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REVISED Agenda

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

9:00 a.m.

Meeting will be held via webinar

To request an agenda in an alternative format or to request accommodations to facilitate meeting participation, please call the Clerk of the Board at least two working days prior to the meeting. Meeting webinar/teleconference instructions can be accessed at the following link:
<https://www.sdmts.com/about-mts-meetings-and-agendas/board-meetings>

ACTION RECOMMENDED

1. Roll Call
2. [Approval of Minutes – June 18, 2020](#) 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. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). 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. [Increased Authorization for Legal Services Contracts to Pay Projected Expenses in Fiscal Year 2021](#) Approve
Action would authorize the Chief Executive Officer (CEO) to execute amendments to the legal services contracts described herein increasing the dollar amounts of fifteen (15) legal services contracts by \$2,185,000 to cover anticipated Fiscal Year 2021 (FY 21) expenses.
7. [Fiscal Year 2021 Transportation Development Act Claim](#) Approve
Action would adopt Resolution Nos. 20-9, 20-10, and 20-11 approving Fiscal Year (FY) 2021 Transportation Development Act Article 4.0, 4.5, and 8.0 claims.
8. [LiveScan Authorization for Drivers of For-Hire Vehicles](#) Approve
Action would approve Resolution No. 20-12 authorizing staff to execute a request to the California Department of Justice to allow LiveScan fingerprinting as it relates to drivers of for-hire vehicles.
9. [Building C – Wheel Truing Machine Removal, Reinstallation and Testing – Work Order Under a Job Order Contract \(JOC\) Award](#) Approve
Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC275-09, under MTS Doc. No. PWG275.0-19 with ABC Construction Co., Inc. (ABC) for the provision of labor, materials, equipment, and supplies for Building C – Wheel Truing Machine Removal, Reinstallation, and Testing in the amount of \$371,330.00 plus the payment of applicable Job Order Contracting (JOC) administrative fees, for a total cost of \$381,307.15.
10. [Revisions to Taxicab Advisory Committee Guidelines](#) Approve
Action would approve the proposed revisions to the Taxicab Advisory Committee Guidelines.
11. [Davra Networks, RuBAN Software and Support for Trolley Public Announcement System Enhancement and Adding Natural Language Processing – Contract Amendment](#) Approve
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 3 to MTS Doc. No. G2071.0-18 with Davra Networks, increasing the contract value in the amount of \$788,200.00, bringing the contract total to \$1,550,000.00.
12. [Task Order Contract Approval to Provide Design Services for Iris Rapid Route and Station Infrastructure Improvements](#) Approve
Action would authorize the Chief Executive Officer (CEO) to execute Work Order WOA2075-AE-54 to MTS Doc. No. G2075.0-18 (in substantially the same format as Attachment A) with Dokken Engineering (Dokken) in the amount of \$810,412.04 to provide design services for the Iris Rapid Route and Station Infrastructure Improvements.
13. [Variable Message Signs \(VMS\) Display Assemblies for the Mid-Coast Trolley Extension Project – Contract Award](#) Approve
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1543.0-20, with Nanov Display, Inc., for the supply of VMS Display Assemblies for the Mid-Coast Trolley Extension Project in the amount of \$717,701.25.

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| 14. | <u>Marketing and Community Outreach Services – Contract Award</u>
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2317.0-20 with Brown Marketing Strategies, Inc. (a Disadvantaged Business Enterprise (DBE)) for the provision of Marketing and Community Outreach Services for a period of three (3) base years and two (2) one-year options for a total of five (5) years in the amount of \$295,172.74. | Approve |
| 15. | <u>Old Town Transit Center (OTTC) West Improvements Projects – Additional Design Services – Task Order Amendment</u>
Action would: (1) Ratify Task Order 13.18.03 under MTS Doc No. G1493.0-13 with Kimley-Horn and Associates (KHA) totaling \$98,973.47, for design revisions; and (2) Authorize the Chief Executive Officer (CEO) to execute Task Order 13.18.04 under MTS Doc No. G1493.0-13, with KHA totaling \$128,357.15, for preparation of construction and supporting documents as well as required coordination. | Approve |
| 16. | <u>Janitorial Services – Ratification of Amendments</u>
Action would ratify Amendments 14, 15 and 16 to MTS Doc. No. G1931.0-16 with NMS Management Inc., a Disadvantaged Business Enterprise (DBE), for janitorial services, increasing the contract total by \$162,362.30 to a new not-to-exceed amount of \$8,578,660.84. | Approve |
| 17. | <u>Verizon Wireless Cellular Data Service for Paratransit Mobile Data Terminal/Automatic Vehicle Locator – Contract Award</u>
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. G2384.0-20, with Cellco Partnership dba Verizon Wireless, for Paratransit Cellular Data Services for five (5) years in the amount of \$204,000.00 | Approve |
| 18. | <u>Conduent Transport Solutions, Inc. Single Sign On and Autonomous Tracking Mode Software Changes to Regional Transit Management System (RTMS) – Contract Amendment</u>
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc No. G2260.0-19, with Conduent Transport Solutions, Inc., increasing the contract value by \$466,248.00, bringing the total contract amount to \$7,009,147.06. | Approve |
| 19. | <u>Purchase of Polycarbonate Panels – Emergency Contract Ratification</u>
Action would ratify a purchase order with MGM Plastics, Inc. in the amount of \$108,747.77 | Approve |
| 20. | <u>Purchase of Bus Parts – Contract Awards</u>
Action would: (1) Authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc. No. B0701.0-19, with The Aftermarket Parts Company, LLC, in the amount of \$807,836.67; and (2) Execute MTS Doc. No. B0717.0-20, with Trolley Support LLC, for a four-year contract (2-year base with two 1-year options) for the provision of various replacement bus parts in the amount of \$133,920.00. | Approve |
| 21. | <u>Siemens Industry, Inc. (Siemens) Traction Power Substations (TPSS) Procurement – Contract Amendment</u>
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 18 to MTS Doc No. L1032.0-12 with Siemens Industry, Inc. not to exceed \$160,257.31 for TPSS storage costs. | Approve |

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| 22. | <u>Update the List of San Diego Metropolitan Transit System (MTS) Employees Authorized to Transfer Funds to and from Local Agency Investment Fund (LAIF) Accounts</u>
Action would approve Resolution No. 20-13 and Resolution No. 20-14 to update the list of MTS employees authorized to transfer funds to and from the MTS and San Diego Transit Corporation (SDTC) LAIF investment accounts, administered by the State Treasurer. | Approve |
| 23. | <u>Resolution in Support of Transit-Oriented Development Housing Program Grant</u>
Action would approve Resolution No. 20-15, which serves as a letter of support for Affirmed Housing Group's grant application for its Grantville project in Round 4 of the Transit-Oriented Development (TOD) Housing Program. | Approve |
| 24. | <u>2020 Transit and Intercity Rail Capital Program (TIRCP) Grant Award: El Cajon Third Track Project</u>
Action would approve Resolution No. 20-16 authorizing the use of TIRCP funds for the El Cajon Third Track Project. | Approve |
| 25. | <u>Contract Amendment for Regional Transit Management System (RTMS) Radio Hardware System Core and Console Upgrade</u>
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc. No. PWG279.0-19, with Motorola Solutions, Inc. (Motorola), increasing the value by \$294,487, bringing the total contract amount to \$3,244,487. | Approve |
| 26. | <u>San Diego Metropolitan Transit System (MTS) Agency Safety Plan</u>
Action would approve the MTS Agency Safety Plan. | Approve |

CLOSED SESSION

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| 27. | a. CLOSED SESSION – CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54956.8
<u>Property:</u> Assessor's Parcel Number (APN) 618-010-26-01, 31-00, and 32-00; 676 Moss Street, Chula Vista, California
<u>Agency Negotiators:</u> Sharon Cooney, Chief Executive Officer; Karen Landers, General Counsel; and Tim Allison, Manager of Real Estate Assets
<u>Negotiating Parties:</u> SFL – Moss Street, LLC
<u>Under Negotiation:</u> Price and Terms of Payment | Possible Action |
| | b. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to California Government Code Section 54956.9(d)(2) (Government Tort Claim from Claudia Isabel Hernandez for herself and as successor in interest to the Estate of Angel Hernandez) | Possible Action |

NOTICED PUBLIC HEARINGS

- | | |
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| 28. | None. |
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DISCUSSION ITEMS

30. [Surplus Land and Joint Development: Assembly Bill \(AB\) 1486 Impacts \(Karen Landers\)](#) Approve
Action would: (1) Declare the properties listed in Attachment C as “surplus land” for purposes of Government Code sections 54220, et seq; and (2) Authorize MTS representatives to seek clarifying or limiting language in subsequent legislation to preserve MTS’s autonomy over its joint development program.
31. [San Diego Transit Corporation \(SDTC\) Pension Plan Funding of Overpayments \(Larry Marinesi\)](#) Approve
Action would authorize the Chief Executive Officer (CEO) to fund a one-time payment to the SDTC Pension Plan relating to cumulative overpayments to respective pension members.
32. [Palm Avenue Trolley Station Transit Oriented Development \(Tim Allison\)](#) Possible Action
Action would receive a report on the Palm Avenue Trolley Station Transit Oriented Development Project and provide direction.

REPORT ITEMS

45. ~~[The 2020 Election \(Michael Vu, Registrar of Voters\)](#)~~ ~~Informational~~
46. [New Use of Force Policy \(Scott Ybarrondo\)](#) Informational
47. [Operations Budget Status Report for May 2020 \(Gordon Meyer\)](#) Informational

OTHER ITEMS

60. [Chair Report](#) Informational
61. [Chief Executive Officer’s Report](#) Informational
62. [Board Member Communications](#) Informational
63. [Additional Public Comments Not on the Agenda](#)
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. [Next Meeting Date:](#) ~~August 13, 2020~~ September 17, 2020
65. [Adjournment](#)

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

DRAFT MINUTES

June 18, 2020

[Clerk's note: Except where noted, public, staff and board member comments are paraphrased. Note that the meeting was conducted via webinar to comply with public health orders].

1. Roll Call

Chair Fletcher called the Board meeting to order at 9:00 a.m. A roll call sheet listing Board member attendance is attached.

2. Approval of Minutes

Chair Fletcher moved to approve the minutes of the May 14, 2020, MTS Board of Directors meeting. Ms. Galvez seconded the motion, and the vote was 13 to 0 in favor with Mr. McClellan and Vice Chair Sotelo-Solis absent.

3. Public Comments

Amanda Ruetten – Ms. Ruetten asked for MTS to implement and maintain restrooms and handwashing stations at transit hubs and trolley stations. She stated that MTS should be doing everything possible to protect employees and passengers during the pandemic. Ms. Ruetten noted that restrooms and handwashing stations are vital to keeping the community safe and healthy, and she requested that MTS conduct a cost analysis for these requests. Lastly, she requested for MTS to implement youth opportunity passes.

Toshi Ishihara – Mr. Ishihara requested for MTS to update the Elevate SD 2020 website with a statement from the MTS Board sharing the plan for how MTS will use the inputs received from community members at the various Elevate SD 2020 public engagement events. He also asked for MTS to identify the process it will take to continue the conversations with the community.

Oscar Medina – Mr. Medina commented on behalf of the Environment Health Coalition. He urged MTS to build new restrooms and implement youth opportunity passes. Mr. Medina commented on the need for more restrooms to be installed at transit stations, and recommended this to be a part of the recovery plan. He also urged the Board to implement youth opportunity passes, and noted that it will also help bring back ridership and encourage long term ridership from the youth population.

Rosa Olascoaga – Ms. Olascoaga provided comments in support of building more restrooms and implementing youth opportunity passes. She stated that these two requests will be beneficial for the community and its residents to provide a better experience and more options for youth in riding public transit.

CONSENT ITEMS

6. Surplus Land and Joint Development: Assembly Bill (AB) 1486 Impacts
Action would: (1) Declare the properties listed in Attachment C as “surplus land” for purposes of Government Code sections 54220, et seq; and (2) Authorize MTS representatives to seek clarifying or limiting language in subsequent legislation to preserve MTS’s autonomy over its joint development program.
7. Clear Channel Outdoor – Revenue Contract Amendments
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0596.3-13, for Bus Shelter Advertising, and MTS Doc. No. G2014.1-17, for Vehicle Advertising, with Clear Channel Outdoor, Inc. (CCO). For Bus Shelter Advertising, this amendment results in a reduction to the Minimum Annual Guarantee (MAG) paid by CCO from May 1, 2020 to December 31, 2020, and also revises the gross profit share for years 2020 and 2022. For Vehicle Advertising, this amendment results in a reduction to the MAG paid by CCO from May 1, 2020 to December 31, 2020, and also revises the gross profit share for years 2020 and 2022.
8. Microsoft Enterprise Licensing and Software Assurance – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. G2378.0-20, with Crayon Software Experts, LLC, for Microsoft Enterprise License and Software Assurance Upgrade and Microsoft Azure expected growth for three (3) years in the total amount of \$878,542.14.
9. Maintenance Support Services for Radio Communications – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL309.0-20, with Day Management Corp (dba Day Wireless Systems), for Maintenance Support Services For Radio Communications as further described in the scope of work, in the amount of \$573,817.68, effective August 1, 2020 for a period of five years.
10. Mid-Coast Trolley Station Network Equipment with Subscription and Service Support – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. G2387.0-20 (in substantially the same format as Attachment A), with Bahfed Corp., for the provision of Network Equipment with Subscription and Service Support for five (5) years in the total amount of \$989,639.00.
11. Beech Street Double Crossover Project – Design Services During Construction – Work Order Amendment
Action would: (1) Ratify Work Order Amendment No. 1 to Work Order WOA1953-AE-30 under MTS Doc. No. G1953.0-17, with Pacific Railway Enterprises, Inc. (PRE), a Disadvantaged Business Enterprise (DBE), totaling \$78,319.56 for additional design services to produce bid-ready contract drawings and technical specifications for the overhead catenary system (OCS) modifications; (2) Ratify Work Order Amendment No. 3 to Work Order WOA1953-AE-30 under MTS Doc. No. G1953.0-17, with PRE, totaling \$15,562.48 for the addition of civil development to the scope of work; and (3) Authorize the Chief Executive Officer (CEO) to execute Amendment No. 4 to Work Order WOA1953-AE-30 under MTS Doc. No. G1953.0-17, with PRE, in the amount of \$165,492 for design services during construction.

12. TransTrack Solutions Group Software License Transfer and System Upgrades – Sole Source Contract Award
Action would authorize the Chief Executive Officer (CEO) to issue a Purchase Order (PO) with TransTrack Solutions Group for the transfer and purchase of software license and upgrades to existing software services for the duration of 10 years in the amount of \$699,602.57.
13. Eighty-Six (86) Motorola APX6000 Radios and Two Base Stations – Sole Source Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2402.0-20, with Motorola Solutions, Inc. (Motorola), in the amount of \$350,956.81, on a sole source basis, for the purchase of 86 APX6000 radios and two base stations.
14. On-Call Job Order Contracting (JOC) Railroad Signals, Overhead Catenary Systems, and Track Work Construction Services – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL312.0-20, with HMS Construction, Inc. (HMS), for on-call railroad general electrical, communication, and traffic signal construction services, in the amount of \$2,500,000, for one (1) base year and four (4) option years beginning on August 1, 2020.
15. On-Call Job Order Contracting (JOC) Railroad General Electrical, Communication, and Traffic Signal Construction Services – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL311.0-20, with HMS Construction, Inc. (HMS), for on-call railroad general electrical, communication, and traffic signal construction services, in the amount of \$5,500,000, for one (1) base year and four (4) option years beginning on August 1, 2020.
16. Merchant Acquirer Services – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc No. G2338.0-20, with JPMorgan Chase & Co., for the provision of Merchant Acquirer Services for a period of five (5) years with one (1) 5-year option, exercisable at the discretion of the CEO, in the estimated amount of \$7,701,958.70.
17. Temporary Staffing Services – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. Nos. G2394.0-20, G2395.0-20, G2396.0-20, G2397.0-20, G2398.0-20, and G2399.0-20 with six (6) Temporary Staffing firms (Addeco Government Solutions, AppleOne Employment Services (a Woman and Minority Owned Business Enterprise (WMBE)), Cogent Infotech Corporation, HB Staffing, Phoenix Business Consulting, and PrideStaff Inc. (a Disadvantaged Business Enterprise (DBE))) for the provision of Temporary Staffing Services for a period of five years.
18. Landscape Maintenance – Contract Amendment
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 1 to MTS Doc No. PWG302.0-20, with Aztec Landscaping, Inc. (Aztec), for the provision of landscape maintenance for two additional MTS properties, for a base period of five years in the amount of \$192,206.70, and two optional one-year extensions in the amount of \$76,994.55.
19. San Diego Metropolitan Transit System (MTS) Middletown 9, 11 – Overhead Catenary System (OCS) Construction – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL307.0-20, with HMS Construction Inc. (HMS), for Middletown 9,11 – Overhead Catenary System (OCS) in

the amount of \$1,009,985.00, plus authorize a 20% contingency fund for construction change orders.

20. Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards and Payments
21. Approval of Executive Employment Agreement with Sharon Cooney as Chief Executive Officer
Action would approve an Executive Employment Agreement with Sharon Cooney as Chief Executive Officer, in substantially the same format as Attachment A.

BOARD COMMENTS

Ms. Galvez requested to pull consent item number 6 for further discussion.

Ms. Montgomery commented on consent item number 7. She stated that she supports the program, but would also like to acknowledge that District 4 would like to see more bus shelters included in the program. Ms. Montgomery also commented on consent item number 20. She encouraged MTS to continue efforts to seek more DBE participation.

Action on Recommended Consent Items, excluding Consent Item No. 6

Chair Fletcher moved to approve Consent Agenda Item Nos. 7 – 21. Mr. Sandke seconded the motion, and the vote was 14 to 0 in favor with Mr. McClellan absent.

DISCUSSION – CONSENT ITEM NUMBER 6

Chair Fletcher noted that the Executive Committee discussed this item at its last meeting. He noted that he and MTS staff have a meeting scheduled with Assemblymember Ting, the author of AB 1486, to further discuss and clarify language in the bill. Karen Landers, General Counsel, provided a brief presentation on the impacts related to AB 1486 and proposed recommendations.

Mr. Sandke asked if this item could be brought back as a discussion item at the next Board of Directors meeting, given there are pending discussions with the author of the bill. The Board of Directors agreed to bring the item back for further discussion at the next Board meeting.

PUBLIC COMMENTS – CONSENT ITEM NUMBER 6

John Brady – Mr. Brady commented that he would appreciate the Board considering the inclusion of low-income units as part of the MTS development program planning process.

Action on Consent Item Number 6

No action taken. The Board of Directors directed staff to bring this item back at the next meeting for further discussion.

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS (TAKEN BEFORE CLOSED SESSION)

30. Zero Emission Bus Pilot and Transition Plan Update (Mike Wygant & Steve Clermont with Center for Transportation and the Environment)

Chair Fletcher provided an introduction for the presentation on the Zero Emission Bus (ZEB) Pilot. He noted that the Executive Committee discussed this item at its last meeting. Chair Fletcher stated that the Board will not be voting to adopt the final plan today, but rather only authorizing staff to request an extension from CARB for plan submission. By requesting the extension, MTS will have additional time to conduct public feedback and incorporate that feedback into the plan.

Mike Wygant, Chief Operating Officer – Transit Services, continued the presentation. He provided a brief overview of the Innovative Clean Transit (ICT) Rule put forth by CARB at the end of 2018. Mr. Wygant reviewed the history and details of the MTS ZEB pilot project to date. He discussed the details of the pilot charging infrastructure; battery electric bus (BEB) pilot performance; ZEB pilot project cost; ZEB program funding; and the Iris Rapid (South Bay) project.

Steve Clermont, with Center for Transportation and the Environment (CTE), continued the presentation. Mr. Clermont provided an overview of the work CTE has conducted related to the MTS ZEB pilot project. He discussed the ZEB transition methodology elements; ZEB technology uncertainties; operational analysis; BEB infrastructure options; Imperial Avenue BEB layout plan; total transition costs to transition by 2040; annual vehicle purchase plan; fleet composition transition plan; and challenges related to ZEB transition.

Mr. Wygant continued the presentation and provided information related to other industry agency transition plans. Lastly, he reviewed next steps, conclusions, and staff recommendations for the Board to consider.

Chair Fletcher reminded the Board that today's action is only to approve the authorization of staff to request an extension from CARB for the submission of the ZEB Rollout Plan.

PUBLIC COMMENTS

Gretchen Newsom – Ms. Newsom commented on behalf of the IBEW 569. She thanked MTS and staff for the work related to this item. Ms. Newsom stated that they have concerns with the draft transition plan. She asked for MTS to consider the following recommendations: (1) further analysis in modeling two alternative scenarios to accelerate ZEB transition, including one scenario where transition is completed by 2030, and the second scenario where at least 25% of the bus purchases from 2020 to 2023 are ZEBs; (2) prioritize environmental justice by outlining a plan prioritizing ZEBs in the top 25% of disadvantaged communities (DACs) as included in the CalEnviroScreen as required by CARB; (3) include workforce training and safety language, as recommended by the IBEW; (4) clearly outline incentives applied to, retained, and future applications; and (5) ensure meaningful community engagement by holding a community workshop on the updated transition plan at least 30 days prior to approval. Ms. Newsom noted that they support the staff recommendation to request an extension from CARB for submission of the Rollout Plan, as long as it includes the two alternative scenarios, is available for public comment before Board approval, and includes analysis of Greenhouse Gas (GHG) reductions for all scenarios.

Carolina Martinez – Ms. Martinez commented on behalf of the Environmental Health Coalition. She stated that they support the staff recommendation to request an extension with CARB for submission of the Rollout Plan. Ms. Martinez stated that they would like to recommend the following: (1) include modeling of different scenarios, including one scenario where transition is completed by 2030, and the second scenario where at least 25% of the bus purchases from 2020 to 2023 are ZEBs; (2) prioritize environmental justice communities first in the plan; (3) include workforce training and safety language provided by the IBEW; (4) provide an outline of future incentive applications; (5) include meaningful engagement through a community workshop at least 30 days prior to approval; and (6) include a GHG reduction analysis.

BOARD COMMENTS

Ms. Gomez asked if there is a timeline for the extension request. Ms. Cooney replied that we are planning to request an extension until the end of the year. Ms. Gomez stated that she is supportive of the extension, but wants to ensure that the plan submission is not delayed longer than necessary. She asked about the current CNG contract and how it relates to the ZEB transition plan. Mr. Wygant reviewed the plan related to the previously approved CNG contract compared to the ZEB transition plan.

Ms. Moreno asked about the draft document related to providing ZEB service in DACs. She asked why the ZEB rollout plan is not targeting DACs as a first priority. Mr. Wygant replied that the planning process will depend on the route length compared to the bus range. He noted that the ZEBs are limited in range, so the planning process will take that into consideration when developing the final rollout plan. Ms. Cooney noted that staff has received similar feedback from stakeholders and MTS will continue to look into finding ways to accelerate the deployment of ZEBs in DACs. Ms. Moreno also stated that she would like to target and prioritize the deployment of ZEBs based on the CalEnviroScreen.

Ms. Montgomery commented that she is also supportive of including the recommended workforce development training language. She stated she would like to see MTS participating in apprenticeship programs, especially with individuals who live in climate equity communities. Ms. Montgomery also voiced her support for the 47th Street and Boulevard Business Park property being a potential site for maintenance.

Vice Chair Sotelo-Solis stated that she supports the motion on the floor to approve the request for an extension with CARB. She also stated she would like to encourage and guide the staff direction on the importance of focusing on environmental justice communities. Vice Chair Sotelo-Solis asked staff what the timeframe is for the public workshop. Ms. Cooney replied that MTS is working on finalizing a date for the public workshop, and will provide that information to the Board once confirmed. Chair Fletcher commented that he is planning to ensure the final plan is brought to the Board no later than the September Board meeting for approval.

Action Taken

Chair Fletcher moved to authorize staff to request an extension from the California Air Resources Board (CARB) for submission of the ZEB Rollout Plan. Ms. Moreno seconded the motion, and the vote was 15 to 0 in favor.

31. Proposed Fare Enforcement Diversion Program – Pilot Project (Karen Landers)

Karen Landers, General Counsel, provided a presentation on the proposed Fare Enforcement Diversion Pilot Program. She discussed details related to the current fare enforcement process; the Phase 1 Pilot Diversion Program; reduced fines; community service options; limited appeals and no action processes; data collection and reporting; potential fiscal impacts; and costs and timeline for the pilot.

PUBLIC COMMENTS

Kaitlyn Cochran – Ms. Cochran commented on behalf of Circulate San Diego. She stated that Circulate San Diego supports the creation of a Fare Enforcement Diversion Pilot Program. Ms. Cochran stated that transit agencies should seek ways to help people, rather than exacerbate inequities between populations and criminalizing those who cannot afford fares. She recommended increasing the number of days a person has to resolve the fine. Ms. Cochran also recommended MTS to look into comparable progressive cities to evaluate and ensure the program is having the impact of decriminalizing fare evasion.

Noah Harris – Mr. Harris commented on behalf of Climate Action Campaign. He stated that fare citations can have disastrous impacts on the most vulnerable populations, which many are transit dependent. Mr. Harris noted that the new pilot program will provide MTS with important data to guide future policy.

John Brady – Mr. Brady commented on behalf of Voices of Dignity. He stated that they have been asking for data related to the impacts of fare citations to the most vulnerable populations. Mr. Brady requested that the proposal reduces the fine to \$25 and to allow people to pay for a fare when stopped to avoid any citation. He requested for a moratorium be placed on issuing and sending citations to the courts today until a civil process is established. Mr. Brady also requested for all current citations to be dismissed.

Rosa Olascoaga – Ms. Olascoaga commented on behalf of Mid-City CAN. She urged the Board to approve the pilot program. Ms. Olascoaga stated that this is a step in the right direction to decriminalize fare evasion. She asked for the Board to consider amending the pilot program to allow for 120 – 190 days for completion, rather than the proposed 60 days.

Oscar Medina – Mr. Medina commented on behalf of the Environmental Health Coalition. He urged the Board to support the proposed pilot program. He stated that the current process criminalizes homelessness and poverty. Mr. Medina commented that the pilot program will provide no-cost options to resolve fare evasion.

Will Rodriguez-Kennedy – Mr. Rodriguez-Kennedy commented on behalf of the San Diego County Democratic Party. He stated the current process criminalizes too many disadvantaged people who cannot afford to pay the high fines associated with the citations. Mr. Rodriguez-Kennedy stated that the San Diego County Democratic Party recommends that this item either be brought back to the Public Security Committee to determine a fully civil administrative program or to expand the proposed pilot program to have a completion timeline of 90 days instead of 60 days.

BOARD COMMENTS

Ms. Montgomery thanked MTS staff for their work on this matter and developing the proposed pilot program. She asked what the possibility would be to implement on-the-spot payments. Ms. Landers replied that one of the concerns would be having individual fare enforcement officers collecting fares and fines from riders. Ms. Cooney also commented that we would prefer to allow the passenger to purchase a fare, rather than paying a fine on the spot. Ms. Montgomery commented that she would like to see this method become a mandatory process rather than a discretionary process. Ms. Montgomery stated that she wants to think of new and innovative ways for financing MTS operations, rather than relying so much on fare revenue. She made an amended motion to allow riders to have 120 days to address the citation; change the fine to \$25 instead of \$50; and direct the Public Security Committee to discuss a plan and process related to the development of an administrative program. Chair Fletcher seconded the motion.

[Clerk's note: Vice Chair Sotelo-Solis left the meeting at approximately 11:00am. Her alternate, Mr. Quintero, took her place to continue participation in the meeting].

Ms. Moreno commented on the increase in fare citations issued between 2014 and 2018. She stated it is not clear whether the increase in fare enforcement reduces fare evasion. Ms. Moreno asked if the increase in fare citations reduced fare evasion. Ms. Landers stated that for the past three years, the fare evasion rate has remained steady. She noted that she did not have the data on hand related to 2014 fare evasion rates. Ms. Moreno stated that she would like to have further discussions related to this data, but would support the motion today.

Ms. Aguirre commented that the Public Security Committee began the development of this proposed pilot program approximately one year ago. She stated that more data has been provided recently demonstrating the need for a full civil administrative program. She said that this pilot program is a step in the right direction to implement a fully civil administrative program.

Ms. Gomez stated that she is supportive of this pilot and would like to begin developing the next steps towards a fully administrative program. She made a request to amend the motion on the floor to allow passengers without a fare to be allowed to purchase a fare on the spot, and if they are not able to purchase a fare, then to cite the passenger. Ms. Montgomery stated that she would like to include that recommendation in her official motion.

Mr. Ward commented that the Board should create a policy and system that encourages people to pay their fares, but also doesn't cause financial ruin or poor credit reports for those who do not pay their fare. He stated that he looks forward to begin the process to change the current system and provide a better program that will accommodate both MTS and its passengers, especially those that are in need of the most assistance.

Mr. Sandke commented that in addition to providing fare enforcement, the security officers are always ensuring that passengers are riding in a safe environment. He stated that he is supportive of the proposed pilot program and also supports the amendments to the motion.

Action Taken

Ms. Montgomery moved to approve the implementation of the Phase 1 Pilot for a new Fare Evasion Diversion Program with the following amendments to the program: (1) increase the amount of days to pay the fine from 60 days to 120 days; (2) decrease the fine from \$50 to \$25;

(3) allows passengers the opportunity to purchase a fare, and if the passenger is unable to purchase a fare, then the passenger will be cited; and (4) direct the Public Security Committee to develop a new administrative program. Chair Fletcher seconded the motion, and the vote was 15 to 0 in favor.

REPORT ITEMS (TAKEN BEFORE CLOSED SESSION)

45. Annual Security Report (January 1, 2019 through December 31, 2019) (Manny Guaderrama)

Chair Fletcher noted that due to timing for today's meeting, this presentation would be waived, but the presentation will be posted online with the full meeting packet.

Ms. Moreno asked if MTS tracks demographic data for fare citations. Ms. Landers replied that we do collect demographic data. Ms. Moreno stated that she would like to see that information for 2019. Ms. Moreno asked about the timeframe for the outside department review. Ms. Landers stated that the procurement process will take between six to nine months. Ms. Moreno recommended MTS also look into the 8 Can't Wait Campaign.

Ms. Montgomery commented that the Public Security Committee will include the recommendations from Ms. Moreno while reviewing the scope of work as well as other departmental change discussions going forward.

Action Taken

No action taken. Informational item only.

46. Operations Budget Status Report for April 2020 (Gordon Meyer)

The Board waived the staff report for this item.

Action Taken

No action taken. Informational item only.

OTHER ITEMS (TAKEN BEFORE CLOSED SESSION)

60. Chair Report

There was no Chair's report.

61. Chief Executive Officer's Report

There was no Chief Executive Officer's report.

62. Board Member Communications

There were no Board Member communications.

63. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

CLOSED SESSION (TAKEN OUT OF ORDER)

24. Closed Session Items

The Board convened to Closed Session at 11:35 a.m.

a. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to California Government Code Section 54956.9(d)(1) Teresa Alexander v. San Diego Metropolitan Transit System et al. San Diego Superior Court Case No. 37-2019-24685-CU-PO-CTL

b. CLOSED SESSION - CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6

Agency: San Diego Transit Corporation (“SDTC”)

Agency-Designated Representative: Jeff Stumbo, Chief Human Resources Officer

Employee Organization: International Brotherhood of Electrical Workers, Local 465 (Representing SDTC Mechanics and Servicers)

The Board reconvened to Open Session at 11:45 a.m.

Oral Report of Final Actions Taken in Closed Session

Karen Landers, General Counsel, reported the following:

- a. The Board gave direction to staff and authorized a settlement in this personal injury lawsuit through a \$175,000 contribution by MTS. The vote was 14-0 in favor, with Mr. Quintero absent.
- b. The Board unanimously ratified the tentative agreement with the IBEW 465. The vote was 14-0 in favor, with Mr. Quintero absent.

64. Next Meeting Date

The next regularly scheduled Board meeting is July 30, 2020.

65. Adjournment

Chair Fletcher adjourned the meeting at 11:46 a.m.

Filed by:

Approved as to form:

Clerk of the Board
San Diego Metropolitan Transit System

General Counsel
San Diego Metropolitan Transit System

Attachment: Roll Call Sheet

SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
ROLL CALL

MEETING OF (DATE): June 18, 2020

CALL TO ORDER (TIME): 9:00 a.m.

RECESS: _____

RECONVENE: _____

CLOSED SESSION: 11:35 a.m.

RECONVENE: 11:45 a.m.

PUBLIC HEARING: _____

RECONVENE: _____

ORDINANCES ADOPTED: _____

ADJOURN: 11:46 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
AGUIRRE	<input checked="" type="checkbox"/> (Spriggs) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
ARAMBULA	<input checked="" type="checkbox"/> (Mendoza) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
FAULCONER	<input type="checkbox"/> (Moreno) <input checked="" type="checkbox"/>	9:00 a.m.	11:46 a.m.
FLETCHER	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
FRANK	<input checked="" type="checkbox"/> (Mullin) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
GALVEZ	<input checked="" type="checkbox"/> (Diaz) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
GOMEZ	<input checked="" type="checkbox"/> (Campbell) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
HALL	<input checked="" type="checkbox"/> (McNelis) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
MCCLELLAN	<input checked="" type="checkbox"/> (Goble) <input type="checkbox"/>	9:13 a.m.	11:46 a.m.
MONTGOMERY	<input checked="" type="checkbox"/> (Bry) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
SALAS	<input checked="" type="checkbox"/> (Diaz) <input type="checkbox"/>	9:03 a.m.	11:46 a.m.
SANDKE	<input checked="" type="checkbox"/> (Donovan) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
SOTELO-SOLIS	<input checked="" type="checkbox"/> (Quintero) <input checked="" type="checkbox"/>	Sotelo-Solis: 9:09 a.m. Quintero: 11:00 a.m.	Sotelo-Solis: 11:07 a.m. Quintero: 11:35 a.m.
WARD	<input checked="" type="checkbox"/> (Kersey) <input type="checkbox"/>	9:00 a.m.	11:46 a.m.
WEBER	<input type="checkbox"/> (Arapostathis) <input checked="" type="checkbox"/>	9:00 a.m.	11:46 a.m.

SIGNED BY THE CLERK OF THE BOARD:

for Julia Tuer

CONFIRMED BY THE GENERAL COUNSEL:

Paul [Signature]

For MTS Board Meeting July 30, 2020

Agenda Item 3 - Public Comment

Subject: Transit-Oriented Development

From Toshi Ishihara, PhD
Climate Change and Transportation Justice Advocate
8888 Pipestone Way, San Diego, CA 92129

Good morning, Mr. Chairman, Board Members, and MTS staff.

Transit-oriented developments play significant roles in sharpening the communities surrounding transit stations and hubs, and well-planned developments can help San Diego meet certain equity challenges.

It is well known that San Diego needs more housing especially affordable housing. According to the pre-COVID statistics of MTS riders, 70% don't have cars and more than 80% have household incomes less than \$50k-, which means that a majority of your customers need affordable housing with good access to transit. Well-planned transit-oriented developments with a keen focus on equity will greatly help their lives in many respects.

Three transit-oriented development related items are on agenda today. Also, during the last Executive Committee meeting, MTS staff presented the current housing development proposals for two transit stations - Rancho Bernardo Transit Center and Beyer Boulevard Trolley Station. At the same meeting, SANDAG staff made a comment that Balboa and Tecolote Trolley Stations of the UCSD Blue Line Mid Coast Extension were good candidates for transit-oriented developments.

I was excited to see MTS staff presenting 100% affordable housing plans for RB and Beyer Blvd. However, I am concerned with a possibility that other developments at the existing and future MTS stations will start or further gentrifying the communities near the stations. I think that all future transit-oriented developments in this region should become part of the solutions for the social equity issues that the majority of your customers are facing.

There are many example of the transit-oriented developments in big cities in US and other countries that include gigantic expensive-housing developments and high-end shopping centers. Those are examples that exacerbate social inequality. San Diego must not follow that path.

Therefore, I hereby request the board to prioritize your customers that depend on transit services and ensure they will benefit from the transit-oriented developments at or near MTS stations.

By Jo Barrett

Chair,

Thank you for approving changes to your fare enforcement policies by providing new options for paying off citations. I am asking the Chair to implement the pay fare on the spot policy immediately and look into withdrawing any citations that you can from the court system.



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

Agenda Item No. 6

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

INCREASED AUTHORIZATION FOR LEGAL SERVICES CONTRACTS TO PAY
PROJECTED EXPENSES IN FISCAL YEAR 2021

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute amendments to the legal services contracts described herein increasing the dollar amounts of fifteen (15) legal services contracts by \$2,185,000 to cover anticipated Fiscal Year 2021 (FY 21) expenses.

Budget Impact

Sufficient funding has been programmed to pay these expenses in the current operating and capital budgets. The departments from which these expenses are drawn include Risk & Claims, Land Management, General Counsel, Human Resources, and the San Diego & Arizona Eastern Railway (SD&AE).

DISCUSSION:

On October 11, 2018, the Board established a panel of qualified law firms to assist MTS, San Diego Trolley, Inc. (SDTI) and San Diego Transit Corporation (SDTC) with various legal matters on an as-needed basis. Thereafter, MTS began contracting with the approved firms for designated amounts. The firms provide different specialties of law, such as tort liability, workers' compensation, employment practices, real estate/land management, environmental and taxation. Fifteen of these firms will require contract increases to pay current and anticipated legal expenses in FY 21.

MTS currently employs two in-house attorneys: General Counsel and a Staff Attorney. The General Counsel position represents the Board at public meetings, sits on the executive management team, supervises the Risk and Internal Audit departments and handles various legal matters such as review of contracts, real estate transactions,



public records requests, Brown Act compliance, regulatory compliance, ethics questions, and oversight of various outside counsel assignments. The Staff Attorney position focuses on various regulatory compliance matters, Taxicab Administration, Title VI and DBE compliance, procurement compliance, and other matters in support of the Agency and the General Counsel. The legal services panel is used on an as-needed basis to provide expert advice on various matters such as public contracting requirements, taxation, environmental compliance, labor and employment, federal railroad law and other specialized areas of the law where MTS does not have sufficient in-house expertise or capacity. MTS also assigns all litigation matters to outside counsel. This provides MTS with an array of expertise that is needed given the variety of legal cases MTS may be involved in. The goal is to ensure each case is handled by an attorney with knowledge, experience, time and resources to provide MTS with high quality representation.

Legal services needs are estimated every year during the MTS budget process. Each department or capital project that may incur legal fees evaluates ongoing matters and upcoming projects or cases and builds the estimated legal services costs into each department's budget. Most legal services costs are born by the Risk Department (for tort liability and workers' compensation cases), the Human Resources Department (for labor and employment advice and litigation), and the Legal Department (for general advice and special projects). Storm Water compliance matters are billed to the Storm Water Department budget, and matters involving the Desert Line or legal issues related to property owned by the San Diego & Arizona Eastern Railroad entity (SD&AE) are billed to the SD&AE budget.

After the budget is approved, and at the start of the fiscal year, each department looks at the applicable law firm contracts for matters that are overseen by that department. If it appears that there is sufficient Board-authorized funding on a law firm contract to handle the anticipated needs for the fiscal year (as determined during the budget process), then no action is taken on the contract. If the contract funding is below the estimated needs for the new fiscal year, then a contract amendment adding funding is processed according to Board Policy No. 41, "Signature Authority". The contracts proposed for today's action require Board authority under Board Policy No. 41.

The contract increases are based upon each firm's current caseload, the likelihood that a particular case may go to trial, and anticipated future litigation assigned to these firms in the current fiscal year. The following table includes the contracts needing Board approval to increase the dollar amount for legal services contracts for FY 21:

#	Firm Name	Area of Law	Contract No.	Current Contract Amount	Proposed Increase Amount	Total Contract Amount	Attachment
1	Best Best & Krieger	General	G2200.2-19	\$227,785	\$200,000	\$427,785	A
2	Daley & Heft	Tort Liability	G2204.2-19	\$150,000	\$100,000	\$250,000	B
3	Environmental Law Group	Environmental	G2212.2-19	\$169,796	\$300,000	\$469,796	C
4	Floyd Skeran & Manchurin	Workers' Compensation	G2215.1-19	\$75,000	\$100,000	\$175,000	D
5	Hanson Bridgett LLP	Civil Litigation, Regulatory Law & Public Law	G2201.1-19	\$47,070	\$75,000	\$122,070	E

6	Kegal Tobin & Truce	Workers' Compensation	G2245.1-19	\$75,000	\$50,000	\$125,000	F
7	Laughlin Falbo, Levy & Moresi	Workers' Compensation	G2216.2-19	\$186,912	\$75,000	\$261,912	G
8	Law Offices of Eldon Floyd	Workers' Compensation	G2214.1-19	\$75,000	\$25,000	\$100,000	H
9	Law Offices of Mark Barber	Workers' Compensation	G2217.2-19	\$151,533	\$25,000	\$176,533	I
10	Law Offices of Michael Ripley	Tort Liability	G2206.1-19	\$346,667	\$150,000	\$496,667	J
11	Meyers Nave	Civil Litigation, Environmental Law & Eminent Domain	G2202.1-19	\$75,000	\$200,000	\$275,000	K
12	Paul Plevin Sullivan & Connaughton LLP	Labor & Employment	G2203.3-19	\$334,083.81	\$210,000	\$544,084	L
13	Ryan Carvalho	Tort Liability	G2207.1-19	\$338,877	\$150,000	\$488,877	M
14	Tyson & Mendes	Tort Liability	G2208.2-19	\$314,479	\$200,000	\$514,479	N
15	Wheatley Bingham & Baker	Tort Liability	G2209.1-19	\$537,369	\$325,000	\$862,369	O
Totals				\$3,005,572	\$2,185,000	\$5,190,572	

Individual cases are assigned to a given firm based on the subject area of the case, the expertise of a particular law firm, the capacity of the firm to handle the case, and the number of MTS cases already being handled by that firm. Adding funding authority does not guarantee that MTS will assign a case to a particular law firm, or otherwise limit MTS's ability to determine the best firm on MTS's Board-approved legal services panel to handle a particular matter. If the anticipated need is not realized, then the excess funding authority will be carried over to the next fiscal year.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute amendments to the legal services contracts described above, increasing the dollar amount of fifteen (15) legal services contracts by \$2,185,000 to cover anticipated fiscal year 2021 (FY 21) expenses. Attachments A-O provide details on the proposed contract increases.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Karen Landers, 619.557.4512, karen.landlers@sdmts.com

Attachments: A. Contract Amendment G2200.2-19 (Best Best & Kreiger)
B. Contract Amendment G2204.2-19 (Daley & Heft)
C. Contract Amendment G2212.2-19 (Environmental Law Group)
D. Contract Amendment G2215.1-19 (Floyd Skeran & Manchurin)
E. Contract Amendment G2201.1-19 (Hanson Bridget LLP)
F. Contract Amendment G2245.1-19 (Kegal Tobin & Truce)
G. Contract Amendment G2216.2-19 (Laughlin Falbo Levy & Moresi)
H. Contract Amendment G2214.1-19 (Law Offices of Eldon Floyd)

- I. Contract Amendment G2217.2-19 (Law Offices of Mark Barber)
- J. Contract Amendment G2206.1-19 (Law Offices of Michael Ripley)
- K. Contract Amendment G2202.1-19 (Law Offices of Meyers Nave)
- L. Contract Amendment G2203.3-19 (Paul Plevin Sullivan & Connaughton LLP)
- M. Contract Amendment G2207.1-19 (Ryan Carvalho)
- N. Contract Amendment G2208.2-19 (Tyson & Mendes)
- O. Contract Amendment G2209.1-19 (Wheatley Bingham & Baker)



Att. A, AI 6, 7/30/2020

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2200.2-19

Best Best & Krieger, LLP
Mr. Bruce W. Beach
Equity Partner
655 West Broadway, 15th Floor
San Diego, CA 92101

Dear Mr. Beach:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2200.0-19; LEGAL SERVICES – ALL
AREAS OF MTS OPERATION

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

SCOPE

Continue to provide general legal advice and services for all areas of MTS operation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2200.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$200,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$427,785.29. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Bruce W. Beach
Best Best & Krieger, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2204.2-19

Daley & Heft, LLP
Mr. Scott Noya, Partner
462 Stevens Ave, Suite 201
Solana Beach, CA 92075-2099

Dear Mr. Noya:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2204.0-19; LEGAL SERVICES – GENERAL COUNSEL REGARDING LIABILITY

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – general counsel regarding liability in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2204.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$100,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$250,000. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Scott Noya, Partner
Daley & Heft, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2212.2-19

Environmental Law Group, LLP
Varco & Rosenbaum
Ms. Suzanne Varco, Managing Partner
225 Broadway, Suite 1900
San Diego, CA 92101-3542

Dear Ms. Varco:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2212.0-19; LEGAL SERVICES –
ENVIRONMENTAL & REAL ESTATE

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to provide legal services as directed by the General Counsel regarding environmental and real estate law in accordance with the terms and conditions of the original agreement MTS Doc No. G2212.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$300,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$469,796.09. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Suzanne Varco, Attorney
Environmental Law Group, LLP

Date: _____

Cc: S. Lockwood, K. Landers, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2215.1-19

Floyd Skeren Manukian Lagevin, LLP
Mr. Thomas M. Skeren, Jr., Sr. Partner
7525 Metropolitan Drive, Suite 304
San Diego, CA 92108

Dear Mr. Skeren:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2215.0-19; LEGAL SERVICES – WORKERS' COMPENSATION

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – workers' compensation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2215.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$100,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$175,000. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Thomas M Skeren, Jr., Sr. Partner
Floyd Skeren Manukian Lagevin, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Liebengood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2201.1-19

Hanson Bridgett, LLP
Mr. Steven Miller, Partner
425 Market Street, 26th Floor
San Francisco, CA 94105

Dear Mr. Miller:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2201.0-19; LEGAL SERVICES FOR ALL
AREAS OF MTS OPERATIONS.

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to provide legal services for all areas of MTS operations in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2201.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$75,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$122,069.60. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Steven Miller, Partner
Hanson Bridgett, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2245.1-19

Kegel, Tobin & Truce, APC
Ms. Fiona Woon, Managing Shareholder
5333 Mission Center Road, #356
San Diego, CA 90076-0907

Dear Ms. Woon:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2245.0-19; LEGAL SERVICES – WORKERS’
COMPENSATION

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – workers’ compensation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2245.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$50,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$125,000. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Fiona Woon, Managing Shareholder
Kegel, Tobin & Truce, APC

Date: _____

Cc: K. Landers, S. Lockwood, A. Liebengood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2216.2-19

Laughlin, Falbo, Levy & Moresi LLP
Ms. Marijo Kuperman, Esq., Managing Partner
600 B Street, Suite 2300
San Diego, CA 92101

Dear Ms. Kuperman:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2216.0-19; LEGAL SERVICES – WORKERS’
COMPENSATION

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – workers’ compensation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2216.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$75,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$261,911.71. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Marijo Kuperman
Laughlin, Falbo, Levy & Moresi LLP

Date: _____

Cc: K. Landers, S. Lockwood, A.Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2214.1-19

Eldon L. Floyd & Associates
Mr. Eldon Floyd, Managing Attorney/Owner
7710 Hazard Center Drive, E-124
San Diego, CA 92108

Dear Mr. Floyd:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2214.0-19; LEGAL SERVICES – WORKERS’
COMPENSATION

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – workers’ compensation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2214.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$75,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$100,000. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Eldon Floyd, Managing Attorney, Owner
Eldon Floyd & Associates

Date: _____

Cc: K. Landers, S. Lockwood, A. Liebengood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2217.2-19

Law Offices of Mark H. Barber
Mr. Mark H. Barber, Managing Attorney/Owner
2727 Camino del Rio South, Suite 220
San Diego, CA 92108

Dear Mr. Barber:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2217.0-19; LEGAL SERVICES – WORKERS’
COMPENSATION

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – workers’ compensation in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2217.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$25,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$176,533.45. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Mark H. Barber
Law Offices of Mark H. Barber

Date: _____

Cc: K. Landers, S. Lockwood, A. Liebengood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2206.1-19

Law Offices of Michael E. Ripley
Mr. Michael Ripley, Attorney/Proprietor
12520 High Bluff Dr., Suite 110
San Diego, CA 92130

Dear Mr. Ripley:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2206.0-19; LEGAL SERVICES –
GENERAL AND TORT LIABILITY

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to represent and defend MTS, SDTC, and SDTI in tort liability matters in accordance with the terms and conditions as stated on MTS Doc No. G2206.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$150,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$496,666.90. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Michael E. Ripley, Attorney/Proprietor
Law Offices of Michael E. Ripley

Date: _____

Cc: K. Landers, S. Lockwood, A. Liebengood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2202.1-19

Meyers Nave Riback Silver & Wilson
Mr. David W. Skinner, Managing Partner
101 W. Broadway, Suite 1105
San Diego, CA 92101

Dear Mr. Skinner:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2202.0-19; LEGAL SERVICES FOR ALL
AREAS OF MTS OPERATIONS.

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to provide legal services for all areas of MTS operations in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2202.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$75,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$275,000. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

David W. Skinner, Managing Partner
Meyers Nave Riback Silver & Wilson

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2203.3-19

Paul, Plevin, Sullivan, and Connaughton, LLP
Mr. J. Rod Betts, Partner
101 West Broadway, 9th Floor
San Diego, CA 92101

Dear Mr. Betts:

Subject: AMENDMENT NO. 3 TO MTS DOC. NO. G2203.0-19; LEGAL SERVICES – LABOR AND
EMPLOYMENT, ADA, CIVIL RIGHTS AND PUBLIC ENTITY

This shall serve as Amendment No. 3 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – labor and employment, ADA, civil rights and public entity law in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2203.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$210,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$544,083.81. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

J. Rod Betts
Paul, Plevin, Sullivan and Connaughton, LLP

Date: _____

Cc: K. Landers, J. Stumbo, S. Lockwood, B. Shannon, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2207.1-19

Ryan Carvalho LLP
Mr. Norman Ryan, Attorney
8989 Rio San Diego Drive, Suite 368
San Diego, CA 92130

Dear Mr. Ryan:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2207.0-19; LEGAL SERVICES – GENERAL LIABILITY, LABOR EMPLOYMENT, CONSTRUCTION AND INSURANCE LAW

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to provide legal services – general liability, labor and employment law, construction and insurance law in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2207.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$150,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$488,877.22. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Norman Ryan, Attorney
Ryan Carvalho, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2208.2-19

Tyson & Mendes, LLP
Mr. Patrick Mendes, Founding Partner
5661 La Jolla Blvd.
San Diego, CA 92037

Dear Mr. Mendes:

Subject: AMENDMENT NO. 2 TO MTS DOC. NO. G2208.0-19; LEGAL SERVICES –
LIABILITY LAW

This shall serve as Amendment No. 2 to our agreement for the legal services as further described below.

STATEMENT OF WORK

Continue to provide legal services – liability law in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2208.0-19.

SCHEDULE

There is no change to the term of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$200,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$514,478.92. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Patrick Medes, Founding Partner
Tyson & Mendes, LLP

Date: _____

Cc: S. Lockwood, K. Landers, A. Monreal, Procurement File



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2209.1-19

Wheatley Bingham & Baker, LLP
Mr. Roger P. Bingham, Partner
462 Stevens Ave., Suite 109
Solana Beach, CA 92075

Dear Mr. Bingham:

Subject: AMENDMENT NO. 1 TO MTS DOC. NO. G2209.0-19; LEGAL SERVICES – GENERAL & TORT LIABILITY

This shall serve as Amendment No. 1 to our agreement for the legal services as further described below.

SCOPE

Continue to provide legal services – general & tort liability in accordance with the terms and conditions of the original agreement, MTS Doc. No. G2209.0-19.

SCHEDULE

There shall be no change to the schedule of this contract.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$325,000 for legal services. The total value of this contract including this amendment shall be in the amount of \$862,369. This amount shall not be exceeded without written approval from MTS.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Roger P. Bingham
Wheatley Bingham & Baker, LLP

Date: _____

Cc: K. Landers, S. Lockwood, A. Monreal, Procurement File



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

Agenda Item No. 7

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

FISCAL YEAR 2021 TRANSPORTATION DEVELOPMENT ACT CLAIM

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors adopt Resolution Nos. 20-9 (in substantially the same format as Attachment A), 20-10 (in substantially the same format as Attachment B), and 20-11 (in substantially the same format as Attachment C) approving Fiscal Year (FY) 2021 Transportation Development Act Article 4.0, 4.5, and 8.0 claims.

Budget Impact

The FY 2021 TDA claims would result in the approval of \$91,883,934 in TDA funds for MTS to be utilized in the FY 2021 operating and capital budgets.

DISCUSSION:

The Transportation Development Act (TDA) provides one-quarter percent of the state sales tax for operating and capital support of public transportation systems and non-motorized transportation projects. The San Diego Association of Governments (SANDAG), as the designated Regional Transportation Planning Agency, is responsible for the allocation of TDA funds to the region's cities, the County, and transit operators. At its May 8, 2020 meeting, the SANDAG Board of Directors approved the revised San Diego County Auditor's estimate of \$125,982,199 for the FY 2021 TDA apportionment due to the impact of COVID-19.

A Master Memorandum of Understanding (MOU) exists between SANDAG, MTS, and the North County Transit District (NCTD) with respect to the functions and responsibilities transferred to SANDAG as a result of Senate Bill 1703 (Peace, 2003). Pursuant to the MOU, both transit agencies transfer TDA funding to SANDAG annually to pay for the administrative and planning functions that transferred to SANDAG as a result of the consolidation. The MOU is updated as circumstances change. For FY 2021, \$1,803,277 in funding will remain with SANDAG for transferred administrative and planning functions.



TDA allocations are authorized under three separate articles of the law. Article 4 funds are used to provide general public transit services. Article 4.5 funds are designated for community transit services, and pursuant to SANDAG Board Policy No. 027, are allocated within the San Diego region to support paratransit services required by the Americans with Disabilities Act (ADA). Article 8 funds support specialized services such as express bus and ferry services.

A total of \$91,883,934 is estimated to be allocated to MTS for FY 2021. This includes \$86,681,300 in TDA Article 4.0 claims, \$60,686,150 of which will fund operating activities, and the remaining \$25,995,150 will fund the capital improvement program; \$4,618,748 in Article 4.5 claims to fund the MTS Access Paratransit services; and \$583,886 in Article 8.0 claims to fund the ferry/commuter express services. Actual revenue for MTS will be dependent on regional TDA sales tax receipts meeting the regional estimate, allowing MTS to receive up to the claimed amounts. If regional revenue does not meet the estimate, MTS could receive less than these claimed amounts.

Therefore, staff recommends that the MTS Board of Directors adopt Resolution Nos. 20-9 (in substantially the same format as Attachment A), 20-10 (in substantially the same format as Attachment B), and 20-11 in substantially the same format as (Attachment C) approving FY 2021 TDA Article 4.0, 4.5, and 8.0 claims allocating \$91,883,934 in TDA revenues for MTS.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Resolution No. 20-9
B. Resolution No. 20-10
C. Resolution No. 20-11

San Diego Metropolitan Transit System Authorizing Resolution

Resolution Number 20-9

Resolution Approving Fiscal Year 2021 Transportation Development Act, Article 4.0

WHEREAS, effective August 10, 2000, the San Diego Metropolitan Transit System (MTS) area consolidated Transportation Development Act (TDA) claim process provides that MTS will be responsible for submitting a single claim for each article of the TDA for all MTS operators; and

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2021 TDA claim, and

WHEREAS, MTS and SANDAG Boards must approve any alternate use of said balances differing from that for which they were originally claimed; and

WHEREAS, MTS and SANDAG staffs have analyzed this amendment and found it to be warranted pursuant to Section 6659 of Title 21 of the California Code of Regulations (CCR);

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2021 TDA Article 4.0 MTS TDA claim of \$86,681,300; \$60,686,150 of the 4.0 TDA claim will be used for operating activities, and the remaining \$25,995,150 will be used to fund capital.

PASSED AND ADOPTED by the Board of Directors this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

**San Diego Metropolitan Transit System
Authorizing Resolution**

Resolution Number 20-10

Resolution Approving Fiscal Year 2021 Transportation Development Act, Article 4.5

WHEREAS, effective August 10, 2000, the San Diego Metropolitan Transit System (MTS) area consolidated Transportation Development Act (TDA) claim process provides that MTS will be responsible for submitting a single claim for each article of the TDA for all MTS operators; and

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2021 TDA claim, and

WHEREAS, MTS and SANDAG Boards must approve any alternate use of said balances differing from that for which they were originally claimed; and

WHEREAS, MTS and SANDAG staffs have analyzed this amendment and found it to be warranted pursuant to Section 6659 of Title 21 of the California Code of Regulations (CCR);

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2021 TDA Article 4.5 MTS TDA claim of \$4,618,748. The allocation will be used to fund the MTS Access Paratransit services.

PASSED AND ADOPTED by the Board of Directors this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

**San Diego Metropolitan Transit System
Authorizing Resolution**

Resolution Number 20-11

Resolution Approving Fiscal Year 2021 Transportation Development Act, Article 8.0

WHEREAS, effective August 10, 2000, the San Diego Metropolitan Transit System (MTS) area consolidated Transportation Development Act (TDA) claim process provides that MTS will be responsible for submitting a single claim for each article of the TDA for all MTS operators; and

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2021 TDA claim, and

WHEREAS, MTS and SANDAG Boards must approve any alternate use of said balances differing from that for which they were originally claimed; and

WHEREAS, MTS and SANDAG staffs have analyzed this amendment and found it to be warranted pursuant to Section 6659 of Title 21 of the California Code of Regulations (CCR);

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2021 TDA Article 8.0 MTS TDA claim of \$583,886. The allocation will be used to fund the ferry/commuter express services.

PASSED AND ADOPTED by the Board of Directors this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System



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

Agenda Item No. 8

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM

BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

LIVESCAN AUTHORIZATION FOR DRIVERS OF FOR-HIRE VEHICLES

RECOMMENDATION:

That the Board of Directors approve Resolution No. 20-12 (Attachment A) authorizing staff to execute a request to the California Department of Justice to allow LiveScan fingerprinting as it relates to drivers of for-hire vehicles.

Budget Impact

None with this action.

DISCUSSION:

California law authorizes certain governmental and private organizations to conduct criminal offender record information background checks to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled. Law enforcement agencies, public and private schools, non-profit organizations, and in-home supportive care agencies are some of the organizations authorized to conduct these fingerprint-based background checks.

The California Department of Justice (DOJ) provides an automated service for these criminal history background checks, commonly referred to as "LiveScan" because of the technology used to scan the individual's fingerprints. The Federal Bureau of Investigation (FBI) provides a similar background check process.

Currently, MTS Taxicab Administration staff is authorized to access LiveScan for purposes of conducting criminal background checks of permit holders for taxicabs and other for-hire vehicles. MTS's LiveScan authority does not expressly reference for-hire vehicle drivers.



The San Diego Sheriff's Department (Sheriff's Department) is responsible for licensing drivers of taxicabs and other for-hire vehicles regulated by MTS. As part of this process, the Sheriff's Department conducts both a California Department of Justice LiveScan and FBI LiveScan for these drivers.

Whenever a driver is denied a for-hire license, the Sheriff's Department coordinates the denial with the MTS Taxicab Administration, as many of the requirements relating to driver licensing are listed in MTS Ordinance No. 11. This includes sharing the basis of the denial decision, which may include results from background checks.

Since MTS Taxicab Administration's current LiveScan authority is limited to reviewing criminal background checks for *permit holders*, but not *drivers*, the Sheriff's Department has indicated that results of drivers' background checks will no longer be shared unless MTS is formally authorized by the California Department of Justice to receive this information.

MTS needs this information to effectively communicate with for-hire drivers concerning the reasons a for-hire driver's license has been denied. Today's proposed action would approve Resolution 20-12 (Attachment A) authorizing MTS to review DOJ LiveScan and FBI LiveScan results for drivers of taxicabs and other for-hire vehicles.

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Resolution No. 20-12

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 20-12

Resolution Approving LiveScan Authorization

WHEREAS, California Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, and districts to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, California Penal Code Section 11105(b)(11) authorizes cities, counties and, districts, to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, California Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, California Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county, or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the San Diego Metropolitan Transit System governing board does hereby authorize access to state- and federal-level summary criminal history information for employment (including volunteers and contract employees), licensing of permit holders for taxicabs and other for-hire vehicles, licensing of drivers of taxicab and other for-hire vehicles, and other related purposes, and may not disseminate the information to a private entity.

PASSED AND ADOPTED by the Board this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chair
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Office of the Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

Resolution No. 20-12



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

Agenda Item No. 9

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

BUILDING C – WHEEL TRUING MACHINE REMOVAL, REINSTALLATION AND
TESTING – WORK ORDER UNDER A JOB ORDER CONTRACT (JOC) AWARD

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC275-09 (in substantially the same format as Attachment A), under MTS Doc. No. PWG275.0-19 with ABC Construction Co., Inc. (ABC) for the provision of labor, materials, equipment, and supplies for Building C – Wheel Truing Machine Removal, Reinstallation, and Testing in the amount of \$371,330.00 plus the payment of applicable Job Order Contracting (JOC) administrative fees, for a total cost of \$381,307.15.

Budget Impact

The total cost will not exceed \$381,307.15, inclusive of a direct cost of \$371,330.00 and the contractor share of administrative fees totaling \$3,750.81. Total administrative fees are \$9,977.15 (contractor share \$3,750.81 and MTS share \$6,226.34). This project is funded by MTS Emergency Cost Center # 999016, which will be reimbursed by the insurance claim, associated with the December 2018 flood.

DISCUSSION:

Due to heavy rain in late December 2018, Building C and the maintenance pits were flooded, resulting in a significant amount of damage. Once the flood water was cleaned up, staff discovered a short circuit on the control equipment that is needed to operate the wheel truing machine, which caused the machine to be non-operational. The equipment manufacturer was contacted and a field assessment was performed. The machine was determined to be unusable. The replacement of this damaged piece of equipment was approved as part of a MTS property insurance claim.



At the April 2019 Board Meeting, a contract was awarded to Simmons Machine Tool Corporation for a new wheel truer machine (Agenda Item No. 11). This new machine is currently in production and scheduled to be delivered in August 2020. The purpose of this JOC contract is to remove the damaged machine, prepare the pit to receive the new machine, and install and test the replacement machine upon delivery at MTS.

On April 12, 2019, MTS issued an Invitation for Bids seeking a contractor to provide on-call JOC General Civil Construction services that primarily consists of repair, remodeling, or other repetitive work for general civil and site improvements, including earthwork, utilities, paving, concrete, drainage, landscaping mitigation, site clearing, and all required incidental professional and technical services.

JOC is a procurement method under which public agencies may accomplish frequently encountered repairs, maintenance, and construction projects through a single, competitively procured long-term agreement.

The JOC program includes a catalogue of pricing for a variety of potential tasks to be performed under the contract that have been pre-priced by the contractor, the Gordian Group. All potential contractors are subject to the pricing within this catalogue. Each contractor then includes an adjustment factor, escalating their proposed price from the catalogue price, to determine the total cost of the task order. The adjustment factor represents an average percentage increase over the catalogue price (i.e. 1.25 adjustment factor represents 25% above the catalogue price) for that respective task within the project. In order to select the lowest responsive and responsible bidder, MTS staff compares each contractor's proposed adjustment factor.

Three (3) bids were received and MTS determined that ABC was the lowest responsive and responsible bidder. On June 13, 2019, the MTS Board of Directors authorized the CEO to execute MTS Doc. No. PWG275.0-19 with ABC for Civil Construction Services.

Today's proposed action would issue a work order to ABC under this JOC master agreement. Pricing for this repair work order was reviewed and determined to be fair and reasonable. ABC will be providing all materials, labor, equipment for removal, installation, and testing. The work is scheduled to be completed in summer 2020.

Therefore, MTS staff recommends that the Board of Directors authorize the CEO to execute Work Order No. MTSJOC275-09 (in substantially the same format as Attachment A), under MTS Doc. No. PWG275.0-19 with ABC for the provision of labor, materials, equipment, and supplies for the Building C – Wheel Truing Machine Removal, Reinstallation, and Testing in the amount of \$371,330.00 plus the payment of applicable JOC administrative fees, for a total cost of \$381,307.15..

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Draft Job Order Contract MTSJOC275-09

1255 Imperial Avenue, Suite 1000
 San Diego, CA 92101
 Tel 619.231.1466 Fax 619.234.3407

JOB ORDER CONTRACT WORK ORDER

PWG275.0-19
 CONTRACT NUMBER

MTSJOC275-09
 WORK ORDER NUMBER

THIS AGREEMENT is entered into this _____ day of _____ 2020, 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: ABC Construction Co., Inc. Address: 3120 National Avenue

Form of Business: Corporation San Diego, CA 92113
 (Corporation, partnership, sole proprietor, etc.)

Telephone: (619) 239-3428

Authorized person to sign contracts: Wayne Czubernat Project Manager
 Name Title

Pursuant to the existing Job Order Contract (MTS Doc. No. PWL275.0-19), MTS issues a Work Order to Contractor to complete the detailed Scope of Work (attached as Exhibit A.), the Cost Breakdown for the Scope of Work (attached as Exhibit B.), and the subcontractor listing form applicable to this Work Order (attached as Exhibit C.)

For this Work Order, 1% of the work order value has been deducted. MTS will pay both the Contractor (1%) and the MTS/Owner share of the Gordian Group license fee.

The total cost for this work order will not exceed \$375,080.81 inclusive of a direct cost of \$371,330.00 and a 1% Gordian Group license fee of \$3,750.81.

TOTAL PAYMENTS TO CONTRACTOR SHALL NOT EXCEED \$371,330.00

<u>SAN DIEGO METROPOLITAN TRANSIT SYSTEM</u>	<u>ABC CONSTRUCTION CO., INC.</u>
By: _____ Sharon Cooney, Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Karen Landers, General Counsel	Title: _____

EXHIBIT A (Scope of Work)



Detailed Scope of Work

Job Order Contract

Date: 6/15/2020

To: Jim Cappadocia
Project Manager
ABC Construction, Inc.
3120 National Ave
San Diego, Ca 92113
Phone: (619) 239-3428
Fax: (619) 239-6614

From: Thang Nguyen
Project Manager
San Diego Metropolitan Transit System
1255 Imperial Ave, Suite 900
San Diego, CA 92101
Phone: (619) 557-4560

Project: MTSJOC 275-09

MTS Work Order Number: TBD

Title: Building C – Wheel Truing Machine Removal & Reinstallation

Location: 1535 Newton Ave, San Diego, CA 92113

Railroad Protective: ☐ Yes ☒ No

Detailed Scope of Work

The Contractor shall complete the construction of this project in its entirety and shall provide all labor, materials, equipment, and traffic control, procuring all materials and performing all other work necessary to complete the work in accordance with the Detailed Scope of Work.

This work consists of the followings:

1st Mobilization

- Remove all nuts and bolts holding the following items in place (nuts and bolts are rusted in place).
- Remove lathe from pit and scrap the lathe (weight: 35,274 lbs.), 4 bridging rails, 2 chip conveyors, 2 sets of operator stairs, 1 dust collection system, and 1 data acquisition system, 2 chip conveyor control stations. Rigger is responsible for trucking lathe to a scrap yard (provide receipt from scrap yard). Rigger is responsible for removing all items from the job site that removed from pit (including dumpster if needed). Rigging information for this lathe is found in document "Transportation-Installation Section of O&M Manual-1316637HN.pdf".

- Extract 8 rail system anchors from foundation (core drill or other method). Location, diameter, and depth of holes must be per drawing “2073073-0101.pdf”.
- Remove the 4 existing lathe fixators from the grout pads while leaving the fixator anchor rods in place.
- Install 4 new fixators using grout and fixator alignment frame provided by Simmons Machine Tool.
- Use the drawing “2073073-0101.pdf” and the document titled “Transportation-Installation Section of O&M Manual-1824747HN.pdf” to precisely locate the fixators.

2nd Mobilization

- Offload 3 tractor trailers containing lathe and ancillary items. Check to make sure nothing was damaged during transport.
- Install 2 chip conveyors per drawing “2073073-0101.pdf”. Anchor the chip conveyors to the foundation.
- Precisely align and level the lathe per the document titled “Transportation-Installation Section of O&M Manual-1824747HN.pdf”. Align and precisely level the lathe per “Transportation-Installation Section of O&M Manual-1316637HN.pdf” document.
- Install 2 operator platforms. Anchor the operator platforms to the foundation.
- Install rail system per drawing “2073073-0101.pdf” and “Transportation-Installation Section of O&M Manual-1316637HN.pdf” document. Align and precisely level rail system per “Transportation-Installation Section of O&M Manual-1316637HN.pdf” document. Grout rail system.
- Connect piping between lathe and smoke extraction system per drawing “Smoke Extraction
 - System Drawing 1316637HN.pdf”.
- Make hydraulic connections between the lathe and the LRV lifting jacks per drawing “Hydraulic
 - Drawing 1316637HN.pdf”.
- Provide dumpster and dispose of all wood crates and packing material.
- Make electrical connections between lathe and 2 chip conveyors, data acquisition station, and dust collection system per electrical drawings “Lathe Electrical Drawing 1316637HN.pdf” and “Data Acquisition Station Electrical Drawing 1316637HN.pdf”. Electrical cables to be installed in flex conduit.
- Mount 2 chip conveyor control boxes to foundation wall. Make electrical connections between lathe and 2 chip conveyor control boxes. Electrical cables to be installed in flex conduit.
- One electrician must stay on site for one 8 hour day while lathe is started and commissioned to make sure electrical connections were made properly.

Required Tools: Rigger must provide the tools listed on the document titled “Tools Required for U2000-400 or U2000-150 Installation - Updated 2016-10-24.pdf”.

Submittals:

Work Schedule, materials submittal

Work Windows:

Monday-Friday from 6 AM to 4 PM

LRV Lock Out/Tag Out Training:

Contractor and subcontractors are required to take this training prior to the work start

Thang Nguyen, Project Manager

Date

Jim Cappadocia
Jim Cappadocia, Project Manager

6/22/20
Date

EXHIBIT B (Cost Breakdown)



Price Proposal Detail with Comments Report Version: 1.1

JOC Name (Contractor): ABC Construction Co., Inc.
Contract Name: 2019 - General Civil - ABC
Contract Number: PWG275.0-19
Job Order Number:: MTSJOC275-09
Job Order Title:: Bldg C - Wheel Truing Machine Removal and Reinstallation
Location: Building C
Proposal Value: **\$375,080.81**
Cost Proposal Date: **June 22, 2020**

Division		Division Totals
01	General Requirements	\$29,309.67
13	Special Construction	\$345,771.14
Proposal Total:		\$375,080.81
The Percentage of Non Pre-Priced on this Proposal:		92.19%



Price Proposal Detail with Comments Report Version: 1.1

JOC Name (Contractor): ABC Construction Co., Inc.
Contract Name: 2019 - General Civil - ABC
Contract Number: PWG275.0-19
Job Order Number:: MTSJOC275-09
Job Order Title:: Bldg C - Wheel Truing Machine Removal and Reinstallation
Location: Building C
Proposal Value: \$375,080.81
Cost Proposal Date: June 22, 2020

Record #	Line Number	MOD	UOM	Description	Unit Price	Factor	Total			
01 - General Requirements							\$29,309.67			
1	012220000068		HR	Senior Engineer						
				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	HR	96.00	x	\$154.38	x	1.1363	=	\$16,840.51
										\$16,840.51
User Note:										
Item Note:										
Owner Comments:										
Contractor Comments: V:1.1-Simmons Engineer to monitor										
2	012223000939		WK	5,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator						
				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	WK	2.00	x	\$4,547.26	x	1.1363	=	\$10,334.10
										\$10,334.10
User Note:										
Item Note:										
Owner Comments:										
Contractor Comments:										
3	015626000175		LF	48" High With Posts At 8' On Center, Plastic Mesh Temporary Safety Fence						
				Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	LF	100.00	x	\$2.49	x	1.1363	=	\$282.94
										\$282.94
User Note:										
Item Note:										
Owner Comments:										
Contractor Comments: V:1.1-Safety Fence around pit										



Price Proposal Detail with Comments Report Version: 1.1

4	017419000016	EA	40 CY Dumpster (5 Ton) "Construction Debris"						
			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA	2.00	x	\$814.98	x	1.1363	=	\$1,852.12
									\$1,852.12

User Note:

Item Note: Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.

Owner Comments:

Contractor Comments: V:1.1-General debris

13 - Special Construction	\$345,771.14
----------------------------------	---------------------

5	Non-PrePriced Item	EA	Wheel Truing						
			Quantity	x	Unit Price	x	Factor	=	LineTotal
		EA	1.00	x	\$345,771.14	x	1.0000	=	\$345,771.14
									\$345,771.14

User Note:**Item Note:****Owner Comments:****Contractor Comments:**

Proposal Total; **\$375,080.81**

The Percentage of Non Pre-Priced on this Proposal: **92.19%**



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Agenda Item No. 10

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

REVISIONS TO TAXICAB ADVISORY COMMITTEE GUIDELINES

RECOMMENDATION:

That the Board of Directors approve the proposed revisions to the Taxicab Advisory Committee Guidelines (Attachment A).

Taxicab Advisory Committee Recommendation

This item was presented at the July 15, 2020 Taxicab Advisory Committee Meeting. There was no quorum, however; the feedback received was supportive of staff's recommendation.

Budget Impact

None with this action.

DISCUSSION:

The Taxicab Advisory Committee is currently compromised of 16 voting members, which includes driver representatives, permit holder representatives, and tourist and travel focused organizations. The representative member from the San Diego Travelers Aid Society has recently retired and the representative member from the Hotel Industry has moved out of State. The Workshop on Regulatory Matters (WORM), the subcommittee to the Taxicab Advisory Committee, recommends replacing these organizations with a representative from the Gaslamp Quarter Association and the Cross Border Xpress.

The Gaslamp Quarter Association is a merchant association representing more than 400 shopping, dining and entertainment businesses located within Gaslamp Quarter. The Cross Border Xpress is a pedestrian bridge connecting the Tijuana International Airport with a terminal in San Diego. Adding these organizations would ensure valuable



feedback is received from service and tourist-oriented industries located within downtown San Diego and the border area, which are both important sources of business for taxicabs and other for-hire services.

The Gaslamp Quarter Association and Cross Border Xpress have both agreed to join the Taxicab Advisory Committee. Therefore, staff recommends the MTS Board of Directors approve the proposed revisions to the Taxicab Advisory Committee Guidelines. Once approved, Gaslamp Quarter Association and Cross Border Xpress will be able to participate in the next Taxicab Advisory Committee scheduled for October 14, 2020.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Redline Proposed Revisions to Taxicab Advisory Committee Guidelines



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SAN DIEGO METROPOLITAN TRANSIT SYSTEM TAXICAB ADVISORY COMMITTEE GUIDELINES

1 PURPOSE

The Taxicab Advisory Committee's purpose is to:

- 1.1 Provide feedback to the Chief Executive Officer and designated staff on taxicab matters to formulate recommended courses of action that the Chief Executive Officer or Board of Directors, whichever applicable, may review for approval;
- 1.2 Review summaries of administrative hearing officer decisions concerning taxicab owner and driver penalties;
- 1.3 Discuss taxicab owners'/drivers' written grievances;
- 1.4 Review summaries of complaints concerning taxicab service;
- 1.5 Review vehicle inspection criteria, process, results, and rankings;
- 1.6 Review the Chief Executive Officer's Annual Fee Schedule; and
- 1.7 Comment on MTS's work program concerning taxicab matters.

2 MEMBERSHIP

Sixteen voting members are appointed as follows:

- 2.1 One representative of the MTS Board of Directors appointed on an annual basis, who will be designated by the MTS Board of Directors to serve as Chair of the Taxicab Advisory Committee.
- 2.2 One member appointed by the San Diego Convention and Visitor's Bureau, the San Diego County Regional Airport Authority, San Diego Convention Center, San Diego Travelers Aid Society, the Hotel Industry, Gaslamp Quarter Association, Cross Border



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

Express and the United Taxi Workers of San Diego (UTWSD), each serving a three-year term.

- a. Each organization or agency may designate one (1) alternate member by providing written notification to the MTS Clerk of the Taxicab Advisory Committee.
 - b. The UTWSD member must either be: a current member of the UTWSD; or be a current employee or other authorized representative of the UTWSD.
- 2.3 Five taxicab owners with at least three years' experience and in good standing, each serving a three-year term, elected by taxicab owners, divided as follows: two seats are designated for representation of owners of one to three taxicabs; and three seats are designated for representation of owners of four or more taxicabs.
- 2.4 Four taxicab lease drivers in possession of a San Diego Sheriff's Department-issued Taxicab Driver Identification Card valid in the MTS areas of jurisdiction, being in good standing with the Sheriff's Licensing Division, and currently serving as a driver for at least three years leading up to the election. The election shall comply with the following guidelines:
 - a. Lease driver representatives shall be elected by licensed drivers operating in MTS areas of jurisdiction.
 - b. Lease driver representative elections shall take place every three years at the same time as the owner representative elections.
- 2.5 The taxicab owners, lease drivers and UTWSD representatives shall meet the eligibility requirements at all times while serving on the Taxicab Advisory Committee.
- 2.6 A taxicab owner member unable to attend a meeting may appoint an alternate from the same or similarly sized company to attend in their absence.
- 2.7 A taxicab driver unable to attend a meeting may appoint a driver with a similar experience level (within 2 years), not less than three years, to attend in their absence.
- 2.8 The Taxicab Advisory Committee or the Chief Executive Officer or designee shall make an interim appointment if a member's seat becomes vacant within the three-year term.
- 2.9 The Vice Chair will be the Taxicab Administration Manager.
- 2.10 One non-voting member will be appointed by the County of San Diego's Department of Agriculture, Weights and Measures.
- 2.11 One non-voting member will be appointed by the County of San Diego Sheriff's Department.

3 REMOVAL AND RESIGNATION

- 3.1 Any member who misses four (4) consecutive meetings may be subject to removal. For any member who has missed three (3) consecutive meetings, a documented warning shall be provided to the member.

- 3.2 A member may resign by providing written notification to the MTS Clerk of the Taxicab Advisory Committee.

4 MEETINGS

- 4.1 Taxicab Advisory Committee meetings are subject to the provisions of the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- 4.2 Taxicab Advisory Committee meetings will be held quarterly at the offices of MTS.
- 4.3 The agenda for each meeting will be posted in the MTS lobby.
- 4.4 The agenda, backup materials, and minutes of the previous meeting will be sent to each member in advance of the meetings, upon request.
- 4.5 The Chair may call additional meetings, as necessary.
- 4.6 Fifty-one percent attendance is a quorum to hold a meeting.

5 VOTING

- 5.1 Each voting member of the Taxicab Advisory Committee has an equal vote.
- 5.2 Fifty-one percent of the votes of those in attendance will approve an item.
- 5.3 A roster of the Taxicab Advisory Committee members who voted will be provided to the MTS Board of Directors, along with the item, for MTS Board action on an agenda item.

6 SUBCOMMITTEES

- 6.1 MTS Board of Directors approval is required to establish a standing subcommittee. The Workshop of Regulatory Matters is a standing subcommittee for Taxicab Advisory Committee and is subject to the Brown Act.
- 6.2 Chief Executive Officer or designee approval is required to establish an ad hoc subcommittee.

7 APPROVAL

- 7.1 These Guidelines were revised by the MTS Board of Directors on ~~July 30, 2020~~ October 10, 2019.
- 7.2 The MTS Chief ~~Executive~~ Executive Officer shall have the authority to implement additional procedures to carry out elections and maintain regular and orderly meetings of the Taxicab Advisory Committee.



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Agenda Item No. 11

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

DAVRA NETWORKS, RUBAN SOFTWARE AND SUPPORT FOR TROLLEY PUBLIC
ANNOUNCEMENT SYSTEM ENHANCEMENT AND ADDING NATURAL LANGUAGE
PROCESSING – CONTRACT AMENDMENT

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Amendment No. 3 to MTS Doc. No. G2071.0-18 (in substantially the same format as Attachment A) with Davra Networks, increasing the contract value in the amount of \$788,200.00, bringing the contract total to \$1,550,000.00.

