	\$1,179,750
3	Bench Top - Without Advertising 25720-00	200	\$ 615.00	\$ 123,000
4	Bench Hardware ----- INCLUDED	1850	-----	-----
5	Prototype Bench (as described in Section B.1.4)	1	INCLUDED	INCLUDED
<b>CA Sales Tax:</b>				\$ 104,220
<b>Grand Total</b>				\$ 1,406,970

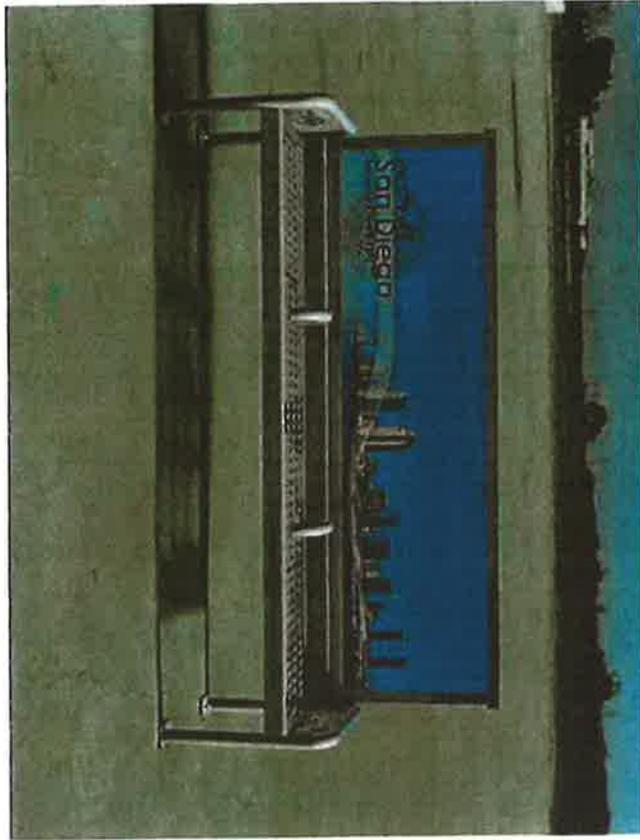
Line #	Description	Estimated Quantity	Unit Price	Extended Price
<b>Steel Strap Bench Mid Cost Bench Option</b>				
1	Bench Base --- INCLUDED IN LINES 2 AND 3	1850	-----	-----
2	Bench Top - With Advertising 25655-00	1650	\$ 765.00	\$ 1,262,250
3	Bench Top - Without Advertising 25716-00	200	\$ 650.00	\$ 130,000
4	Bench Hardware ----- INCLUDED	1850	-----	-----
5	Prototype Bench (as described in Section B.1.4)	1	INCLUDED	INCLUDED
6	Water Jet Logo Plate Removal - Per Bench, if applicable	1850	( \$ 40.00 )	( \$ 74,000 )
<b>CA Sales Tax:</b>				\$ 105,460
<b>Grand Total</b>				1,423,710

Line #	Description	Estimated Quantity	Unit Price	Extended Price
<b>Solana Bench High Cost Bench Option</b>				
1	Bench Base --- INCLUDED IN LINES 2 AND 3	1850	-----	-----
2	Bench Top - With Advertising 25725-00	1650	\$ 780.00	\$ 1,287,000
3	Bench Top - Without Advertising 25661-00	200	\$ 760.00	\$ 152,000
4	Bench Hardware ----- INCLUDED	1850	-----	-----
5	Prototype Bench (as described in Section B.1.4)	1	INCLUDED	INCLUDED
6	Water Jet Logo Plate Removal - Per Bench, if applicable	1850	( 40.00 )	( \$ 74,000 )
<b>CA Sales Tax:</b>				\$ 109,280
<b>Grand Total</b>				\$ 1,474,280

**PROPOSER ACCEPTS RESPONSIBILITY FOR ACCURACY AND PRESENTATION OF THE ABOVE NUMBERS.**  
*\*Estimated quantities are for proposal purposes only. The quantities do not reflect guaranteed usage by MTS.*  
*\*Unit Price shall include all handling and delivery costs.*

Patrick Merrick  
 Digitally signed by Patrick Merrick  
 DN: cn=Patrick Merrick, o=Tolar Manufacturing Company, Inc, ou, email=pmerick@tolarmfg.com, c=US  
 Date: 2015.09.25 08:40:35 -0700

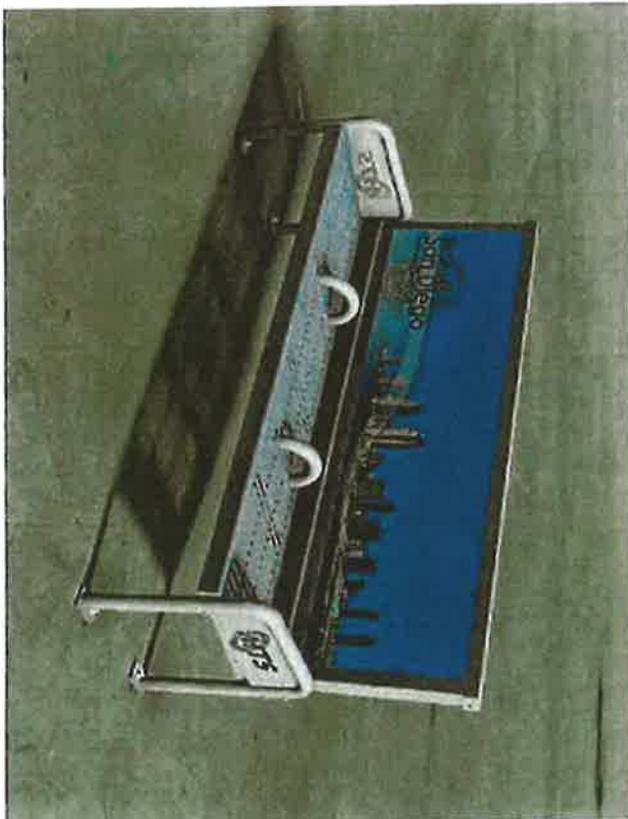
TOLAR MFG CO., INC. 2015 ©



25661-00 7' SOLANA ADVERTISING BENCH WITH 2 V-BARS



TOLAR



**COST/PRICING FORM (BAFO)**

RFP TITLE AND MTS DOC. NO.: Bus Bench Purchase - MTS Doc. No. G1806.0-15  
 PROPOSER NAME: ULTRA SITE

Line #	Description	Estimated Quantity	Unit Price	Extended Price
<b>Non-Anchored Bench for Installation on Dirt Surface Option</b>				
1	Bench Base	150	\$480.90	\$72,135.00
2	Bench Top - With Advertising	150	\$101.02	\$15,153.00
3	Bench Hardware	150	\$4.00	\$600.00
4	Plywood and Acrylic Inserts for Advertising Back	150	\$49.50	\$7,425.00
5	Prototype Bench (as described in Section B.1.4)	1	\$585.80	\$585.80
6	Concrete Color	150	No Charge	\$0
CA Sales Tax:				\$7,671.90
<b>Grand Total</b>				<b>\$103,570.70</b>

PROPOSER ACCEPTS RESPONSIBILITY FOR ACCURACY AND PRESENTATION OF THE ABOVE NUMBERS.

*\*Estimated quantities are for proposal purposes only. The quantities do not reflect guaranteed usage by MTS.*

*\*Unit Price shall include all handling and delivery costs.*

FIRM / COMPANY NAME: Ultra Play Systems, Inc. (DBA UltraSite)  
 LEGAL STRUCTURE (Corp./Partner/Proprietor): Corporation  
 ADDRESS: 1675 Locust Street  
 CITY, STATE & ZIP: Red Bud, IL 62278  
 PHONE NUMBER: 800-458-5872  
 FAX NUMBER: 618-282-8202  
 E-MAIL ADDRESS: mike.m@ultraplay.com  
 AUTHORIZED SIGNATURE:   
 PRINT NAME OF PERSON AUTHORIZED TO SIGN: Mike Moll  
 TYPE OR PRINT NAME: Mike Moll  
 TITLE: General Manager  
 DATE: \_\_\_\_\_



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## Agenda Item No. 15

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

SUBJECT:

TRANSIT ONBOARD VIDEO SURVEILLANCE SYSTEM POST WARRANTY  
MAINTENANCE, REPAIR, AND PARTS SUPPORT SERVICES – SOLE SOURCE  
CONTRACT AWARD

This item will be provided with  
the Executive Committee  
meeting materials





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## Agenda Item No. 16

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**SUBJECT:**

**Draft for  
Executive Committee  
Review Date: 10/15/15**

PROPOSED REVISIONS TO SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)  
POLICY NO. 41, "SIGNATURE AUTHORITY"

**RECOMMENDATION:**

That the Board of Directors approve the proposed revisions to MTS Policy No. 41, "Signature Authority" (Attachment A).

Budget Impact

None.

**DISCUSSION:**

The current version of Board Policy No. 41 primarily establishes the authority of certain MTS staff members to approve expense procurements. From time to time, various third parties and agencies seek to verify that individual MTS staff members have the authority to execute documents other than expense procurements. This includes execution of revenue contracts, grants, memorandums of understanding, cost recovery agreements and real property transfer documents. MTS staff is proposing to include MTS's current practices in regards to the signature authorities for these types of documents and agreements. The proposed revisions to Board Policy No. 41 that implement MTS's current practices are as follows:

1. Revenue Contracts – Provide that the Chief Executive Officer may approve the execution of all Revenue Contracts valued below \$100,000 and that the Board of Directors shall approve the execution of all Revenue Contracts valued at or over \$100,000;
2. Grants and Memorandums of Understanding – Provide that all Grants and Memorandum of Understandings may be approved by the Chief Executive Officer. Any Grant or Memorandum of Understanding that materially alters the risk or liability to MTS shall also be approved by the Board of Directors;



3. Cost Recovery Agreements – Provide that the Chief Executive Officer may approve all Cost Recovery Agreements;
4. Real Property Transfers – Provide that the Chief Executive Officer is authorized to sign all Real Property Transfer Documents;
5. Procurement Manager Designee – Provide that the Procurement Manager's designees for executing Expense Contracts valued at no more than \$3,000 include the Senior Procurement Specialist and the Principal Contracts Administrator;
6. Authorized Signatories for Absences - Board Policy No. 41 section 41.7 lists the authorized signatories in the Chief Executive Officer's absence. Section 41.7 currently includes the General Counsel and the Chief of Staff. The proposed revision will also add the Chief Financial Officer as an authorized signature in the Chief Executive Officer's absence, subject to any limits set or instructions given by the Chief Executive Officer; and
7. Terms and Conditions – Provide that any requested revision to MTS's Terms and Conditions or to accept a Vendor's Terms and Conditions must be approved by the General Counsel.

In addition, MTS is currently in the process of implementing SAP. SAP will streamline many facets of MTS's procedures while also providing the checks and balances necessary to ensure compliance with all regulatory requirements. The proposed revisions to Board Policy No. 41 that reflect changes to signature authority processes within SAP are as follows:

1. Purchase Requisitions: Purchase Requisitions are used to initiate the procurement of goods and/or services. Currently, both Purchase Requisitions and Purchase Initiation Forms are the method used to initiate procurements, with minor differences between each. For efficiency, these forms will be combined and formatted electronically within SAP. It will now only be referred to as a Purchase Requisition;
2. Signature Authority for Stand-Alone Purchase Orders: Upon implementation of the SAP system, execution of stand-alone purchase orders will be streamlined and processed electronically within SAP. Once a Purchase Requisition for the procurement of goods and/or service is approved per Section 41.2 of Board Policy 41, the Procurement Manager or his/her designee will have the authority to execute stand-alone purchase orders so long as the value of the stand-alone purchase order does not exceed the value of the approved Purchase Requisition. The Chief Executive Officer will implement internal policies and protocols to identify which procurements for goods and/or services are appropriate for the use of a purchase order process as opposed to requiring a formal written contract subject to heightened review and approval;
3. Request for Payment/Payment Vouchers - Currently, a request for payment is prepared after an invoice has been received. Once approved per Section

41.6 of Board Policy No. 41, payment of said invoice is processed and posted. The disbursement must then be approved by the applicable staff as described within Section 41.1 of Board Policy No. 41. Within SAP, the use of Requests for Payment / Payment Vouchers will no longer be applicable for certain payments. Instead, SAP will require approvals from: the Contract Administrator on whether the invoice matches the rate, scope and terms as required by a formal contract; and Project Managers on whether the goods were received and/or the services were actually performed. SAP will also confirm that the price charged within the Invoice does not exceed what was approved in the Purchase Requisition and Purchase Order. After these approvals and review are obtained, payment may be processed and the disbursement must then be authorized as required in Section 41.1 of Board Policy No. 41; and

4. Electronic Signature - Within SAP, electronic approvals will be used instead of handwritten print signatures. As such, when the Board of Directors provides its approval of any Expense Contract at a Board of Directors Meeting as required within Board Policy No. 41, the Chief Executive Officer will have the authority to provide the electronic approval for the Board of Directors within SAP.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. Proposed Revisions to Policy No. 41 (red-line version)  
B. Proposed Revisions to Policy No. 41 (clean version)



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## Policies and Procedures

No. 41

**SUBJECT:**

3/20/201410/29/2015

**Board Approval:**

**SIGNATURE AUTHORITY**

**PURPOSE:**

~~To establish~~The purpose of this policy is to establish the authority granted by the Board of Directors to the Chief Executive Officer, and to provide the Chief Executive Officer with the authority to delegate functions under his or her control to MTS staff. It also establishes guidelines and procedures for authorized signatories relating to check processing (including wire transfers) and MTS documents (purchase requisitions, contracts, agreements, payment vouchers), deeds, grants, etc.). The policies below relate to MTS, San Diego Transit Corporation (SDTC), and San Diego Trolley, Inc. (SDTI). Throughout this policy, the agencies are collectively referred to as MTS.

**BACKGROUND:**

~~MTS, SDTC, and SDTI maintain~~From time to time, various third parties and agencies seek to verify that individual MTS staff members have the authority to execute documents on behalf of MTS.

MTS maintains a number of checking accounts in various approved financial institutions. To ensure adequate internal controls, signing of checks and execution of wire transfers are restricted to authorized personnel only. This policy establishes guidelines and procedures for obtaining appropriate approval.

In addition, this policy establishes guidelines and procedures for delegating authority to execute MTS documents, including contracts and agreements, on behalf of the Chief Executive Officer in his or her absence.

**POLICY:**

**41.1 Authorized Signatories for Disbursements**

A disbursement is the final authorization to pay a third party through either a check, warrant, wire transfer/Electronic Funds Transfer (EFT), Automated Clearing House (ACH) or other similar payment mechanism. Authorized signatures for disbursements are: the Finance Manager, Controller, Director of

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.



Financial Planning and Analysis, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

One signature is required for ~~check and wire transfer~~ disbursements under \$2,000. This signature can be a facsimile signature. Two signatures are required for all ~~checks and wire transfer~~ disbursements over \$2,000. One of these can be a facsimile signature. A listing of all facsimile checks must be reviewed and approved by an authorized ~~check~~ signer. For ~~checks and wire transfer~~ disbursements over \$10,000, the second signature SHALL NOT BE the Finance Manager, Controller, or Director of Financial Planning and Analysis. ~~Checks and wire transfer disbursements~~Disbursements over \$25,000 require that one of the signatures be that of the Chief of Staff, General Counsel, Chief Financial Officer, or Chief Executive Officer.