Budget Impact

The total estimated cost of this amendment will not exceed \$788,200.00. This amendment funding would come from the Capital Improvement Project (CIP) No. 1007111401 and 2008111801.

PROJECT DESCRIPTION	AMOUNT
Trolley PA Enhancement	\$457,800.00
Natural Language Processing NLP	\$330,400.00
AMENDMENT NO. 3 GRAND TOTAL:	\$788,200.00

DISCUSSION:

Passenger information systems are a key communication link between transit operations and the traveling public. MTS utilizes Davra Network's RuBAN™ software systems for next train arrivals, public address system announcements integration, Light Rail Vehicle (LRV) telematics and diagnostics, General Transit Feed Specification (GTFS) data, reports, and smart train sign programming.



While the RuBAN™ platform was primarily designed to provide MTS passengers useful transit information, it has also become a tool for LRV operations and LRV maintenance staff. Diagnostic information collected from LRVs in service allows maintenance staff to preemptively remove LRVs from service prior to failure. As the GTFS project was being implemented, MTS discovered that the combination of Wi-Fi connected Run Number Signs (RNS) together with the RuBAN™ platform gave MTS the ability to further develop the system to provide information useful to LRV operations.

In this next phase of the development of the RuBAN™ platform, MTS will expand the public announcement (PA) system to include the Mid-Coast stations, add enhancements, and add natural language processing (NLP), which will be integrated into a range of social media platforms. The Trolley Operations PA Enhancements and NLP Customer Communications projects will add the following major functionalities:

- Update Estimated Time of Arrival (ETA) for new Mid-Coast stations
- Produce a new ETA Baseline for new stations
- Define new GTFS-rt ServiceAlerts that will work best with Appspace program running on Chromeboxes
- Update PA system to supply text messages as GTFS-rt ServiceAlerts published by Davra custom service
- Add ability to edit PA announcements and passenger information sign schedules
- Setup and configure NLP to process ETA requests based on stop IDs.
- Integrate the ETA service into several social media channels like:
 - Facebook Messenger
 - WhatsApp
 - Twitter
- Enable an NLP-integrated development environment for adding additional intents and corresponding handlers such as:
 - Live ridership passenger data and estimation ridership/capacity information
 - Trip planning
 - Customer Service Questions
 - MTS Website Questions
- Integrate with Automated Passenger Counter (APC) system ensuring that accurate LRV numbers are reported

The overall goal of the Trolley Operations PA Enhancement project is to ensure the ETA, PA and Train Management applications are fully integrated into the Mid-Coast extension. The main goal of the NLP Customer Communications project is to integrate a live interactive Customer Notification System. The new system will be integrated into all modern platforms or applications. The system will work across modern platforms like Twitter, WhatsApp, and Facebook. MTS believes that supporting social media collaboration tools will improve the MTS passenger experience. This project will expand beyond ETA services to accommodate Customer Service Questions/Calls (E.g., What is the schedule for route X; How much is a student fare; How full is the Trolley; Is there handicap seating available on bus X, etc.)

Davra has developed and expanded the RuBAN™ platform to meet MTS needs and is responsible for the support of all aspects of this platform. Davra is the only firm that can develop additional software enhancements to meet the continuing needs of the agency and support the current system in place. This support includes software development, configuration, implementation, testing, and support of the essential cross-system integrations. In order to maintain the RuBAN™ platform in a state of good repair and continue to provide the real-time information, which our transit riders have come to expect and rely upon, it is necessary that Davra continue to provide operational support of the RuBAN™ platform.

The proposed amount for this work is based on the rates of the existing contract, and the total cost was determined to be fair and reasonable.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Amendment No. 3 to MTS Doc. No. G2071.0-18 (in substantially the same format as Attachment A) with Davra Networks, increasing the contract value in the amount of \$788,200.00, bringing the contract total to \$1,550,000.00.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Draft Amendment No. 3 to MTS Doc. No. G2071.0-18
B. Price breakdown

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San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

Amendment 3

Effective Date: August 1, 2020

MTS Doc No.G2071.3-18

AMENDMENT NO. 3 TO MTS DOC. NO. G2071.0-18; DAVRA NETWORKS, RUBAN SOFTWARE AND SUPPORT INFRASTRUCTURE SOLUTION

Davra Networks
Brian McGlynn
440 North Wolfe Road
Sunnyvale, CA 94085

This shall serve as Amendment No.3 to our agreement for the RuBAN Software and Support Infrastructure System solution as further described below.

SCOPE

This amendment is to provide the Trolley PA enhancement that will include Mid-coast extension as specified in Exhibit A and the implementation of Natural Language Processing (NLP) solution as specified in Exhibit B.

SCHEDULE

There shall be no changes to the schedule provision of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$788,200.00. The total value of this contract including this amendment shall be in the amount of \$1,550,000.00. This amount shall not be exceeded without prior written approval from MTS.

Please sign and return the copy marked *original* to the Contract Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copies for your records.

Sincerely,

Agreed:

Sharon Cooney, Chief Executive Officer

Brian McGlynn,
Davra Networks

Date: _____

cc; J.McNiel, R.DeGala, Procurement File

EXHIBIT A

SDMTS-2020

Mid-Coast Extension
Statement of Work
Rev 1.9

23 June 2020

Project

SDMTS are in the process of building the Mid-Coast extension and adding new customer signage for ETA, announcements & advertising at the new stations. This project will ensure the ETA, PA & Train Management applications are fully integrated into the Mid-Coast extension.

Project Overview

SDMTS are extending the Blue Line from America Plaza, through Santa Fe Depot to Old Town and then along new track to La Jolla.



The new section of track will include nine new stations which will use new signs, 46" LCD screens from Nanov. Each sign will have a dedicated Chromebox running Appspace which will host a third-party program that populates these signs. The program will gather ETA & Alert (announcements) data from One Bus Away (OBA) which is itself pulling data from various GTFS-rt sources.

This SoW covers:

- the work required to update the Davra systems (ETA, Train Mgt App & PA) to handle the Mid-Coast Extension
- other enhancements to the SDMTS PA System requested by users over the past 2 years
- ongoing enhancements to the SDMTS ETA System

1. ETA for Mid-Coast Extension

- Update ETA for new stations, ETA will be calculated for new stations but not sent to Daktronics DVS signs (new signs will be populated via OBA)
- Produce new ETA Baseline for new stations, initially based purely on schedule and then revise once service has run for few weeks.
- A new App for previewing what ETA data is currently on signs.
This will be equivalent of DVS Emulator but work for both DVS & Nanov signs. It will take its data direct from ETA (rather than indirectly via DVS or OBA). Will display extra information for each ETA entry (such as GTFS trip_id) to give addition insight and greatly assist operators in investigating any ETA anomalies.

2. Train Management App for Mid-Coast Extension

- Update Train Management App with new line & stations on map consumed from GTFS only (not SDMTS GiS)
- Update Train Management Map to use NearMap

3. PA for Mid-Coast Extension

- Determine formats for GTFS-rt ServiceAlerts that will work best with Appspace program running on Chromeboxes.
- Update PA to supply text messages as GTFS-rt ServiceAlerts published by Davra custom service.
- Liaise with Mecatran regarding their consumption of above GTFS-rt feed into Mecatran UrbiPlan-Alerts (which will then be consumed by OBA, which will then be consumed by Appspace app and populate signs)

4. PA Feature Enhancements & Bug Fixes

The following six PA enhancements have been identified by SDMTS as high priority:

1. The ability to edit schedules
 - a. Requires fundamental change to way schedules are modelled in PA system.
 - b. Schedules would be created independently from announcements and then associated when the announcement is defined.
2. Ability to jump from Log View to Schedules View to see details of schedule that lead to the log event.
3. Improved message reversion when 'newer' message ends and previous message must then be displayed.
4. Visual representation of schedule's active periods on a calendar
5. Display JSON as readable text
6. SDMTS Days should run from 03:00:00 to 02:59:59 the following day.

The following bugs will be addressed (These are generally minor bugs that have been reported over time but did not warrant a new release of the App).

- **PS-466:** Live Audio - Message Type (incorrectly) flips from Audio to Visual when selecting stations
- **PS-457:** Volume Schedule page should not show Message Type & Display Mode
- **PS-455:** Log for Volume changes does not show volume details
- **PS-476:** Canned Message after Live Audio fails
- **PS-470:** Canned message with 2 stations not using second station name

5. Migrate PA App to new Davra SPA

- Move legacy PA App to new Davra Single Page Application idiom (code will remain in React)
- Remove use of graphql in favour of direct REST API calls

6. Port ETA Service to Davra Custom Services

- Move ETA Service (ETA calculation & trip assignment algorithms) to Custom Services.

7. Port Signs Service to Davra Custom Services

- Move ETA Signs Service (display to Daktronics DVS algorithm) to Custom Services.
- Investigate issue with trip assignment.
- Remove use of SDMTS GiS. Map fed from GTFS. Stop_params entered manually.
- Utilise common GTFS service

8. Train Management – Additional Features

Work committed to SDMTS-2020 budget but completed in March/April 2020

- Persist & display Cab A Orientation for each LRV devices & allow manual editing.
- Detect & report consist car ordering in Train Management App & LRV Ops Report.

9. Bug Fixing & Hardening

Address issues arising during development.

10. Knowledge Transfer, Training and Documentation

Training sessions and production of documentation including Operator's Manual covering all features.

Deliverables and Schedule

Four stages of payment with features delivered as follows:

Deliverable	Time (Days)	Payment Milestone
Solution Design	8	1
8. Train Management – Additional Features	13	1
6. Port ETA Service to Davra Custom Services	35	1
7. Port Signs Service to Davra Custom Services	38	2
1. ETA for Mid-Coast Extension	52	3
2. Train Mgt App for Mid-Coast Extension	22	3
3. PA for Mid-Coast Extension	19	3
5. Migrate PA App to new Davra SPA	19	3
4. PA Feature Enhancements	90	4
10. Knowledge Transfer, Training and Documentation	14	4
9. Bug Fixing & Hardening	17	
Total	327	

Professional Services

For the Services provided under this SoW, Davra estimated a total of **327** days at the standard SDMTS Rate of **\$1,400** per day.

Payment Terms

Payment will be made on a milestone basis or as agreed upon by San Diego project PM, Jason McNeil, in 4 payments aligning to project milestones. Including an upfront advanced payment of Milestone #1 to fully resource this project.

Project shall commence as soon as PO has been received.

Note:

Completion of this project will not depend upon full completion of the Mid-Coast line as full functionality can be delivered and tested without the Mid-Coast extension running.

Change Management

- Requests for changes beyond those defined in this SoW will require a Change Order Request. No additional services will be provided unless and until the Change Order Request is signed by both parties.
- Change Order Requests may affect the project schedule and project cost.
- Delays by third party vendors may impact the project schedule and may create applicable additional charges that will require a Change Order.

If the above defined project responsibilities are not met, additional fees may apply.

Locations

Davra will complete the platform at the locations listed below.

1. On-site at SDMTS
2. Davra R&D HQ in Dublin, Ireland

Assumptions

1. Davra will provide a dedicated development Resource and a project manager to this project.
2. SDMTS will provide a dedicated Project Manager to his project.
3. SDMTS will provide all documentation and reports to Davra as required.
4. Both parties will commit to weekly update and progress meetings

Project Completion

Davra shall agree that this project (and each milestone) is complete once all items within this SoW have been delivered.

Contacts

Davra - Brian McGlynn, +353 87 6013235, brian.mcglynn@davra.com

SDMTS - Jason McNeil, Phone: 619-744-5940, Jason.McNeil@sdmts.com

SDMTS: Mid-Coast Extension

Authorization

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

SDMTS

Title

Date

Davra

Title

Date

EXHIBIT B

SDMTS

NLP Customer Communications
Statement of Work
Rev 1.1

23 June 2020

Project

An inquiry system which allows customers to interrogate various SDMTS data sources using text-based natural language queries via social media platforms or dedicate web apps.

Project Overview

This project will implement a Natural Language Processing (NLP) solution that allows queries via various sources. Integration with a defined set of social media platforms will be developed in this project.

The platform will be open to future extension to enable it to perform a variety of conversational queries upon any accessible data source (such as trolley or bus occupancy data or route recommendations) or to support audio as well as textual queries.

This project will focus on textual English language queries of ETA & schedule data for both bus & trolley services using a basic query and response idiom.

1. Project Backend System Setup and Integration

- Evaluation of suitable CPaaS provider
- Development of a microservice integrating with the CPaaS provider's APIs.
- Setup and configuration of a NLP server to process simple ETA requests based on stop IDs.
- NLP integration microservice.
- OBA integration microservice.
- Development of a Deployment Infrastructure Pipeline.

2. Social Media Integrations

Integrate the ETA service with the below social media channels:

- WhatsApp
- Facebook Messenger
- Twitter
- MTS website bot

The integration implies that users can send a message to an ETA bot within each social media channel and receive a response. The acceptable requests and corresponding responses follow the same format as the SMS-based service.

3. Textual NLP Integration for ETA

- Identify & configure intents to support queries in the following styles:
 - ETA queries:
 - "When is the next train/bus from stop/station X"
 - "Where's the next train/bus for stop/station X at?"
 - "When is the next bus/train from stop/station X to stop/station Y"
 - "At what time is the bus/train from stop/station X to stop/station Y coming"

- GTFS Schedule queries:

- "What is the schedule for bus/train X"
- "What is the schedule for route X"
- "What is the schedule for stop/station X after *this* time"
- "What is the schedule for stop/station X on *this* day"
- "What is the arrival time for bus/train from stop/station X at stop/station Y"
- "What service runs from station/stop X"
- "What routes are serviced at station/stop X"
- "What does route X service"
- "What is the schedule for bus/train X"
- "What is the schedule for route X"

- Configure NLP handlers for identified intents
- Develop Davra service(s) to respond to NLP handlers for identified intents

4. NLP IDE

Enable an integrated development environment for adding additional intents and corresponding handlers.

Possible future handlers could be:

- Customer Service Questions
- Ridership passenger data and estimation ridership/capacity information
- Trip Planning Data

5. Production Readiness

Ensure full-scale production readiness, including the following:

- Architecture design.
- Security Assessment (data integrity and privacy),
- Service Assurance (Monitoring and logging, ensuring KPIs and SLAs are met)
- Scalability (Stress testing, fine tuning, etc.)
- Deployment Pipeline Infrastructure (development, staging, production).

6. Bug Fixing & Hardening

Address issues arising during development.

7. Knowledge Transfer, Training and Docs

Training sessions and production of documentation including Operator's Manual covering all features.

Deliverables and Schedule - Expect 4 stages of payment

Deliverable	Time (Days)	Payment Milestone
Solution Design	8	1
1. Project Backend Setup & Integration	17	1
2. Social Media Integrations	75	1
3. Textual NLP Integration for ETA	32	2
4. NLP IDE	54	3
5. Production Readiness	18	3
6. Bug Fixing & Hardening	18	3
7. Knowledge Transfer, Training and Docs	14	4
Total	236	

Professional Services

For the Services provided under this SoW, Davra estimated a total of **236** days at the standard SDMTS Rate of **\$1,400** per day.

Payment Terms

Payment will be made on a milestone basis or as agreed upon by San Diego project PM, Jason McNeil, in 4 payments aligning to project milestones. Including an upfront advanced payment to fully resource this project.

Project shall commence as soon as PO has been received.

Change Management

- Requests for changes beyond those defined in this SoW will require a Change Order Request. No additional services will be provided unless and until the Change Order Request is signed by both parties.
- Change Order Requests may affect the project schedule and project cost.
- Delays by third party vendors may impact the project schedule and may create applicable additional charges that will require a Change Order.

If the above defined project responsibilities are not met, additional fees may apply.

Locations

Davra will complete the platform at the locations listed below.

1. On-site at SDMTS
2. Davra R&D HQ in Dublin, Ireland

Assumptions

1. Davra will provide a dedicated development Resource and a project manager to this project.
2. SDMTS will provide a dedicated Project Manager to his project.
3. SDMTS will provide all documentation and reports to Davra as required.
4. Both parties will commit to weekly update and progress meetings

Project Completion

Davra shall agree that this project (and each milestone) is complete once all items within this SoW have been delivered.

Contacts

Davra - Brian McGlynn, +353 87 6013235, brian.mcglynn@davra.com
SDMTS - Jason McNeil, Phone: 619-744-5940, Jason.McNeil@sdmts.com

SDMTS: NLP Customer Communications

Authorization

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

<hr/>	<hr/>	<hr/>
SDMTS	Title	Date
<hr/>	<hr/>	<hr/>
Davra	Title	Date

AMENDMENT 3 (G2071.3-18) DELIVERABLE AND COST BREAKDOWN

TROLLEY PA ENCHANCEMENT DELIVERABLES AND SCHEDULE			
DESCRIPTION	QTY(days)	UNIT COST	EXTENDED COST
Solution Design	8	\$ 1,400.00	\$ 11,200.00
Train Management – Additional Features	13	\$ 1,400.00	\$ 18,200.00
Port ETA Service to Davra Custom Services	35	\$ 1,400.00	\$ 49,000.00
Port Signs Service to Davra Custom Services	38	\$ 1,400.00	\$ 53,200.00
ETA for Mid-Coast Extension	52	\$ 1,400.00	\$ 72,800.00
Train Mgt App for Mid-Coast Extension	22	\$ 1,400.00	\$ 30,800.00
PA for Mid-Coast Extension	19	\$ 1,400.00	\$ 26,600.00
Migrate PA App to new Davra SPA	19	\$ 1,400.00	\$ 26,600.00
PA Feature Enhancements	90	\$ 1,400.00	\$ 126,000.00
Knowledge Transfer, Training and Documentation	14	\$ 1,400.00	\$ 19,600.00
Bug Fixing & Hardening	17	\$ 1,400.00	\$ 23,800.00
Total Days:	327	Total Amount:	\$ 457,800.00

NATURAL LANGUAGE PROCESSING (NLP) CUSTOMER COMMUNICATION DELIVERABLES AND SCHEDULE			
DESCRIPTION	QTY(days)	UNIT COST	EXTENDED COST
Solution Design	8	\$ 1,400.00	\$ 11,200.00
Project Backend Setup & Integration	17	\$ 1,400.00	\$ 23,800.00
Social Media Integrations	75	\$ 1,400.00	\$ 105,000.00
Textual NLP Integration for ETA	32	\$ 1,400.00	\$ 44,800.00
NLP IDE	54	\$ 1,400.00	\$ 75,600.00
Production Readiness	18	\$ 1,400.00	\$ 25,200.00
Bug Fixing & Hardening	18	\$ 1,400.00	\$ 25,200.00
Knowledge Transfer, Training and Docs	14	\$ 1,400.00	\$ 19,600.00
Total Days:	236	Total Amount:	\$ 330,400.00



1255 Imperial Avenue, Suite 1000
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(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 12

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

TASK ORDER CONTRACT APPROVAL TO PROVIDE DESIGN SERVICES FOR IRIS
RAPID ROUTE AND STATION INFRASTRUCTURE IMPROVEMENTS

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order WOA2075-AE-54 to MTS Doc. No. G2075.0-18 (in substantially the same format as Attachment A) with Dokken Engineering (Dokken) in the amount of \$810,412.04 to provide design services for the Iris Rapid Route and Station Infrastructure Improvements.

Budget Impact

The value of the Engineering Design Work Order will not exceed \$810,412.04 and is allocated under Capital Improvement Program (CIP) budget number 1009113001 – Iris Rapid Route and Station Infrastructure Improvements.

DISCUSSION:

In 2018, MTS staff applied for and received a Transit and Intercity Rail Capital Program (TIRCP) grant to add a new Rapid Bus Feeder service between Imperial Beach and the Otay Mesa International Border crossing, connecting both communities to the UC San Diego Blue Line Trolley. Consistent with the grant program's goal to significantly reduce emissions of greenhouse gasses, the new rapid route will be served by 12 new, 60-foot Battery Electric Buses (BEB). The new service will be called Rapid Bus Route 925, or Iris Rapid, operating at 7.5-min headways in the peak hours, with buses from the MTS South Bay Maintenance Facility (SBMF) on Main Street in Chula Vista.

MTS completed a route plan for Iris Rapid, which identified station stops along the route, and recommended upgrades at each location, including new shelters and Variable Message Signs (VMS) at the stops, and the addition of four bus bays on the west side of



the trolley tracks at the Iris Avenue Transit Center. This work order will provide engineering design services for the route and station improvements.

On January 12, 2016, San Diego Association of Governments (SANDAG) and MTS issued a joint Request for Statement of Qualifications (RFSQ) for On-Call Architectural and Engineering (A&E) Design Consulting services. The RFSQ resulted in the approval of 8 firms qualified to perform A&E services. Tasks are assigned to the firms through a work order process. MTS selects the most qualified firm based on the capability to perform the scope of work.

On April 16, 2020, staff issued a Request for Proposals (RFP) to approved A&E firms. On May 21, 2020, MTS received three proposals from Dokken, Kimley-Horn and Associates (KHA) and Mott MacDonald (MM).

An evaluation panel was comprised of MTS representatives, and the proposals were evaluated based on the following factors.

1. Project Team
2. Project Team's Capabilities
3. Project Understanding and Approach
4. Schedule

On June 5, 2020, the selection committee evaluated the initial proposals, but was unable to determine the highest ranked firm, as both Dokken and MM were tied. Thus, the committee decided to end the review to allow panel members additional time to re-read the Dokken and MM proposals, and revisit their scores.

On June 9, 2020, the selection committee reconvened, provided their revised scores as follows:

Ranking	Proposer Name	Total Score
1.	Dokken	81.00
2.	MM	79.30
3.	KHA	77.40

After an evaluation of the proposal, the evaluation panel determined that Dokken was the most qualified firm and best met the requirements set forth in the RFP, with a final score of 81.00 points out of maximum 100 points.

The evaluation panel then reviewed Dokken's initial price proposal in the amount of \$648,084.77. On June 10, 2020, staff issued a Notice of Intent to Negotiate (NIN) to Dokken. On June 19, 2020, the evaluation panel met with Dokken personnel and refined the scope of work in their proposal, and requested pricing for additional optional tasks. On June 24, 2020, Dokken provided a revised price proposal that included a base amount of \$728,670.85, and optional tasks in the amount of \$216,524.16 for a total amount of \$945,195.01.

On June 26, 2020, after the receipt of the Dokken revised proposal, staff issued a counter-offer to Dokken that included the adoption of an optional task to a compulsory task, and an overall reduction of the proposed fee in the amount of \$131,637.66. On June 30, 2020, Dokken provided a second revised fee that included a base amount of \$647,270.61, and optional tasks in the amount of \$163,141.43 for a total amount of \$810,412.04.

On July 1, 2020, MTS accepted Dokken's second revised fee in the amount of \$810,412.04. The optional items will be exercisable at the sole discretion of MTS.

Dokken's original price proposal was \$648,084.77. However, the proposal did not include optional items, nor improvements to the Iris Avenue Transit Center. Through negotiations, and scope refinement with the firm, staff was able to reduce the base contract price by \$814.16, while at the same time adding additional design services for the Iris Avenue Transit Center. Based on the level of effort and the design work involved for this project, staff determined the contract price to be fair and reasonable.

For this project, Dokken will use Aguirre and Associates (Aguirre), Geocon Inc., and Estrada Land Planning (ELP) as subcontractors for the project. Both Aguirre and ELP are registered Disadvantaged Business Enterprises (DBE). Please see Attachment A for the dollar amount allocated to each subcontractor.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Work Order WOA2075-AE-54 to MTS Doc. No. G2075.0-18 (in substantially the same format as Attachment A) with Dokken in the amount of \$810,412.04 to provide design services for the Iris Rapid Route and Station Infrastructure Improvements.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Draft Work Order WOA2075-AE-54, MTS Doc. No. G2075.0-18

DRAFT

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G2075.0-18
WOA2075-AE-54

Mr. John Klemunes, PE
Regional Manager
Dokken Engineering
1450 Frazee Road, Suite 100
San Diego, CA 92108

Dear Mr. Klemunes:

Subject: MTS DOC. NO. G2075.0-18, WORK ORDER WOA2075-AE-54, ENGINEERING SERVICES
FOR IRIS RAPID – CORRIDOR AND STATION DESIGN

This letter shall serve as our agreement for professional services, Work Order WOA2075-AE-54, under the General Engineering Consultant Agreement, MTS Doc. No. G2075.0-18, as further described below.

SCOPE OF SERVICES

Provide design services for provide engineering services for the Iris Rapid corridor and station design. Work provided under this Work Order will be performed in accordance with the attached Scope of Services (Attachment A, A1).

SCHEDULE

The Scope of Services, as described above, shall be for a period of 29 weeks from the date of the Notice to Proceed.

PAYMENT

Payment shall be based on actual costs in the amount not to exceed \$647,270.61 without prior authorization of MTS (Attachment B).

Please sign below, and return the document to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect.

Sincerely,

Accepted:

Sharon Cooney
Chief Executive Officer

John Klemunes, PE
Regional Manager, Dokken Engineering

Date: _____

Attachments: Attachment A, Scope of Services
Attachment B, Negotiated Fee Proposal

ATTACHMENT A SCOPE OF SERVICES

SCOPE OF WORK

I. PROJECT DESCRIPTION

The San Diego Metropolitan Transit System seeks qualified firms for the complete corridor and station design of the “Iris Rapid” bus route. This new bus route will extend from Otay Mesa Transit Center to Imperial Beach, connecting both areas to the UC San Diego Blue Line at the Iris Avenue Transit Center. Consultant will utilize MTS provided preliminary 5% design (Exhibit A, Iris Operating Plan), and operating plan as basis for route and station design. It is anticipated that this route will be serviced by a mixed fleet of sixty foot articulating CNG & Battery Electric Bus (BEB) vehicles.

II. EXPECTED RESULTS

Consultant shall provide construction documents, including design plans and technical specifications for the complete corridor and station design of the “Iris Rapid,” and Opinion of probably cost (OPCC) in accordance with the scope of work.

III. SCOPE OF WORK

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

Task 1 – Project Management

- 1.1 Consultant shall provide project management services, including the requirements for invoicing, scheduling, monthly project progress reports, and administration of the consultant’s team.
- 1.2 Consultant shall provide project coordination with MTS.
- 1.3 Consultant shall provide coordination and oversight of subconsultant(s) and integration of plans and specifications into submittal packages.
- 1.4 Also included in Project Management is QA/QC which will be performed on all deliverables. To ensure quality of work and compliance with the scope of work, the Consultant shall perform a systematic in-house review of all documents produced prior to submittal. All reviewed documents shall have a check box or signature page indicating review has been performed

Task 2 –Document Reviews and Site Visits

- 2.1 Document Review
 - Consultant shall review MTS provided preliminary 5% design and operating plan and use as basis for design.
- 2.2 Site Visits
 - Consultant shall conduct initial site visits with MTS Planning and Management for review of project, confirm existing conditions, and examine existing environment, structures, and facilities.
 - Additional site visits may be performed as necessary during contract for site condition verification as the design progresses. During these site visits, the attendance of the MTS project staff may be requested for consultation.
 - During the site visits, Consultant shall perform field observations, take photographs, measurements, calculations, etc., as necessary of the proposed route locations. The consultant is to take inventory of available amenities and identified utilities or spare conduit.
 - Consultant shall present a preliminary overview of construction issues and strategies to resolve said issues to the MTS Project manager.
 - Consultant shall coordinate with MTS staff regarding ownership, easements, and joint-use agreements. It is assumed that Consultant will coordinate with MTS up to the extent budgeted.

Task 3 – Design, Specifications, and Coordination

3.1 Site Survey and Mapping

- Consultant shall perform topographic survey and map each proposed bus stop site, as necessary, for use in the design and permitting of site improvements.
- Consultant shall review and evaluate information for each bus stop location, including the information and stop details provided by MTS, local jurisdiction requirements, ADA standards and other pertinent information that may apply.

3.2 Preliminary Design

- Consultant shall advance the design to a 50% level of completion for each bus stop location with a preliminary construction estimate for each stop for MTS Project Manager review.
- Consultant shall include any corrections required by the MTS Project Manager into the plans
- Consultant shall incorporate any design changes requested by adjacent property owners and approved by MTS into the plans..

3.3 Coordination

- Consultant shall coordinate with each of the local jurisdictions to obtain all necessary permits and design approvals.
- Consultant shall provide coordination between MTS, and each local jurisdiction to facilitate and resolve design issues.

3.4 Final Design

- Consultant shall incorporate preliminary design comments from MTS, property owners, and local jurisdictions into the final design
- Consultant shall provide final 100% design plans (engineer stamped), specifications, and OPCC for each design to MTS Project Manager for review and approval. Consultant shall include any corrections in the final bid package
- Consultant shall ensure all notes on each plan sheet are correct and ready to submit to the local jurisdictions for approval.
- OPCC for final design to include construction, materials, amenities, permitting, construction management, and contingency.

Task 4 – Geotechnical Pavement Evaluation and Environmental Sampling

4.1 Consultant shall review all pertinent and available geotechnical literature including geotechnical reports, topographic maps, geologic maps and aerial photographs; perform field borings as needed approximately 5 feet below existing pavement surface; and compile and analyze the data obtained; prepare a geotechnical memo. The geotechnical memo shall consist of a proposed pavement section, boring logs, and R-value test results. The consultant will conduct R-Value testing and engineering analysis required to evaluate geotechnical parameters and develop a proposed pavement section.

4.2 Consultant shall provide environmental sampling in conjunction with the geotechnical evaluation. The environmental sampling shall consist of collecting soil samples during manual advancement of the three proposed borings at depths of 1, 3, and 5 feet below ground surface (bgs); submitting the soil samples, under chain-of-custody procedures, to a State of California certified laboratory for analysis of total petroleum hydrocarbons (TPH) extended range organics (TPH-ext) (C4-C40) utilizing EPA Method 8015B, volatile organic compounds (VOCs), including fuel oxygenates, utilizing EPA Method 8260B, and Title 22 Metals utilizing EPA Method 6010B/7471A;

and preparing and submitting a technical memorandum summarizing the analytical results, including analytical data tables and figures. In the event that soil export is required, Consultant shall provide direction on the proper removal and disposal of the soil.

TASK 5 – Bid Package Development and Support Services (IFB Submittal)

5.1 Final Review Comments

- Consultant shall incorporate review comments to the Final Plans, Specifications and OPCC submittal and prepare “Bid-Ready” packages for MTS Procurement Department to advertise project.

5.2 Bid Support

- Consultant shall prepare for and attend the pre-bid meeting and respond to Request for Information (RFI) from the prospective bidder(s) during the bid process.

TASK 6 – Design support during construction (DSDC)

6.1 Attend Construction Team Meetings

- Consultant shall have one representative attend construction team meetings

6.2 Review & Approve Submittals

- Consultant shall review and approve, or take other appropriate action as necessary in response to Contractor-prepared submittals required by the specifications. These submittals included shop drawings, product catalog cut sheets, certificates of compliance, samples, and other data which the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action shall not extend to means, methods, techniques, equipment choice and usage, sequences, schedules or procedures of construction and related safety precautions and programs by the Contractor.

6.3 Respond to Request for Information (RFI)

- Consultant shall review and respond to Contractor RFIs forwarded from the Construction Manager (CM) or MTS Project Manager and issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the CM.

6.4 Field Observations

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

IV. PERIOD OF PERFORMANCE

Consultant shall perform requested services within 180 calendar days of NTP.

Task	Begin/End Dates
1. Project Management	NTP / Project Completion
2. Document Review and Site Visits	NTP / NTP + Project Completion
3. Design, Specifications, and Coordination	End Task 2 / NTP + 12 weeks
• 50 % Design Submittal Package	NTP / NTP + 20 weeks

(OPPC) • 100% Design Submittal Package • Design Review Meetings	NTP / Project Completion
4. Geotechnical Pavement Evaluation and Environmental Sampling	NTP / NTP + 12 weeks
5. Bid Package Development and Support Services	End Task 3&4 / At Contractor's NTP Meeting
6. Design Support During Construction	Contractor's NTP / Project Close-out

V. DELIVERABLES

Deliverables are anticipated to include the following

- OPCC
- Final Design

VI. MATERIALS TO BE PROVIDED BY MTS AND/OR THE OTHER AGENCY

MTS to provide general route/station 5% design concepts, preliminary OPCC, and operating plan.

VII. MTS ACCEPTANCE OF SERVICES:

Contractor shall not be compensated at any time for unauthorized work outside of this Work Order. Contractor shall provide notice to MTS' Project Manager upon 100% completion of this Work Order. Within five (5) business days from receipt of notice of Work Order completion, MTS' Project Manager shall review, for acceptance, the 100% completion notice. If Contractor provides final service(s) or final work product(s) which are found to be unacceptable due to Contractor's and/or Contractor's subcontractors negligence and thus not 100% complete by MTS' Project Manager, Contractor shall be required to make revisions to said service(s) and/or work product(s) within the Not to Exceed (NTE) Budget. MTS reserves the right to withhold payment associated with this Work Order until the Project Manager provides written acceptance for the 100% final completion notice. Moreover, 100% acceptance and final completion will be based on resolution of comments received to the draft documents and delivery of final documentation which shall incorporate all MTS revisions and comments.

Monthly progress payments shall be based on hours performed for each person/classification identified in the attached Fee Schedule and shall at no time exceed the NTE. Contractor shall only be compensated for actual performance of services and at no time shall be compensated for services for which MTS does not have an accepted deliverable or written proof and MTS acceptance of services performed.

VIII. DEFICIENT WORK PRODUCT:

Throughout the construction management and/or implementation phases associated with the services rendered by the Contractor, if MTS finds any work product provided by Contractor to be deficient and the deficiently delays any portion of the project, Contractor shall bear the full burden of their deficient work and shall be responsible for taking all corrective actions to remedy their deficient work product including but not limited to the following:

- Revising provided documents,

At no time will MTS be required to correct any portion of the Contractor's deficient work product and shall bear no costs or burden associated with Contractor's deficient performance and/or work product.

IX. DELIVERABLE REQUIREMENTS

Contractor will be required to submit any and all documentation required by the Scope of Work. The deliverables furnished shall be of a quality acceptable to MTS. The criteria for acceptance shall be a product of neat appearance, well-organized, and procedurally, technically and grammatically correct. MTS reserves the right to request a change in the format if it doesn't satisfy MTS's needs. All work products will become the property of MTS. MTS reserves the right to disclose any reports or material provided by the Contractor to any third party.

Contractor shall provide with each task, a work plan showing the deliverables schedule as well as other relevant date needed for Contractor's work control, when and as requested by MTS.

Contractor's computer data processing and work processing capabilities and data storage should be compatible with Windows compatible PC's, text files readable in Microsoft Word, and standard and customary electronic storage. Contractor shall maintain backup copies of all data conveyed to MTS.

Contractor shall provide MTS with hard copy or electronic versions of reports and/or other material as requested by MTS.

X. PRICING

Pricing shall be firm and fixed for the duration of the Work Order and any subsequent Change Orders/Amendments to the Work Order. There shall be no escalation of rates or fees allowed.

XI. PREVAILING WAGE

Prevailing wage rates apply to certain personnel for these services? ☐ Yes ☐ No

If yes, please list classification subject to prevailing wage rates:

ATTACHMENT A1

DOKKEN'S TECHNICAL PROPOSAL

SCOPE OF WORK

Our team proposes that these consulting services be divided into sequential tasks, as indicated below.

Task 1: Project Management

1. Conduct a project kick-off meeting to establish clear lines of communication, review the scope of work and project schedule, clearly define project goals and objectives, and identify MTS staff to be involved in the review process.
2. Schedule and coordinate up to six (6) project status meetings, develop (with MTS input) and distribute meeting agendas prior to meetings, develop and distribute minutes for each meeting.
3. Provide general project management services, including development and updates for critical path method project delivery schedule, coordination and oversight of subconsultant work products, and preparation of monthly invoices and supporting progress reports. Each progress report shall include a summary of tasks in progress and completed for the billing period, and projected tasks to be accomplished in the next month.
4. Dokken Engineering (DE) will work closely with the MTS Project Manager for the duration of the project to inform the MTS Project Manager of all project activities, monitor project progress, and monitor project budget. The duration of the project management effort is expected to be continuous through completion of the job.
5. Perform Quality Control reviews on all project deliverables and provide Quality Assurance in all work products included in this scope of work. To ensure quality of work and compliance with the scope of work, the Consultant shall perform a systematic in-house review of all documents produced prior to submittal. The QA/QC Engineering and DE Project Manager will be responsible for the quality control for all products submitted to MTS. Each submittal shall be accompanied by a QC process signature form and a transmittal memorandum. Any review comments received from MTS will be summarized, a Consultant response will be prepared, and corrections to the deliverables will be made.
6. Prepare City of San Diego, City of Imperial Beach, and MTS right of entry and encroachment permit application packages to support site survey, potholing, and site investigatory work. DE shall prepare the permit applications, work plans, traffic control plans, and coordinate insurance certificates as required to provide a comprehensive permit application package and secure the necessary permits from each agency.

Task 1 Deliverables - Kick-off meeting, up to six (s) project status meetings, Project Schedule with monthly updates, monthly progress reports and invoices, QC forms and submittal memos, agency permits for pre-construction services.

Task 2: Research, Document Review and Site Visits

1. Review existing documents provided by MTS which are pertinent to the project including:
 - a. Route 925 "Iris Rapid" Operating Plan and attachments.
 - b. MTS guidelines, standard drawings and specifications for bus stop and station design.
 - c. Available as-built drawings of MTS facilities at the existing stops/stations along the proposed route.
 - d. Ongoing projects or studies that could impact the Iris Rapid bus route stops and transit center design.
2. Perform as-built research with the City of San Diego Development Services Department, the City of Imperial Beach Development Services Department, and Caltrans to obtain existing reports, studies, as-builts, and facility drawings to establish the existing conditions at each bus stop site and the Iris Ave Transit Center (TC) west parking lot site.
3. Prepare letter requests for as-builts and facilities mapping from utility owners. DE shall identify utilities at each proposed bus stop site and the Iris Ave TC (West) site, review the information provided by the utility owners, develop existing utility mapping in CADD, and coordinate field utility mark-out for verification of existing utilities during site visits.

4. Conduct site visits as follows:
 - a. DE shall conduct initial site visits with MTS Planning and Management to review proposed site improvements, confirm existing site conditions, and examine existing streetscape and infrastructure.
 - b. Additional site visits may be performed as necessary during contract for site condition verification as the design progresses. DE will coordinate MTS participation with the MTS Project Manager as needed.
 - c. During the site visits, DE shall perform field observations, take photographs, obtain measurements, perform calculations, etc., as necessary for the proposed route locations. DE is to take inventory of available amenities and identified utilities or spare conduit.
 - d. DE shall present a preliminary overview of construction issues and strategies to resolve said issues to the MTS Project manager.
5. Perform research and coordinate with potential vendors to identify branded MTS "Rapid" bus shelter options and bus stop site amenities for the project, adhering to the following objectives: pre-fabricated structures must be tearaway type with concrete anchor system attachments, one shelter size for all new/upgraded bus stops within corridor, angled low maintenance roofing material (plexiglass or similar), free standing benches and trash receptacles are preferred (similar to Victor Stanley), shelters similar in appearance to existing MTS Rapid stops (e.g. Santa Fe Depot, South Bay Rapid stop at Otay Mesa Transit Center, and existing Rapid bus stops on Imperial Beach Drive).

Task 2 Deliverables – As-built and facility maps binder, existing utility mapping in CADD, summary of potential construction issues and recommended design strategies, bus stop shelter and amenities design coordination

Task 3: Design, Specifications, and Coordination

1. Topographic Mapping and Design Survey – Aguirre & Associates (AA) shall perform ground survey for the twelve (12) bus stop sites located with the City of Imperial Beach and City of San Diego, the Iris Ave TC (West) and the Iris Ave TC (East) site. Primary survey control will be in terms of NAD 83 for horizontal and NAVD 88 for vertical, to be verified with the MTS Project Manager. Ground survey shots will be taken on pavement grade breaks, curb/gutter, back of sidewalk, utilities, trees, poles, and appurtenances. The survey data will be used to develop topographic mapping for the Iris Ave TC (West) and (East) and the bus stop sites. Topographic mapping will be developed at a 20:1 scale with 1ft contours for the Iris Ave TC (West) and (East), and 5:1 scale with 0.5 ft contours for the bus stop sites.
2. Right of Way (R/W) Mapping and Record of Survey (ROS) – AA shall research available existing right of way mapping to establish parcel boundaries and develop a land net base map with existing easements/encumbrances plotted for the following locations:
 - WB IB Blvd at 3rd Street
 - WB IB Blvd at the IB Library
 - EB IB Blvd at 13th Street
 - WB IB Blvd at 13th Street
 - WB IB Blvd at Saturn
 - EB Coronado Ave at Hollister Street
 - WB Coronado Ave at Hollister Street
 - Iris Ave TC (West) western Property Line

AA shall perform field reconnaissance to locate existing property corners and tie found monuments to project control. Record monuments that have been removed, disturbed, or destroyed will be set, as required, to comply with Section 8771 of the Land Surveyors Act. The land net base will serve as the basis for subsequent right of way coordination by MTS personnel. AA will prepare a ROS in compliance with Section 8762 of the Land Surveyors for the IB Blvd/13th Avenue site and set monuments. Monument preservation will be covered by 6 Corner Records in the City of San Diego only.

3. R/W Coordination – DE shall coordinate with MTS staff regarding property ownership, proposed temporary construction easements or right to enter and construct areas, and joint-use agreements as needed. DE shall define right of way requirements and prepare Property Owner Exhibits for affected properties along new route to identify potential impacts to driveways, parking areas, landscape areas, utilities, etc. at each proposed bus

stop site. DE shall attend field meetings with MTS Real Estate staff and affected property owners as requested by MTS.

4. Utility Conflict Assessment and Relocation Coordination – DE shall review the proposed project improvements and conflict check with existing utilities at each of the twelve bus stop sites and the Iris Ave TC (West). DE shall identify potential utility conflicts and coordinate with the affected utility owner(s) as needed to evaluate protection measures and relocation strategies during the design process. Potential utility conflicts will be summarized in a Utility Conflict Identification Matrix with information on utility ownership, type, location, reason for potential conflict, and recommended conflict resolution. DE will work in conjunction with the MTS Project Manager to coordinate third party utility relocations, as needed. DE will coordinate and oversight potholing at up to 10 locations to positively locate existing underground facilities and verify utility conflicts.
5. DE shall review the constraints at each site and make specific recommendations for scope of work and locations of new concrete shelter pads, bus stop landing areas, sidewalk improvements, retaining walls, bus stop signage and VMS locations, trash receptacles, bus stop benches, utility relocations or adjustments, minor landscape improvements, and replacement of existing property features.
6. Water Resources Report for Iris Ave Transit Center (West)– DE shall prepare a hydrology and hydraulics technical memorandum and Storm Water Quality Management Plan as follows:
 - a. A hydrologic analysis will be performed to quantify the proposed peak flow runoff generated at the Iris Ave TC (West) parking lot site. Results of this analysis will be utilized for the hydraulic analysis of the proposed condition. The hydraulic analysis will include inlet efficiency calculations and sizing verification of altered on-site storm drain collection and conveyance facilities. A Hydrology and Hydraulics (H&H) Technical Memorandum will be prepared to document the hydrology and hydraulic analysis based on local criteria and will provide a detailed discussion of the existing conditions, post-project drainage patterns and conditions, results of the on-site hydraulic analyses and any issues of special concern or significance. A draft version of the report will be submitted to MTS for one round of comments at the 50% milestone and will be finalized upon completion of the 100% PS&E milestone submittal.
 - b. DE will prepare a Storm Water Quality Management Plan (SWQMP) for the Iris Ave TC (West) parking lot site in accordance with the MTS Post Construction Stormwater Management Manual and the 2013 Phase II Small Municipal Separate Storm Sewer Systems (MS4) Permit (Order No. 2013-0001-DWQ). A draft SWQMP will be submitted to MTS for review with the 50% PS&E milestone submittal. Comments will be addressed, and the final document will be submitted for approval with the 100% PS&E milestone submittal.
7. Preliminary 50% Level Design – DE shall prepare the site improvement plans (1"=5' for bus stops, 1"=10' for traffic signals, 1"=20' for the Iris Ave TC (West) site, and 1"=20' for the Iris Ave TC East site for the 50% submittal. All plan sheets will be prepared in accordance with the guidelines, standards, and requirements applicable to each jurisdiction (City of San Diego, City of Imperial Beach, and MTS), the Americans with Disabilities Act requirements, MTS's standard drawings and specifications, Uniform Federal Access Standards, ASTM requirements, and any other local government laws, regulations, ordinances, and codes.

DE shall prepare traffic signal and electrical plans for the new signalized intersection at Coronado Ave and 30th St, signal modifications at the intersection of Coronado Ave/Beyer Blvd, and the new transit priority signal at the driveway to the Iris Ave TC (West) station for the 50% submittal.

DE shall prepare engineering plans for fiber optic and communication infrastructure upgrades for the 50% submittal. The scope of work assumes new station fiber optic connections at the bus stops located within the City of Imperial Beach (excepting Seacoast Dr stops) and the Iris Ave TC (West), and new station wireless connections at the Hollister St, Saturn Blvd, and Seacoast Dr bus stops. Fiber optic cable will be located with conduit/innerduct installed as part of Imperial Beach Blvd Enhancement Project for reach with the City of Imperial Beach limits.

Two separate drawing packages will be prepared for the two jurisdictional areas as follows:

- a. City of Imperial Beach 50% plan set covering bus stops at Seacoast Dr at Dalia Ave, Seacoast Dr at IB Pier (and ped crossing), Imperial Beach Blvd at 3rd St (EB and WB), Imperial Beach Blvd at IB Library (EB and WB), Imperial Beach Blvd at 13th St (EB only). Total 13 plan sheets.
- b. City of San Diego 50% plan set covering bus stops at Imperial Beach Blvd at 13th St (WB only), Coronado Ave at Saturn Blvd (EB and WB), Coronado Ave at Hollister St (EB and WB), Iris Ave TC (West) and the Iris Ave TC (East) Improvements. Also including the new traffic signals at Coronado Ave and 30th St, signal modifications at the intersection of Coronado Ave/Beyer Blvd, and the new transit priority signal at the driveway to the Iris Ave TC (West) station. Total 45 plan sheets.

All Transit Priority Measures recommended in the Route 905 Iris Rapid Operating Plan and new/modified traffic signals at Coronado Ave/30th St, Coronado Ave/Beyer Blvd and the Iris Ave TC (West) will be developed to the 50% level design to support future grant funding applications by MTS. Only the new/modified traffic signals at Coronado Ave/30th St, Coronado Ave/Beyer and the transit priority signal upgrades at the driveway to the Iris Ave TC (West) station will be developed to the 100% level design under Task 9 of this scope of work.

DE shall develop a quantity and unit cost derived preliminary construction cost estimate for each bus stop site, the Iris Ave TC (West) and the Iris Ave TC (West) for the improvements outlined in the preliminary design drawings. DE shall incorporate specifications into the project plans and shall prepare a spec outline for the preliminary design package. Any initial corrections required by the MTS Project Manager shall be incorporated in the preliminary design drawings.

8. Final 100% Level Design – DE shall complete the final 100% submittal as follows:
 - a. Incorporate design comments from MTS, property owners, and local jurisdictions into the final design.
 - b. Ensure all notes on each plan sheet are correct and ready to submit to the local jurisdictions for approval.
 - c. Provide final 100% design plans (engineer stamped), specifications, and Opinion of Probable Cost (OPCC) estimate for each bus stop site, the Iris Ave TC (West) and the Iris Ace TC (East).
 - d. The OPCC for final design will include construction, materials, amenities, permitting, construction management, and contingency costs.
 - e. Provide final 100% design for new traffic signals at the Coronado Ave/30th St intersection, the modified signal at Coronado/Beyer and the transit priority signal at the Iris Ave TC (West) only.
9. Design Reviews/Coordination – DE shall be responsible for coordinating all agency reviews, addressing agency comments and preparing responses to comments, and final plan acceptance from the City of San Diego, the City of Imperial Beach, and MTS. DE shall coordinate with all agencies having approval authority for the proposed improvements to obtain all necessary ROW/engineering permits. DE shall serve as a liaison between the MTS Project Manager and the local jurisdiction to facilitate and resolve design issues during project development.

Task 3 Deliverables – Aerial Topo and Design Survey in CADD, Land Net Base Map in CADD, Property Owner Exhibits, Utility Conflict Matrix and Utility Relocation Coordination, Draft and Final H&H Technical Memorandum, Draft and Final SWQMP, 50% Design Level Submittal (Plans, Specs, Preliminary Engineer's Cost Estimate), 100% Design Level Submittal (Plans, Specs, OPCC Estimate), Agency Coordination.

Task 4: Geotechnical Pavement Evaluation and Environmental Sampling

1. Geocon will perform a geotechnical evaluation for the proposed improvements at the Iris Ave Transit Center (West) via a limited geotechnical investigation. We will review the pertinent and available geotechnical literature including geotechnical reports, topographic maps, geologic maps and aerial photographs; advance 3 field borings to approximately 5 to 20 feet below existing pavement surface; observe the existing pavement structural sections and collect subgrade soil samples from borings for laboratory compaction, expansion index, corrosion, and pavement support characteristics testing (R-value). Soil samples for environmental testing will also be collected in borings (see Task 2). In addition, 2 field infiltration testing will be performed in borings (same or separate borings) using an Aardvark Permeameter or similar method to evaluate infiltration characteristics of onsite soil. Geocon will perform engineering analysis based on the results of our field exploration and laboratory testing. A written report will be prepared with the recommendations for pavement structural sections (flexible

and rigid) based on the designed traffic index (TI) and the subsurface conditions encountered during exploration.

2. Geocon will perform environmental sampling as part of the geotechnical evaluation. The environmental sampling shall consist of collecting soil samples within the three proposed borings at depths of 1, 3, and 5 feet below ground surface (bgs); submitting the soil samples, under chain-of-custody procedures, to a State of California certified laboratory for analysis of total petroleum hydrocarbons (TPH) extended range organics (TPH-ext) (C4-C40) utilizing EPA Method 8015B, volatile organic compounds (VOCs), including fuel oxygenates, utilizing EPA Method 8260B, and Title 22 Metals utilizing EPA Method 6010B/7471A; and preparing and submitting a technical memorandum summarizing the analytical results, including analytical data tables and figures. In the event that soil export is required, Geocon will provide direction on the proper removal and disposal of the soil.

Task 4 Deliverables – Limited Geotechnical Investigation Report, Environmental Sampling, Testing, and Report

Task 5: Bid Package Development and Support Services (Issue for Bid Submittal)

1. Final Review Comments, Responses, and IFB Submittal – DE shall incorporate review comments to the Final Plans, Specifications and OPCC submittal and prepare “Bid-Ready” packages for MTS Procurement Department to advertise project.
2. Bid Support – DE shall prepare for and attend the Pre-Bid Meeting and respond to bidder inquiries from the prospective bidder(s) during the bid process.

Task 5 Deliverables – IFB Submittal, Attendance at Pre-Bid Meeting, Responses to Bidder Inquiries

Task 6: Design Support During Bidding and Construction (DSDC)

1. Attend Construction Meeting – DE shall have one representative attend construction team meetings.
2. Review and Approve Contractor Submittals – DE shall review and approve or take other appropriate action as necessary in response to Contractor-prepared submittals required by the specifications, but only for conformance with the information given in the Contract Documents. These submittals include shop drawings, product catalog cut sheets, certificates of compliance, samples, and other data which the Contractor is required to submit. Such review and approvals or other action shall not extend to means, methods, techniques, equipment choice and usage, sequences, schedules or procedures of construction and related safety precautions and programs by the Contractor.
3. Respond to Requests for Information (RFI) – DE shall review and respond to Contractor RFIs forwarded from the Construction Manager (CM) or MTS Project Manager and issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the Contractor’s work. Any orders authorizing variations from the Contract Documents will be made by the CM.
4. Field Observation and Contract Change Orders – At the request of MTS, DE shall conduct site visits to respond to RFI’s, develop Change Orders, and/or perform other specific tasks.

Task 6 Deliverables – Attendance at Construction Meetings, Contractor Submittal Reviews, Responses to RFIs, Field Visits, Contract Change Orders

Optional Tasks Available to MTS

Task 7: Concept Development

1. DE shall prepare conceptual designs for proposed bus stops at the State Route 905/Caliente Ave interchange (Eastbound off-ramp and Westbound on-ramp). DE shall review the constraints at each site and make specific recommendations for scope of work and locations of upgraded concrete bus pads, new concrete shelter pads/bus stop landing areas, sidewalk improvements, retaining walls, bus stop signage and VMS locations, trash receptacles, bus stop benches, utility relocations or adjustments, minor landscape improvements, and replacement of existing property features. Conceptual site plan exhibits will be submitted to Caltrans for review and comment. DE shall coordinate with Caltrans and MTS to garner input on the conceptual designs and

determine viability of Caltrans approval through the Encroachment Permit and Maintenance Agreement process.

2. DE shall prepare striping and signing plans for restriping of Coronado Ave between Saturn Blvd and Hollister Ave to repurpose the outside vehicle lane as a dedicated bus only lane in both the westbound and eastbound directions. Plans shall be developed to a 50% level design to support future grant funding applications by MTS and coordination with the City. Total of 8 plan sheets are anticipated for the restriping of Coronado Ave. Further plan development for this task past the 50% design is not included as part of this task order.

Task 7 Deliverables – Up to two (2) focus group meetings; Concept Plan for Caliente Bus Stops; Concept Plan for Coronado Ave Restriping

Task 8: Project Management for Caliente Ave Bus Stops Optional Tasks

1. Schedule and coordinate up to two (2) project focus group meetings with Caltrans District 11 to garner input on final engineering design and reconcile Caltrans comments on 65%, 95%, and Final design drawings.
2. Provide general project management services for optional tasks, including development and updates for critical path method project delivery schedule, coordination, and oversight of subconsultant work products, and preparation of monthly invoices and supporting progress reports.
3. Perform Quality Control reviews on all project deliverables and provide Quality Assurance in all work products included in optional tasks. To ensure quality of work and compliance with the scope of work, the Consultant shall perform a systematic in-house review of all documents produced prior to submittal. The QA/QC Engineering and DE Project Manager will be responsible for the quality control for all products submitted to MTS. Each submittal shall be accompanied by a QC process signature form and a transmittal memorandum. Any review comments received from MTS will be summarized, a Consultant response will be prepared, and corrections to the deliverables will be made.
4. Prepare Caltrans Encroachment Permit application packages to support site survey, potholing, and site investigations. DE shall prepare the permit applications, traffic control plans, and coordinate insurance certificates as required to provide a comprehensive permit application package.

Task 8 Deliverables – Up to two (2) focus group meetings, Project Schedule with monthly updates, monthly progress reports and invoices, QC forms and submittal memos, agency permits for pre-construction services.

Task 9: Design, Specifications, and Coordination for Caliente Ave Bus Stops Optional Tasks

1. Topographic Mapping and Design Survey for Caliente Ave Bus Stops – AA shall perform ground survey for the two (2) bus stop sites located at the SR-905/Caliente Ave interchange. Ground survey shots will be taken on pavement grade breaks, curb/gutter, back of sidewalk, utilities, trees, poles, and appurtenances. The survey data will be used to develop topographic mapping at a 5:1 scale with 0.5 ft contours for the bus stop sites.
2. Right of Way (R/W) Mapping for Caliente Ave Bus Stops – AA shall coordinate with Caltrans to obtain information for the access control right of way lines and develop a land net base map with existing easements/encumbrances plotted. AA shall perform field reconnaissance to locate existing property corners and tie found monuments to project control. Record monuments that have been removed, disturbed, or destroyed will be set, as required, to comply with Section 8771 of the Land Surveyors Act.
3. Utility Conflict Assessment and Relocation Coordination for Caliente Ave Bus Stops – DE shall review the proposed project improvements and conflict check with existing utilities for the two bus stop sites. DE shall identify potential utility conflicts and coordinate with the affected utility owner(s) as needed to evaluate protection measures and relocation strategies during the design process. Potential utility conflicts will be summarized in a Utility Conflict Identification Matrix with information on utility ownership, type, location, reason for potential conflict, and recommended conflict resolution. DE will work in conjunction with the MTS Project Manager to coordinate third party utility relocations, as needed. DE will coordinate and oversight potholing at up to 2 locations to positively locate existing underground facilities and verify utility conflicts.
4. Preliminary 65% Level Design for Caliente Ave Bus Stops – DE shall prepare the site improvement plans (at a scale of 1"=5') covering the two stops at SR-905/Caliente Ave interchange (EB off-ramp and WB on-ramp). Plans

shall be in Caltrans format (65% submittal) and a total of 21 sheets are anticipated including layout, typical cross-sections, construction details, grading, drainage plans/details, TWPC, erosion control, signing and striping, stage construction and traffic handling, utilities/electrical/communication plans, landscape and irrigation plans/details.

5. Final 100% Level Design for Caliente Ave Bus Stops – DE shall complete the final 100% submittal as follows:
 - a. Incorporate design comments from MTS and Caltrans into the final design.
 - b. Ensure all notes on each plan sheet are correct and ready to submit to the MTS/Caltrans for approval.
 - c. Provide final 100% design plans (engineer stamped), specifications, and Opinion of Probable Cost (OPCC) estimate for the two bus stop sites.
 - d. The OPCC for final design will include construction, materials, amenities, permitting, construction management, and contingency costs
6. Design Reviews/Coordination – DE shall be responsible for coordinating all agency reviews, addressing agency comments and preparing responses to comments, and final plan acceptance from Caltrans District 11 and MTS. DE shall coordinate with all agencies having approval authority for the proposed improvements to obtain all necessary ROW/engineering permits. DE shall serve as a liaison between the MTS Project Manager and the local jurisdiction to facilitate and resolve design issues during project development.

Task 9 Deliverables – Aerial Topo and Design Survey in CADD, Land Net Base Map in CADD, Conflict Matrix and Utility Relocation Coordination, 65% Design Level Submittal (Plans, Specs, Preliminary Engineer's Cost Estimate), 100% Design Level Submittal (Plans, Specs, OPCC Estimate), Caltrans Coordination.

Task 10: Bid Package Development and Support Services (Issue for Bid Submittal) for Caliente Ave Bus Stops Optional Tasks

1. Final Review Comments, Responses, and IFB Submittal – DE shall incorporate review comments to the Final Plans, Specifications and OPCC submittal and prepare "Bid-Ready" packages for MTS Procurement Department to advertise project.
2. Bid Support – DE shall prepare for and attend the Pre-Bid Meeting and respond to bidder inquiries from the prospective bidder(s) during the bid process.

Task 10 Deliverables – IFB Submittal, Attendance at Pre-Bid Meeting, Responses to Bidder Inquiries

Task 11: Design Support During Bidding and Construction (DSDC) for Caliente Ave Bus Stops Optional Tasks

1. Attend Construction Meeting - DE shall have one representative attend construction team meetings.
2. Review and Approve Contractor Submittals – DE shall review and approve or take other appropriate action as necessary in response to Contractor-prepared submittals required by the specifications, but only for conformance with the information given in the Contract Documents. These submittals include shop drawings, product catalog cut sheets, certificates of compliance, samples, and other data which the Contractor is required to submit. Such review and approvals or other action shall not extend to means, methods, techniques, equipment choice and usage, sequences, schedules or procedures of construction and related safety precautions and programs by the Contractor.
3. Respond to Requests for Information (RFI) – DE shall review and respond to Contractor RFIs forwarded from the Construction Manager (CM) or MTS Project Manager and issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the CM.
4. Field Observation and Contract Change Orders – At the request of MTS, DE shall conduct site visits to respond to RFI's, develop Change Orders, and/or perform other specific tasks.

Task 11 Deliverables – Attendance at Construction Meetings, Contractor Submittal Reviews, Responses to RFIs, Field Visits, Contract Change Orders

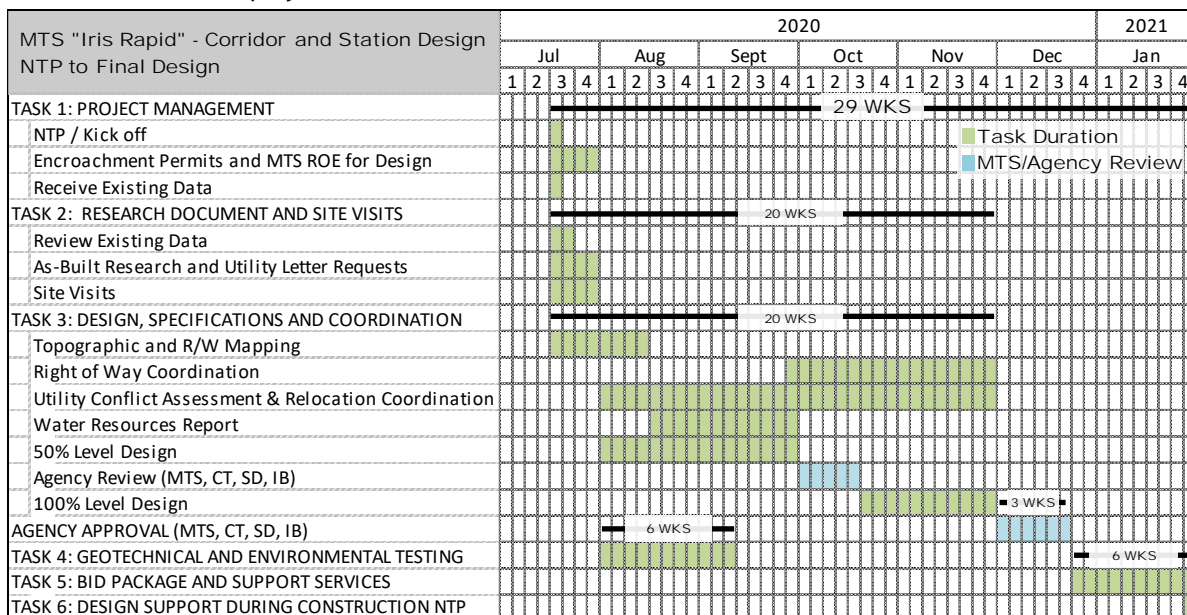
INNOVATIVE APPROACH AND INTERNAL MEASURES FOR TIMELY COMPLETION

One of the key components to ensuring that a project is completed on time is the development of a detailed work plan for the project. Our team has developed a comprehensive plan to deliver this project within the allotted time proposed by MTS. Given the multi-jurisdictional nature of this project, communication with not only MTS staff, but also the City of San Diego, Imperial Beach and Caltrans will be critical to the timely completion of this project. We take pride in having developed outstanding working relationships with the key project stakeholders. In the current environment, where face to face meetings will not always be available, it is essential to over communicate with project stakeholders. Mr. Tarrall is currently leading the design and permitting effort on the San Dieguito Lagoon Restoration Project that, like the Iris Rapid Corridor and Station Design Project, has a multitude of stakeholders. The stakeholders include the City of San Diego, Caltrans, SANDAG, Coastal Commission, San Dieguito River Park JPA, SDG&E and the Army Corps of Engineers. In order to keep this project on track to begin construction this fall, Mr. Tarrall has been facilitating weekly virtual meetings with the entire project team through a variety of platforms to keep the project on track. We have also found that conducting site visits in smaller groups, where social distancing can be maintained, is an effective tool to keep projects moving. A similar approach of extensive communication on the Iris Rapid Corridor and Station Design project will be key to its timely delivery.

4. SCHEDULE

ABILITY TO MEET MTS'S PROPOSED SCHEDULE

Our team has prepared an extensive workplan and the milestone schedule below to identify the duration and dates of key tasks and milestones for this project.



LOCAL RESOURCES FOR PROPOSED SERVICES

We have put together an all Local team with extensive experience delivering similar transit improvement projects. Our team will ensure that MTS will get the most responsive service possible and commit to being available to MTS on short notice throughout the duration of the project. We have the expertise and depth of resources to deliver the "Iris Rapid" – Corridor and Station Design Project with MTS.

5. DBE SUBCONTRACTOR UTILIZATION PLAN

Dokken Engineering maintains a strong commitment to Equal Opportunity in our hiring practices, training, promotions, and sub-contracting. We have supported and participated in the Caltrans and SANDAG outreach programs to small minority consultants. Dokken Engineering is pleased to team with sub-consultants who are both highly qualified in their fields and meet the requirements for Disadvantaged Business Enterprise (DBE) to ensure that MTS will meet/exceed their DBE goal. The following table lists our team's small and disadvantaged business firms and their certifications.

FIRM	ROLE	CERTIFICATION	DBE PARTICIPATION
Aguirre & Associates	Survey	DBE #6729 / MBE #6729 SLBE #11AE0172 SB (Micro) #33859	16.3%
Estrada Land Planning	Landscape Architecture	DBE #7103 WMBE #7IN00018 SLBE #11EL0202	6.1%
TOTAL:			22.4%

ATTACHMENT B

NEGOTIATED FEE PROPOSAL

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

MTS Doc. No. **G2075.0-18**
Work Order No. **WOA2075-AE-54**
Attachment: **B**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Project No:

Table 1 - Cost Codes Summary (Costs & Hours)

Item	Cost Codes	Cost Codes Description	Total Costs
1		Labor	\$784,331.04
2		ODC	\$26,081.00

Totals = **\$810,412.04**

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

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	TASK 1	PROJECT MANAGEMENT	345.0	\$72,722.31
2	TASK 2	RESEARCH, DOCUMENT REVIEW AND SITE VISITS	203.0	\$32,503.97
3	TASK 3	DESIGN, SPECIFICATIONS AND COORDINATION	3,095.0	\$473,210.11
4	TASK 4	GEOTECHNICAL PAVEMENT EVALUATION AND ENVIRONMENTAL SAMPLING	84.0	\$16,805.74
5	TASK 5	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES (ISSUE FOR BID SUBMITTAL)	182.0	\$24,270.52
6	TASK 6	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION	142.0	\$27,757.96
7	TASK 7	CONCEPT DEVELOPMENT (OPTIONAL)	248.0	\$36,222.84
8	TASK 8	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)	76.0	\$14,952.83
9	TASK 9	DESIGN, SPECIFICATIONS, AND COORDINATION FOR CALIENTE AVE BUS STOPS (OPTIONAL)	618.0	\$93,509.51
10	TASK 10	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES FOR CALIENTE AVE BUS STOPS (OPTIONAL)	44.0	\$6,894.91
11	TASK 11	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION FOR CALIENTE AVE BUS STOPS (OPTIONAL)	65.0	\$11,561.34

Totals = **5,102.0** **\$810,412.04**

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

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
			X	Dokken Engineering	4,285.0	\$669,752.80
X				Aguirre & Associates	380.0	\$86,075.26
X				Estrada Land Planning	359.0	\$39,210.00
				Geocon Inc.	78.0	\$15,373.98

Totals = **5,102.0** **\$810,412.04**

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Consultant/Subconsultant: **Dokken Engineering**

MTS Doc. No.: **G2075.0-18**

Total Hours = **4,285**

Work Order No.: **WOA2075-AE-54**

Total Costs = **\$669,752.80**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Attachment: **B**

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Mark Tarrall Project Manager	Darwin Cruz Project Engineer	Frank Flores Associate Engineer	Joe Ostdiek Senior Engineer	Senior Engineer	Associate Engineer	Assistant Engineer	Total Hours	Totals	Percent of Total	
													Hours	Costs
				\$ 268.46	\$ 223.71	\$ 161.07	\$ 223.71	\$ 223.71	\$ 161.07	\$ 98.43				
1	TASK 1	PROJECT MANAGEMENT												
1.1	Kick-off Meeting			3	3	6					12	\$2,442.93		
1.2	Project Status Meetings			12	18	18				12	60	\$11,328.72		
1.3	Project Schedule, Invoicing, Progress Reports			12	12						24	\$5,906.04		
1.4	Project Coordination and Weekly PM Updates			32	34						66	\$16,196.86		
1.5	QA/QC Project Deliverables			22	34			40			96	\$22,460.66		
1.6	Agency Permits			6	16	30				16	68	\$11,597.10		
		Subtotals (Hours) =	N/A	87	117	54		40		28	326	\$69,932.31		
		Subtotals (Costs) =		\$23,356.02	\$26,174.07	\$8,697.78		\$8,948.40		\$2,756.04	326	\$69,932.31	7.6%	10.4%
2	TASK 2	RESEARCH, DOCUMENT REVIEW AND SITE VISITS												
2.1	Review Existing Project Information and As-builts			4	12	12					28	\$5,691.20		
2.2	Public Infrastructure Records/Documents Research				4				10	12	26	\$3,686.70		
2.3	Private Utility Owner Letters and Existing Utility Mapping			2	6				20	55	83	\$10,514.23		
2.4	Conduct Site Visits			16	16	16					48	\$10,451.84		
2.5	Bus Stop Shelter and Amenities Design Coordination													
		Subtotals (Hours) =	N/A	22	38	28		30		67	185	\$30,343.97		
		Subtotals (Costs) =		\$5,906.12	\$8,500.98	\$4,509.96		\$4,832.10		\$6,594.81	185	\$30,343.97	4.3%	4.5%
3	TASK 3	DESIGN, SPECIFICATIONS AND COORDINATION												
3.1	Topographic Mapping and Design Survey			1	3	3					7	\$1,422.80		
3.2	Right of Way Mapping and Record of Survey			1	3	3					7	\$1,422.80		
3.3	Right of Way Coordination			4	10	30				30	74	\$11,095.94		
3.4	Utility Conflict Assessment and Relocation Coordination	\$14,400.00		3	8				28	36	75	\$25,048.50		
3.5	Conceptual Site Layouts			4	10	16				30	60	\$8,840.96		
3.6	Drainage and Hydraulics Report													
3.6.1	Hydrology & Hydraulics Technical Memorandum			1	2			4	20	36	63	\$8,375.60		
3.6.2	Storm Water Quality Management Plan			1	2			4	30	30	67	\$9,395.72		
3.7	Preliminary 50% Level Design													
3.7.1	City of Imperial Beach 50% Plans			4	12	18	4		25	80	143	\$19,453.61		
3.7.2	City of San Diego 50% Plans			16	35	130	8		70	330	589	\$78,610.79		
3.7.3	Transit Priority Measures 50% Design			2	4	4	40		60	80	190	\$28,563.04		
3.7.4	Fiber Optic and Communications Plans			1	2	4	10		40	60	117	\$15,945.86		
3.7.5	Preliminary Construction Cost Estimate			5	10	20	4		8	45	92	\$13,413.55		
3.8	Final 100% Level Design													
3.8.1	City of Imperial Beach 100% Plans			4	16	20	6		30	100	176	\$23,891.96		
3.8.2	City of San Diego 100% Plans			13	40	145	6		80	325	609	\$82,011.14		
3.8.3	Fiber Optic and Communications Plans			1	1	2	10		32	40	86	\$12,142.85		
3.8.4	Opinion of Probable Cost			3	5	10	2		6	18	44	\$6,720.21		
3.9	Design Reviews/Coordination			20	30	50	4		16		120	\$23,605.96		
		Subtotals (Hours) =	N/A	84	193	455	94	8	445	1240	2,519	\$369,961.29		
		Subtotals (Costs) =	\$14,400.00	\$22,550.64	\$43,176.03	\$73,286.85	\$21,028.74	\$1,789.68	\$71,676.15	\$122,053.20	2,519	\$369,961.29	58.8%	55.2%
4	TASK 4	GEOTECHNICAL PAVEMENT EVALUATION AND ENVIRONMENTAL SAMPLING												
4.1	Geotechnical Design			1	2						3	\$715.88		
4.2	Environmental Testing and Soil Disposal Plan			1	2						3	\$715.88		
		Subtotals (Hours) =	N/A	2	4						6	\$1,431.76		
		Subtotals (Costs) =		\$536.92	\$894.84						6	\$1,431.76	0.1%	0.2%
5	TASK 5	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES (ISSUE FOR BID SUBMITTAL)												
5.1	Final Review Comments, Responses, and IFB Submittal			4	8	16	2			80	110	\$13,762.46		
5.2	Bid Support			4	8	16	2				30	\$5,888.06		
		Subtotals (Hours) =	N/A	8	16	32	4			80	140	\$19,650.52		
		Subtotals (Costs) =		\$2,147.68	\$3,579.36	\$5,154.24	\$894.84			\$7,874.40	140	\$19,650.52	3.3%	2.9%
6	TASK 6	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION												
6.1	Attend Construction Meetings			8	16						24	\$5,727.04		
6.2	Review and Approve Contractor Submittals			2	10	20	2				34	\$6,442.84		
6.3	Respond to Requests for Information			2	10	20	2				34	\$6,442.84		
6.4	Field Observation and Contract Change Orders			2	10	34	4				50	\$9,145.24		
		Subtotals (Hours) =	N/A	14	46	74	8				142	\$27,757.96		
		Subtotals (Costs) =		\$3,758.44	\$10,290.66	\$11,919.18	\$1,789.68				142	\$27,757.96	3.3%	4.1%
7	TASK 7	CONCEPT DEVELOPMENT (OPTIONAL)												
7.1	Calliente Ave Bus Stops Concept Plan			8	8	8				40	64	\$9,163.12		
7.2	Coronado Striping Concept Plan			4	12	8			50	110	184	\$23,927.72		
		Subtotals (Hours) =	N/A	12	20	16			50	150	248	\$33,090.84		
		Subtotals (Costs) =		\$3,221.52	\$4,474.20	\$2,577.12			\$11,185.50	\$14,764.50	248	\$36,222.84	652.6%	579.1%

OPTIONAL TASKS 7-14 BELOW

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours =	4,285
Total Costs =	\$669,752.80

Consultant/Subconsultant: **Dokken Engineering**

MTS Doc. No.: **G2075.0-18**

Work Order No.: **WOA2075-AE-54**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Attachment: **B**

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Mark Tarrall Project Manager	Darwin Cruz Project Engineer	Frank Flores Associate Engineer	Joe Ostdiek Senior Engineer	Senior Engineer	Associate Engineer	Assistant Engineer	Total Hours	Totals	Percent of Total	
													Hours	Costs
8	TASK 8	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)		\$ 268.46	\$ 223.71	\$ 161.07	\$ 223.71	\$ 223.71	\$ 161.07	\$ 98.43				
8.1		Two (2) Focus Group Meetings		4	6	6					16	\$3,382.52		
8.2		Project Schedule, Invoicing, Progress Reports		3	4						7	\$1,700.22		
8.3		Quality Control Reviews		2	5			10			17	\$3,892.57		
8.4		Caltrans Encroachment Permit		4	8	12				12	36	\$5,977.52		
		Subtotals (Hours) =	N/A	13	23	18		10		12	76	\$14,952.83		
		Subtotals (Costs) =		\$3,489.98	\$5,145.33	\$2,899.26		\$2,237.10		\$1,181.16	76	\$14,952.83	1.8%	2.2%
9	TASK 9	DESIGN, SPECIFICATIONS, AND COORDINATION FOR CALIENTE AVE BUS STOPS (OPTIONAL)												
9.1		Topographic Mapping and Design Survey for Caliente Ave Bus Stops			1	2					3	\$545.85		
9.2		Right of Way Mapping for Caliente Ave Bus Stops			1	2					3	\$545.85		
9.3		Utility Conflict Assessment and Relocation Coordination for Caliente Ave Bus Stops	\$3,600.00	1	3				8	12	24	\$7,009.31		
9.4		Preliminary 50% Design for Caliente Ave Bus Stops												
9.4.1		50% Design Plans		8	15	40	10		40	95	208	\$29,976.88		
9.4.2		50% Cost Estimate		1	2	5				8	16	\$2,308.67		
9.5		Final 100% Design for Caliente Ave Bus Stops												
9.5.1		Final 100% Design Plans		8	20	45	10		44	130	257	\$35,990.11		
9.5.2		Opinion of Probable Cost		1	1	3				4	9	\$1,369.10		
9.6		Design Reviews/Coordination		2	8	10					20	\$3,937.30		
		Subtotals (Hours) =	N/A	21	51	107	20		92	249	540	\$81,683.07		
		Subtotals (Costs) =	\$3,600.00	\$5,637.66	\$11,409.21	\$17,234.49	\$4,474.20		\$14,818.44	\$24,509.07	540	\$81,683.07	12.6%	12.2%
10	TASK 10	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES FOR CALIENTE AVE BUS STOPS (OPTIONAL)												
10.1		Final Review Comments, Responses, and IFB Submittal		2	5	8				12	27	\$4,125.19		
10.2		Bid Support		1	4	6					11	\$2,129.72		
		Subtotals (Hours) =	N/A	3	9	14				12	38	\$6,254.91		
		Subtotals (Costs) =		\$805.38	\$2,013.39	\$2,254.98				\$1,181.16	38	\$6,254.91		
11	TASK 11	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION FOR CALIENTE AVE BUS STOPS (OPTIONAL)												
11.1		Attend Construction Meeting		3	6						9	\$2,147.64		
11.2		Review and Approve Contractor Submittals		2	4	6					12	\$2,398.18		
11.3		Respond to Requests for Information (RFI)		2	4	6					12	\$2,398.18		
11.4		Field Observation and Contract Change Orders		2	4	10				16	32	\$4,617.34		
		Subtotals (Hours) =	N/A	9	18	22				16	65	\$11,561.34		
		Subtotals (Costs) =		\$2,416.14	\$4,026.78	\$3,543.54				\$1,574.88	65	\$11,561.34		
Totals Without Optional (Summary) =											Totals Without Optional =			
Total Without Optional (Hours) =				217	414	643	106	48	475	1415	3318	\$	519,077.81	
Total Without Optional (Costs) =				\$14,400.00	\$58,255.82	\$92,615.94	\$103,568.01	\$23,713.26	\$10,738.08	\$76,508.25	\$139,278.45			
Totals With Optional (Summary) =											Totals With Optional =			
Total With Optional (Hours) =				275	535	820	126	58	617	1854	4,285		\$666,620.80	
Total With Optional (Costs) =				\$18,000.00	\$73,826.50	\$119,684.85	\$132,077.40	\$28,187.46	\$12,975.18	\$102,512.19	\$182,489.22			
Percentage of Total (Hours) =					6%	12%	19%	3%	1%	14%	43%	100%		
Percentage of Total (Costs) =				3%	11%	18%	20%	4%	2%	15%	27%	100%		

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Consultant/ Subconsultant: **Dokken Engineering**

Contract No: **G2075.0-18**

Task Order No. **WOA2075-AE-54**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Attachment: **B**

TASKS/WBS (1-5)

ODC Item	Description	Unit	Unit Cost	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5	
				Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Utility Potholing	EA	\$1,800.00					8	\$14,400.00				
2													
3													
4													
5													
6													
7													
8													
9													
10													
Subtotal =						Subtotal =				Subtotal =			
									\$14,400.00				

TASKS/WBS (6-10)

ODC Item	Description	TASK 6		TASK 7		TASK 8		TASK 9		TASK 10		TASK 11		TOTALS	
		Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Utility Potholing							2	\$3,600.00					10	\$18,000.00
2															
3															
4															
5															
6															
7															
8															
9															
10															
Subtotal =				Subtotal =				Subtotal =				Subtotal =			
											\$3,600.00			Totals =	\$18,000.00

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours	380
Total Costs	\$86,075.26

Consultant/Subconsultant:	Aguirre & Associates	MTS Doc. No.:	G2075.0-18
Work Order Title:	"IRIS RAPID" – CORRIDOR AND STATION DESIGN	Work Order No.:	WOA2075-AE-54
		Attachment:	B

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Principal Land Surveyor	Land Surveyor	Technician	Survey Crew	Total Hours	Totals	Percent of Total	
										Hours	Costs
1	TASK 1	PROJECT MANAGEMENT									
1.1		Kick-off Meeting									
1.2		Project Status Meetings									
1.3		Project Schedule, Invoicing, Progress Reports									
1.4		Project Coordination and Weekly PM Updates									
1.5		QA/QC Project Deliverables									
1.6		Agency Permits									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
2	TASK 2	RESEARCH, DOCUMENT REVIEW AND SITE VISITS									
2.1		Review Existing Project Information and As-builts									
2.2		Public Infrastructure Records/Documents Research									
2.3		Private Utility Owner Letters and Existing Utility Mapping									
2.4		Conduct Site Visits									
2.5		Bus Stop Shelter and Amenities Design Coordination									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
3	TASK 3	DESIGN, SPECIFICATIONS AND COORDINATION									
3.1		Topographic Mapping and Design Survey		8	40	100	103	251	\$58,480.25		
3.2		Right of Way Mapping and Record of Survey	\$2,771.00		53	26	18	97	\$20,328.57		
3.3		Right of Way Coordination									
3.4		Utility Conflict Assessment and Relocation Coordination									
3.5		Conceptual Site Layouts									
3.6		Drainage and Hydraulics Report									
3.6.1		Hydrology & Hydraulics Technical Memorandum									
3.6.2		Storm Water Quality Management Plan									
3.7		Preliminary 50% Level Design									
3.7.1		City of Imperial Beach 50% Plans									
3.7.2		City of San Diego 50% Plans									
3.7.3		Transit Priority Measures 50% Design									
3.7.4		Fiber Optic and Communications Plans									
3.7.5		Preliminary Construction Cost Estimate									
3.8		Final 100% Level Design									
3.8.1		City of Imperial Beach 100% Plans									
3.8.2		City of San Diego 100% Plans									
3.9.3		Traffic Signal and Electrical Plans									
3.8.3		Fiber Optic and Communications Plans									
3.8.4		Opinion of Probable Cost									
3.90		Design Reviews/Coordination									
		Subtotals (Hours) =	N/A	8	93	126	121	348	\$78,808.82		
		Subtotals (Costs) =	\$2,771.00	\$1,467.04	\$13,614.27	\$12,693.24	\$48,263.27	348	\$78,808.82	91.6%	91.6%
4	TASK 4	GEOTECHNICAL PAVEMENT EVALUATION AND ENVIRONMENTAL SAMPLING									
4.1		Geotechnical Design									
4.2		Environmental Testing and Soil Disposal Plan									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
5	TASK 5	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES (ISSUE FOR BID SUBMITTAL)									
5.1		Final Review Comments, Responses, and IFB Submittal									
5.2		Bid Support									
		Subtotals (Hours) =	N/A								

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours	380
Total Costs	\$86,075.26

Consultant/Subconsultant: Aguirre & Associates

MTS Doc. No.: G2075.0-18

Work Order No.: WOA2075-AE-54

Work Order Title: "IRIS RAPID" – CORRIDOR
AND STATION DESIGN

Attachment: B

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Principal Land Surveyor	Land Surveyor	Technician	Survey Crew	Total Hours	Totals	Percent of Total	
										Hours	Costs
		Subtotals (Costs) =									
6	TASK 6	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION									
6.1		Attend Construction Meetings									
6.2		Review and Approve Contractor Submittals									
6.3		Respond to Requests for Information									
6.4		Field Observation and Contract Change Orders									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
	OPTIONAL TASKS 7-14 BELOW										
7	TASK 7	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)									
7.1		Caliente Ave Bus Stops Concept Plan									
7.2		Coronado Striping Concept Plan									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
8	TASK 8	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)									
8.1		Two (2) Focus Group Meetings									
8.2		Project Schedule, Invoicing, Progress Reports									
8.3		Quality Control Reviews									
8.4		Caltrans Encroachment Permit									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
9	TASK 9	DESIGN, SPECIFICATIONS, AND COORDINATION FOR CALIENTE AVE BUS STOPS (OPTIONAL)									
9.1		Topographic Mapping and Design Survey for Caliente Ave Bus Stops			5	10	9	24	\$5,329.18		
9.2		Right of Way Mapping for Caliente Ave Bus Stops	\$100.00		3	2	3	8	\$1,937.26		
9.3		Utility Conflict Assessment and Relocation Coordination for Caliente Ave									
9.4		Preliminary 50% Design for Caliente Ave Bus Stops									
9.4.1		50% Design Plans									
9.4.2		50% Cost Estimate									
9.5		Final 100% Design for Caliente Ave Bus Stops									
9.5.1		Final 100% Design Plans									
9.5.2		Opinion of Probable Cost									
9.6		Design Reviews/Coordination									
		Subtotals (Hours) =	N/A		8	12	12	32	\$7,266.44		
		Subtotals (Costs) =	\$100.00		\$1,171.12	\$1,208.88	\$4,786.44	32	\$7,266.44	8.4%	8.4%
10	TASK 10	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES FOR CALIENTE AVE BUS STOPS (OPTIONAL)									
10.1		Final Review Comments, Responses, and IFB Submittal									
10.2		Bid Support									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
11	TASK 11	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION FOR CALIENTE AVE BUS STOPS (OPTIONAL)									
11.1		Attend Construction Meeting									
11.2		Review and Approve Contractor Submittals									
11.3		Respond to Requests for Information (RFI)									
11.4		Field Observation and Contract Change Orders									
		Subtotals (Hours) =	N/A								
		Subtotals (Costs) =									
		Totals Without Optional (Summary) =						348	\$78,808.82		
		Total Without Optional (Hours) =		8	93	126	121	348	\$	78,808.82	
		Total Without Optional (Costs) =	\$2,771.00	\$1,467.04	\$13,614.27	\$12,693.24	\$48,263.27				

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours	380
Total Costs	\$86,075.26

Consultant/Subconsultant:	Aguirre & Associates	MTS Doc. No.:	G2075.0-18
Work Order Title:	"IRIS RAPID" – CORRIDOR AND STATION DESIGN	Work Order No.:	WOA2075-AE-54
Attachment:	B		

Item TASKS/WBS TASKS/WBS Description

ODCs (See Attachment)	Principal Land Surveyor	Land Surveyor	Technician	Survey Crew	Total Hours	Totals	Percent of Total	
	\$ 183.38	\$ 146.39	\$ 100.74	\$ 398.87			Hours	Costs

Totals With Optional (Summary) =

380	\$86,075.26
-----	-------------

Total With Optional (Hours) =		8	101	138	133	380	\$86,075.26
Total with Optional (Costs) =	\$2,871.00	\$1,467.04	\$14,785.39	\$13,902.12	\$53,049.71		
Percentage of Total (Hours) =		2%	27%	36%	35%	100%	
Percentage of Total (Costs) =	3%	2%	17%	16%	62%	100%	

**Work Order Estimate
Summary**

Att. A, AI 12, 7/30/2020

Consultant/ Subconsultant: **Aguirre & Associates**

Contract No: **G2075.0-18**

Task Order No. **WOA2075-AE-54**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Attachment: **B**

TASKS/WBS (1-5)													
ODC Item	Description	Unit	Unit Cost	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5	
				Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Preliminary Title Reports	1	\$2,000.00					1	\$2,000.00				
2	Record of Survey Fee	1	\$523.00					1	\$523.00				
3	Recorder Fee	1	\$118.00					1	\$118.00				
4	Reference Maps	1	\$100.00					1	\$100.00				
5	Corner Record Fees	1	\$30.00					1	\$30.00				
6													
7													
8													
9													
10													
Subtotal =						Subtotal =				Subtotal =			
									\$2,771.00				

TASKS/WBS (6-10)															
ODC Item	Description	TASK 6		TASK 7		TASK 8		TASK 9		TASK 10		TASK 11		TOTALS	
		Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Preliminary Title Reports													1	\$2,000.00
2	Record of Survey Fee													1	\$523.00
3	Recorder Fee													1	\$118.00
4	Reference Maps	1	\$100.00											2	\$200.00
5	Corner Record Fees													1	\$30.00
6															
7															
8															
9															
10															
Subtotal =			\$100.00	Subtotal =				Subtotal =				Subtotal =			
														Totals =	\$2,871.00

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours	359
Total Costs	\$39,210.00

Consultant/Subconsultant:	Estrada Land Planning	MTS Doc. No.:	G2075.0-18
Work Order Title:	"IRIS RAPID" – CORRIDOR AND STATION DESIGN	Work Order No.:	WOA2075-AE-54
		Attachment:	B

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Principal	Senior Landscape Architect	Senior Landscape Designer	Assistant Landscape Designer	Accounting/ Admin	Total Hours	Totals	Percent of Total	
				\$ 250.00	\$ 160.00	\$ 120.00	\$ 80.00	\$ 50.00			Hours	Costs
1	TASK 1	PROJECT MANAGEMENT										
1.1		Kick-off Meeting			3	3			6	\$840.00		
1.2		Project Status Meetings			4				4	\$640.00		
1.3		Project Schedule, Invoicing, Progress Reports		1	6			2	9	\$1,310.00		
1.4		Project Coordination and Weekly PM Updates										
1.5		QA/QC Project Deliverables										
1.6		Agency Permits										
		Subtotals (Hours) =	N/A	1	13	3		2	19	\$2,790.00		
		Subtotals (Costs) =		\$250.00	\$2,080.00	\$360.00		\$100.00	19	\$2,790.00	5.3%	7.1%
2	TASK 2	RESEARCH, DOCUMENT REVIEW AND SITE VISITS										
2.1		Review Existing Project Information and As-builts			3	3	3		9	\$1,080.00		
2.2		Public Infrastructure Records/Documents Research										
2.3		Private Utility Owner Letters and Existing Utility Mapping										
2.4		Conduct Site Visits			3	3	3		9	\$1,080.00		
2.5		Bus Stop Shelter and Amenities Design Coordination										
		Subtotals (Hours) =	N/A		6	6	6		18	\$2,160.00		
		Subtotals (Costs) =			\$960.00	\$720.00	\$480.00		18	\$2,160.00	5.0%	5.5%
3	TASK 3	DESIGN, SPECIFICATIONS AND COORDINATION										
3.1		Topographic Mapping and Design Survey										
3.2		Right of Way Mapping and Record of Survey										
3.3		Right of Way Coordination										
3.4		Utility Conflict Assessment and Relocation Coordination										
3.5		Conceptual Site Layouts										
3.6		Drainage and Hydraulics Report										
3.6.1		Hydrology & Hydraulics Technical Memorandum										
3.6.2		Storm Water Quality Management Plan										
3.7		Preliminary 50% Level Design										
3.7.1		City of Imperial Beach 50% Plans		1	10	12	24	1	48	\$5,260.00		
3.7.2		City of San Diego 50% Plans			12	18	36		66	\$6,960.00		
3.7.3		Transit Priority Measures 50% Design										
3.7.4		Fiber Optic and Communications Plans										
3.7.5		Preliminary Construction Cost Estimate										
3.8		Final 100% Level Design										
3.8.1		City of Imperial Beach 100% Plans		1	10	12	24	1	48	\$5,260.00		
3.8.2		City of San Diego 100% Plans			12	18	36		66	\$6,960.00		
3.9.3		Traffic Signal and Electrical Plans										
3.8.3		Fiber Optic and Communications Plans										
3.8.4		Opinion of Probable Cost										
3.90		Design Reviews/Coordination										
		Subtotals (Hours) =	N/A	2	44	60	120	2	228	\$24,440.00		
		Subtotals (Costs) =		\$500.00	\$7,040.00	\$7,200.00	\$9,600.00	\$100.00	228	\$24,440.00	63.5%	62.3%
4	TASK 4	GEOTECHNICAL PAVEMENT EVALUATION AND ENVIRONMENTAL SAMPLING										
4.1		Geotechnical Design										
4.2		Environmental Testing and Soil Disposal Plan										
		Subtotals (Hours) =	N/A									
		Subtotals (Costs) =										
5	TASK 5	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES (ISSUE FOR BID SUBMITTAL)										
5.1		Final Review Comments, Responses, and IFB Submittal		1	8	12	20	1	42	\$4,620.00		
5.2		Bid Support										
		Subtotals (Hours) =	N/A	1	8	12	20	1	42	\$4,620.00		
		Subtotals (Costs) =		\$250.00	\$1,280.00	\$1,440.00	\$1,600.00	\$50.00	42	\$4,620.00	11.7%	11.8%
6	TASK 6	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION										
6.1		Attend Construction Meetings										
6.2		Review and Approve Contractor Submittals										

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Total Hours =	359
Total Costs =	\$39,210.00

Consultant/Subconsultant:	Estrada Land Planning	MTS Doc. No.:	G2075.0-18
Work Order Title:	"IRIS RAPID" – CORRIDOR AND STATION DESIGN	Work Order No.:	WOA2075-AE-54
		Attachment:	B

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Principal	Senior Landscape Architect	Senior Landscape Designer	Assistant Landscape Designer	Accounting/ Admin	Total Hours	Totals	Percent of Total	
											Hours	Costs
6.3	Respond to Requests for Information			\$ 250.00	\$ 160.00	\$ 120.00	\$ 80.00	\$ 50.00				
6.4	Field Observation and Contract Change Orders											
		Subtotals (Hours) =	N/A									
		Subtotals (Costs) =										
OPTIONAL TASKS 7-14 BELOW												
7	TASK 7	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)										
7.1	Caliente Ave Bus Stops Concept Plan											
7.2	Coronado Striping Concept Plan											
		Subtotals (Hours) =	N/A									
		Subtotals (Costs) =										
8	TASK 8	PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)										
8.1	Two (2) Focus Group Meetings											
8.2	Project Schedule, Invoicing, Progress Reports											
8.3	Quality Control Reviews											
8.4	Caltrans Encroachment Permit											
		Subtotals (Hours) =	N/A									
		Subtotals (Costs) =										
9	TASK 9	DESIGN, SPECIFICATIONS, AND COORDINATION FOR CALIENTE AVE BUS STOPS (OPTIONAL)										
9.1	Topographic Mapping and Design Survey for Caliente Ave Bus Stops											
9.2	Right of Way Mapping for Caliente Ave Bus Stops											
9.3	Utility Conflict Assessment and Relocation Coordination for Caliente Ave											
9.4	Preliminary 50% Design for Caliente Ave Bus Stops											
9.4.1	50% Design Plans				3	5	15		23	\$2,280.00		
9.4.2	50% Cost Estimate											
9.5	Final 100% Design for Caliente Ave Bus Stops											
9.5.1	Final 100% Design Plans				3	5	15		23	\$2,280.00		
9.5.2	Opinion of Probable Cost											
9.6	Design Reviews/Coordination											
		Subtotals (Hours) =	N/A		6	10	30		46	\$4,560.00		
		Subtotals (Costs) =		\$960.00	\$1,200.00	\$2,400.00			46	\$4,560.00	12.8%	11.6%
10	TASK 10	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES FOR CALIENTE AVE BUS STOPS (OPTIONAL)										
10.1	Final Review Comments, Responses, and IFB Submittal				1	2	3		6	\$640.00		
10.2	Bid Support											
		Subtotals (Hours) =	N/A		1	2	3		6	\$640.00		
		Subtotals (Costs) =		\$160.00	\$240.00	\$240.00			6	\$640.00		
11	TASK 11	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION FOR CALIENTE AVE BUS STOPS (OPTIONAL)										
11.1	Attend Construction Meeting											
11.2	Review and Approve Contractor Submittals											
11.3	Respond to Requests for Information (RFI)											
11.4	Field Observation and Contract Change Orders											
		Subtotals (Hours) =	N/A									
		Subtotals (Costs) =										
Totals Without Optional (Summary) =									307	\$34,010.00		
Total Without Optional (Hours) =				4	71	81	146	5	307	\$	34,010.00	
Total Without Optional (Costs) =				\$1,000.00	\$11,360.00	\$9,720.00	\$11,680.00	\$250.00				
Totals With Optional (Summary) =									359	\$39,210.00		
Total With Optional (Hours) =				4	78	93	179	5	359	\$	39,210.00	
Total with Optional (Costs) =				\$1,000.00	\$12,480.00	\$11,160.00	\$14,320.00	\$250.00				
Percentage of Total (Hours) =				1%	22%	26%	50%	1%	100%			
Percentage of Total (Costs) =				3%	32%	28%	37%	1%	100%			

Work Order Estimate
Summary

Att. A, AI 12, 7/30/2020

Consultant/ Subconsultant: Estrada Land Planning

Contract No: G2075.0-18

Task Order No. WOA2075-AE-54

Work Order Title: "IRIS RAPID" – CORRIDOR AND STATION DESIGN

Attachment: B

TASKS/WBS (1-5)

ODC Item	Description	Unit	Unit Cost	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5	
				Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Subtotal =						Subtotal =				Subtotal =			

TASKS/WBS (6-10)

ODC Item	Description	TASK 6		TASK 7		TASK 8		TASK 9		TASK 10		TASK 11		TOTALS	
		Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
		Subtotal =		Subtotal =		Subtotal =		Subtotal =		Subtotal =		Subtotal =		Totals =	

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Consultant/Subconsultant: **Geocon Inc.**

MTS Doc. No.: **G2075.0-18**

Total Hours	78
Total Costs	\$15,373.98

Work Order No.: **WOA2075-AE-54**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Attachment: **B**

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Senior Engineer	Senior Geologist	Senior Project Engineer	Senior Project Geologist	Project Engineer	Project Geologist	Senior Staff Engineer	Senior Staff Geologist	Staff Engineer	Staff Geologist	Senior Field Technician	Field Technician	Drafting	Word Processing	Total Hours	Totals	Percent of Total									
				\$	169.93	\$	172.55	\$	122.90	\$	133.42	\$	103.76	\$	107.15	\$	104.31			\$	100.26	\$	80.86	\$	87.33	\$	106.89	\$	76.07
1	TASK 1	PROJECT MANAGEMENT																											
1.1	Kick-off Meeting																												
1.2	Project Status Meetings																												
1.3	Project Schedule, Invoicing, Progress Reports																												
1.4	Project Coordination and Weekly PM Updates																												
1.5	QA/QC Project Deliverables																												
1.6	Agency Permits																												
		Subtotals (Hours) =	N/A																										
		Subtotals (Costs) =																											
2	TASK 2	RESEARCH, DOCUMENT REVIEW AND SITE VISITS																											
2.1	Review Existing Project Information and As-builts																												
2.2	Public Infrastructure Records/Documents Research																												
2.3	Private Utility Owner Letters and Existing Utility Mapping																												
2.4	Conduct Site Visits																												
2.5	Bus Stop Shelter and Amenities Design Coordination																												
		Subtotals (Hours) =	N/A																										
		Subtotals (Costs) =																											
3	TASK 3	DESIGN, SPECIFICATIONS AND COORDINATION																											
3.1	Topographic Mapping and Design Survey																												
3.2	Right of Way Mapping and Record of Survey																												
3.3	Right of Way Coordination																												
3.4	Utility Conflict Assessment and Relocation Coordination																												
3.5	Conceptual Site Layouts																												
3.6	Drainage and Hydraulics Report																												
3.6.1	Hydrology & Hydraulics Technical Memorandum																												
3.6.2	Storm Water Quality Management Plan																												
3.7	Preliminary 50% Level Design																												
3.7.1	City of Imperial Beach 50% Plans																												
3.7.2	City of San Diego 50% Plans																												
3.7.3	Transit Priority Measures 50% Design																												
3.7.4	Fiber Optic and Communications Plans																												
3.7.5	Preliminary Construction Cost Estimate																												
3.8	Final 100% Level Design																												
3.8.1	City of Imperial Beach 100% Plans																												
3.8.2	City of San Diego 100% Plans																												
3.8.3	Traffic Signal and Electrical Plans																												
3.8.3	Fiber Optic and Communications Plans																												
3.8.4	Opinion of Probable Cost																												
3.9	Design Reviews/Coordination																												
		Subtotals (Hours) =	N/A																										
		Subtotals (Costs) =																											
4	TASK 4	GEOTECHNICAL PAVEMENT EVALUATION AND ENVIRONMENTAL SAMPLING																											
4.1	Geotechnical Design			\$3,500.00	19		10	8			12		8				4	2		51	\$10,362.71								
4.2	Environmental Testing and Soil Disposal Plan			\$1,710.00		9											4	2		27	\$5,011.27								
		Subtotals (Hours) =		N/A	19	9	10	8	12		8						8	4		78	\$15,373.98								
		Subtotals (Costs) =		\$5,210.00	\$3,228.67	\$1,552.95	\$1,229.00	\$1,067.36	\$1,245.12		\$834.48						\$694.24	\$312.16		78	\$15,373.98								
5	TASK 5	BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES (ISSUE FOR BID SUBMITTAL)																											
5.1	Final Review Comments, Responses, and IFB Submittal																												
5.2	Bid Support																												
		Subtotals (Hours) =	N/A																										
		Subtotals (Costs) =																											
6	TASK 6	DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION																											
6.1	Attend Construction Meetings																												
6.2	Review and Approve Contractor Submittals																												

Work Order Estimate Summary

Att. A, AI 12, 7/30/2020

Consultant/Subconsultant: **Geocon Inc.**

MTS Doc. No.: **G2075.0-18**

Total Hours	78
Total Costs	\$15,373.98

Work Order No.: **WOA2075-AE-54**

Attachment: **B**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Senior Engineer	Senior Geologist	Senior Project Engineer	Senior Project Geologist	Project Engineer	Project Geologist	Senior Staff Engineer	Senior Staff Geologist	Staff Engineer	Staff Geologist	Senior Field Technician	Field Technician	Drafting	Word Processing	Total Hours	Totals	Percent of Total	
																				Hours	Costs
6.3	Respond to Requests for Information			\$ 169.93	\$ 172.55	\$ 122.90	\$ 133.42	\$ 103.76	\$ 107.15	\$ 104.31	\$ 100.26	\$ 80.86	\$ 87.33	\$ 106.89	\$ 76.07	\$ 86.78	\$ 78.04				
6.4	Field Observation and Contract Change Orders																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
OPTIONAL TASKS 7-14 BELOW																					
7	TASK 7 PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)																				
7.1	Caliente Ave Bus Stops Concept Plan																				
7.2	Coronado Striping Concept Plan																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
8	TASK 8 PROJECT MANAGEMENT FOR CALIENTE AVE BUS STOPS (OPTIONAL)																				
8.1	Two (2) Focus Group Meetings																				
8.2	Project Schedule, Invoicing, Progress Reports																				
8.3	Quality Control Reviews																				
8.4	Caltrans Encroachment Permit																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
9	TASK 9 DESIGN, SPECIFICATIONS, AND COORDINATION FOR CALIENTE AVE BUS STOPS (OPTIONAL)																				
9.1	Topographic Mapping and Design Survey for Caliente Ave Bus Stops																				
9.2	Right of Way Mapping for Caliente Ave Bus Stops																				
9.3	Utility Conflict Assessment and Relocation Coordination for Caliente Ave Bus																				
9.4	Preliminary 50% Design for Caliente Ave Bus Stops																				
9.4.1	50% Design Plans																				
9.4.2	50% Cost Estimate																				
9.5	Final 100% Design for Caliente Ave Bus Stops																				
9.5.1	Final 100% Design Plans																				
9.5.2	Opinion of Probable Cost																				
9.6	Design Reviews/Coordination																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
10	TASK 10 BID PACKAGE DEVELOPMENT AND SUPPORT SERVICES FOR CALIENTE AVE BUS STOPS (OPTIONAL)																				
10.1	Final Review Comments, Responses, and IFB Submittal																				
10.2	Bid Support																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
11	TASK 11 DESIGN SUPPORT DURING BIDDING AND CONSTRUCTION FOR CALIENTE AVE BUS STOPS (OPTIONAL)																				
11.1	Attend Construction Meeting																				
11.2	Review and Approve Contractor Submittals																				
11.3	Respond to Requests for Information (RFI)																				
11.4	Field Observation and Contract Change Orders																				
		Subtotals (Hours) =	N/A																		
		Subtotals (Costs) =																			
Totals Without Optional (Summary) =																					
																		78	\$15,373.98		
Total Without Optional (Hours) =				19	9	10	8	12		8					8	4		78	\$	15,373.98	
Total Without Optional (Costs) =				\$5,210.00	\$3,228.67	\$1,552.95	\$1,229.00	\$1,067.36	\$1,245.12	\$834.48					\$694.24	\$312.16					
Totals With Optional (Summary) =																					
																		78	\$15,373.98		
Total With Optional (Hours) =				19	9	10	8	12		8					8	4		78	\$	15,373.98	
Total with Optional (Costs) =				\$5,210.00	\$3,228.67	\$1,552.95	\$1,229.00	\$1,067.36	\$1,245.12	\$ -	\$ 834.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 694.24	\$ 312.16			
Percentage of Total (Hours) =					24%	12%	13%	10%	15%		10%					10%	5%	100%			
Percentage of Total (Costs) =				34%	21%	10%	8%	7%	8%		5%					5%	2%	100%			

**Work Order Estimate
Summary**

Att. A, AI 12, 7/30/2020

Consultant/ Subconsultant: **Geocon Inc.**

Contract No: **G2075.0-18**

Work Order Title: **"IRIS RAPID" – CORRIDOR AND STATION DESIGN**

Task Order No. **WOA2075-AE-54**

Attachment: **B**

TASKS/WBS (1-5)

ODC Item	Description	Unit	Unit Cost	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5	
				Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Lab tests (EI/R-value/Comp/Corro)	LS	\$1,100.00							1	\$1,100.00		
2	Drilling of boring	day	\$2,400.00							1	\$2,400.00		
3	Env lab testing (TPH/VOCs/Metal)	set	\$285.00							6	\$1,710.00		
4													
5													
6													
7													
8													
9													
10													
Subtotal =						Subtotal =				Subtotal =			
										Subtotal = \$5,210.00			

TASKS/WBS (6-10)

ODC Item	Description	TASK 6		TASK 7		TASK 8		TASK 9		TASK 10		TASK 11		TOTALS	
		Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Lab tests (EI/R-value/Comp/Corro)													1	\$1,100.00
2	Drilling of boring													1	\$2,400.00
3	Env lab testing (TPH/VOCs/Metal)													6	\$1,710.00
4															
5															
6															
7															
8															
9															
10															
Subtotal =				Subtotal =				Subtotal =				Subtotal =			
														Totals =	\$5,210.00



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

Agenda Item No. 13

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

VARIABLE MESSAGE SIGNS (VMS) DISPLAY ASSEMBLIES FOR THE MID-COAST
TROLLEY EXTENSION PROJECT – 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. L1543.0-20 (in substantially the same format as Attachment A), with Nanov Display, Inc., for the supply of VMS Display Assemblies for the Mid-Coast Trolley Extension Project in the amount of \$717,701.25.

Budget Impact

The total budget for this project shall not exceed \$717,701.25 and is funded by MTS WBSE # 2002010801, which will be reimbursed by SANDAG Mid-Coast Light Rail Transit Project # 1257001.

DISCUSSION:

The Mid-Coast Trolley Extension Project will extend the UC San Diego Blue Line service from Santa Fe Depot in Downtown San Diego to the University City community, serving major activity centers such as Old Town, Mission Bay, the University of California, San Diego (UC San Diego), and Westfield UTC.

The extension will serve nine new stations: Tecolote Road, Clairemont Drive, Balboa Avenue, Nobel Drive, VA Medical Center, Pepper Canyon (serving UC San Diego west campus), Voigt Drive (serving UC San Diego east campus), Executive Drive, and the terminus station at the Westfield UTC transit center.

As part of the Mid-Coast system requirements, VMS plays a critical role in providing MTS riders with live-update next train arrival information, along with any Public



Announcement (PA) information regarding MTS systems updates. The same VMS system is also being implemented in the South Bay BRT stations.

On May 27, 2020, MTS issued an Invitation for Bids to purchase VMS Display Assemblies for the Mid-Coast Trolley Extension Project. Four bids were received by the due date of June 29, 2020 from the following bidders:

1. Nanov Display, Inc., Miami, FL
2. Keyser Industries, Inc., Evergreen Park, IL
3. Daktronics, Inc., Brookings, SD
4. JM Fiber Optics, Inc., Chino, CA

The overall total amounts, including delivery charges and CA sales tax is as follows:

Proposer Name	Overall Total Amount
Nanov Display	\$717,701.25
Keyser Industries	\$864,116.65
Daktronics	\$905,908.13
JM Fiber Optics	\$1,617,902.59
<i>MTS Independent Cost Estimate (ICE)</i>	<i>\$752,010.00</i>

MTS staff has deemed Nanov Display, the lowest bidder, to be responsive and responsible. Its bid has been determined to be fair and reasonable by comparison of bids received and MTS's ICE.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. L1543.0-20 (in substantially the same format as Attachment A), with Nanov Display, Inc., for the supply of VMS Display Assemblies for the Mid-Coast Trolley Extension Project in the amount of \$717,701.25.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Draft Standard Procurement Agreement MTS Doc. No. L1543.0-20
B. Scope of Work/Technical Specifications
C. Price breakdown

**STANDARD AGREEMENT
FOR
MTS DOC. NO. L1543.0-20
VARIABLE MESSAGE SIGNS (VMS) DISPLAY ASSEMBLIES FOR THE MID-COAST TROLLEY
EXTENSION PROJECT**

THIS AGREEMENT is entered into this _____ day of _____, 2020 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: Nanov Display Inc. Address: 1978 NW 82nd Avenue
Miami, FL 33126
 Form of Business: Corporation
 (Corporation, Partnership, Sole Proprietor, etc.) Email : myung@nanovdisplay.com
 Telephone: (305) 395-6069

Authorized person to sign contracts Myung Moon Vice President
 Name Title

The Contractor agrees to provide goods as specified in the conformed Scope of Work/Minimum Technical Specification (Exhibit A), Contractor's Bid/Pricing Form (Exhibit B), and in accordance with the Standard Agreement, including Standard Conditions (Exhibit C), Federal Requirements (Exhibit D), and Forms (Exhibit E).

The delivery date is eight (8) weeks after the Notice to Proceed.

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$717,701.25 without the express written consent of MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	NANOV DISPLAY INC.
By: _____ Sharon Cooney, Chief Executive Officer	By _____
Approved as to form:	
By: _____ Karen Landers, General Counsel	Title: _____

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

4.1. INTRODUCTION

MTS is looking to purchase 57 VMS displays for the Mid-Coast Corridor project, a construction project currently underway and scheduled to be completed by March 2021. This project extends the Blue Line Trolley service from the Santa Fe Depot in Downtown San Diego to the University City community, serving major activity centers such as Old Town, Mission Bay, the University of California, San Diego, and Westfield UTC.

The route begins just north of the Old Town Transit Center, travels in existing railroad right-of-way, and alongside Interstate 5, to serve UC San Diego and University City. The extension will serve nine new stations: Tecolote Road, Clairemont Drive, Balboa Avenue, Nobel Drive, VA Medical Center, Pepper Canyon (serving UC San Diego west campus), Voigt Drive (serving UC San Diego east campus), Executive Drive, and the terminus station at the Westfield UTC transit center.

This solicitation is for procurement and delivery of the VMS displays. No installation services are included.

The VMS displays should be received by MTS eight (8) weeks after the Notice to Proceed is issued (MTS anticipates an issuance date of approximately August 17, 2020). Specific delivery dates and locations will be communicated to the awarded bidder.

Currently, MTS has installed 28 Nanov Display Inc. VMS displays on the South Bay BRT which runs from East Palomar Street to Otay Mesa Transit Center.

MTS is looking to purchase Nanov VMS display assemblies or approved equals, for the Mid-Coast corridor. The scope of work includes salient characteristics of the displays. Additional specifications information has been provided as attachments to this IFB, including the Mid-Coast VMS pole dimensions and the VMS ground clearance.

Also included in Section 3.23 of the General Provisions is Request For Approved equal (RFA) information, and Section 8 of the Forms is the RFA Form. Complete documentation should be provided in support of any RFA submitted by bidders for MTS review, and must meet the deadline provided in the calendar of events.

4.2. GENERAL

A double-sided light-emitting diode (LED) VMS display assembly shall be furnished, Factory Acceptance Testing (FAT) tested, Site Acceptance Testing (SAT) tested, and integration tested as provided in this IFB. The VMS display assembly shall be designed to have two mounting points on the top of the housing to match exactly with the VMS Pole mounting points, and shall include top hinged doors to allow for front-access maintenance of each LED screen independently.

The VMS display assembly shall include all electronic components, cabling/wiring, housings, processors, software, and warranty necessary for an environmentally-hardened, fully operational, centrally-managed LED VMS display assembly as required herein. Manufacturing of the VMS display assembly shall be RoHS compliant.

4.3. SUBMITTALS

In addition to the bids forms, bid shall include the following information:

- a. VMS manufacturer's specification sheet
- b. VMS manufacturer's safety certification—Underwriters Laboratories certification (UL48, cUL, or CSA) is acceptable.

4.4. LED DISPLAY MONITORS

Each VMS display assembly shall include two commercial grade display monitors, both displays provided shall be a high-definition, high-brightness, 46-inch diagonal, flat panel, LED backlit display monitors suitable for 7 days per week, 24 hours per day continuous operation.

The provided display monitors shall conform to the following display parameters:

- Dimensions (W x H x D): 40.8" x 24.4" x 5.6" (maximum)
- Resolution: 1920 x 1080
- Aspect Ratio: 16:9
- Brightness: 2,500 cd/m² (min)
- Brightness control: Ambient light sensor to adjust brightness according to light conditions
- Contrast Ratio: 2000:1 (Typical); 10000:1 (Dynamic)
- Output Colors: 1.07 billion colors
- Viewing Angle: 178° / 178° (Horizontal/Vertical)
- Response Time: 6 ms (10 ms max)
- Orientation: Landscape ceiling mount display
- HD Video Compatibility: 720p; 1080i; 1080p

Each display shall have the following requirements:

- Inputs: DVI; HDMI; Component/Composite; RS-232C; Ethernet; LTE Modem
- Environmental Temperature Range: - 30C to +45C
- Environmental Humidity Range: 20% to 80%
- Power Input: 120V @60Hz
- Sign Controls: UL879 or Equivalent Safety Certification Required

Each display shall include an AC power supply, rated for 100 - 240 V ~ (+/- 10%), 50/60 Hz. Maximum power draw of each display shall not exceed 395W, with a typical operational power draw of 220W. While operating in Standby mode each display shall not exceed 0.5W. The video displays shall include sensors to auto adjust brightness of the display according to the ambient lighting conditions in accordance with California CBC 11B-703.8.13. The ambient light sensor for each screen shall be positioned facing in the same direction as the monitor which they control.

The furnished display shall be designed for indoor/outdoor operations capable of operating in direct sunlight and screen contents must be visible and readable in all varying ambient lighting conditions.

Individual display monitors require an operation lifetime of not less than five (5) years of continuous operation to half-life.

No outdoor televisions (displays with digital tuners) or TV panels will be accepted.

a. EDGE COMPUTER (Owner Furnished)

Images and video streams to each display will be via a commercial grade edge computer with Chrome OS operating system. Each computer CPU shall be Intel® N2930, 1.83 GHz turbo to 2.16 GHz Quad Core, with minimum 4 GB/1333 MHz dual channel memory, capable of output to two video displays.

Each computer shall provide the following wireless connectivity:

- 802.11ac, dual-band, 2 x 2 WiFi
- Bluetooth 4.0

Each computer shall conform to the following physical requirements:

- Dimensions (W x H x D): 6.5" x 6.2" x 0.9" (maximum)
- Weight: 802 grams (maximum)

Each computer shall provide the following ports:

- Gigabit Ethernet LAN RJ45, 4 x USB 2.0; RJ50 – RS 232; mSD Card Slot; 2 x HDMI (1.4a); DisplayPort

Each computer and provided AC power supply adapter shall be high heat rated, with an operating temperature up to 140° F.

b. CABLING

All cabling shall be commercial grade, outdoor rated cabling. External communications and power cabling shall be routed internal to the VMS Support Structure, by others, and into to the VMS display assembly through one of two access holes in the top of the housing.

4.5. DISPLAY HOUSING

The VMS display assembly housing shall provide adequate measures to prevent and minimize the extent of damage caused by vandalism, shall be vandal-proof, and shall have tamper-resistant security fasteners to prevent vandalism.

Housing shall accommodate all the display equipment, computers, cabling, power, and environmental control equipment. The outside of the furnished housing shall be manufactured shall be 14-gauge, weather-proof steel, with a powder coated black finish as directed by MTS. Internal bracing, stiffeners, and equipment mounts shall be spot or tack welded internal to the housing. Internal welds shall not be visible from the exterior of the housing. All corners, edges, and holes shall be free of burrs and sharp edges. Housing shall conform to the following:

- Maximum Dimensions (W x H x D): 48.54" x 30.25 x 13" (not inclusive of doors)
46.54" x 30.25 x 15.8" (inclusive of doors)
- Maximum Weight with all components installed: 132 LBS
- Mounting: Ceiling mount, M14x25L Screws (8 or more)
- Heating, Ventilation, and Air Circulation (HVAC) Automated system for heating and cooling
- Radiation Compliance: Must have FCC part 15 / ICES-003 Class B Rating
- Cable Entry: Fully sealed to protect all connections

a. DOORS

The display housing shall have two, lockable, top hinged doors that provide access to the displays and the internal components of the VMS Assembly. Each door, independent of the other, shall be locked at two points at the bottom of the housing. Each door shall have a front opening mechanism for easy maintenance and shall open upwards. Through use of two kickstands and two gas struts, on either side, the doors shall be held open to allow for service on the interior of the assembly. The housing shall be gasketed such that when the doors are closed the seam between the doors and housing shall be watertight.

Each door shall be protected by tempered glass. Each glass panel shall be approximately 0.25 inches thick and be clamped to the exterior door. The glass surface against both the door, and internal clamps, shall be gasketed to provide a weatherproof and watertight seal.

The installed glass shall be anti-reflective to provide clear viewing of the display without visual distortion; while also reducing UV transmission to the interior of the assembly by greater than 98%.

b. MOUNTINGS

The housing manufacturer shall provide internal mountings for all components of the VMS display assembly. The provided mountings shall be spot or tack welded to the interior of the display housing and shall be sized to fit each individual component of the assembly. Mountings to be provided as follow:

- 2 –Display Panels, swing-out mounting brackets (2 per video display);
- 4 – Gas Struts (2 per swing-out mounting bracket to hold monitor in open position during maintenance);
- 1 – Edge Computer mounting bracket;
- 2 – Fan Mounts, recessed to the interior of the housing with fan guard screen; and,
- 1 – 6-outlet Power Strip.

c. ENVIRONMENTAL

Display housing must have a minimum IP 65 rating or better. Manufacturer shall provide all compliance testing of the VMS Assembly. All gaskets shall be foam rubber seals. The installed seals, and their adhesive backing, shall be rated for operating environment temperature and humidity defined above.

Louvers on the vertical sides of the display housing shall protect against insect entry.

d. POWER

The interior of the display housing shall include two 4x4 outlet boxes. One box shall have a blank cover; the second box shall have a cover and two heavy-duty duplex

receptacles installed. Power conductor cabling routed to the VMS display assembly shall be routed to, and terminated within the outlet boxes.

A 6-outlet industrial grade power strip, with metal housing, shall be installed and affixed to the bottom of the interior of the display housing. The furnished power strip shall draw power from one of the receptacles installed in the outlet box, and shall include a 15 Amp circuit breaker.

4.6. SAFETY COMPLIANCE

VMS display assembly shall be UL48 (for electric message signs) compliant. The following certification and test report shall be provided by the manufacturer:

- Dielectric voltage withstand test
- Glass impact test
- Rain test
- Leakage current test
- Bond impedance test
- Input test
- Lock rotor test
- Abnormal operation test
- Maximum output voltage test
- Maximum output current and power test

Individual components shall meet the following compliance requirements:

- LCD Panel: UL 60695
- Sign Controller: UL 879
- Computer: UL E216813
- Glass Impact Protection Rating: IK08 or similar

4.7. VMS DISPLAY ASSEMBLY CONTROLS

At a minimum, the following controls shall be provided, and operate either remotely (via internet), locally, and from a hand held remote control unit communicating with sensors:

- Power on/off
- Input selection/lock
- Brightness
- Fan speed
- Embedded computer reset
- Heater
- Control panel shall not be affected by weather elements (e.g. heat, sun, rain, wind, etc.)

4.8. VMS DISPLAY HEALTH MONITORING CONTROL

VMS display assembly shall have the following remote hardware control monitoring and capabilities via the internet:

- Internal Temperature Report
- Adjust Screen Brightness
- Screen Power On/Off
- Computer Power On/Off
- Analog/Digital Board On/Off

- Heater On/Off
- Pixel Sensor Detection (when screen does not move)
- Reset power

Remote health monitoring system shall not be affected by weather elements (e.g. heat, sun, rain, wind, etc.)

4.9. WARRANTY AND MAINTENANCE

The contractor shall prepare a user & maintenance manual for use by MTS personnel for the regular cleaning and maintenance of each furnished VMS display assembly. The user & maintenance manual shall provide instructions on the intervals, and procedures to be followed to maintain ongoing operations of each VMS display assembly. The user & maintenance manual shall include, but not be limited to, cleaning, operational inspections, filter replacements, software updates, and troubleshooting procedures.

Prior to acceptance of the VMS display assembly(-ies) the contractor shall conduct a hands-on training session for MTS maintenance personnel on the operations and maintenance of the units. This training will be conducted on-site at MTS facilities for up to 10 personnel and is anticipated to be approximately four (4) hours in length.

All components (e.g. display/housing) shall have a three-year parts and labor manufacturer's warranty from the day of acceptance for each VMS display assembly furnished. The warranty shall include on-site service by a manufacturer's representative, or trained technician, and the cost for all parts, labor, and shipping and handling required to restore the VMS display assembly to full functionality—all included in the quoted price.

MTS shall have access, via telephone, to a manufacturer's representative 24 hours-a-day, seven days a week. For all troubleshooting that cannot be accomplished via telephone, on-site services shall commence within 72 hours of notification by MTS.

Contractor shall be an authorized dealer or reseller of the VMS display assembly for sales within USA.

4.10. MEASUREMENT AND PAYMENT

VMS display assembly will be measured as a unit for each VMS display assembly furnished and installed. There will be no separate measurement or payment for furnishing the display panels, computers, software, housing cabinets, cabling, cable accessories, equipment, training, warranty, labor, testing, packaging and shipping. The costs shall be considered included in the cost for furnishing each VMS display assembly.

VMS display assembly shall meet FTA Buy America requirements.

4.11. INVOICES

Invoices must be sent to the MTS Accounting Department, via email, at ap@sdmts.com. All invoices must have the Purchase Order and contract number clearly displayed to ensure timely payment. MTS will not pay on packing slips, receiving documents, delivery documents, or other similar documents. Invoices must be submitted for payment.

Contractors must also indicate if any of the invoiced amount(s) is for service or work provided by a subcontractor and indicate the amount that will be paid to the subcontractor. Contractors must also comply with the prompt payment requirements in the *Prompt Progress Payments* section of the Standard Conditions.

4.12. WARRANTY

Bidders shall outline in detail their warranty on the equipment offered, including the method of adjustment in cases of equipment, component or parts failure. Warranty shall also be stated for installation labor, materials, and method of adjustment.

4.13. REPLACEMENT PARTS

Replacement parts and technical support for the specified equipment must be guaranteed by the manufacturer; to be available for a ten (10) year period from the date of purchase. Manufacturer shall keep parts books and maintenance manuals up-to-date for that period.

4.14. DELIVERY AND ACCEPTANCE

Equipment or any deliverable provided under this contract shall be delivered F.O.B. to locations to be provided to the awarded bidder by MTS, unless otherwise specified, in first class condition, complete and ready for operation, and the Contractor shall assume all responsibility and risk of loss incident to said delivery.

Contractor shall indicate delivery date on the Bid Form unless already specified, in which case, shall be made within the time set forth. Delivery is part of the consideration and must be adhered to as specified.

Contractor will not be held liable for failure to make delivery because of strikes, construction of property, governmental regulations, acts of God or any other causes beyond his control, provided a written extension of time is obtained from MTS.

Upon delivery, MTS will acknowledge receipt of said items or products. Delivery shall not constitute acceptance. Upon inspection and testing (if necessary) by MTS, a determination will be made whether said items or products are in conformance with contract requirements. If found in conformance, MTS shall approve the Contractor's invoice for payment; thereby constituting acceptance. Payment terms begin from this point. If the delivered items or products are found not in compliance, MTS will immediately notify the Contractor, and furnish all details of deficiencies. Contractor shall correct the deficiencies or supply new items or products (at the discretion of MTS), and resubmit for inspection and testing (if necessary). **FORM**

BID FORM**MTS Doc No: L1543.0-20****VARIABLE MESSAGE SIGNS (VMS) DISPLAY ASSEMBLY FOR MID-COAST CORRIDOR**

#	Station	Quantity	*Unit Price	*Total
1	Tecolote Road	7	\$11,500.00	\$80,500.00
2	Clairemont Drive	11	\$11,500.00	\$126,500.00
3	Balboa Avenue	6	\$11,500.00	\$69,000.00
4	Nobel Drive	6	\$11,500.00	\$69,000.00
5	VA Medical Center	4	\$11,500.00	\$46,000.00
6	Pepper Canyon	5	\$11,500.00	\$57,500.00
7	Voigt Drive	5	\$11,500.00	\$57,500.00
8	Executive Drive	4	\$11,500.00	\$46,000.00
9	Westfield UTC Transit Center	4	\$11,500.00	\$46,000.00
10	Spares	5	\$11,500.00	\$57,500.00
Sub Total				\$655,500.00
Delivery Costs (if applicable)				11,400
Overall Total (Basis for Award)				\$666,900.00

**Excluding sales tax. MTS will add tax at purchase order issuance.*

Plus CA Sales Tax \$50,801.25
Overall Contract Total \$717,701.25



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Agenda Item No. 14

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

MARKETING AND COMMUNITY OUTREACH SERVICES – 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. G2317.0-20 (in substantially the same format as Attachment A) with Brown Marketing Strategies, Inc. (a Disadvantaged Business Enterprise (DBE)) for the provision of Marketing and Community Outreach Services for a period of three (3) base years and two (2) one-year options for a total of five (5) years in the amount of \$295,172.74.

Budget Impact

The total value of this agreement will not exceed \$295,172.74. Funding would primarily come from the professional services account for marketing (551010-571140).

DISCUSSION:

The MTS Marketing department relies on a third party to supplement staffing for outreach events and activities. In fiscal year 2019, MTS attended and/or hosted nearly 100 community outreach events (and had attended 50+ events in fiscal year 2020 prior to COVID-19). A team of community ambassadors are trained on MTS services and news to assist with community outreach efforts throughout the year (college campuses, employers, community fairs, etc.). The third-party contractor maintains a supply of relevant MTS collateral (schedules, brochures, promotional items, etc.), and ambassadors attend events with and/or in place of MTS staff, and provide information on trip planning, fares, customer service inquiries, upcoming service launches and more.



On March 2, 2020, staff issued a Request for Proposals (RFP) for Marketing and Community Outreach Services.

On April 1, 2020, MTS received a total of five (5) proposals from the following:

1. Brown Marketing Strategies, Inc.
2. Cook + Schmid
3. Invested Advisors, Inc.
4. PRM Consulting, Inc.
5. Vic Salazar Communications

A selection committee, consisting of representatives from MTS Marketing, Finance and Planning departments met and scored the proposals based on the following:

- | | | |
|----|--|------|
| 1. | Qualifications of the firm | 15% |
| 2. | Staffing, Organization and Management Plan | 20% |
| 3. | Work Plan | 35% |
| 4. | Cost and Price | 30% |
| | Total | 100% |

The following table illustrates the scores and ranking of each:

Proposer Name	Total Avg. Tech Score	Initial Price Proposal	Cost Score	Total Avg. Score (max. 100)	Ranking
Brown Marketing	58.33	\$306,018.59	15.53	73.86	1
Cook + Schmid	54.50	\$448,621.98	10.59	65.09	2
Invested Advisors, Inc.	34.33	\$158,404.69	30.00	64.33	3
PRM Consulting, Inc.	47.00	\$582,000.00	8.16	55.16	4
Vic Salazar	41.00	\$353,911.00	13.43	54.43	5

After the initial evaluation of proposals, the evaluation panel determined it would be in MTS's best interest to interview the top two (2) proposers that were within the competitive range.

Following the interviews, staff requested a best and final offer (BAFO) from Brown Marketing Strategies, Inc., which resulted in a decrease of \$10,845.85 from their original offer. The total proposed amount in the BAFO was presented at \$295,172.74 for all five years.

Based upon consideration of both technical and cost factors, the evaluation committee determined that Brown Marketing Strategies, Inc. presented the overall best value to MTS.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. G2317.0-20 (in substantially the same format as Attachment A) with Brown Marketing Strategies, Inc. (a DBE) for the provision of Marketing and Community Outreach Services for a period of three (3) base years and two (2) one-year options for a total of five (5) years in the amount of \$295,172.74.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Draft MTS Doc. No. G2317.0-20
B. Price breakdown

**STANDARD SERVICES AGREEMENT
FOR
Marketing and Community Outreach Services
MTS DOC NO. G2317.0-20**

THIS AGREEMENT is entered into this _____ day of _____ 2020, 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: Brown Marketing Strategies, Inc. Address: 3687 Voltaire Street

Form of Business: Corporation San Diego, CA 92106
(Corporation, partnership, sole proprietor, etc.)

Telephone: 619-546-5390 Email Address: Shannon@browncando.com

Authorized person to sign contracts: Shannon Brown 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 marketing and community outreach services as specified in the scope of services (attached as Exhibit A), the best and final offer dated June 24, 2020 (attached as Exhibit B), and in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit C).

The contract term is for up to a five (5) year period (3-year base and two 1-year options). Base period shall be effective August 15, 2020 through August 14, 2023 and Option Years 1 and 2 shall be effective August 15, 2023 through August 14, 2025 (exercisable at MTS's sole discretion).

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$295,172.74 without the express written consent of MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	BROWN MARKETING STRATEGIES, INC.
By: <u>Sharon Cooney, Chief Executive Officer</u>	By _____
Approved as to form:	Title: _____
By: <u>Karen Landers, General Counsel</u>	

Marketing and Community Outreach Services - Cost Proposal Form BAFO
RFP #G2317.0-20

Year 1				
Item	Classification	Est. Hours	Hourly Rate	Ext. Cost
1	Ambassador	400	\$ 55.00	\$ 22,000.00
2	Lead Ambassador	200	\$ 71.50	\$ 14,300.00
3	Events and Training Staff	140	\$ 93.50	\$ 13,090.00
4	Project Manager	60	\$ 137.50	\$ 8,250.00
Total Year 1				\$ 57,640.00

Year 2				
Item	Classification	Est. Hours	Hourly Rate	Ext. Cost
1	Ambassador	400	\$ 55.00	\$ 22,000.00
2	Lead Ambassador	200	\$ 71.50	\$ 14,300.00
3	Events and Training Staff	140	\$ 93.50	\$ 13,090.00
4	Project Manager	60	\$ 137.50	\$ 8,250.00
Total Year 2				\$ 57,640.00

Year 3				
Item	Classification	Est. Hours	Hourly Rate	Ext. Cost
1	Ambassador	400	\$ 56.65	\$ 22,660.00
2	Lead Ambassador	200	\$ 73.65	\$ 14,729.00
3	Events and Training Staff	140	\$ 96.31	\$ 13,482.70
4	Project Manager	60	\$ 141.63	\$ 8,497.50
Total Year 3				\$ 59,369.20

Option Year 1				
Item	Classification	Est. Hours	Hourly Rate	Ext. Cost
1	Ambassador	400	\$ 56.65	\$ 22,660.00
2	Lead Ambassador	200	\$ 73.65	\$ 14,730.00
3	Events and Training Staff	140	\$ 96.31	\$ 13,483.40
4	Project Manager	60	\$ 141.63	\$ 8,497.80
Option Year 1				\$ 59,371.20

Option Year 2				
Item	Classification	Est. Hours	Hourly Rate	Ext. Cost
1	Ambassador	400	\$ 58.35	\$ 23,339.80
2	Lead Ambassador	200	\$ 75.86	\$ 15,171.90
3	Events and Training Staff	140	\$ 99.20	\$ 13,887.90
4	Project Manager	60	\$ 145.88	\$ 8,752.73
Option Year 2				\$ 61,152.34

Summary

Year	Total
Year 1	\$ 57,640.00
Year 2	\$ 57,640.00
Year 3	\$ 59,369.20
Option Year 1	\$ 59,371.20
Option Year 2	\$ 61,152.34
GRAND TOTAL	\$ 295,172.74



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Agenda Item No. 15

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

OLD TOWN TRANSIT CENTER (OTTC) WEST IMPROVEMENTS PROJECT –
ADDITIONAL DESIGN SERVICES – TASK ORDER AMENDMENT

RECOMMENDATION:

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

- 1) Ratify Task Order 13.18.03 under MTS Doc No. G1493.0-13 (in substantially the same format as Attachment A) with Kimley-Horn and Associates (KHA) totaling \$98,973.47, for design revisions; and
- 2) Authorize the Chief Executive Officer (CEO) to execute Task Order 13.18.04 under MTS Doc No. G1493.0-13 (in substantially the same format as Attachment B), with KHA totaling \$128,357.15, for preparation of construction and supporting documents as well as required coordination.

Budget Impact

Today's action will bring the total value of the Kimley-Horn Doc. No. G1493.0-13 13.18 to \$516,330.62:

see table on next page



MTS Doc No.	Purpose	Amount	Board Approval Date
13.18	Original Task Order	\$139,000.00	07/16/2015, Item 8
13.18.01	Incorporated Prevailing Wage Requirements into Task Order	\$0.00	n/a
13.18.02	Provide additional design services	\$150,000.00	07/20/17, Item 9
13.18.03	Provide modifications to original design	\$98,973.47	CEO approval 08/9/19 per Board Policy No. 41
13.18.04	Prepare construction and supporting documents	\$128,357.15	Today's Proposed Action
Total		\$516,330.62	

KHA Task Order 13.18 is funded through the MTS Capital Improvement Project budget account # 3006007702 - Old Town Transit Center West Improvements Project (Design).

DISCUSSION:

MTS contracted with KHA to perform design at OTTC through final project design. The project involved upgrading certain elements of the entire transit center, with an added focus on OTTC West towards improving capacity and operational efficiency. These upgrades include increasing bus bay capacity, improving pedestrian access, repairing or replacing the remaining facilities, which are beyond their useful life, and installing a pull-in bus bay on the Pacific Coast Highway ("PCH"). The upgrades also included updating pavement markings and traffic signage, station lighting, shelters and passenger waiting areas, next-arrival signage, and wayfinding signage and station maps.

Through the design process it was discovered that additional permits would be required and additional design approval work would need to be performed to satisfy permit requirements.

Amendment 2 added funds to satisfy all permitting needs and complete the final design. Amendment 3, item 1 of this board agenda, included revisions to meet the MTS storm water permit requirement, landscape revisions, expansion of the planned OTTC signage replacements, creation of renderings to assist in shelter design, and shelter redesign. Item 2 of today's proposed action also adds the preparation of construction and supporting documents as well as required coordination in order to deliver the work through the Mid-Coast Transit Contractors ("MCTC") and SANDAG. The Amendment also provides design support during construction, revised drainage design studies to accommodate the Mid-Coast design, and separation of onsite and offsite work for City of San Diego and Caltrans approvals.

Pricing for this amendment was reviewed and compared to the independent cost estimate and determined to be fair and reasonable.

Therefore, staff recommends that the MTS Board of Directors:

- 1) Ratify Task Order 13.18.03 under MTS Doc No. G1493.0-13 (in substantially the same format as Attachment A) with Kimley-Horn and Associates (KHA) totaling \$98,973.47, for design revisions; and
- 2) Authorize the CEO to execute Task Order 13.18.04 under MTS Doc No. G1493.0-13 (in substantially the same format as Attachment B), with KHA totaling \$128,357.15, for preparation of construction and supporting documents as well as required coordination.

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Executed Work Order 13.18.03, MTS Doc. No. G1493.0-13
B. Draft Work Order 13.18.04, MTS Doc. No. G1493.0-13



1255 Imperial Avenue, Suite 1000
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July 15, 2019

MTS Doc. No. G1493.0-13
Work Order No. 13.18.03

Mr. Dennis Landaal, P.E.
Principal
Kimley-Horn and Associates, Inc.
401 B Street, Suite 600
San Diego, CA 92101

Dear Mr. Landaal:

Subject: MTS DOC. NO. G1493.0-13, AMENDMENT 3 TO WORK ORDER 13.18, GENERAL
ENGINEERING SERVICES OLD TOWN TRANSIT CENTER WEST IMPROVEMENTS

This letter shall serve as Amendment 2 to our agreement for Work Order 13.18 to MTS Doc. No. G1493-13, for professional services under the General Engineering Consultant Agreement, as further described below.

SCOPE OF SERVICES

Provide general engineering services for Old Town Transit Center West Improvements in accordance with the attached Scope of Services (Attachment A)

SCHEDULE

The Scope of Services, as described above, shall extend through July 31, 2020.

PAYMENT

Payment shall be based on actual costs in the amount not to exceed without prior authorization of \$98,973.47

Please sign below, and return the document to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect.

Sincerely,

Paul C. Jablonski
Chief Executive Officer

Accepted:

Dennis Landaal, Principal
Kimley-Horn and Associates, Inc.

Date:

8/8/19

Attachments: Attachment A, Scope of Services
Attachment B, Negotiated Fee Proposal



ATTACHMENT A

SCOPE OF SERVICES

WORK ORDER TITLE: Old Town Transit Center (OTTC) West Improvements, Amendment 3

Develop 90%/Final/Bid-Ready construction and supporting documents (e.g. design studies, plans, opinion of probable construction costs, specifications) and City, Caltrans approvals for the Old Town Transit Center Expansion.

I. Proposed Scope of Amendment

The following items have completed in addition to the items identified in the original scope and amendments #1 and #2:

- Consultant to remove the landscaping features from the Pacific Highway transit island. The design updated by removing the proposed landscaped islands and urban design/site plan changes, including: shelters, benches, lighting and trash receptacles.
- Consultant to include electrical vehicle charging infrastructure to the design. Changes to be incorporated into the plan set
- Consultant and MTS to walk site and identify regulatory signage within the parking areas to be replaced. Existing regulatory signage to be replaced; changing previous direction to salvage and reuse the existing signage. Signage and striping plans to be updated to reflect replacement of regulatory signage consistent with MTS' Statin Sign Program Design Guidelines Manual.
- Consultant to reconfigure the bus layover area, including:
 - Shift striping at the Pacific Hwy exist
 - Relocate and adjust the curb, median and pavement geometry
 - Adjust sawcut limits
 - Adjust grading and drainage features within the affected area to drain towards the MTS' catchment points
 - Update the construction phasing plans to reflect the design changes
 - Update affected quantities in the Opinion of Probable Construction Costs
- Consultant to provide plans for the slurry sealing of the southernmost portion of the parking lot. Consultant to prepare plans based on the available as-builts and striping to be updated based on accessible parking stall markings to meet then current ADA and City of San Diego requirements. Construction phasing plans to include proposed slurry and striping improvements.
- Consultant developed 8 concepts for the redesign of the bus shelters within the Old Town. Consultant prepared plans and details for the shelter and foundations based on MTS' preferred shelter design (selected October 2018). The plans included finishes, textures and colors, connection and framing details. The foundation design was based on available geotechnical information.
- Consultant to remove all references to preferred MTS (October 2018) "Old Town" shelter. New shelters will be MTS' Tolar shelters (13' No AD and 17' w/AD shelters). New shelters to be incorporated into the plan set per MTS direction.
- Temporary power design to accommodate phased construction/implementation of the proposed improvements
- MTS MS4 requirements for on-site treatment and City of San Diego (Pacific Hwy) stormwater strategies

ATTACHMENT B

NEGOTIATED FEE PROPOSAL

Work Order Estimate Summary

MTS Doc. No. **G1493.0-13**Work Order No. **13-18 Amend#2**Attachment: **B**Work Order Title: **Old Town Transit Center (OTTC) West Improvements**Project No: **Table 1 - Cost Codes Summary (Costs & Hours)**

Item	Cost Codes	Cost Codes Description	Total Costs
1		Old Town Transit Center	\$98,973.47
2			

Totals = **\$98,973.47****Table 2 - TASKS/WBS Summary (Costs & Hours)**

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	1	Urban Design Advancement		
2	2	Task Number not Used		
3	3	Drainage Study		
4	4	Water Quality Study		
5	5	Engineering Design - 90%		
6	6	Engineering Design - Final	633.0	\$98,973.47
7	7	Engineering Design - Bid Ready		
8	8	Caltrans Coordination and Project Permit Services		
9	9	City of San Diego Project Development Review		
10	10	Design Services During Construction		

Totals = **633.0** **\$98,973.47****Table 3 - Consultant/Subconsultant Summary (Costs & Hours)**

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
				Kimley-Horn and Associates	633.0	\$98,973.47

Totals = **633.0** **\$98,973.47**

Work Order Estimate Hours Cost

Total Hours =		633	Consultant/Subconsultant: Kimley-Horn and Associates	MTS Doc. No.: G1493.0-13
Total Costs =		\$98,973.47	Work Order Title: Old Town Transit Center (OTTC) West Improvements	Work Order No.: 13-18 Amend#2
			Attachment: B	

Item	TASKSWBS	TASKSWBS Description	ODCs	Dennis Landaal Contract Manager	Andy Sanford	Robin Osborne	Brian Herting	Steven Keeton Technician 1	Randall Knopf Landscape Architect	Engineer 1	Mike Colombo Engineer 3	Katie Galloway	Dalia Al-Ansari	Total Hours	Totals
				\$329.72	\$287.65	\$194.40	\$151.73	\$135.89	\$166.94	\$126.74	\$177.55	\$138.10	\$101.24		

6	Task 6	Engineering Design - Final													
		Pacific Highway Urban Design Update				5		2	25	35				67	\$9,853.18
		EV Charging Infrastructure				1				3	1			5	\$752.17
		Signage Update				2	25							72	\$8,737.85
		Reconfigure Bus Layover				45	25	45			25	25		234	\$34,447.03
		Slurry Seal				8		10						48	\$5,951.30
		Shelter Re-design				20		80						174	\$34,349.48
		Tolar Shelter Plan Set Change				4								13	\$2,079.06
		MS4 Requirements for On-Site Treatments				4	4		4	5				20	\$2,803.40
						89	54	137	29	51	26	25	154	633	\$98,973.47
		Subtotals (Hours) =	N/A												
		Subtotals (Costs) =		\$2,637.76	\$17,259.00	\$17,301.60	\$8,193.42	\$18,616.93	\$4,841.26	\$6,463.74	\$4,616.30	\$3,452.50	\$15,590.96	633	\$98,973.47
		Totals (Summary) =													
		Total (Hours) =	N/A			89	54	137	29	51	26	25	154	633	\$98,973.47
		Total (Costs) =		\$2,637.76	\$17,259.00	\$17,301.60	\$8,193.42	\$18,616.93	\$4,841.26	\$6,463.74	\$4,616.30	\$3,452.50	\$15,590.96		
		Percentage of Total (Hours) =	N/A	1.3%	9.5%	14.1%	8.5%	21.6%	4.6%	8.1%	4.1%			71.7%	
		Percentage of Total (Costs) =		2.7%	17.4%	17.5%	8.3%	18.8%	4.9%	6.5%	4.7%			80.8%	

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San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 30, 2020

MTS Doc. No. G1493.0-13
Work Order No. 13.18.04

Mr. Dennis Landaal, P.E.
Principal
Kimley-Horn and Associates, Inc.
401 B Street, Suite 600
San Diego, CA 92101

Dear Mr. Landaal:

Subject: MTS DOC. NO. G1493.0-13, AMENDMENT 4 TO WORK ORDER 13.18, GENERAL
ENGINEERING SERVICES OLD TOWN TRANSIT CENTER WEST IMPROVEMENTS

This letter shall serve as Amendment 4 to our agreement for Work Order 13.18 to MTS Doc. No. G1493-13, for professional services under the General Engineering Consultant Agreement, as further described below.

SCOPE OF SERVICES

The Scope of Work shall be amended to provide additional engineering services for Old Town Transit Center West Improvements (Attachment A).

SCHEDULE

This Amendment shall add an additional eighteen (18) months to the Work Order. The new completion date shall be January 31, 2022.

PAYMENT

This Amendment shall increase the payment amount by \$128,357.15. The total payment under this Work Order shall not exceed \$419,899.14 without prior authorization from MTS.

Please sign below, and return the document to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect.

Sincerely,

Accepted:

Sharon Cooney
Chief Executive Officer

Dennis Landaal, Principal
Kimley-Horn and Associates, Inc.

Date: _____

Attachments: Attachment A, Scope of Services
Attachment B, Negotiated Fee Proposal

ATTACHMENT A SCOPE OF SERVICES

WORK ORDER TITLE: Old Town Transit Center (OTTC) West Improvements, Amendment 4

Prepare construction and supporting documents (e.g. design studies, plans, opinion of probable construction costs, specifications) for construction by SANDAG through an existing construction contract with MCTC (i.e. Mid Coast Trolley Contractors). The change in construction procurement required changes in construction documents for City approvals and delineation of the EOR (or engineer of record). The following scope of work is the result of the coordination.

I. Scope of Work**AM4 Task 1 Coordination for OTTC West Improvements**

- Consultant to coordinate with MTS and partner agencies (SANDAG, City, Caltrans) regarding the improvements for OTTC West. Up to 50 hours will be provided for this task.
- Consultant to coordinate with SANDAG's design team (i.e. WSP) for construction documents. Up to 50 hours will be provided for this task.
- Consultant to coordinate with MCTC prior to GMP regarding construction documents, schedule, project submittals, and overall project coordination. Up to 60 hours will be provided for this task.

AM4 Task 2 Final Design Plan Set and Supporting Construction Documents

- Consultant to divide plan sheets between on-site and off-site plan sets as requested
 - On-Site plan set will be limited to MTS-controlled property. Plans will be coordinated off-site plans
 - Taylor Street driveway improvements to continue under MidCoast, OTTC West plans to coordinate with new design
 - Pacific Highway driveway improvements to remain under OTTC West. Improvements to the north of driveway to continue under MidCoast – except for drainage improvements associated with relocated drainage inlet. Improvements south of driveway to remain under OTTC West.
 - Electrical improvements will be divided—changes in details for off-site improvements will likely be required
 - Off-site plan set will be limited improvements within City of San Diego – controlled right-of-way (including under the Interstate 5 viaduct).
 - Modify plan sheets for off-site plans to match construction details for Mid Coast plans
 - Consultant will provide up to 250 hours for this task
- Consultant to evaluate drainage design changes for relocated Mid Coast inlet from south of the new OTTC driveway to north of the driveway improvements. Drainage analysis and evaluation will include on-site and off-site paths with the final alignment included in the appropriate plan set upon concurrent from MTS. Up to 80 hours will be provided for this task.
- Consultant will provide edits to construction documents for up to two rounds of consolidated comments for MCTC. The Consultant will provide up to 150 hours for edits and responses associated with MCTC comments.
- Consultant will provide edits to construction documents for up to two rounds of consolidated comments for City of San Diego (DSD-Construction) CCO D reviews and Caltrans Encroachment Permit reviews. The Consultant will provide up to 110 hours for edits and responses associated with City of San Diego and Caltrans comments.

AM4 Task 3 Design Services During Construction

- Upon confirmation of pricing (GMP) for the project, the Consultant will begin design services during construction.
- Consultant will coordinate with MCTC and SANDAG during construction as requested by MTS for technical, engineering, and design support services for the OTTC West improvements. Coordination includes pre-construction site walk, construction coordination meetings, RFI review/responses, and
- Consultant will coordinate with MTS staff during construction as-needed to provide MTS support for construction administration/activities.
- Consultant will provide up to 140 hours for Task 4.2; additional effort will require authorization from MTS.

ATTACHMENT B NEGOTIATED FEE PROPOSAL

Work Order Estimate Summary

MTS Doc. No. **G1493.0-13**

Work Order No. **13-18 Amend#4**

Attachment: **B**

Work Order Title: **Old Town Transit Center (OTTC) West Improvements**

Project No:

Table 1 - Cost Codes Summary (Costs & Hours)

Item	Cost Codes	Cost Codes Description	Total Costs
1		Old Town Transit Center	\$128,357.15
2			

Totals = **\$128,357.15**

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

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	AM4 Task 1	Coordination for OTTC West Improvements	160.0	\$27,682.89
2	AM4 Task 2	Final Design Plan Set and Supporting Construction Documents	500.0	\$80,276.06
3	AM4 Task 3	Design Services During Construction	130.0	\$20,398.20

Totals = **790.0** **\$128,357.15**

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

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
				Kimley-Horn and Associates	790.0	\$128,357.15

Totals = **790.0** **\$128,357.15**

Work Order Estimate
Hours Cost

Consultant/Subconsultant: Kimley-Horn and Associates

MTS Doc. No.: G1493.0-13

Work Order No.: 13-18 Amend#2

Total Hours = 790

Total Costs = \$128,357.15

Work Order Title:

Old Town Transit Center (OTTC) West Improvements

Attachment: B

Item	TASKS/WBS	TASKS/WBS Description	ODCs	Dennis Landaal Contract Manager	Sam McWhorter	Edgar Torres	Brian Herting	Steven Keeton Technician 1	Randall Knopf Landscape Architect	Engineer	Mike Colombo Engineer 3	Project Accountant	Total Hours	Totals
				\$329.72	\$192.95	\$187.55	\$150.03	\$125.98	\$165.81	\$145.00	\$175.08	\$156.28		
5	AM Task 1	Coordination for OTTC West Improvements												
		MTS and Partner Agency Coordination		1		44		5					50	\$9,211.82
		Design Team Coordination (i.e. WSP)		2		25		23					50	\$8,245.73
		Construction Team Coordination and Documentation		1		40		19					60	\$10,225.34
		Subtotals (Hours) =	N/A	4		109		47					160	\$27,682.89
		Subtotals (Costs) =		\$1,318.88		\$20,442.95		\$5,921.06					160	\$27,682.89
	AM4 Task 2	Final Design Plan Set and Supporting Construction Documents												
		Final Plan Set Development, Offsite and On Site		10		45	15	65	10	55	45	5	250	\$40,469.20
		Drainage Evaluation and Design		2	20	5		8		45			80	\$12,989.03
		Draft Plan Consolidated Comments (MCTC Reviews)		4		22		34					60	\$9,728.30
		Draft Plan Consolidated Comments (DSD / Caltrans)		4		20	5	25		56			110	\$17,089.53
		Subtotals (Hours) =	N/A	20	20	92	20	132	10	156	45	5	500	\$80,276.06
		Subtotals (Costs) =		\$6,594.40	\$3,859.00	\$17,254.60	\$3,000.60	\$16,629.36	\$1,658.10	\$22,620.00	\$7,878.60	\$781.40	500	\$80,276.06
7	AM4 Task 3	Design Services During Construction												
		Design Services During Construction		4		30	15	34	5	42			130	\$20,398.20
		Subtotals (Hours) =	N/A	4		30	15	34	5	42			130	
		Subtotals (Costs) =		\$1,318.88		\$5,626.50	\$2,250.45	\$4,283.32	\$829.05	\$6,090.00			130	\$20,398.20
		Totals (Summary) =											790	\$128,357.15
		Total (Hours) =	N/A	28	20	231	35	213	15	198	45	5	790	
		Total (Costs) =		\$9,232.16	\$3,859.00	\$43,324.05	\$5,251.05	\$26,833.74	\$2,487.15	\$28,710.00	\$7,878.60	\$781.40		\$128,357.15
		Percentage of Total (Hours) =	N/A	3.5%	2.5%	29.2%	4.4%	27.0%	1.9%	25.1%	5.7%	0.6%	100.0%	
		Percentage of Total (Costs) =		7.2%	3.0%	33.8%	4.1%	20.9%	1.9%	22.4%	6.1%	0.6%		100.0%



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

Agenda Item No. 16

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

JANITORIAL SERVICES – RATIFICATION OF AMENDMENTS

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors ratify Amendments 14, 15 and 16 to MTS Doc. No. G1931.0-16 with NMS Management Inc., a Disadvantaged Business Enterprise (DBE), for janitorial services, increasing the contract total by \$162,362.30 to a new not-to-exceed amount of \$8,578,660.84.

Budget Impact

Current Board approved amount	\$8,416,298.54
Amendment 14 (funded by 350016-571210)	\$71,280.00
Amendment 15 (funded by 331014-536400)	\$70,080.00
Amendment 16 (funded by 350016-571210)	\$21,002.30
New not-to-exceed amount	\$8,578,660.84

DISCUSSION:

In January 2017, MTS contracted with NMS Management to provide janitorial services for San Diego Transit Corporation (SDTC) and San Diego Trolley Inc. (SDTI) buildings and the Light Rail Vehicle (LRV) fleet. Should there be new locations or additional services required, MTS amends the contract in order to ensure they are included. The contract terminates December 31, 2022.

The ongoing COVID-19 public health emergency has required MTS to increase cleaning frequencies at various locations for the protection of staff and passengers. Although Board Policy No. 41 generally limits the Chief Executive Officer's spending authority to \$100,000, Section 41.4 provides an exception in emergencies:



41.4.10 Emergency Procurements. As authorized by Public Utilities Code section 120224.1, the Chief Executive Officer may authorize the purchase of goods or services, including those costing more than \$100,000, if the purchase requires immediate approval to avert or alleviate damage to, or to repair or restore damaged or destroyed property and insure that MTS facilities are available to serve the transportation needs of the general public or to comply with any state or federal regulation with respect to the operation of public transportation services or protecting public safety. The Chief Executive Office shall report such actions to the Board of Directors at its next meeting.

Under the CEO's ordinary spending authority (up to \$100,000) and this emergency authority, the CEO authorized Amendments 14, 15, and 16 as summarized below:

1. Amendment 14 was issued May 18, 2020 for \$71,280.00 (Attachment A). This amendment extends additional COVID-19 cleaning services on SDTI buildings from May 17, 2020 to November 30, 2020.
2. Amendment 15 was issued June 30, 2020 for \$70,080.00 (Attachment B). This amendment extends additional COVID-19 cleaning services on SDTC buildings from July 8, 2020 to November 30, 2020.
3. Amendment 16 was issued July 20, 2020 for \$21,002.30 for as-needed cleaning and disinfection services at all MTS properties after a confirmed Covid-19 case.

The overall contract cost is summarized below:

11/10/16: Board approval amount for base term	\$3,990,618.63
11/10/16: Board approval amount for option term	\$4,111,539.10
07/25/19: Board approval Amendments 1 to 9	\$171,057.07
05/14/20: Board approval Amendments 10 to 13	\$143,083.74
07/30/20: Ratify Amendments 14, 15 and 16	\$162,362.30
New Not-To-Exceed Contract Amount	\$8,578,660.84

Therefore, staff recommends that the MTS Board of Directors ratify Amendments 14, 15 and 16 to MTS Doc. No. G1931.0-16 with NMS Management Inc., a DBE, for janitorial services, increasing the contract total by \$162,362.30 to a new not-to-exceed amount of \$8,578,660.84.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Amendment No. 14 to MTS Doc. No. G1931.0-16
B. Amendment No. 15 to MTS Doc. No. G1931.0-16
C. Amendment No. 16 to MTS Doc. No. G1931.0-16
D. Cost Splits

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

May 15, 2020

MTS Doc. No. G1931.14-16

NMS Management, Inc.
David Guaderrama, President
155 West 35th St., Suite D
National City, CA 91950

Subject: AMENDMENT NO. 14 TO MTS DOC. NO. G1931.0-16
SDTI/SDTC JANITORIAL SERVICES

Mr. Guaderrama:

This shall serve as Amendment No. 14 to our agreement for janitorial services as further described below.

SCOPE

Contractor has been providing janitorial services to San Diego Transit Corporation (SDTC) & San Diego Trolley Inc., (SDTI) buildings; and the Light Rail Vehicle (LRV) fleet since January 1, 2017.

Effective March 18, 2020, due to Covid-19 MTS increased cleaning/disinfecting frequency at its SDTI facilities until May 16, 2020.

This amendment extends the services for six (6) months from May 17, 2020 to November 30, 2020, after which MTS will re-evaluate and determine if to end or extend.

SCHEDULE

There are no changes to the schedule provision of the contract which remains December 31, 2022.

PAYMENT

The total cost of the amendment is \$71,280.00 as shown in Exhibit A. The overall contract total increases from \$8,416,298.54 to a new not-to-exceed amount of \$8,487,578.54.

This amount shall not be exceeded without MTS prior approval.

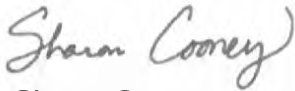
1255 Imperial Avenue, Suite 1000, San Diego, CA 92101-7490 • (619) 231-1466 • sdmts.com



Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). 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.

Please sign and return the copy 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,



Sharon Cooney
Chief Executive Officer

Agreed:



David Guaderrama, President
NMS Management, Inc.

Date: 5/18/20

Cc: A. Goddard, Procurement File

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

June 30, 2020

MTS Doc. No. G1931.15-16

NMS Management, Inc.
David Guaderrama, President
155 West 35th St., Suite D
National City, CA 91950

Subject: AMENDMENT NO. 15 TO MTS DOC. NO. G1931.0-16
SDTI/SDTC JANITORIAL SERVICES

Mr. Guaderrama:

This shall serve as Amendment No. 15 to our agreement for janitorial services as further described below.

SCOPE

Contractor has been providing janitorial services to San Diego Transit Corporation (SDTC) & San Diego Trolley Inc., (SDTI) buildings; and the Light Rail Vehicle (LRV) fleet since January 1, 2017.

Due to Covid-19, effective April 9, 2020 through July 7, 2020 the scope of work was modified under Amendment No. 13 to provide additional daily cleaning services at both the Imperial Avenue Division and Kearny Mesa Division locations.

Under this Amendment No. 15, MTS is extending these services for 146 calendar days, from July 8, 2020 to November 30, 2020. This schedule may change as MTS continues to re-evaluate the situation, and the number of days may be more or less than indicated.

SCHEDULE

There are no changes to the overall schedule provision of the contract which remains December 31, 2022.

PAYMENT

The total cost of the amendment is \$70,080, split as shown below, and detailed in Exhibit A:

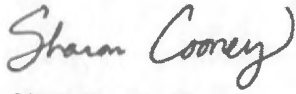
- IAD: \$360 per day x 146 days = \$52,560
- KMD: \$120 per day x 146 days = \$17,520

The overall contract total increases from \$8,487,578.54 to a new not-to-exceed amount of \$8,557,658.54.



Please sign and return the copy 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,



Sharon Cooney
Chief Executive Officer

Agreed:



David Guaderrama, President
NMS Management, Inc.

Date: 7/2/20

Cc: T. Burrie, Procurement File

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

July 20, 2020

MTS Doc. No. G1931.16-16

NMS Management, Inc.
David Guaderrama, President
155 West 35th St., Suite D
National City, CA 91950

Subject: AMENDMENT NO. 16 TO MTS DOC. NO. G1931.0-16
JANITORIAL SERVICES

Mr. Guaderrama:

This shall serve as Amendment No. 16 to our agreement for janitorial services as further described below.

SCOPE

Contractor has been providing janitorial services to San Diego Transit Corporation (SDTC) & San Diego Trolley Inc., (SDTI) buildings; and the Light Rail Vehicle (LRV) fleet since January 1, 2017.

Due to Covid-19, the scope of work is amended to include provision of cleaning and disinfecting services after a confirmed Covid-19 case at any MTS property. The scope of work is shown in Exhibit A.

SCHEDULE

There are no changes to the overall schedule provision of the contract which remains December 31, 2022.

PAYMENT

The total cost of the amendment is \$21,002.30 as shown in Exhibit B. The overall contract total increases from \$8,557,658.54 to a new not-to-exceed amount of \$8,578,660.84.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

David Guaderrama, President
NMS Management, Inc.

Date: _____

Cc: R. Montes, Procurement File



G1931.16-16

ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

EXHIBIT A – SCOPE OF WORK

1. MTS is looking for Contractor to provide enhanced cleaning and disinfection of areas where a person with a confirmed case of COVID-19 spent time on MTS property. These will be the areas that person was present 48 hours prior to the onset of symptoms. The MTS Project Manager (MTS PM), Facilities Supervisor, or designee will provide these areas, and all other details to the Contractor.
2. Response time: Contractor's cleaning crew will show up, with the appropriate cleaning supplies and required Personal Protective Equipment (PPE) within one (1) hour after notification by MTS. If the one (1) hour timeline cannot be met, the Contractor must notify MTS of their new arrival time.
3. Billing: Contractor shall provide its all-inclusive hourly rate (including but not limited to cost for labor, supplies, PPE, etc) on the Bid Form attached as Exhibit B. MTS is estimating 330 hours. Contractor should note that actual usage may be more or less than estimated. When the need arises, MTS will inform the Contractor and the labor rate quoted in the Bid Form will apply.