The listing below summarizes the above as to effective levels of ~~check~~-signing authority:

Finance Manager	To	\$ 10,000
Controller	To	\$ 10,000
Director of Financial Planning & Analysis	To	\$ 10,000
Chief Operating Officer – Bus/Rail	To	\$ 25,000
Chief Financial Officer	Over	\$ 25,000
Chief of Staff	Over	\$ 25,000
General Counsel	Over	\$ 25,000
Chief Executive Officer	Over	\$ 25,000

41.2 Authorized Signatories on Purchase Requisitions and Procurement Initiation Forms

Purchase Requisitions and Procurement Initiation Forms initiate the potential procurement of goods and/or services. Purchase Requisitions and Procurement Initiation Forms define the need for goods and/or services; budget for the goods and/or services; and assign staff time and resources to initiate the procurement of such goods and/or services. Purchase Requisitions and Procurement Initiation Forms do not constitute a commitment or contractual relationship with a Vendor.

Authorized signatures for ~~purchase requisitions~~Purchase Requisitions and Procurement Initiation Forms are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

Manager/Supervisor	To	\$ 3,000
Directors	To	\$ 5,000
Chief Operating Officer – Bus/Rail	To	\$ 50,000
Chief Financial Officer	To	\$ 50,000
Chief of Staff	To	\$ 50,000
General Counsel	To	\$ 50,000
Chief Executive Officer	Over	\$ 50,000

Upon implementation of the SAP system, the Purchase Requisition and Procurement Initiation Form will be combined and formatted electronically within SAP. The above approval levels (Section 41.2) will continue to be applicable.

41.3 Purchase Orders under Existing Contract

Upon completion of the procurement process (i.e. Board approval of a formal contract, or staff approval of a purchase order), the formal contract pursuant to Section 41.4 of this Policy), the Procurement Manager of Procurement may execute the and transmit Purchase Order which shall be transmitted Orders to the vendor-- to properly manage the funding of multiple year contracts.

41.4 Authorized Signatories on Contracts and Documents

Authorized signatures for Contracts and Documents are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

41.4.1 Expense Contracts. Expense contracts are contracts that require MTS to expend funds in return for goods or services. Expense contracts can be issued using various procurement forms, including but not limited to: a formal contract; stand-alone purchase orders; a Vendor Agreement Form; and purchases by payment card. All approval levels must be contained within and be consistent with overall Board of Directors approval levels. The approval levels are as follows:

Manager/Supervisor (Payment Cards Only)	To	\$	3,000
Procurement Manager, Senior Procurement Specialist or Principal Contracts Administrator	To	\$	3,000
Directors	To	\$	5,000
Chief Operating Officer – Bus/Rail	To	\$	50,000
Chief Financial Officer	To	\$	50,000
Chief of Staff	To	\$	50,000
General Counsel	To	\$	50,000
Chief Executive Officer	Up To	\$	100,000
Board of Directors	Over	\$	100,000

41.4.1.1 Purchase Orders. Upon implementation of the SAP system, the above approval is required levels (Section 41.4.1) will continue to be applicable. Execution of stand-alone purchase orders will be streamlined and processed electronically within SAP. Once a Purchase Requisition for all the procurement of goods and/or service is approved per Section 41.2 of this Policy or through Board action, the Procurement Manager or his/her designee will have the authority to execute stand-alone purchase orders so long as the value of the stand-alone purchase order does not exceed the value of the approved Purchase Requisition.

The Chief Executive Officer will implement internal policies and protocols to identify which procurements for goods and/or services are appropriate

for the use of a purchase order process as opposed to requiring a formal written contract subject to heightened review and approval.

41.4.2 Revenue Contracts. Revenue contracts are contracts that result in payments to MTS for goods, services or real property interests. Examples include group/employer sales contracts (monthly passes/fare revenue), advertising, special event licenses, property leases, right of entry permits or licenses, easements and grant deeds. All revenue contracts may be approved by the Chief Executive Officer. Long-term concession contracts (e.g. bus shelter advertising, naming rights, trolley station concessions) and the sale of real property rights (e.g. easement or fee simple interest) valued over \$100,000 shall be approved by the Board of Directors.

41.4.3 Grants and Memorandums of Understanding. Grants and related documents necessary to obtain local, state and federal funding may be approved by the Chief Executive Officer, Chief Financial Officer, Chief of Staff or General Counsel. Memorandums of Understanding or other agreements documenting an agreed process or program, but not requiring a specific expenditure of MTS funds, may be approved by the Chief Executive Officer. Memorandums of Understanding or other agreements that materially alter the risk or liability MTS has agreed to/is legally obligated to bear, shall be approved by the Board of Directors.

41.4.4 Cost Recovery Agreements. Agreements to undertake certain activities, but which are fully funded by another entity, may be approved by the Chief Executive Officer. Examples include agreements with SANDAG establishing the cost-recovery process for TransNet-funded transit programs or agreements with North County Transit District to pay its fair share of Regional Fare System (Compass Card) costs.

41.4.5 Real Property Transfer Documents. Subject to the approval limits set forth in this Policy, the Chief Executive Officer is authorized to sign all real property transfer documents, including but not limited to, permits, rights of entry, licenses, leases, deeds, easements, escrow instructions, and certificates of acceptance.

41.4.6 Capital Asset Transfer Documents. Capital Assets may include but are not limited to: revenue vehicles; non-revenue vehicles; equipment; information technology; and furniture. Transfer documentation for Capital Assets may be signed by staff as authorized within MTS Board Policy No. 33, Capital Asset Disposal.

41.5 ~~Authorized Signatories for the Clerk of the Board~~ Changes in Terms and Conditions

~~In the Clerk of the Board's absence, the Assistant Clerk of the Board is authorized to execute documents as may be required to certify actions of the Board.~~

Any requested revision to MTS's Terms and Conditions or to accept a Vendor's Terms and Conditions must be approved by the General Counsel.

41.6 Authorized Signatories of Request for Payment/Payment Vouchers

Authorized signatures for Request for Payment/Payment Vouchers are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

All approval levels must be contained within and be consistent with overall Board of Directors approval levels. The approval levels are as follows:

Manager/Supervisor	To	\$	3,000
Directors	To	\$	5,000
Chief Operating Officer – Bus/Rail	To	\$	50,000
Chief Financial Officer	To	\$	50,000
Chief of Staff	To	\$	50,000
General Counsel	To	\$	50,000
Chief Executive Officer	Over	\$	50,000

Upon implementation of the SAP system, the Request for Payment/Payment Vouchers process will no longer be applicable for certain payments. The Chief Executive Officer will implement internal policies and protocols to ensure that upon receiving an invoice, staff determines whether the proper rate, price and quantity is being charged before payment is processed within SAP. Once payment is processed, the disbursement must then be approved as required by Section 41.1 of this Policy.

41.7 Authorized Signatories for Absences

In the ~~CEO's~~Chief Executive Officer's absence, General Counsel, Chief of Staff, Chief Financial Officer or the ~~CEO's~~Chief Executive Officer's designee is authorized to execute all checks, purchase requisitions, contracts, and documents as necessary, subject to any limits set or instructions so long as prior approval is given by the CEOChief Executive Officer.

In the Procurement Manager's absence, the Chief Financial Officer, the General Counsel, the Director of Financial Planning and Analysis, or the Controller is authorized to execute ~~purchase orders and contracts~~Expense Contracts falling within the Procurement Manager's signature authority.