All work shall be done on a Work Order basis, initiated by MTS, and based on each occurrence. MTS will provide the Contractor with the specifics such as location, size etc, and Contractor shall send its employee/s to perform the work within the specified response time. The MTS PM, Facilities Supervisor or designee will work with Contractor upon arrival at the site to review the hours needed for fair and reasonableness. Contractor shall indicate the date and location of services in each invoice.

4. After notification of a person with confirmed COVID-19 on MTS property, the following cleaning and disinfecting protocol will be followed:
 - a. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by MTS.
 - b. MTS PM, Facilities Superintendent or designee will do the following (as applicable):
 - i. Communicate the scope of cleaning to Contractor who will be responsible for the complete cleaning.
 - ii. Identify areas that require restricted access during and immediately following enhanced cleaning.
 - iii. Communicate with impacted MTS department(s).
 - iv. Coordinate with MTS Department Managers.
 - c. When cleaning and disinfecting rooms with increased surface area due to a large numbers of desks, tables, and other furniture, and where a spray application of disinfectant is needed, Contractor must first notify MTS in advance what time the spraying will occur, so that

determination can be made if it is during MTS normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

d. PPE: The Contractor's cleaning crew will:

- i. Follow the Enhanced Cleaning for Prevention Guidance outlined in Section 4 below.
- ii. Be fully trained on donning and doffing required PPE to prevent cross contamination.
- iii. Increase the level of PPE used during cleaning and disinfecting, including but not limited to:
 - Disposable gloves, gowns or a lab coat to protect contamination of clothing.
 - Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
 - Wear one of the following respirators: N95 filtering face piece respirator, elastomeric half face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.

e. The Contractor's cleaning crew will review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents. When possible, they will open windows to the outside to increase air circulation.

5. Enhanced Cleaning for Prevention Guidance:

a. General guidance:

- i. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as hall communal rooms, restrooms, buttons, handrails, tables, faucets, doorknobs, keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
- ii. Practice good hand hygiene after cleaning (and always!):
 - Wash hands often with soap and warm water for at least 20 seconds.
 - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

b. Safety guidelines during cleaning and disinfection:

- i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.

- ii. Wear eye protection when there is a potential for splash or splatter to the face.
 - iii. Gowns or aprons are recommended to protect personal clothing.
 - iv. Store chemicals in labeled, closed containers. Keep them in a secure area. Store them in a manner that prevents tipping or spilling.
- c. Cleaning and disinfection of surfaces:
- i. Clean surfaces and objects that are visibly soiled first step in disinfection process. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
 - ii. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
 - iii. Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARSCoV-2.
 - iv. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surfaces disinfection. Ensure that disinfectants are prepared (well-ventilated areas) and handled safely, wearing the appropriate PPE to avoid chemical exposures. Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.
 - v. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.
 - vi. The following products are effective for disinfection of hard, non-porous surfaces:
 - A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID19.
 - Prepare a 10% diluted bleach solution by doing the following:
 - Mix five tablespoons of bleach per gallon of water.
 - After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
 - vii. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:

- Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
- Use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.



MANAGEMENT, INC.
The Environmental Care Specialist

7/20/20

Diana Singleton, MBA, CPPB
Procurement Specialist
Metropolitan Transit System
1255 Imperial Avenue, # 1000
San Diego, CA 92101

RE: NMS PROPOSAL TO PROVIDE ENHANCED CLEANING AND DISINFECTION
AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19; G1931.16-16

Ms. Singleton,

On behalf of NMS Management, Inc., I would like to thank you for allowing us to provide you with this proposal to Provide Enhanced Cleaning And Disinfection After Notification Of A Confirmed Case Of COVID-19, as shown as Exhibit A of the Scope of Work. The proposed price on the attached template is inclusive of labor and material.

If you have any questions regarding the contents of this proposal, please feel free to contact me at (619) 425-0440, or alternatively I can be reached at nmsmanagement@msn.com.

Respectfully,

David Guaderrama
Director of Business Development
NMS Management, Inc.

G1931.16-16**ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED
CASE OF COVID-19****EXHIBIT B**

Description	Hours	All-Inclusive Hourly Rate	Total
Regular Staff Hours	250	\$56.31	\$14,077.50
Supervisor Hours	80	\$86.56	\$6,924.80
Not-To-Exceed Amendment Total			\$21,002.30

#	Date	Description	Agreement Approved by the Board 11/10/16	Base Term (1/1/17 to 12/31/19)	Option Term (1/1/20 to 12/31/22)	Option Term (1/1/20 to 12/31/22)	Option Term (1/1/20 to 12/31/22)
				Amendments approved by the Board 07/25/19		Amendments approved by the Board 5/14/20	Covid-19 amendments to be ratified by the Board 7/30/20
G1931.0-16	Base Years	SDTC buildings	\$ 498,758.38				
G1931.0-16	Base years	LRV cleaning	\$ 3,286,556.27				
G1931.0-16	Base Years	SDTI buildings	\$ 205,303.98				
G1931.0-16	Option Years	SDTC buildings	\$ 513,872.52				
G1931.0-16	Option Years	LRV cleaning	\$ 3,386,142.02				
G1931.0-16	Option Years	SDTI buildings	\$ 211,524.56				
AM 1	04/10/17	Change to bi-weekly from monthly invoicing. No cost change.		\$ -	\$ -		
AM 2	07/06/17	Due to Courthouse Station construction project, temporarily add restroom at American Plaza station (\$1,081.85 x 8 months).		\$ 8,654.80	\$ -		
AM 3	02/16/18	Extend America Plaza restroom services due to delays in the Courthouse project (\$1,081.85 x 2 months).		\$ 2,163.70	\$ -		
AM 4	05/01/18	Add the MTS SDSU Security Office.		\$ 22,624.22	\$ 42,625.46		
AM 5	04/24/18	Replace LRV terminal cleaning at the Santa Fe Depot with the new Courthouse Station. No cost change.		\$ -	\$ -		
AM 6	04/24/18	Add America Plaza restroom services permanently into the contract.		\$ 21,231.15	\$ 42,162.60		
AM 7	05/22/19	Add Revenue restroom located in Building B.		\$ 2,014.86	\$ 10,020.21		
AM 8	06/11/19	Add A-yard LRV Maintenance Trailer.		\$ 2,951.93	\$ 16,608.14		
AM 9	07/25/19	Exercise option years and board ratification of amendments 1 to 8.		\$ -	\$ -		
AM 10	01/23/20	Add SDTI Revenue Building effective 2/1/20				\$ 77,253.18	
AM 11	03/17/20	Due to Covid-19, MTS is adding additional cleaning to SDTI facilities. Services are for 60 days after which MTS will determine if to end or extend.				\$ 21,600.00	
AM 12	03/27/20	Due to Covid-19, SDTI is moving its Roadway Worker Protection training from Jacobs Engineering Group's offices to the MOW Training Room. Currently, this is expected to last approximately 24 weeks from 4/1/20 to 9/11/20.				\$ 1,030.56	
AM 13	04/09/20	Due to Covid-19, effective April 9, 2020 additional daily cleaning services are added for both IAD and KMD locations. Currently, cleaning is scheduled for 90 calendar days from 4/9/20 to 7/7/20.				\$ 43,200.00	
AM 14	03/17/20	Due to continued Covid-19, SDTI is extending services currently under amendment 11 for an additional 6 months to 11/30/20.					\$ 71,280.00
AM 15	07/01/20	Due to continued Covid-19, SDTC is extending services currently under Amendment 13 for an additional 90 days to 10/5/20.					\$ 70,080.00
AM 16	07/01/20	Due to continued Covid-19, MTS is adding cleaning and disinfecting services at any MTS property after a confirmed case.					\$ 21,002.30
							\$ 162,362.30

Amounts split as follows:

SDTI PO # 9219 \$ 7,452,749.94

SDTC PO # 9222 \$ 1,125,910.90

Overall Contract Amount \$ 8,578,660.84



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

Agenda Item No. 17

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

VERIZON WIRELESS CELLULAR DATA SERVICE FOR PARATRANSIT MOBILE
DATA TERMINAL/AUTOMATIC VEHICLE LOCATOR - CONTRACT AWARD

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. G2384.0-20 (in substantially the same format as Attachment A), with Cellco Partnership dba Verizon Wireless, for Paratransit Cellular Data Services for five (5) years in the amount of \$204,000.00

Budget Impact

The cost for five (5) year service for Paratransit Cellular Data Services for 170 units would not exceed \$204,000.00. Funding will be from the Contract Services operating budget account 850012-571250.

DESCRIPTION	AMOUNT
Cellular Data Services for ParaTransit Tablets FY 21	\$40,800.00
Cellular Data Services for ParaTransit Tablets FY 22	\$40,800.00
Cellular Data Services for ParaTransit Tablets FY 23	\$40,800.00
Cellular Data Services for ParaTransit Tablets FY 24	\$40,800.00
Cellular Data Services for ParaTransit Tablets FY 25	\$40,800.00
GRAND TOTAL:	\$204,000.00

DISCUSSION:

MTS Paratransit and Minibus Fixed Route services utilize a Mobile Data Terminal/Automatic Vehicle Locator (MDT/AVL) feature through a proprietary software feature provided by Trapeze. This service includes the following features:



- Provides real-time driver manifest information, replacing hard-copy log books and hand-written changes
- Provides real-time location of each vehicle to staff
- Provides annunciated GPS turn-by-turn directions for drivers

The MDT/AVL data terminals are tablets secured in a locked arm-mount which is permanently installed into the vehicle near the driver. The mounting arm is pre-wired to prevent exposure to power cord connections. Communication between the MDT/AVL and MTS Operations requires a cellular and data provider.

Currently, MTS Paratransit operations have one hundred seventy units (170) of MDT/AVL with Verizon Wireless Cellular Data Service. The existing contract for Verizon service expired on June 30, 2020. Today's proposed action would authorize a new five year contract for cellular and data services for the MDT/AVL units, covering the July 1, 2020 to June 30, 2025 time period.

Trapeze and MTS staff believe that it is in the best interest of MTS to continue its Paratransit Cellular Data service with Verizon Wireless to avoid any interruptions that maybe caused by establishing a new account set up and activations with a new provider. Continued service with Verizon does not require a new competitive bidding process because such bidding has already been completed through the statewide California Network and Telecommunications/Next Generation Program (CALNET) purchasing program.

The CALNET Program is focused on providing services that meet the State's complex and critical telecommunications and network business needs. CALNET accomplishes this through oversight, statewide policy, and a suite of statewide, competitively bid telecommunications contracts used by both state and local agencies, which allows MTS to acquire the services at a competitive rate.

A strategic procurement practice is to obtain better pricing through larger purchases of goods and services which is obtained through the use of cooperative purchases. This cooperative approach achieves cost-effectiveness and efficiency and takes advantage of volume pricing achieved through competition.

MTS can purchase services under the CALNET program by using an Authorization to Order (ATO) Category 19.1 – Cellular Business Services with Cellco Partnership dba Verizon Wireless.

Therefore, the staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. G2384.0-20 (in substantially the same format as Attachment A), with Cellco Partnership dba Verizon Wireless, for Paratransit Cellular Data Services for five (5) years in the amount of \$204,000.00.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Draft MTS Doc. No. G2384.0-20

**STANDARD SERVICES AGREEMENT
FOR
CELLULAR DATA SERVICE FOR
PARATRANSIT MOBILE DATA TERMINAL (MDT)/AUTOMATIC VEHICLE LOCATOR (AVL)**

G2348.0-20
CONTRACT NUMBER

THIS AGREEMENT is entered into this _____ day of _____ 2020, 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: Cellco Partnership dba Verizon Wireless Address: One Verizon Way
Basking Ridge, NJ 07920

Form of Business: General Partnership
(Corporation, Partnership, Sole Proprietor, etc.) Email : todd.loccisano@verizonwireless.com

Telephone: (800) 922-0204

Authorized person to sign
contracts

Todd Loccisano VP Contract Management
Name Title

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

To provide Cellular Data Services for up to one hundred and seventy (170) Paratransit tablet devices on a shared 30GB plan for 25 devices per month or approximately 1.2GB of data per tablet per month under a Authorization to Order (ATO) Category 19.1 – Cellular Business Services with Cellco Partnership dba Verizon Wireless through the California Network and Telecommunications (CALNET) also known as Next Generation Program(attached as Exhibit A), Service Cost/ Rate (attached as Exhibit B) and in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit C) and Federal Requirements (attached as Exhibit D) with Signed MTS Forms- Cellco Partnership dba Verizon Wireless(attached as Exhibit E).

The contract term is for up to five (5) years beginning July 1, 2020 through June 30, 2025.

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$204,000.00 without the express written consent of MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CELLCO PARTNERSHIP DBA VERIZON WIRELESS
By: <u>Sharon Cooney, Chief Executive Officer</u>	By _____
Approved as to form:	Title: _____
By: <u>Karen Landers, General Counsel</u>	



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Agenda Item No. 18

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

CONDUENT TRANSPORT SOLUTIONS, INC. SINGLE SIGN ON AND AUTONOMOUS TRACKING MODE SOFTWARE CHANGES TO REGIONAL TRANSIT MANAGEMENT SYSTEM (RTMS) – CONTRACT AMENDMENT

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc No. G2260.0-19 (in substantially the same format as Attachment A), with Conduent Transport Solutions, Inc., increasing the contract value by \$466,248.00, bringing the total contract amount to \$7,009,147.06.

Budget Impact

The funding for this project comes from the RTMS and Radio Site Upgrade Capital Improvement Program (CIP) # 1007110001, which is based on a combination of a Federal Transit Administration (FTA) Grants for Buses, and Bus Facilities Program and local funds in the amount of \$466,248.00

The total cost of this agreement shall not exceed \$7,009,147.06. MTS and North County Transit District (NCTD) will share costs of the changes based on the RTMS cost-sharing MOU G0699.0-02.

DISCUSSION:

As part of the current RTMS and Radio Site Upgrade (OrbCAD system provided by Conduent) and Fare Systems Upgrade projects (Pronto system provided by INIT), the on-board technology is being upgraded on MTS and NCTD buses in order to support the new fare system. In order to process fare transactions accurately, RTMS and Pronto



must communicate with each other over a common protocol to transfer information such as driver number, route, stop, and location.

In order to support this required functionality, Conduent has provided a protocol that will be used by the two systems to transfer the necessary information between each other. They have also included a new feature called "autonomous mode" where buses will continue to pass information to the fare system even if real-time communications to the RTMS servers are down, ensuring fare processing is not interrupted when the RTMS or cellular system is experiencing a fault. In addition, Conduent and INIT will implement a "Single Sign On" functionality so that when a bus operator logs on to one device, they are automatically logged on to both RTMS and the fare system at the same time.

Conduent is the sole provider of the OrbCAD software, which runs RTMS and is the only company that is able to do the development to add the new features. Staff worked with Conduent to create a Scope of Work that satisfies the technical and schedule requirements of the project. Staff has reviewed the proposed costs of \$466,248.00 and has determined them fair and reasonable.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Amendment No. 2 to MTS Doc No. G2260.0-19, with Conduent Transport Solutions, Inc., increasing the contract value by \$466,248.00, bringing the total contract amount to \$7,009,147.06.

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Draft Amendment No. 2 to MTS Doc. No. G2260.0-19

Effective Date: August 3, 2020

MTS Doc No.G2260.2-19

AMENDMENT NO. 2 TO MTS DOC. NO. G2260.0-19; REGIONAL TRANSIT MANAGEMENT SYSTEM (RTMS) HARDWARE AND SOFTWARE UPGRADES

Conduent Transportation Solutions, Inc.
Kevin Boland, Vice President
12410 Milestone Center Drive, Suite 500
Germantown, MD 20876

This shall serve as Amendment No.2 to our agreement for Regional Transit Management System (RTMS) Hardware and Software Upgrades as further described below.

SCOPE

This amendment will allow Conduent to provide a protocol that will be used by the system to communicate and transfer necessary information and to include a new feature called "autonomous mode" as specified in the Exhibit A.

SCHEDULE

There shall be no changes to the schedule provision of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$466,248.00. The total value of this contract including this amendment shall be in the amount of \$7,009,147.06. This amount shall not be exceeded without prior written approval from MTS.

Please sign and return the copy marked *original* to the Contract Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copies for your records.

Sincerely,

Agreed:

Sharon Cooney, Chief Executive Officer

Kevin Bolan, Vice President
Conduent Transportation Solutions, Inc.

Date: _____

Enclosure: Exhibit A- Scope of Work

cc; D.Braun, R.DeGala, Procurement File

Quote For San Diego MTS Single Sign On

Prepared for:
Metropolitan Transit System

Prepared by:
Conduent Transport Solutions, Inc.
7160 Riverwood Drive
Columbia, Maryland 21046

Quote: CNDT- 00345982

April 30, 2020

Rev. A

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Document Change History

Change Date	Description	Revision
04/30/2020	Initial Release	-
7/2/2020	Accelerated delivery of IVU3100 implementation and removed Simulator	A

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1. Overview

Conduent is pleased to provide this quote to Metropolitan Transit System (MTS) for providing Single Sign On functionality as well as other information to MTS Farebox and INIT Driver Control Unit (DCU) as defined in this Statement of Work (SOW). The interface between the Conduent IVU and the INIT DCU will be UDP messaging via an Ethernet connection. The interface control document (ICD) describes the encapsulation of our standard J1587 messages into UDP packets. The operator can log on via the Conduent MDT or the INIT Farebox DCU. Because of this, the design and functionality will incorporate agency separation. Currently, the Conduent CAD/AVL system appends a one (1) or a two (2) to the front of the vehicle operator's six (6) digit operator ID (SDTC-1xxxxxx, NCTD-2xxxxxx) to determine which agency they belong to. Going forward, the customer will use a seven (7) digit Operator ID that will include an identifier digit for agency separation. The Conduent IVU3100/OrbStar and IVU4000/MDT will be updated to support the seven (7) digit Operator ID.

MTS has also requested that the operators be able to log on using only on board schedule data in the event cellular data communications to the vehicle is lost. This Autonomous Mode will queue up all OTA messages while the vehicle is operating in this mode. Once cellular data communications is restored to the vehicle, the Conduent IVU will send the queued messages to the OrbCAD Fixed End.

1.1. References

Title	Description	Revision
IVU J1587 UDP Interface Control Document, Oct 8, 2019	Defines Conduent's IVU interface for a UDP transport version of J1587 messages.	Draft

2. Statement of Work (SOW)

As part of this SOW, Conduent is providing IVU3100, OrbStar and IVU4000 software updates to allow for Single Sign On functionality as described herein, for the RTMS fleet of fixed route buses. Also, an update to the OrbCAD Fixed End will be required. Conduent will provide an updated Interface Control Document (ICD) that defines the UDP messaging between the Conduent IVU and the INIT DCU. In addition, Conduent will provide integration and configuration services to support the implementation of the single sign on functionality. Any additional support will be provided as part of the existing Maintenance Contract Services.

The overall implementation effort includes:

- Updated ICD
- OrbCAD Fixed End Update
- Single Sign On Functionality
- Autonomous Mode Functionality
- IVU4000 design, development, and test

- IVU3100/OrbStar design, development and test
- Software Deployment on mini-fleet test vehicles
- Integration Support as defined herein

2.1. IVU J1587 UDP ICD Update

Conduent will work with MTS and INIT to update the “IVU J1587 UDP Interface Control Document” and finalize the exact data required to be provided to the INIT DCU prior to the start of software development and update the IVU J1587 UDP ICD. The ICD revision level will change accordingly and the updated ICD will be a formal document submittal.

2.2. IVU Software Updates

To support INIT interface testing, Conduent will initially release an IVU3100 build with UDP Single sign-on interface. The IVU4000 and IVU3100 final software releases will support J1587 over UDP as well as the seven (7) digit Operator ID and Autonomous Mode. MDT Equipment status display will be modified to show status for the INIT DCU.

The Autonomous Mode will allow Operator provided logon information to pass from the Farebox and INIT DCU when vehicle data communications is lost and perform a validity check (block, run) on the logon information received from the Farebox and INIT DCU against the IVU’s on-board schedule data. The IVU will then send the validation result to the OrbStar and MDT. Once validation occurs, the IVU will logon local systems and queue a logon message to send to the OrbCAD(RTMS) Fixed End once vehicle data communications is restored. If OrbCAD accepts the message, the vehicle runs as normal. If OrbCAD rejects the message, the vehicle continues with its current logon information (remains in autonomous mode) and sends in an invalid vehicle activity alarm to indicate the condition.

2.3. OrbStar Software Update

An OrbStar software update will be created to change the OrbStar configuration to allow a seven (7) digit Operator ID entry for log on. Modifications will also be made to allow Operator logon while data communications are unavailable (Autonomous Mode) and to provide an alert that will be shown to the operator when running in Autonomous Mode.

2.4. OrbCAD FE Updates

Conduent will update the data export software to add external trip ID and bus stop ID to OTA/onboard schedule data as well as OrbCAD capability to process a new invalid activity alarm and to create an incident when the vehicle enters Autonomous Mode.

3. Documentation

3.1. IVU J1587 UDP ICD

Conduent will provide an updated IVU J1587 UDP ICD with the latest revision level.

3.2. Acceptance Test Procedure

Conduent will provide a formal Acceptance Test Procedure 30 days prior to execution of the Acceptance Test

3.3. Operator Manual Update

Conduent will provide an addendum to the Operator Manual that defines the changes to the log On screens on the OrbStar and IVU4000 MDT.

3.4. Documentation Review Cycle

As part of documentation submission, Conduent assumes the following review cycles to be adhered to by MTS and INIT.

1. All documents requiring review will be completed within 10 days of submission. Edits or requested updates must be consolidated by MTS and submitted by email through the Conduent Program Manager or his designee. This will serve as a way to quickly disposition comments
2. Conduent will disposition comments within 5-10 working days and review the changes with MTS. Conduent will add a disposition statement to the comments for record-keeping purposes

4. Testing and Validation

As part of this SOW, Conduent will provide the following testing and validation services:

4.1. Conduent Test

Conduent will perform informal lab testing of the Conduent IVU, OrbStar and OrbCAD FE software updates described herein using an INIT DCU and MTS Farebox or suitable simulator. .

4.1.1. Acceptance Test (AT)

Upon successful completion of the lab testing, Conduent will coordinate with MTS to deploy the software remotely to the RTMS system and two BIBs(Bus In a Box) for evaluation. Conduent will provide remote support to test the two BIBs. Once testing of the two BIBs is complete, Conduent will assist in deploying to a mini fleet.(maximum 8 buses) for a 14 day evaluation period. The mini fleet will include both MTS and NCTD vehicles as well as regular and interlined routes. The system will be considered accepted upon resolution of critical and major issues. At this point, the project complete. Minor issues will be addressed through the customer services/warranty group.

4.1.2. Test Criteria

The below test criteria will be used for all testing:

- 1 = Critical – System will not function - Project stopped until issue resolved
- 2 = Major – System Continues to Function but issue has operational impact – Project continues for up to 30 days as issue is resolved after which, the system could be rolled back to prior configuration. - Acceptance of any Tests/Milestone completion may or may not be delayed.

- 3 = Minor - System Continues to Function with minimal operational impact - Project continues as issue is resolved – Acceptance of any Tests/Milestone completion will not be delayed. Minor issues can be placed on punch list and resolved during Warranty

Note 1: Closure of this contract and final payment will not be held due to MTS or other third party delays.

5. Responsibilities

5.1. Conduent Responsibilities

- Conduent will provide a Point of Contact (POC) and alternate for ease of contract and technical communications
- Conduent will work with MTS to define the project schedule.
- Conduent will provide Test and Support services as defined in this SOW
- Conduent will remotely conduct testing with MTS on the two test BIBs as defined in this SOW and provide the Acceptance Test Procedure for the test.
- Conduent will separately quote additional BIBs (Bus In a Box) to support integration testing.

5.2. MTS Responsibilities

- MTS will provide a POC and alternate for ease of contract and technical communications
- MTS and INIT will provide a simulator or actual Farebox/DCU to Conduent to support integration testing at the Conduent facility in Columbia, Md.
- MTS will provide personnel as required to support meetings and testing as required
- MTS will provide bus operators and Maintenance personnel as required to support initial bus testing including moving and operating buses throughout the service area.
- MTS will supply any missing hardware like mobile routers, network switches, Ethernet cables, Farebox/DCU, etc.
- MTS will provide the appropriate BIBs and mini fleet vehicles for installation, SAT and Train the Trainer activity in a timely manner as defined in the SOW.

6. Assumptions/Exceptions

The Conduent proposal is based upon the following assumptions and exceptions. These assumptions and exceptions are considered an integral part of the quote. Any requested additions and/or modifications to any of the below items will result in additional cost and potential schedule impact, and will necessitate a change order or a new purchase order.

1. Issues unrelated to the work performed as defined in this SOW will not be addressed as part of this effort but through the Maintenance Contract.
2. When the Acceptance Test is complete, this contract will be considered completed and the final Invoice will be sent.

7. Deliverables

Conduent will provide the following deliverables:

Description	Quantity
Updated ICD	1
Acceptance Test Procedure	1
Operator Manual Addendum	1

Note 1: The above contains document deliverables intended to meet the project objectives of a successful software integration. Should additional documentation be required, we will work with MTS to scope the change.

8. Schedule

The estimated schedule for the completion of this project will be 7-9 months after receipt by Conduent of a contract and notice to proceed (NTP) from MTS. To support the fare system single sign-on deployment schedule, Conduent will first implement and release an IVU3100 build with the UDP single sign-on. With notice-to-proceed by August 3, Conduent will deliver the initial software release by Mid-October. The remaining features will be implemented in the final release. The following table provides a high-level approximate timeline of key milestones:

Revised SOW Schedule- DRAFT		
MILESTONE	CALENDER DAYS	Dates
Notice to Proceed	By 8/3	8/3/2020
Project Kick-Off (by phone)	NTP + 10	8/13/2020
Project Schedule Completed	NTP + 15	8/18/2020
Updated ICD Complete	NTP + 18	8/18/2020
IvU3100 single sign-on software dev and lab testing complete, deliver to MTS	NTP + 75	10/17/2020
IVU4000 Software development Complete	NTP + 150	1/29/2021
Autonomous Mode for both IVU3100/4000	NTP + 150	1/29/2021
Software Lab Test Complete (Columbia, MD)	NTP + 180	2/28/2021
Acceptance Test Complete	NTP + 210	3/30/2021
Project Closeout		

9. Closeout Criteria

Closeout Criteria will be met once the Acceptance Test is complete barring any critical/major (as defined in Test Criteria) issues.

Non-critical items will be assessed and addressed in the warranty and maintenance agreement.

10. Payment Milestones

The payment milestones, payable Net 30 days of invoice, are below. Invoices will be issued once a Milestone has been approved for invoicing by the MTS Project Manager.

Payment Milestone	
Kickoff Meeting Conducted	10%
Project Schedule Completed	10%
Updated ICD Complete	10%
IVU3100 Single sign-on software delivered to MTS	10%
Software Development Complete	25%
Acceptance Test Completed	20%
Project Closeout	15%

Note 1: Milestone Payments will not be delayed due to delays caused by MTS or other third parties.

11. Warranty

The warranty for this software will align with the existing Maintenance end dates for MTS, as well as any extensions.

As long as MTS maintains hardware and software maintenance with Conduent for their CAD/AVL system, this project and all deliveries, will also be covered.

12. Glossary

Acronym	Definition
AT	Acceptance Test
AVL	Automated Vehicle Location
CAD	Computer Aided Dispatch
DCU	Driver Control Unit
IVU	Intelligent Vehicle Unit
NTP	Notice to Proceed
MTS	Metropolitan Transit Authority
SAT	System Acceptance Test
SDK	Software Development Kit
SOW	Statement of Work
UDP	User Datagram Protocol



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

Agenda Item No. 19

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
July 30, 2020

SUBJECT:

PURCHASE OF POLYCARBONATE PANELS – EMERGENCY CONTRACT
RATIFICATION

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors ratify a purchase order with MGM Plastics, Inc. in the amount of \$108,747.77

Budget Impact

The total cost of this purchase is \$108,747.77 and funding is from the Bus Maintenance operational account.

DISCUSSION:

With the onset of the global pandemic COVID-19, MTS Bus Operations staff determined that in order to protect the bus drivers, passengers should board the bus from the rear door. Doing so reduces potential exposure to the virus; however, it also reduces the ability of the agency to collect fares. It was also determined that the rear door boarding should continue until a protective barrier was put into place for bus drivers.

The Bus Operations team developed a prototype germ barrier that is easily installed, cost effective, and compliant with California Highway Patrol (CHP) regulations. It required the purchase of 567 sheets of polycarbonate plastic that is then cut to design specifications and installed by maintenance staff.

MTS staff sought suppliers in the market that had the ability to provide the specific polycarbonate required to meet CHP requirements and the ability to cut the panels to the design specifications. MGM Plastics, Inc. had the greatest quantity of polycarbonate available, the best lead time on the outstanding quantities, and the ability to cut the plastic in-house at a fair and reasonable price.



The supply of polycarbonate panels that MGM Plastics, Inc. had on hand was in high demand and MTS needed to react quickly to secure the supply for this project. Under the Chief Executive Officer's emergency purchasing authority, a purchase order was issued to MGM Plastics, Inc. to ensure this necessary project could be completed in a timely manner.

Although Board Policy No. 41 generally limits the Chief Executive Officer's spending authority to \$100,000, Section 41.4 provides an exception in emergencies:

41.4.10 Emergency Procurements. As authorized by Public Utilities Code section 120224.1, the Chief Executive Officer may authorize the purchase of goods or services, including those costing more than \$100,000, if the purchase requires immediate approval to avert or alleviate damage to, or to repair or restore damaged or destroyed property and insure that MTS facilities are available to serve the transportation needs of the general public or to comply with any state or federal regulation with respect to the operation of public transportation services or protecting public safety. The Chief Executive Office shall report such actions to the Board of Directors at its next meeting.

Therefore, staff recommends that the MTS Board of Directors ratify the purchase order with MGM Plastics, Inc. in the amount of \$108,747.77

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com



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Agenda Item No. 20

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

PURCHASE OF BUS PARTS – CONTRACT AWARDS

RECOMMENDATION:

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

- 1) Authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc. No. B0701.0-19 (in substantially the same format as Attachment A), with The Aftermarket Parts Company, LLC, in the amount of \$807,836.67; and
- 2) Execute MTS Doc. No. B0717.0-20 (in substantially the same format as Attachment B), with Trolley Support LLC, for a four-year contract (2-year base with two 1-year options) for the provision of various replacement bus parts in the amount of \$133,920.00.

Budget Impact

The estimated aggregate value of these agreements shall not exceed \$941,756.67 (inclusive of 20% contingency) over their four-year terms. Funding for each respective year will be included in the Maintenance department budget 311014-545100.

DISCUSSION:

MTS operates a fleet of buses to deliver public transit services in its operating area. The agency has an ongoing fleet inspection, maintenance and repair program which helps to ensure that buses are kept in a high state of good repair and are always in the safest operating condition. The various replacement bus parts under this procurement are a critical element of that program. These replacement parts will allow the maintenance staff the ability to adequately maintain MTS's buses and continue to provide safe and reliable public transit service.



An Invitation for Bids (IFB) to provide bus parts was issued on April 17, 2020. In order to maximize open and free competition, bidders were allowed to bid on any line items for all years. The award would then be based on the lowest extended cost for each line item for all four years.

On May 27, 2020, a total of six (6) bids were received from:

1. The Aftermarket Parts Company, LLC
2. CBM US, Inc.
3. Mohawk Mfg. and Supply Co.
4. Muncie Reclamation and Supply, dba: Muncie Transit Supply
5. Trolley Support, LLC
6. Zen Industrial Services, LLC

All bidders were deemed responsive and responsible and the total extended costs were evaluated and awarded to the lowest bidder for each item. Estimated contract values are based on historical usage and actual orders will dictate the actual spend for these items. A total of five contracts will be awarded for these parts, however, only two need Board approval as indicated with bold lettering below, as the other contracts are within the CEO's signature authority. The contract summaries are as follows:

Contract No.	Contractor	Est. Total Amount
B0701.2-19 (VMI)	The Aftermarket Parts Company, LLC *	\$ 807,836.67
B0715.0-20	Mohawk Mfg. and Supply	\$ 45,952.07
B0716.0-20	Muncie Reclamation	\$ 73,485.98
B0717.0-20	Trolley Support LLC	\$ 133,920.00
B0718.0-20	Zen Industrial Service LLC	\$ 10,681.85
Total Award		\$1,071,876.57

*In March 2019, the MTS Board of Directors awarded a Vendor Management Inventory (VMI) contract for transit maintenance spare parts via a competitive procurement to The Aftermarket Parts Company, LLC (Ref: MTS Doc. No. B0701.0-19). Since this program has been successful in optimizing the inventory management and improved the parts availability, staff intends to amend the VMI contract to add the items for Aftermarket Parts per the above amount of \$807,836.67 and combine under one contract.

Staff recommends that the MTS Board of Directors:

- 1) Authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc. No. B0701.0-19 (in substantially the same format as Attachment A), with The Aftermarket Parts Company, LLC, in the amount of \$807,836.67; and

- 2) Execute MTS Doc. No. B0717.0-20 (in substantially the same format as Attachment B), with Trolley Support LLC, for a four-year contract (2-year base with two 1-year options) for the provision of various replacement bus parts in the amount of \$133,920.00.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Draft MTS Doc. No. B0701.2-19
B. Draft MTS Doc. No. B0717.0-20
C. Bid Summary

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466

Amendment 2

Date: August xx, 2020

MTS Doc No. B0701.2-19

The Aftermarket Parts Company, LLC
Ms. Kerri Moloney
Vice President, Customer Service Aftermarket
630 Kernaghan Ave.
Winnipeg, Manitoba, CANADA R2C 5G1

This shall serve as Amendment No. 2 to our agreement for the VMI program (MTS Bus) as further described below.

SCOPE OF SERVICES

The various replacement bus parts attached herein as Exhibit A shall be added to the current contract on as-needed purchases. Unit pricing for these items shall be firm fixed for up to a four (4) year period (two-year base with two 1-year options, exercisable at MTS's sole discretion) (Ref: B0714.0-20 IFB).

SCHEDULE

The term for the items above shall be effective 9/1/20 through 8/31/22 for the base period; and 9/1/22 through 8/31/24 for the option period, if exercised.

PAYMENT

The total value of this contract, including this amendment, shall be in the amount of \$6,807,836.67 (\$6,000,000 for the current contract plus \$807,836.67 for this amendment). This amount shall not be exceeded without prior written authorization by MTS.

Please sign and return the copy marked *original* to the Contract Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copies for your records.

Sincerely,

Agreed:

Sharon Cooney, Chief Executive Officer

Ms. Kerri Moloney, Vice President,
Customer Service Aftermarket
The Aftermarket Parts Company, LLC

Date: _____

Enclosure(s): Exhibit A – Bus Parts List

Cc: T. Metz, B. Franklin Jr., T. Burrie, W. Wells, P. Ma, S. Elmer, C. Aquino, Procurement File



STANDARD PROCUREMENT AGREEMENT
FOR
MTS DOC. NO. B0717.0-20
PURCHASE OF BUS PARTS

THIS AGREEMENT is entered into this _____ day of _____, 2020 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: Trolley Support LLC Address: P.O. Box 9
Perry Hall, MD 21128
City State Zip
Form of Business: LLC
(Corporation, Partnership, Sole Proprietor, etc.) Email : brown@trolleysupport.com
Telephone: 410-663-3434
Authorized person to sign contracts Jeremy Brown Sales Manager
Name Title

The Contractor agrees to provide goods as specified in the Scope of Work/Minimum Technical Specifications (Exhibit A), Trolley Support LLC's Bid dated May 22, 2020 (Exhibit B), and in accordance with the Standard Procurement Agreement, including Standard Conditions Procurement (Exhibit C), Federal Requirements (Exhibit D), and signed MTS Forms (Exhibit E).

The contract term is for up to four (4) years (two-year base period with two 1-year options, exercisable at MTS's discretion). Base period shall be effective approximately September 1, 2020 through August 31, 2022. Option periods shall be effective September 1, 2022 through August 31, 2024, if exercised.

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$133,920.00 without the express written consent of MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	TROLLEY SUPPORT LLC
By: _____ Sharon Cooney, Chief Executive Officer	By _____
Approved as to form:	Title: _____
By: _____ Karen Landers, Office of General Counsel	

BID SUMMARY - TOTALS

AFTERMARKET PARTS (TRANSIT HOLDINGS)							YR1	YR2	OPY1	OPY2	
Bid item #	Material #	Description	UOM	Est. Annual Usage*	Leadtime/ Ramp-Up (days)	Vendor # / Mfr #	Ext. Price	Ext. Price	Ext. Price	Ext. Price	TOTAL
1	70200395	Coil Assembly, Condensor	EA	1	70	6338607	\$ 1,752.93	\$ 1,805.52	\$ 1,859.68	\$ 1,915.47	\$ 7,333.61
2	70200572	Muffler Lower Sections	EA	1	27	6359404	\$ 1,260.75	\$ 1,298.57	\$ 1,337.53	\$ 1,377.66	\$ 5,274.51
3	70200859	Belt Tensioner Streetside	EA	2	60	6430420	\$ 2,030.74	\$ 2,091.66	\$ 2,154.41	\$ 2,219.04	\$ 8,495.86
4	70200980	Hydraulic Fan Housing	EA	2	60	6359469	\$ 438.90	\$ 452.07	\$ 465.63	\$ 479.60	\$ 1,836.19
6	70200236	Coil Assy / Cooper 3,6,700's	EA	2	45	6351238	\$ 2,001.40	\$ 2,061.44	\$ 2,123.29	\$ 2,186.98	\$ 8,373.11
7	70200826	Cover Assembly, Service Hatch	EA	2	20	453074	\$ 905.68	\$ 932.85	\$ 960.84	\$ 989.66	\$ 3,789.03
8	70200977	Solenoid for Artic Hyd Block	EA	2	55	6444008	\$ 784.28	\$ 807.81	\$ 832.04	\$ 857.00	\$ 3,281.13
9	70163766	MODULE VMM2820-NF 40'	EA	2	80	399340	\$ 1,205.12	\$ 1,241.27	\$ 1,278.51	\$ 1,316.87	\$ 5,041.77
10	70200848	Driver Slider Assembly, Right	EA	2	40	6403805	\$ 9,146.68	\$ 9,421.08	\$ 9,703.71	\$ 9,994.82	\$ 38,266.30
11	70200807	Rapid Steering Center Link Assy	EA	2	65	6344747	\$ 470.00	\$ 484.10	\$ 498.62	\$ 513.58	\$ 1,966.30
12	70200825	Door Assembly, Driveshaft Access	EA	3	20	453077	\$ 1,365.72	\$ 1,406.69	\$ 1,448.89	\$ 1,492.36	\$ 5,713.66
13	70200990	Exhaust Blanket 45 Elbow Female	EA	3	35	6412891	\$ 546.39	\$ 562.78	\$ 579.67	\$ 597.06	\$ 2,285.89
14	70200989	Exhaust Blanket 45 Elbow	EA	3	35	6412890	\$ 572.94	\$ 590.13	\$ 607.83	\$ 626.07	\$ 2,396.97
15	70200239	AC Hose 1200's Artic Side	EA	3	10	435213	\$ 647.27	\$ 666.69	\$ 686.69	\$ 707.29	\$ 2,707.94
16	70200783	Silent Alarm Switch Kit, RECARO	EA	5	40	6446814	\$ 1,999.06	\$ 2,059.03	\$ 2,120.81	\$ 2,184.43	\$ 8,363.33
17	70056416	FUEL DOOR SWITCH, PROXIMITY, NF-ALL	EA	5	35	122824	\$ 694.95	\$ 715.80	\$ 737.27	\$ 759.39	\$ 2,907.41
18	70200582	Battery Tray	EA	5	25	412620	\$ 603.75	\$ 621.86	\$ 640.52	\$ 659.73	\$ 2,525.86
19	70200215	Module, VMM 1615	EA	5	80	494935	\$ 1,428.75	\$ 1,471.61	\$ 1,515.76	\$ 1,561.23	\$ 5,977.36

Bid Summary - TOTALS

Purchase of Bus Parts, B0714.0-20

20	70055814	RADUS ROD BUSHNG KIT-300/400 SERIES ONLY	EA	5	70	6471497	\$ 228.75	\$ 235.61	\$ 242.68	\$ 249.96	\$ 957.00
21	70189167	REAR LEVELING VALVE LINK,NF-MULTI,RAPIDS	EA	5	30	289316	\$ 56.35	\$ 58.04	\$ 59.78	\$ 61.58	\$ 235.75
22	70200600	Cable Defrost Heater 63.0 LG	EA	5	40	275636	\$ 69.35	\$ 71.43	\$ 73.57	\$ 75.78	\$ 290.13
24	70164293	MIRROR DOVETAIL PLATE, CURBSIDE, NF-300	EA	5	20	235852	\$ 111.90	\$ 115.26	\$ 118.71	\$ 122.28	\$ 468.15
25	70061192	AIR, VALVE, SAFETY,200 P.S.I, NF-ALL	EA	5	26	042580	\$ 51.25	\$ 52.79	\$ 54.37	\$ 56.00	\$ 214.41
26	70199162	LOUVER	EA	5	30	489761	\$ 70.10	\$ 72.20	\$ 74.37	\$ 76.60	\$ 293.27
27	70009639	SWITCH DPDT ON/OFF/ON,BLOWER/DEFROSTER	EA	5	23	5955555	\$ 26.75	\$ 27.55	\$ 28.38	\$ 29.23	\$ 111.91
28	70144527	SIDE TURN SIGNAL GUARD, NF-MULTI	EA	5	30	089158	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 71.12
29	70200577	Differential Assm 5.67 ratio	EA	6	60	6412555	\$ 50,877.00	\$ 52,403.31	\$ 53,975.41	\$ 55,594.67	\$ 212,850.39
33	70200828	Dash Light Strip, w/Washer	EA	6	15	6349992	\$ 268.14	\$ 276.18	\$ 284.47	\$ 293.00	\$ 1,121.80
35	70200829	Dash Light Strip, Defroster	EA	6	15	6390141	\$ 173.76	\$ 178.97	\$ 184.34	\$ 189.87	\$ 726.95
36	70200831	Dash Light Strip, Kneel	EA	6	15	6395562	\$ 61.08	\$ 62.91	\$ 64.80	\$ 66.74	\$ 255.54
38	70200650	Timing Cover Oil Fill Seal, 8.3L, 8.9L	EA	6	20	7700210	\$ 6.96	\$ 7.17	\$ 7.38	\$ 7.61	\$ 29.12
39	70200830	Dash Light Strip, Interlock	EA	6	15	6349468	\$ 46.14	\$ 47.52	\$ 48.95	\$ 50.42	\$ 193.03
40	70200498	CONN-18CCT TWR METRI PACK NT	EA	6	20	158567	\$ 46.50	\$ 47.90	\$ 49.33	\$ 50.81	\$ 194.54
41	70201005	Bumper Rubber Engine Guard	EA	6	20	130595	\$ 10.80	\$ 11.12	\$ 11.46	\$ 11.80	\$ 45.18
44	70198369	MIRROR BRACKET, STREETSIDE, RAPIDS	EA	7	20	461642	\$ 1,020.04	\$ 1,050.64	\$ 1,082.16	\$ 1,114.63	\$ 4,267.47
45	70009415	REGULATOR, AIR PRESSURE, 300,400,500S	EA	8	41	8110898	\$ 325.20	\$ 334.96	\$ 345.00	\$ 355.35	\$ 1,360.52
46	70200576	Differential Oil Filter	EA	8	50	6411033	\$ 87.92	\$ 90.56	\$ 93.27	\$ 96.07	\$ 367.82
47	70200656	P/S Pump Hi Press Delivery Hose	EA	8	30	323026	\$ 370.77	\$ 381.90	\$ 393.35	\$ 405.15	\$ 1,551.18
48	70198406	COOLANT FILTER HEAD, RAPID - MULTI	EA	8	17	011697	\$ 168.72	\$ 173.78	\$ 179.00	\$ 184.36	\$ 705.86

Bid Summary - TOTALS**Purchase of Bus Parts, B0714.0-20**

49	70199139	INSUL, ELBOW, 4" PIPE, A	EA	9	15	601-1408-008	\$ 2,190.78	\$ 2,256.50	\$ 2,324.20	\$ 2,393.92	\$ 9,165.41
50	70199235	P/S PUMP DELIVERY HOSE, 70",600,700s	EA	9	10	421848	\$ 292.32	\$ 301.09	\$ 310.12	\$ 319.43	\$ 1,222.96
51	70198912	SWITCH, PUSH BUTTON, START RAPIDS ONLY	EA	9	35	449400	\$ 189.09	\$ 194.76	\$ 200.61	\$ 206.62	\$ 791.08
52	70154286	SIDE CONSOLE SCREW, NF-40	EA	9	35	6331874	\$ 116.46	\$ 119.95	\$ 123.55	\$ 127.26	\$ 487.23
53	70161372	MIRROR HEAD, BIKE RACK, NF-300	EA	9	25	6361377	\$ 75.33	\$ 77.59	\$ 79.92	\$ 82.32	\$ 315.15
54	70148916	RAIL SLIDE, DRIVER SEAT, NF-ALL	EA	9	65	6318031	\$ 356.67	\$ 367.37	\$ 378.39	\$ 389.74	\$ 1,492.17
55	70153650	EMERG BRAKE REL BUTTON, RD-3, NF-400	EA	10	20	5920891	\$ 159.10	\$ 163.87	\$ 168.79	\$ 173.85	\$ 665.62
56	70043992	SILICONE HOSE, 4"DIA, x 6" LENGTH, MULTI	EA	10	27	034530	\$ 107.50	\$ 110.73	\$ 114.05	\$ 117.47	\$ 449.74
57	70200465	Harness, Cat Converter - RAPIDS	EA	10	30	482569	\$ 3,234.40	\$ 3,331.43	\$ 3,431.37	\$ 3,534.32	\$ 13,531.52
58	70200560	Steering Damper - NF Rapids	EA	10	85	336047	\$ 2,562.30	\$ 2,639.17	\$ 2,718.34	\$ 2,799.89	\$ 10,719.71
59	70024083	GAUGE CNG LOW PRESSURE - 400 SERIES ONLY	EA	10	26	042952	\$ 378.90	\$ 390.27	\$ 401.98	\$ 414.03	\$ 1,585.18
60	70200757	Upper RAD Rod Bolt, Diff Side	EA	10	55	356808	\$ 31.50	\$ 32.45	\$ 33.42	\$ 34.42	\$ 131.78
61	70200886	Tape, Double Sided	FT	10	35	266925	\$ 1.70	\$ 1.75	\$ 1.80	\$ 1.86	\$ 7.11
62	70200868	Tape, Double Sided Adhesive	FT	10	20	089832	\$ 1.20	\$ 1.24	\$ 1.27	\$ 1.31	\$ 5.02
64	70189746	HIGH BEAM HEADLIGHT, NF- 700/MULTI	EA	11	45	459962	\$ 2,455.42	\$ 2,529.08	\$ 2,604.96	\$ 2,683.10	\$ 10,272.56
65	70153205	ROOF HATCH CABLE, NF-ALL, MULTI	EA	11	20	6353255	\$ 31.79	\$ 32.74	\$ 33.73	\$ 34.74	\$ 133.00
69	70200463	Blanket, Bellow Female	EA	13	35	6412889	\$ 1,893.06	\$ 1,949.85	\$ 2,008.35	\$ 2,068.60	\$ 7,919.86
71	70036780	HUB CAP, BEARING COVER, FRONT, NF-40	EA	14	50	6313130	\$ 290.50	\$ 299.22	\$ 308.19	\$ 317.44	\$ 1,215.34
73	70198568	CONDENSOR FAN, ROOFTOP, RAPIDS	EA	15	41	6392681	\$ 9,231.00	\$ 9,507.93	\$ 9,793.17	\$ 10,086.96	\$ 38,619.06
74	70148973	CAP A/C FITTING LOW SIDE	EA	15	23	6326271	\$ 62.70	\$ 64.58	\$ 66.52	\$ 68.51	\$ 262.31
75	70154617	O-RING, FUEL FILL NOZZLE, MULTI	EA	15	15	6483014	\$ 42.75	\$ 44.03	\$ 45.35	\$ 46.71	\$ 178.85

Bid Summary - TOTALS**Purchase of Bus Parts, B0714.0-20**

76	70200690	Lower Hyd hose to fan motor	EA	16	10	438689	\$ 941.98	\$ 970.24	\$ 999.35	\$ 1,029.33	\$ 3,940.91
77	70200262	Trans Dipstick - NF RAPIDS	EA	16	25	508839	\$ 1,391.68	\$ 1,433.43	\$ 1,476.43	\$ 1,520.73	\$ 5,822.27
78	70042648	GAUGE, 0-100 PSI. MULTI USE	EA	16	10	6482486	\$ 111.84	\$ 115.20	\$ 118.65	\$ 122.21	\$ 467.90
83	70200235	Elbow 90 degree silicone	EA	19	40	6429515	\$ 23,727.20	\$ 24,439.02	\$ 25,172.19	\$ 25,927.35	\$ 99,265.75
84	70200655	Hyd Pump Hi Press Delivery Hose	EA	19	30	323027	\$ 1,539.81	\$ 1,586.01	\$ 1,633.59	\$ 1,682.60	\$ 6,442.01
86	70200937	Lamp grommet	EA	20	40	6322992	\$ 31.40	\$ 32.34	\$ 33.31	\$ 34.31	\$ 131.37
87	70199859	Silicone Elbow	EA	21	35	484282	\$ 630.42	\$ 649.33	\$ 668.81	\$ 688.88	\$ 2,637.44
91	70003525	STANCHION NUT, NF-ALL	EA	22	25	044329	\$ 3.96	\$ 4.08	\$ 4.20	\$ 4.33	\$ 16.57
93	70199741	90 Degree Hose AC Evap Box - NF-40	EA	26	45	089955	\$ 623.74	\$ 642.45	\$ 661.73	\$ 681.58	\$ 2,609.50
95	70151563	ANCHOR PIN LOCKING WASHER, NF-40	EA	26	50	6312095NFA	\$ 9.36	\$ 9.64	\$ 9.93	\$ 10.23	\$ 39.16
96	70189738	LOW BEAM HEADLIGHT, NF-700/MULTI	EA	28	30	428012	\$ 5,670.00	\$ 5,840.10	\$ 6,015.30	\$ 6,195.76	\$ 23,721.17
97	70200679	Spring Assy, Gas Filter Door	EA	28	70	6353157NFA	\$ 128.52	\$ 132.38	\$ 136.35	\$ 140.44	\$ 537.68
98	70200678	Spring Assy, Gas Battery Box	EA	31	70	6353159NFA	\$ 142.29	\$ 146.56	\$ 150.96	\$ 155.48	\$ 595.29
99	70082883	242 LOCTITE THREAD LCK BLUE,50MIL Bottle	BT	33	20	8110440	\$ 1,260.27	\$ 1,298.08	\$ 1,337.02	\$ 1,377.13	\$ 5,272.50
100	70200557	Q-Pod w/c Hook Belt	EA	35	55	6443037	\$ 5,386.15	\$ 5,547.73	\$ 5,714.17	\$ 5,885.59	\$ 22,533.64
101	70164731	RTV LOCTITE FOR ISLG MOTORS	EA	35	27	6388685	\$ 212.10	\$ 218.46	\$ 225.02	\$ 231.77	\$ 887.35
103	70200511	Bumper Rubber 1.0 DIA x 1.0	EA	36	15	059835	\$ 59.04	\$ 60.81	\$ 62.64	\$ 64.51	\$ 247.00
104	70200201	Heater Door Studs	EA	40	25	6322977	\$ 72.00	\$ 74.16	\$ 76.38	\$ 78.68	\$ 301.22
106	70199860	SILICONE ELBOW, 90 DEG, 1" ID, MULTI	EA	54	35	347898	\$ 1,565.46	\$ 1,612.42	\$ 1,660.80	\$ 1,710.62	\$ 6,549.30
107	70164723	BELT TENSIONER, WATER PUMP, 8.9L-ALL	EA	54	25	7700180	\$ 1,833.30	\$ 1,888.30	\$ 1,944.95	\$ 2,003.30	\$ 7,669.84
108	70199817	Decal Logo NFIL Ecodome	EA	55	25	256835	\$ 510.40	\$ 525.71	\$ 541.48	\$ 557.73	\$ 2,135.32

Bid Summary - TOTALS**Purchase of Bus Parts, B0714.0-20**

109	70191874	BELT KEVLAR CORD FOR FAREBOX	EA	56	45	6459834	\$ 593.60	\$ 611.41	\$ 629.75	\$ 648.64	\$ 2,483.40
110	70197855	ROTOR BRAKE REAR - RAPID ONLY	EA	59	105	7700152	\$ 4,071.00	\$ 4,193.13	\$ 4,318.92	\$ 4,448.49	\$ 17,031.55
111	70028829	O-RING-#12,HYD PUMP DELIVERY-ALL BUS	EA	71	30	6353050	\$ 11.36	\$ 11.70	\$ 12.05	\$ 12.41	\$ 47.53
114	70043596	HUMP HOSE,2-1/2" ID, NF-ALL	EA	75	30	034528	\$ 655.50	\$ 675.17	\$ 695.42	\$ 716.28	\$ 2,742.37
115	70200979	Spacer Foam 1/8 x 3/8 BL	FT	75	20	098460	\$ 9.75	\$ 10.04	\$ 10.34	\$ 10.65	\$ 40.79
118	70198364	FUEL DOOR STRUT, RAPIDS	EA	88	70	370035	\$ 729.52	\$ 751.41	\$ 773.95	\$ 797.17	\$ 3,052.04
119	70200760	Seal Bulb	EA	89	27	217979	\$ 150.41	\$ 154.92	\$ 159.57	\$ 164.36	\$ 629.26
121	70167494	DOOR STOPPER, RAD&BATTERY, NF-300,400	EA	141	20	8111131	\$ 36.66	\$ 37.76	\$ 38.89	\$ 40.06	\$ 153.37
122	70029140	O-RING POWER STEERING PUMP, -8, MULTI	EA	172	15	22617-8	\$ 20.64	\$ 21.26	\$ 21.90	\$ 22.55	\$ 86.35
123	70188094	STUD #2,EXH MANIFOLD - ISLG 8.9 MTR	EA	294	25	6405509	\$ 2,022.72	\$ 2,083.40	\$ 2,145.90	\$ 2,210.28	\$ 8,462.31
124	70200227	Swivel Saddle, Multi - All Bus	EA	320	28	351500	\$ 387.20	\$ 398.82	\$ 410.78	\$ 423.10	\$ 1,619.90
125	70167007	SEAT RETAINER CLIP, SMALL, NF-40	EA	459	25	6390368	\$ 201.96	\$ 208.02	\$ 214.26	\$ 220.69	\$ 844.93
126	70200228	TY Wrap for Swivel Saddle Multi, All Bus	EA	619	20	351161	\$ 458.06	\$ 471.80	\$ 485.96	\$ 500.53	\$ 1,916.35
127	70083105	WEATHERPACK MALE PINS	EA	653	30	108871	\$ 58.77	\$ 60.53	\$ 62.35	\$ 64.22	\$ 245.87
										TOTAL:	\$ 673,197.23
										20% Contingency	\$ 134,639.45
										GRAND TOTAL (AFTERMARKET)	\$ 807,836.67

MOHAWK							YR1	YR2	OPY1	OPY2	TOTAL
Bid item #	Material #	Description	UOM	Est. Annual Usage*	Leadtime/Ramp-Up (days)	Vendor # / Mfr #	Ext. Price	Ext. Price	Ext. Price	Ext. Price	
34	70200534	Brake Pedal Plunger Gillig only	EA	6	5	BENDIX 111208	\$ 76.08	\$ 78.36	\$ 81.12	\$ 83.94	\$ 319.50

Bid Summary - TOTALS

Purchase of Bus Parts, B0714.0-20

79	70200207	Gasket Pump	EA	16	5	FEDERAL MOGUL	\$ 28.00	\$ 28.80	\$ 29.81	\$ 30.88	\$ 117.49
81	70152306	TOGGLE SWITCH SPST MOMENTARY OFF-ON	EA	17	5	CARLING 6FA5473	\$ 67.32	\$ 69.36	\$ 71.74	\$ 74.29	\$ 282.71
89	70155101	SWITCH, PRESSURE WAVE ALARM New Flyer	EA	21	5	BIRCHER 2064067	\$ 1,411.41	\$ 1,453.83	\$ 1,504.65	\$ 1,557.36	\$ 5,927.25
92	70021261	TURBO HOSE CLAMP,4", CUMMINS 8.3L, 8.9L	EA	23	5	BREEZE	\$ 67.85	\$ 69.92	\$ 72.45	\$ 74.98	\$ 285.20
112	70198588	IDLER PULLEY, SMOOTH, CUMMINS 8.9L	EA	72	5	CUMMINS	\$ 5,670.00	\$ 5,839.92	\$ 6,044.40	\$ 6,256.08	\$ 23,810.40
113	70166827	BIKE RACK DAMPER ASSEMBLY, NF-40	EA	73	5	SUSPA	\$ 1,772.44	\$ 1,825.73	\$ 1,889.97	\$ 1,955.67	\$ 7,443.81
116	70189720	STUD, AXLE, NABI/GILLIG	EA	77	5	MOHAWK 661599	\$ 25.41	\$ 26.18	\$ 26.95	\$ 28.49	\$ 107.03
										TOTAL:	\$ 38,293.39
										20% Contingency	\$ 7,658.68
										GRAND TOTAL (MOHAWK)	\$ 45,952.07

MUNCIE							YR1	YR2	OPY1	OPY2	TOTAL
Bid item #	Material #	Description	UOM	Est. Annual Usage*	Leadtime/Ramp-Up (days)	Vendor # / Mfr #	Ext. Price	Ext. Price	Ext. Price	Ext. Price	
5	70200500	Dynex Module	EA	2	7	Dynex T2-DIO-888-K7	\$ 2,480.00	\$ 2,554.40	\$ 2,631.04	\$ 2,709.98	\$ 10,375.42
23	70057737	GASKET CORK,SEPARATOR BTWN RADIATOR&CAC	EA	5	7	Montreal Radiator LI-30-8348	\$ 49.40	\$ 50.90	\$ 52.45	\$ 54.00	\$ 206.75
30	70200733	P/S Pump Hose, Return to Tank	EA	6	7	Polar Bear Rubber HH8EQ-2BLK-42	\$ 143.82	\$ 148.14	\$ 152.58	\$ 157.14	\$ 601.68
31	70200675	Sunvisor Assembly, w/pockets	EA	6	7	Rosco 969	\$ 1,439.40	\$ 1,482.60	\$ 1,527.06	\$ 1,572.90	\$ 6,021.96
32	70081976	HOSE SILICONE 2 1/2"ODX3' LONG	EA	6	7	Purosil 7030-250-36	\$ 159.00	\$ 163.80	\$ 168.72	\$ 173.76	\$ 665.28
37	70201039	Head light adjusting screws	BAG	6	7	Hella 152977001	\$ 34.14	\$ 35.16	\$ 36.24	\$ 37.32	\$ 142.86
42	70200967	Recepticle, Clip On	EA	6	7	Pretoria FAS-026-01	\$ 2.82	\$ 2.88	\$ 2.94	\$ 3.00	\$ 11.64
43	70196162	REFLECTOR, RECTANGULAR,AMBER, GILLIG	EA	6	7	Truck-Lite 98003Y	\$ 5.94	\$ 6.12	\$ 6.30	\$ 6.48	\$ 24.84

Bid Summary - TOTALS**Purchase of Bus Parts, B0714.0-20**

63	70189159	CAC ELBOW,45DEG, NF-ALL W/ CUMMINS 8.9L	EA	11	7	Purosil 3646-400-01	\$ 427.68	\$ 440.55	\$ 453.75	\$ 467.39	\$ 1,789.37
66	70059352	KNOB, DRIVER'S OVERHEAD FAN, NF-40	EA	12	7	Cole Hersee 5592	\$ 25.80	\$ 26.52	\$ 27.36	\$ 28.20	\$ 107.88
67	70005876	LAMP ASSY HAZARD	EA	13	7	New Flyer 8112123	\$ 92.56	\$ 95.29	\$ 98.15	\$ 101.14	\$ 387.14
68	70200624	Eng & A/C Tailgate Comp Latches	EA	13	7	New Flyer 6447556	\$ 82.55	\$ 85.02	\$ 87.62	\$ 90.22	\$ 345.41
70	70200538	Trigger for 25lb Fire Extinguishers	EA	14	7	Kidde Dual Spectrum 424766	\$ 5,304.60	\$ 5,463.78	\$ 5,627.72	\$ 5,796.56	\$ 22,192.66
72	70034389	AC REHEAT VALVE REPAIR KIT, ALL BUSES	EA	15	7	Sporlan KSB24	\$ 1,111.50	\$ 1,144.80	\$ 1,179.15	\$ 1,214.55	\$ 4,650.00
82	70200062	Surge Tank Rad Cap 18PSI, RAPID 1300	EA	17	7	Stant AAX-2569-01	\$ 83.30	\$ 85.85	\$ 88.40	\$ 91.12	\$ 348.67
88	70147413	POWER STEERING RES SEAL, RAPIDS	EA	21	7	Cummins Q59267	\$ 19.95	\$ 20.58	\$ 21.21	\$ 21.84	\$ 83.58
94	70159566	REAR AXLE O-RING, NF-40	EA	26	7	ABC Select 375089	\$ 88.92	\$ 91.52	\$ 94.38	\$ 97.24	\$ 372.06
102	70151241	STARTER BUTTON SWITCH COVER, MULTI	EA	36	7	Cole Hersee 83280-03	\$ 41.40	\$ 42.48	\$ 43.92	\$ 45.36	\$ 173.16
120	70163477	THERMOSTAT, CUMMINS 8.9L	EA	139	7	Stant XXT-152.18	\$ 3,044.10	\$ 3,135.84	\$ 3,230.36	\$ 3,327.66	\$ 12,737.96
									TOTAL:		\$ 61,238.32
									20% Contingency		\$ 12,247.66
									GRAND TOTAL (MUNCIE)		\$ 73,485.98

TROLLEY SUPPORT SERVICE							YR1	YR2	OPY1	OPY2	TOTAL
Bid item #	Material #	Description	UOM	Est. Annual Usage*	Leadtime/ Ramp-Up (days)	Vendor # / Mfr #	Ext. Price	Ext. Price	Ext. Price	Ext. Price	
85	70200445	S1 Guard Boot Rear - 1100 & 1200	EA	20	30	495884	\$ 27,900.00	\$ 27,900.00	\$ 27,900.00	\$ 27,900.00	\$ 111,600.00
									TOTAL:		\$ 111,600.00
									20% Contingency		\$ 22,320.00
									GRAND TOTAL (TROLLEY SUPPORT)		\$ 133,920.00

Bid Summary - TOTALS

Purchase of Bus Parts, B0714.0-20

ZEN INDUSTRIAL							YR1	YR2	OPY1	OPY2	TOTAL
Bid item #	Material #	Description	UOM	Est. Annual Usage*	Leadtime/ Ramp-Up (days)	Vendor # / Mfr #	Ext. Price	Ext. Price	Ext. Price	Ext. Price	
80	70200513	Belt, Lap Restraint Female End	EA	17	63	NTS0097660 QStraint / Q050070 (USSC 70686)	\$ 1,535.27	\$ 1,642.54	\$ 1,650.19	\$ 1,880.54	\$ 6,708.54
117	70186643	GUARD COVER SWITCH,KNEELING	EA	85	0	NTS0001161 Newark Electronics/ AES Top Quality / 41F678	\$ 548.25	\$ 548.25	\$ 548.25	\$ 548.25	\$ 2,193.00
										TOTAL:	\$ 8,901.54
										20% Contingency	\$ 1,780.31
										GRAND TOTAL (ZEN)	\$ 10,681.85

TOTAL - Project Amount \$ 893,230.48

TOTAL - Contingency \$ 178,646.10

GRAND TOTAL PROJECT AMOUNT \$ 1,071,876.57

*Estimated Annual usage/quantities provided in the IFB were based on historical usage. They do not signify a guaranteed order. Actual usage may be more or less than estimated. MTS reserves the right to order one or more of each item as its needs dictate. Invoicing will be based on actual orders. MTS has added a **20%** contingency to get the not-to-exceed amount.



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Agenda Item No. 21

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

SIEMENS INDUSTRY, INC. (SIEMENS) TRACTION POWER SUBSTATIONS (TPSS)
PROCUREMENT - CONTRACT AMENDMENT

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Amendment No. 18 to MTS Doc No. L1032.0-12 (in substantially the same format as Attachment A) with Siemens Industry, Inc. not to exceed \$160,257.31 for TPSS storage costs.

Budget Impact

Current budget estimates for this storage fee with Siemens is \$160,257.31 (Attachment B) for the remaining four (4) TPSS, including contingency. Funding for costs related to one (1) TPSS will be provided by the Mid-Coast Light Rail Transit Extension Project (CIP No.12826P) through a reimbursement agreement with the San Diego Association of Governments (SANDAG). The other three (3) TPSS will be funded by MTS under the Blue Line TPSS Replacement Project (WBSE # 2008101301).

DISCUSSION:

On January 19, 2012, the MTS Board of Directors authorized the CEO to formally exercise a base and an option to purchase up to 34 TPSS. The contract entitles MTS to purchase a base contract of 17 TPSS and an option of 17 TPSS. To date, MTS has purchased and received 17 TPSS under the base contract. Fourteen of the 17 option TPSS were designated for the proposed Mid-Coast Light Rail Transit Extension Project (Mid-Coast) and three (3) were considered for MTS Blue Line TPSS replacement project.

The Blue Line TPSS replacement project is set to replace the existing, 30+ years old TPSS located at 24th Street, San Ysidro, and F Street. In exercising the option, MTS



through the terms of the contract, has set the price of the TPSS (the current contract price plus an escalator based on the Producer Price Index for Railroad TPSS Parts depending on the date of TPSS order).

The Mid-Coast and Blue line TPSS replacement projects have experienced delays that have stalled the delivery of the TPSS. As of now, Siemens has delivered 12 TPSS out of the 14 TPSS for the Mid-Coast project. The next two sites are Friars Junction, which is scheduled to be delivered on July 14, 2020; and Fez St., which is delayed because of site access issues that are under negotiation with San Diego Gas and Electric (SDG&E).

The Blue Line TPSS Replacement project delays are largely due to SDG&E personnel turnover and shortage of staff, along with COVID-19 shelter-in-place requirements. This has caused delays in design approval and site inspection work performed by SDG&E. Therefore, the SDG&E delays created construction delays to Mid-Coast contractor construction schedule, which required Siemens to postpone the delivery of the TPSS for the Blue Line project.

Siemens has maintained their original production schedule and has completed the assembly of the required TPSS. The TPSS cannot be stored at the Siemens facility because they are large and will impede other projects. MTS has discussed with Siemens the most appropriate method to safely store the remaining TPSS until MTS is ready to receive them. Based on past experiences, MTS staff along with Siemens determined that offsite storage was the safest, most secure alternative for the storage of the TPSS. The TPSS equipment will remain the responsibility of Siemens until it is delivered to the various construction sites. Therefore, MTS recommended that Siemens identify and secure a safe storage location, and Siemens provided a cost proposal with no additional markup.

Today's action would amend the contract with Siemens to include additional estimated storage costs for the 4 TPSS, at \$128,205.85, plus a 25% contingency (\$32,051.46) in the event the TPSS installations are further delayed.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Siemens TPSS Storage Amendment L1032.18-12
B. Siemens TPSS Storage Fees Estimate

August 1, 2020

MTS Doc. No. L1032.18-12

Mr. Abhinav
Vice President and General Manager
Siemens Mobility Inc.
20393 SW Avery Ct.
Tualatin, OR 97062

Dear Mr. Padilla:

Subject: AMENDMENT NO. 18 TO MTS DOC. NO. L1032.0-12; TRACTION POWER SUBSTATIONS.

This shall serve as Amendment No. 18 to our agreement for the Traction Power Substations as further described below.

SCOPE

Additional storage, rigging, and associated administrative costs (insurance, warranty, project management, shipping, .etc.) up to \$128,205.85 per Exhibit A – Storage Fee Projection 062420.

SCHEDULE

There shall be no change to the construction schedule. TPSS units will be delivered as requested by the project manager. Contract duration remains unchanged.

PAYMENT

The total cost for all work under this Amendment shall not exceed \$128,205.85 (per exhibit A) without prior written approval from MTS. The total value of this contract including this amendment shall not exceed \$28,495,284.42.

Please sign and return the copy 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,

Agreed:

Sharon Cooney
Chief Executive Officer

Abhinav Mitra, Project Manager
Siemens Industry Mobility, Inc.

Date: _____

Attachment: Exhibit A – Storage Fee Projection 062420

Siemens TPSS Storage Fees Estimate

Item	Description	Unit Cost	24th St		San Ysidro		F St		Fez St	
			Units	Total	Units	Total	Units	Total	Units	Total
1	Storage cost	25	83 days	\$ 2,075.00	63 days	\$ 1,575.00	98 days	\$ 2,450.00	294 days	\$ 7,350.00
2	Storage Insurance cost	2750	3 months	\$ 8,250.00	2 months	\$ 5,500.00	3 months	\$ 8,250.00	10 months	\$ 27,500.00
3	Crane offload	3500	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00
4	Crane onload	3500	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00
5	Transportation from Crown to storage	3500	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00
6	Warranty extension cost	1795.52	1	\$ 1,795.52	1	\$ 1,362.87	1	\$ 2,120.01	1	\$ 6,937.45
7	Project Management	245	8	\$ 1,960.00	8	\$ 1,960.00	8	\$ 1,960.00	8	\$ 1,960.00
8	Commercial project Management	200	4	\$ 800.00	4	\$ 800.00	4	\$ 800.00	4	\$ 800.00

Sub Total			\$ 25,380.52		\$ 21,697.87		\$ 26,080.01		\$ 55,047.45
Total									\$ 128,205.85
Contingency 25%									\$ 32,051.46
Grand Total									\$ 160,257.31



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Agenda Item No. 22

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

UPDATE THE LIST OF SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)
EMPLOYEES AUTHORIZED TO TRANSFER FUNDS TO AND FROM LOCAL AGENCY
INVESTMENT FUND (LAIF) ACCOUNTS

RECOMMENDATION:

That the Board of Directors approve Resolution No. 20-13 and Resolution No. 20-14 to update the list of MTS employees authorized to transfer funds to and from the MTS and San Diego Transit Corporation (SDTC) LAIF investment accounts, administered by the State Treasurer.

Budget Impact

None.

DISCUSSION:

MTS invests excess funds into two accounts at LAIF, which requires agency-adopted Resolutions to update authorized employees. MTS staff is requesting that the Board of Directors approve Resolution 20-13 and Resolution 20-14 to update LAIF of the MTS Chief Executive Officer staffing change. Attachment A contains a list of MTS employees to be authorized to transfer funds to and from the MTS LAIF account. Attachment B contains a list of MTS employees to be authorized to transfer funds to and from the SDTC LAIF account.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Resolution No. 20-13
B. Resolution No. 20-14



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 20-13

Resolution Regarding the LAIF Investment Account in the name of San Diego Metropolitan Transit System, also known as San Diego Metropolitan Transit Development Board

WHEREAS, section 16429.1 was added to the California Government code to create a Local Agency Investment Fund (LAIF) in the State Treasury for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and

WHEREAS, San Diego Metropolitan Transit System (MTS) has established an account with the LAIF in accordance with Government Code section 16429.1 et. seq. for the purpose of investment in the best interests of San Diego Metropolitan Transit System; and

WHEREAS, MTS desires to update the list of individuals authorized to take action related to the LAIF account;

NOW THEREFORE, BE IT RESOLVED:

Section 1. The following MTS officers holding the titles specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the LAIF and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

<u>Sharon Cooney</u> (NAME)	<u>Karen Landers</u> (NAME)	<u>Larry Marinesi</u> (NAME)
--------------------------------	--------------------------------	---------------------------------

<u>Chief Executive Officer</u> (TITLE)	<u>General Counsel</u> (TITLE)	<u>Chief Financial Officer</u> (TITLE)
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_____ (SIGNATURE)	_____ (SIGNATURE)	_____ (SIGNATURE)
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<u>Erin Dunn</u> (NAME)	<u>Mike Thompson</u> (NAME)
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<u>Controller</u> (TITLE)	<u>Director of Financial Planning & Analysis</u> (TITLE)
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_____ (SIGNATURE)	_____ (SIGNATURE)
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Section 2. This resolution shall remain in full force and effect until rescinded by the MTS Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED by the Board of Directors this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Office of the Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

Resolution No. 20-13

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 20-14

Resolution Regarding the Additional LAIF Investment Account in the name of San Diego Transit Corporation, a wholly owned subsidiary of San Diego Metropolitan Transit System

WHEREAS, section 16429.1 was added to the California Government code to create a Local Agency Investment Fund (LAIF) in the State Treasury for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and

WHEREAS, San Diego Metropolitan Transit System (MTS) has established an account in the name of San Diego Transit Corporation with LAIF in accordance with Government Code section 16429.1 et. seq. for the purpose of investment in the best interests of San Diego Metropolitan Transit System; and

WHEREAS, MTS desires to update the list of individuals authorized to take action related to the LAIF account in the name of San Diego Transit Corporation;

NOW THEREFORE, BE IT RESOLVED:

Section 1: The following MTS officers holding the titles specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the LAIF and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

<u>Sharon Cooney</u> (NAME)	<u>Karen Landers</u> (NAME)	<u>Larry Marinesi</u> (NAME)
--------------------------------	--------------------------------	---------------------------------

<u>Chief Executive Officer</u> (TITLE)	<u>General Counsel</u> (TITLE)	<u>Chief Financial Officer</u> (TITLE)
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_____ (SIGNATURE)	_____ (SIGNATURE)	_____ (SIGNATURE)
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<u>Erin Dunn</u> (NAME)	<u>Mike Thompson</u> (NAME)
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<u>Controller</u> (TITLE)	<u>Director of Financial Planning & Analysis</u> (TITLE)
------------------------------	---

_____ (SIGNATURE)	_____ (SIGNATURE)
----------------------	----------------------

Section 2. This resolution shall remain in full force and effect until rescinded by the MTS Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED by the Board of Directors this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Office of the Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

Resolution No. 20-14



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Agenda Item No. 23

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

RESOLUTION IN SUPPORT OF TRANSIT-ORIENTED DEVELOPMENT HOUSING
PROGRAM GRANT

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors approve Resolution No. 20-15 (Attachment A), which serves as a letter of support for Affirmed Housing Group's grant application for its Grantville project in Round 4 of the Transit-Oriented Development (TOD) Housing Program.

Budget Impact

None at this time.

DISCUSSION:

In June 2019, the MTS Board of Directors authorized a Disposition and Development Agreement with Grantville Trolley Family Housing, L.P. (an affiliate of Affirmed Housing Group, Inc.) (Affirmed) for a ground lease at the Grantville Transit Center. Affirmed will construct a 156-unit affordable housing project on the site, in a joint proposal with Greystar which will build 254 market-rate units. The overall project will also require replacement of 96 parking spaces for transit users.

The California Department of Housing and Community Development's Transit-Oriented Development (TOD) Housing Program is a grant program that offers low-interest loans as gap financing for rental housing developments near transit that include affordable units. Grants are also available for infrastructure improvements necessary for the development of the specified project.

Affirmed intends to submit an application under this program to offset the cost of the required replacement transit station parking, an allowable grant expense. As an



infrastructure project under this TOD program, the public transit agency is required to be a joint grant applicant. A resolution or letter of support from the participating public transit Board is a required component of the grant application. A copy of the resolution is included as Attachment A.

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Resolution No. 20-15

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 20-15

Resolution of the Board of Directors of the San Diego Metropolitan Transit System Authorizing
an Application to the Transit-Oriented Development Housing Program

WHEREAS, the California Department of Housing and Community Development ("Department") has issued a Notice of Funding Availability ("NOFA") dated April 30, 2020, under the Transit-Oriented Development ("TOD") Housing Program; and

WHEREAS, the San Diego Metropolitan Transit System wishes to apply for and receive an allocation of funds through the TOD Program for the Grantville Station Transit Oriented Development Project; and

WHEREAS the San Diego Metropolitan Transit System is an Eligible Applicant under the TOD Program and wishes to apply for a TOD Program Grant in an amount not to exceed \$5,000,000 ("TOD Grant") to develop infrastructure in support of affordable housing ("TOD Project") under the above described NOFA.

NOW, THEREFORE, IT IS RESOLVED: That the San Diego Metropolitan Transit System is hereby authorized and directed to act in connection with the Department's TOD Grant pursuant to the above mentioned NOFA.

RESOLVED FURTHER: That in connection with the San Diego Metropolitan Transit System's TOD Grant, the San Diego Metropolitan Transit System is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the TOD Grant, the San Diego Metropolitan Transit System's obligations related thereto, and the Department's security therefore; including, but not limited to, an affordable housing covenant, a performance deed of trust, a disbursement agreement, and certain other documents required by the Department as security for, evidence of or pertaining to the TOD Grant, and all amendments thereto (collectively, the "TOD Grant Documents").

RESOLVED FURTHER: That the Chief Executive Officer is hereby authorized to execute the TOD Grant Documents, and any amendment or modifications thereto, on behalf of the San Diego Metropolitan Transit System.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the Board this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Office of the Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

Resolution No. 20-15



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
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Agenda Item No. 24

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

2020 TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) GRANT AWARD:
EL CAJON THIRD TRACK PROJECT

RECOMMENDATION:

That the Board of Directors approve Resolution No. 20-16 (Attachment A) authorizing the use of TIRCP funds for the El Cajon Third Track Project.

Budget Impact

The total budget for the El Cajon Third Track Project is \$8,470,000. The TIRCP grant award covers \$7,200,000 and the remaining project costs will be paid with Transportation Development Act (TDA) funds. Attachment B contains the Project Programming Request as submitted and approved.

DISCUSSION:

Background

The TIRCP provides Senate Bill 1 (Beall, 2017) and Cap and Trade funding for transformative capital improvements that will modernize California's intercity rail, bus, select vanpool, ferry and rail transit systems. The objectives of the program are to reduce greenhouse gas emissions, increase ridership, integrate rail services and improve transit safety. There is \$450-\$500 million available statewide in the cycle, which covers the five-year period from fiscal year (FY) 2021 through FY 2025.



In January 2020, the San Diego Association of Governments (SANDAG) Board of Directors approved the submission of SD Connect, a regional project application coordinated by SANDAG including SANDAG, MTS and North County Transit District (NCTD) projects. Attachment C contains the SANDAG Board Item and the submission of SD Connect.

In May 2020, SANDAG and MTS received a notice of award that the El Cajon Third Track Project was one of the San Diego regional projects to be selected.

El Cajon Third Track Project

While most of the 53-mile MTS Trolley network is double-tracked, there is a one-mile single-track segment between Gillespie Field Station and Santee. This creates operational constraints and results in frequent delays on the Green Line. Due to the nature of the MTS Trolley network, delays on one line can have a cascading effect on the other lines.

The El Cajon Third Track Project will construct the following at El Cajon Transit Center:

A new siding track that will use 140 feet of the existing platform and a 23-foot platform extension to accommodate a 2-car train. A number 8 turnout will be used on the mainline and approximately 480 feet of new track to be constructed to connect the new siding track to the mainline. An additional Number 10 crossover will be constructed for operational flexibility north of the station on the current MTS mainline south of Wagner Drive.

The construction of an additional track and platform will allow for the Green Line and Orange Line to terminate at the El Cajon Transit Center, where a Trolley shuttle would then continue to provide service between El Cajon Transit Center and Santee Trolley Station, including the single-track segment. This would relieve operational constraints that are currently impacting the entire line, while still providing service between El Cajon and Santee.

The El Cajon Third Track project is Categorically Exempt under §15302(c) – Replacement or Reconstruction of the California Environmental Quality Act (CEQA) Guidelines. The proposed platform extension, installation of a siding track, installation of special trackwork, and installation of associated OCS system and signaling qualifies as a Class 1, Class 2 and Class 3 project. Class 1 projects are defined as minor alterations to existing facilities involving negligible expansion of use. Class 2 improvements will not result in an expansion to their existing uses, and Class 3 projects are new construction or conversion of small structures. Because this project meets all three definitions of the CEQA guidelines, the project has been determined not to have a significant effect on the environment and therefore are exempt from the provisions of CEQA.

Next Steps

Staff will file the Notice of Exemption with the San Diego County Clerk to start the 35-day notice period for public comment. In October 2020, staff will concurrently request the TIRCP funding allocation from the California Transportation Commission and additionally seek approval from the MTS Board for a design contract for the project.

Therefore staff recommends the Board of Directors approve Resolution No. 20-16 authorizing the use of TIRCP funds for the El Cajon Third Track Project.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Resolution No. 20-16
B. Project Programming Request
C. SANDAG Board 2020 TIRCP Submittal, January 10, 2020
D. El Cajon Third Track Notice of Exemption

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

Resolution No. 20-16

Resolution Authorizing the Acceptance of the 2020 Transit Intercity Rail Capital Program Award for the El Cajon Third Track Project

WHEREAS, the San Diego Metropolitan Transit System (MTS) is an eligible project sponsor and may receive state funding from Transit and Intercity Rail Capital Program (TIRCP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation as the administrative agency for the TIRCP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing TIRCP funds to eligible project sponsors (local agencies); and

WHEREAS, MTS wishes to delegate authorization to execute these documents and any amendments thereto to the Sharon Cooney, Chief Executive Officer (CEO), and designated representatives.

WHEREAS, MTS accepts the award from TIRCP for \$7,200,000 million for the El Cajon Third Track Project, and

WHEREAS, MTS will provide local matching funds of \$1,270,000 million in California Transportation Development Act funding to fully fund the project budget of \$8,470,000 million.

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the MTS Board of Directors (Board) that MTS agrees to comply with all conditions and requirement, and applicable statutes, regulations, and guidelines for all TIRCP funded transit projects.

BE IT FURTHER RESOLVED by the Board that the CEO, or designated representative, be authorized to execute all required documents of the TIRCP program and any Amendments thereto with the California Department of Transportation.

BE IT FURTHER RESOLVED by the Board that MTS be authorized to accept the award and use \$7,200,000 in FY 2020 TIRCP funds for the El Cajon Third Track Project.

PASSED AND ADOPTED, by the Board this 30th day of July 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

Resolution No. 20-16

Amendment (Existing Project) Y/N					Date:	1/16/20
District	EA	Project ID		PPNO	MPO ID	
11						
County	Route/Corridor	PM Bk	PM Ahd	Nominating Agency		
SD	LOSSAN					
				MPO	Element	
				SANDAG	Rail	
Project Manager/Contact		Phone		E-mail Address		
Gabriel McKee				Gabriel.McKee@sdmts.com		
Project Title						
El Cajon Thrid Track						
Location (Project Limits), Description (Scope of Work)						
<p>El Cajon Transit Center: The El Cajon Transit Center currently has two tracks and two side platforms. The tracks are at-grade on Palm Avenue/Marshall Avenue south of the station and are grade separated at Main Street/Marshall Avenue north of the station. Construct an additional platform and track at El Cajon Transit Center to allow Trolley service to terminate at El Cajon Transit Center from Santee Trolley Station. The new platform would extend 123 feet and use 40 feet of the existing platform in order to fit a 2-car train to be used for the Trolley shuttle, which will operate from El Cajon Transit to Santee, service two intermediate stops.</p>						
Component						
PA&ED		San Diego Metropolitan Transit System				
PS&E		San Diego Metropolitan Transit System				
Right of Way		San Diego Metropolitan Transit System				
Construction		San Diego Metropolitan Transit System				
Legislative Districts						
Assembly:		Senate:		Congressional:		
Project Benefits						
<p>Benefits include a reduced operating cost on the Green Line by efficiently targeting service between busy stations. It would improve overall system reliability and increase the ability to improve frequency on the Green Line due to the elimination of the single track segment on the alignment. It would also provide a more efficient service between El Cajon and Santee by operating a shorter trolley shuttle service.</p>						
Purpose and Need						
<p>While most of the 53-mile Trolley network is double-tracked, there is a one-mile long single-track segment between Gillespie Field Station and Santee. This creates operational constraints and results in frequent delays on the Green Line. Due to the nature of the MTS Trolley network, delays on one line can have a cascading effect on the other lines. Furthermore, that single-track segment is located in the least-traveled segment of the Trolley network. (Cont'd on Pg 2)</p>						
Category		Outputs			Unit	Total
Rail / Multi-Modal		Grade separations/ rail crossing improvements				
NHS Improvements	Y/N	Roadway Class			Reversible Lane analysis	Y/N
Inc. Sustainable Communities Strategy Goals		Y/N		Reduces Greenhouse Gas Emissions Y/N		
Project Milestone					Existing	Proposed
Project Study Report Approved					11/25/19	
Begin Environmental (PA&ED) Phase						04/01/20
Circulate Draft Environmental Document				Document Type		N/A
Draft Project Report						N/A
End Environmental Phase (PA&ED Milestone)						05/10/20
Begin Design (PS&E) Phase						06/15/20
End Design Phase (Ready to List for Advertisement Milestone)						06/15/21
Begin Right of Way Phase						N/A
End Right of Way Phase (Right of Way Certification Milestone)						N/A
Begin Construction Phase (Contract Award Milestone)						03/15/22
End Construction Phase (Construction Contract Acceptance Milestone)						12/31/22
Begin Closeout Phase						01/15/22
End Closeout Phase (Closeout Report)						01/31/22

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento,



Board of Directors

January 10, 2020

2020 Transit and Intercity Rail Capital Program Project Submittal

Overview

The Transit and Intercity Rail Capital Program (TIRCP) provides Senate Bill 1 (Beall, 2017) and Cap and Trade funding for transformative capital improvements that modernize California's intercity rail, bus, select vanpool, ferry, and rail transit systems. The objectives of the program are to reduce greenhouse gas emissions, increase ridership, integrate rail services, and improve transit safety. There is \$450-\$500 million available statewide in this cycle, which covers the five-year period from FY 2021 through FY 2025. No matching funds are required but will enhance the application if included.

Key Considerations

SANDAG, Metropolitan Transit System, and North County Transit District plan to submit one integrated rail improvement application for the San Diego region that meets all four program objectives. SANDAG will coordinate all required elements and submit the application. Each of our agencies has been successful in this program in past cycles and believes that one application from the region will score well in the various evaluation criteria.

The proposed grant application, SDConnect, includes an integrated program of specific rail improvement projects on San Diego's major light and heavy rail corridors (Attachment 1). These are high-priority rail improvement projects that best meet the program objectives. These include:

- Additional track capacity along the Blue, Orange, and Green Lines to facilitate additional connectivity and improved Trolley operational flexibility and reliability (This project complements previous Trolley investments made through the *TransNet* Early Action Program.)
- Batiquitos Lagoon Double Track project to add capacity along the COASTER coastal rail corridor to facilitate additional passenger and freight service (This project is included in the *TransNet* Early Action Program.)
- Del Mar Bluffs stabilization and state of good repair improvements (previous phases are part of the *TransNet* Early Action Program)

The estimated funding request is between \$140 and \$160 million over the five-year period.

Next Steps

Upon approval by the Board of Directors, staff from the three agencies will continue to develop the various documents and analysis required and will submit the entire application by the January 16, 2020, deadline.

Action: **Approve**

The Board of Directors is asked to approve submission of the proposed SDConnect regional project to the 2020 Transit and Intercity Rail Capital Program.

Fiscal Impact:

A successful grant award would bring additional funding to the region for high priority rail capital improvement projects along the COASTER, and/or San Diego Trolley rail corridors.

Schedule/Scope Impact:

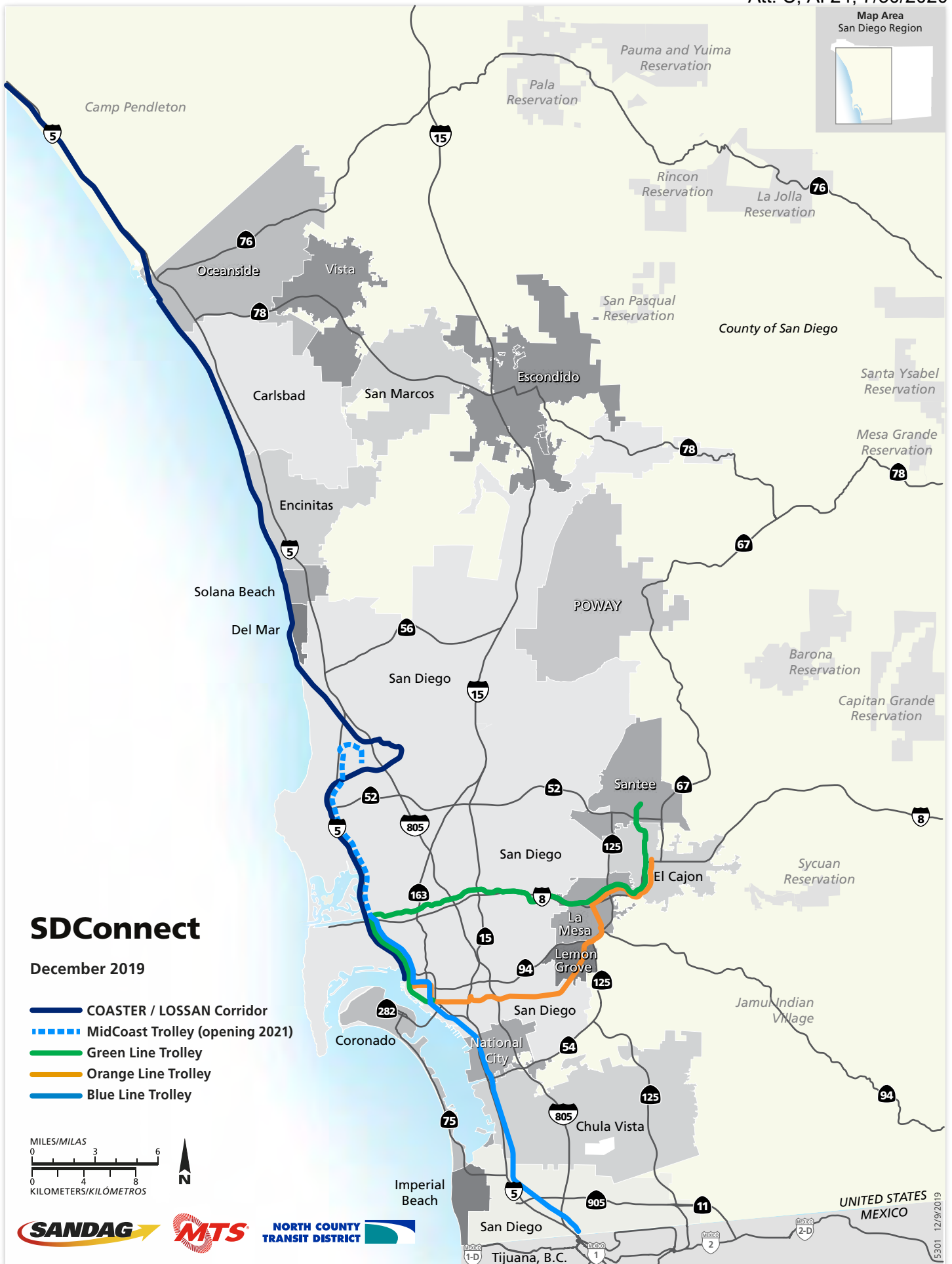
If Transit and Intercity Rail Capital Program funding is secured, SANDAG will take the necessary steps to complete design and construction of the awarded projects in collaboration with the North County Transit District and the Metropolitan Transit System.

Award decisions are expected from the state by April 1, 2020. If funds are awarded, the Board of Directors will be asked to approve an amendment to the Program Budget for acceptance.

Hasan Ikhata, Executive Director

Key Staff Contact: Linda Culp, (619) 699-6957, linda.culp@sandag.org

Attachment: 1. SDConnect Project Map – December 2019



El Cajon Transit Center Third Track

Notice of Exemption

Description of Nature, Purpose, and Beneficiaries of Project:

Background

The El Cajon Transit Center is served by two trolley lines operated by the MTS; Green and Orange Line. The Green Line runs northeast to southwest from the Santee Trolley Square in the City of Santee to the 12th & Imperial Transit in Downtown San Diego. The Orange Line runs northeast to southwest from Arnele Station in the City of El Cajon to Petco Park in Downtown San Diego. Freight rail services operated by the San Diego and Imperial Valley Railway Company (SDIV) shares certain tracks along the Orange Line between Downtown San Diego and El Cajon during non-service trolley hours.

The El Cajon Transit Center currently has two tracks and two side platforms. The tracks are at-grade on Palm Avenue/Marshall Avenue south of the station and are grade separated at Main Street/Marshall Avenue north of the station. MTS operates a 469-space parking lot located in the northern part of the station. The station and tracks are on an elevated retained fill structure above the parking lot and drop off areas. There are two smaller parking lots that hold about 40-80 spaces on the western side of the station. In addition to car parking, there are four bicycle lockers provided in a space closest to the platforms. On the eastern side of the station, there is a Greyhound bus station along with nine bus bays for MTS and Greyhound buses. Taxis and the Sycuan bus shuttle stop adjacent to the platform in a separate lane. Passengers can access the trolley station from Palm Avenue, Front Street, or Marshall Avenue. Pedestrians can reach the station through stairs or ramps adjacent to the eastbound track, directly from the parking lot adjacent to the westbound track.

Figure 1: El Cajon Transit Center Site Layout

Source: Google Maps, Mott MacDonald

In fiscal year 2018, the Green Line carried nearly 32,000 passengers per weekday and the Orange Line carried nearly 26,000 passengers per weekday. The majority of the Orange and Green Line riders travel between downtown San Diego and El Cajon, with few continuing east to the line termination in Santee. The Green and Orange Line both operate weekday and weekends, with frequent service during the week. Both lines provide 15-minute headways for the majority of the day during the week, with longer 30-minute headways in the evenings and early mornings. On Sundays, the Green Line only operates every 30 minutes in this segment (and anywhere east of San Diego State University).

Project Purpose

While most of the 53-mile MTS Trolley network is double-tracked, there is a one-mile long single-track segment between Gillespie Field Station and Santee. This creates operational constraints and results in frequent delays on the Green Line. Due to the nature of the MTS Trolley network, delays on one line can have a cascading effect on the other lines.

The single-track segment is located in the least-traveled segment of the Trolley network. Only a combined 7.3% of all Orange and Green Line passengers are travelling east of El Cajon Transit Center (about 4,200 passengers of the 58,000 on the two lines).

Figure 2: Existing Trolley Network

The construction of an additional track and platform would allow for the Green Line and Orange Line to terminate at the El Cajon Transit Center, where a Trolley shuttle would then continue to provide service between El Cajon Transit Center and Santee Trolley Station, including the single-track segment. This would relieve operational constraints that are currently impacting the entire line, while still providing service between El Cajon and Santee.

While a transfer would be necessary for the relatively low percentage of passengers traveling through El Cajon Transit Center, the service change will improve on time

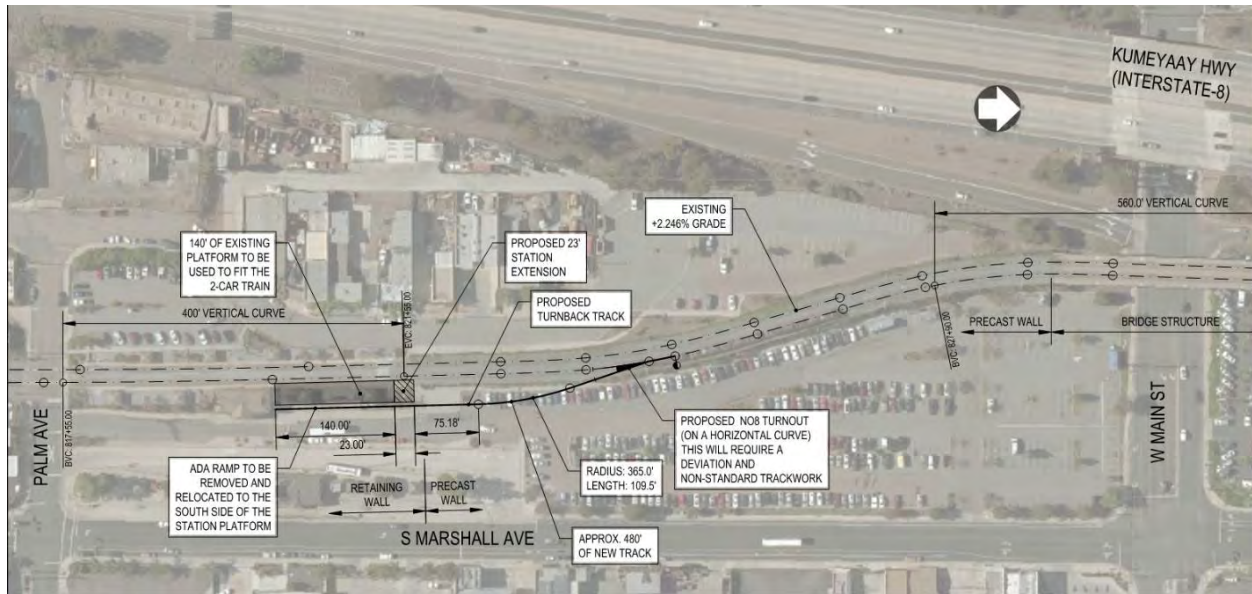
performance for 95 percent of passengers along the green and orange lines.

Project Description

The San Diego Metropolitan Transit System (MTS) is proposing to construct the following at El Cajon Transit Center. A new siding track that will use 140 feet of the existing platform and a 23-foot platform extension to accommodate a 2-car train. A number 8 turnout will be used on the mainline and approximately 480 feet of new track to be constructed to connect the new siding track to the mainline. An additional Number 10 crossover will be constructed for operational flexibility north of the station on the current MTS mainline south of Wagner Drive.

Passenger access to the station platform will be slightly modified, however the nine MTS bus bays, Grayhound buses, Taxi and Sycuan shuttle stop will all remain at the transit center. The existing ADA ramp will be relocated to the south side of the platform. The stairs at the north end of the platform will be removed. Approximately 30 percent of the parking that is along the existing retaining wall will be removed. Passengers will continue to access the trolley station from Palm Avenue, Front Street, or Marshall Avenue. Pedestrians can reach the station through stairs or ramps adjacent to the eastbound track, directly from the ADA designated spaces in the parking lot adjacent to the westbound track.

The track and platform work will also require the relocation of some communication cabinets and station lighting control cabinets. The overhead contact system (OCS), providing electric power to the trolley cars, will be modified for the new turnouts and the track extension. The design will utilize existing OCS poles for the mainline and may include 4 or 5 new poles depending on clearances.

Figure 3: Project Site Plan***Reasons why project is exempt.***

The proposed project is Categorically Exempt under §15302(c) – Replacement or Reconstruction of the California Environmental Quality Act (CEQA) Guidelines. The minor alterations to existing facilities involving negligible expansion of use qualifies as a Class 1 project. Also, the proposed platform extension, installation of a siding track, installation of special trackwork, and installation of associated OCS system and signaling qualifies as Class 2 projects. The proposed improvements will not result in an expansion to their existing uses. Class 2 projects involving no expansion of capacity have been determined not to have a significant effect on the environment and therefore are exempt from the provisions of CEQA. Lastly, the new construction or conversion of small structures qualifies as a Class 3 project.



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Agenda Item No. 25

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

CONTRACT AMENDMENT FOR REGIONAL TRANSIT MANAGEMENT SYSTEM
(RTMS) RADIO HARDWARE SYSTEM CORE AND CONSOLE UPGRADE

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Amendment No. 2 to MTS Doc No. PWG279.0-19, with Motorola Solutions, Inc. (Motorola), increasing the value by \$294,487, bringing the total contract amount to \$3,244,487.

Budget Impact

Funding for this project would be funded by the RTMS and Radio Site Upgrade Capital Improvement Program (CIP) # 1007110001, which is based on a combination of Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program and local funds in the amount of \$294,487.

The total cost of this agreement shall not exceed \$3,244,487. MTS and North County Transit District (NCTD) will share costs of the changes based on the RTMS cost-sharing Memorandum of Understanding.

DISCUSSION:

As part of the current RTMS and Radio Site Upgrade project, MTS awarded a contract in November 2019 to Motorola for the purchase of radio hardware and radio upgrade services for RTMS base and remote sites in the amount of \$2,950,000. At the time of the award, Motorola informed MTS that the “core” site and dispatching consoles would also need to be upgraded to the newest version to be compatible with the system upgrade of the base and remote stations. Since then, MTS has been working with Motorola on the scope and services necessary to accomplish this required work.



Staff received a proposal from Motorola for the necessary hardware and services for the core site and dispatching console upgrades. The upgrade of the existing core site and dispatching consoles will bring all of the Motorola equipment up to required standards and most current versions before the system implementation and cutover.

MTS staff has reviewed the proposal and compared it to the Independent Cost Estimate (ICE), finding it to be within range. Based on the analysis, staff determined the pricing is fair and reasonable.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Amendment No.2 to MTS Doc No. PWG279.0-19 with Motorola Solutions, Inc. (Motorola), increasing the value by \$294,487, bringing the total contract amount to \$3,244,487.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Draft Amendment No. 2 to MTS Doc. No. PWG279.0-19

1255 Imperial Avenue, Suite 1000
San Diego, CA 92101
Tel 619.231.1466 Fax 619.234.3407

Amendment 2

Effective Date: August 3, 2020

MTS Doc No.PWG279.2-19

AMENDMENT NO. 2 TO MTS DOC. NO. PWG279.0-19; REGIONAL TRANSIT MANAGEMENT SYSTEM (RTMS) RADIO SITE HARDWARE UPGRADE

Motorola Solutions, Inc.
Kent Martin, Regional Services Manager
10680 Trenea Street, Suite 200
San Diego, CA 92132

This shall serve as Amendment No.2 to our agreement for Regional Transit Management System (RTMS) Radio Site Hardware Upgrades as further described below.

SCOPE

This amendment will allow Motorola Solutions, Inc. to provide a hardware and software upgrade to the existing core and nine (9) dispatch consoles; this will bring together all the equipment up to standards and newest version before the system implementation as specified in the Exhibit A.

SCHEDULE

There shall be no changes to the schedule provision of this agreement.

PAYMENT

This contract amendment shall authorize additional costs not to exceed \$294,487.00. The total value of this contract including this amendment shall be in the amount of \$3,244,487.00. This amount shall not be exceeded without prior written approval from MTS.

Please sign and return the copy marked *original* to the Contract Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copies for your records.

Sincerely,

Agreed:

Sharon Cooney, Chief Executive Officer

Kent Martin, Regional Services Manager
Motorola Solutions, Inc.

Date: _____

Enclosure: Exhibit A- Document: Change Order #002

cc; D.Braun, R.DeGala, Procurement File



EXHIBIT A

Att. A, AI 25, 7/30/2020



CHANGE ORDER

[CHANGE ORDER #002]

Change Order No. 002

Date: July 13, 2020

Project Name: Regional Transit Management System –
Radio Site Hardware Refresh

Customer Name: San Diego Metropolitan Transit System

Customer Project Mgr: Devin Braun

The purpose of this Change Order is to:

Upgrade the existing core and nine (9) dispatch consoles to the shipping release A2019.2.

Contract # PO 4500028547
and Contract
#PWG279.0-19

Contract Date: Dec.24, 2019

In accordance with the terms and conditions of the contract identified above between San Diego Metropolitan Transit System and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments

Original Contract Value:	\$ 2,950,000.00
Previous Change Order amounts for Change Order numbers <input type="text" value="N/A"/> through <input type="text" value="N/A"/>	N/A
This Change Order:	\$ 294,487.00
Contract Credit Amount	N/A
Current Contract Value:	\$ 3,244,487.00

Completion Date Adjustments

Original Completion Date:	11/13/2020
Current Completion Date prior to this Change Order:	11/13/2020
New Completion Date:	2/01/2020

**CHANGE ORDER**

[CHANGE ORDER #002]

Changes in Equipment: *(additions, deletions or modifications)*

See attached proposal titled "Core and Consoles Upgrade Proposal".

Changes in Services: *(additions, deletions or modifications)*

See attached proposal titled "Core and Consoles Upgrade Proposal".

Schedule Changes: *(describe change or N/A)*

See attached schedule titled "San Diego MTS – KCore Upgrade Proposed schedule".

Pricing Changes: *(describe change or N/A)*

Grand Project Total (Incl. Tax) \$294,487.00

See section 1.4 Pricing of attached Proposal titled "Core and Consoles Upgrade Proposal".

Customer Responsibilities: *(describe change or N/A)*

See section "1.3 Assumptions" of the attached Proposal titled "Core and Consoles Upgrade Proposal" for San Diego MTS responsibilities.

Payment Schedule for this Change Order:*(describe new payment terms applicable to this change order)*

25% of the Change Order Price due upon execution.

60% of the Change Order Price due upon shipment of equipment from Staging

10% of the Change Order Price due upon installation of equipment

5% of the Change Order Price due upon Final Acceptance

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola, Inc.**Customer**By: 

By: _____

Printed Name: Kent Martin

Printed Name: _____

Title: Regional Services Manager

Title: _____

Date: July 13, 2020

Date: _____

Reviewed by: _____
Motorola Project Manager

Date: _____



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Agenda Item No. 26

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) AGENCY SAFETY PLAN

RECOMMENDATION:

That the Board of Directors approve the MTS Agency Safety Plan.

Budget Impact

None with this action.

DISCUSSION:

On July 19, 2018, the Federal Transit Administration (FTA) published Final Rule 49 CFR Part 673, which requires public transportation agencies who receive Federal funding to certify that it has established and implemented a comprehensive Public Transportation Agency Safety Plan (PTASP). The original deadline for transit agencies to comply with this rule was July 20, 2020. Due to the COVID-19 public health emergency, the deadline was extended to December 31, 2020.

I. Overview of SMS and PTASP Requirements

All transit agencies are required to modify existing safety plans and implement a new national standardized safety plan that establishes processes and procedures to the support the implementation of Safety Management System (SMS). SMS is a comprehensive, collaborative approach to managing safety and addressing safety risks. SMS is a management approach that ensures each public transportation agency has the necessary organizational structures, accountabilities, and policies and procedures in place to direct and control resources to optimally manage safety.

49 CFR Part 673 requires the following to be included in all safety plans:



- (1) Designate an “Accountable Executive” and “Chief Safety Officer” (CSO).
- (2) Approval by the agency’s Board of Directors and signed by the Accountable Executive.
- (3) Document the processes and activities related to SMS implementation.
- (4) Include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan (NPTSP).
- (5) Coordinate performance targets with Metropolitan Planning Organization and the State to the maximum extent practicable.
- (5) Address all applicable requirements and standards as set forth in FTA’s PTASP and the NPTSP.
- (6) Establish a process and timeline for conducting an annual review and update of the plan.
- (7) Include or incorporate an emergency preparedness and response plan (rail requirement only).

II. MTS Agency Safety Plan

In accordance with the PTASP Final Rule, MTS has developed the MTS Agency Safety Plan (Attachment A). The MTS Agency Safety Plan is organized by mode, which includes a Bus Agency Safety Plan and the Rail Agency Safety Plan. The Bus Agency Safety Plan includes the services operated directly through the San Diego Transit Corporation (SDTC), as well as services operated through contracts with private operators’ First Transit and Transdev. The Rail Agency Safety Plan encompasses light rail service, operated directly through San Diego Trolley, Inc. (SDTI).

A. Designations

The Chief Executive Officer (CEO) is designated as the Accountable Executive for MTS. The Accountable Executive has the ultimate responsibility for ensuring the MTS Agency Safety Plan is effectively implemented and managed. Due to MTS being a large transit agency with two distinctive modes, the CEO has delegated the day-to-day management of SMS to the Chief Operating Officer (COO) – Rail and COO – Bus. The CEO has designated the Safety Manager of Bus and the System Safety Manager of Rail as CSO’s. The CSOs will be responsible for coordinating the implementation and operation of SMS. Each CSO has a dual reporting role with their respective COO and the CEO. The CSO reports to the COO on a day-to-day basis and to the CEO as necessary.

B. Performance Safety Targets

The NPTSP establishes the following safety performance target categories for all transit agencies: fatalities, injuries, safety events and system reliability. These performance targets are measured and based on existing definitions and reporting requirements by the National Transit Database (NTD).

For both bus and rail, performance targets for injuries, safety events and system reliability have been chosen to represent improvement over current safety performance levels. As for fatalities, bus has chosen the aspirational performance target of zero. Rail is working towards an aspirational goal of zero fatalities and its performance target is to reduce fatalities compared to previous years.

No penalties apply if a transit agency does not achieve their established performance targets. MTS has coordinated its performance targets with San Diego Association of Governments (SANDAG) to assist in regional planning and investment priorities.

C. Reviews

The MTS Agency Safety Plan is a living/working document. The CEO is required to review and certify the MTS Agency Safety Plan annually. Corresponding performance targets, policies, and procedures, are to be updated as changes occur. The Board of Directors will approve the MTS Agency Safety Plan on an annual basis if updates have been made.

III. Oversight of the PTASP

Oversight for the PTASP depends on the mode. The California Public Utilities Commission (CPUC) Rail Transit Safety Branch will continue with their current role of State Safety Oversight (SSO) for rail. The CPUC is responsible for approving and overseeing the requirements of PTASP in addition to continuous review and safety oversight of capital projects, operations, emergency response, accident reporting, and incident investigation for rail related activities. For bus, FTA will conduct oversight through the FTA Triennial Review process and provide technical assistance to ensure compliance with PTASP.

IV. Staff Recommendation

To ensure future receipt of federal financial assistance and to comply with PTASP approval deadlines, staff recommends the Board of Directors approve the MTS Agency Safety Plan and upon Board of Directors approval, MTS will request final approval of the MTS Agency Safety Plan from the CPUC.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. MTS Agency Safety Plan



Metropolitan Transit System

Agency Safety Plan

(Public Transportation Agency Plan pursuant to 49 CFR 673)

SAN DIEGO METROPLITAN TRANSIT SYSTEM
SAN DIEGO TROLLEY, INC.
SAN DIEGO TRANSIT CORP.





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**MTS Agency Safety Plan
Approvals**

The approvals for the 2020 MTS Agency Safety Plan are as follows:

I. Approval by the Accountable Executive for the MTS Agency:

Sharon Cooney
Chief Executive Officer
San Diego Metropolitan Transit System

Date

II. Approval by the MTS Board of Directors:

Nathan Fletcher
Chair of the Board of Directors
San Diego Metropolitan Transit System

Date

**MTS Agency Safety Plan
Overview**

On July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 C.F.R. Part 673), which requires certain operators of public transportation systems that receive Federal financial assistance (49 U.S.C. § 5307) to develop a PTASP.

The PTASP Final Rule intends to improve public transportation safety by implementing an approach that provides an effective and proactive way to manage safety risks. Transit agencies must develop and implement safety plans that establish processes and procedures to the support the implementation of Safety Management System (SMS). SMS is a comprehensive, collaborative approach to managing safety and addressing safety risks.

Specifically, the PTASP Final Rule requires the following minimum standards to be included in safety plans: the identification, assessment, and mitigation of risks and strategies to minimize exposure to hazards, a safety training program, safety performance targets, and a process and timeline for conducting an annual review and update of the safety plan.

The following MTS Agency Safety Plan has been developed to comply with the PTASP Final Rule.



MTS Agency Safety Plan SMS Policy Statement

The San Diego Metropolitan Transit System (MTS) has established this SMS Policy Statement to emphasize its overall commitment to the safety of our passengers, our operators, our staff and the general public. This SMS Policy Statement provides direction for MTS's safety program, which applies to every facet of MTS operations.

The management of safety is MTS's highest priority. MTS is committed to safety throughout the entire organization, from the Board of Directors to the front line employees.

MTS will ensure that all transit service delivery activities take place under a balanced allocation of organizational resources to achieve the highest level of safety performance and meeting established standards. MTS is committed to developing, implementing, maintaining, and constantly improving our processes. As evidence of our commitment to safety, every MTS policy shall be guided by and every employee shall perform their duties in furtherance of the following safety goals:

- Supporting safety through the provision of appropriate resources that fosters a safety culture
- Integrating the management of safety among the primary responsibilities of all managers and employees;
- Clearly defining managers and employees' responsibilities in relation to the performance of our SMS;
- Conducting hazard identification and evaluating safety risks, which includes an employee safety reporting program, in order to eliminate or mitigate safety risks;
- Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Complying with, and wherever possible exceeding, legislative and regulatory requirements and standards;
- Ensuring that sufficiently skilled and trained employees are available to implement safety management processes;
- Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks for which they are adequately trained;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;



- Continually improving our safety performance by ensuring appropriate safety management action is taken and is effective; and
- Ensuring externally supplied systems and services that support our operations are delivered to meet our safety performance standards.

Sharon Cooney
Chief Executive Officer
San Diego Metropolitan Transit System

Nathan Fletcher
Chair of Board of Directors
San Diego Metropolitan Transit System

Date

Date



MTS Agency Safety Plan Safety Responsibilities – Description

Each MTS employee is required to carry out specific safety responsibilities consistent with their position. Safety does not begin and end with MTS' front-line employees. All levels of management are accountable for the delivery of safe transit service and safe work environments. Employees must have a clear definition of their individual responsibilities relative to the Safety Management System (SMS). The information provided below describes the safety responsibilities of employees and the applicable reporting structure.

Position:	MTS Agency Safety Plan Designations:	Reports to:	SMS Responsibilities:
Board of Directors		General Public	<p>Approves the SMS Policy Statement and Agency Safety Plan;</p> <p>Promotes the Safety Management Policy Objectives to External Stakeholders and the General Public; and</p> <p>Provides Overall Accountability of and Support to Chief Executive Officer for Addressing the Objectives of the SMS Policy.</p>



Public Transportation Agency Plan

Revision 0
July 2020

Position:	MTS Agency Safety Plan Designations:	Reports to:	SMS Responsibilities:
Chief Executive Officer	Board of Directors Designates the Chief Executive Officer as the Accountable Executive for the MTS Agency	Board of Directors	<p>Develops and Upholds Safety Objectives;</p> <p>Ensures Safety Objectives are Prioritized in Budget Planning Process and Allocation of Resources;</p> <p>Directs the Capital and Financial Resources Needed to Maintain the Agency Safety Plan;</p> <p>Informs and Educates the Board of Directors on Implementation of Safety Objectives and Identification of Significant Safety Risks;</p> <p>Promotes the SMS Policy and a Positive Safety Culture throughout the Agency; and</p> <p>Retains the Ultimate Responsibility for the Performance of SMS and Approves the MTS Agency Safety Plan.</p>
General Counsel		Chief Executive Officer; and Board of Directors	<p>Advises and Recommends Actions to Reduce Legal Risks and Liabilities;</p> <p>Oversees Risk, Workers' Compensation and Insurance.</p>
Chief Operating Officer of Transit	Chief Executive Officer designates the Chief Operating Officer of Transit as the Accountable Executive for Transit	Chief Executive Officer	<p>Manages Day to Day Operations and Maintenance for Transit;</p> <p>Directs the Implementation of SMS for Transit;</p> <p>Establishes SMS as a Core Value for Transit; and</p> <p>Evaluates the Performance of SMS for Transit.</p>



Public Transportation Agency Plan

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Position:	MTS Agency Safety Plan Designations:	Reports to:	SMS Responsibilities:
Chief Operating Officer of Trolley	Chief Executive Officer designates the Chief Operating Officer of Trolley as the Accountable Executive for Trolley	Chief Executive Officer	Manages Day to Day Operations and Maintenance for Trolley; Directs the Implementation of SMS for Trolley; Establishes SMS as a Core Value for Trolley; and Evaluates the Performance of SMS for Trolley.
Safety Manager of Bus	Chief Executive Officer designates the System Safety Manager of Bus as the Chief Safety Officer for Bus	Chief Operating Officer – Transit; and Chief Executive Officer as necessary	Coordinates Implementation and Operation of SMS for Bus.
Safety Manager of Trolley	Chief Executive Officer designates the Safety Manager of Trolley as the Chief Safety Officer for Trolley	Chief Operating Officer – Trolley; and Chief Executive Officer as necessary	Coordinates Implementation and Operation of SMS for Trolley.
Chief Financial Officer		Chief Executive Officer	Oversees Budgeting and Procurement of All Goods and Services Necessary for Implementation of Safety Objectives.
Director of Planning		Chief Executive Officer	Oversees Internal Planning Efforts and Coordinates with External Stakeholders to Ensure Safety Concerns are Addressed in Design and Location of Facility and Transit Amenities.
Director of Transit Enforcement/Security		Chief Executive Officer	Oversees Security and Law Enforcement Efforts In Preparation for and in Response to Safety and Security Incidents.
Director of Human Resources and Labor Relations		Chief Executive Officer	Oversees the Hiring and Employment of Qualified Employees that Demonstrate Safety Effectiveness.



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Position:	MTS Agency Safety Plan Designations:	Reports to:	SMS Responsibilities:
Director of Capital Projects		Chief Executive Officer	Oversees Implementation of Design and Construction Projects to Address Identified Safety Action Items.
Director of Marketing and Communications		Chief Executive Officer	Oversees the Communication and Distribution of Information Regarding Safety and Security Practices to the Agency and the Public.
Director of Planning		Chief Executive Officer	Oversees Internal Planning Efforts and Coordinates with External Stakeholders to Ensure Safety Concerns are Addressed in Design and Location of Facility and Transit Amenities.
Manager of Government Affairs		Chief Executive Officer	Oversees the Legislative and Lobbying Efforts to Facilitate with Identified Safety Goals.
Director of Information Technology		Chief Executive Officer	Oversees the Management of Technology and Computer Systems that Support SMS.
Environmental Health and Safety Specialist		Chief Operating Officer – Transit and Chief Operating Officer – Trolley, as applicable	Oversees Compliance with Environmental and Occupational Health and Safety Regulations.
Operations and Maintenance		Chief Operating Officer – Transit or Chief Operating Officer – Trolley, as applicable	Adheres to Policies and Procedures on Established Safety Goals, Responsibilities, and Objectives; and Reports Safety Hazards and Concerns to Management.
Administration		Applicable Management	Supports the Agency's Mission in Achieving a Safe Operating Environment; and Reports Safety Hazards and Concerns to Management.

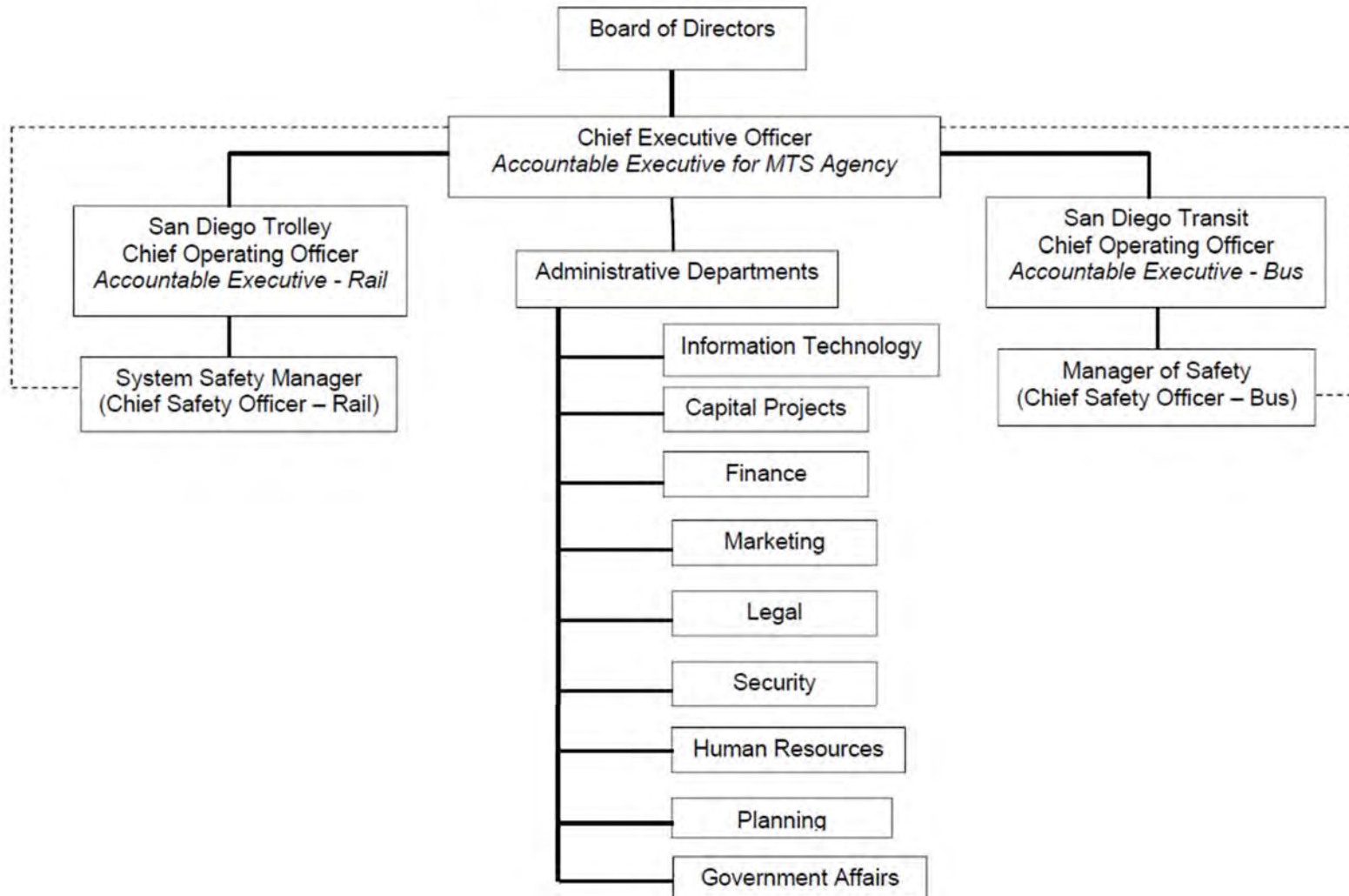


Public Transportation Agency Plan

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Safety Responsibilities – Organization Chart

SAN DIEGO METROPOLITAN TRANSIT SYSTEM MTS AGENCY SAFETY PLAN (PTASP) ORGANIZATIONAL CHART





MTS Agency Safety Plan SMS Documentation and Records

MTS's SMS is supported by further policies and procedures developed by the Departments responsible for the management of safety. MTS's Agency Safety Plan is organized by mode, which include bus and light rail service. Bus service is operated directly through the San Diego Transit Corporation (SDTC), as well as through contracts with private operators. Light rail service is operated directly through San Diego Trolley, Inc. (SDTI). The Bus Agency Safety Plan and Rail Agency Safety Plan comply with the objectives and goals of the SMS Policy Statement and are readily available and communicated throughout MTS. The following framework is documented within the Bus Safety Plan and the Rail Safety Plan:

I. Safety Management System (SMS) Policy

- Safety Performance Goals and Objectives
- Organizational Structure and the Specific Employee Responsibilities for Safety
- Employee Safety Reporting Program
- Coordination with both External Organizations and other Internal Departments to Manage Emergencies and other Public Safety Incidents

II. Safety Risk Management

- Safety Hazard Identification
- Safety Risk Assessment
- Safety Risk Mitigation

III. Safety Assurance

- Developing Safety Performance Targets
- Monitoring and Measuring Safety Performance
- Managing Changes In Operations
- Continuously Improving Processes

IV. Safety Promotion

- Communicating Safety Performance on Hazards and Safety Risks Relevant to an Employees' Roles and Responsibilities
- Establishing a Comprehensive Safety Training Program for MTS Employees and Contractors Directly Responsible for the Management of Safety

The Chief Executive Officer will annually review the MTS Agency Safety Plan and the corresponding Policies and Procedures implementing the SMS and update as necessary. The Board of Directors will approve the MTS Agency Safety Plan on an annual basis, if updates. The MTS Agency Safety Plan will be maintained for a minimum of three (3) years after approval.

**Attachments****I. Rail Agency Safety Plan****II. Bus Agency Safety Plan**

- San Diego Transit Corp. (SDTC) Safety Plan
- Private Contractor Transdev Safety Plan
- Private Contractor First Transit Safety Plan



Metropolitan Transit System

Rail Safety Plan

San Diego Trolley, Inc.

(Public Transportation Agency Plan pursuant to 49 CFR 673)





Public Transportation Agency Plan - SDTI

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1.0 SAFETY MANAGEMENT POLICY

POLICY STATEMENT

The San Diego Metropolitan Transit System (MTS) has established this Safety Management System Policy Statement to emphasize its overall commitment to the safety of its passengers, operators, staff, and the general public. This Safety Management System Policy Statement provides direction for MTS's safety program, which applies to every facet of MTS operations.

The management of safety is MTS's highest priority. MTS is committed to safety throughout the entire organization, from the Board of Directors to the frontline employees. MTS will ensure that all transit service delivery activities take place under a balanced allocation of organizational resources to achieve the highest level of safety performance and meeting established standards. MTS is committed to developing, implementing, maintaining, and constantly improving its processes.

As evidence of MTS's commitment to safety, every MTS policy shall be guided by and every employee shall perform their duties in furtherance of the following safety goals and objectives:

1. Supporting safety through the provision of appropriate resources that fosters a safety culture;
2. Integrating the management of safety among the primary responsibilities of all managers and employees;
3. Clearly defining managers' and employees' responsibilities in relation to the performance of MTS's safety management system;
4. Conducting hazard identification and evaluating safety risks, which includes an employee safety reporting program, in order to eliminate or mitigate safety risks;
5. Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
6. Complying with, and wherever possible exceeding, legislative and regulatory requirements and standards;
7. Ensuring that sufficiently skilled and trained employees are available to implement safety management processes;
8. Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks for which they are adequately trained;
9. Establishing and measuring MTS's safety performance against realistic and data-driven safety performance indicators and safety performance targets;



10. Continually improving MTS's safety performance by ensuring appropriate safety management action is taken and is effective; and
11. Ensuring externally supplied systems and services that support MTS's operations are delivered to meet its safety performance standards.

Chief Executive Officer - MTS

Date: _____

Chairperson of MTS Board of Directors

Date: _____

Chief Operations Officer - MTS Rail

Date: _____

1.1 AUTHORITY, PURPOSE, GOALS AND OBJECTIVES

MTS is a California transit district that operates multiple modes of transit: light rail transit (Rail) and fixed route/ADA complementary paratransit bus operations (Transit). The agency has three major divisions: Administration, Rail¹ and Transit. The MTS Chief Executive Officer (CEO) is responsible for managing all aspects of the agency, with direction from the Board of Directors. Because of the distinct differences in operations, MTS has prepared a Safety Plan for each individual division: Rail and Transit. This is MTS's Rail Agency Safety Plan.

San Diego Trolley, Inc. (SDTI) is a wholly owned subsidiary of San Diego Metropolitan Transit System (MTS), with administrative offices located at 1255 Imperial Avenue, Suite 1000, San Diego California 92101. The SDTI System Safety Manager, reporting directly to the Chief Operating Officer-Rail (COO-Rail) and the CEO as necessary, is empowered to develop and administer a comprehensive Public Transportation Agency Safety Plan (ASP) for rail transportation within San Diego Trolley, Inc. (SDTI). It is the duty of all employees to cooperate with, and provide information to, the System Safety Manager with respect to safety-related matters. All employees and any outside contractor agencies or organizations working on SDTI property must fully comply with the orders set forth in the ASP. The program applies to:

- Design, construction, inspection, testing, start-up, operation, and maintenance activities that affect the SDTI system
- Fixed facilities, vehicles, and system equipment

The MTS Board of Directors has designated the CEO as the Accountable Executive for the MTS Agency. The CEO designated the COO-Rail as the Accountable Executive for Rail. The Accountable Executive for Rail is responsible for the following:

- Approving the ASP and any updates
- Implementing and maintaining the Safety Management System (SMS)
- Making decisions over the human and capital resources needed to develop and maintain the SDTI's Transit Asset Management Plan
- Having the ability to make budgetary, operational and capital program decisions to address safety and asset management concerns
- Relying on outputs of SMS processes and activities to ensure that SDTI's strategic planning is informed and transparent with regard to the role of safety in decision-making
- Ensuring that action is taken to address substandard performance in the agency's SMS

The Accountable Executive the MTS Agency (CEO) has designated the System Safety Manager as the Chief Safety Officer (CSO). The System Safety Manager is an adequately trained individual with responsibility for safety who reports directly to the Accountable Executive (COO-Rail). The System Safety Manager is responsible for day-to-day implementation and operation of the agency's SMS and does not serve in other operational or maintenance capacities.

¹ Historically, the Rail division was run by a separate entity, San Diego Trolley, Inc. (SDTI). SDTI is a wholly-owned subsidiary of MTS. While some operations continue under the SDTI entity (e.g. legacy property ownership or agreements), in practical terms it is operated as the Rail division of MTS.

SDTI supports the development and growth of its internal SMS processes. To this end, SDTI conducted a gap analysis of the agency's SMS activities (April 2017). This analysis has been instrumental in implementing SMS throughout SDTI. This ASP has been developed in accordance with Safety Management System principles, as defined by the FTA. It has been prepared in accordance with guidelines established by the American Public Transportation Association Rail Transit Safety Management System Guide (2016), the Federal Transit Administration (FTA) Moving Ahead for Progress in the 21st Century Act (2012), the FTA requirements for Agency Safety Plans under 49 Code of Federal Regulations (CFR) Part 673 and the California Public Utilities Commission (CPUC) General Order 164-E (2018). The CPUC is designated as the State Safety Oversight Agency (SSOA) and must review and approve the MTS Agency Safety Plan. The CPUC's SSOA Program was approved and certified by the FTA in accordance with the requirements of Federal Public Transportation Safety Law 49 U.S.C 5329 (e) and FTA's SSO regulation 49 CFR Part 674 on October 23, 2018.

This plan has also been prepared in a manner prescribed by the State of California Occupational Safety and Health Administration (Cal/OSHA) and mandated by California Labor Code (Section 6401.7).

The System Safety Manager administers the ASP on a day-to-day basis with specific tasks monitored by appropriate management personnel. All SDTI, MTS, and SANDAG project-implementation staffs are, as applicable, responsible for undertaking the relevant safety efforts described in this plan.

1.1.1 Purpose and Scope

The ASP provides a formal and documented plan wherein safety goals, objectives, responsibilities, and procedures are established and monitored to ensure compliance with state and federal regulatory requirements, as well as to ensure the agency observes industry best practices in all areas of the operation.

The ASP encompasses all rail system elements of SDTI, including employees, contractors, and relationships with external agencies. All departments involved in safety tasks should have a clear definition of their individual responsibilities relative to the SMS. The relationship of the safety unit to operations should be clearly defined.

SDTI has established safety as a core value, where top management are tasked with overseeing the establishment of organizational factors necessary to achieve improved safety and to lead others in the effective implementation of SMS principles within SDTI.

The FTA's definition of SMS is the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices and policies for managing risks and hazards.

The purpose of the SDTI SMS is to provide a comprehensive, collaborative approach that brings management and labor together to build a safety program.

SMS builds upon SDTI's existing safety programs to provide the means to accomplish the following:

- Control safety risk better
- Detect and correct safety problems earlier
- Share and analyze safety data more effectively
- Measure safety performance more carefully

There are four components to SDTI's Safety Management System:

1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

1.1.2 Goals

The overall goal of the SDTI Safety Management System is to experience continuous improvement in safety performance. To accomplish this, SDTI will identify, eliminate, minimize and/or control safety hazards and their attendant operational risks by establishing control requirements, lines of authority, and levels of responsibility and methods of documentation for the organization. Safety is SDTI's top priority in alignment with SDTI's mission. Top management's role is to ensure that these safety goals and safety policies are implemented within SDTI.

It is the goal of SDTI's ASP to ensure that all employees, patrons, and the public are provided the safest environment possible while on the SDTI system and within its facilities. Additionally, SDTI through the ASP:

- promotes the philosophy of safety to all employees, patrons, and contract personnel
- provides a method of implementing goals and objectives relating to safety
- provides a method for recommending appropriate corrective action to mitigate potential hazards and maintain oversight to ensure safety remains at the optimum level
- promotes and maintains safety and training programs mandated by federal and state regulatory agencies and required to implement the SMS
- maximizes the safety of future operations by affecting the design and procurement processes

1.1.3 Objectives

The ASP objectives provide a mechanism to ensure the ASP goals are attainable, provide a method of measuring the safety program effectiveness and support the goal of continuous improvement in safety performance. The ASP objectives are:

1. Safety shall be the first consideration during SDTI involvement in system design, construction, and operation

2. Safety hazards are identified and either eliminated, mitigated or controlled throughout the life cycle of the system
3. Verify that all aspects of the operation adhere to SDTI safety policies and procedures, and state and federal regulatory requirements
4. Meet or exceed industry safety requirements in rail operations and maintenance
5. Meet or exceed SDTI performance targets for safety and state of good repair
6. Investigate all major accidents / incidents by identifying and documenting primary causes, contributing factors, and implementing corrective action to prevent a recurrence, and verifying implementation through configuration management procedures
7. Evaluate the implications of all proposed modifications prior to implementation as they relate to safety
8. Maintain association with federal, state, and local agencies to obtain safety-related agreement permits, and approvals where applicable

1.1.4 Policies

The following policies are set forth to attain the ASP objectives:

- All phases of construction activity under SDTI's influence require the highest safety standards and practices for major public works projects. The public shall not be exposed to extraordinary safety hazards.
- Operational systems shall meet all safety-related codes and regulations issued by appropriate federal, state, and local authorities.
- Health and safety provisions for SDTI passengers and personnel shall be equal to, or exceed those required by federal, state, and local regulatory authorities.
- Goals and objectives shall be considered throughout all phases of the operation and maintenance of the SDTI system.
- Annual internal safety audits shall be conducted to ensure compliance with the ASP. Recommendations shall be implemented following configuration management procedures.
- Department Superintendents and Managers shall ensure distribution of the ASP to all personnel directly responsible for meeting its goals, carrying out its objectives, and enforcing its policies.

1.2 SAFETY ACCOUNTABILITIES AND RESPONSIBILITIES

1.2.1 System Description

1.2.1.1 History

The Metropolitan Transit Development Board (MTDB), created by state law (Mills, SB 101) in 1975, was empowered to design, engineer, and build fixed-guideway facilities within San Diego County. MTDB created the SDTI in August 1980 as a wholly owned subsidiary responsible for operation and maintenance of the LRT system.

Effective January 1, 2003, SB 1703, the San Diego Regional Transportation Consolidation Act, directed consolidation of two main functions among SANDAG, MTDB (San Diego Metropolitan Transit System) and the North County Transit District (NCTD): (1) planning and programming, and (2) engineering and construction. Planning, design, and construction of the LRT system is coordinated with SDTI management and in compliance with the MTS LRT design criteria. SANDAG engineering staff administers regional construction contracts for, and under the direction of, the MTS Board and executive staff. MTS contractors and MTS staff administers local and minor improvement projects.

1.2.1.2 Scope of Services

The SDTI system spans 53.5 track miles in length and is serviced by the Blue Line, the Orange Line, the Green Line, and the Silver Line.

BLUE LINE

Revenue service began on the Blue Line on July 26, 1981. The Blue Line extends 15.4 miles from the San Ysidro station at the International Border through the downtown corridor to the America Plaza station. Of the total 15.4 miles, 1.4 miles (C Street & India to 12th & Imperial) are operated on city streets; and 14 miles (12th & Imperial to San Ysidro) are operated on semi-exclusive right-of-way. The Blue Line comprises 18 stations, sharing six stations with the Orange and Silver Lines downtown and one with the Green Line. The Blue Line operates through four jurisdictions: the cities of San Diego, National City, Chula Vista and an unincorporated area of San Diego County.

ORANGE LINE

Revenue service on the first phase of the Orange Line from Imperial Transfer to the Euclid Station began on March 23, 1986. The line was extended to El Cajon in 1989 and to Santee in 1995. In April 2018, the both Orange Line terminals were changed. The Orange Line currently extends 17.7 miles from the Courthouse Station in downtown San Diego (via the C St. corridor and downtown San Diego) to Arnele Avenue Station in El Cajon. Of the total 17.7 miles, 3.1 miles (C Street & India to Commercial & 32nd) are operated on the city streets; and 14.6 miles are operated on semi-exclusive right-of-way from 32nd and Commercial to Arnele Avenue. The Orange Line is comprised of 19 stations, sharing five with the Blue and Silver Lines downtown and five with the Green Line (one in downtown and four in East County). The Orange Line operates through four jurisdictions: the cities of San Diego, Lemon Grove, La Mesa and El Cajon.

GREEN LINE

Revenue service began on the Green Line on July 10, 2005. The Green Line extends 23.8 miles from the 12th & Imperial along the bayside to Old Town Transit Center through Mission Valley to Santee Town Center, including a 0.7-mile subway tunnel under San Diego State University (SDSU). The Green Line is comprised of twenty-seven stations, sharing five with the Orange Line (two in downtown and three in East County), one with the Blue Line downtown, and four with the Silver Line downtown. The Green line operates through four jurisdictions: the cities of San Diego, La Mesa, El Cajon and Santee.



Figure 1: SDTI System Map

SILVER LINE

Revenue service on the Silver Line began in August 2011. The Silver Line is a 2.7-mile loop in downtown San Diego along Harbor Drive, C Street, and Park Blvd, completing its loop at 12th & Imperial, and is host to restored 1940's era Presidential Conference Committee (PCC) streetcars. The Silver Line is comprised of nine stations, sharing six with both the Blue and Orange Lines, and three with the Green Line.



Figure 2: Silver Line Map

1.2.1.3 Rail Fixed Guideway

Trains operate on-site in segments of the system that do not have automatic block signals and are primarily in non-exclusive right-of-way. Maximum speeds vary between 25mph (in the downtown area) to 55mph. Trains are governed by automatic block signaling (ABS) on semi exclusive right-of-way. The ABS system consists of a series of consecutive blocks of defined track limits equipped with interlocked wayside signal circuits that monitor the status and control movements of key elements of the signaling system and ensure the safe movement of light rail and freight trains.

1.2.1.4 Traction Power Substations

SDTI trains are electrically propelled using high-voltage DC power, which is fed via an overhead catenary system (OCS) from traction power substations located along the right-of-way. Isolated OCS sections can be de-energized by opening appropriate circuit breakers in the substations or via pole-mounted sectionalizing switches. SDTI utilizes fifty-five substation locations throughout the system. These substations are equipped with a rotating blue trouble light that indicates a malfunction associated with the substation. When observed, a Train Operator reports the trouble light to the Operations Control Center, Line Supervisor, or

maintenance crew. Only trained and qualified employees (including Line Supervisors) may remove power in emergencies.

1.2.1.5 Overhead Contact System

A power distribution system known as an Overhead Contact System (OCS) provides electrical power to the LRVs. The minimum contact wire height above the top of the rail in areas of light rail vehicle usage is nineteen feet, except in exclusive and semi exclusive right-of-way. The CPUC granted an exemption to General Order 95 (Overhead Electric Line Construction) and allowed the minimum contact wire height above the top of the joint-usage track rail reduced to 22 feet. The contact wire profile is as low as fourteen feet in some areas (C Street under the County Court House; Gillespie Field and Lindbergh Field Airport glide paths; Grape, Hawthorn, and 70th Streets; Morena Boulevard; and San Diego State University tunnels). Segments of track throughout the downtown area (C Street, Park Boulevard, Commercial Street, Harbor Drive and in the Yard) have fixed-termination OCS where operating speeds are lower. In all other areas of the right-of-way, a constant-tension catenary system allows for higher operating speeds.

1.2.1.6 Stations

SDTI has fifty-three barrier-free passenger stations that provide circulation between street, bus/auto connections, and platform/track areas. There are forty-two stations outside the "Centre City" zone shown on MTS System map. Many stations outside the Centre City zone have adjacent parking, pick-up/drop-off zones, and bus pull-in areas to accommodate patrons. All stations are equipped with a public address system to notify patrons of service changes. Key stations are equipped with changeable message signs that display the same information, which broadcasts over the public address system.

1.2.1.7 Light Rail Vehicles

The SDTI fleet currently consists of Light Rail Vehicles (LRVs) manufactured by the Siemens Corporation and Presidential Conference Committee cars (PCC) manufactured by the St. Louis Car Company (reference Figure 3: SDTI Fleet). LRVs have an articulated center and operating cabs on each end. There is no access between LRVs when coupled. Safety features include a fire extinguisher, a mobile radio equipped with a silent alarm button mounted in each operating cab, a fail-safe system to prevent movement of the train in the event doors are not fully closed, and an onboard CCTV system. A Train Operator (T/O), who performs all operational functions, controls trains manually.

Model:	U2	SD-100	SD-7	SD-8	SD-9	PCC
Fleet Size:	01	52	11	65	24	02
Length:	80 feet	80 feet	90 feet	80 feet	80 feet	45 feet
Weight:	40 tons	40 tons	48 tons	40 tons	40 tons	25 tons
Max Speed:	50 mph	55 mph	55 mph	55 mph	55 mph	25 mph

Figure 3: SDTI Fleet

1.3 ORGANIZATIONAL STRUCTURE

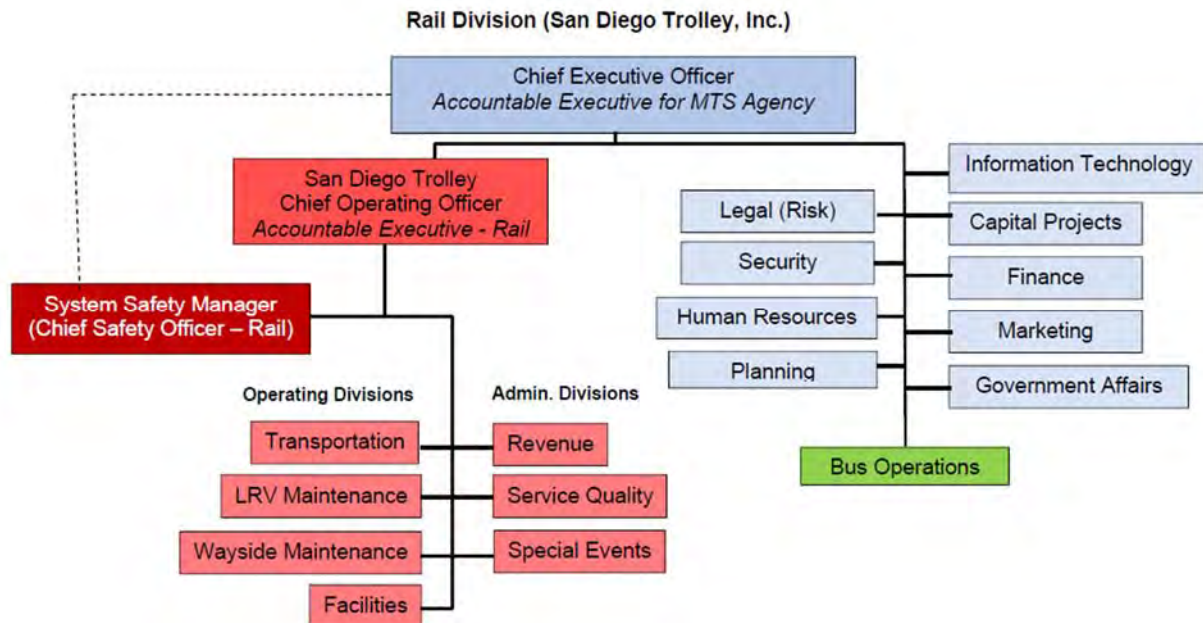


Figure 4: Organization Chart for MTS Rail Transit Operations

MTS has three (3) major divisions: Administration, Rail and Transit. The MTS CEO is responsible for managing all aspects of the agency, with direction from the Board of Directors. The CEO has designated the COO-Rail to manage Rail operations.

The COO-Rail reports to the MTS CEO. For the Rail division, administrative and operational functions consist of departments directed by the COO-Rail. The administrative functions are responsible for the daily management of system-support requirements provided by the Facilities, Revenue (fare vending machine maintenance and collection/processing), Engineering, Purchasing, Stores, Claims Administration, and Accounting Departments. The operational functions consist of the Transportation, Light Rail Vehicle (LRV) Maintenance, and Wayside Departments. The Superintendents of these sub departments are responsible for establishing and implementing the ASP safety requirements.

1.3.1 Board of Directors

The Board of Directors is responsible for setting policy for SDTI. They are required to approve the ASP initial document and all updates. The Board of Directors receives periodic safety briefings from SDTI.

1.3.2 Accountable Executive

The Accountable Executive of the MTS Agency is the CEO who has ultimate responsibility for safety within the MTS organization. The MTS CEO designated the COO of Rail (SDTI) as the Accountable Executive for Rail.

The Accountable Executive- Rail is responsible for establishing and implementing the Safety Management System for Rail operations. The COO-Rail

directs and provides support for all rail operations functions and is responsible for decisions regarding safety risks. The COO-Rail will elevate relevant safety discussions to the CEO's attention. The COO-Rail will support and encourage an open dialogue between the System Safety Manager (CSO) and the CEO.

1.3.3 System Safety Manager/Chief Safety Officer (CSO)

The System Safety Manager (CSO) is responsible for managing the SMS on a day-to-day basis. The System Safety Manager oversees safety within SDTI and provides technical support to the CEO and COO-Rail, and to the Board of Directors regarding safety. The System Safety Manager is responsible for the chairing safety committees; providing safety input to operations, procedures, rules and training; internal audits; accidents/incidents/near-miss investigations and reporting; safety input for major extensions and rehabilitations of the transit system; and hazard analyses.

The CSO must be adequately trained and is responsible for ensuring compliance with requirements as set forth in 49 CFR 672, which provides minimum training requirements to enhance the proficiency of transit safety oversight professionals. This training shall meet the requirement as outlined in Appendix A to 49 CFR 672, and include the required annual refresher training. The CSO must be enrolled in the 49 CFR Part 672 – Public Transportation Safety Certification Training Program (PTSCTP) and must complete the training within the three (3) year prescribed timeframe.

The CSO reports to the COO- Rail. The CSO works with the COO-Rail to implement the Agency Safety Plan.

The CSO has a dual reporting role with the COO-Rail and the CEO. As necessary to implement the Safety Plan and discuss relevant issues, the CSO has a duty and right to report directly to and consult with the CEO. The CSO will have direct access to the CEO at all times regarding all safety related issues.

1.3.4 Facilities Department

The Superintendent of Facilities reports directly to the COO-Rail. The Facilities Manager is responsible for the maintenance and operation of all fixed facilities and equipment, including all trolley stations, shelters, canopies, signage, equipment, parking lots, landscaping, related right-of-way maintenance and all irrigation systems. Scheduled weekly maintenance includes maintenance of stations, facilities/buildings and grounds, as well as vehicle inspections. Bimonthly maintenance is performed on the LRV car wash and sludge/drain system and stations and facilities maintenance is conducted annually and as needed. In accordance with SMS principles, a supervisor ensures that corrective actions are implemented and closed out in a timely manner and reviews inspection and trouble reports. The Superintendent of Facilities writes specifications, initiates, monitors contract maintenance services, and ensures that all designated facilities are maintained in a safe, operational, and presentable state.

1.3.5 Revenue Department

The Revenue Manager reports directly to the COO-Rail. The Revenue Manager is responsible for providing revenue administration, reporting and management functions. The Revenue Manager oversees Ticket Vending Machine (TVM) revenue collection and recovery process, security, maintenance and accuracy of fare collection equipment, revenue accounting and analysis, auditing, reporting functions and armored transport and banking functions performed in accordance with MTS policies. The Revenue Manager recommends policies and procedures to ensure that revenues are handled in a safe and secure manner; researches, analyzes, and monitors all phases of fare-collection process, and develop findings and appropriate recommendations.

1.3.6 Stores Department

The Manager of Inventory Operations reports to the Director of Supply Chain & Operations and is responsible for all MTS warehouses, including departments within SDTI, SDTC (bus operations) and MTS administration.

All warehouse personnel are responsible for the management of functions associated in ensuring the availability, upkeep and distribution of all items stored in each warehouse that include but not limited to maintenance spares, tooling, consumable and commercial items. In addition, the warehouse is also responsible for the management of disposals across inventory and company assets.

Included in the Manager Inventory Operations role is the establishment of strategic direction and tactical delivery for the department. The Manager will work alongside safety and environmental departments to facilitate and ensure a safe and risk-free environment for each employee. In delivering exceptional performance, each warehouse employee will be adequately trained to attain a high level of understanding across the role of a storekeeper and to provide exceptional customer service through the efficient discharge of their duties.

1.3.7 Engineering Department

The Director of Capital Projects reports directly to the CEO and is responsible for the coordination of all engineering and construction activities of the organization. The Director of Capital Projects provides regular updates to the COO-Rail.

1.3.8 Transportation Department

The Superintendent of Transportation reports directly to the COO-Rail. The Superintendent of Transportation is responsible for the operational planning and overall supervision of all employees involved in the transportation discipline of SDTI, including mainline and yard service and the operation of all trains in accordance with the approved timetables. The Superintendent of Transportation is also in close and continuing association with the initial and subsequent installation, testing and preoperational system check-out of various systems comprising the light rail system and must be sufficiently knowledgeable and

experienced to render timely and effective assistance in establishing and coordinating applicable operating and safety procedures. The Superintendent of Transportation is responsible for promulgating operating rules, regulations and related procedures, as well as the enforcement of safety policies and the review of problem areas to determine the need for changes to improve operating and safety procedures. The Superintendent of Transportation ensures that contingency plans are up-to-date and readily available in the event of an emergency, including accidents and system delays in general. The Superintendent of Transportation ensures that properly trained personnel and appropriate equipment are available to respond on a timely basis to rectify the problem(s) and restore normal operations.

Both SDTI and San Diego & Imperial Valley Railroad (SD&IV) trains operate under the authority of the Operations Control Center (OCC). The OCC is staffed twenty-four hours a day, seven days a week and provides twenty-four hour emergency response for SDTI employees and local emergency-response agencies. An integrated fire management panel monitors/controls the emergency ventilation system and traction power emergency trip switches in the event of a fire or other emergency within the tunnel or platform areas integrated within the SDSU Station. Ventilation of the tunnels and station platform are also controlled through a computer program in the OCC interfaced with high-powered reversible fans and air dampers throughout the underground structure. A trespasser intrusion system will also activate an alarm at the OCC if a person or other detectable object smaller than an LRV enters a tunnel segment at either the station platform or the portal entrance from either end. The MTS Transit Security emergency contact number is posted on public information signs and passenger timetables for public knowledge.

The primary functions established for the OCC Facility and personnel are:

- Provide for the safety and security of SDTI personnel and passengers
- Maintain system-wide supervisory control by monitoring train operations and facilities that support the system
- Document incidents that result in system delays, injuries, or damages
- Maintain detailed reports on operational status items and reported defects
- Create unusual occurrence reports and various daily statistical summaries for dissemination
- Supervise personnel, direct operations, and maintain established service levels
- Execute corrective actions to optimize service levels and minimize adverse system-wide impact
- Monitor fire management panel and remain conversant with the emergency ventilation operation panel and trespasser intrusion system

The Controller on duty is responsible for all operational activities and must ensure that train movements (mainline and within yard limits) and any work performed on or about SDTI property is conducted in accordance with all safety requirements mandated by the CPUC, the FRA, and SDTI policies and procedures. Controllers also monitor SDSU tunnels via CCTV.

Train movements are controlled through:

- Speed restrictions, slow orders, and advisories printed daily on an Operating Clearance Form
- Verbal train orders communicated over a two-way radio system

All SDTI personnel and contractors working on the property perform their duties in a safe manner in accordance with written instructions and are verified through:

- Verbal two-way radio communications
- Field oversight (Line Supervisors and Employee-in-Charge/Flagperson who inform the Controller of personnel adherence and progress)
- Operating clearances

In addition, train movements on signalized track are governed by automatic block signals (ABS). Special operations are conducted on an as-required basis for construction or maintenance needs. Authorization for special operations must receive approval from the Superintendent of Transportation.

1.3.9 Wayside Maintenance Department

The Superintendent of Wayside Maintenance reports directly to the COO-Rail. The Superintendent of Wayside Maintenance coordinates with subordinate staff and other department superintendents and managers to handle elements associated with the administration and maintenance responsibilities of the Wayside Division of the Maintenance Department. The Superintendent of Wayside Maintenance is responsible for directing, planning and scheduling inspections, maintenance and repairs of traction power, signals and switches, crossing gates, guideway structures, pumping stations, lighting and station electrical service and component devices (PA system, message signs, etc.).

The Maintenance-of-Way Department is responsible for the maintenance and repair of wayside equipment, including signals, grade-crossing protection, traction power, switches, track and substructures, as well as SDTI back-up generators. Wayside Department staff includes Shift Supervisors, Track Supervisors, Electro Mechanics, Linemen, Assistant Linemen, and Track Maintenance Personnel.

Shift Supervisor Responsibilities

Shift Supervisors' responsibilities include the following activities:

- Ensure that work site areas have safety and hazardous material inspections performed within required time frame
- Conduct and document scheduled safety meetings held with employees
- Ensure safety inspections and safety maintenance cycles performed on equipment and specialized facilities are appropriately scheduled and documented
- Verify that personal protective equipment (PPE) is available and in good working order
- Ensure that employees under their control follow the established safe-work practices and use the required personal protective equipment

- Confirm that the Hazard Communication Program Plan and MSDS binders are available to all maintenance employees
- Monitor personnel and verify that safety training was conducted and tasks are performed safely
- Ensure that all affected personnel receive training to ensure the component is used in a safe manner when a new process, procedure, chemical, or piece of equipment is introduced into the workplace
- Assure proper forms are completed prior to the personnel's tour of work begins

1.3.10 Light Rail Vehicle (LRV) Maintenance Department

The Superintendent of LRV Maintenance reports directly to the COO-Rail. The Superintendent of LRV Maintenance establishes, implements, and monitors new or revised policies and guidelines for the LRV Maintenance Department. The Superintendent of LRV Maintenance administers policies and programs, and plans, coordinates, schedules, and implements these into day-to-day activities as they relate to the efficient operation and maintenance of light rail vehicles. The Superintendent of LRV Maintenance ensures that all light rail vehicle maintenance meets regulatory agencies' and internal standards, with special consideration given to the safety of patrons and employees. The Superintendent of LRV Maintenance supervises the enforcement of safety policies for all LRV Maintenance work areas.

- Ensure monthly work area safety inspections and weekly hazard material (hazmat) inspections are performed and documented on checklists
- Conduct and document scheduled monthly safety meetings with employees
- Ensure the performance and documentation of safety inspections and safety maintenance cycles of vehicles and equipment meet schedule requirements
- Verify that personal protective equipment (PPE) is available, in good working order, and used in compliance with established safety practices
- Ensure that the Hazard Communication Program Plan and Material Safety Data Sheets (MSDS) are available to all LRV Maintenance employees for review upon request
- Monitor that employees perform assigned task(s) in a safe manner
- Ensure that training on proper use and operation of any new processes, procedures, chemicals, or equipment, including necessary safety precautions, is conducted

The LRV Maintenance Department is responsible for the maintenance, repair, and cleaning of all Light Rail Vehicles. Personnel include LRV Supervisors, Electro Mechanics, Linemen, and Assistant Linemen.

LRV Supervisor Responsibilities

- Ensure monthly work area safety inspections and weekly hazard material (hazmat) inspections are performed and documented on checklists
- Conduct and document scheduled monthly safety meetings with employees

- Ensure the performance and documentation of safety inspections and safety maintenance cycles of vehicles and equipment meet schedule requirements
- Verify that personal protective equipment (PPE) is available, in good working order, and used in compliance with established safety practices
- Ensure that the Hazard Communication Program Plan and Material Safety Data Sheets (SDS) are available to all LRV maintenance employees for review upon request
- Monitor that employees perform assigned task(s) in a safe manner
- Ensure that training on proper use and operation of any new processes, procedures, chemicals, or equipment, including necessary safety precautions, is conducted

1.3.11 Risk Department

The Manager of Risk and Claims reports directly to the General Counsel. The General Counsel reports directly to the CEO and the MTS Board of Directors as necessary. The Manager of Risk and Claims directs and manages the liability claims and workers' compensation functions of MTS and ensures that all claims and workers' compensation activities are properly processed and reported in accordance with state and federal regulations. The Manager of Risk and Claims manages and tracks claims and incidents, evaluates mitigation and insurance strategies, and facilitates the annual placement of MTS's excess liability, excess workers' compensation property, crime, and fiduciary liability insurance. The Manager of Risk and Claims coordinates activities, policies, and procedures with third-party administrators and insurance brokers on contract and insurance issues.

1.3.12 Transit Enforcement Department

The MTS Chief of Police/Director of Transit Enforcement reports directly to the CEO. This department is staffed through contracted services and in-house Code Compliance Inspectors (CCIs). The Transit Enforcement Department conducts ongoing Security Risk Analyses for the system to maintain a secure environment for passengers, employees and facilities through identification of emerging significant security risks and to formulate solutions and mitigations.

1.3.13 Transit Asset Manager

The MTS Transit Asset Manager reports directly to the Chief Financial Officer. The Chief Financial Officer reports directly to the CEO. The Transit Asset Manager is responsible for developing and coordinating new Transit Asset Management policies, data collection and FTA reporting for bus and rail. The Transit Asset Manager is also responsible for the agency's Capital Improvement Program and Capital budget.

1.4 INTEGRATION WITH PUBLIC SAFETY AND EMERGENCY MANAGEMENT

The System Safety Manager, in conjunction with representatives from Transit Enforcement and other departments are responsible for coordinating all rail system-wide emergency response planning. Prior to opening new segments of the rail system, training sessions and familiarization exercises are conducted for all emergency-response agencies in the new segment.

SDTI's progressive exercise program has the commitment of internal staff and emergency-response agencies to utilize a building block approach in which training and activities focus on specific capabilities in a cycle of escalating complexity. This program allows the collective community to achieve and maintain competency in executing the transportation and local-emergency response plans. MTS has a Continuity of Operations Plan to ensure that critical functions continue following an emergency.



SDTI's emergency-response policies and procedures are reviewed annually and updated as needed. The System Safety Manager is responsible for coordinating this review and producing updated policies and procedures with input from SDTI staff.

1.4.1 Exercises and Drills

The Safety and Transit Enforcement Departments organize major emergency response drills and exercises that simulate terrorist activities and catastrophic incidents requiring multijurisdictional response. These aid the agency in assessing and validating policies, plans, procedures, training, equipment, assumptions, and interagency agreements. MTS uses the Homeland Security Exercise and Evaluation Program (HSEEP) as it provides a standardized policy, methodology, and terminology for exercise design, development, execution, evaluation, and improvement planning.

A drill is held annually at San Diego State University station as well as another location on the system. Prior to any drill, meetings with external agencies regarding the emergency-management program are held. The FTA provides funding to SDTI to develop and conduct major drills. Typical drills may include mass casualties, fires, derailments, active shooters, or suspicious devices. Drills are designed to exercise competency in emergency situations.

Following a drill, a post-drill debriefing is convened with representatives from all participating agencies to review the performance of the drill and to identify lessons learned. These findings are documented in drill reports or after-action reports and matrices. The post-drill briefing comments are included in a final summary report to management that includes areas needing fire and life-safety improvements and corrective actions. The SDTI Safety and Security Departments track corrective actions to resolution.