In the Clerk of the Board's absence, the Assistant Clerk of the Board is authorized to execute documents as may be required to certify actions of the Board.

41.8 Electronic Signature

Any signature authorized within this Policy may be provided electronically through an automated system (e.g. SAP system).

Upon receipt of approval from the Board of Directors for any Expense Contract over \$100,000, the Chief Executive Officer shall have the authority to provide the electronic approval within an automated system for the Board of Directors when applicable.

This original Policy was adopted on 2/13/92.

Policy revised on 8/11/94.

Policy revised on 1/29/04.

Policy revised on 2/23/06.

Policy revised on 11/18/10.

Policy revised on 11/14/13.

Policy revised on 03/20/14.

Policy revised on 10/29/2015.



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## Policies and Procedures

No. 41

SUBJECT:

Board Approval: 10/29/2015

SIGNATURE AUTHORITY

PURPOSE:

The purpose of this policy is to establish the authority granted by the Board of Directors to the Chief Executive Officer; and to provide the Chief Executive Officer with the authority to delegate functions under his or her control to MTS staff. It also establishes guidelines and procedures for authorized signatories relating to check processing (including wire transfers) and MTS documents (purchase requisitions, contracts, agreements, payment vouchers, deeds, grants, etc.). The policies below relate to MTS, San Diego Transit Corporation (SDTC), and San Diego Trolley, Inc. (SDTI). Throughout this policy, the agencies are collectively referred to as MTS.

BACKGROUND:

From time to time, various third parties and agencies seek to verify that individual MTS staff members have the authority to execute documents on behalf of MTS.

MTS maintains a number of checking accounts in various approved financial institutions. To ensure adequate internal controls, signing of checks and execution of wire transfers are restricted to authorized personnel only. This policy establishes guidelines and procedures for obtaining appropriate approval.

In addition, this policy establishes guidelines and procedures for delegating authority to execute MTS documents, including contracts and agreements, on behalf of the Chief Executive Officer in his or her absence.

POLICY:

### 41.1 Authorized Signatories for Disbursements

A disbursement is the final authorization to pay a third party through either a check, warrant, wire transfer/Electronic Funds Transfer (EFT), Automated Clearing House (ACH) or other similar payment mechanism. Authorized signatures for disbursements are: the Finance Manager, Controller, Director of



Financial Planning and Analysis, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

One signature is required for disbursements under \$2,000. This signature can be a facsimile signature. Two signatures are required for all disbursements over \$2,000. One of these can be a facsimile signature. A listing of all facsimile checks must be reviewed and approved by an authorized signer. For disbursements over \$10,000, the second signature SHALL NOT BE the Finance Manager, Controller, or Director of Financial Planning and Analysis. Disbursements over \$25,000 require that one of the signatures be that of the Chief of Staff, General Counsel, Chief Financial Officer, or Chief Executive Officer.

The listing below summarizes the above as to effective levels of signing authority:

Finance Manager	To	\$ 10,000
Controller	To	\$ 10,000
Director of Financial Planning & Analysis	To	\$ 10,000
Chief Operating Officer – Bus/Rail	To	\$ 25,000
Chief Financial Officer	Over	\$ 25,000
Chief of Staff	Over	\$ 25,000
General Counsel	Over	\$ 25,000
Chief Executive Officer	Over	\$ 25,000

41.2 Purchase Requisitions and Procurement Initiation Forms

Purchase Requisitions and Procurement Initiation Forms initiate the potential procurement of goods and/or services. Purchase Requisitions and Procurement Initiation Forms define the need for goods and/or services; budget for the goods and/or services; and assign staff time and resources to initiate the procurement of such goods and/or services. Purchase Requisitions and Procurement Initiation Forms do not constitute a commitment or contractual relationship with a Vendor.

Authorized signatures for Purchase Requisitions and Procurement Initiation Forms are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

Manager/Supervisor	To	\$ 3,000
Directors	To	\$ 5,000
Chief Operating Officer – Bus/Rail	To	\$ 50,000
Chief Financial Officer	To	\$ 50,000
Chief of Staff	To	\$ 50,000
General Counsel	To	\$ 50,000
Chief Executive Officer	Over	\$ 50,000

Upon implementation of the SAP system, the Purchase Requisition and Procurement Initiation Form will be combined and formatted electronically within SAP. The above approval levels (Section 41.2) will continue to be applicable.

41.3 Purchase Orders under Existing Contract

Upon completion of the procurement process (i.e. Board or staff approval of a formal contract pursuant to Section 41.4 of this Policy), the Procurement Manager may execute and transmit Purchase Orders to the vendor to properly manage the funding of multiple year contracts.

41.4 Authorized Signatories on Contracts and Documents

Authorized signatures for Contracts and Documents are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

41.4.1 Expense Contracts. Expense contracts are contracts that require MTS to expend funds in return for goods or services. Expense contracts can be issued using various procurement forms, including but not limited to: a formal contract; stand-alone purchase orders; a Vendor Agreement Form; and purchases by payment card. All approval levels must be contained within and be consistent with overall Board of Directors approval levels. The approval levels are as follows:

Manager/Supervisor (Payment Cards Only)	To	\$	3,000
Procurement Manager, Senior Procurement Specialist or Principal Contracts Administrator	To	\$	3,000
Directors	To	\$	5,000
Chief Operating Officer – Bus/Rail	To	\$	50,000
Chief Financial Officer	To	\$	50,000
Chief of Staff	To	\$	50,000
General Counsel	To	\$	50,000
Chief Executive Officer	Up To	\$	100,000
Board of Directors	Over	\$	100,000

41.4.1.1 Purchase Orders. Upon implementation of the SAP system, the above approval levels (Section 41.4.1) will continue to be applicable. Execution of stand-alone purchase orders will be streamlined and processed electronically within SAP. Once a Purchase Requisition for the procurement of goods and/or service is approved per Section 41.2 of this Policy or through Board action, the Procurement Manager or his/her designee will have the authority to execute stand-alone purchase orders so long as the value of the stand-alone purchase order does not exceed the value of the approved Purchase Requisition.

The Chief Executive Officer will implement internal policies and protocols to identify which procurements for goods and/or services are appropriate for the use of a purchase order process as opposed to requiring a formal written contract subject to heightened review and approval.

41.4.2 Revenue Contracts. Revenue contracts are contracts that result in payments to MTS for goods, services or real property interests. Examples include group/employer sales contracts (monthly passes/fare revenue), advertising, special event licenses, property leases, right of entry permits or

licenses, easements and grant deeds. All revenue contracts may be approved by the Chief Executive Officer. Long-term concession contracts (e.g. bus shelter advertising, naming rights, trolley station concessions) and the sale of real property rights (e.g. easement or fee simple interest) valued over \$100,000 shall be approved by the Board of Directors.

41.4.3 Grants and Memorandums of Understanding. Grants and related documents necessary to obtain local, state and federal funding may be approved by the Chief Executive Officer, Chief Financial Officer, Chief of Staff or General Counsel. Memorandums of Understanding or other agreements documenting an agreed process or program, but not requiring a specific expenditure of MTS funds, may be approved by the Chief Executive Officer. Memorandums of Understanding or other agreements that materially alter the risk or liability MTS has agreed to/is legally obligated to bear, shall be approved by the Board of Directors.

41.4.4 Cost Recovery Agreements. Agreements to undertake certain activities, but which are fully funded by another entity, may be approved by the Chief Executive Officer. Examples include agreements with SANDAG establishing the cost-recovery process for *TransNet*-funded transit programs or agreements with North County Transit District to pay its fair share of Regional Fare System (Compass Card) costs.