1.4.2 Internal Emergency Training

MTS's emergency preparedness program focuses on staff development and training using drills and exercises to assess current practices and procedures. MTS hosts US Department of Transportation (USDOT) Transportation Safety Institute (TSI) and National Transit Institute (NTI) courses and encourages staff participation to the extent possible and appropriate. As necessary, MTS also partners with contractors to facilitate advanced training, exercises, and drills. All emergency-response procedures are found in the Operating Rules and Standard Operating Procedures Manual and in the MTS Emergency Management Plan. These procedures are included in the Transportation Department's Standard Operating Procedures Manual. These documents are distributed to employees as they are updated. The following situations are addressed in the above-referenced documents:

- Emergency occurrences
- Emergency shuttle bus service
- Operation of LRV silent alarm
- Earthquake emergency procedures
- Hazardous materials
- Emergency radio calls
- Emergency call list
- Fire on a train
- Derailment
- Hijacking
- Passenger emergency alarm
- Civil unrest
- Sick person on or near SDTI property
- Collisions and accidents
- Emergency removal of power
- Fire on or near track
- Bomb threat
- Criminal incidents
- SDSU fire management panel, emergency ventilation operation panel, and trespasser intrusion system

1.4.3 Emergency Responder Familiarization

SDTI performs safety training with personnel from emergency-response agencies within jurisdictions through which the trolley operates. First responder personnel, such as fire and law enforcement, from the County of San Diego and the cities of San Diego, La Mesa, El Cajon, Santee, National City, and Chula Vista are provided with basic information of the SDTI system, equipment, and operations during the training provided by the System Safety Manager and the Transportation Training Department. Function-specific training and exercises are also provided, including:

- Active shooter/tubular assault/sniper (SWAT)
- Heavy lift/extraction (fire departments, urban search and rescue)
- San Diego State University familiarization (fire departments in proximity to the university)

- Field canine enforcement (US Customs and Border Patrol)

This training is available year-round to these agencies, and annual participation is encouraged. Additionally, Maintenance-of-Way Department personnel provide San Diego Fire Department with on-site orientation for unique stations, such as San Diego State University.

1.4.4 Fire Protection

All fire protection systems are verified for conformance with fire protection requirements through the use of emergency drills, inspections, incident investigations, and routine testing of fire protection and fire-suppression systems.

1.5 SMS DOCUMENTATION AND RECORDS

1.5.1 Annual Plan Review

The ASP is assessed annually and updated to include corrections and modifications. The System Safety Manager is responsible for coordinating review and revisions.

1.5.2 Revisions and Change Control

Updates to the ASP include changes to operating procedures or environment, or procedures, instructions, or rules affecting safety. These changes are made by the System Safety Manager. The methods and procedures contained in the ASP are applicable to all phases of the rail transit system: planning, design, construction, inspection, preoperational testing, start-up, and revenue service.

1.5.3 Responsible Parties

The System Safety Manager is responsible for initiating and developing the ASP in cooperation with SDTI departments, and MTS and SANDAG project implementation staff, as applicable, with oversight by the CPUC. All changes are approved by the COO-Rail, CEO, and the Board of Directors. Existing SMS processes and procedures are evaluated and modified as necessary in the ASP update.

The current version of the ASP is available to all employees and contractors via the MTS Intranet. The System Safety Officer issues a bulletin to all employees when updates are available.

1.5.4 Regulatory Oversight and Acknowledgement

SDTI will submit its initial Public Transportation Agency Safety Plan (ASP) to the CPUC for review and approval (in accordance with the requirements of CPUC General Order 164-E) before the FTA's July 20, 2020, deadline for submittal of the agency's ASP. SDTI will incorporate CPUC comments and issue the revised ASP for CPUC approval. After receiving CPUC approval of the ASP, SDTI will

submit the ASP to the FTA in compliance with 49 CFR Part 673, so that The FTA's Certification and Assurance process can be completed on or before July 20, 2020.

The revised ASP is submitted annually on or before February 15th to meet requirements set forth by the CPUC in GO 164-E. The System Safety Manager is responsible for notifying the CPUC representative of any changes or modifications to the ASP or any significant safety issues. The CPUC representative is responsible for reviewing the ASP to ensure the plan meets the requirements of GO 164-E. All CPUC recommendations to enhance or modify changes in the ASP will be considered and the ASP will be revised accordingly.

1.5.5 Plan Implementation

The ASP focuses on the activities that are required to provide a high level of safety. The ASP elements include the long-term approach to implement Safety Management Systems within SDTI. The ASP also delineates activities to be performed by the Safety Committee to ensure its involvement on a continuing basis.

This ASP outlines the methods to assure that safety is an integral and continuous part of planning, specification, design, test operation, construction, procurement, and disposal activities of rail transit systems. The ASP complies with all state and federal laws and mandates by systematically monitoring all phases of the operation.

MTS has an intranet that includes information on various functions within the agency including safety. A sample page from the Rail Safety Intranet is shown in Figure 5. The MTS Rail Safety Intranet contains a description of policies and procedures that apply to the Safety Management System, including the Safety Management Policy. The intranet is the prime method of communication of how updates or revisions to the Safety Management Policy are communicated to employees.

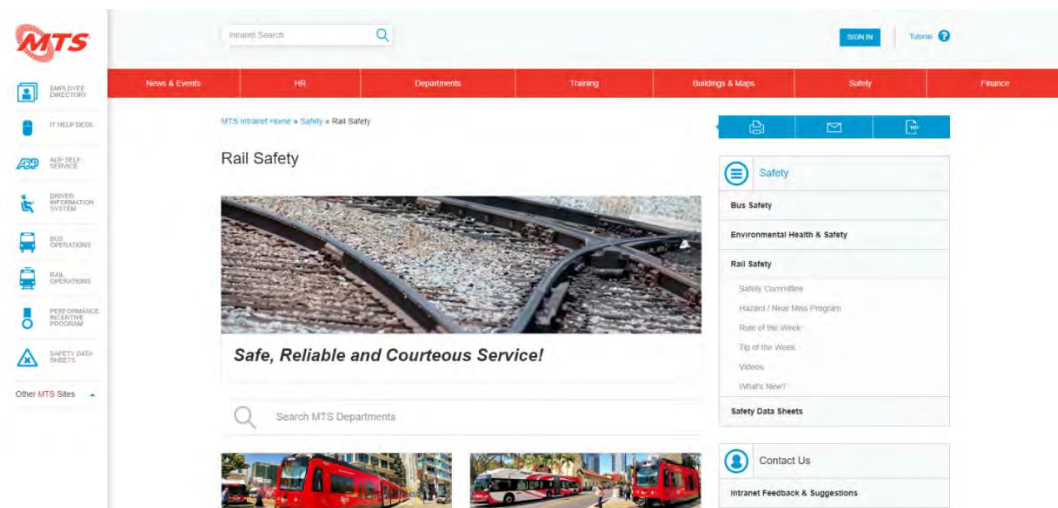


Figure 5: MTS Safety Intranet Page 1

1.5.6 Program Administration

The System Safety Manager has the functional authority, under direction of the COO-Rail, to ensure all employees comply with the ASP and that all operations and maintenance related functions are performed with the intent to conform to safety requirements, including:

- Analysis of rules, procedures, and practices to ensure adequate hazard control including employee safety reporting systems
- Participation in design reviews and planning sessions to ensure that safety concerns and issues are addressed and resolved
- Collection and dissemination of applicable information/practices from other transit properties
- Investigation of serious incidents or accidents and assigning responsibility, when applicable, for the purpose of retraining and/or disciplinary action
- Periodic safety inspections
- Determination of cause and recommendation of corrective action to prevent recurrence
- Verification of implementation and effectiveness of corrective action
- Emergency-response agency interface on safety-related matters, including familiarization sessions with SDTI equipment/facilities
- Participation on internal committees (Major Incident Review Committee, Derailment Committee, etc.)
- Interface with NTSB, CPUC, Cal/OSHA, FTA, FRA, and other regulatory agencies

When unsafe conditions or practices exist, the System Safety Manager has the authority, granted by the COO-Rail, to immediately order such conditions corrected or unsafe practices halted. This includes the interruption of revenue service if conditions warrant. The System Safety Manager reviews and evaluates the ASP for program effectiveness. This includes ensuring all departments comply with elements contained herein, adding or deleting work tasks commensurate with the project(s) schedule and budget, and delegating responsibilities, accordingly.

1.5.7 Current Operational Systems

Verification of compliance with SDTI, manufacturer, federal, state, and local requirements is accomplished through:

- Review of accident/incident reports
- Performance to established safety goals and safety performance targets
- Investigations of cause and corrective action when appropriate
- Inspection of facilities and equipment
- Management procedures
- Review of operating procedures
- Review of safety rules
- Review of emergency drills
- Occupational safety and health inspections
- Inspection and testing of fire protection equipment

1.5.8 Safety Committee

The Safety Committee is made up of both hourly and supervisory personnel from each of the departments within SDTI. The committees' primary function is to act as a communication channel on safety-related matters between employees and upper management and to provide a forum to discuss issues which impact safety.

Safety Committee members solicit recommendations from employees of their respective departments regarding proposed improvements to enhance safety in the work environment. The Safety Committee discusses, evaluates, and determines if such recommendations are practical and require follow-up. Any suggestions that require fund expenditure is referred to the appropriate department head who, in turn, advises the COO-Rail whether the recommendation should be acted upon. Recommendations are reviewed for possible implementation and the Safety Committee is advised of the decision reached by the COO-Rail. Monthly Safety Committee meeting minutes are distributed and posted on all SDTI Bulletin Boards.

1.5.9 Monthly CEO Safety Briefing

Every month the System Safety Manager provides a rail safety briefing to the SDTI CEO. Topics include, but are not limited to accidents, outside inspections, recent CPUC activity, training, Safety Committee meetings, Rail Operation and Regulatory (ROAR) Committee, major projects, regular duties, right-of-way, security, and any high-level safety risks and/or safety meetings that have been conducted or are ongoing. In addition, on a case-by-case basis, the CEO will meet with the CSO to discuss individual incidents, policies, or other concerns and programs related to safety.

1.5.10 Weekly Executive Safety Briefing

Every week the System Safety Manager provides a rail safety briefing to the MTS COO-Rail. Topics include:

- CPUC activity
- Safety Committee update
- Accident/incident investigative follow-up

1.5.11 General Awareness Program

SDTI, in cooperation with SANDAG, may develop and conduct safety-awareness programs for local schools, community groups, and the media. These programs increase public awareness of issues related to safety on the system.

1.5.12 Incentive and Correctional Programs

A safety award program and an employee excellence award program rewards employees annually based on safe behavior, accident-free operation, personal injuries, and attendance. Award recipients are invited to a public ceremony.

1.5.13 Documentation and Retention of SMS Documentation

The documents required to implement the SMS program are maintained within MTS for a period of no less than four years. The SMS documents contain record of revision as applicable and are maintained within individual department record systems.

During the course of developing the SMS there may be additional processes and procedures required that are not included or referenced in the ASP. The processes and procedures will be further developed by the responsible parties designated within the agency with the involvement and participation of representatives assigned to the safety department. As applicable new SMS policies and procedures will be included or referenced in the revised ASP during the annual review.

Upon request the CPUC, FTA, and other Federal entities will have access to review any SMS documentation that is maintained MTS.

2.0 SAFETY RISK MANAGEMENT

Safety is integrated into design, specification preparation, equipment selection, construction, procedures, and operations. The Safety Risk Management process is intended to verify that identified hazards have been satisfactorily documented, tracked, and resolved through a risk mitigation and resolution process. Hazards are continually identified during the development of a project and during ongoing rail operations. As specified in a project's safety and security certification plan (see Section 3.2.2), SDTI, MTS, and SANDAG project implementation staff (under the direction of SDTI and CPUC), as applicable, apply methods of hazard identification, assessment, and resolution to minimize or eliminate accidents and injuries. The Safety Risk Management process also applies to SDTI's existing operations and maintenance procedures, changes to the existing SDTI rail public transportation system, new operations of service to the public, new operations or maintenance procedures, and any organizational changes.



Figure 6: Safety Risk Management Process

SDTI, MTS, and SANDAG project staffs, as applicable, work to identify areas and situations prone to a high frequency of incidents and accidents through existing system inspections and evaluation, reviewing trends, comparative analysis, and evaluating available data. Safety analyses are part of a formalized process to identify, eliminate, and/or control hazards. Safety analyses provide for:

- Identification of hazards
- Assessment of the severity and probability of occurrence of the hazard
- Timely awareness of hazards for those who must resolve them
- Traceability and control of hazards through all phases of a system's life cycle



Analysis results assist team members in understanding the causes of occurrences and ensure appropriate corrective action. Variables determined as significant contributing factors to the frequency of accidents or incidents become a focal point for review and evaluation to determine appropriate corrective action.

Safety Risk Management is performed using a decentralized process. Hazards are assessed and evaluated by the operating departments (transportation and maintenance) with assistance from the System Safety Manager.

The Safety Risk Management process feeds into the Safety Assurance process so that safety risk mitigations are evaluated for effectiveness over time. Feedback between the two processes is essential to ensure that risk mitigation does not introduce additional hazards. MTS uses safety data acquisition to monitor what occurs within the system. If the hazard reoccurs, then the mitigation will be adjusted.

2.1 SAFETY HAZARD IDENTIFICATION

2.1.1 Hazard Identification

Defining the physical and functional characteristics of a project creates the foundation of the hazard identification process. These characteristics are presented in terms of the major elements that comprise the project, such as personnel, facilities, systems, equipment, procedures, the public, and the environment. The perceived hazards are identified using several techniques, including the following:

- Historical hazard or accident data
- Operational experience and lessons learned
- Identification of credible hazard scenarios
- Checklists of potential hazards
- Hazard analyses
- Employee Safety Reporting System
- Data provided by the FTA
- Data provided by the CPUC
- Input from vendors, suppliers, and subcontractors
- Input from project staff and engineering/construction consultants
- Other methods as appropriate.

Identified hazards are tracked in the Hazard Management Master File (an Excel database). Information collected includes the following:

- Date reported
- Reported by
- Form completed
- Reported to
- Hazard description
- Severity
- Probability
- Responsible party



- Potential mitigation(s)
- Final mitigation(s)
- Risk score after mitigation
- Completed by
- Completion date

2.1.2 Safety Risk Assessment

A hazard analysis should be performed on all facility modifications and new construction projects. Hazard analysis is a risk assessment of the safety and security of a project with regard to known hazards. The purpose of hazard analysis is to assess the severity and probability of the risk associated with each identified hazard. Severity and probability generally are determined based on qualitative rather than quantitative analyses. The results and conclusions of the analyses of identified hazards, assessed in terms of severity or consequence and the probability of occurrence, are presented by the responsible party in accordance with standard methods (such as MIL-STD-882D, MTS ASP, FTA Hazard Analysis Guidelines, and 49 Code of Federal Regulations Part) and as specified in contract documents.

To classify the assessment, hazards identified in formal hazard analyses receive a classification based on the definitions that follow. Unacceptable and undesirable hazards are mitigated to an acceptable level by one or more of the above-described methods.

Hazards identified in the Hazard Management Master File also receive a classification based on the definitions that follow.

2.2 SAFETY RISK MITIGATION

Hazard assessments determine whether assuming some or all of the risk associated with a particular hazard is acceptable and whether corrective action is called for. Hazard assessment involves hazard severity, hazard probability, and risk assessment. The following definitions are used to establish Hazard Severity and the Probability of Occurrence. The Risk Assessment Matrix is used to categorize hazards as acceptable, acceptable with certain conditions applied, undesirable, or unacceptable.

2.2.1 Hazard Evaluation

Hazard severity is a subjective measure of the worst credible mishap expected to result from human error, environmental conditions, design inadequacies, subsystem or component failure or malfunction, and/or procedural deficiencies. The categories of hazards are as follows:

Table 1: Hazard Severity

CATEGORY	DESCRIPTION
1. Catastrophic	Death or system loss
2. Critical	Severe injury, severe occupational illness, or major system damage
3. Marginal	Minor injury, minor occupational illness, or minor system damage
4. Negligible	So small or of so little consequence that it requires little to no attention



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Hazard probability is the likelihood that a specific hazard will occur during the planned life expectancy of the system element, subsystem, or component described subjectively in potential occurrences per unit of time, events, population, items, or activity. The Hazard Probability in Table 2 is derived from research, analysis, or evaluation of historical data.

Table 2: Hazard Probability

DESCRIPTION	LEVEL	LIKELIHOOD	EXAMPLE OF FREQUENCY
Frequent	A	Continuously experienced	One or more times per week during a four week period
Probable	B	Occurs or may occur often	One or more times per month during a four month period
Occasional	C	Will likely occur several times during the system's lifecycle	One or more times per year on an annual basis
Remote	D	Potential to occur during the system's lifecycle	Once per decade
Improbable	E	Is unlikely to occur, but possible	Less frequently than once per decade

After hazard severity and probability are determined, associated risks are assessed by project implementation staff and the Safety & Security Review Committee (see Section 3.2.2.7). A risk assessment determines the level of risk associated with a hazard. It enables understanding the risk in relation to the costs (in dollars or operational impact) that may be incurred. The Risk Assessment Matrix in Table 3 identifies the risk assessment based on hazard severity and probability.

Table 3: Risk Assessment Matrix

FREQUENCY OF OCCURRENCE	CATASTROPHIC (1)	CRITICAL (2)	MARGINAL (3)	NEGLIGIBLE (4)
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

Table 4 relays the criticality of implementing corrective measures to reduce the hazard to an acceptable level. Projects use this index to prioritize hazardous conditions and to focus resources on the most serious hazards requiring resolution.

**Table 4: Criticality Index**

RISK INDEX	CRITERIA	CORRECTIVE ACTION
1A, 1B, 1C 2A, 2B, 3A	Unacceptable	Hazard cannot remain as is; must be mitigated.
1D, 2C, 2D, 3B, 3C	Undesirable – decision required	The hazard should be mitigated, if at all possible, within fiscal constraints. This level of risk must involve a documented decision by executive management, and it may be mitigated at a later time.
1E, 2E, 3D, 3E, 4A, 4B	Acceptable - with review	The Safety & Security Review Committee must determine if the hazard may remain.
4C, 4D, 4E	Acceptable - without review	The hazard may remain.

2.2.2 Hazard Mitigation

The Hazard Resolution and Control process involves the analysis and corrective action(s) taken to reduce the risk of an identified hazard to the lowest practical level. The order of precedence, which follows, are used for satisfying system safety requirements and resolving identified hazards.

Design for Minimum Risk	Design new facilities and equipment to eliminate hazards. If an identified hazard cannot be eliminated, reduce its associated risks to an acceptable level through the design selection.
Incorporate Safety Devices	If an identified hazard cannot be eliminated or its associated risk cannot be reduced through design selection, reduce that risk to an acceptable level by using protective safety features or devices. Provide, and issue procedures for, periodic inspection and functional checks of safety devices.
Provide Warning Devices	When neither design nor safety devices can effectively eliminate identified hazards or reduce risk to an acceptable level, use warning devices to detect the condition and produce an adequate warning signal to alert individuals to the hazard. Standardized warning devices minimize the probability of persons reacting incorrectly to these warnings.
Develop Special Procedures	When it is impossible or impractical to eliminate hazards through design selection or adequately reduce associated risks through safety or warning devices, then use approved procedures and special training programs. Procedures may include the use of personal protective equipment. Precautionary notations and warning signs must be standardized. Employees who perform safety-critical tasks require certification of proficiency and periodic recertification.



Typically, hazards are controlled by more than one corrective method. The use of warning, caution, and other forms of written advisories alone to control Category I (Catastrophic) and Category II (Critical) hazards will be carefully reviewed to ensure that no other additional measures are possible.

If a new light rail extension or capital improvement project is determined not to contain significant hazards, the SANDAG Project Director may request a determination of “no significant potential for hazard” for the segment(s) from the COO-Rail. The COO-Rail may approve or deny the request.

Hazards identified by employees are tracked in the Hazard Management spreadsheet. Proposed mitigations are discussed in monthly Safety Committee meetings and documented in meeting minutes. The minutes posted on company bulletin boards and the agency intranet provide feedback on hazard mitigation and strategy.

2.3 HAZARD NOTIFICATION TO CPUC

If the System Safety Manager determines that an unacceptable hazardous condition exists (according to the Criticality Index), the System Safety Manager will notify the CPUC staff within two hours as required by GO164-E. The System Safety Manager or designee maintains a hazard tracking spreadsheet that identifies the hazard, status of hazard (open or closed), recommendations for corrective action, person or department responsible for corrective actions, and scheduled date of completion. The System Safety Manager is responsible for tracking open status items to resolution as required by GO164-E.

MTS will also submit any CAPs developed to minimize, mitigate, control, correct, or eliminate the identified risks and hazards. The CAPs will include description, immediate mitigation (if needed), origin of hazard, the proposed actions, permanent hazard resolution, or temporary mitigation if necessary, the responsible individual or department, and the schedule for implementing those actions for the identified hazard, including date the hazard was identified and closed, and hazard resolution verification/follow-up activities, all in accordance with Commission GO 164-E, Section 9.



3.0 SAFETY ASSURANCE

Safety assurance ensures that MTS implements appropriate and effective mitigations and monitors the safety performance of SDTI. Safety assurance also helps assess changes to see if the changes affect the safety of operations.

Safety assurance includes three subcomponents:

1. Safety Performance Monitoring and Measurement
2. Management of Change
3. Continuous Improvement

3.1 SAFETY PERFORMANCE MONITORING AND MEASUREMENT

There are many ways that SDTI monitors safety performance including:

- Monitor service delivery activities
- Monitor employee safety reporting programs
- Monitor operations and maintenance data
- Conduct safety audits, studies, reviews and inspections
- Conduct safety investigations
- Conduct safety surveys
- Evaluate data and information from external agencies

The FTA, in the National Transportation Safety Plan, has established safety performance criteria and state of good repair standards that all transit agencies must meet. This Agency Safety Plan includes safety performance objectives that meet or exceed the required safety performance criteria and state of good repair standards.

SDTI currently produces many forms of indicators that get reported to levels within MTS and SDTI and also to the CPUC and the FTA. In accordance with the requirements of the FTA's National Public Transportation Safety Plan, SDTI addresses safety performance in the following four categories:

- Fatalities: the total number of reportable fatalities and rate per total unlinked passenger trips by mode
- Injuries: the total number of reportable injuries and rate per total unlinked passenger trips by mode
- Safety Events: the total number of reportable events and rate per total vehicle miles by mode
- System Reliability: mean distance between failures by mode

SDTI's monitoring and assessment programs enable the agency to identify any safety risk mitigations that are ineffective, inappropriate or have not been implemented as originally intended. The System Safety Manager works with the appropriate departments to reassess and document inadequate safety risk mitigations. New proposed mitigations are discussed with the Accountable Executive, and implemented. The System Safety Manager informs the CPUC of these actions.



3.1.1 Safety Performance Measurement

3.1.1.1 Safety Performance Measure: Fatalities

SDTI is committed to reducing the number of fatalities to zero and partners with community outreach efforts to attain this goal. The calendar year (CY) performance target for total fatalities and total fatalities rate per 100,000 revenue miles is to achieve a reduction compared to the previous three CY average. A National Transit Database (NTD) reportable fatality is a death due to: collision (including suicides), derailment, fire, hazardous material spill, acts of God, system or personal security event (including suicides), or other safety event. A NTD reportable fatality does not include: fatalities that occur because of illnesses or other natural causes (including individuals who are found deceased).

3.1.1.2 Safety Performance Measure: Injuries

Any harm to persons that requires immediate medical attention away from the scene because of a reportable event is considered to be a reportable injury. SDTI reports to the National Transit Database (NTD) anytime a person is transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

In addition to injuries requiring transport from the scene, injuries defined as serious are automatically reportable. Individuals with serious injuries may or may not have been transported away from the scene for medical attention. A serious injury is one that:

- Requires hospitalization for more than 48 hours within 7 days of the event
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose)
- Causes severe hemorrhages, or nerve, muscle, or tendon damage;
- Involves an internal organ
- Involves second- or third-degree burns, or any burns affecting more than five percent of the body surface

The CY performance target for total number of injuries and injury rate per 100,000 revenue miles is to achieve a reduction compared to the previous three CY average.

3.1.1.3 Safety Performance Measure: Safety Events

The safety events measure captures events meeting NTD reporting thresholds occurring on SDTI right-of-way or infrastructure, at a revenue or maintenance facility, rail yard, during the performance of maintenance activities or involving a transit revenue vehicle. The NTD reporting thresholds include fatalities, injuries requiring immediate medical attention away from the scene, derailment, substantial damage, and evacuation for life safety reasons.



The CY performance target for total number of safety events and safety events rate per 100,000 revenue miles is to achieve a reduction compared to the previous three CY average.

3.1.1.4 Safety Performance Measure: System Reliability

The system reliability measure expresses the relationship between safety and asset condition. The rate of vehicle failures in service, defined as mean distance between major mechanical failures, is measured as vehicle revenue miles operated divided by the number of major mechanical failures. SDTI continues to invest and plan for a highly reliable, safe operation of its public transportation system. As SDTI introduces new vehicles, there is a burn-in period for the vehicles that may result in a decrease of reliability. As such, SDTI will strive to maintain current system reliability targets during this time period.

The CY performance target for system reliability rate is to achieve a reduction compared to the previous three calendar years' average. SDTI system reliability targets are calculated using a three-year average of the mean distance between failures per 100,000 revenue miles.

3.1.1.5 Safety Performance Measure: Other

SDTI also develops specific performance targets for individual functional areas, including various departments within the agency (administration, facilities, LRV maintenance, maintenance of wayside, track, rail operations, transportation, safety, environmental health).

These include, but are not limited to:

- Safety related rule infractions
- Roadway worker protection violations
- Workplace inspection findings
- Near miss report frequency
- Employees attending safety meetings

SDTI also produces an emergency brake log.

These indicators and targets are developed jointly with safety working with each involved department and with the approval of the Accountable Executive of Rail. These performance targets and indicators are included in weekly COO Rail briefings by the Safety Department and in monthly CEO safety briefings, as well as to relevant members of the Board of Directors.

3.1.1.6 Safety and State of Good Repair

The State of Good Repair (SoGR) standards are defined by the National Safety Program and National Transit Asset Management (TAM) System, found in 49 CFR Part 625. These set forth conditions when safety risk analysis must be performed on capital assets such as equipment, rolling stock, infrastructure, and facilities. SDTI documents safety performance objectives in the TAM plan based



on this definition and makes informed investments in order to strive for a SoGR for all assets.

3.1.2 Annual Safety Performance Report and Coordination with Stakeholders

SDTI disseminates and makes available safety performance targets to the FTA, CPUC, SANDAG (MPO) and other stakeholders to aid in the planning process. SDTI coordinates safety performance targets with stakeholders to the maximum extent practicable to assist with the selection of safety performance targets.

3.1.3 Safety Data Acquisition and Analysis

3.1.3.1 Safety Data Analysis

The System Safety Manager analyzes data to assist in maintaining a safe work environment for all employees. Analysis of data may result in a recommendation for corrective action. The principal approach used in achieving ASP goals and objectives are accomplished by charging all SDTI personnel with safety and the implications of their decisions. SDTI uses a proactive approach that stresses review of systems and the proposal of modifications to these systems from a safety perspective before losses occur. The ASP also requires employees to examine the affect that their actions may have on safety of other interrelated systems. All personnel are responsible for ensuring that safety-related tasks meet and are in compliance with the guidelines set forth in the ASP.

All SDTI personnel are responsible for working safely and following established rules, procedures, policies, and safe-work practices. The intent of this section is to provide a description of ASP responsibilities that, when fulfilled, will assist SDTI's efforts in achieving optimal safety. Specific procedures and responsibilities are listed in procedure manuals, rule books, plans, program manuals, policies, and other controlling documents. Each SDTI department is responsible for implementing and maintaining the procedures of the ASP pertaining to that department.

Personal Injuries

Personal injury reports are completed by Line Supervisors or Controllers and submitted to the System Safety Manager for inclusion in the Personal Injury Master Database.

The following elements of every injury are tracked:

- Date
- Line segment
- Location and location type
- Individual type (passenger, employee, trespasser, other)
- Area(s) injured
- Action (means of injury)
- If the injured party was transported



- If there was a fatality
- Train operator involved, if applicable, for evaluating potential trends with operating style

Personal injury reports are collected for on-train accidents, such as fall on start/stop, boarding/alighting, etc.; in transit facility accidents including slips, trips, and falls; along with collision reports; and in nonrevenue facility accidents, such as on the right-of-way or on SDTI property (maintenance facilities or yard).

Accidents/Incidents

If an LRV collides with vehicles, people, or objects, accident reports are completed by a Line Supervisor. Accident investigation information is discussed in detail in Section 3.1.2. As with personal injuries, collision reports are submitted to the System Safety Manager to be entered into the Master Accident Database.

The following elements of every incident are tracked to the extent possible based on available information:

- Date and time
- Train operator
- Location
- Incident type
- Highway user (auto, motorcycle, bicycle, pedestrian, other)
- Position (red light, stop sign, left turn, stopped and then proceeded, did not stop, around/through gate, fouling tracks, intentional, into path, coupler related, other)
- Circumstance (highway user struck train, train struck highway user)
- Risk assessment
- Number of injured parties or fatalities
- Video locator
- Line segment
- Direction (eastbound, westbound)
- Consist (LRV #s)
- Primary involved (generally lead) LRV and cost of repairs
- Secondary involved LRV, if applicable, and cost of repairs
- CPUC crossing number
- Geolocations (latitude, longitude)
- Fiscal year
- Investigating supervisor
- Weather conditions (clear, rainy, fog, windy, dry, wet, slick)
- Visibility (dawn, daylight, dusk, dark, street lights)
- Traffic control/protection (traffic signal, control zone, crossing gates, stop sign)
- Horn(s) used (LRV horn, federal horn, or no time for horn)
- Brake (dynamic, emergency, no time for brake)
- LRV lights (auxiliary, bright, dim)
- Designated and estimated speeds
- System check
- Operator 10-58



- Fire suppression
- Passenger evacuation
- 2+ injured on train
- Transported for treatment
- Regulatory reporting (CPUC, FRA, FTA/NTD)
- Days since last accident

Emergency Brake Applications

When an emergency brake application occurs, it is logged by Central Control. As with accidents/incidents, emergency brake application logs are submitted to the System Safety Manager to be entered into the Emergency Brake Log Master Database. The following elements of every application are tracked to the extent possible based on available information:

- Date and time
- Train operator involved, if applicable, for evaluating potential trends with operating style
- Train #
- Line segment
- Direction (eastbound, westbound)
- Consist (LRV #s)
- Geolocations (latitude, longitude)
- Highway user (auto, bicycle, pedestrian, child, animal, object, other)
- Reason (red light, stop sign, left turn, stopped and then proceeded, did not stop, around/through gate, fouling tracks, intentional, into path, coupler rider or similar, penalty)

This information is evaluated to determine trends in location, cause, and train operator. This information may also be used in accident reviews.

Comparisons of Monthly, Annual, and Historic Accident Rates

A monthly accident summary is distributed to management personnel and posted on company bulletin boards. Annual and historic statistics including cause, location, and highway user, are posted on company bulletin boards and used internally. This information is also available in map form (thermal, by type, maps).

Near-Miss and Hazardous Conditions

SDTI Rules and Instructions for Employees require all employees to report hazards to their supervisor or employee-in-charge (whether they were involved in, or observed, the event or condition) on the same day or as soon as practicable. Employees should report these on the Hazard/Near-Miss Form. The supervisor or employee-in-charge will attempt to immediately correct any hazard that is within their ability to affect. The System Safety Manager, in conjunction with the appropriate department head(s), conducts a subsequent investigation. All incidents are tracked for analysis and identification of trends.



Near-miss reporting allows employees an opportunity to report near-miss incidents involving employees or contractors working along the right-of-way. This program is for all employees, particularly operations personnel. Reports of near-miss incidents and other safety concerns allow management to identify, evaluate, correct, or avoid hazardous conditions, procedures, or equipment that may adversely affect the safety of all employees.

3.1.3.2 Accident/Incident Notification, Investigation, and Reporting

When notifications are necessary, the following information should be included:

- a. The time and date of the accident/incident
- b. The location of the accident/incident, including the Commission highway-rail grade-crossing number, if applicable
- c. The number of fatalities and/or injuries
- d. The rail transit vehicles involved in the accident/incident, if any
- e. The factor that makes the accident/incident immediately reportable
- f. Narrative description of the accident/incident, as known at the time of reporting; and
- g. The emergency-response organizations at the scene of the accident/incident
- h. Description of the service impact

3.1.3.2.1 SDTI Notifications

Transportation Department Standard Operating Procedure (SOP) 108.10, Emergency Call List identifies all personnel that are notified. The System Safety Manager shall be notified immediately by the Operations Control Center Supervisor or designee of all rail accidents/incidents. The System Safety Manager responds and investigates accidents/incidents whenever practicable in accordance with SDTI accident investigation procedures.

3.1.3.2.2 Accident, Derailment, Power Failure, Serious Injury, Fatality

In the event of a train accident, derailment, or long-term power failures resulting in major service loss, serious personal injury or fatality, SDTI or SD&IV related, the following notifications must be made immediately:

1. MTS CEO (only be made for those incidents involving significant property damage or fatal injuries, or as directed by the COO-Rail or Superintendent of Transportation)
2. COO-Rail
3. Superintendent of Transportation
4. Superintendent of LRV Maintenance
5. Superintendent of Wayside Maintenance
6. Assistant Superintendent of Transportation
7. Assistant Superintendent of LRV Maintenance
8. Assistant Superintendent of Wayside Maintenance
9. System Safety Manager
10. Central Control Supervisor
11. Director of Transit System Security



12. Assistant Central Control Supervisor
13. MTS Risk Management

3.1.3.2.3 Minor Accident/Injury

When accident or injury is of a minor nature and occurs after normal business hours or on weekends, the same notifications must be made, but discretion must be used as to the time such calls are made.

3.1.3.2.4 Regulatory Notifications

The following identifies the thresholds that incidents must meet to be reported to regulatory agencies.

California Public Utilities Commission

CPUC staff is notified within two hours of rail accidents that meet the immediately reportable thresholds, as defined in GO 164-E Section 7.2 as follows:

- a. A fatality (occurring at the scene or within 30 calendar days following the accident)
- b. One or more persons suffering serious injury
- c. A collision involving a rail transit vehicle and any other vehicle, object, or individual
- d. A derailment of any rail transit vehicle at any location, at any time, whatever the cause
- e. An evacuation for life safety reasons
- f. A runaway train

Federal Transit Administration/Federal Railroad Administration

The Federal Transit Administration (FTA) requires concurrent notification for all immediately reportable accidents as outlined in GO 164-E Section 7.4.

The Federal Railroad Administration (FRA) is notified within two hours of rail accidents that occur on joint or shared use segments and meet the established criteria as follows:

- a. An incident that results in a fatality or fatalities
- b. Causes serious injury to a number of people
- c. Results in a major disruption to SDTI service
- d. A threat that may cause injury to patrons or destruction of facilities

The FTA Region IX office and FRA Region VII headquarters must also be notified using the above criteria as well as any other incident that could impact transit and/or generate public or media attention.

National Transportation Safety Board

Train accidents and incidents meeting the following established criteria must be reported within two hours:



- Fatalities or injuries of a critical nature (requiring hospitalization) or two (2) or more employees or passengers
- Fatalities at grade crossing (trespassers not included)
- Evacuation of passengers resulting from an onboard fire or other hazardous condition that would require the dispatching of a fire-suppression unit to mitigate

3.1.3.2.5 Incident Investigations

The incident investigation and review process involves the following, as appropriate:

- Interviews and questioning of persons directly or indirectly involved in the accident
- Visual examinations, measurements, and test of light rail vehicle, track, switches, signals, and other similar items
- Operational reenactments simulating conditions that applied when the accident happened
- Review of results of drug and alcohol tests
- Examination of employee training, certification, and re-certification records
- Assessment of employee hours of service records
- Review of light rail vehicle maintenance records
- Examination of wayside equipment maintenance records
- Evaluation of Train Operator and Controller communication recordings
- Review of light rail vehicle and wayside data/event recorder logs
- Examination of operating rules, general notices, procedures, and bulletins
- Review of law enforcement and coroner reports, including reports of similar accidents

3.1.3.2.6 Securing Evidence for Investigation

Standard Operating Procedure (SOP) 106.11: Accident Investigations Involving LRV/Auto or LRV/Pedestrian identifies the duties and responsibilities when an accident occurs as follows:

- Train Operator distributes witness cards and makes an initial effort to identify other individuals, either onboard or in immediate proximity, who may have witnessed the incident.
- After arrival at the scene, the Line Supervisor should arrange to mark the point of impact (POI), uncontrolled point of rest (POR) of the train and other party, photograph property damage of all vehicles or fixed structures involved; the license plate of any non-trolley vehicle involved, and any other relevant items. The Supervisor should arrange to obtain the Train Operator's name and employee number, and other information as may be helpful in completing an appropriate accident report, i.e., direction of travel, train and car numbers, speed at time of accident, etc. In all



cases, the Line Supervisor will complete an internal accident report using the above information.

In order to maintain the preservation and integrity of evidence, the Line Supervisor should include the following methods of collection:

Photography	Debris collection
Interview of personnel and witnesses	Drug test for involved employees
Measurements and drawings	

3.1.3.2.7 Causative Factors

The following causative factors are evaluated at the scene:

Equipment and infrastructure	Annunciators
Human factors	Track wheels
Weather conditions	Emergency brakes
Geography	Sand
Position and status of signals	Point of rest of involved vehicle
Switches	

3.1.3.2.8 Minor Property Damage (No Injuries)

Law enforcement, as normal procedure, will not generally respond to a noninjury accident. They are, however, notified. This notification is reflected on the Unusual Occurrence Report. Law enforcement should be requested if the collision involves a government vehicle, a hit-and-run incident, if the driver appears to be intoxicated, or if injuries are reported.

3.1.3.2.9 Minor Injuries

In collisions involving minor injuries to the occupants or pedestrians and/or property damage only, the Line Supervisor arriving at the scene represents SDTI in the exchange of information between the involved parties and ensures that any statements regarding the collision are recorded in written form from all involved parties or witnesses.

If law enforcement has not arrived by the time all pertinent information is obtained, the Line Supervisor has authority to release the train. If law enforcement personnel arrive after this time, the Line Supervisor represents SDTI by providing or exchanging any additional information.

3.1.3.2.10 Moderate or Severe Injuries

In collisions involving moderate or severe injuries, responding law enforcement may conduct full accident investigations or file incident reports. The responding Line Supervisor prepares a detailed accident report regardless of the actions of law enforcement, but takes all steps necessary to work in unison with responding



agencies in the exchange of information, and respects potential crime scenes as under authority of law enforcement.

3.1.3.2.11 California Public Utilities Commission Participation in Investigations

The CPUC has primary responsibility within the State of California for oversight of SDTI accident investigations and the System Safety Manager is the primary contact for the CPUC-designated representative assigned SDTI. The System Safety Manager is responsible for providing CPUC staff an opportunity to participate to the fullest extent possible in all aspects of the accident investigation, including providing advanced notification of interviews, inspections, examinations, tests, and meetings with consultants, review boards, etc. to review and analyze accident-related information.

In the event that the CPUC produces an investigation report, SDTI will review the report and identify any areas of dissent and agrees to provide a response to the CPUC within prescribed timelines as defined in GO 164-E.

3.1.3.2.12 Reviews

The System Safety Manager is responsible for ensuring that the following activities are performed. When reviewing an accident that resulted in a fatality or serious injury, notice shall be given to the CPUC whenever an accident investigation team or panel is convened to perform interviews, inspections, examinations, or tests to determine the cause of the accident. The investigation shall be documented in a written report that identifies the most probable cause and any contributing causes of the accident or unacceptable hazardous condition. The report shall also contain or reference a corrective action plan and schedule to prevent a recurrence of the accident or to mitigate the unacceptable hazardous condition.

3.1.3.2.13 Accident Review Committee

In an attempt to minimize accidents, SDTI conducts post-accident debriefings with each Train Operator involved in an LRV/auto accident or LRV/pedestrian accident. Safety concerns and defensive driving techniques are reinforced through discussion of individual train-handling techniques, physical characteristics/increase of accidents at the location, and previous accidents involving the Train Operator. The Accident Review Committee typically consists of two Train Operators, one Supervisor, a Transportation Training Supervisor or designee, and the System Safety Manager. This review provides an avenue by which the Accident Review Committee and involved Train Operator learn how similar types of incidents may be avoided. Employees found to have violated specific safety rules may be subject to disciplinary measures assessed by the Superintendent of Transportation.

3.1.3.2.14 Major Incident Review Committee

In the event of any unusual occurrence resulting in significant property damage, such as a derailment, significant injuries, or impact to system operations, the



Major Incident Review Committee (MIRC) examines the evidence, determines the cause, and evaluates the response by SDTI. Chaired by the System Safety Manager, MIRC members may include personnel from any relevant departments. The Committee examines the effectiveness of current methods to prevent or minimize the potential of a recurrence and, if necessary, recommendations are made on the modification of policies, procedures, or equipment maintenance and operation. If the extent of the accident requires the expertise of outside consultants, a review board, such as American Public Transit Association (APTA), may be called upon to perform the accident review on behalf of SDTI.

3.1.3.2.15 Reports and Documentation

The System Safety Manager is responsible for conducting investigations and preparing investigation reports.

California Public Utilities Commission Reporting

SDTI investigates, on behalf of the CPUC, all reportable accidents involving a rail transit vehicle or taking place on rail transit-controlled property. SDTI submits written accident reports on forms prescribed by the CPUC within 30 calendar days after the last day of the month in which the accident occurred. The Safety Department produces one of two different types of reports for CPUC reportable accidents, an investigative report or a 60-Day Minor Incident Report. These reports contain findings of the investigation, the most probable cause of the accident, contributing factors, and recommendations for corrective action to prevent a recurrence of the accident. As part of an agreement made by the CPUC and the ROAR Committee in Fall 2007, which was documented in the ROAR Committee Meeting minutes, the Table 5: CPUC Incident Reporting Thresholds was established to identify which of the above two reports will be submitted based on the incident thresholds.

The CPUC has primary responsibility for oversight of the design, engineering, construction, and operation of fixed guideway systems within the state of California. State-mandated rules and regulations which are applicable to safety-related matters are contained in GOs 22-B, 26-D, 33-B, 72-B, 75-D, 88-B, 95, 108, 110, 118, 127, 128, 135, 143-B, 161, 164-E, 172 and 175. SDTI rail segments with shared- or joint-use heavy rail operation and rail segments with light rail-exclusive usage each have a set of general orders applicable to their unique operational characteristics. The System Safety Manager is responsible for confirming that staffs who work on the SDTI system are familiar with all applicable GOs.

Table 5: CPUC Incident Reporting Thresholds

Investigative Report	60-Day EZ
<ul style="list-style-type: none"> • Fatality (including suicides) • Serious injury to one or more people (does not include persons onboard the train). Serious injury is any injury or illness that requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, loss of any member 	<ul style="list-style-type: none"> • Two (2) or more injuries onboard the train that are transported for medical attention away from the scene



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of the body, or serious degree of permanent disfigurement.

- Collision minor/no injury
- Yard collisions
- Damage less than \$25,000
- Mainline derailment
- Mainline collision between rail vehicles
- Evacuation due to life safety
- Damage in excess of \$25, 000

SDTI also submits a Form V (Monthly Service Record, Accident, Hazard, and Corrective Action Summary Report) regardless of the number of reportable accidents or unacceptable hazardous conditions. These reports are provided to the CPUC representative. The System Safety Manager reports to the CPUC representative.

If an accident is ruled as "suicide" or "attempted suicide," the investigation report shall identify this based upon the review of the Train Operator's report, witness statements, law enforcement reports, and/or coroner's reports.

If an MIRC is convened to investigate the accident, all team members including CPUC staff shall receive a copy of the final report in draft form. In cases where disagreement exists between team members regarding any aspect of the report, the System Safety Manager exercises ultimate authority. The final report is a Safety Department document.

A corrective action plan is also submitted to the CPUC office for accidents that require a recommendation other than internal defensive-driving reinstruction. Corrective actions from accidents, MIRC committee meetings, and investigations are confidential and kept with the Safety Department files.

If an accident investigation takes longer than 60 days, status reports will be submitted to the CPUC each month. The first status report is due 60 days after the rail accident.

If the final investigative report is acceptable to the CPUC a formal letter is issued approving the report as consistent with best industry investigation procedures and in furtherance of the public's interest in system safety and security. If it not acceptable, the CPUC shall identify within six months from the date of the submittal, the areas in the report requiring correction. If SDTI does not agree with the rejection, the CPUC shall either conduct its own investigation, or communicate its disagreement with the findings of the accident investigation to SDTI. The CPUC will then meet with SDTI in an effort to reach a mutually-agreed upon solution. If a mutually agreed upon solution is not reached, SDTI's report and the CPUC's statement of disagreement shall be filed with the CPUC.

No investigation report or recommendation of the CPUC or other investigation report of SDTI's that is filed with the CPUC shall be admissible as evidence in any action for damages based on or arising out of matters covered therein pursuant to Public Utilities Code Section 315.



Federal Railroad Administration Reporting

The Statement of Agency Policy, 49 CFR 42526 and 42529, dated July 10, 2000, requires that rail transit agencies report accidents that meet reporting thresholds that occur on shared- or joint-use heavy-rail segments be reported. These reports are submitted by the System Safety Manager.

Table 6: FRA Reporting Thresholds

Form 6180.56	Annual Report of Employee Hours Worked and Casualties By State <ul style="list-style-type: none"> Submitted every year with the December submission
Form 6180.55	Railroad Injury and Illness Summary <ul style="list-style-type: none"> Submitted each month even if there were no reportable accidents/incidents during the month
Form 6180.57	Highway-Rail Grade Crossing Accident/Incident Report <ul style="list-style-type: none"> Train accidents on crossings and corridors shared with heavy rail operations under the jurisdiction of the Federal Railroad Administration
Form 6180.55a	Railroad Injury and Illness Summary (continuation sheet) <ul style="list-style-type: none"> Completed for each injury reported on Form 6180.57
Form 6180.54	Rail Equipment Accident/Incident Report <ul style="list-style-type: none"> Should damage to MTS equipment, track, or other property exceed the FRA damage threshold, Form 6180.54 must also be submitted. The calculation of damage includes labor costs and all other costs to repair or replace in-kind, damaged on-track equipment, signals, track, track structures, or roadbed. Reportable damage does not include the cost of clearing a wreck; however, additional damage to the above-listed items caused while clearing the wreck is to be included in the damage estimate.

NOTE: All signed forms shall be emailed to RSISAIREPORTS@dot.gov

National Transit Database Reporting

The National Transit Database (NTD) records transit-related Safety and Security data and incidents that meet certain thresholds. These reports are submitted within 30 days by the System Safety Manager through the NTD reporting website based on the following criteria:

1. A personal injury that is not a serious injury;
2. One or more injuries requiring medical transportation away from the event; and
3. Damage to facilities, equipment, rolling stock or infrastructure that disrupts the operations of a rail transit agency.



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Table 7: NTD Quick Reporting Reference Guide (CY 2019)

2019 NTD Safety & Security Quick Reference Guide – Rail Mode Reporting

<p>Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event; OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events including collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.</p> <p>Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.</p>	
S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <u>one</u> or more of the following reporting thresholds:</p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) • Serious injury (may not involve transport away from scene) • Substantial property damage (including towing any vehicle for disabling damage) • An evacuation for life safety or to the rail right-of-way • Run-away train • Rail transit vehicle collision occurring at a grade crossing • Rail transit vehicle collision with an individual • Collision with another rail vehicle (revenue or non-revenue) • A mainline or yard derailment of revenue or non-revenue vehicles <p>Reports are due within 30 days of the date of the event</p>	<p>Other Safety Incident injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God; and non-major fires.</p> <p>Number of Other Safety Incidents and related non-serious injuries:</p> <ul style="list-style-type: none"> • Single injury event requiring transported away from the scene for medical attention (do not report "minor" collisions on S&S-50) <p>Fires:</p> <ul style="list-style-type: none"> • Requiring suppression but does <u>not</u> meet a major incident reporting threshold (injury, fatality, substantial property damage, evacuation). <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> • Derailment (mainline or yard) • Collision (including suicide/attempted suicide involving transit vehicle) • Fire • Hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: <ul style="list-style-type: none"> ◦ Arson ◦ Bomb threat/bombing ◦ Burglary / Vandalism ◦ Chemical/biological/radiological/nuclear release ◦ Cyber security event ◦ Hijacking ◦ Sabotage ◦ Suspicious package ◦ Other security event (shots fired, projectiles, etc.) • Personal Security: <ul style="list-style-type: none"> ◦ Assault ◦ Homicide ◦ Suicide or Attempted Suicide (no transit vehicle involved) ◦ Robbery ◦ Larceny/theft ◦ Motor vehicle theft ◦ Rape ◦ Other personal security events (perpetrator tazing) • Other Safety Events (two injuries and/or another threshold) <ul style="list-style-type: none"> ◦ Miscellaneous events that meet a threshold 	<p>Other Safety Incidents:</p> <p>Injury due to:</p> <ul style="list-style-type: none"> • Slip/Trip • Fall <ul style="list-style-type: none"> ◦ Including person making contact with a <u>non-moving</u> transit vehicle • Injury to maintenance workers • Boarding/alighting • Electric shock/burns • Abrupt transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Stairs/elevator/escalator injury <p>Fire:</p> <ul style="list-style-type: none"> • Requires suppression but no major threshold is met <ul style="list-style-type: none"> ◦ Small fire on right-of-way ◦ Small fire in a transit station



Reportable incidents include events that occur in transit centers or parking lots of transit centers. Incidents occurring in the maintenance department of a transit agency or related to maintenance activities are excluded from the reportable incident category, as are incidents involving an on-duty transit vehicle operator not engaged in directly performing his/her operator duties.

3.1.4 Infrastructure Maintenance and Inspection

3.1.4.1 Facilities and Equipment Inspections

The Facilities Department is responsible for the maintenance and cleaning of fixed facilities, including stations, parking areas, irrigation, weed control, and exterior cleaning of nonrevenue vehicles. Scheduled weekly maintenance includes maintenance of stations, facilities/buildings and grounds, as well as vehicle inspections. Bimonthly maintenance is performed on the LRV car wash and sludge/drain system, and stations and facilities maintenance are conducted annually and as needed. A Supervisor ensures that corrective actions are implemented and closed out in a timely manner and reviews inspection and trouble reports. On-site facilities are inspected monthly for unsafe and unhealthy conditions and are documented utilizing building inspection checklists. The results of these inspections are reported to the appropriate department so that the condition can be corrected and/or operational changes can be made.

3.1.4.2 Maintenance Inspection Program

Wayside Maintenance Department

Preventive maintenance is performed for both track and signals in accordance with FRA Regulations, Part 213 for Track, FRA Part 234 for Grade Crossing and FRA Part 236 for Signals. SDTI internal Standard Operating Procedures schedule maintenance for other equipment not covered by FRA rules, such as traction power substations, OCS, overpasses, bridges, and tunnels.

The inspection interval is time-based, and nonrevenue vehicles are scheduled by mileage. A list of Wayside scheduled maintenance programs designed to examine both the safety and efficiency of the operating equipment follows:

DAILY	WEEKLY
<ul style="list-style-type: none"> • Station lighting • Rights-of-way • Maintenance facilities • Non-revenue vehicles 	<ul style="list-style-type: none"> • Track (twice weekly) • Track bonds • Street switches • SDSU emergency lighting/walkway for tunnel • SDSU tunnel structure integrity (completed during track inspections)



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MONTHLY	QUARTERLY
<ul style="list-style-type: none"> Substation batteries Switch inspections per FRA rules Gates and crossing protection equipment FRA inspections: 103, 104, 107 	<ul style="list-style-type: none"> SDSU wet standpipes (under maintenance contract with Simplex/Grinnell) Substations SDSU under car deluge test
ANNUALLY	5-YEAR
<ul style="list-style-type: none"> OCS, trees and shrubs for interference with overhead wires and pedestrian walkways, FRA inspections: 106, 108, 109 Preventive maintenance for portable equipment and rail-bound maintenance equipment, with recertification provided bi-annually provided under contract by ERICO. Emergency vent fans Sump pumps SDSU underground phones 	<ul style="list-style-type: none"> Overpasses, bridges and tunnels Annual bridge inspections beginning in 2012 under contract with J.L. Patterson

3.1.5 Vehicle Maintenance, Inspection, and Repair

3.1.5.1 LRV Scheduled Maintenance

Scheduled maintenance is performed periodically on the basis of time intervals, mileage intervals, and manufacturer's specifications. Each inspection targets a specific area along with a visual check of all subsystems to ensure nothing is overlooked. A list of LRV scheduled maintenance programs that are designed to examine both the safety and efficiency of the operating equipment follows:

U2	SD-100
<ul style="list-style-type: none"> Daily Inspection Daily Cleaning Procedures for LRVs 6 Month Inspection Annual Inspection 6 Month Oil Change 	<ul style="list-style-type: none"> Daily Inspection 7.5K Inspection 22K Inspection 1 Year Inspection
SD-7/SD-8/SD-9	PCC
<ul style="list-style-type: none"> Daily Inspection 7.5K Inspection 15K Inspection 30K Inspection 60K Inspection 	<ul style="list-style-type: none"> Daily Inspection 30 Day Inspection 6 Month Inspection 12 Month Inspection



3.2 MANAGEMENT OF CHANGE

3.2.1 Configuration Management

System modifications are carefully evaluated and considered from concept to design and implementation to determine how the change might affect the safety of the system. MTS, SDTI, and SANDAG staffs, as applicable, working under the direction of SDTI, evaluate the proposed modification for its potential to create additional hazards or to reduce the effectiveness of existing hazard controls. MTS, SDTI, and SANDAG staffs, as applicable, coordinate the integration of new equipment, system expansion, modification, and system rehabilitation from the design and procurement effort through construction, inspection, testing, and start-up. GO-164-E requires a Safety Certification Plan be developed and submitted to the CPUC for review and approval during the project preliminary design phase. The Safety Certification Plan purpose is to ensure extensions and the new capital and new capital projects are reviewed for compliance with safety requirements and to ensure the system satisfies operational readiness to enter revenue service.

3.2.1.1 Regional Project Implementation

Regional Projects are administered by SANDAG project implementation staff under the direction of SDTI, MTS, and SANDAG management. The SANDAG project implementation team develops contract documents (plans and specifications) and organizes review meetings with SDTI, SANDAG, consultants, and other agency staff, as needed. The project is constructed in accordance with the contract documents and contract change orders, and contract work built by the contractors is tested and inspected.

3.2.1.2 Change Control

The purpose of configuration management is to establish standard procedures and policy for the control of changes to transit systems and facilities. The configuration management process is applied to any changes or modifications to the system that may affect operational safety. The process is followed for creation of construction plans and specifications, specification and procurement of vehicles and components, and contract change orders. The SANDAG project engineer shall solicit input from SDTI staff during the scoping, design, and construction phases of a project. The SANDAG project engineer is responsible for carefully reviewing and coordinating SDTI input and shall evaluate all possible impacts to the system before recommending a project scope and design to the COO-Rail for approval.

Modifications to safety critical subsystems like tracks, structures, grade crossings, or vehicles must be designed by professional engineers and then managed by professional construction managers. Once construction is complete and safety certification is verified, revenue operation may start. Any changed conditions are recorded on as-built documents then addressed in operations and maintenance manuals, procedures, and by training.



The process establishes and documents the authority needed to make configuration changes, the process for incorporating these changes in all appropriate documentation, and the process for ensuring that all necessary business units are aware of such changes. A systematic and comprehensive review and approval process will occur before changes are made.

Configuration Management ensures that:

- The primary and secondary impacts of all system changes are adequately addressed during the scoping phase of a project or procurement
- A careful, systematic, and comprehensive review and approval occur during the design and construction phase of a project or procurement
- Revision records are maintained with the document
- Only the latest approved document is distributed
- The completed modifications are properly incorporated into the existing system

Thorough configuration records and controls are in effect to ensure that an audit trail exists, tracking the current facility or equipment configuration back to its inception, and that only the current approved set of documents is released for construction and operations. All completed documentation concerning changes or updates of as-built documents are maintained and/or filed at the SANDAG engineering offices, as applicable.

3.2.1.3 New Systems

SDTI staff will review project design documents (plans and specifications, failure and critical analysis reports), equipment submittals, test procedures and reports, operations and maintenance manuals, and other related documents as needed. An inspection of the finished system ensures compliance with all SDTI, manufacturer, federal, state, and local requirements.

3.2.2 Safety and Security Certification Process

The Safety Certification Program verifies that safety-related requirements are incorporated into rail transit projects. The goal is to verify that safety standards are met or exceeded in the design, construction, and start-up of these projects. SANDAG self-certifies regional SDTI rail transit projects, subject to the safety oversight of the CPUC. The CPUC requirements for safety certification are identified in General Order 164-E, which SDTI adheres to. The SANDAG Director of Engineering and Construction is responsible for overseeing the activities of the safety certification plan as applied to regional SDTI rail transit projects. A safety certification plan identifies all project elements considered safety-critical that must be verified prior to incorporation into the system.



3.2.2.1 Purpose of Safety and Security Certification

The purpose of the safety certification process is to:

- Identify the processes to verify and document that the design, construction, and installation of facilities, systems, and equipment are in compliance with design criteria, conformed contract specifications, and applicable safety and security requirements
- Hazards are identified, analyzed, and resolved
- Contractor training and operations and maintenance manuals are provided to SDTI staff
- Rules and procedures are written
- Operations personnel are trained in rules and procedures
- Emergency services personnel are trained on rail systems and facilities
- Emergency drills are conducted
- Safety and security documentation is properly maintained

3.2.2.2 Goals of Safety and Security Certification

The goals of the safety certification process are that:

- All SANDAG rail transit projects meet or exceed acceptable safety levels
- Verification of safety standards are documented
- A consistent manner to certify projects is established and followed

3.2.2.3 Objectives of Safety and Security Certification

Safety certification covers the design, construction, testing, training, and operational safety and security of the following:

- System Safety: Elimination, minimization, or control of potential hazards to patrons, the general public, employees, contractors, and property to the most practical level through effective use of available design, engineering, and/or procedural measures
- Fire/Life Safety: Elimination, minimization, or control of potential hazards to patrons, employees, emergency response personnel, property, and the general public caused by fire, smoke, explosion, or resulting panic to the most practical level through effective use of available design, engineering, and/or procedural measures
- Occupational Safety: Elimination, minimization, or control of potential hazards to employees, contractors, and emergency response personnel to the most practical level through effective use of available design, engineering, and/or procedural measures during revenue service
- System Security: Elimination, minimization, or control of potential security threats and vulnerabilities to patrons, the general public, contractors, and property to the most practical level through the effective use of available design, engineering, and/or procedural measures



3.2.2.4 Elements of Safety and Security Certification

Safety certification verifies that safety-critical subsystems, plans, procedures, and training programs are reviewed for compliance with safety requirements prior to the start of revenue service.

- The safety features required by the technical specifications are properly included in the finished product(s)
- Subsystems are tested and inspected to verify that the safety features perform as the design intended
- The hazard identification analysis and resolution process is performed
- Plans, procedures, and training programs are developed, reviewed, and implemented prior to the start of revenue service
- Responsible program participants verify that the above are completed to document a traceable history of the safety certification process
- Security certification coordination for maintenance elements and major capital projects is included in the safety certification process as it pertains to those facilities

3.2.2.5 Safety and Security Certification Process

As applicable, SANDAG is responsible for self-certifying and has overall responsibility for the safe and dependable design, construction, and pre-revenue operation of safety-critical projects. The following steps typically comprise the safety certification process:

- Step 1: Identify certifiable elements
- Step 2: Develop safety and security design criteria
- Step 3: Develop and complete design criteria conformance checklist
- Step 4: Perform construction specification conformance
- Step 5: Identify additional safety and security test requirements
- Step 6: Perform testing and validation in support of safety certification
- Step 7: Manage integrated tests for safety certification
- Step 8: Manage open items in the safety certification program
- Step 9: Verify operational readiness
- Step 10: Conduct final determination of project readiness and issue a Safety Certification Verification Report

If complications arise that render a safety-critical system element incomplete or temporarily unavailable, the deficiency can be mitigated by establishing operating restrictions, general notices or bulletins are issued to all affected departments. Compliance with the general notice or bulletin dealing with an exception is monitored constantly to ensure compliance.

3.2.2.6 Safety and Security Certification Verification Report

The final step of safety certification before a new project, modified system, equipment, or facility may enter revenue service is the preparation of the Safety Certification Verification Report (SCVR). The SCVR provides an executive summary of certifiable elements prior to revenue service. The SCVR includes



safety certification letters documenting signature sign-off by department heads and the COO-Rail. The SCVR provides documentation as follows:

- Design and construction reviews
- Certificates of safety compliance
- Testing
- Plans, rules, and procedures
- Emergency drills (if necessary)
- Maintenance training
- Operations training
- Operations and maintenance manuals
- Hazard identification and resolution
- Audits
- Security certification
- Exceptions list

The SCVR is transmitted by the CEO to the CPUC Rail Safety Division Director at least 15 days prior to revenue service requesting final authority to approve the project for revenue service. An approval letter from the CPUC is required prior to commencement of revenue service.

3.2.2.7 Roles and Responsibilities

SDTI Participation

SDTI and SANDAG, as applicable, are responsible for ensuring the design review process for new equipment, system expansion, and system modifications comply with the requirements specified under the Configuration Management Plan, and any hazards associated with system expansions or modifications are included in the hazard identification analysis and resolution process.

SDTI staff's participation in the project implementation phases of planning, design, construction, and start-up and testing is required to ensure the system is designed and constructed in compliance with the operational and maintenance needs.

Chief Executive Officer

The MTS CEO will provide input and direction during project implementation.

Chief Operating Officer-Rail

The SDTI COO-Rail will be a member of the Rail Activation Committee and may chair a pre-revenue operations subcommittee.

Superintendent of Transportation

The SDTI Superintendent of Transportation, under direction of the COO-Rail, will provide input on operating plans, train timetables, train-consist configurations,



fleet and equipment needs, operational characteristics, and other operational requirements.

Superintendent of Wayside Maintenance

The SDTI Superintendent of Wayside Maintenance, under direction of the COO-Rail, will provide input to the project team on wayside and system maintenance issues.

Superintendent of LRV Maintenance

The SDTI Superintendent of LRV Maintenance, under direction of the COO-Rail, will provide input to the project team on vehicle issues.

MTS Chief of Police

The MTS Chief of Police manages the MTS Transit Enforcement Department. The Chief of Police, with Transit Enforcement Department staff as needed, will coordinate closely and participate in the Safety and Security Review and Fire Life Safety and Security Committees with emphasis on operational and construction security issues.

System Safety Manager

The SDTI System Safety Manager coordinates closely with the COO-Rail and may chair the Safety and Security Review and Fire Life Safety and Security Committees, as appropriate.

Safety and Security Certification Committees

Multiple committees may be established in support of project certification programs, including the Safety & Security Review and the Fire Life Safety & Security Committees. Membership on these committees may change as the projects enter different phases.

Safety and Security Review Committee

The Safety and Security Review Committee (SSRC) is a multidisciplinary working group that serves as a high-level committee to address all safety and security issues for projects. This committee oversees the implementation of each project's Safety and Security Certification Plan.

Fire/Life Safety and Security Committee

The Fire/Life Safety and Security Committee (FLSSC) membership consists of SANDAG and MTS staff, along with representatives from fire, police, emergency services, and local building code agencies. The FLSSC is to review requirements that relate to fire life safety and obtain concurrence from local authorities having jurisdiction that the proposed designs meet code requirements. The FLSSC also reviews security requirements.



CPUC Participation

CPUC GO 164-E requires that the Safety Certification Plan be developed and submitted to the CPUC for review and approval during the preliminary design phase of safety critical projects. The CPUC formally approves the Safety Certification Plan prior to the project final engineering phase.

3.3 CONTINUOUS IMPROVEMENT

MTS is committed to evaluating the effectiveness of its procedures for operations and maintenance. Various methods are routinely used to perform this assessment including, but not limited to the following: internal safety reviews, employee performance observation reports, efficiency testing. Additionally, external safety reviews are periodically conducted by established federal, state and local oversight agencies.

3.3.1 Safety Assessment

3.3.1.1 Internal Safety Management Reviews

Annual internal safety audits are conducted by the System Safety Manager and agency staff (reviewers) to ensure that compliance is maintained and objectives are met. If the System Safety Manager is responsible for the audit checklist under review, agency staff independent of the safety function will complete the checklist. Additionally, reviewers must be independent from the first line of supervision responsible for the checklist under review. Internal safety audits required by the FTA Oversight Rule 49 CFR Part 674 for Fixed Guideway Systems are witnessed by a CPUC-designated representative. Should there be a disagreement on findings, the responsible party and reviewers will meet with the COO-Rail. If no resolution can be reached by the COO-Rail, then the internal auditor and CEO will review and issue a final determination. The System Safety Manager provides monthly progress reports to the CPUC-designated representative on the status of the open items/recommendations, as well as to the COO-Rail for review and comment on the status of recommendations and corrective actions.

Table 8: Process for Conducting Reviews

Task	Deadlines (no later than)
1 Ensure checklist reference sheets are up-to-date	Prior to next step
2 Notify reviewers and CPUC of audit checklists and audit dates via memo and meeting invitation	30 days prior to beginning of audit
3 Complete audit of checklists	December 31 of audit year



4	Review findings of each checklist reviewed with COO-Rail and responsible departments. Draft corrective action plan, if necessary.	January 31 of following year
5	Submit final internal safety audit including findings and corrective action plan, to CPUC	February 15 of following year

The CPUC also conducts periodic safety audits. Audits may include review of equipment, procedures and programs, inspection of documents and records relative to operations and maintenance, and tracking and resolving open defects during inspections.

Results from the annual internal safety audit are documented in a report submitted to the CPUC annually by February 15 as required by 49 CFR Part 674 and GO 164-E. This annual audit includes elements scheduled on a rotation to ensure that all twenty-one elements are completed during the three-year cycle. This schedule is included with the Internal Safety Audit Report.

The report summarizes the results of the internal safety audit. Any deficiencies or instances of noncompliance are brought to the attention of the responsible department by the System Safety Manager. During this discussion, a corrective action plan (CAP) is created and it is determined that any disagreement or discrepancy found is resolved. The correction action plan contains the identification of the required action needed to minimize, control, correct or eliminate the identified risk and hazard; the schedule for taking these actions and identifies responsible party. Documentation of corrective action progress and resolution is given to the System Safety Manager by each department for review and final closure. The System Safety Manager is responsible for tracking all corrective actions to completion and submits progress reports monthly to the CPUC.

3.3.1.2 External Safety Management Resources

A compliance safety management review is available when it is determined that verification of compliance to policies, plans, procedures, milestones, or other predetermined requirements need to be made. These compliance safety management reviews indicate whether requirements are met (yes or no) or partial compliance.

Peer reviews are a valuable resource to SDTI for assessing all aspects of transit operations and functions. Highly experienced rail transit personnel who are selected on the basis of their subject matter expertise conduct the peer reviews on-site. Through the benefits of on-site interviews of SDTI staff and review of relevant documents, the peer review panel concludes its review with a summary of observations and recommendations as needed.



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Section 3 – Safety Assurance

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DEPARTMENTS SUBJECT TO REVIEW

Task	Department
1 Policy Statement	Safety
2 Purpose, Goals, and Objectives	Safety
3 RTA Management Structure	Safety
4 Interdepartmental/Interagency Coordination	Safety
5 Plan Implementation, Plan Review, and Modification	Safety
6 Hazard Management Program	Safety
7 Safety Certification Process	SANDAG Project Management
8 Safety Data Acquisition	Safety
9 Incident Notification, Investigation, and Reporting	Safety
10 Emergency Management Program	Safety
11 Internal Safety and Security Audit Program	Safety
12 Rules Compliance	Transportation LRV Maintenance Wayside Maintenance Facilities
13 Facilities and Maintenance Inspections	Facilities LRV Maintenance Wayside Maintenance
14 Maintenance Audit and Inspection Program	Wayside Maintenance
15 Training and Certification Program	Transportation LRV Maintenance Wayside Maintenance Facilities
16 Configuration Management Process	SANDAG Project Management
17 Compliance with Local, State, and Federal Safety Requirements	Safety
18 Hazardous Materials Program	Safety
19 Drug and Alcohol Program	Human Resources
20 Procurement	SANDAG/MTS Procurement
21 Security (five elements over three years) S-1: Identify Policies, Goals and Objectives S-2: Process for Management of Threat Vulnerabilities S-3: Identification Concepts for Passenger and Employee Security S-4: Process for Internal Security Audits S-5: Process for Generating Security Plans	Security



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Task	2020	2021	2022	2023
1 Policy Statement		2021		
2 Purpose, Goals, and Objectives		2021		
3 RTA Management Structure		2021		
4 Interdepartmental/Interagency Coordination	2020			2023
5 Plan Implementation, Plan Review, and Modification	2020			2023
6 Hazard Management Program	2020			2023
7 Safety Certification Process (SANDAG)			2022	
8 Safety Data Acquisition			2022	
9 Incident Notification, Investigation, and Reporting	2020			2023
10 Emergency Management Program	2020			2023
1 Internal Safety and Security Audit Program		2021		
1 Rules Compliance			2022	
2 Facilities and Maintenance Inspections		2021		
3 Maintenance Audit and Inspection Program		2021		
4 Training and Certification Program			2022	
5 Configuration Management Process (SANDAG)			2022	
6 Compliance with Local, State and Federal Safety Requirements		2021		
7 Hazardous Materials Program	2020			2023
8 Drug and Alcohol Program		2021		
9 Procurement (SANDAG)			2022	
20 Security (five elements over three years)	2020	2021	2022	2023
1 S-1: Identify Policies, Goals and Objectives	2020			2023
S-2: Process for Management of Threat Vulnerabilities	2020			2023
S-3: Identification Concepts for Passenger and Employee Security		2021		
S-4: Process for Internal Security Audits			2022	
S-5: Process for Generating Security Plans			2022	

ISA Master Schedule based on GO 164-E requirements effective May 3, 2007



3.3.1.3 External Safety Management

Compliance safety management review focuses on verification of compliance to policies, plans, procedures, milestones, or other predetermined requirements. These compliance safety management reviews indicate whether requirements are met (yes or no) or partial compliance.

Peer reviews are a valuable resource to SDTI for assessing all aspects of transit operations and functions. Highly experienced rail transit personnel who are selected on the basis of their subject matter expertise conduct the peer reviews on-site. Through the benefits of on-site interviews of SDTI staff and review of relevant documents, the peer review panel concludes its review with a summary of observations and recommendations.

3.3.1.4 Safety Culture Assessment

It is important for SDTI to continually assess its effectiveness on overall safety. Since safety culture is not “visible,” assessment is not simple. Types of assessment instruments may include the following:

- Surveys of employee attitudes, opinions, and perceptions
- Written questionnaires
- Face-to-face interviews
- Focus group interviews
- Ability of the organization to focus on long term performance
- How SDTI handles conflicts
- How SDTI views errors and mistakes
- Ability of the organization to focus on improving safety defenses instead of assigning blame
- SDTI’s proactive stance toward safety



4.0 SAFETY PROMOTION

Safety promotion has two subcomponents:

1. Safety Communication
2. Competencies and Training

Safety promotion provides increased safety awareness through safety training and communications. This process helps employees have the skills needed to perform their job safely and to have shared ownership of MTS's safety program. Management commitment is demonstrated through visibility of safety throughout MTS.

4.1 SAFETY COMMUNICATION

An effective SMS includes a positive safety culture where there is a two-way feedback loop between frontline employees and management about safety information. This communication fosters an environment where hazards and safety risks are routinely discussed and employees feel encouraged to report safety concerns. Management commitment is essential to ensure an effective SMS.

SDTI uses the intranet to communicate safety activities and events throughout the agency including updates to critical documents, such as the Public Transportation Agency Safety Plan. SDTI also uses bulletins communicating safety activities and events. These bulletins are placed on display boards throughout the SDTI workplace.

4.1.1 Workplace Safety Programs

4.1.1.1 Industrial /Occupational Safety Program

SDTI has developed and implemented an Injury and Illness Prevention Program (IIPP) to maintain a self and healthful workplace for employees. The IIPP Manual includes the following:

- Management Commitment/Assignment of Responsibilities
- Safety Communications
- Hazard Assessment and Control
- Accident Investigation
- Safety Planning, Rules, and Work Procedures
- Safety and Health Training

SDTI's IIP is designed to have input from employees and coordination with labor unions and their local representatives. Contractors are also required to conform to industrial and occupational safety program requirements.

4.1.1.2 Fitness for Duty Program

SDTI is committed to ensuring that employees and contractor personnel are fit for duty. Many factors can affect their overall fitness, including drugs and alcohol, fatigue, prescription drugs, and cognitive distractions.



4.1.1.3 Drug and Alcohol Program

MTS is committed to a drug- and alcohol-free workplace. All MTS employees are issued, and acknowledge receipt (signature to employee file in the Human Resources Department) of the MTS Drug and Alcohol Policy. All guidelines of this policy are prepared according to 49 CFR Parts 653, 654, and 655; Drug-Free Workplace Act, effective August 1, 2001. Policy application is monitored and recorded by the Human Resources Manager, including physical examinations and post-accident test results. Violation of the policy subjects the employee to immediate termination from SDTI.

4.1.1.4 Fatigue Program

Fatigue can contribute to hazardous operations. SDTI has implemented countermeasures to manage this risk potential. These measures include the following:

- Hours of service rules
- Medical evaluations for sleeping disorders
- Awareness training for employees and contractors

4.1.1.5 Medical Monitoring Program

MTS has medical standards that apply to safety sensitive positions which include pre-employment medical examinations and periodic examinations to identify any physical or mental deterioration of employees below thresholds established for safe performance of their duties.

4.1.1.6 Critical Incident Follow-up- Post Traumatic Stress

After significant incidents, such as major accidents, SDTI offers involved employees referral to the Employee Assistance Program (EAP).

After-action reports are prepared that include the following elements:

- Review interagency relationships to minimize interagency misunderstandings
- Ensure that a formal review of problems encountered is performed
- Learn from innovations developed during incidents
- Aid personnel in coping with the stresses of complex traumatic events

Transit personnel and emergency responders often face emotional trauma from serious incidents (post-traumatic stress disorder [PTSD]). SDTI provides access to health professionals to help counteract PTSD.

4.1.1.7 Cognitive Distraction and Attentional Error

Cognitive distraction refers to an employee or contractor taking his or her mind off the job. One major cause of cognitive distraction is the increased use of personal electronic devices, such as cell phones. SDTI has implemented a zero



tolerance for cell phone use while on the job except in designated areas on SDTI property (see section 4.2.5).

4.1.2 Procurement

SANDAG/MTS procurement staff is responsible for planning, solicitation, award, administration, and documentation of contracts. SANDAG/MTS uses procurement procedures that reflect applicable state and local laws and regulations and, when applicable, federal law. All procurements and contracts must be approved in accordance with SANDAG/MTS Board Policies and delegation of authority. All completed documentation is kept on-file at SANDAG/MTS offices concerning procurements and policies.

SANDAG/MTS engineering staff is responsible for ensuring the material supplied conforms to procurement specifications. Per policy and procedures set forth in the Configuration Management Plan product submittals, design drawings, and change orders must be reviewed and approved. Through the efforts of SANDAG/MTS construction management contractors, inspection and quality-assurance measures are implemented to ensure unacceptable material is rejected and discarded.

All employees, agents, and contractors who are permitted to work on SDTI property must adhere to the provisions required by the MTS Agency Safety Plan.

The Safety Data Sheet (SDS) Program has established specific procedures for the acquisition and dissemination of information regarding hazardous materials. All operations and maintenance departments must meet applicable state, federal, and local regulations for the proper labeling, storage, handling, and disposal of hazardous materials, including documentation and recordkeeping requirements.

SDTI Stores Department procedures regarding procurement include:

- Procurement process complies with established procedures for evaluating materials and products for use by SDTI
- Safety Data Sheet requirements are met and copies maintained for all materials and that the materials undergo an evaluation by the Industrial Hygiene and Environmental Safety Section prior to use
- Develop, maintain, and utilize a list of hazardous materials and equipment; enforce procurement restrictions and other procurement procedures
- Follow safety procedures related to hazardous substance acquisition, handling, labeling, storage, disposal, and recordkeeping

4.1.3 Hazardous Materials Program

Procedures are in place to control hazards associated with procurement, storage, transfer, use, and disposal of hazardous substances. These procedures also address recordkeeping and reporting requirements. Hazardous Material Plans are developed for each facility and comply with 40 CFR 372 and SARA Title III Section 313.



The Hazard Communication standards orientation includes training and/or information on:

- OSHA Hazard Communication Standards
- Material Safety Data Sheets (MSDS)
- Physical health effects of hazardous materials used at SDTI
- Steps that SDTI has applied to minimize exposure to these materials
- Methods to determine presence or release of hazardous chemicals
- Emergency procedures for exposure to hazardous chemicals

4.1.4 Public Safety Programs

SDTI provides ongoing passenger and public safety programs to rail transit patrons and the general public. This outreach affects all aspects of the agency. During rail extensions, SANDAG provides outreach during all phases of the project starting with design and culminating in revenue service operations. MTS outreach programs include rail operations and major rail rehabilitation projects.

4.2 COMPETENCIES AND TRAINING

There are many different kinds of training involved in safety promotion. They include the following:

- Training of the Board of Directors on its role in transit safety during regular scheduled Board of Directors meeting
- Training of all employees on their role and responsibilities as they relate to safety performance
- Development of safety competencies at the frontline employee level: formal training on the contents of an effective employee safety reporting system
- At safety management level, training should develop safety data management competencies, how to analyze safety data, extract information from safety data, and turn safety information into safety intelligence

MTS has a very progressive agency-wide training program. All new employees are given safety training, which includes an overview of SMS. Many of the MTS employees have taken safety courses (including SMS) from the FTA's Transportation Safety Institute (TSI). MTS has hosted many TSI classes to enable more MTS employees to attend. Several MTS employees are also TSI instructors.

Accidents, incidents, and near misses are used in training to educate personnel on how to prevent future occurrences.

4.2.1 Rules and Procedures Review

MTS identifies operating and maintenance procedures that affect safety. These operating and maintenance rules and procedures that affect safety are reviewed for their effectiveness, and MTS determines when they would require updates or revisions.



4.2.1.1 Rules and Instructions for Employees

Rules and Instructions for Employees establishes the rules of personal conduct, instructions in the safe operation of trains, signals and interlocking, special operations, electric power systems, and general communications. The Human Resources Manager issues the rulebook to all employees who certify by signed receipt that they have received a copy that they agree to comply with the provisions therein and understand that their failure to comply with such provisions may subject the employee to disciplinary action, up to and including discharge.

4.2.1.2 Standard Operating Procedures

Standard Operating Procedures (SOPs) are issued to employees in each department on an as-needed basis. SOPs cover specific guidelines and instructions on how to perform related duties with the intent to ensure operational and maintenance safety. Departments that are affected by the same procedures are identified on the SOP distribution list. The department heads are responsible for issuing and updating their department's SOPs and distributing to employees within their department.

4.2.1.3 Compliance with Operating and Maintenance Rules and Procedures

The System Safety Manager has the functional authority, under direction of the COO-Rail, to ensure that all employees comply with the ASP and that all operations and maintenance-related functions are performed with the intent to provide safety duties.

Line Supervisors conduct efficiency testing to document inspections of train operator performance. An efficiency test is an inspection of employee performance that is unobserved, unannounced, and unexpected by the train operator. An efficiency test is completed on each train operator every quarter. The efficiency testing program is administered by the System Safety Manager. The supervision and tracking of the efficiency testing program is carried out by Transportation Department training staff.

Line Supervisors also conduct work-site inspections to verify that the work sites and employees are in compliance with the Roadway Worker Protection Program. A representative sample is monitored and logged by the Central Control Supervisor or designee as well as reviewed when there is a derailment, collision, complaint against an operator, report of noncompliance with personal electronic device policy, security events, or to augment efficiency testing or any other event deemed necessary.

4.2.2 Training and Certification Programs

MTS provides agency-wide safety training programs to all employees. All new employees are given safety training, which includes an overview of Safety Management Systems. In addition, MTS sponsors ongoing Transportation Safety Institute (TSI) safety and security training courses to be held either on site in San



Diego or, alternatively, sponsors employees to take TSI training at other locations.

4.2.2.1 Transportation Department Training

The Training Supervisor is responsible for all aspects of training within the department and interdepartmental training for on-track and roadway worker operating qualifications. The Training Supervisor develops programs, conducts classroom/field training for many job classifications, and is responsible for instructional activities for Supervisors, Train Operators, Flagpersons, and LRV Maintenance and Maintenance-of-Way personnel.