41.4.5 Real Property Transfer Documents. Subject to the approval limits set forth in this Policy, the Chief Executive Officer is authorized to sign all real property transfer documents, including but not limited to, permits, rights of entry, licenses, leases, deeds, easements, escrow instructions, and certificates of acceptance.

41.4.6 Capital Asset Transfer Documents. Capital Assets may include but are not limited to: revenue vehicles; non-revenue vehicles; equipment; information technology; and furniture. Transfer documentation for Capital Assets may be signed by staff as authorized within MTS Board Policy No. 33, Capital Asset Disposal.

41.5 Changes in Terms and Conditions

Any requested revision to MTS's Terms and Conditions or to accept a Vendor's Terms and Conditions must be approved by the General Counsel.

41.6 Authorized Signatories of Request for Payment/Payment Vouchers

Authorized signatures for Request for Payment/Payment Vouchers are Supervisors, Managers, Directors, Chief Operating Officer – Bus/Rail, Chief Financial Officer, Chief of Staff, General Counsel, and Chief Executive Officer.

All approval levels must be contained within and be consistent with overall Board of Directors approval levels. The approval levels are as follows:

Manager/Supervisor	To	\$ 3,000
Directors	To	\$ 5,000
Chief Operating Officer – Bus/Rail	To	\$ 50,000

Chief Financial Officer	To	\$ 50,000
Chief of Staff	To	\$ 50,000
General Counsel	To	\$ 50,000
Chief Executive Officer	Over	\$ 50,000

Upon implementation of the SAP system, the Request for Payment/Payment Vouchers process will no longer be applicable for certain payments. The Chief Executive Officer will implement internal policies and protocols to ensure that upon receiving an invoice, staff determines whether the proper rate, price and quantity is being charged before payment is processed within SAP. Once payment is processed, the disbursement must then be approved as required by Section 41.1 of this Policy.

#### 41.7 Authorized Signatories for Absences

In the Chief Executive Officer's absence, General Counsel, Chief of Staff, Chief Financial Officer or the Chief Executive Officer's designee is authorized to execute all checks, purchase requisitions, contracts, and documents as necessary, subject to any limits set or instructions given by the Chief Executive Officer.

In the Procurement Manager's absence, the Chief Financial Officer, the General Counsel, the Director of Financial Planning and Analysis, or the Controller is authorized to execute Expense Contracts falling within the Procurement Manager's signature authority.

In the Clerk of the Board's absence, the Assistant Clerk of the Board is authorized to execute documents as may be required to certify actions of the Board.

#### 41.8 Electronic Signature

Any signature authorized within this Policy may be provided electronically through an automated system (e.g. SAP system).

Upon receipt of approval from the Board of Directors for any Expense Contract over \$100,000, the Chief Executive Officer shall have the authority to provide the electronic approval within an automated system for the Board of Directors when applicable.

This original Policy was adopted on 2/13/92.

Policy revised on 8/11/94.

Policy revised on 1/29/04.

Policy revised on 2/23/06.

Policy revised on 11/18/10.

Policy revised on 11/14/13.

Policy revised on 03/20/14.

Policy revised on 10/29/2015.



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## Agenda Item No. 17

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

BLUE LINE 8TH STREET BRIDGE IMPROVEMENTS – TRANSFER OF FUNDS FROM SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) TO THE SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG)

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.43 (in substantially the same format as Attachment A) for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the 8th Street Bridge rehabilitation on the Blue Line.

#### Budget Impact

The scope of work will allow the transfer of a maximum of \$250,000 from the MTS Capital Improvement Project 11391 – 8th Street Bridge Abutment Repair.

#### DISCUSSION:

MTS's bridge inspection program has determined that the 8th Street Bridge, located west of 8th Street in National City, requires repairs to the bridge abutments and piers. The first phase to make improvements to the bridge requires SANDAG to issue a work order for further inspection of the bridge and develop plans and specifications for repairs. The existing bridge is over thirty years old and requires repairs or replacing the bridge support structure. The services for determining the amount of repairs along with the preparation of plans and specifications will be performed through SANDAG's existing General Engineering Services Contract. MTS is in the process of obtaining its own design services contract which would enable MTS to complete the design work for future repairs or replacements.



Therefore, staff is recommending the MTS Board of Directors authorize the CEO to execute MTS Doc. No. G0930.17-04.43 (in substantially the same format as Attachment A) for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the 8th Street Bridge on the Blue Line in National City.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. MTS Doc. No. G0930.17-04.43

**Addendum 17 Project Scope of Work**

MTS File No.	G0930.17-04.43	SANDAG Reference No.:	5000710 SOW 43
CIP Title:	8 <sup>th</sup> Street Bridge Abutment Repairs		
CIP No.	1145800	Project Managers:	MTS – Michael Diana SANDAG – Angela Anderson
Lead Agency:	SANDAG	Operating Agency:	MTS
Estimated Start Date:	11/1/15	Original SOW ___ Budget	\$250,000
Estimated Completion Date:	12/31/18	Additional SOW ____ Budget (this amendment)	N/A
Total CIP Budget	\$250,000 (FY 15)	Total SOW Budget (value of work to be invoiced between SANDAG/MTS):	\$250,000

Intended Source of Funds:

- MTS will be utilizing Local Funding under CIP No. 11392

Describe Any Necessary Transfers of Project Funds Between the Parties:

MTS to reimburse SANDAG for costs incurred for services described herein.

Project Description:

This project is for general engineering services for bridge inspection and rehab design of the 8<sup>th</sup> Street Bridge Abutment Repairs at La Poleta Creek, north of 8<sup>th</sup> Street in the City of National City, on the Blue Line.

Scope of Work to be Performed by MTS:

1. Flagging services by San Diego Trolley, Inc. (SDTI) personnel in the MTS right-of-way during construction. Any work which involves personnel or equipment within 15 feet of the center line of any active track must have an SDTI supplied flagperson for the duration of the work.
2. Provide assistance in obtain the right-of-entry permit, conduct site survey and plan review.
3. Provide Project Management in support of design of this project.

Scope of Work to be Performed by SANDAG:

Preparation of PS&E, furnishing As-Built drawings, project management, project development design review, and progress meeting attendance.

Any Additional Project-Specific Conditions:

MTS to reimburse SANDAG for costs incurred for furnishing As-Built drawings, project management, design review, and progress meeting attendance.

APPROVED BY:

SANDAG

METROPOLITAN TRANSIT SYSTEM

\_\_\_\_\_  
Jim Linthicum  
Director of Mobility Management and  
Project Implementation

Date

\_\_\_\_\_  
Paul Jablonski  
Chief Executive Officer

Date



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## Agenda Item No. 18

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

GREEN LINE RETAINING WALL IMPROVEMENTS FOR RIO VISTA STATION AND MORENA LINDA VISTA BRIDGE APPROACH SUPPORT – TRANSFER OF FUNDS FROM SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) TO THE SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG)

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.44 (in substantially the same format as Attachment A) for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the retaining wall improvements at the Rio Vista Station and the Morena Linda Vista bridge approach support on the Green Line.

#### Budget Impact

The scope of work will allow the transfer of a maximum of \$150,000 from the MTS Capital Improvement Project 11393 – Rio Vista Morena Wall Improvements.

#### DISCUSSION:

Based on site inspections of the retaining walls which support the Rio Vista Station platform and the walls west of the Morena Linda Vista station which support the bridge approach traversing the San Diego River, it was found that additional support is required to stabilize the structures. A work order will be issued using SANDAG's General Engineering Services contract for developing plans and specifications for implementing the new improvements. The walls installed on the Green Line are mechanically stabilized earthen (MSE) walls. Areas along the Green Line were built on sandy soil that is part of the San Diego River basin. Due to the poor soil conditions, settlement of the



existing retaining walls is being experienced. To address settlement issues, a work order will be issued through SANDAG's existing General Engineering Services Contract. MTS is in the process of obtaining its own design services contract which would enable MTS to complete the design work in the future as required.