The Training Supervisor is responsible for the development of training requirements, initial instruction of new employees, and follow-up training and recertification. The Training Supervisor maintains employee records relative to training sessions, safety-related and defensive operating programs, accident investigation, field exercises and public/customer relations as well as emergency procedures pertaining to a variety of scenarios.

The Transportation Standard Operating Procedures issued to employees include all departmental operating procedures (including safety and emergency procedures) as well as the Rules and Instructions for Employees Handbook. Train Operators and Supervisors (control, yard, and line) are required to demonstrate qualifications on these procedures during initial training. Additionally, training and recertification is required for each Train Operator and Supervisor biennially (after initial qualification) to ensure their current understanding of all safety-related matters and procedures. The System Safety Manager reviews the recertification programs to verify compliance with regulatory requirements.

Train Operators

The 440-hour initial training and biennial 24-hour recertification programs include classroom training, field exercises, and written and practical examinations pertaining to:

- Defensive driving/accident prevention
- Passenger sensitivity
- LRV troubleshooting techniques
- Emergency situation instruction
- Roadway worker safety

Supervisors

The 120-hour initial training and biennial 16-hour recertification programs include:

- Accident investigation
- Equipment operation and troubleshooting
- Emergency situations instruction
- Administrative policy
- Roadway worker safety

Controllers



The 320-hour Controller training and recertification programs include orientation with the Wayside Maintenance, Track, and Security, as well as:

- System failure recovery techniques
- Manual block operations and instructions
- Interdepartmental and interagency communications
- Risk management
- Accident investigation
- Equipment operation and troubleshooting
- Emergency situations instruction
- Administrative policy
- Roadway worker safety

4.2.2.2 Wayside Maintenance Department Training

New employees are instructed on company policies, safety rules, safety programs, and emergency procedures. Each maintainer is registered with the State of California to participate in a four-year Apprenticeship Program. Under this program, personnel must complete college-level training in electricity and electronics and participate in on-the-job and in-house training classes before becoming Journeyman certified. New personnel with experience that demonstrate their knowledge of subject have the option of taking apprenticeship program (AP) examinations. If the new employee is successful in passing all required AP examinations, they qualify to be a Lineman.

Maintenance training is conducted continually. Track personnel participate in the "Track Training Program II" administered by the Railway Educational Bureau of Omaha, Nebraska and supported by SDTI. Qualification is required for main line operation of hi-rail track and rail-bound maintenance equipment. Qualification is required for main line operation of hi-rail track equipment with recertification provided biennially. Roadway Worker Protection Program qualification is required for Wayside Maintenance and Track Department employees with annual recertification.

Safety Meetings conducted by Supervisors cover a variety of subjects that relate to specific job duties such as:

- Hazardous material disposal
- State right-to-know laws
- Electrical safety
- Defensive driving

As part of their daily routine, Shift Supervisors will observe workers' actions to:

- Identify potential hazards and initiate corrective action
- Look for unsafe work habits or improper use of equipment
- Ensure that safety equipment is properly and appropriately used

4.2.2.3 LRV Maintenance Training

Each LRV Supervisor is responsible for providing employee orientation and training, and verifying performance of required safety program activities during their shift. In addition, each maintainer is registered with the State of California to



participate in a four-year Apprenticeship Program. Under this program, an employee must complete college-level training in electricity and electronics and go through on-the-job and in-house training classes before finally receiving certification as a Journeyman by the State of California. All LRV Maintainers are certified on:

- Yard operation of LRVs (limited qualification)
- OSHA forklift operation
- Hazardous communication/blood-borne pathogens

Monthly safety meetings conducted by Shift Supervisors cover topics including:

- Hazardous materials disposal
- Electrical safety
- Shop power red tag/blue flag procedures
- Preventive maintenance for re-rail equipment
- Yard and shop safety
- Safe working habits, ergonomics, and PPE

4.2.2.4 Revenue Department Training

Safety is a vital element in the Revenue Department training program. Revenue Collector/Processors must be alert to the threat of armed robbery, and they are potentially subject to injuries from carrying and lifting heavy coin vaults. Job duties may require driving on congested highways, city streets, and pedestrian-active parking areas. Each employee is issued a company handbook that includes all safety instructions. New employees in the Revenue department are registered with the State of California to participate in a four-year Apprenticeship Program. Maintainers in the program must receive college-level training in electricity and electronics, participate in on-the-job and in-house training classes, and pass all requirements before obtaining Journeyman certification. Individual and group safety meetings are held on a monthly basis within the Revenue Department.

4.2.2.5 Facilities Department Training

New employees are instructed on the Rules and Instructions for Employees Handbook, company policies, safety programs, Drug and Alcohol Policy, Hazard Communication Program, and emergency procedures. Roadway Worker Protection Program qualification is required for Wayside Maintenance and Track Department employees, with annual recertification.

Toolbox meetings conducted by Shift Supervisors cover topics including:

- State right-to-know laws
- Proper use and disposal of cleaning chemicals, pesticides, and other hazardous materials
- Forklift and man-lift operating safety
- Power tool safety
- Hazard communication



4.2.2.6 Board of Directors Safety Training

In accordance with FTA requirements, MTS has developed a safety presentation for the Board of Directors. This presentation explains the principles of Safety Management Systems and the role of the Board of Directors in the review and approval of the Public Transportation Agency Safety Plan.

4.2.2.7 Emergency Services Training

The purpose of this program is to familiarize San Diego-area emergency-response personnel and other organizations with the operating characteristics of the San Diego Trolley system and equipment.

Key training elements covered include but are not limited to:

- Brief Introduction to SDTI
- Roadway/Main Line and Yard Safety
- Traction Power
- Electrical Safety
- Communication with OCC or SDTI
- Railroad Response Protocol
- Cell phone usage on SDTI property
- Front Line Supervisor Identification
- Vehicle Familiarization
- Vehicle Access

The expectation of this exposure to SDTI's environment and procedures is to generate knowledge and awareness among personnel in emergency response agencies and to mitigate the risk of potential dangers to responding personnel, SDTI employees, and its patrons.

4.2.3 Roadway Worker Protection

It is SDTI's mission to provide safe, reliable, and courteous service. The Safety Department is responsible for compliance with federal, state, and local regulatory requirements.

4.2.3.1 Roadway Worker Protection Plan

A roadway worker is any person who is fouling or has the potential to foul the track, including an employee of a railroad or a contractor to a railroad whose duties include inspection, construction, maintenance, or repair of railroad track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities, or roadway machinery on or near track or with the potential of fouling a track.

Employees, contractors and other non-railroad employees who perform work fouling any track or occupying the right-of-way must attend roadway worker safety training and maintain a copy of the Roadway Worker Protection Plan at the work site. It is the responsibility of SDTI to:



- Properly train every roadway worker.
- Guarantee each employee the right to challenge, in good faith, whether the on-track safety procedures to be applied at a work site comply with the Roadway Worker Protection Plan and SDTI Rules and Instructions for Employees.
- Follow proper procedures to resolve challenges promptly and equitably.

4.2.3.2 Roadway Worker Safety Program Management

Under the direction of the Superintendent of Transportation, the development, revision, and scheduling of initial roadway worker training and recertification will be the responsibility of the Transportation Department Training Supervisor and are conducted in compliance with Section 1.3 of the SDTI Rules and Instructions for Employees and the Roadway Worker Protection Plan. All classroom training modules will be conducted by the Transportation Department Training Supervisor or their designee. Program outline and individual modules will include the date of last revision.

4.2.3.3 Roadway Worker Safety Training

Recertification is conducted annually for all roadway workers and biennially for employees who may interface with roadway workers, including train operators, controllers, and supervisors. This training covers, but is not limited to:

- Identification of the right-of-way and the limits in which roadway worker protection (RWP) is required
- Recognition of railroad tracks and understanding of the space surrounding them
- Hazards associated with working on or near railroad tracks, including review of on-track safety rules and procedures
- Hazard/near-miss program and reporting procedures
- Understanding of hazards through a representative field setting
- The functions and responsibilities of various persons involved with on-track safety procedures
- Proper compliance with on-track safety instructions given by person responsible for on-track safety
- Train approach warning signals given by watchperson/lookout and the proper procedures upon receiving a train approach warning

The safety card issued by SDTI upon completion of roadway worker safety training must be carried at all times while on SDTI property or railroad right-of-way. Additionally, numbered RWP stickers issued by SDTI to contractor employees upon completion of roadway worker safety training must be visible on each roadway worker's hard hat while on SDTI property or railroad right-of-way. Roadway worker training records are maintained for a minimum of three years within employee's department or with the contracted third-party training provider in the case of contractors.

Federal and state government agencies are involved with the safe design, construction, maintenance, and operation of the SDTI system. The System



Safety Manager, under the direction of the COO-Rail, is the primary contact person for all matters concerning safety at SDTI.

4.2.4 Contractor Safety Program

SANDAG contracts work for regional rail construction and capital improvement projects. The contractor personnel are not directly under the jurisdiction of SDTI but follow the requirements specified in SANDAG bid documents as to the roles and responsibilities of contractors. A SANDAG project engineer is responsible for providing scope of work orientation to the contractor in prebid meetings. All contractor personnel are instructed on the Roadway Worker Protection Program, which identifies responsibilities and restrictions on or near the right-of-way. Contractor training records are maintained by the MTS Right-of-Way Engineer. Contractor personnel are not allowed to enter the right-of-way until a right-of-entry permit is submitted to the Superintendent of Transportation for notice of intent to enter the right-of-way, location of work, equipment used on right-of-way, and nature of work. The Superintendent of Transportation reviews and approves all requests. SANDAG must coordinate any contractor work performed on the right-of-way that may impact revenue operations with MTS.

4.2.5 Personal Electronic Device Use

SDTI maintains a zero-tolerance policy, which prohibits the use of personal electronic devices (PEDs). This policy is in accordance with the requirements of CPUC General Order 172, Section 5. The policy mitigates the use of PEDs by employees and contractor personnel responsible for operating or controlling revenue and nonrevenue vehicles or performing work on or near the SDTI right-of-way.

SDTI Rule 1.4.9 (Restrictions on Use of Personal Cell Phones) and Standard Operating Procedure 101.27 (Use of Personal Electronic Devices While On-Duty) provides instructions and outlines policy regarding the use of PEDs. One incident of noncompliance with the established rules and procedures will result in employee termination.

SDTI uses a video-based monitoring system in the operating cabs and other areas of each LRV. This system supplements the random monitoring and enforcement of its operating rules, policies, and procedures, including those that govern the use of electronic devices in compliance with General Order 172. A representative sample is monitored and logged by Central Control Supervisor or designee as well as reviewed when there is a derailment, collision, complaint against the operator, a report of noncompliance with personal electronic device policy, security events, to augment efficiency testing, or any other event deemed necessary. The video-based enforcement and monitoring log will be maintained for a period of three (3) years.



5.0 ABBREVIATIONS AND DEFINITIONS

ACCEPTABLE RISK	A determination made that the probability of an incident or scenario occurring is unlikely and the severity of its consequence is negligible.
ACCIDENT	Any event involving the operation or maintenance of the SDTI system which results in: (1) a loss of life; (2) a report of a serious injury to a person; (3) a collision of public transportation vehicles; (4) a runaway train; (5) an evacuation for life safety reasons; (6) any derailment of a rail transit vehicle at any location, at any time, whatever the cause.
ACCOUNTABLE EXECUTIVE	Single, identifiable person who has the ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control and direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329 (d) and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
CHIEF SAFETY OFFICER	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer.
CONTRACTOR	An entity that performs tasks required by this part on behalf of the oversight or rail transit agency.
CORRECTIVE ACTION PLAN	A plan developed by the rail transit agency that describes the actions the rail transit agency will take to minimize, control, correct, and/or eliminate hazards. Further, it includes the schedule for implementing for those actions.
EVENT	Any accident, incident or occurrence.
FTA	Federal Transit Administration, an operating administration within the United States Department of Transportation.
HAZARD	Any real or potential condition that can cause injury, illness or death; damage to or loss of the facilities, equipment, rolling stock or infrastructure of a public transportation system; or damage to the environment.
HIGHWAY RAIL GRADE CROSSING	(1) a location where a public highway, road, or street, or a private roadway, including associated sidewalks, crosses one or more railroad tracks at grade; or (2) a



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location where a pathway is dedicated for the use of non-vehicular traffic, including pedestrians, bicyclists, and others, that is not associated with a public highway, road, or street, or a private roadway, crosses one or more railroad tracks at grade.

HIGHWAY USER

Automobiles, buses, trucks, motorcycles, bicycles, farm vehicles, pedestrians, or any other mode of surface transportation motorized and un-motorized.

INCIDENT

An event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency

INDIVIDUAL

A passenger, employee, contractor, other rail transit facility worker, pedestrian, trespasser, or any other person on RTA property.

INVESTIGATION

The process of determining the causal and contributing factors of an accident, incident or hazard, for the purpose of preventing recurrence and mitigating risk.

LIGHT RAIL VEHICLE (LRV)

The rail transit agency's rolling stock, including, but not limited to passenger and maintenance vehicles.

NATIONAL PUBLIC TRANSPORTATION SAFETY PLAN

The plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

OCCURRENCE

An event without any personal injury in which any damage to facilities, equipment, rolling stock or infrastructure does not disrupt the operations of a transit agency.

OVERSIGHT AGENCY

The entity, other than the rail transit agency, designated by the state or several states to implement this part.

PASSENGER

A person who is onboard or in the process of boarding or alighting from a rail transit vehicle.

PERFORMANCE MEASURE

An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

PERFORMANCE TARGET

Quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.



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PROGRAM STANDARD	A written document developed and adopted by the oversight agency, that describes the policies, objectives, responsibilities, and procedures used to provide rail transit agency safety and security oversight.
PROPERTY	Property that is used by SDTI and may be owned, leased, or maintained by SDTI.
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (ASP)	Documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and 49 CFR 673.
RAIL FIXED GUIDEWAY SYSTEM	As determined by FTA, any light, heavy, or rapid rail system, monorail, inclined plane, funicular, trolley, or automated guideway that: (1) Is not regulated by the FRA (2) Is included in FTA's calculation of fixed guideway route miles or receives funding under FTA's formula program for urbanized areas (49 U.S.C. 5336); or (3) Has submitted documentation to FTA indicating its intent to be included in FTA's calculation of fixed guideway route miles to receive funding under FTA's formula program for urbanized areas (49 U.S.C. 5336).
RAIL TRANSIT AGENCY (RTA) RISK	An entity that operates a rail fixed guideway system. Composite of predicted severity and likelihood of the potential effect of a hazard.
RISK MITIGATION	A method or methods to eliminate or reduce the effects of hazards.
SAFETY ASSURANCE	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
SAFETY MANAGEMENT POLICY	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
SAFETY MANAGEMENT SYSTEM (SMS)	Formal, top-down organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices and policies for managing risks and hazards.
SAFETY MANAGEMENT SYSTEM EXECUTIVE	Chief Safety Officer or equivalent.



Public Transportation Agency Plan

Section 5 – Abbreviations and Definitions

Revision 0

July 2020

SAFETY PERFORMANCE TARGET	A performance target related to safety management activities.
SAFETY PROMOTION	Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
SAFETY RISK ASSESSMENT	Formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
SAFETY RISK MANAGEMENT	Process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing and mitigating safety risk.
SANDAG	San Diego Association of Governments.
SERIOUS INJURY	Any injury which (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes or noses); (3) causes a severe hemorrhage, nerve, muscle or tendon damage; involves an internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
STATE	A state of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
STATE OF GOOD REPAIR	Condition in which a capital asset is able to operate at a full level of performance.
STATE SAFETY OVERSIGHT AGENCY	An agency established by a state that meets the requirements and performs the functions specified by 49 U.S.C. 5329 (e) and the regulations set forth in 49 CFR part 674.
TRANSIT AGENCY	Operator of a public transportation system.
TRANSIT ASSET MANAGEMENT PLAN	Strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation as required by 49 U.S.C. 5326 and 49 CFR part 625.
UNACCEPTABLE RISK	A determination made that a condition or hazard that will inevitably promote accidents continuously or frequently with critical or catastrophic effects.



6.0 REVISION TABLE

Revision No.	Issue Date
0	January 2020



7.0 REGULATORY REFERENCE DOCUMENTS

Document Reference Number	Title
49 CFR 42526 and 42529	Statement of Agency Policy Requires That Rail Transit Agencies Report Accidents Which Meet Reporting Thresholds That Occur On Shared- Or Joint-Use Heavy Rail Segments Be Reported
49 USC 5329 (b)	Reports of Accidents on Railroads
49 CFR 670	National Public Transportation Safety Plan
49 CFR Part 672	Public Transportation Safety Certification Training Program
49 CFR Part 673	Public Transportation Agency Safety Plan
49 CFR Part 674	State Safety Oversight Program
General Order 22-B	Regulations Governing Reports of Accidents on Railroads
General Order 26-D	Clearances On Railroads And Street Railroads With Reference To Side And Overhead Structures, Parallel Tracks, Crossings Of Public Roads, Highways, and Streets
General Order 33-B	Construction, Reconstruction, Maintenance and Operation of Interlocking Plants at Crossings, Junctions, Drawbridges, in Yards and at Sidings of Railroads and Street Railroads
General Order 72-B	Construction and Maintenance of Crossings at Grade of Railroads with Public Streets, Roads and Highways
General Order 75-D	Standards for Warning Devices for At-Grade Highway-Rail Crossings
General Order 88-B	Rules for Altering Public Highway-Rail Crossings
General Order 95	Overhead electric line construction
General Order 108	Filing of Railroad Operating Department Rules
General Order 110	Radio Communications in Railroad Operations
General Order 118-A	Construction, Reconstruction and Maintenance of Walkways and Control, of Vegetation Adjacent to Railroad Tracks
General Order 127	Maintenance and Operation of Automatic Train Control Systems-Rapid Transit Systems
General Order 128	Construction or Underground Electric Supply and Communication Systems
General Order 135	Occupancy of Public Grade Crossings by Railroads
General Order 143-B	Design, Construction and Operation of Light Rail Transit systems
General Order 161	Transportation of Hazardous Materials by Rail
General Order 164-E	State Safety Oversight of Rail Fixed Guideway Systems
General Order 172	Use Of Personal Electronic Devices By Employees Of Rail Transit Agencies And Rail Fixed Guideway Systems
General Order 175-A	Roadway Worker Protection Provided by Rail Transit Agencies and Rail Fixed Guideway Systems



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General Order 127	Maintenance and Operation of Automatic Train Control Systems-Rapid Transit Systems
General Order 128	Construction or Underground Electric Supply and Communication Systems
General Order 135	Occupancy of Public Grade Crossings by Railroads
General Order 143-B	Design, Construction and Operation of Light Rail Transit systems
General Order 161	Transportation of Hazardous Materials by Rail
General Order 164-E	State Safety Oversight of Rail Fixed Guideway Systems
General Order 172	Use Of Personal Electronic Devices By Employees Of Rail Transit Agencies And Rail Fixed Guideway Systems
General Order 175-A	Roadway Worker Protection Provided by Rail Transit Agencies and Rail Fixed Guideway Systems



Metropolitan Transit System

Bus Safety Plan

San Diego Transit Corp

(Public Transportation Agency Plan pursuant to 49 CFR 673)





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Appendices

Bus Safety Plans – Contract Operators

A – Transdev Bus Safety Plan (ECBMF and SBMF)

B – First Transit Safety Plan (CPMF)



Acronyms

ADA	Americans with Disabilities Act
Caltrans	California Department of Transportation
CBA	Collective Bargaining Agreements
CEO	Chief Executive Officer
CHP	California Highway Patrol
COO	Chief Operating Officer
CSO	Chief Safety Officer
EH&S	Environmental Health and Safety
EPN	Employer Pull Notice
KPI	Key Performance Indicators
NTD	National Transit Database
OEM	Original Equipment Manufacturer
PIP	Performance Incentive Program
PPE	Personal Protective Equipment
PUC	Public Utilities Commission
SANDAG	San Diego Association of Governments
SOS	Service Operations Supervisor
SPT	Safety Performance Targets
SRC	Safety Review Committee



1 Bus Agency Safety Plan Overview

1.1 Agency Information

The purpose of this Bus Agency Safety Plan discusses how safety is managed for San Diego Metropolitan Transit System (MTS) directly operated fixed route bus transportation services. The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

MTS is a California transit district that operates multiple modes of transit: light rail transit (Rail) and fixed route/ADA complementary paratransit bus operations (Transit). The agency has three major divisions: Administration, Rail and Transit¹. The MTS Chief Executive Officer (CEO) is responsible for managing all aspects of the agency, with direction from the Board of Directors. Because of the distinct differences in operations, MTS has prepared a Safety Plan for each individual division: Rail and Transit. This is MTS's Bus Agency Safety Plan (Table 1).

Table 1: Agency Information

Agency Information	
Transit Agency Name	MTS
Transit Agency Address	1255 Imperial Ave Suite 1000, San Diego, CA 92101
Name and Title of Accountable Executive	Sharon Cooney, Chief Executive Officer (CEO)
Name of Chief Safety Officer (CSO) or Safety Management System (SMS) Executive	Jared Garcia, Manager of Safety
Modes of Service Covered By This Plan	Directly Operated Fixed Route Bus
List Of All Funding Types:	5307, 5337, 5339
Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Directly Operated Light Rail, Directly Operated Fixed Route Bus, Contracted Fixed Route Bus, Contracted Commuter

¹ Historically, the Bus division was run by a separate entity, San Diego Transit Corporation (SDTC). SDTC is a wholly-owned subsidiary of MTS. While some operations continue under the SDTC entity (e.g. legacy property ownership or agreements), in practical terms it is operated as the Bus division of MTS.



	Bus, Contracted Paratransit, Contracted Paratransit Taxi
Does the agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A

MTS operates in southern San Diego County with a fleet of approximately 800 buses. MTS operates Rapid Express, Rapid, Express, Urban Frequent, Urban Standard, Community Circulator, Rural and ADA complementary paratransit. Service is directly operated by SDTC and operated by private contractors, First Transit and Transdev (Table 2).

Table 2: Services Operated

Service Types Operated By Each Entity			
Service Type	MTS/SDTC	First Transit	Transdev
Fixed Route	X		X
Commuter			X
Rural			X
Fixed Route Mini		X	
Paratransit		X	

MTS Bus operates over a 716 square-mile service area, with a combined population of more than two million people within the cities of San Diego, Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, National City, Lemon Grove, Poway and Santee, as well as the County of San Diego. Service is provided seven days a week on most routes. Routes serve approximately 4,200 bus stops.

MTS Bus has five bus fleet operating divisions, all of which include operations, maintenance and fueling functions: Imperial Avenue Division (IAD); Kearny Mesa Division (KMD); South Bay Bus Maintenance Facility (SBMF); East County Bus Maintenance Facility (ECBMF); and Copley Park Maintenance Facility (CPMF). IAD and KMD are operated by SDTC. SBFM and ECBMF are operated by private contractor Transdev. CPMF is operated by private contractor First Transit.

Service began in 1886 as the San Diego Streetcar Company. Over the years, this and several other entities were merged into the San Diego Electric Railway (later, the San Diego Transit Corporation (SDTC)). The City of San Diego purchased SDTC from private ownership in 1967, and transferred it to the Metropolitan Transit Development Board (MTDB) in 1985. In 2002, Senate Bill 1703 merged MTDB's planning, financial programming, project development and construction functions into the region's metropolitan planning organization, the San Diego Association of Governments (SANDAG). In 2005, MTDB changed its name to the San Diego Metropolitan Transit System (MTS). The MTS Board of Directors is composed of



members representing the cities of San Diego, Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, National City, Lemon Grove, Poway and Santee, and the County of San Diego.

1.2 Bus Agency Safety Plan Approvals

The Bus Agency Safety Plan has been approved by the Accountable Executive and the MTS Board of Directors (Table 3).

**Table 3: Bus Agency Safety Plan Approvals**

Bus Agency Safety Plan Approvals		
Name of Entity That Drafted This Plan	San Diego Metropolitan Transit System	
Accountable Executive Signature	Signature of Accountable Executive	Date of Signature
		7/30/20
Approval by the MTS Board of Directors	Signature of Chairperson of the MTS Board of Directors	Date of Approval
		7/30/20
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
		7/30/20

1.3 Annual Review, Update, and Safety Performance Assessment

1.3.1 Annual Review of the Bus Agency Safety Plan

This plan will be reviewed and updated annually during the month of January by the Chief Safety Officer. Proposed changes are reviewed with the Accountable Executive, Executive Management and Key Staff. The Accountable Executive will review and approve any changes, sign the updated plan, and then forward the plan to the Board of Directors for final review and approval. Updates to this plan may be made when there are:

- Changes to: safety performance targets, safety management policy, safety risk management, safety assurance, and safety promotion;
- Changes to: the Accountable Executive, COO, or CSO;
- Significant changes to service delivery;
- Significant changes to the organizational structure;
- New process/procedures are introduced that impact safety;
- Changes to available resources or priorities that support SMS; and
- Changes required by the Federal Transit Administration (FTA), California Public Utilities Commission (CPUC), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), etc. or other similar oversight agency.



1.3.2 Annual Safety Performance Assessment

MTS conducts an annual safety performance assessment in conjunction with the annual review. This assessment includes a review of the prior year's performance involving the Safety Performance Targets, Key Performance Indicators and applicable Performance Incentive Program (PIP) goals. The assessment may also include reviewing identified safety deficiencies, or other areas involving safety performance.

Updates made to the Bus Agency Safety Plan will be documented (Table 4).

Table 4: Version Number and Update History of Transit Safety Plan

Version Number and Update History of Bus Agency Safety Plan			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All	N/A	TBD

1.4 Documentation and Recordkeeping

This Bus Agency Safety Plan and documents related to this plan will be maintained for three (3) years after date of creation and be made available upon request by the FTA or other applicable agency having jurisdiction.

2 Safety Performance Targets

2.1 Safety Performance Targets

As required by 49 CFR 673.11(a) (3), this Bus Agency Safety Plan must include performance targets associated with revenue service that are based on the safety performance measures established under the National Public Transportation Safety Plan.

MTS may adjust performance targets over time, as data is collected and as SMS implementation matures. MTS performance targets for fatalities have been chosen to represent an aspirational goal (Table 5). MTS performance targets for injuries, safety events and system reliability have been chosen to represent improvement over the current baseline safety performance levels (used previous two calendar years, CY-18, CY-19) (Table 5). The safety performance targets are evaluated for each calendar year (January 1 – December 31).



Table 5: Safety Performance Targets

Bus Safety Performance Targets (Evaluated Per Calendar Year)							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) Per 100K	Injuries (Total)	Injuries (Rate) Per 100K	Safety Events (Total)	Safety Events (Rate) Per 100K	System Reliability (Rate) Failures/Rev Miles
Fixed Route Directly Operated	0	0	64	0.65	65	0.66	4,700
Fixed Route Contracted	0	0	68	0.65	69	0.66	6,000
Fixed Route Mini Bus Contracted	0	0	4	0.34	4	0.34	7,500
Paratransit Contracted	0	0	4	0.09	5	0.11	32,000
Total	0	0	133	0.51	143	0.55	6,600

2.2 Safety Performance Target Definitions

Definitions are based on the 2020 NTD Safety and Security Policy Manual.

Fatality – Death confirmed within 30 days of the event (including suicides). Fatalities that occur because of illnesses or other natural causes (including individuals who are found deceased) are not reportable.

Injury - Any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. MTS reports each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

Safety Events – Collisions that meet NTD thresholds for injuries, fatalities, property damage, or evacuation; vehicle towed from the scene involving a transit revenue vehicle; fires; hazardous materials spills, acts of God; evacuations for life safety reasons; other safety events listed in NTD policy manual.



System Reliability - mean distance between major mechanical failures, is measured as revenue miles operated divided by the number of major mechanical failures.

2.3 Safety Performance Target Coordination

Safety Performance Targets are made available to state of California including the Public Utilities Commission (CPUC), Caltrans, and the San Diego Association of Governments (SANDAG), MTS's Metropolitan Planning Organization (MPO), to aid in the planning process. Coordination with these agencies, in the selection of safety performance targets is accomplished to the maximum extent practicable. MTS officially transmits its targets in writing to the State and MPO following the annual review and certification. This transmission will take place in February of each year.

Targets Transmitted to the State ²	State Entity Name	Date Transmitted
	California Public Utilities Commission (CPUC)	See Footnote
	California Department of Transportation (Caltrans)	See Footnote
Targets Transmitted to the MPO	MPO Name	Date Transmitted
	San Diego Association of Governments (SANDAG)	7/7/2020

3 Safety Management Policy

3.1 Safety Management Policy Statement

The Safety Management Policy Statement, signed by the Accountable Executive and approved by the MTS Board of Directors, establishes the agency's safety objectives, and documents the organizational authorities, accountabilities and responsibilities (Figure 1).

² Although MTS has offered to share Bus Safety Performance Targets with CPUC and Caltrans, both have stated it is not necessary to send Bus Safety Performance Targets. As required per 49 CFR 673.15, MTS will coordinate and share Bus Safety Performance Targets with state entities to the maximum extent practicable.



Figure 1: Safety Management Policy Statement



Metropolitan Transit System

San Diego Metropolitan Transit System Safety Management Policy Statement

The San Diego Metropolitan Transit System (MTS) has established this Safety Management System Policy Statement to emphasize its overall commitment to the safety of our passengers, our operators, our staff and the general public. This Safety Management System Policy Statement provides direction for MTS's safety program, which applies to every facet of MTS operations.

The management of safety is MTS's highest priority. MTS is committed to safety throughout the entire organization, from the Board of Directors to the front line employees.

MTS will ensure that all transit service delivery activities take place under a balanced allocation of organizational resources to achieve the highest level of safety performance and meeting established standards. MTS is committed to developing, implementing, maintaining, and constantly improving our processes. As evidence of our commitment to safety, every MTS policy shall be guided by and every employee shall perform their duties in furtherance of the following safety goals:

- Supporting safety through the provision of appropriate resources that fosters a safety culture;
- Integrating the management of safety among the primary responsibilities of all managers and employees;
- Clearly defining managers and employees' responsibilities in relation to the performance of our safety management system;
- Conducting hazard identification and evaluating safety risks, which includes an employee safety reporting program, in order to eliminate or mitigate safety risks;
- Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Complying with, and wherever possible exceeding, legislative and regulatory requirements and standards;
- Ensuring that sufficiently skilled and trained employees are available to implement safety management processes;
- Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks for which they are adequately trained;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance by ensuring appropriate safety management action is taken and is effective; and
- Ensuring externally supplied systems and services that support our operations are delivered to meet our safety performance standards.

Chief Executive Officer
San Diego Metropolitan Transit System

October 19, 2017
Date

Chairperson of Board of Directors
San Diego Metropolitan Transit System

October 19, 2017
Date



3.2 Goals

MTS Transit Services is committed to providing the safest transportation possible for our employees, customers, the citizens of San Diego, and the communities we serve. We will:

- Provide and maintain a safe and healthy working environment
- Provide a safe and courteous transit system
- Follow best practices that will safeguard employees, customers, and persons interacting with transit property and equipment

Accidents are the result of unsafe acts committed by people and the existence of hazards or unsafe conditions, both of which are controllable and must be prevented to the maximum extent practicable in order to achieve MTS' commitment.

Our Safety Policy and our commitment to safety are at all times guided by the following principles:

- Safety is the responsibility of each and every employee
- Management has the responsibility to train all employees to work safely and to assure all employees work in a safe manner
- Preventing accidents, injuries, and incidents is good business
- Operating risks, hazards, and exposures can be safeguarded with active and effective safety practices
- Injuries and occupational illnesses can be prevented

3.3 Employee Reporting Program

Employees and contractors are empowered to report safety hazards, unsafe conditions, and near misses to management. No action will be taken against an employee through the reporting program as long as the report or act was not illegal, negligent, willful, or a violation of company policy/procedure. Employees have multiple means of communicating their concerns which include:

- Verbally to their direct supervisor or other member of management;
- By use of phone/radio;
- Through their union representative;
- Completing an anonymous online form via the intranet (Figure 2); and
- Through the Employee Safety Committee.

Hazards that cannot be adequately mitigated at the time of reporting are reported to the CSO and entered into a software database (Industry Safe or equivalent) for further assessment and mitigation (see Safety Risk Management).

**Figure 2: Sample Online Reporting Form**

MTS
Metropolitan Transit System

Bus Operations
100 16th Street
P.O. Box 122911
San Diego, CA 92112-2911
(619) 594-0100 • FAX (619) 596-8159

REPORT A SAFETY CONCERN / SUGGESTION

Location: _____ Date: _____ Time: _____

Description: _____

How Would You Fix The Condition? _____

Optional Information

Name: _____ Badge: _____ Phone: _____

Would You Like To Be Contacted Yes/No? _____

For Official Use Only – Do Not Write Below This Line

PLEASE SUBMIT COMPLETED FORM TO SAFETY DEPARTMENT FOR REVIEW

Rec'd By: _____ Date: _____ Time: _____ File #: _____

Committee Review: _____

3.4 Safety Management Policy Communication

The Safety Management Policy Statement is communicated to all employees and contractors throughout the organization including: employees, managers, executives and the Board of Directors. This policy is communicated through:

- Employee Handbooks;
- Bulletin Boards;
- Newsletters; and
- Company Intranet.



3.5 Authorities, Accountabilities, and Responsibilities

3.5.1 Board of Directors

The Board of Directors (Board) is responsible for setting policy for MTS, including Transit Services. The Board is required to approve the ASP initial document and all updates. At its regular meetings, the Board receives periodic safety briefings from Bus Operations. The Board has delegated agency management to the CEO, subject to various adopted Board policies and legal requirements.

3.5.2 Accountable Executive

The Board of Directors has designated the CEO as the Accountable Executive for the Agency. The Accountable Executive has ultimate responsibility for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout the Agency. These responsibilities include:

- Establishing, implementing, and promoting the Safety Policy Statement;
- Authority over financial and human resources;
- Authority over all activities and operations;
- Authority over final risk assessment ranking;
- Authority over final mitigation(s) of hazards/unsafe conditions;
- Briefing the Board of Directors; and
- Responsibility for carrying out the Transit Asset Management (TAM) Plan.

The CEO has delegated the authority and the day-to-day responsibilities of the agency safety plan for Transit Services to the Chief Operating Officer (COO) of Transit Services.

3.5.3 Chief Operating Officer (COO)

The COO reports directly to the CEO and is responsible for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout Transit Services. These responsibilities include:

- Implementing, and promoting the Safety Policy Statement;
- Authority over financial and human resources within Transit Services;
- Authority over all activities and operations within Transit Services;
- Authority over the risk assessment ranking within Transit Services;
- Authority over final mitigation(s) of hazards/unsafe conditions within Transit Service; and



- Briefing the Board of Directors on SMS related activities within Transit Services, as requested by the CEO.

The COO will support and encourage an open dialogue between the Chief Safety Officer and the CEO.

3.5.4 Chief Safety Officer

The Chief Safety Officer (CSO) is the Manager of Safety for Transit Services. The CSO has a dual reporting role with the COO and the CEO. As necessary to implement the Bus Agency Safety Plan and discuss relevant issues, the CSO has a duty and a right to report directly to and consult with the CEO. The CSO has independent and direct access to the CEO as needed regarding all safety related issues. The CSO has regularly scheduled safety briefings with the CEO and COO. The CSO also reports to the COO on a day-to-day basis. The CSO is responsible for:

- Developing and maintaining SMS programs including the Bus Agency Safety Plan;
- Managing the Employee Reporting Program;
- Performing analysis of incidents, trends, and causes and making recommendations to reduce or eliminate the potential for recurrence;
- Assisting other departments with the development of training programs and procedures;
- Managing the review and analysis of all accidents, incidents and safety events to determine preventability and any other causal or contributing factors;
- Providing monitoring and follow-up with employees after preventable accidents;
- Serving as the Chair of the Employee Safety Committee;
- Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Transit Services emergency preparedness plans; and
- Managing the Department of Motor Vehicles (DMV) Pull Notice Program and assuring all licenses, permits and certifications are in compliance.



3.5.5 Other Agency Leadership, Executive Management and Key Staff

3.5.5.1 Director of Fleet and Facility Maintenance

The Director of Fleet and Facility Maintenance directly reports to the COO and is responsible for:

- Directing, organizing, developing and planning all directly operated bus and facility maintenance functions;
- Providing oversight, contract compliance and support for all of MTS's contracted service fleet and facility maintenance operations;
- Directing, coordinating and supervising the development, implementation and administration of capital plans and contracts for fleet replacement, as well as service contracts providing maintenance for all MTS bus facilities and fleets;
- Overseeing the administration of applicable Collective Bargaining Agreement (CBA);
- Overseeing maintenance employee training, including the apprenticeship program; and
- Providing expertise and advice regarding staffing decisions in Fleet and Facilities, including recommendations for hiring, promotion and termination; evaluation and the implementation of discipline and other remedial measures.

3.5.5.2 Director of Transportation

The Director of Transportation directly reports to the COO and is responsible for:

- Organizing, developing, planning and directing all of San Diego Transit's transportation functions;
- Overseeing the development and management of all transportation employee training programs, including new employee and drivers training, refresher courses, safety-related training and all required safety/certifications/licensing; providing expertise for the development and coordination of new training programs.
- Overseeing the management of both Radio/Communications and Service Operations Supervisor teams, including developing standard operating procedures, setting expectations for professional interactions with customers and other employees. Guiding opportunities to improve supervisor skillsets through training, mentoring and professional development;



- Overseeing the administration of applicable CBA; and
- Providing expertise and advice regarding staffing decisions in Transportation Department, including recommendations for hiring, promotion and termination and the implementation of discipline and other remedial measures.

3.5.5.3 Manager of Contract Operations and Passenger Facilities

The Manager of Contract Operations and Passenger Facilities directly reports to the COO and is responsible for:

- Providing day-to-day oversight of contractor compliance with the agency safety plan;
- Providing contract oversight of the Agency's multi-year transit operations contracts;
- Monitoring ongoing facility maintenance activities dictated by Agency service contracts;
- Planning, directing, coordinating and reviewing Contract Services' staff;
- Assisting with transportation activities and coordinating schedules, projects and programs as needed to ensure Contract Service quality and continuity with Agency goals and objectives;
- Overseeing the coordination of bus stop maintenance and other transit amenities, including administration of various vendor contracts;
- Working with appropriate staff to develop fleet capital replacement program; and
- Supporting Finance Department staff on discretionary and programmed grants applications.

3.5.5.4 Manager of Paratransit and Mini Bus

The Manager of Paratransit and Mini Bus directly reports to the COO and is responsible for:

- Providing day-to-day oversight of contractor compliance with the agency safety plan;
- Organizing, developing, planning and directing all of MTS' Paratransit and Mini Bus functions and ensuring alignment of these functions with the goals and critical business outcomes of MTS;



- Ensuring the MTS ADA Paratransit Program is in full compliance with ADA regulations with respect to operations, client certification, call center operations and revenue service;
- Managing the fixed route “Mini Bus” program and overseeing the operations and management contract between MTS and the service provider(s); and
- Preparing operating and capital budgets, monitoring service performance, conducting community outreach, representing MTS on advocacy and transportation committees, and evaluating existing and proposed transit services.

3.5.5.5 Environmental Health & Safety Specialist

The Environmental Health & Safety Specialist reports directly to the COO and is responsible for:

- Developing, implementing, and overseeing Environmental Health and Safety policies and procedures;
- Developing, coordinating and participating in industrial hygiene and environmental safety programs;
- Developing comprehensive environmental and occupational safety and health inspection checklists and protocols, conducting inspections of facilities, and escorting regulatory inspectors during inspections;
- Interfacing with government agencies to maintain regulatory compliance with Federal, State, regional, and local environmental laws and regulations by preparing permit applications and renewal documents and negotiating permit conditions and developing corrective action plans; and
- Reviewing and approving chemical products used in relation to environmental and industrial hygiene impacts.

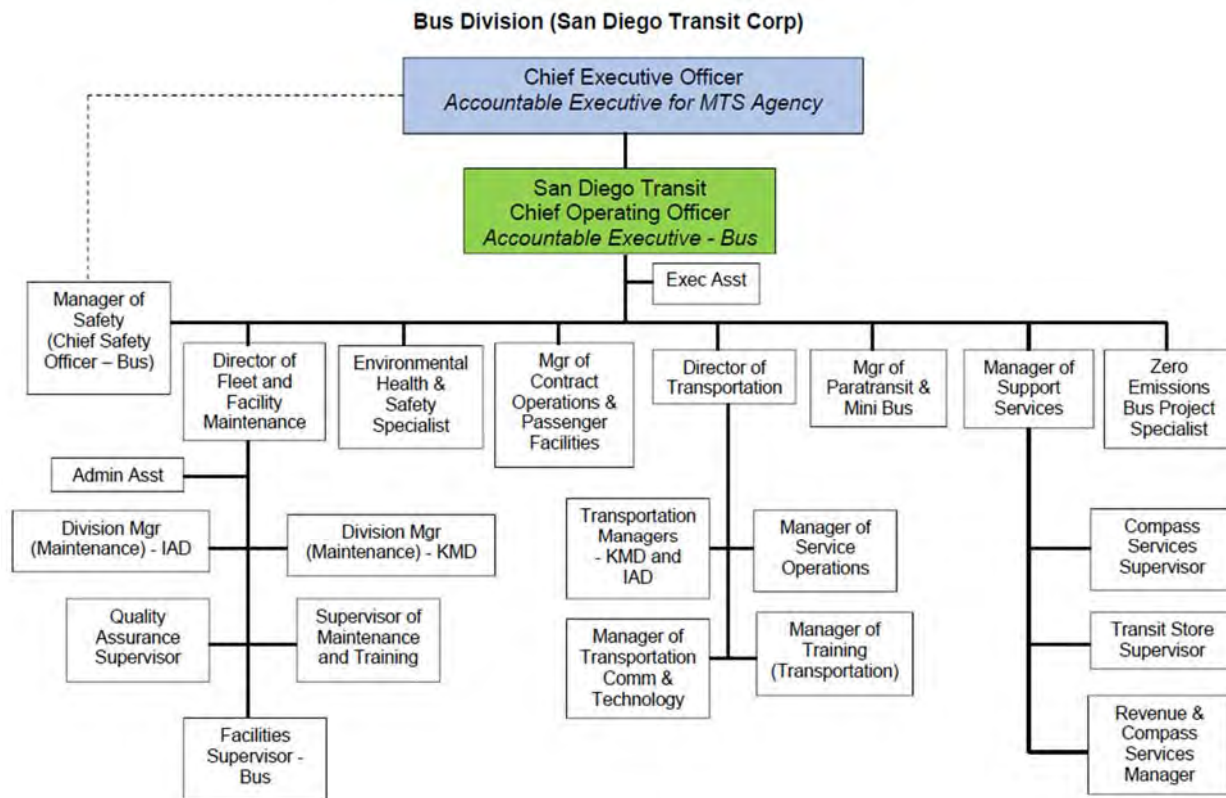
3.6 Contract-Operations Oversight

Various MTS employees are charged with oversight of contractors as it relates to safety and other matters. Such responsibilities are noted where applicable. In addition, each of the contractor safety plans (See Appendices) also describe oversight functions.



4 Organization Chart

Figure 3: Organization Chart



5 Meetings

5.1 CEO Safety Briefings

The CEO, COO, and CSO meet on a regular basis to review and discuss monthly safety performance. These topics include but are not limited to:

- Accidents & Injuries
- Hazard mitigation strategies
- Training activities
- Policy & Procedures
- Committee meetings
- Contract management
- Project updates



5.2 Transit Services Executive Staff Meetings

The CSO and other agency leadership within Transit Services meet together on a weekly basis with the COO to review and discuss updates from each department. These topics include but are not limited to:

- Accidents & Injuries
- Hazard mitigation strategies
- Training activities
- Policy & Procedures
- Committee meetings
- Contract management
- Project updates

5.3 Transit Services Safety Committee

The safety committee meets monthly and is comprised of representatives from both bargaining units (ATU, IBEW) as well as management representatives from the Maintenance, Safety, Security, and Transportation Departments. The purpose of the safety committee is to: create, improve, promote and maintain a heightened safety culture within the organization; inform, educate and influence employees through awareness campaigns and training activities designed to prevent and reduce accidents and injuries; and to provide a forum for employees to actively participate in safety programs that address and resolve safety issues in a timely manner.

5.4 Risk Department Meetings

Agency leadership within Transit Services meets with the Risk Department on a quarterly basis. These topics include but are not limited to:

- Open & recently closed claims
- Workers comp claims
- Litigation updates
- Hazard mitigation strategies
- Training activities
- Policy & Procedures



5.5 Emergency Preparedness and Response

5.5.1 Employee Training

Employees receive varying levels of emergency response training during the initial onboarding process depending on job position. Employees also receive applicable refresher training throughout the year through training programs and topics outlined in the Safety Promotion and Safety Communication sections of this document. Topics covered for emergency training include:

- Accident/Injury reporting
- Inspection protocols
- Passenger evacuations
- Road calls/Breakdowns
- Fire suppression
- Spill prevention, control and countermeasures (SPCC)
- Hazardous waste, operations, and emergency response (HAZWOPER)
- Conflict resolution and de-escalation techniques
- CPR/AED

5.5.2 Emergency Responder Training & Coordination

Transit Services participates in external agency emergency trainings and exercises whenever requested/invited by local municipal, county, state, or federal entities. These events include emergency events specific to the transit system as well as supporting other agencies with available resources (vehicles) to aid in external emergency response. Typical training events and exercises include:

- Vehicle familiarization
- Bus hijacking/SWAT
- Rescue/heavy lift extraction
- Homeland Security canine training
- Community based evacuations & temporary shelter
- Tabletop exercises

5.5.3 Vehicle Safety Equipment

Fixed route buses are equipped with the following safety features to reduce to the likelihood/severity of an emergency:

- Two way radio
- GPS tracking
- Security cameras



- Discreet panic button
- Fire extinguisher
- Engine fire detection & suppression system (excludes battery electric buses)
- Interlock device(s)
- Fuel leak detection alarm (CNG buses only)
- Emergency exit windows & roof hatches
- Low air pressure alarm

6 Safety Risk Management

Safety Risk Management is a decision making process that involves the identification, evaluation, and mitigation of hazards and unsafe conditions throughout the system. Hazards are to be eliminated or mitigated to lowest practical level with consideration given to financial and operational constraints. Transit Services utilizes a decentralized process where each department is responsible for managing the hazards that exist within their department.

6.1 Safety Hazard Identification

All employees are responsible for identifying and reporting hazards and unsafe conditions to their immediate supervisor/manager. The supervisor/manager is responsible for the initial evaluation and mitigation of a reported hazard. If the supervisor/manager is unable to eliminate the hazard or effectively mitigate the hazard to an acceptable level, the hazard must be reported to the CSO. The CSO is responsible for documenting the reported hazard.

Hazards are generally identified through:

- Employee Reporting Program;
- Employee Safety Committee;
- Routine inspections;
- Training activities;
- Direct observation by supervisors, managers and/or safety personnel;
- Accident and incident investigations;
- Customer Service reports;
- Daily operations activity reports;
- Safety data analysis;
- Audits;
- Data and info provided by FTA or other oversight authority;
- Design/Planning process for capital projects;
- Procurement of goods and services; and
- New service implementation.



6.2 Safety Risk Assessment

The CSO is responsible for assessing safety risks. Analyzing hazards is subjective. Two reasonable people could assess the same hazard and determine a different probability or severity of an unfavorable outcome. Hazards are analyzed using the probability/severity matrix within this section (Table 6, Table 7, Table 8, and Table 9). The criteria listed in the severity and probability charts are intended to be guidelines only. Each hazard is unique. Therefore, in addition to the severity and probability charts, the CSO should also consider common sense, similar prior/existing hazards, historical data, and their professional experience when conducting the assessment. Hazards that are “unacceptable”, “undesirable”, or “acceptable with review by management” are entered into the Risk Register by the CSO. Hazards that are “acceptable without review” are not required to be entered into the Risk Register. The CSO is responsible for informing the Accountable Executive of the MTS Agency of any hazard that is “unacceptable” or “undesirable”.

Table 6: Severity

Severity		
Description	Category	Criteria (worst likely credible outcome)
Catastrophic	1	Could likely result in death, permanent total disability, severe property damage or irreversible environmental damage.
Critical	2	Could likely result in permanent partial disability, injuries or occupational illness that may result in hospitalization, or reversible significant property/environmental damage.
Marginal	3	Could likely result in injury or occupational illness resulting in one or more lost work days(s), reversible moderate property/environmental damage.
Negligible	4	Could likely result in injury or illness not resulting in a lost work day, minimal property/environmental impact.

Table 7: Likelihood

Likelihood		
Description	Level	Specific Individual Item (Example of Frequency)



Frequent	A	Likely to occur frequently or continuously. (Weekly, 100K miles)
Probable	B	Likely to occur several times. (Monthly, 1 million miles)
Occasional	C	Likely to occur sometime. (Yearly, 10 million miles)
Remote	D	Unlikely but reasonable or possible to occur. (Decade, 100 million miles)
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced.
Eliminated	F	This level is used when potential hazards are identified and later eliminated.

Table 8: Hazard Assessment Matrix

Hazard Assessment Matrix				
	1 - Catastrophic	2 - Critical	3 - Marginal	4 - Negligible
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated	N/A	N/A	N/A	N/A

Table 9: Acceptability Levels

Acceptability Levels	
High	Unacceptable
Serious	Undesirable with management decision



Medium	Acceptable with review by management
Low	Acceptable without review

6.3 Safety Risk Mitigation

After a risk assessment has been conducted, the CSO will identify parties responsible for mitigating the hazard. The responsible parties are generally department heads, those most knowledgeable about the hazard (subject matter experts), or those with the most adequate resources to mitigate the hazard.

The following are common methods and processes responsible parties typically use to mitigate hazards:

- Eliminate hazards by repair/replacement;
- Eliminate hazards through design/change of service;
- Incorporate engineered features or devices;
- Provide warning devices, signage and alarms;
- Establish written policy and procedures to address the hazard;
- Implement training activities;
- Use of personal protective equipment (PPE); and
- Communication of hazard with employees, passengers, and general public.

Responsible parties are required to update the CSO on mitigation progress in a timely manner. The CSO is then responsible for updating the Accountable Executive and the Risk Registry in Industry Safe. The Risk Registry is reviewed quarterly by the Accountable Executive, CSO, and responsible parties. The Accountable Executive has the ultimate authority when deciding mitigations and the final assessment of a hazard. Hazards that remain at an unacceptable/undesirable level will continue to be monitored and revisited during the annual budget and capital improvement process.

7 Safety Assurance

7.1 Safety Performance Monitoring and Measurement

MTS has established several activities to monitor operations and maintenance for compliance with procedures. These processes are also used to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Non-compliance with procedures is generally addressed through counseling, training, and other management oversight activities. Insufficient procedures are addressed through safety risk management activities.



Supervisors are responsible for upholding established policies and procedures covered in documents such as CBAs, employee handbooks, training manuals, bulletins, memos, California Vehicle Code sections, etc. Supervisors typically utilize direct observations, job briefings, facility inspections, radio communications, and investigations to determine compliance. Employees who are not compliant with these procedures may receive in-person counseling, written observation letters, re-training, and/or progressive discipline depending on the severity of the event and the employee's work record.

7.1.1 Investigations

All employees are required to immediately report safety related events to their direct supervisor or the Bus Control Center/radio room and complete a written accident/incident report. The Supervisor on duty is responsible for ensuring the appropriate response to the scene (dependent on available resources) and determining if a drug and alcohol test is required.

A Service Operations Supervisor (SOS) should be sent to the scene to investigate whenever a person is injured/claiming injury or there is a collision involving a bus or other mass transit vehicle. The SOS will gather statements from persons involved/witnesses, collect insurance and other contact information, take photos of the scene, etc., and complete a written report.

Following the event, the Transportation Service Quality Specialist will collect video from the bus camera system and facility camera system if available. The video is generally stored in either the camera system server or a shared network drive and preserved for at least one year after the event and may be stored longer as dependent on available storage space. The CSO will collect and review all information and forward all written materials to the Risk Department and/or the Safety Review Committee (SRC).

The SRC is responsible for reviewing events involving: vehicle collisions, claims of injury, wheelchair ramp use, and certain braking events. The SRC is chaired by the CSO and also includes a member from the Training Department and a member from the Transportation Department. The SRC meets weekly and reviews all available information to determine preventability and any other causal or contributing factors. The CSO informs applicable management and other involved employees of the SRC's findings.

The CSO is responsible for entering safety related information in MTS's Enterprise Resource Program (SAP) for tracking purposes and data analysis. The CSO is responsible for entering hazards that require management review and/or a decision by management (High/Serious/Medium risk levels) in Industry Safe for tracking the mitigation of hazards. The CSO is also responsible for reporting this data to the Accountable Executive on a monthly basis. The CSO is



also responsible for reporting applicable required information to the National Transit Database (NTD) on a monthly basis.

7.1.2 Drug & Alcohol Program

MTS is a drug and alcohol-free workplace and has an established drug and alcohol policy that is compliant with 49 CFR parts 40 and 655. Every employee receives training upon initial hiring. Supervisor/managers receive two hours of additional training every two years that includes a minimum of 60 minutes on the effects of drug use and 60 minutes of training on the effects alcohol use and the agency policy. Drug and alcohol testing is conducted under the following circumstances:

- Pre-Employment;
- Reasonable Suspicion;
- Post-Accident;
- Random;
- Assuming Safety Sensitive Duties; and
- Return to Duty / Follow-Up

7.1.3 Driving Hours and On-Duty Time

Bus operators' schedules are assigned on a daily basis by an Operations Supervisor. The Operations Supervisor checks hours of service before scheduling upcoming work days. The following records for all bus operators are generated, tracked, and stored in the system:

- The scheduled assignment of all drivers including regular work days, day off work, overtime, vacations, holidays, absences, outside employment hours;
- The time the driver reports for duty each day;
- The time the driver is released from duty each day;
- The total number of hours the driver is on duty each day;
- The total scheduled driving time each day;
- The delay time at the end of each work piece; and
- The total time for the preceding seven days for drivers used for the first time or intermittently.

Title 13 of the California Code of Regulations subsection 1212 and 1212.5 establish the following limits on commercial bus operating hours:

- Drivers must have at least 8 hours off between work shifts;
- Maximum 10 hours driving time per day;



- Maximum 15 hours of on duty time; and
- Maximum 80 hours of on duty time for any consecutive 8 days.

In addition to state law, the applicable CBA establishes the following limits on scheduling and work hours:

- Drivers have at least 10 hours off between bid-in and scheduled work shifts; and
- Scheduled on-duty/spread work day limited to 12.5 hours.

7.1.4 DMV Pull Notice

MTS enrolls all employees in the California Employer Pull Notice (EPN) program. The program is required for all commercial drivers as a means for employers to electronically verify and monitor driving records. Employees are enrolled upon hire and removed upon termination. Records indicate license type, expiration date, special certificates, endorsements, restrictions. Notices are also sent annually and when there is a change to license status including a ticket, accident, or suspension. MTS uses a web based software solution company to manage the EPN program.

The CSO is responsible for monitoring the records of all commercial drivers and union employees. The CSO is responsible for notifying each department of status changes to the employee's eligibility to operate a bus or other vehicle. Each department is responsible for notifying the employee in their department of status changes, collecting documentation, and preventing them from operating a vehicle if they are not eligible to drive.

The Human Resources Department is responsible for checking a prospective employee's three (3) year driving record during the application and interview process. The Human Resources Department is responsible for monitoring the records of all management employees who do not have a commercial license.

The California Highway Patrol (CHP) performs an audit of the EPN program during the annual terminal inspection.

7.1.5 Customer Complaint Investigation

Customer complaints are managed overall by Support Services Department. Customers can submit a complaint by mail, in-person at MTS's administrative through the call center, through the MTS website or through MTS's mobile application.

All customer's comments or complaints are entered into the Customer Review Module in SAP. The comments then investigated by the responsible department. Investigation measures may include interviewing staff and/or collecting video if



appropriate. Final resolution is handled by department managers. The findings of the investigation are then entered into the Customer Review Module.

7.1.6 Ride Checker Program

MTS has two (2) anonymous part-time employees that conduct both directed and random rides that monitor a driver's performance while in revenue service. The ride checker completes a four-page "Ride Monitor Observation Listing" report for each ride. The report includes both yes/no questions and comment fields for various categories (Table 10).

Table 10: Ride Monitor Observation Listing

Ride Monitor Observation Listing		
Employee Information	Safety Observations	Bus Stop
Operator Appearance	Speed & Clearance	Turning Intersections
Departure / Arrival	ADA Compliance	Customer Service
Fare Collection	Railroad Crossing	Bus Appearance

The report is verified by the Support Services Analyst, and emailed to a management distribution group. The Division Managers are responsible for final resolution of the reports.

7.1.7 Vehicle Pre-Trip Inspections

Pre-trip inspections are conducted in accordance with State and Federal law. Pre-trip inspections are completed by bus operators in the bus yard before the bus goes into revenue service. The pre-trip inspections also occur when bus operators make a relief on the road (excluding air brake test).

7.1.8 Vehicle Preventative Maintenance

Preventative maintenance and inspection is carried out at a minimum in accordance with the Original Equipment Manufacturer (OEM) recommendations. This process occurs based on miles and varies in the complexity based on the mileage interval. Inspections include:

- Brake inspection;
- Lube and oil filter;
- General inspection;
- Wheelchair ramp;
- Air conditioner;



- Electrical;
- Cooling;
- Compressed Natural Gas (CNG) and fire suppression;
- Farebox;
- Transmission; and
- Differential and diaphragms.

All inspections are documented and kept for the life of the vehicle. Specific details on the preventative maintenance program are explained further in the Maintenance Manual that is maintained by the Maintenance Department. The California Highway Patrol (CHP) conducts an independent audit of the preventative maintenance program annually.

7.1.9 Internal Safety Reporting Programs

The CSO routinely reviews safety data from various sources including: employee safety reports, safety meetings, the employee reporting program, customer service complaints, OSHA logs, and other safety communication channels that track safety performance information. The CSO will review and assess the data, conduct further investigations, and use established safety risk management process as needed to ensure safety risk mitigations are effective.

7.2 Management of Change

Changes that may introduce new hazards or impact the agency's safety performance are assessed through various processes. These changes include but are not limited to:

- Procurement of new goods/equipment;
- Changes to route design and special event detours;
- Operations/Maintenance procedure changes;
- Introduction of new technology;
- New regulatory requirements;
- Changes to operating environment including city/regional planning;
- Design and construction of capital projects; and
- Organizational changes.

If management determines that a change may impact safety performance, the proposed change should be evaluated using the Safety Risk Management Process, which includes hazard identification, risk assessment, and risk mitigation. Any change that may introduce new hazards to the system should include the safety department. Please refer to the Safety Risk Management section of this document or contact a member of the safety department for more information regarding this process. If the safety department is not consulted and engaged during the decision



making process of the change, the project manager or individual who is approving/implementing the change is responsible for ensuring adequate safety risk management is conducted prior to making any changes.

7.3 Continuous Improvement

MTS establishes Safety Performance Targets, Key Performance Indicators and PIP goals annually. These goals are tracked and reported on a monthly and annual basis. The CSO meets with the CEO, COO, executive management and other key staff regularly to review and evaluate the agency's performance. Any identified deficiencies are addressed with a plan, under the direction of the Accountable Executive or their designee.

8 Safety Promotion

8.1 Safety Communication

Management promotes and communicates safety performance throughout the entire organization. This communication includes information on hazards and safety risk relevant to employees' roles and responsibilities. Employees are also informed of safety actions that are taken in response to reports submitted through the safety reporting program. The methods of communication include but are not limited to:

- Training Activities;
- Safety Committee;
- Meetings;
- Handbooks;
- Policies;
- Memos;
- Bulletins;
- Newsletters;
- Company Intranet;
- Job Briefings; and
- Department Information Monitors.

8.2 Competencies and Training

8.2.1 Chief Safety Officer Training Program

The CSO participates in the Voluntary Bus Safety Certification Program as outlined in 49 CFR Part 672. This training includes the following courses:

- SMS Awareness;
- SMS Safety Assurance;



- SMS Principles For Transit;
- Transit Bus System Safety;
- Fundamentals of Bus Collision Investigation; and
- Effectively Managing Transit Emergencies.

The CSO training also includes:

- Drug and Alcohol;
- Harassment Prevention; and
- Management Development

8.2.2 Servicer Training Program

All servicers complete a comprehensive training program. This program includes passing a written and behind the wheel test for a commercial driver license. Other major topics covered in the training program include: Code of Safe Practices, CNG fueling procedures, electric bus charging, bloodborne pathogen control program, Spill Prevention & Control Program (SPCC), and Maintenance Department policies and procedures.

Servicer refresher training includes but is not limited to:

- Toolbox training sessions;
- SPCC refresher training;
- Behind the wheel evaluations; and
- Preventable Accident remediation

8.2.3 Mechanic Apprenticeship Program

All mechanics complete a three (3) to four (4) year (depending on specialty) state certified apprenticeship program. The training starts with 40 days of in-house classroom instruction followed by on-the-job training with a mentor throughout the program. Apprentices must also complete nine (9) required college courses through Miramar Community College. In addition to the apprentice program, mechanics also receive the training program outlined in the servicer training program. Mechanics also receive Hazardous Waste Operations and Emergency Response (HAZWOPER) training as well as forklift certification.

Mechanic refresher training includes but is not limited to:

- Toolbox training sessions
- SPCC annual refresher training
- HAZWOPER annual refresher training
- Forklift recertification every 3 years



- Behind the wheel evaluations
- Preventable accident remediation

8.2.4 Foreman and Maintenance Managers

Foreman and Maintenance Managers training includes, but is not limited to, the following:

- Drug and Alcohol;
- Harassment Prevention;
- Management Development;
- Toolbox training sessions;
- SPCC;
- HAZWOPER;
- Forklift recertification;
- Behind the wheel evaluations;
- Preventable accident remediation; and
- Cardiopulmonary Resuscitation (CPR).

8.2.5 Bus Operator Training Program

All bus operators complete a nine (9) week training program prior to operating a bus in revenue service on their own. The training program is comprised of both classroom and behind the wheel driving. Operators are required to receive and maintain a class B commercial driving license, with a passenger and air brake endorsement. Operators are also required to have a valid medical certificate and Verification of Transit Training (VTT) certificate. Training topics includes, but are not limited to, the following:

- Bus operation and defensive driving;
- Destination signs;
- Radio communication;
- Customer service;
- ADA;
- Emergency procedures; and
- Route training.

Bus Operator refresher training includes, but is not limited to, the following:

- VTT annual training;
- Accident remediation;
- Defensive driving;



- Conflict resolution;
- Policy and procedures; and
- Behind the wheel evaluations.

8.2.6 Transportation Supervisors and Managers

Supervisors and Transportation Managers training includes, but is not limited to, the following:

- Drug and Alcohol;
- Harassment Prevention;
- Management Development;
- VTT;
- CPR; and
- Preventable accident remediation.



APPENDIX A

Bus Safety Plan (Public Transportation Agency Plan pursuant to 49 CFR 673)



MTS Contract-Operator at South Bay Maintenance Facility (SBMF) and East County Maintenance Facility (ECMF)





APPENDIX A

TRANSDEV BUS SAFETY PLAN

Contract Operations at East County Maintenance Facility and South Bay Maintenance Facility



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1 Bus Agency Safety Plan Overview

1.1 Agency Information

This Bus Agency Safety Plan discusses how safety is managed for Transdev, in operating the fixed route contract for the San Diego Metropolitan Transit System (MTS). The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

Transdev operates Fixed-Route Urban, Local, Express, Rural and Bus Rapid Transit (BRT) bus services in the San Diego Metropolitan Transit System (MTS) service area of San Diego. Services are provided under a contract agreement, to operate Fixed-Route service from the South Bay Division and East County Division, which operate a combined fleet of approximately 332 buses on approximately 56 Routes.

Table 1: Agency Information

Agency Information	
Transit Agency Name	MTS
Transit Agency Address	1255 Imperial Ave Suite 1000, San Diego, CA 92101
Name and Title of Accountable Executive	Sharon Cooney, Chief Executive Officer (CEO)
Name of Chief Safety Officer (CSO) or Safety Management System (SMS) Executive	Jared Garcia, Manager of Safety
Modes of Service Covered By This Plan	Contracted Fixed Route Bus
List Of All Funding Types:	5307, 5337, 5339
Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Contracted Fixed Route Bus
Does the agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A

1.2 Bus Agency Safety Plan Approvals

The Bus Agency Safety Plan has been approved by the Accountable Executive and the MTS Board of Directors (Table 2).

**Table 2: Bus Agency Safety Plan Approvals**

Bus Agency Safety Plan Approvals		
Name of Entity That Drafted This Plan	San Diego Metropolitan Transit System	
Accountable Executive Signature	Signature of Accountable Executive	Date of Signature
		7/30/20
Approval by the MTS Board of Directors	Signature of Chairperson of the MTS Board of Directors	Date of Approval
		7/30/20
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
		7/30/20

1.3 Annual Review, Update, and Safety Performance Assessment

1.3.1 Annual Review of the Bus Agency Safety Plan

This plan will be reviewed and updated annually during the month of January by the Chief Safety Officer. Proposed changes are reviewed with the Accountable Executive, Executive Management and Key Staff. The Accountable Executive will review and approve any changes, sign the updated plan, and then forward the plan to the Board of Directors for final review and approval. Updates to this plan may be made when there are:

- Changes to: safety performance targets, safety management policy, safety risk management, safety assurance, and safety promotion;
- Changes to: The Accountable Executive, COO, or CSO;
- Significant changes to service delivery;
- Significant changes to the organizational structure;
- New process/procedures are introduced that impact safety;
- Changes to available resources or priorities that support SMS; and
- Changes required by the Federal Transit Administration (FTA), California Public Utilities Commission (CPUC), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), etc. or other similar oversight agency.

1.3.2 Annual Safety Performance Assessment

MTS conducts an annual safety performance assessment in conjunction with the annual review. This assessment includes a review of the prior year's



performance involving the Safety Performance Targets, Key Performance Indicators and applicable Performance Incentive Program (PIP) goals. The assessment may also include reviewing identified safety deficiencies, or other areas involving safety performance.

Updates made to the Bus Agency Safety Plan will be documented (Table 3).

Table 3: Version Number and Update History of Transit Safety Plan

Version Number and Update History of Bus Agency Safety Plan			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All	N/A	TBD

1.4 Documentation and Recordkeeping

This Bus Agency Safety Plan and documents related to this plan will be maintained for three (3) years after date of creation and be made available upon request by the FTA or other applicable agency having jurisdiction.

2 Safety Performance Targets

2.1 Safety Performance Targets

As required by 49 CFR 673.11(a) (3), this Bus Agency Safety Plan must include performance targets associated with revenue service that are based on the safety performance measures established under the National Public Transportation Safety Plan.

MTS may adjust performance targets over time, as data is collected and as SMS implementation matures. MTS performance targets for fatalities have been chosen to represent an aspirational goal (Table 4). MTS performance targets for injuries, safety events and system reliability have been chosen to represent improvement over the current baseline safety performance levels (used previous two calendar years, CY-18, CY-19) (Table 4). The safety performance targets are evaluated for each calendar year (January 1 – December 31).

**Table 4: Safety Performance Targets**

Bus Safety Performance Targets (Evaluated Per Calendar Year)							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) Per 100K	Injuries (Total)	Injuries (Rate) Per 100K	Safety Events (Total)	Safety Events (Rate) Per 100K	System Reliability (Rate) Failures/Rev Miles
Fixed Route Contracted	0	0	68	0.65	69	0.66	6,000

2.2 Safety Performance Target Definitions

Definitions are based on the 2020 NTD Safety and Security Policy Manual.

Fatality – Death confirmed within 30 days of the event (including suicides). Fatalities that occur because of illnesses or other natural causes (including individuals who are found deceased) are not reportable.

Injury - Any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. MTS reports each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

Safety Events – Collisions that meet NTD thresholds for injuries, fatalities, property damage, or evacuation; vehicle towed from the scene involving a transit revenue vehicle; fires; hazardous materials spills, acts of God; evacuations for life safety reasons; other safety events listed in NTD policy manual.

System Reliability - mean distance between major mechanical failures, is measured as revenue miles operated divided by the number of major mechanical failures.

2.3 Safety Performance Target Coordination

Safety Performance Targets are made available to state of California including the Public Utilities Commission (CPUC), Caltrans, and the San Diego Association of Governments (SANDAG), MTS's Metropolitan Planning Organization (MPO), to aid in the planning process. Coordination with these agencies, in the selection of safety performance targets is accomplished to the maximum extent practicable. MTS officially transmits its targets in writing to the State and MPO following the annual review and certification. This transmission will take place in February of each year.



Targets Transmitted to the State ¹	State Entity Name	Date Transmitted
	California Public Utilities Commission (CPUC)	TBD
	California Department of Transportation (Caltrans)	
Targets Transmitted to the MPO	MPO Name	Date Transmitted
	San Diego Association of Governments (SANDAG)	TBD

3 Safety Management Policy

3.1 Safety Management Policy Statement

The Safety Management Policy Statement, signed by the Accountable Executive and approved by the MTS Board of Directors, establishes the agency's safety objectives, and documents the organizational authorities, accountabilities and responsibilities (Figure 1).

¹ Although MTS has offered to share Bus Safety Performance Targets with CPUC and Caltrans, neither has expressed interest in receiving Bus Safety Performance Targets. As required per 49 CFR 673.15, MTS will coordinate and share Bus Safety Performance Targets with state entities to the maximum extent practicable.



Figure 1: Safety Management Policy Statement



Metropolitan Transit System

San Diego Metropolitan Transit System Safety Management Policy Statement

The San Diego Metropolitan Transit System (MTS) has established this Safety Management System Policy Statement to emphasize its overall commitment to the safety of our passengers, our operators, our staff and the general public. This Safety Management System Policy Statement provides direction for MTS's safety program, which applies to every facet of MTS operations.

The management of safety is MTS's highest priority. MTS is committed to safety throughout the entire organization, from the Board of Directors to the front line employees.

MTS will ensure that all transit service delivery activities take place under a balanced allocation of organizational resources to achieve the highest level of safety performance and meeting established standards. MTS is committed to developing, implementing, maintaining, and constantly improving our processes. As evidence of our commitment to safety, every MTS policy shall be guided by and every employee shall perform their duties in furtherance of the following safety goals:

- Supporting safety through the provision of appropriate resources that fosters a safety culture;
- Integrating the management of safety among the primary responsibilities of all managers and employees;
- Clearly defining managers and employees' responsibilities in relation to the performance of our safety management system;
- Conducting hazard identification and evaluating safety risks, which includes an employee safety reporting program, in order to eliminate or mitigate safety risks;
- Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Complying with, and wherever possible exceeding, legislative and regulatory requirements and standards;
- Ensuring that sufficiently skilled and trained employees are available to implement safety management processes;
- Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks for which they are adequately trained;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance by ensuring appropriate safety management action is taken and is effective; and
- Ensuring externally supplied systems and services that support our operations are delivered to meet our safety performance standards.

Chief Executive Officer
San Diego Metropolitan Transit System

October 19, 2017
Date

Chairperson of Board of Directors
San Diego Metropolitan Transit System

October 19, 2017
Date



At Transdev, safety is our credo—our core belief, our deepest conviction and our highest priority. Our responsibility and accountability for safety extends to all Transdev North America employees as we care for our customers, passengers, the general public such as motorists, cyclists and pedestrians, and each other.

Operational safety shall serve as the guiding principle and paramount priority at all times when developing any Transdev North America operational policies, practices and procedures. All decisions need to be viewed through the lens of safety.

The prevention of accidents, injuries, unsafe incidents and illness is the responsibility of every Transdev North America employee. All employees, from the Chief Executive Officer to the frontline employee, are expected to lead by example and:

- Provide a safe and healthy working environment;
- Abide by all safety policies, rules and regulations;
- Expect and insist upon a total commitment to safety from fellow employees; and
- Immediately raise any safety concerns to his or her supervisor or safety representative.

*All decisions
need to be
viewed through
the lens of safety.*



Yann Leriche
Chief Executive Officer
Transdev North America

3.2 Goals

Transdev, on behalf of MTS Transit Services, is committed to providing the safest transportation possible for our employees, customers, the citizens of San Diego, and the communities we serve. We will:



- Provide and maintain a safe and healthy working environment
- Provide a safe and courteous transit system
- Follow best practices that will safeguard employees, customers, and persons interacting with transit property and equipment

Accidents are the result of unsafe acts committed by people and the existence of hazards or unsafe conditions, both of which are controllable and must be prevented to the maximum extent practicable in order to achieve Transdev's and MTS' commitment.

Our Safety Policy and our commitment to safety are at all times guided by the following principles:

- Safety is the responsibility of each and every employee
- Management has the responsibility to train all employees to work safely and to assure all employees work in a safe manner
- Preventing accidents, injuries, and incidents is good business
- Operating risks, hazards, and exposures can be safeguarded with active and effective safety practices
- Injuries and occupational illnesses can be prevented

3.3 Employee Reporting Program

Employees and contractors are empowered to report safety hazards, unsafe conditions, and near misses to management. No action will be taken against an employee through the reporting program as long as the report or act was not illegal, negligent, willful, or a violation of company policy/procedure. Employees have multiple means of communicating their concerns which include:

- Verbally to their direct supervisor or other member of management;
- By use of phone/radio;
- Through their union representative;
- Completing an anonymous paper form and
- Through the Employee Safety Committee.

Hazards that cannot be adequately mitigated at the time of reporting are reported to the CSO and entered into a software database (Industry Safe or equivalent) for further assessment and mitigation (see Safety Risk Management).

**Figure 2: Sample Paper Reporting Form**

SAFETY SUGGESTION / HAZARD ID FORM	
EMPLOYEE NAME: _____	DATE: _____
PHONE #: _____	EMAIL: _____
NAME AND CONTACT INFORMATION IS OPTIONAL	
HAZARD LOCATION: _____	
TIME OF HAZARD ID: _____	DATE OF HAZARD ID: _____
SAFETY SUGGESTION/DETAILS OF HAZARD: _____ _____ _____ _____ _____ _____ _____ _____ 	
RECOMMENDED ACTIONS: _____ _____ _____ _____ _____ _____ _____ 	
USE OTHER SIDE TO ADD ADDITIONAL DETAILS	
DO NOT WRITE BELOW THIS LINE	
HAZARD REPORT RECEIVED BY SAFETY: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> NAME DATE </div>	
SAFETY MANAGER SIGNATURE _____	
AFTER RECEIPT OF REPORT, SAFETY COMMITTEE WILL REVIEW THE HAZARD AND REPORT TO EMPLOYEE ON ACTIONS TAKEN TO MITIGATE THE HAZARD	
ACTIONS TAKEN: _____ _____ _____ _____ _____ _____ _____ _____ 	

3.4 Safety Management Policy Communication

The Safety Management Policy Statement is communicated to all employees and contractors throughout the organization including: employees, managers, executives and the Board of Directors. This policy is communicated through:

- Employee Handbooks;
- Bulletin Boards;
- Newsletters; and
- Company Intranet

3.5 Authorities, Accountabilities, and Responsibilities

3.5.1 Board of Directors

The Board of Directors (Board) is responsible for setting policy for MTS, including Transit Services. The Board is required to approve the ASP initial document and all updates. At its regular meetings, the Board receives periodic safety briefings from Bus Operations. The Board has delegated agency management to the CEO, subject to various adopted Board policies and legal requirements.



3.5.2 Accountable Executive

The Board of Directors has designated the CEO as the Accountable Executive for the Agency. The Accountable Executive has ultimate responsibility for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout the Agency. These responsibilities include:

- Establishing, implementing, and promoting the Safety Policy Statement;
- Authority over financial and human resources;
- Authority over all activities and operations;
- Authority over final risk assessment ranking;
- Authority over final mitigation(s) of hazards/unsafe conditions;
- Briefing the Board of Directors; and
- Responsibility for carrying out the Transit Asset Management (TAM) Plan.
-

The CEO has delegated the authority and the day-to-day responsibilities of the agency safety plan for Transit Services to the Chief Operating Officer (COO) of Transit Services.

3.5.3 Chief Operating Officer (COO)

The COO reports directly to the CEO and is responsible for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout Transit Services. These responsibilities include:

- Implementing, and promoting the Safety Policy Statement;
- Authority over financial and human resources within Transit Services;
- Authority over all activities and operations within Transit Services;
- Authority over the risk assessment ranking within Transit Services;
- Authority over final mitigation(s) of hazards/unsafe conditions within Transit Service; and
- Briefing the Board of Directors on SMS related activities within Transit Services, as requested by the CEO.

The COO will support and encourage an open dialogue between the Chief Safety Officer and the CEO.

3.5.4 Chief Safety Officer

The Chief Safety Officer (CSO) is the Manager of Safety for Transit Services. The CSO has a dual reporting role with the COO and the CEO. As necessary to implement the Bus Agency Safety Plan and discuss relevant issues, the CSO has



a duty and a right to report directly to and consult with the CEO. The CSO has independent and direct access to the CEO as needed regarding all safety related issues. The CSO has regularly scheduled safety briefings with the CEO and COO. The CSO also reports to the COO on a day-to-day basis. The CSO is responsible for:

- Developing and maintaining SMS programs including the Bus Agency Safety Plan;
- Managing the Employee Reporting Program;
- Performing analysis of incidents, trends, and causes and making recommendations to reduce or eliminate the potential for recurrence;
- Assisting other departments with the development of training programs and procedures;
- Managing the review and analysis of all accidents, incidents and safety events to determine preventability and any other causal or contributing factors;
- Providing monitoring and follow-up with employees after preventable accidents;
- Serving as the Chair of the Employee Safety Committee;
- Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Transit Services emergency preparedness plans; and
- Managing the Department of Motor Vehicles (DMV) Pull Notice Program and assuring all licenses, permits and certifications are in compliance.

3.5.5 Other Agency Leadership, Executive Management and Key Staff

3.5.5.1 Manager of Contract Operations and Passenger Facilities

The Manager of Contract Operations and Passenger Facilities directly reports to the COO and is responsible for:

- Providing day-to-day oversight of contractor compliance with the agency safety plan;
- Providing contract oversight of the Agency's multi-year transit operations contracts;
- Monitoring ongoing facility maintenance activities dictated by Agency service contracts;
- Planning, directing, coordinating and reviewing Contract Services' staff;
- Assisting with transportation activities and coordinating schedules, projects and programs as needed to ensure Contract Service quality and continuity with Agency goals and objectives;



- Overseeing the coordination of bus stop maintenance and other transit amenities, including administration of various vendor contracts;
- Working with appropriate staff to develop fleet capital replacement program; and
- Supporting Finance Department staff on discretionary and programmed grants applications.

3.5.5.2 Transit Operations Specialists

Transit Operations Specialists directly report to the Manager of Contract Operations and Passenger Facilities and are responsible for overseeing the MTS Bus Operations and BRT contract at East County and South bay Divisions. Transit Operations Specialists are responsible for overseeing Contractors efforts in:

- Implementing, promoting and monitoring compliance of the Safety Plan;
- Mitigation(s) of hazards/unsafe conditions within East County and South bay Contract Service Divisions;
- Analysis of incidents, trends, and causes, as well as recommendations to reduce or eliminate the potential for recurrence;
- Post-accident review and reporting;
- Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Contractor's Transit Services emergency preparedness plans; and
- Providing monthly progress reports, as well as statistical and analytical support data.

3.5.5.3 Transdev Leadership, Executive Management and Key Staff

3.5.5.3.1 General Manager

The General Manager is Transdev's Top Executive for East County and South Bay Contract Service Divisions. Transdev's General Manager is responsible for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout the East County and South Bay Contract Service Divisions. These responsibilities include:

- Establishing, implementing, and promoting MTS' and Transdev's Safety Policy Statement;
- Authority over Transdev's financial and human resources;
- Authority over all of Transdev's activities and operations;
- Authority over Transdev's final risk assessment ranking;



- Authority over Transdev's final mitigation(s) of hazards/unsafe conditions; and
- Briefing the Manager of Contract Operations and Passenger Facilities.