Therefore, staff is recommending for the MTS Board of Directors to authorize the CEO to execute MTS Doc. No. G0930.17-04.44 (in substantially the same format as Attachment A) for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for addressing settlement of the MSE walls adjacent to the Rio Vista Station and west of Morena Linda Vista Station supporting the San Diego River bridge approach structure in San Diego.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. MTS Doc. No. G0930.17-04.44

**Addendum 17 Project Scope of Work**

MTS File No.	G0930.17-04.44	SANDAG Reference No.	5000710 SOW 44
CIP Title:	Rio Vista Morena Wall Repairs		
CIP No.	1145900	Project Managers:	MTS – M. Diana SANDAG – Angela Anderson
Lead Agency:	SANDAG	Operating Agency:	MTS
Estimated Start Date:	11/1/15	Original SOW ___ Budget	\$150,000
Estimated Completion Date:	12/31/18	Additional SOW ____ Budget (this amendment)	N/A
Total CIP Budget	\$500,000 (FY 15)	Total SOW Budget (value of work to be invoiced between SANDAG/MTS):	\$150,000

Intended Source of Funds:

- MTS will be utilizing Local Funding under CIP No. 11393

Describe Any Necessary Transfers of Project Funds Between the Parties:

MTS to reimburse SANDAG for costs incurred for services described herein.

Project Description:

This project is for general engineering services for repairing the north abutment of the MSE wall on the west bound approach to the LRT Flyover on Friars Road and Rio Vista Station on the Green Line.

Scope of Work to be Performed by MTS:

1. Flagging services by San Diego Trolley, Inc. (SDTI) personnel in the MTS right-of-way during construction. Any work which involves personnel or equipment within 15 feet of the center line of any active track must have an SDTI supplied flagperson for the duration of the work.
2. Provide assistance in obtain the right-of-entry permit, conduct site survey and plan review.
3. Provide Project Management in support of design of this project.

Scope of Work to be Performed by SANDAG:

Preparation of PS&E, furnishing As-Built drawings, configuration management, design review, and progress meeting attendance.

Any Additional Project-Specific Conditions:

MTS to reimburse SANDAG for costs incurred for furnishing As-Built drawings, project management, design review, and progress meeting attendance.

APPROVED BY:  
SANDAG

METROPOLITAN TRANSIT SYSTEM

\_\_\_\_\_  
Jim Linthicum  
Director of Mobility Management and  
Project Implementation

Date

\_\_\_\_\_  
Paul Jablonski  
Chief Executive Officer

Date



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## Agenda Item No. 19

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 29, 2015

**Draft for  
Executive Committee  
Review Date: 10/15/15**

#### SUBJECT:

GREEN LINE SHELTER IMPROVEMENTS FOR OLD TOWN, AMAYA, EL CAJON,  
ARNELE AND GILLESPIE FIELD – DESIGN ENGINEERING SERVICES

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1493.0-13.16 with Kimley Horn & Associates (in substantially the same format as Attachment A) to perform Design Engineering Services for the Green Line Shelter Upgrades.

#### Budget Impact

The total value of Work Order 13.16 is \$210,000 and funded from MTS Capital Improvement Projects 11561 – Old Town Transit Center, 11562 – Green Line Shelter Replacement, 11563 - El Cajon Transit Center, and 1561 - El Cajon Transit Center.

#### DISCUSSION:

MTS is in the process of replacing the stations shelters at Old Town, Amaya, El Cajon, Arnele and Gillespie Field along the Green Line due to age and to improve aesthetics. The above listed stations will receive the same style shelters that were installed at stations along the Orange Line i.e. Spring Street. In addition to the new shelters, station amenities such as benches, trash receptacles and lighting will be upgraded to MTS's current design criteria. The Old Town Transit Center shelters that use wood cladding around the shelter supports will remain the same style. Upgrades to the shelters include installing a wood composite for the cladding to prevent future termite damage along with shingle roof replacement as needed.



Staff is recommending that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. G1493.0-13.16 (in substantially the same format as Attachment A) for Design Engineering Services for the Green Line Shelter Upgrades.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachment: A. Draft MTS Doc. No. G1493.0-13.16

October 29, 2015

MTS Doc. No. G1493.0-13  
Work Order No. 16.0

Mr. Dennis Landaal  
Contract Project Manager  
Kimley-Horn & Associates  
401 B Street, Suite 600  
San Diego, CA 92101

Dear Mr. Landaal:

Subject: MTS DOC. NO. G1493.0-13, WORK ORDER 16.0, GENERAL ENGINEERING SERVICES  
FOR GREEN LINE STATION REPLACEMENT

This letter shall serve as our agreement to Work Order 16.0 for professional services under the General Engineering Consultant Agreement, MTS Doc. No. G1493.0-13, as further described below.

**SCOPE OF SERVICES**

Provide engineering design services for the replacement and upgrade to shelters along the Green Line which include Old Town, Amaya, El Cajon, Arnele, and Gillespie Field.(Attachment A and B).

**SCHEDULE**

The Scope of Services, as described above, shall extend through May 30th, 2019, if all the options to the Master Contract are exercised.

**PAYMENT**

Payment shall be based on actual costs, not to exceed \$210,000 without prior authorization.

If you agree with the above, please sign below, and return the document marked "Original" to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copy for your records.

Sincerely,

Accepted:

Paul C. Jablonski  
Chief Executive Officer

\_\_\_\_\_  
Dennis Landaal  
Kimley-Horn & Associates, Inc.

LMARQUIS-CL  
CL-G1493.0-13.WO16.0.KIMLEYHORN.MDIANA.101315

Date: \_\_\_\_\_

Attachments: A - Scope of Services  
B - Fee Proposal

## **WORK ORDER TITLE: SDTI Facilities Department Rehabilitation of Station Shelters, Trash Receptacles and Benches**

### **I. PROJECT DESCRIPTION**

Metropolitan Transit Systems (MTS) intends to rehabilitate the platform shelters and furniture at 5 Green Line stations, namely; Amaya Drive, Arnele Avenue, El Cajon, Gillespie Field and Old Town as part of its Capital Improvements Program (CIP). This work is to be conducted by MTS Trolley Facilities Maintenance in early FY 2016. The shelters, trash receptacles, benches, lighting will be rehabilitated or replaced as part of the project. MTS wants the shelter design to be consistent with the appearance of the shelters at the Spring Street Station for all the stations listed above, except the Old Town Transit Center. The trash receptacles and benches are to be consistent with the Blue Line Trolley Station Improvements. The Old Town Transit Center shelters are to be designed as detailed in the scope of work below.

The specific goals of at the individual stations are as follows:

- **Amaya Drive:** Replace the large shelter on the westbound platform with a large shelter that is identical to the Spring Street Station large shelter. Provide 2 small shelters with lighting and communications on the east bound platform. Replace all trash receptacles and benches. The communication work is associated with installation of the existing PA system and shall be coordinated with KHA Work Order No. 13-05, Green Line Communication System Upgrade.
- **Arnele Avenue:** Replace the 2 eastbound and westbound shelters (4 total) and station furniture. This platform is narrow so the placement of the shelters will take the dynamic envelope for freight into consideration. Replace all trash receptacles and benches.
- **El Cajon Transit Center:** Remove all 4 small shelters on the westbound platform and replace them with 3 shelters. Remove all 4 small shelters on the eastbound platform and replace with 2 shelters. Replace the large shelter with either a single large shelter or 2 shelters in the same vicinity. Replace all trash receptacles and benches.
- **Gillespie Field:** Replace all 3 westbound shelters and single eastbound shelter (4 total). Replace all trash receptacles and benches.
- **Old Town Transit Center:** Within the eastbound and westbound trolley platforms; replace the wood paneling on the existing shelter with a cement fiber board or equal siding that is termite resistant, repair and/or replacing the roof.

### **II. EXPECTED RESULTS**

The objective of this Work Order is to prepare design and bid documents to address the project defined in the scope of work below. Efforts undertaken as part of this Work Order will include collection and review of existing as-built information, collection of the original CAD design drawings for the Spring Street station, base maps the 5 stations listed above, limited survey and geotechnical exploration at specific stations, design of civil, structural, electrical and landscape architecture elements, a field review with project stakeholders from MTS, and the development of construction documents.

### **III. SCOPE OF WORK**

The scope of work shall consist of the following tasks and deliverables:

#### **Task 1 – Project Management and Coordination**

This task includes effort for administration of the Consultant's work in this work order, including invoicing, coordination with MTS staff, monthly progress reports and other project management activities

for the anticipated 3 month duration of this effort. Coordination efforts included in this task include the following:

- Biweekly conference calls (up to 6, with up to 1 Consultant staff present)
- General coordination (up to 3 hours per week)

## **Task 2 – Data Collection**

### **Subtask 2.1 – Site Visit and As-built Drawing Research**

The Consultant will perform the following:

- Data Collection and Review, including:
  - Obtaining readily available pdf format as-built drawings from MTS;
  - Obtaining pdf base maps for the 5 Green Line stations from MTS;
  - Obtaining the original CAD design files for the Spring Street Station Improvements
  - Reviewing as-built drawings obtained;
- Performing a site visit to each listed station to review existing conditions and compare field information with the as-built information obtained. The consultant staff will need to access meter cabinets and panels to identify the circuits for the proposed lighting. It is anticipated that the site visits will include up to 3 consultant staff and will involve up to half a day effort due to the number of stations being evaluated.

### **Subtask 2.2 – Geotechnical Exploration and Report (Ninyo and Moore)**

The Consultant will perform geotechnical exploration at the following four stations; Amaya Drive, El Cajon Transit Center, Arnele and Gillespie Field.

The consultant will do the following to complete the geotechnical exploration:

- Acquire boring permits, as needed, from the County of San Diego.
- Perform a site reconnaissance including siting and staking of proposed exploratory excavation locations for clearance by MTS and Underground Service Alert (USA).
- Core the existing pavement at each site. After completion of drilling the cored pavement will be patched with rapid-set concrete.
- Perform a subsurface exploration consisting of drilling, logging, and sampling of one hollow-stem auger soil borings at each site. The borings will be drilled with a truck-mounted drill rig to depths up to approximately 20 feet below the existing ground surface at the El Cajon Transit Center and Amaya Stations and to approximately 10 feet below the existing ground surface at the Arnele and Gillespie Field Stations, or to refusal. The borings will be logged and sampled. Bulk and in-place samples of the encountered soils will be collected from the borings and transported to Ninyo and Moore's in-house laboratory for testing.

The consultant will perform the following in the preparation of the geotechnical reports for the stations

- Perform geotechnical laboratory testing on selected soil samples collected from the borings to evaluate appropriate soil parameters. Testing will include in-situ moisture content and dry density, grain size analyses, expansion, shear strength, and corrosivity (pH, electrical resistivity, sulfate content, and chloride content), as appropriate.

- Compile and perform an engineering analysis of the data obtained.
- Review background information including available geotechnical reports, geologic maps, fault maps, landslide maps, seismic information, and historical stereoscopic aerial photographs.
- Prepare four reports (one report for each station) and provide findings, conclusions, and recommendations.

### **Subtask 2.3 – Topographic Survey (Aguirre and Associates)**

The Consultant will conduct limited field survey at the El Cajon Transit Center at the location of the large shelter and at the proposed location of the large shelters at Amaya drive. The survey will extend 20 feet beyond the limits of the shelter overhang and will be referenced horizontally to CA 83 and vertically to NAVD 88. It is assumed that the as-built data at the stations is sufficient as a background for the remainder of the improvements.

## **Task 3 – Design Documents**

### **Subtask 3.1 – Plans**

The Consultant will prepare construction documents for the proposed improvements at the 5 stations. The Consultant will prepare the following submittals:

- Conceptual Design Documents – 11” x 17” Plans, 3 hard copies (El Cajon Transit Center only)
- 60% Design Documents – 11” x 17” Plans, outline specifications and opinion of probable construction costs, 3 hard copies
- Final Design Documents - ANSI D (22” x 34”) Plans and details, specifications and opinion of probable construction costs, 3 hard copies
- Conformed Bid Documents - ANSI D (22” x 34”) plans and details, specifications and opinion of probable construction costs as modified by bid questions, 3 hard copies

PDFs will be provided to MTS for all submittals.

#### **3.1.1 – Removal Plans**

The Consultant will prepare removal plans for each station. The removal plans will identify which station elements are to be removed, modified or protected in place and will identify limits of proposed work. The plans will be limited to items directly impacted by the proposed work.

#### **3.1.2 – Platform Plans**

The Consultant will prepare site plans showing the horizontal location for the proposed improvements within the platform limits. It is assumed that the as-built platform files will be available and that the proposed improvements will be overlaid on the as-built files. The proposed shelters, trash receptacles and benches will be placed to maintain freight track clearances.

#### **3.1.3 – Lighting, Electrical and Grounding Plans**

- Platform Lighting - The Consultant will prepare lighting plans for the platform areas. Proposed lighting levels will be based on the latest SANDAG LRT Design Criteria.

Platform lighting fixtures will be selected that are similar to the ones used at the Blue Line Trolley Renewal project.

- **Large Shelter Lighting** - At the El Cajon Transit Center Station, the Consultant will design a lighting plans for the large shelter that meet the current SANDAG LRT Design criteria. The plans will identify photometric levels based on fixtures that match the units used at the Spring Street station. At the Amaya Drive station, the Consultant will review the original Spring Street large shelter design files and identify any items that appear to be out of compliance. No modifications to the design are anticipated. The consultant will identify the point of connection to the proposed shelter location only. Design of the electrical routing within the shelter is not a part of this scope.
- **Small Shelter Lighting** - The Consultant will review the lighting plans for the small shelters, as provided by MTS, for conformance with the current SANDAG LRT lighting requirements. No changes to the design of the small shelter lighting are anticipated. The design of the electrical routing within the shelter is not a part of this scope.
- The Consultant will prepare electrical plans for the platform areas. Power is assumed to be readily available at each platform. The Consultant will prepare general fixture, light pole and light pole foundation details for the proposed improvements.
- Electrical plans will identify the circuits to which the proposed lights will be connected. It is assumed that the existing conduits and conductors are adequate to handle the proposed lighting loads.
- Grounding plans will be prepared for the shelter, bench and trash cans within the platform. Grounding will be designed to meet the current MTS LRT requirements.
- The Consultant will prepare communications plans to reinstall the PA system for the large shelters at the Amaya Drive Station and El Cajon Transit Center. The plans will depict the new PA cables being installed from the proposed shelters back to the existing communications cabinet.
- Old Town Transit Center – Prepare 2 alternatives for addressing the light pole with the multiple antennae mounted on it. MTS will identify the uses of the various antennae.

#### 3.1.4 – Structural and Foundation Plans

- The Consultant will review the Spring Street original design documents for the large shelter and small shelters against the current (2013) California Building Code. The Consultant will identify items that do not appear to be in compliance with the building code. Revisions to the original design documents are not a part of this scope. The Consultant will prepare foundation details for the shelters based on available geotechnical information.
- El Cajon Transit Center - Upon selection of the final concept for the shelter developed as part of Task 3.1.5, the Consultant will proceed with the structural and foundation design of the shelter. The shelter design will be based on the approved MTS concept, as-built and design documents provided by MTS and site specific geotechnical data.
- Amaya Drive - The Consultant will develop foundation design calculations for the large shelter at this station. The Consultant assumes that the shelter will be identical to the large shelter at Spring Street. The Consultant will prepare foundation details for the shelter based on site specific geotechnical information.

### 3.1.5 – Urban Design and Landscape Architecture

The Consultant will prepare station specific construction details for the various architectural platform elements. MTS will direct the Consultant on the selection of the preferred replacement materials and finishes that are impacted by the removal and installation of structure footings.

- Amaya Drive –The plans will identify the construction details for the installation of the replacement paver that is selected by MTS for use within the proposed large shelter footprint.
- Old Town – The Consultant will prepare up to 3 renderings and architectural finish sample boards for the replacement of the shelters and kiosks façades and roofs. The existing metal structure beneath the façade will remain in place.
- The Consultant will meet with MTS Staff to present the material choices and obtain direction on the material type, finish and color. The Consultant will use this as a basis to prepare the final plans.
- El Cajon Transit Center - Prepare up to 2 design concept for the large shelter. The Consultant will meet with MTS staff to review concepts.

#### Subtask 3.2 – Specifications

- The Consultant will prepare project technical specifications for the design elements. Outline technical specifications will be prepared at 60% Design Documents. The outline technical specifications will contain the headings for the specification sections to be included.
- Full technical specifications will be prepared with the Final Construction Documents and Conformed Construction Documents.

#### Subtask 3.3 – Opinion of Probable Construction Costs

The Consultant will prepare an opinion of probable construction costs (OPCC) based on the 60% Design Documents. The OPCC will identify the quantities and unit costs of the project elements. The consultant will refine this estimate at the 100% document preparation.

#### Task 4 – Bid Support

The Consultant will respond to the contractor's bid questions and issue bid amendments as directed by MTS on an as needed basis during the bid period. A maximum effort of 40 hours is anticipated for this task.

The Consultant will prepare conformed drawings and specifications at the conclusion of the bidding period for issuance to the contractor as construction documents.

#### Task 5 –Design Support During Construction

The Consultant will provide support during construction related to the civil design of the project as follows. This task assumes a maximum of 60 hours.

##### Subtask 5.1 – Review of Contractor Prepared Submittals:

The Consultant will review and provide comments to Contractor prepared submittals including shop drawings, product catalog cut sheets, certificates of compliance, samples and other data which Contractor is required to submit. The review performed by the Consultant will be only for conformance with the information given in the Contract Documents and approvals or other actions suggested by the Consultant staff will not extend to means, methods, techniques, equipment choice

and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Submittals will be reviewed by the Consultant and returned to the MTS construction management team electronically via the software system provided by MTS. The Consultant will review submittals, recommend submittal action and return submittals to the Resident Engineer within ten (10) working days of receipt

**Subtask 5.2 – Response to Contractor Submitted Requests for Information (RFI's):**

Questions regarding the intent of the plans and specifications may arise during the construction phase of the project. These requests for information will be processed as determined by MTS CM team and will be provided to the Consultant for the development of a response or for obtaining concurrence.

The Consultant will review and respond to Contractor RFI's forwarded from the MTS CM with clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. The Consultant will utilize the software system provided by MTS, to respond to RFI's electronically. Conducting research, participating in meetings, and / or conducting site visits may be required as part of this process. Any orders authorizing variations from the Contract Documents will be made by the MTS CM.

**Subtask 5.3 – Field Observations**

At the request of MTS, the Consultant staff may conduct site visits to respond to RFI's, to develop Change Orders, or to perform other specific tasks.

**Subtask 5.4 – Design Revisions:**

Modifications to the project plans and specifications may be required prior to and during the construction phase of the project. The Consultant will work with MTS and the Construction Manager to assess the purpose for implementing a potential change, to develop an appropriate solution, and will then develop corresponding revisions to the plans and specifications. Design revisions may be in response to action required by an RFI, an unforeseen site condition, value-engineering, etc. and will be annotated in a manner directed by the PM. If requested by MTS, the Consultant will develop cost estimates to coincide with the proposed changes. Design revisions will be transmitted in PDF file format.

**IV. DELIVERABLES**

- Conceptual Drawings
- 60% Design Documents
- Final Design Documents
- Conformed Bid Documents
- Geotechnical Report

**V. SCHEDULE OF SERVICES/MILESTONES/DELIVERABLES**

- Data Collection Review and Site Visits: within 3 weeks of NTP
- Conceptual Drawings: 3 weeks from Data Collection

- 60% Design Documents: 5 weeks from Conceptual Design
- Final Design Documents: 5 weeks from 60% Design
- Conformed Bid Documents: 2 weeks after the close of the Bid Period
- Geotechnical Report: 8 weeks from NTP

## VI. ASSUMPTIONS

- Construction staging plans are not a part of this plan set
- Assumes 1 week Review Cycle for MTS
- Assumes MTS will provide the Consultant with electronic, CAD files of the original design drawings for the Spring Street Station.
- Assumes MTS will provide the Consultant with the original design calculations for the Spring Street Station
- Assumes MTS will provide the consultant with electronic as-built drawings of the existing facilities in CAD or PDF format.
- Assumes that the Consultant will not create base maps but will overlay the proposed improvements on the PDF and/or CAD base maps.

The Consultant assumes the following for the performance the geotechnical exploration:

- The project is subject to prevailing wage requirements.
- The sites are accessible to truck-mounted drilling equipment and that permission for site access will be granted for personnel and equipment.
- All available documentation on the proposed project and existing facilities will be provided for our review at the start of work, including plans, building details, and utility maps.
- Only boring permits from the County of San Diego are required. No other access or encroachment permits will not be required.
- Traffic control will not be required.
- Excess soil cuttings may be disposed of on-site. Please note that if cuttings are required to be drummed and disposed of off-site, additional storage, environmental testing, and disposal fees will be accrued.
- Environmental sampling and testing of the subsurface soils and groundwater is not included within the scope of this proposal. A detailed cost for these services, if needed, may be provided upon your request.

The Consultant assumes the following for the performance the topographic survey:

- Right-of-entry permit and flagpersons will be provided by MTS
- Survey control will be per ROS 16575

**Work Order Estimate  
Summary**

MTS Doc. No. **G1493.0-13**  
 Work Order No. **13-16**  
 Attachment: **B**

Work Order Title: **SDTI Facilities Rehabilitation of Station Shelters, Trash Receptacles and Benches**

Project No:

**Table 1 - Cost Codes Summary (Costs & Hours)**

Item	Cost Codes	Cost Codes Description	Total Costs
1		Train Maintenance and Operations Tenant Improvments - Schematic Design	\$209,951.41
2			

Totals = **\$209,951.41**

**Table 2 - TASKS/WBS Summary (Costs & Hours)**

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	1	Project Management and Coordination	39.0	\$6,520.35
2	2	Data Collection	285.0	\$39,627.25
3	3	Design Documents	1,070.0	\$146,402.81
4	4	Bid Support	40.0	\$6,960.40
5	5	Civil Design Support	60.0	\$10,440.60
6				

Totals = **1,494.0**      **\$209,951.41**

**Table 3 - Consultant/Subconsultant Summary (Costs & Hours)**

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
				Kimley-Horn and Associates	1,241.0	\$175,267.64
		X		Aguirre & Associates	26.0	\$5,981.03
				Ninyo and Moore	227.0	\$28,702.74

Totals = **1,494.0**      **\$209,951.41**