The General Manager has delegated the authority and the day-to-day responsibilities of the Transdev agency safety plan to the East County and South Bay Division Managers.

3.5.5.3.2 East County and South Bay Division Managers

The East County and South Bay Division Managers directly report to the General Manager, and are responsible for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout East County and South Bay Contract Service Divisions. These responsibilities include:

- Directly overseeing and managing the MTS contract at East County and South bay Contract Service Divisions.
- Implementing, and promoting the Transdev Safety Policy Statement;
- Authority over financial and human resources within East County and South bay Contract Service Divisions.
- Authority over all activities and operations within East County and South bay Contract Service Divisions.
- Authority over the risk assessment ranking within East County and South bay Contract Service Divisions.
- Authority over final mitigation(s) of hazards/unsafe conditions within East County and South bay Contract Service Divisions; and
- Briefing the CSO and the Manager of Contract Operations and Passenger Facilities.

3.5.5.3.3 Director of Safety and Training

The Director of Safety and Training of East County and South Bay Contract Service Divisions is the designated Safety representative for Transdev. The Director of Safety and Training directly reports to the South Bay Division Manager, but is responsible for providing routine updates directly to the CSO of MTS and Administrative Staff overseeing the Transdev Contract. As necessary to implement the Transdev's Bus Agency Safety Plan and discuss relevant issues, the Director of Safety and Training has a duty and a right to report directly to and consult with the South Bay Division Manager. The Director of Safety and Training has independent and direct access to the South Bay Division Manager and MTS and Administrative Staff overseeing the Transdev Contract, as needed regarding all safety related issues. The Director of Safety and



Training has regularly scheduled safety briefings with the South Bay Division Manager and MTS and Administrative Staff overseeing the Transdev Contract. The Director of Safety and Training also reports to the South Bay Division Manager on a day-to-day basis. The Director of Safety and Training is responsible for:

- Developing and maintaining SMS programs including Transdev's Bus Agency Safety Plan;
- Managing Transdev's Employee Reporting Program;
- Performing analysis of Transdev's incidents, trends, and causes and making recommendations to reduce or eliminate the potential for recurrence;
- Assisting Transdev's other departments with the development of training programs and procedures;
- Managing the review and analysis of all Transdev's accidents, incidents and safety events, to determine preventability and any other causal or contributing factors;
- Providing monitoring and follow-up with Transdev's employees after preventable accidents;
- Serving as the Chair of Transdev's Employee Safety Committee;
- Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Transdev's emergency preparedness plans; and
- Managing Transdev's Department of Motor Vehicles (DMV) Pull Notice Program and assuring all licenses, permits and certifications are in compliance.

3.5.5.3.4 Director of Maintenance

The Director of Maintenance directly reports to the General Manager and is responsible for:

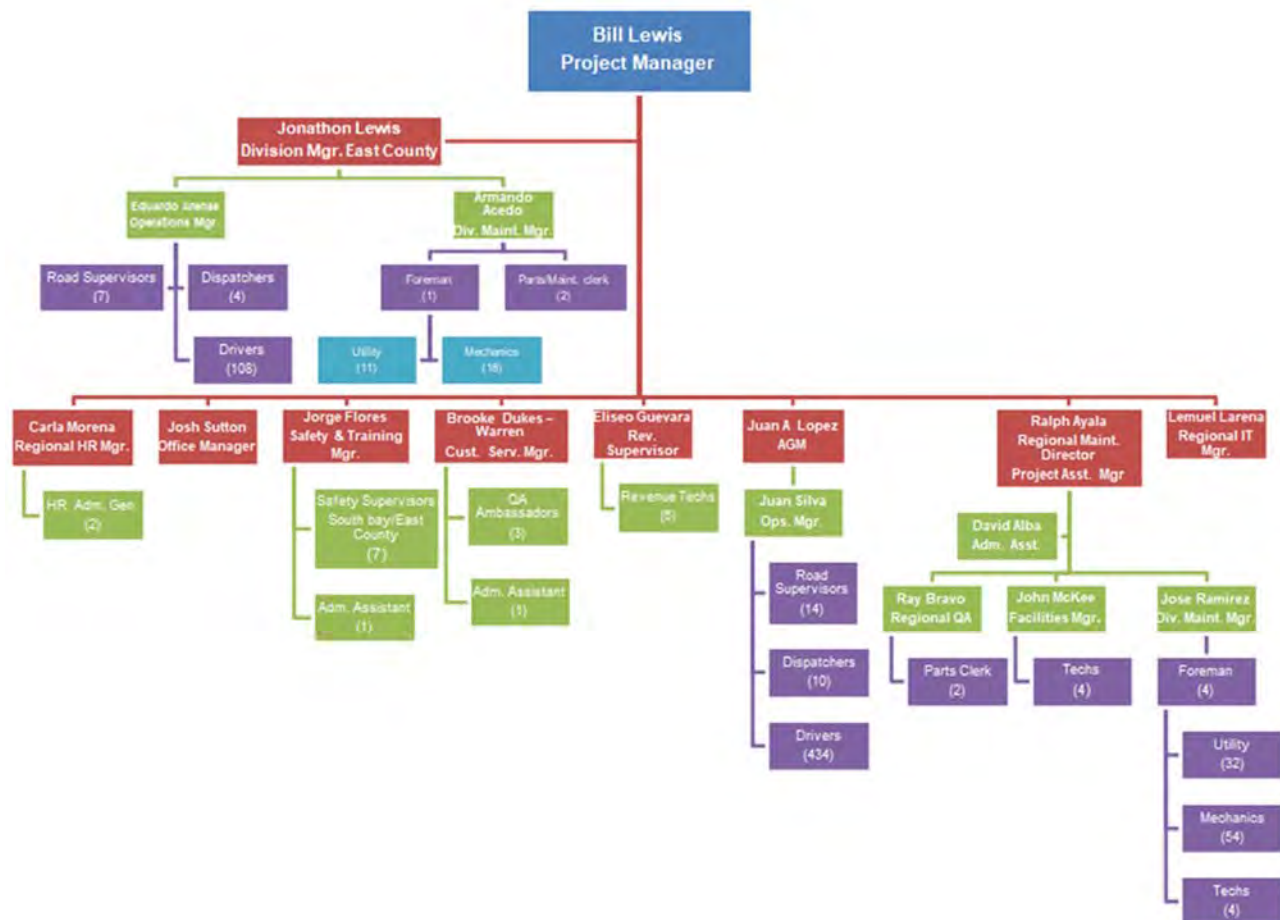
- Directing, organizing, developing and planning all Transdev's directly operated bus and facility maintenance functions;
- Providing oversight, contract compliance and support for all of Transdev's contracted service fleet and facility maintenance operations;
- Directing, coordinating and supervising the development, implementation and administration of capital plans and contracts for Transdev's fleet replacement, as well as service contracts providing maintenance for all Transdev's bus facilities and fleets;
- Overseeing the administration of applicable Transdev's Collective Bargaining Agreement (CBA);



- Overseeing Transdev's maintenance employee training, including the mentoring program; and
- Providing expertise and advice regarding Transdev's staffing decisions in Fleet and Facilities, including recommendations for hiring, promotion and termination; evaluation and the implementation of discipline and other remedial measures.

4 Organization Chart

Figure 3: Organization Chart



5 Meetings

5.1 CEO Safety Briefings

The CEO, COO, and CSO meet on a regular basis to review and discuss monthly safety performance. These topics include but are not limited to:



- Accidents & Injuries
- Hazard mitigation strategies
- Training activities
- Policy & Procedures
- Committee meetings
- Contract management
- Project updates

5.2 Transit Services Executive Staff Meetings

The CSO and other agency leadership within Transit Services meet together on a weekly basis with the COO to review and discuss updates from each department. These topics include but are not limited to:

- Accidents & Injuries
- Hazard mitigation strategies
- Training activities
- Policy & Procedures
- Committee meetings
- Contract management
- Project updates

5.3 COO Meetings with Contract Services and Transdev Leadership

The COO, CSO, and Manager of Contract Operations and Passenger Facilities meet on a monthly basis with Transdev Leadership to review and discuss updates regarding safety performance, safety risk management, safety assurance, and safety promotion. These topics include but are not limited to:

- Accidents & Injuries
- Existing hazards and mitigation techniques
- Training activities
- Policy & Procedures
- Committee meetings
- KPI goals
- Contract management
- Project updates
- Staffing levels

5.4 Transdev and MTS Contract Services Management Staff Meetings

The Director of Safety and Training and other leadership within Transdev's Executive Management Staff, meet together on a monthly basis with the Manager of Contract Operations and Passenger Facilities as well as other leadership within



Contract Services to review and discuss updates from each department. These topics include but are not limited to:

- Accidents & Injuries
- Hazard mitigation strategies
- Training activities
- Policy & Procedures
- Committee meetings
- Contract management
- Project updates
- KPI goals

5.5 Transdev's Employee Safety Committee

Transdev's Employee Safety Committee meets monthly and is comprised of representatives from both bargaining units (ATU, IBT), MTS Contract Services Management Staff, as well as Transdev's management representatives from the Maintenance, Safety, and Operations Departments. The purpose of the safety committee is to: create, improve, promote and maintain a heightened safety culture within the organization; inform, educate and influence employees through awareness campaigns and training activities designed to prevent and reduce accidents and injuries; and to provide a forum for employees to actively participate in safety programs that address and resolve safety issues in a timely manner.

5.6 Transdev's Claims Review Meetings

Transdev Management meets with the Transdev Risk Department on a Bi-monthly basis. Topics include but are not limited to:

- Open & recently closed claims
- Workers comp claims
- Litigation updates
- Hazard mitigation strategies
- Training activities
- Policy & Procedures

5.7 Regional Safety Meetings

Transdev Management meets with Transdev Regional Managers on a Bi-weekly basis. Topics include but are not limited to:

- Open & recently closed claims
- Workers comp claims
- Hazard mitigation strategies
- Training activities



- Policy & Procedures
- DriveCam Performance
- KPI reviews

5.8 Emergency Preparedness and Response

5.8.1 Employee Training

Employees receive varying levels of emergency response training during the initial onboarding process depending on job position. Employees also receive applicable refresher training throughout the year through training programs and topics outlined in the Safety Promotion and Safety Communication sections of this document. Topics covered for emergency training include:

- Accident/Injury reporting
- Inspection protocols
- Passenger evacuations
- Road calls/Breakdowns
- Fire suppression
- Spill prevention, control and countermeasures (SPCC)
- Hazardous waste, operations, and emergency response (HAZWOPER)
- Conflict resolution and de-escalation techniques

5.8.2 Emergency Responder Training & Coordination

Transit Services participates in external agency emergency trainings and exercises whenever requested/invited by local municipal, county, state, or federal entities. These events include emergency events specific to the transit system as well as supporting other agencies with available resources (vehicles) to aid in external emergency response. Typical training events and exercises include:

- Vehicle familiarization
- Bus hijacking/SWAT
- Rescue/heavy lift extraction
- Homeland Security canine training
- Community based evacuations & temporary shelter
- Tabletop exercises

5.8.3 Vehicle Safety Equipment

Fixed route buses are equipped with the following safety features to reduce to the likelihood/severity of an emergency:

- Two-way radio
- GPS tracking



- Security cameras
- Discreet panic button
- Fire extinguisher
- Engine fire detection & suppression system (excludes battery electric buses)
- Interlock device(s)
- Fuel leak detection alarm (CNG buses only)
- Emergency exit windows & roof hatches
- Low air pressure alarm

6 Safety Risk Management

Safety Risk Management is a decision-making process that involves the identification, evaluation, and mitigation of hazards and unsafe conditions throughout the system. Hazards are to be eliminated or mitigated to lowest practical level with consideration given to financial and operational constraints. Transdev utilizes a decentralized process where each department is responsible for managing the hazards that exist within their department.

6.1 Safety Hazard Identification

All Transdev employees are responsible for identifying and reporting hazards and unsafe conditions to their immediate supervisor/manager. The supervisor/manager is responsible for the initial evaluation and mitigation of a reported hazard. If the supervisor/manager is unable to eliminate the hazard or effectively mitigate the hazard to an acceptable level, the hazard must be reported to the Director of Safety and Training. The Director of Safety and Training is responsible for documenting the reported hazard.

Hazards are generally identified through:

- Employee Reporting Program;
- Employee Safety Committee;
- Routine inspections;
- Training activities;
- Direct observation by supervisors, managers and/or safety personnel;
- Accident and incident investigations;
- Customer Service reports;
- Daily operations activity reports;
- Safety data analysis;
- Audits;
- Data and info provided by FTA or other oversight authority;
- Design/Planning process for capital projects;
- Procurement of goods and services; and
- New service implementation



6.2 Safety Risk Assessment

The Director of Safety and Training is responsible for assessing safety risks. Analyzing hazards is subjective. Two reasonable people could assess the same hazard and determine a different probability or severity of an unfavorable outcome. Hazards are analyzed using the probability/severity matrix within this section (Table 5, Table 6, Table 7, and Table 8). The criteria listed in the severity and probability charts are intended to be guidelines only. Each hazard is unique. Therefore, in addition to the severity and probability charts, the Director of Safety and Training should also consider common sense, similar prior/existing hazards, historical data, and their professional experience when conducting the assessment. Hazards that are “unacceptable”, “undesirable”, or “acceptable with review by management” are entered into the Risk Register by the Director of Safety and Training. Hazards that are “acceptable without review” are not required to be entered into the Risk Register. The Director of Safety and Training is responsible for informing the South Bay Division Manager, and Transdev’s Accountable Executive of any hazard that is “unacceptable” or “undesirable”.

Table 5: Severity

Severity		
Description	Category	Criteria (worst likely credible outcome)
Catastrophic	1	Could likely result in death, permanent total disability, severe property damage or irreversible environmental damage.
Critical	2	Could likely result in permanent partial disability, injuries or occupational illness that may result in hospitalization, or reversible significant property/environmental damage.
Marginal	3	Could likely result in injury or occupational illness resulting in one or more lost work days(s), reversible moderate property/environmental damage.
Negligible	4	Could likely result in injury or illness not resulting in a lost work day, minimal property/environmental impact.



Table 6: Likelihood

Likelihood		
Description	Level	Specific Individual Item (Example of Frequency)
Frequent	A	Likely to occur frequently or continuously. (Weekly, 100K miles)
Probable	B	Likely to occur several times. (Monthly, 1 million miles)
Occasional	C	Likely to occur sometime. (Yearly, 10 million miles)
Remote	D	Unlikely but reasonable or possible to occur. (Decade, 100 million miles)
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced.
Eliminated	F	This level is used when potential hazards are identified and later eliminated.

Table 7: Hazard Assessment Matrix

Hazard Assessment Matrix				
	1 - Catastrophic	2 - Critical	3 - Marginal	4 - Negligible
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated	N/A	N/A	N/A	N/A

**Table 8: Acceptability Levels**

Acceptability Levels	
High	Unacceptable
Serious	Undesirable with management decision
Medium	Acceptable with review by management
Low	Acceptable without review

6.3 Safety Risk Mitigation

After a risk assessment has been conducted, the Director of Safety and Training will identify parties responsible for mitigating the hazard. The responsible parties are generally department heads, those most knowledgeable about the hazard (subject matter experts), or those with the most adequate resources to mitigate the hazard.

The following are common methods and processes responsible parties typically use to mitigate hazards:

- Eliminate hazards by repair/replacement;
- Eliminate hazards through design/change of service;
- Incorporate engineered features or devices;
- Provide warning devices, signage and alarms;
- Establish written policy and procedures to address the hazard;
- Implement training activities;
- Use of personal protective equipment (PPE); and
- Communication of hazard with employees, passengers, and general public

Responsible parties are required to update the Director of Safety and Training Manager. The Director of Safety and Training Manager is then responsible for updating Leadership within Transdev as well as recording the mitigation progress in the Risk Registry in Industry Safe. The Risk Registry is reviewed at the monthly COO Meetings with Contract Services and Transdev Leadership. The MTS Accountable Executive has the ultimate authority when deciding mitigations and the final assessment of a hazard. Hazards that remain at an unacceptable/undesirable level will continue to be monitored and revisited during the annual budget and capital improvement process.



7 Safety Assurance

7.1 Safety Performance Monitoring and Measurement

MTS and Transdev have established several activities to monitor operations and maintenance for compliance with procedures. These processes are also used to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Non-compliance with procedures is generally addressed through counseling, training, and other management oversight activities. Insufficient procedures are addressed through safety risk management activities.

Transdev Management and Supervisors are responsible for upholding established policies and procedures covered in documents such as CBAs, employee handbooks, training manuals, bulletins, memos, California Vehicle Code sections, etc. Supervisors/Managers typically utilize direct observations, job briefings, facility inspections, radio communications, and investigations to determine compliance. Employees who are not compliant with these procedures may receive in-person counseling, written observation letters, re-training, and/or progressive discipline depending on the severity of the event and the employee's work record.

7.1.1 Investigations

All employees are required to immediately report safety related events to their direct supervisor or the Bus Control Center/Radio room and complete a written accident/incident report. The Transdev Manager on duty is responsible for ensuring the appropriate response to the scene (dependent on available resources) and determining if a drug and alcohol test is required.

A Road Supervisor (RS) should be sent to the scene to investigate whenever a person is injured/claiming injury or there is a collision involving a bus or other mass transit vehicle. The RS will gather statements from persons involved/witnesses, collect insurance and other contact information, take photos of the scene, etc., and complete a written report.

Following the event, the Quality Assurance Supervisors will collect video from the bus camera system and facility camera system if available. The video is generally stored in either the camera system server or a shared network drive and preserved for at least one year after the event and may be stored longer as dependent on available storage space. The Director of Safety and Training will collect and review all information and forward all written materials to Transdev's Risk Department and/or Transdev's Safety Team).

Transdev's Safety Team is responsible for reviewing events involving: vehicle collisions, claims of injury, wheelchair ramp use, and certain braking events. The Safety Team is chaired by the Director of Safety and Training and also includes members from the Training Department and members from the Safety



Department. The Safety Team meets regularly and reviews all available information to determine preventability and any other causal or contributing factors. The Director of Safety and Training informs applicable management and other involved employees of the Safety Team's findings.

The Director of Safety and Training is responsible for entering safety related information in MTS's TransTrack Manager for tracking purposes and data analysis. The Director of Safety and Training is responsible for entering hazards that require management review and/or a decision by management (High/Serious/Medium risk levels) in Industry Safe for tracking the mitigation of hazards. The Director of Safety and Training is also responsible for reporting all safety related data (entered into TransTrack Manager as well as Industry Safe) to the South Bay Division Manager, MTS Administrative Staff overseeing the Transdev Contract and Transdev's Accountable Executive on a monthly basis. MTS Administrative Staff overseeing the Transdev Contract will provide a summary of the data to the COO on a monthly basis. The CSO is responsible for reporting applicable required information to the National Transit Database (NTD) on a monthly basis.

7.1.2 Drug & Alcohol Program

Transdev is a drug and alcohol-free workplace and has an established drug and alcohol policy that is compliant with 49 CFR parts 40 and 655. Every employee receives training upon initial hiring. Supervisor/managers receive two hours of additional training every two years that includes a minimum of 60 minutes on the effects of drug use and 60 minutes of training on the effects alcohol use and the agency policy. Drug and alcohol testing is conducted under the following circumstances:

- Pre-Employment;
- Reasonable Suspicion;
- Post-Accident;
- Random;
- Assuming Safety Sensitive Duties; and
- Return to Duty / Follow-Up

7.1.3 Driving Hours and On-Duty Time

Bus operators' schedules are assigned on a daily basis by an Operations Supervisor. The Operations Supervisor checks hours of service before scheduling upcoming work days. The following records for all bus operators are generated, tracked, and stored in the system:

- The scheduled assignment of all drivers including regular work days, day off work, overtime, vacations, holidays, absences, outside employment hours;



- The time the driver reports for duty each day;
- The time the driver is released from duty each day;
- The total number of hours the driver is on duty each day;
- The total scheduled driving time each day;
- The delay time at the end of each work piece; and
- The total time for the preceding seven days for drivers used for the first time or intermittently

Title 13 of the California Code of Regulations subsection 1212 and 1212.5 establish the following limits on commercial bus operating hours:

- Drivers must have at least 8 hours off between work shifts;
- Maximum 10 hours driving time per day;
- Maximum 15 hours of on duty time; and
- Maximum 80 hours of on duty time for any consecutive 8 days

In addition to state law, the applicable CBA establishes the following limits on scheduling and work hours:

- Drivers have at least 10 hours off between bid-in and scheduled work shifts; and
- Scheduled on-duty/spread work day limited to 12.5 hours.

7.1.4 DMV Pull Notice

Transdev enrolls all employees in the California Employer Pull Notice (EPN) program. The program is required for all commercial drivers as a means for employers to electronically verify and monitor driving records. Employees are enrolled upon hire and removed upon termination. Records indicate license type, expiration date, special certificates, endorsements, restrictions. Notices are also sent annually and when there is a change to license status including a ticket, accident, or suspension. MTS uses a web-based software solution company to manage the EPN program.

The Director of Safety and Training is responsible for monitoring the records of all Transdev commercial drivers and union employees. The Director of Safety and Training is responsible for notifying each department of status changes to the employee's eligibility to operate a bus or other vehicle. Each department is responsible for notifying the employee in their department of status changes, collecting documentation, and preventing them from operating a vehicle if they are not eligible to drive.

Transdev's Human Resources Department is responsible for checking a prospective employee's three (3) year driving record during the application and interview process. Transdev's Human Resources Department is responsible for



monitoring the records of all management employees who do not have a commercial license.

The California Highway Patrol (CHP) performs an audit of t Transdev's EPN program during the annual terminal inspection.

7.1.5 Customer Complaint Investigation

Customer complaints are managed overall by Support Services Department. Customers can submit a complaint by mail, in-person at MTS's and Transdev's administrative offices, through the call center, through the MTS website or through MTS's mobile application. All customer's comments or complaints are entered into the Customer Review Module in SAP. The comments then investigated by the responsible department. Investigation measures may include interviewing staff and/or collecting video if appropriate. Final resolution is handled by department managers. The findings of the investigation are then entered into the Customer Review Module.

7.1.6 Operator Evaluation

Transdev's Behind the Wheel Trainers (BTWs), Road Supervisors (RS), Safety Supervisors and Managers conduct both directed and random ride evaluations that monitor a driver's performance while in revenue service. Evaluations are performed 7 day, 30 days, 45 days, and Quarterly, after operators are released into revenue service. The above-mentioned staff members complete a two-page "Operator Evaluation Form" report for each ride. The report includes; Meets Expectations, Needs Improvement or N/A check boxes and comment fields for various categories (Table 9).

Table 9: Operator Evaluation Categories

Operator Evaluation Categories		
Pre-Trip Inspection	Turning Skills	Engine/Transmission Skills
Preparing To Drive	Intersections	Hill and Mountain Driving
Passenger Management	Braking	Post-Trip Inspection
Radio Procedures	Passenger Pick up/Drop off	Professional Appearance
Defensive Driving	Railroad Crossing	
Backing Skills	Wheelchair Procedures	

The report is verified by the Safety Supervisor and/or The Director of Safety and Training, and emailed to the Employee's direct Supervisor for appropriate



disciplinary action if deemed necessary. Coaching and/or retraining is conducted by the Safety and Training Department. The Division Managers are responsible for final resolution of the reports

7.1.7 Vehicle Pre-Trip Inspections

Pre-trip inspections are conducted in accordance with State and Federal law. Pre-trip inspections are completed by bus operators in the bus yard before the bus goes into revenue service. The pre-trip inspections also occur when bus operators make a relief on the road (excluding air brake test).

7.1.8 Vehicle Preventative Maintenance

Preventative maintenance and inspection is carried out at a minimum in accordance with the Original Equipment Manufacturer (OEM) recommendations. This process occurs based on miles and varies in the complexity based on the mileage interval. Inspections include:

- Brake inspection;
- Lube and oil filter;
- General inspection;
- Wheelchair ramp;
- Air conditioner;
- Electrical;
- Cooling;
- Compressed Natural Gas (CNG) and fire suppression;
- Farebox;
- Transmission; and
- Differential and diaphragms

All inspections are documented and kept for the life of the vehicle. Specific details on the preventative maintenance program are explained further in the Maintenance Manual that is maintained by the Maintenance Department. The California Highway Patrol (CHP) conducts an independent audit of the preventative maintenance program annually.

7.1.9 Internal Safety Reporting Programs

The Director of Safety and Training routinely reviews safety data from various sources including: employee safety reports, safety meetings, the employee reporting program, customer service complaints, OSHA logs, and other safety communication channels that track safety performance information. The Director of Safety and Training will review and assess the data, conduct further investigations, and use established safety risk management process as needed to ensure safety risk mitigations are effective.



7.2 Management of Change

Changes that may introduce new hazards or impact the agency's safety performance are assessed through various processes. These changes include but are not limited to:

- Procurement of new goods/equipment;
- Changes to route design and special event detours;
- Operations/Maintenance procedure changes;
- Introduction of new technology;
- New regulatory requirements;
- Changes to operating environment including city/regional planning;
- Design and construction of capital projects; and
- Organizational changes

If management determines that a change may impact safety performance, the proposed change should be evaluated using the Safety Risk Management Process, which includes hazard identification, risk assessment, and risk mitigation. Any change that may introduce new hazards to the system should include the safety department. Please refer to the Safety Risk Management section of this document or contact a member of the safety department for more information regarding this process. If the safety department is not consulted and engaged during the decision-making process of the change, the project manager or individual who is approving/implementing the change is responsible for ensuring adequate safety risk management is conducted prior to making any changes.

7.3 Continuous Improvement

MTS establishes Safety Performance Targets, Key Performance Indicators and PIP goals annually. These goals are tracked and reported on a monthly and annual basis. The CSO meets with the CEO, COO, executive management and other key staff regularly to review and evaluate the agency's performance. Any identified deficiencies are addressed with a plan, under the direction of the Accountable Executive or their designee.

8 Safety Promotion

8.1 Safety Communication

Management promotes and communicates safety performance throughout the entire organization. This communication includes information on hazards and safety risk relevant to employees' roles and responsibilities. Employees are also informed of safety actions that are taken in response to reports submitted through the safety reporting program. The methods of communication include but are not limited to:

- Training Activities;



- Safety Committee;
- Meetings;
- Handbooks;
- Policies;
- Memos;
- Bulletins;
- Newsletters;
- Company Intranet;
- Job Briefings; and
- Department Information Monitors

8.2 Competencies and Training

8.2.1 Director of Safety and Training - Training Program

The Director of Safety and Training participates in the Voluntary Bus Safety Certification Program as outlined in 49 CFR Part 672. This training includes the following courses:

- SMS Awareness;
- SMS Safety Assurance;
- SMS Principles for Transit;
- Transit Bus System Safety;
- Fundamentals of Bus Collision Investigation; and
- Effectively Managing Transit Emergencies.

The Director of Safety and Training also includes:

- Drug and Alcohol;
- Harassment Prevention; and
- Management Development

8.2.2 Servicer Training Program

All servicers complete a comprehensive training program. This program includes: Code of Safe Practices, CNG fueling procedures, electric bus charging, bloodborne pathogen control program, Spill Prevention & Control Program (SPCC), and Maintenance Department policies and procedures.

Servicer refresher training includes but is not limited to:

- SPCC annual refresher training
- Injury Illness prevention Program
- Maintenance Safety Handbook
- Blood borne Pathogen Program



- CNG Policies and Procedures
- OSHA Training
- Hazardous Energies Lockout/Tagout
- Haz-Com Globally harmonized system
- Behind the wheel evaluations
- Preventable accident remediation

8.2.3 Mechanic Training Program

All mechanics complete an Initial 48 hours of in-house classroom training to be completed in 4 to 5 weeks, followed by 1 to 1 ½ months of on-the-job training with a mentor depending on each Mechanics previous level experience and skill set. In addition to the above mentioned, mechanics also receive the training program outlined in the servicer training program. Mechanics also receive Hazardous Waste Operations and Emergency Response (Haz-Com GHS)) training as well as forklift certification.

Mechanic refresher training includes but is not limited to:

- SPCC annual refresher training
- Injury Illness prevention Program
- Maintenance Safety Handbook
- Blood borne Pathogen Program
- CNG Policies and Procedures
- OSHA Training
- Hazardous Energies Lockout/Tagout
- Haz-Com Globally harmonized system
- Forklift recertification every 3 years
- Behind the wheel evaluations
- Preventable accident remediation

8.2.4 Foreman and Maintenance Managers

Foreman and Maintenance Managers training includes, but is not limited to, the following:

- Drug and Alcohol;
- Harassment Prevention;
- Management Development;
- Toolbox training sessions;
- SPCC;
- HAZWOPER;
- Forklift recertification;
- Behind the wheel evaluations; and
- Preventable accident remediation.



8.2.5 Bus Operator Training Program

All bus operators complete a 176-hour training program prior to operating a bus in revenue service on their own. The training program is comprised of both classroom and behind the wheel driving. Operators are required to receive and maintain a class B commercial driving license, with a passenger and air brake endorsement. Operators are also required to have a valid medical certificate and Verification of Transit Training (VTT) certificate. Training topics includes, but are not limited to, the following:

- Bus operation and defensive driving;
- Destination signs;
- Radio communication;
- Customer service;
- ADA;
- Emergency procedures; and
- Route training

Bus Operator refresher training includes, but is not limited to, the following:

- VTT annual training;
- Accident remediation;
- Defensive driving;
- Conflict resolution;
- Policy and procedures; and
- Behind the wheel evaluations

8.2.6 Operations Supervisors and Managers

Supervisors and Transportation Managers training includes, but is not limited to, the following:

- Drug and Alcohol;
- Harassment Prevention;
- Management Development;
- VTT;
- CPR; and
- Preventable accident remediation



Acronyms

ADA	Americans with Disabilities Act
Caltrans	California Department of Transportation
CBA	Collective Bargaining Agreements
CEO	Chief Executive Officer
CHP	California Highway Patrol
COO	Chief Operating Officer
CSO	Chief Safety Officer
EH&S	Environmental Health and Safety
EPN	Employer Pull Notice
KPI	Key Performance Indicators
NTD	National Transit Database
OEM	Original Equipment Manufacturer
PIP	Performance Incentive Program
PPE	Personal Protective Equipment
PUC	Public Utilities Commission
SANDAG	San Diego Association of Governments
RS	Road Supervisor
SPT	Safety Performance Targets



APPENDIX B

Bus Safety Plan (Public Transportation Agency Plan pursuant to 49 CFR 673)



MTS Contract-Operator at Copley Park Maintenance Facility (CPMF)





First Transit Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	San Diego Metropolitan Transit System (MTS)		
Transit Agency Address	1255 Imperial Ave Suite 1000, San Diego CA. 92101-7490		
Name and Title of Accountable Executive	Sharon Cooney, CEO MTS		
Name of Chief Safety Officer or SMS Executive	Jared Garcia, Manager of Safety MTS		
Mode(s) of Service Covered by This Plan	Contracted Fixed Route Bus, Contracted Paratransit, Contracted Paratransit Taxi	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5337, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Directly Operated Light Rail, Directly Operated Fixed Route Bus, Contracted Fixed Route Bus, Contracted Commuter Bus, Contracted Paratransit, Contracted Paratransit Taxi		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No X	Description of Arrangement(s)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	San Diego Metropolitan Transit System 1255 Imperial Ave Suite 1000 San Diego CA 92101		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan (Location Code)	First Transit: 55826	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Sharon Cooney	



Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	MTS Board of Directors	
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Sharon Cooney	
	Relevant Documentation (title and location)	
	First Transit Agency Safety Plan	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages are original version	First Official version of Safety Plan	TBD

Annual Review and Update of the Public Transportation Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
<p>This plan will be reviewed and updated annually during the month of January by the Chief Safety Officer. Proposed changes are reviewed with the Accountable Executive, Executive Management and Key Staff. The Accountable Executive will review and approve any changes, sign the updated plan, and then forward the plan to the Board of Directors for final review and approval. Updates to this plan may be made when there are:</p> <ul style="list-style-type: none"> Changes to: safety performance targets, safety management policy, safety risk management, safety assurance, and safety promotion;



- Changes to: The Accountable Executive, COO, or CSO;
- Significant changes to service delivery;
- Significant changes to the organizational structure;
- New process/procedures are introduced that impact safety;
- Changes to available resources or priorities that support SMS; and
- Changes required by the Federal Transit Administration (FTA), California Public Utilities Commission (CPUC), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), etc. or other similar oversight agency.

MTS conducts an annual safety performance assessment in conjunction with the annual review. This assessment includes a review of the prior year's performance involving the Safety Performance Targets, Key Performance Indicators and applicable Performance Incentive Program (PIP) goals. The assessment may also include reviewing identified safety deficiencies, or other areas involving safety performance.

Updates made to the Bus Agency Safety Plan will be documented in the version number and updates of this plan.

At First Transit, review of safety practices is an ongoing process, not one limited to scheduled reviews. As policies/procedures and training techniques change throughout the year they are updated and communicated throughout the organization. All changes are reviewed and approved by the Senior Director of Safety and the Vice President of Safety – First Transit.

Prior to the beginning of each fiscal year, First Transit's Safety Plan is reviewed by Executive management and revised based on the safety data collected and analyzed, and changes to policies and procedures made throughout the year. The revised plan is then disseminated to San Diego location for implementation.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. (Evaluated per calendar year.)

MTS may adjust performance targets over time, as data is collected and as SMS implementation matures. MTS performance targets for fatalities have been chosen to represent an aspirational goal. MTS performance targets for injuries, safety events and system reliability have been chosen to represent improvement over the current baseline safety performance levels (used previous two calendar years, CY-18, CY-19) (Table 4). The safety performance targets are evaluated for each calendar year (January 1 – December 31).

Definitions

Definitions are based on the 2020 NTD Safety and Security Policy Manual.

***Fatality** – Death confirmed within 30 days of the event (including suicides). Fatalities that occur because of illnesses or other natural causes (including individuals who are found deceased) are not reportable.*

***Injury** - Any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. MTS reports each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.*



Safety Events – Collisions that meet NTD thresholds for injuries, fatalities, property damage, or evacuation; vehicle towed from the scene involving a transit revenue vehicle; fires; hazardous materials spills, acts of God; evacuations for life safety reasons; other safety events listed in NTD policy manual.

System Reliability - mean distance between major mechanical failures, is measured as revenue miles operated divided by the number of major mechanical failures.

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) Per 100K	Injuries (Total)	Injuries (Rate) Per 100K	Safety Events (Total)	Safety Events (Rate) Per 100K	System Reliability (Rate) Per 100K
Fixed-Route	0	0	4	0.34	4	0.34	7,500
Demand Response	0	0	4	0.09	5	0.11	32,000
Taxi Contracted	0	0	1	0.09	1	0.11	32,000

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Safety Performance Targets are made available to state of California including the Public Utilities Commission (CPUC), Caltrans, and the San Diego Association of Governments (SANDAG), MTS's Metropolitan Planning Organization (MPO), to aid in the planning process. Coordination with these agencies, in the selection of safety performance targets is accomplished to the maximum extent practicable. MTS officially transmits its targets in writing to the State and MPO following the annual review and certification. This transmission will take place in February of each year.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Public Utilities Commission (CPUC)	TBD
	California Department of Transportation (Caltrans)	TBD
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	San Diego Association of Governments (SANDAG)	TBD



4. Safety Management Policy



San Diego Metropolitan Transit System Safety Management Policy Statement

The San Diego Metropolitan Transit System (MTS) has established this Safety Management System Policy Statement to emphasize its overall commitment to the safety of our passengers, our operators, our staff and the general public. This Safety Management System Policy Statement provides direction for MTS's safety program, which applies to every facet of MTS operations.

The management of safety is MTS's highest priority. MTS is committed to safety throughout the entire organization, from the Board of Directors to the front line employees.

MTS will ensure that all transit service delivery activities take place under a balanced allocation of organizational resources to achieve the highest level of safety performance and meeting established standards. MTS is committed to developing, implementing, maintaining, and constantly improving our processes. As evidence of our commitment to safety, every MTS policy shall be guided by and every employee shall perform their duties in furtherance of the following safety goals:

- Supporting safety through the provision of appropriate resources that fosters a safety culture;
- Integrating the management of safety among the primary responsibilities of all managers and employees;
- Clearly defining managers and employees' responsibilities in relation to the performance of our safety management system;
- Conducting hazard identification and evaluating safety risks, which includes an employee safety reporting program, in order to eliminate or mitigate safety risks;
- Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Complying with, and wherever possible exceeding, legislative and regulatory requirements and standards;
- Ensuring that sufficiently skilled and trained employees are available to implement safety management processes;
- Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks for which they are adequately trained;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance by ensuring appropriate safety management action is taken and is effective; and
- Ensuring externally supplied systems and services that support our operations are delivered to meet our safety performance standards.

Chief Executive Officer
San Diego Metropolitan Transit System

October 19, 2017
Date

Chairperson of Board of Directors
San Diego Metropolitan Transit System

October 19, 2017
Date



At First Transit, safety is more than a policy statement. Management believes that working safely promotes quality, productivity, and profitability. Prevention of collisions and personal injuries is of critical importance to everyone. Management is committed to providing a safe workplace, the proper training, protective equipment, and a work environment conducive to safe practices and policies.

All employees are required to perform their duties safely and with concern for the safety of our passengers, other employees and the public. **First Transit will not perform any service, nor transport or use a product, unless it can be done safely.**

First Transit employs a company-wide safety concept, “**BeSafe**”. The main purpose of BeSafe is to reduce collisions and injuries by increasing the communications between employees and managers about safety related issues. As part of this process, employees of all levels are encouraged to initiate reports of any near miss, route and security hazards, or any unsafe condition. When a report about a safety or security concern is filed, it is investigated, which includes follow-up with the reporting employee regarding the resolution of the report.

First Transit will not retaliate against nor impose any other form of retribution on any employee because of his or her good faith reporting of a safety issue/concern, another person’s suspected violation of Company policies or guidelines, or any alleged violations of federal, state or local laws.

To ensure that each employee understands and performs their job functions in the BeSafe manner, the **BeSafe Handbook**, is issued to each employee and sized to fit in the safety lanyard or vest, which each employee must wear while on duty.

The **BeSafe Principles** provide the basic truths and fundamentals about working safely in our workplace and on our vehicles. All First Transit employees are expected to adopt these principles and put them into practice. Together a safe work environment is created, free from injury to each other and our passengers.

The motto for the BeSafe Principles is: “**Think Safe, Act Safe, BeSafe.**” This motto is each employee’s instruction to work safely at all times.

If an employee feels they cannot perform a task safely, they don’t perform the task. The employee has been trained and encouraged to stop work and immediately advise management of issues preventing them from working safely and what would be required to perform the task safely.

The BeSafe Principles include:

- **Prevent injury to myself and others.**
 - Be aware of any hazardous condition or practice that may cause injury to people, damage to property, or the environment.
 - Use the BeSafe Handbook to record and report.
- **Perform all necessary safety checks and risk assessments of the work area and job to be performed before any work begins.**
 - Speak to management **before** work is started if unsure of the required safety and risk assessments.
- **Follow all safety procedures, signs and instructions.**
 - If these are not understood, speak to management before work begins.



- **Keep work area clean and tidy at all times.**
 - Untidy areas could cause injury to the employee or their colleagues and waste time and energy.
- **Wear protective clothing and equipment (PPE) as required.**
 - Keep PPE in good working order, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- **Use only the correct tools and equipment authorized and trained to use for the job.**
 - Check that they are in good condition before use and use them safely.
- **Only adjust and repair any piece of work equipment trained on and authorized to do so.**
 - Never modify any equipment that changes the designed use of the equipment or alters a safety feature.
- **Assess any load and capability to move it before lifting.**
 - Get help with any heavy or awkward items and follow the correct lifting techniques.
- **Report all injuries, incidents and near misses to management.**
 - Seek help immediately and first aid (if necessary).
- **Tell management of any suggestions to prevent injuries in the workplace**
 - Note suggestions made and discuss with management.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

Communication of Local Safety Concerns

The Location Safety Manager is at the center of the local safety communication process and is responsible for compiling safety reports to include the following:

- Accident and injury data for previous month
- Security incident data
- Safety and security audit data and recommendations
- Safety Solutions Team (SST) meeting minutes
- BeSafe near miss and hazard reporting

This person reports directly to the Location General Manager (LGM) and routinely meets formally with the LGM, one-on-one, to provide updates on safety issues, safety priorities, and hazard management. The Location Safety Manager (LSM) also meets informally with the LGM to provide updates on safety issues on an as-needed basis.

The Location Safety Manager also participates in the Safety Solutions Team (SST) meetings to discuss safety priorities, safety issues, and hazard management, and to communicate safety-related information across all departments.

- The LSM and the LGM have the authority to correct or suspend work for conditions determined to be unsafe, or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of vehicles, until the unsafe condition or hazard can be mitigated or corrected.



The Region Safety Managers also conduct regular internal reviews of local operations. They are to ensure that each location is audited at least every two to three years, with high risk locations audited annually for compliance using the risk-based **Location Safety Review**.

Location Safety Review	
Category	Description
Scope of Safety Reviews	First Transit locations are selected based upon risk-based criterion. Individual locations receive a review every 2-3 years
Risk-Based Selection Criterion	Locations selected based on declining 3-year reviews; sites with new location managers; high collision/injury Accident Frequency Rate (AFR); prior year failing score
Review Format	More narrow and focused audit template which includes a balance of compliance assurance as well as location-specific risks and safety performance.
Findings and Follow-Up	<p>Action plans are developed in conjunction with location staff and use a red/yellow/blue/green method to prioritize. All action items are entered, and incomplete action items are tracked within the Safety Toolbox.</p> <div> <div>Strong</div> <div>Highly Effective</div> <div>Some Improvement Needed</div> <div>Much Improvement Needed</div> </div>
Escalation Process	Items requiring escalation to Senior Director of Safety/Vice President of Safety – First Transit remain intact. Through the use of Safety Toolbox, unresolved actions are designed to escalate to the Location General Manager/Region Safety Manager.
Visibility	Review results and action items are routinely shared with the Location General Manager/Region Safety Manager/Executive Management. This is augmented by the escalation process for unresolved action items as noted above.



Corporate Communication of Safety Concerns

Executive Safety Meetings are routinely held where each department discusses their concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints by departments are addressed immediately.

Minutes from the Executive Safety meeting are distributed to and posted at each location. Action items are addressed at the following meeting.

Executive safety meetings are conducted in the following formats.

First Group Executive Safety Committee (ESC)

- Consists of President, COO, and Safety Vice President of each operating group
- Discussions include safety performance, trend analysis, program oversight

First Group Safety Council

- Consists of Vice Presidents of Safety for all operating divisions
- Discussions include safety performance, trend analysis, and safety oversight

First Group America Safety Council

- Consists of Safety Senior Directors and Safety Vice Presidents
- Discussions include safety performance, trend analysis, best practices, and program oversight

Performance Review Management (PRM)

- Consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, Region Director of Maintenance, Region Directors of Safety and Region Safety Managers
- Discussions include regions safety performance

Safety Advisory Committee

- Consists of a sampling of Location General Managers, Region Directors of Operations, Region Safety Directors and Region and Local Safety Managers
- Discussions include review of policy and procedures, training, and safety awareness



Authorities, Accountabilities, and Responsibilities	
Board of Directors	<p>The Board of Directors (Board) is responsible for setting policy for MTS, including Transit Services. The Board is required to approve the ASP initial document and all updates. At its regular meetings, the Board receives periodic safety briefings from Bus Operations. The Board has delegated agency management to the CEO, subject to various adopted Board policies and legal requirements.</p>
Accountable Executive	<p>The Board of Directors has designated the CEO as the Accountable Executive for the Agency. The Accountable Executive has ultimate responsibility for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout the Agency. These responsibilities include:</p> <ul style="list-style-type: none">• Establishing, implementing, and promoting the Safety Policy Statement;• Authority over financial and human resources;• Authority over all activities and operations;• Authority over final risk assessment ranking;• Authority over final mitigation(s) of hazards/unsafe conditions;• Briefing the Board of Directors; and• Responsibility for carrying out the Transit Asset Management (TAM) Plan. <p>The CEO has delegated the authority and the day-to-day responsibilities of the agency safety plan for Transit Services to the Chief Operating Officer (COO) of Transit Services.</p> <p>The COO reports directly to the CEO and is responsible for ensuring that SMS is effectively implemented and that action is taken, as necessary, to address substandard performance throughout Transit Services. These responsibilities include:</p> <ul style="list-style-type: none">• Implementing, and promoting the Safety Policy Statement;• Authority over financial and human resources within Transit Services;• Authority over all activities and operations within Transit Services;• Authority over the risk assessment ranking within Transit Services;• Authority over final mitigation(s) of hazards/unsafe conditions within Transit Service; and• Briefing the Board of Directors on SMS related activities within Transit Services, as requested by the CEO. <p>The COO will support and encourage an open dialogue between the Chief Safety Officer and the CEO.</p>



Chief Safety Officer or SMS Executive	<p>The Chief Safety Officer (CSO) is the Manager of Safety for Transit Services. The CSO has a dual reporting role with the COO and the CEO. As necessary to implement the Bus Agency Safety Plan and discuss relevant issues, the CSO has a duty and a right to report directly to and consult with the CEO. The CSO has independent and direct access to the CEO as needed regarding all safety related issues. The CSO has regularly scheduled safety briefings with the CEO and COO. The CSO also reports to the COO on a day-to-day basis. The CSO is responsible for:</p> <ul style="list-style-type: none">• Developing and maintaining SMS programs including the Bus Agency Safety Plan;• Managing the Employee Reporting Program;• Performing analysis of incidents, trends, and causes and making recommendations to reduce or eliminate the potential for recurrence;• Assisting other departments with the development of training programs and procedures;• Managing the review and analysis of all accidents, incidents and safety events to determine preventability and any other causal or contributing factors;• Providing monitoring and follow-up with employees after preventable accidents;• Serving as the Chair of the Employee Safety Committee;• Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Transit Services emergency preparedness plans; and• Managing the Department of Motor Vehicles (DMV) Pull Notice Program and assuring all licenses, permits and certifications are in compliance.•
MTS Executive Management Leadership and Key Staff	<p>Manager of Paratransit and Mini Bus</p> <p>The Manager of Paratransit and Mini Bus directly reports to the COO and is responsible for:</p> <ul style="list-style-type: none">• Organizing, developing, planning and directing all of MTS' Paratransit and Mini Bus functions and ensuring alignment of these functions with the goals and critical business outcomes of MTS• Manages the MTS Americans with Disabilities Act ("ADA") Paratransit program, and ensures full compliance with ADA regulations with respect to operations, client certification, call center operations and revenue service.• Manages the fixed route "Mini Bus" program and oversees the operations and management contract between MTS and the service provider(s).• Prepares operating and capital budgets, monitors service performance, conducts community outreach, represents MTS on disabled advocacy and transportation committees, and evaluates existing and proposed transit services.• Serves as the primary contact for paratransit and minibus service and consultant contracts.

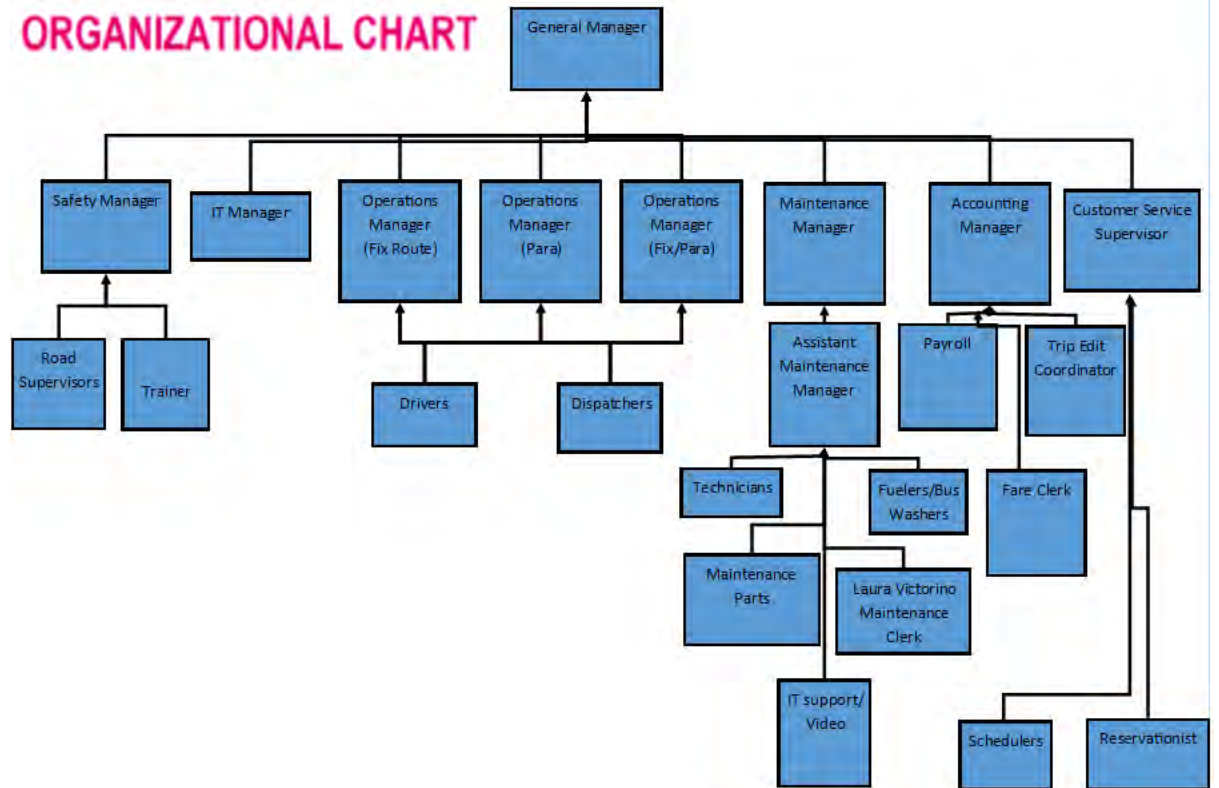


	<p>Supervisor of Paratransit and Minibus</p> <p>The Supervisor of Paratransit and Minibus directly report to the Manager of Paratransit and Minibus and is responsible for overseeing the MTS Fixed Route Minibus and Paratransit contract at the Copley Park Division. The Supervisor of Paratransit and Minibus is responsible for overseeing Contractors efforts in:</p> <ul style="list-style-type: none">• Implementing, promoting and monitoring compliance of the Safety Plan;• Mitigation(s) of hazards/unsafe conditions within the Copley Park Division;• Analysis of incidents, trends, and causes, as well as recommendations to reduce or eliminate the potential for recurrence;• Post-accident review and reporting;• Coordinating with external emergency response agencies, including police, fire and emergency management agencies, regarding emergency response training, familiarization and review of emergency occurrences and Contractor's Transit Services emergency preparedness plans; and• Providing monthly progress reports, as well as statistical and analytical support data
<p>First Transit Executive Management Leadership and Key Staff</p>	<p><u>Region Staff</u></p> <ul style="list-style-type: none">• Senior Vice President: Works closely with the region staff to ensure quality service at the location. He ensures that the location adheres closely to First Transit's safety mission and vision.• Region Vice President: is responsible for making certain all region management members to maintain quality service and client satisfaction. He provides direction and assistance to location managers, including P&L, budgets, and personnel He is responsible for hiring and training new managers at the location.• Region Director of Operations: is responsible for overseeing daily operations, system performance, location safety, budget preparation, and location staffing levels.• Region Safety Manager: The Region Safety Manager ensures management services are provided according to policies, as well as maintaining quality and client satisfaction, and that the location has the current safety programs in place.• Region Director of Maintenance: provides oversight, technical assistance, training, and "best practices" for the location. <p><u>Location Staff</u></p> <ul style="list-style-type: none">• General Manager: Participates fully with the client to ensure the operation is running effectively and acts as mediator when safety related problems arise. The GM is also responsible for ensuring implementation of the National Safety Program.



- Operations Manager/Assistant General Manager: Supervises the day-to-day operations of Access, MiniBus and the SVCC operations. Other important roles include team building, training, client relations, and employee relations.
- Safety Manager: The SM routinely is in contact with the operation and is responsible for ensuring their locations have the current safety programs in place; auditing local safety efforts; reviewing all accident and injury claims; reviewing safety statistics; and coordinating corporate assets to address specific deficiencies found on the local level.
- Accounting Manager: Responsible for financial oversight such as budgeting, accounting and payroll. Implements policies and procedures related to accounting, budgeting, payroll and fare collection.
- IT Manager: Reviews drivers' pre- and post-trip inspections from the night before, looking for technological issues. Responsible for all IT-related functions including setting up new user accounts, maintaining fare box technology, maintaining Apollo technology and installations on new vehicles, and system trouble-shooting.
- Maintenance Manager: Provides oversight of maintenance functions, carefully monitoring maintenance standards, departmental efficiencies, and maintenance training programs. He ensures that all scheduled and unscheduled vehicle repairs and general maintenance at the facility are completed on time.
- Operations Manager Paratransit: Responsible for instituting new policies and procedures to ensure safe, cost effective, on-time performance of the Access operation. Bill is also the point of contact for the investigation and documentation of customer complaints for MTS Access.
- Operations Manager Fixed-route: Manages the day-to-day operations of MTS MiniBus/SVCC, instituting new approaches and procedures to ensure safe, cost-effective, and on-time performance of the MiniBus/SVCC operations.

ORGANIZATIONAL CHART





Additional Accountability (Local Staff Responsibility)	<p>To ensure safety responsibility and accountability throughout the organization from local operations to corporate management, First Transit uses the following Safety Responsibility and Task Matrix. Responsibilities are assigned at the local level.</p> <p>The responsibilities and tasks are assigned to Maintenance, Operations, or Human Resources and the responsible person for each is identified for each First Transit location.</p> <p>This process ensures that the pertinent safety items are covered, and that each person knows his or her areas of responsibility.</p>					
	Safety Responsibility and Task Matrix					
	Responsibilities and Tasks	OPS	MNT	HR	OTHER	Responsible Personnel
	Establish annual safety objectives for submission to the GM at the beginning of each fiscal year				x	Safety Manager
	Submit a report on the safety performance at the end of each fiscal period				x	Safety Manager
	Submit the following: period operations and safety data; accident and incident reports; and site safety review results				x	Safety Manager
	The GM or their designee has the authority to direct that work or conditions have been determined to be unsafe or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of buses be suspended or restricted until the unsafe condition or hazard can be mitigated or corrected	x				Operations Manager
	Management of system safety, occupational health				x	Safety Manager



		and safety, accident and incident investigation, environmental protection and monitoring the implementation of the Safety Management System (SMS) Program Plan					
		Review of all safety aspects of departmental procedures including: First Transit policies/instructions; Standard Operating Procedures; HR policies; safety and health policies	x	x	x	x	All Managers
		SMS Review and Modification				x	Safety Manager
		Safety Solutions Team Meetings	x			x	Operations and Safety
		Daily Safety & Health Walkthrough	x			x	Operations and Safety
		Safety related reports to external agencies				x	Safety Manager
		Near miss and route hazard report investigations	x			x	Operations and Safety
		Investigation of safety related trends				x	Safety Manager
		Coordination with United States and State Departments of Labor and Occupational Safety and Health Administration (OSHA)				x	Safety Manager
		Environmental Management Oversight				x	Safety Manager
		Hazard Management Process		x		x	Operations and Safety
		Managing Safety Validation of Change Process				x	Safety Manager



	Safety Data Reporting				x	Safety Manager
	Investigations				x	Safety Manager
	Advise to update SOPs, Rules, and Emergency Plans				x	Safety Manager
	Emergency Response	x	x	x	x	All Managers
	Fire Protection	x	x	x	x	All Managers
	Shop Safety Hazardous Tools Inspections		x			Maintenance
	Review Vehicle Maintenance and Failure Data		x			Maintenance
	Perform Vehicle Maintenance Inspections/Audits		x			Maintenance
	Training, Certification, Review, and Audit		x		x	Maintenance and Safety
	Personal Protective Equipment Review		x		x	Maintenance and Safety
	Hazardous Materials Management		x		x	Maintenance and Safety
	Drug and Alcohol Abuse Program				x	Safety Manager
	Procurement				x	Safety Manager

Meetings & Oversight	
CEO Safety Briefings	<p>The CEO, COO, and CSO meet on a regular basis to review and discuss monthly safety performance. These topics include but are not limited to:</p> <ul style="list-style-type: none"> • Accidents & Injuries • Hazard mitigation strategies • Training activities • Policy & Procedures • Committee meetings • Contract management • Project updates
Transit Services Executive	<p>The CSO and other agency leadership within Transit Services meet together on a weekly basis with the COO to review and discuss updates from each department. These topics include but are not limited to:</p>



Staff Meetings	<ul style="list-style-type: none">• Accidents & Injuries• Hazard mitigation strategies• Training activities• Policy & Procedures• Committee meetings• Contract management• Project updates
COO Meetings with Contract Services and First Transit Leadership	<p>The COO, CSO, and Manager of Paratransit and Minibus meet on a monthly basis with First Transit Leadership to review and discuss updates regarding safety performance, safety risk management, safety assurance, and safety promotion. These topics include but are not limited to:</p> <ul style="list-style-type: none">• Accidents & Injuries• Existing hazards and mitigation techniques• Training activities• Policy & Procedures• Committee meetings• KPI goals• Contract management• Project updates• Staffing levels
First Transit and MTS Contract Services Management Staff Meetings	<p>The Director of Safety and Training and other leadership within First Transit's Executive Management Staff, meet together on a monthly basis with the Manager of Paratransit and Minibus as well as other leadership within Contract Services to review and discuss updates from each department. These topics include but are not limited to:</p> <ul style="list-style-type: none">• Accidents & Injuries• Hazard mitigation strategies• Training activities• Policy & Procedures• Committee meetings• Contract management• Project updates• KPI goals
First Transit's Safety Solution Team (SST) Meeting	<p>First Transit's Safety Solution Team meets on the 2nd Thursday of each month. The team representatives are from Maintenance, Safety, Trainer, Operations Departments, Road Supervisors, Call Center, drivers and General Manager. The purpose of the SST is to: create, improve, promote and maintain a heightened safety culture within the organization; inform, educate and influence employees through awareness campaigns and training activities designed to prevent and reduce accidents and injuries; and to provide a forum for employees to actively participate in safety programs that address and resolve safety issues in a timely manner.</p>



First Transit's Claims Review Meetings	<p>First Transit Local and Regional team meet on a monthly basis. Topics include but are not limited to:</p> <ul style="list-style-type: none">• Open & recently closed claims• Workers comp claims• Litigation updates• Hazard mitigation strategies• Training activities• Policy & Procedures• Review trends• Create resolutions• Create action plans
Regional Safety Meetings	<p>First Transit Management meets with First Transit Regional Managers on a monthly basis. Topics include but are not limited to:</p> <ul style="list-style-type: none">• Open claims• Workers comp claims• Hazard mitigation strategies• Training activities• Policy & Procedures• Review trends and resolutions• Touch Points



Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

First Transit is committed to conducting business with honesty and integrity. Employees are encouraged to speak up and raise questions and concerns promptly about any situation that may violate our safety protocols, policies and procedures, the laws, rules, and regulations that govern our business operations.

Employees are expected to tell others when witnessing unsafe work practices or conditions. When employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing.

However, where the matter is more serious, or the employee feels that management has not addressed the concern, or they are not comfortable reporting to their immediate manager, they can report it to the next level manager, or the Region Safety Manager or Human Resources Manager. Employees may also directly file a written or verbal complaint by calling the confidential Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534); contacting the Hotline intake site at ethicsfirst.ethicspoint.com; or emailing Compliance@firstgroup.com.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities; or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

In other words, employees are protected for speaking up in good faith under this Policy. Any manager, or co-worker who retaliates against a complaining employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they and their staff comply with the whistleblower protections and that no retaliation occurs because of a reported safety related issue.





Reporting Options

Near Miss and Hazard Reporting

In the interest of employee and passenger safety, each First Transit employee is issued a “**Near Miss and Hazard Reporting**” pad for documenting and reporting safety, route, and security concerns; and is encouraged to report any near miss incidents and hazards.

If an employee is involved in a near miss or determines something they see to be a hazard, we ask for their help in reporting the event so we all may learn the lessons from it and perhaps prevent a collision or injury from occurring in the future.

Near miss: An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health; a dangerous occurrence

Hazard: Anything that may cause harm in the near future

If the safety or security hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the employee is encouraged to submit the information to management by the end of their workday. Our managers then initiate conversations with employees about their observations of both safe and unsafe behaviors.

The employee’s contribution to the cause of the injury or collision is considered in disciplinary action, up to and including termination. If after analysis it has been determined that the incident resulted from an overt decision, disciplinary action is indicated. If not, then the appropriate counseling and/or training is indicated.

SOP #806 – Near Miss & Hazard Reporting describes the reporting process

Threatening or Suspicious Activity

First Transit encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement, either to his/her Supervisor or Manager, to the Human Resources Department, FirstGroup America Security, and/or to the confidential Ethics and Compliance Hotline at 1.877.3CALLFG, (1.877.322.5534), contact the Hotline intake site at ethicsfirst.ethicspoint.com, or email Compliance@firstgroup.com.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Open-Door Policy

A workplace where employees are treated with respect and one that is responsive to their concerns is important to each of us. At First Transit, we recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a

The form is titled "Near miss and hazard reporting" and features the BeSafe logo in the top right corner. It includes fields for "Date" (with slashes for month, day, and year), "Name", "Location", and "Observation(s)". There are checkboxes for "Near miss report" and "Hazard report". Below these is a section for "Actions required" with several lines for text. At the bottom, there is a section for "Who is to complete the action(s)?" with checkboxes for "Contractor", "Employee", "Visitor", and "Other". The First Transit logo is in the bottom right corner.



job-related problem or concern is usually reached through a prompt discussion with an employee's manager. Each employee is encouraged to do so.

If the matter cannot be resolved with one's immediate manager, the employee may:

- Speak with their Location General Manager or Region Safety Manager who will attempt to facilitate a solution.
- If an employee is unable to resolve the matter through the management chain of command in their location, the employee may choose to speak directly to anyone in division management or Human Resources.

First Transit's Open-Door Policy also allows employees to voice their concerns anonymously.

- If an employee would like to submit an anonymous concern, they may contact the Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534), contacting the Hotline intake site at ethicsfirst.ethicspoint.com, or emailing Compliance@firstgroup.com.

This Open-Door Policy applies to every employee not covered by a collective bargaining agreement. It also extends to contractors and subcontractors.

In situations involving discrimination or harassment, employees should follow the Complaint Procedure described in the Discrimination, Harassment and Retaliation Reporting Procedure section of their First Transit Employee Handbook without fear of reprisal and should not follow this Open-Door Policy complaint process.

In situations requiring immediate attention, an employee may bypass the chain of command, which begins with his or her manager, and contact any level of management or Human Resources directly, without fear of reprisal, and without the need to follow this Open-Door Policy complaint process.

- This may be done in person, by direct contact, phone call, letter, or email message or by utilizing the Ethics and Compliance Hotline. The Ethics and Compliance Hotline can be reached by calling 1.877.3CALLFG, (1.877.322.5534) or emailing Compliance@firstgroup.com.

Accidents/Incidents

First Transit finds accidents and incidents to be a very serious matter and a valuable learning opportunity to improve safety. **SOP #700 – Accident & Safety Data Acquisition and Reporting**, and the supporting **SOP's, 700a – Auto and General Liability Claim Form; 700b – Courtesy Card; 700c – Operator Incident Report**; ensure that the appropriate actions happen at the scene for the safety and security of First Transit passengers and employees; and that the appropriate data is collected to evaluate the incident, determine preventability and any other causal or contributing factors; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

Accidents

Operators are to report all accidents and collisions to Dispatch immediately upon occurrence. When reporting to Dispatch, the employee must state that he or she is reporting an accident and then answer any questions asked by Dispatch.

Additionally, **SOP #700c – Operator Incident Report** and **SOP #700a – Auto & General Liability Claim Form**, must be completed by the Operator involved and location management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report. To help ensure that this deadline is met, employees are paid to complete the form.



Employees who fail to report an accident may be subject to disciplinary action up to and including termination.

Employees must provide transit management with any additional accident information immediately upon request.

Incidents

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to Dispatch immediately; and require a **SOP #700a – Auto & General Liability Claim Form** to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to Dispatch upon return to the yard.

The following are examples of incidents that must be reported:

- Broken or cracked windows from unknown causes,
- Cut seats,
- Service delays,
- Passing up passengers,
- Insufficient or excessive running time in schedule,
- Overloads, etc.

If in doubt, immediately contact Dispatch.

Operators Witnessing an Accident shall notify Dispatch immediately, even though their vehicle may not be involved.

Required Courtesy Cards

In the event of an accident or an incident, Operators must distribute **SOP #700b – Courtesy Cards** then retrieve as many as possible from passengers and persons in the immediate area of the accident or incident who may have witnessed the event.

Duty to Report Wrongdoing

First Transit is committed to investigating all good faith claims of wrongdoing so that corrective action may be taken. To that purpose, First Transit encourages any employee, contractor or vendor to report wrongdoing or illegal acts to location management so long as they are not believed to be involved in the fraud, waste or abuse being reported. Management within First Transit ensures the matter is reported to Group Security and First Transit will investigate and take appropriate steps to correct the wrongdoing or potential violation.

Alternatively, reports may be made anonymously using the FGA Ethics & Compliance line at 1.877.3CALLFG, (1.877.322.5534) or by emailing Compliance@firstgroup.com. You may also contact the Healthcare Compliance Officer directly.

Self-Reporting

Self-reporting is also encouraged. Anyone who reports his/her own violation will receive due consideration regarding disciplinary action that may be taken.

Duty to Report Law Enforcement Actions

Employees are required to report any arrests, indictments or convictions to their immediate manager or Human Resources immediately, but no later than prior to the next scheduled work shift, to the extent permitted by applicable law. If the circumstances and the offense charged, in our judgment, present a



potential risk to the safety and/or security of our customers, employees, premises and/or property, such events may result in disciplinary or other appropriate action to the extent permitted by applicable law.

Operators and safety sensitive employees are required to report all Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) related charges, vehicular collisions, and any moving violation citations received in any vehicle immediately if possible, but no later than prior to their next scheduled work shift, consistent with applicable law.

Possible Disciplinary Actions

First Transit uses a tiered approach to determine possible disciplinary actions. Infractions that lead to disciplinary action are categorized into four categories;

- Class 1 – Dischargeable Offenses, the most serious and unacceptable behavior
- Class 2 – Serious violations of the First Transit performance code
- Class 3 – Secondary violations of the First Transit performance code
- Class 4 – Lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations

Applying Disciplinary Actions

Although employment may be terminated at-will by either the employee or First Transit at any time in accordance with applicable law, without following any formal system of discipline or warning, First Transit may exercise discretion to utilize forms of discipline that are less severe than termination.

Whenever an employee is subject to discipline, the employee's work record, including violations occurring in the relevant time period, is reviewed before determining penalty. The chart below describes how disciplinary actions are applied.

Class of Infraction	Discharge	Suspension	Written Warning
1	1st Offense	-----	-----
2	2nd Offense*	1st Offense	-----
3	3rd Offense*	2nd Offense*	1st Offense
4	4th Offense*	3rd Offense*	1st & 2nd Offense*

*Within 12 months of first offense, 36 months for safety

Additionally, First Transit may use the following criteria to determine discipline specific to any type of traffic violation or preventable accident.



Major Offenses	Action
One violation	Discharge
Serious Violations	Action
One violation	Written warning
Two violations within any 36-month period	Discharge
Moving Violations	Action
Two violations within any 36-month period	Three-day Suspension
Three violations within any 36-month period	Discharge
Two violations within any 12-month period	Discharge
Preventable Vehicle Accidents	Action
One preventable accident	Written warning
Two preventable accidents within any 36-month period	Five-day Suspension
Three preventable accidents within any 36-month period	Discharge
Two preventable accidents within any 12-month period	Discharge

Details of First Transit's reporting requirements, infractions of company policy, and disciplinary actions that may be taken are described in more detail in the **First Transit Employee Handbook**.

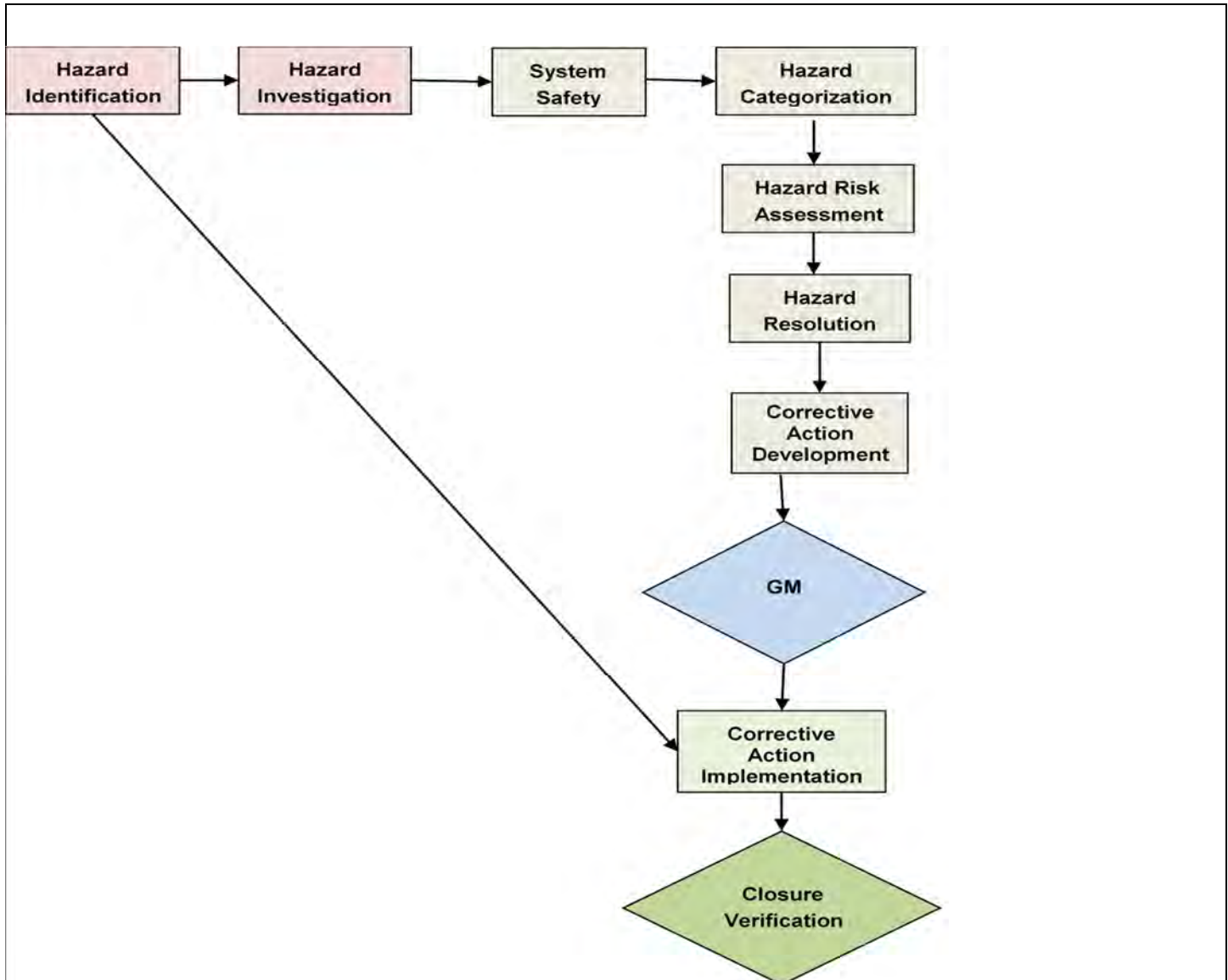
5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment*

Safety management is at the core of everything done at First Transit. All employees are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following flowchart.



As described earlier, a corporate structure exists to address all safety concerns. To ensure safety at the local levels, each location is required to form a Safety Solutions Team (SST), Accident Review Committee (ARC), and a Local Client Liaison Committee. To ensure consistency at each location, **SOP's #803; #803a; #803b Safety Solutions Team**, and **SOP #702 – Accident Review Committee** describe the procedures which are to be followed in creating and operating a Safety Solutions Team and Accident Review Committee.

These groups are responsible for reviewing safety related accidents and incidents to determine culpability; identify the causes associated with each event; and develop mitigation measures to reduce the risk of the events occurring in the future. Having these groups at each location provides a way for employees to report safety risks in a timely manner and to teams that understand the conditions associated with each specific location. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Several tools are used by the Region Safety Managers, Region Safety Directors and the Senior Director of Safety to monitor the local risks and risk management. Among them are Safety Data Reports which outline



the monthly and Year to Date safety performance statistics. Also used is a Target & Goal Worksheet to track and analyze the data collected and to target reactive and proactive performance improvement measures.

Safety Hazard Identification

This process is a vital component in First Transit's efforts to reduce safety risks and improve overall delivery of service. Safety Hazard Identification data from internal sources such as employee reporting, customer feedback, maintenance records; and external sources such as the Federal Transit Administration and local oversight authority is used to implement immediate corrective actions and to proactively identify hazards and potential consequences before they cause future accidents or incidents.

The objective of hazard identification is to identify those conditions that can cause an accident or create an unsafe condition and determine possible consequences if the unsafe condition is not corrected. First Transit routinely analyzes records from our operation and external sources as they become available to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspection of established prevention processes are routinely performed.

First Transit also takes an additional proactive step with its **SOP #208 – Safety Validation of Change** to identify hazards and consequences **PRIOR** to implementing any changes to operations.

First Transit relies on employees to assist in the hazard identification and resolution process. Working with the location safety personnel and through a structured process, employees help:

- Identify Critical Factors in Mitigation of safety risk
- Develop and Recommend an Action Plan
- Implement Action Plan
- Measure Performance Against Safety Objectives
- Monitor the Process
- Modify the Process
- Secure Outside Assistance (when needed)
- Audit for Compliance

Several tools exist for hazard identification. Among them are:

- **SOP #802 and #802a - Daily Safety & Health Walkthrough and Checklist**
 - A routine safety and health check walkthrough to promptly identify hazardous conditions at our facilities and notify employees of the hazards identified and mitigation measures to help protect them from personal injury.
- **SOP #804 - Positive Check-In Procedures & Reasonable Suspicion**
 - Positive Check-In procedures are to ensure our operators reporting to work are fit-for-duty.
- **SOP #900 – Facility Hazard Recognition Manual**
 - This Hazard Recognition Manual is intended to be a tool for recognizing potential hazards that may be present at First Transit facilities. Although it does not represent all conditions that could exist, the photos and narrative provide:
 - A reference guide for conducting safety inspections at a facility, and
 - A training document to educate and train employees to conduct effective safety inspections.
- **Vehicle Maintenance Risk Assessment**



- All employees who perform maintenance and repairs to vehicles within transit centers and bus yards or on road calls complete a risk assessment using **SOP #503a – Vehicle Maintenance Risk Assessment Form** prior to performing any work on a vehicle.
- The Risk Assessment process, **SOP #503 – Vehicle Maintenance Risk Assessment**, requires employees about to perform a maintenance task to confirm they possess the training, skills, knowledge, abilities, tools, and equipment to safely perform the task at hand. The assessment includes determining the following.
 - Are You Properly Trained to Perform the Task?
 - If Task Requires Lifting, Are Lifts Secured, Are Jack Stands Used Correctly?
 - Are You Wearing the Appropriate Personal Protective Equipment (PPE)?
 - Have You Performed the Proper Lock-Out/Tag-Out (LOTO) procedures?
 - Are You Aware of the Potential Risks of Performing this Repair?
- If the answer is “NO” to any of the above assessments the technician is to immediately contact their manager.
- **Pre-Survey Job Hazard Analysis**
 - Prior to beginning a job hazard analysis, a pre-survey of the working conditions, using **SOP #503b – Pre-Survey Job Hazard Analysis Form**, under which the job is performed is conducted to evaluate the general conditions. A few of the potential hazards being considered include:
 1. Are there tripping hazards in the job vicinity?
 2. Is the lighting adequate for work conditions?
 3. Are there explosive hazards associated with the job?
 4. Are there electrical hazards associated with the job?
 5. Are tools associated with the job in good condition?
 6. Is the noise level excessive (below 85-dba)?
- **Facility Parking Risk Management Assessment**
 - Inadequate turning areas, blind corners, uneven walking surfaces can all cause collisions or employee injury in parking areas. **SOP #501 - Facility Parking Risk Assessment** will help identify and prevent these types of collisions for both buses and personal vehicles.
 - The Location Manager must ensure compliance with all provisions of this SOP.
 - The risk of each facility is assessed as follows:
 - Annually
 - Unscheduled – Whenever a significant vehicle collision or a pedestrian strike occurs in the bus yard or on company premises
 - Start-up locations – Before operating out of the new location.
 - **SOP #501a – Facility Parking Risk Assessment Guide**, and
 - **SOP #501b – Facility Parking Risk Assessment Form** are tools to help with this assessment.

Accident/Incident Hazard Identification

Procedures exist and are followed regarding resolution of accidents and incidents and capturing data. Although this information is used proactively, First Transit takes advantage of these opportunities to determine which, if any hazards existed that may have contributed to the accident or incident and develop mitigation measures to reduce the risk of a recurrence.

There are five (5) main areas reviewed in this Hazard Identification process:

1. Environment

- a. Weather
- b. Road Surface Condition
- c. Visibility



2. Transit Service Characteristics and Agency Policies

- a. Incentives for Safe Driving
- b. Equipment Maintenance Policies
- c. Stop Intervals
- d. Route Design
- e. Driver Scheduling
- f. Passenger Demand Schedules

3. Operator

- a. Experience
- b. Physical Ability
- c. Personality
- d. Psychological Condition
- e. Physical Condition

4. Road Layout

- a. Width
- b. Speed Limit
- c. Geometric Design
- d. Traffic Volume
- e. Capacity
- f. Parking
- g. Adjacent Lane Use
- h. Street Lighting
- i. Pedestrian Volume

5. Hazard Identification – Accident Prevention/Resolution

- 1st: Identify the Hazard
- 2nd: Remove the Hazard
- 3rd: When the Hazard cannot be removed, Train for the Hazard as a “known condition”

▪ On-Board Video Technology

- **SOP #704 – On-Board Video Technology** provides a summary of the on-board video system and Company standards that all First Transit employees must follow when operating a company or customer vehicle equipped with onboard video technology.
- This technology is a valuable resource and another tool that helps First Transit instill positive driving behaviors by providing opportunities to view recorded driving events, driver history and company trends.
- The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining and, if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements.

Information learned from this identification process is used to improve training and reduce or eliminate the underlying causes.



Safety Risk Assessment

Once the hazard has been identified, they are categorized into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1 – Catastrophic: operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss.

Category 2 – Critical: operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage.

Category 3 – Marginal: operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures.

Category 4 – Negligible: operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the probability of it occurring. Probability is determined based on the analysis of transit system operating experience, evaluation of First Transit safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems. The following chart describes the probability categories.

Likelihood Per FTA review guidance of Occurrence of a Hazard			
Description	Probability Level	Frequency for Specific Item	Selected Frequency for Fleet or Inventory
Frequent	A	Likely to occur frequently	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	D	Unlikely but possible to occur in life of an item	Unlikely but can be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision makers to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Hazard Frequency	Severity Category 1	Severity Category 2	Severity Category 3	Severity Category 4
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E



Based on company policy and the analysis of historical data, MTS and First Transit has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
1A, 1B, 1C, 2A, 2B, 3A	Unacceptable
1D, 2C, 2D, 3B, 3C	Undesirable (Management decision)
1E, 2E, 3D, 3E, 4A, 4B	Acceptable with Management Review
4C, 4D, 4E	Acceptable without Management Review

Safety Risk Mitigation

Mitigation Determination

After the assessment has been completed, the follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Location General Manager and Location Safety Manager issue a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with review:** The Location General Manager and Location Safety Manager must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Hazard Resolution

Safety hazard resolution or mitigation consists of reducing the risk to the lowest practical level. Not all safety risks can be eliminated completely. Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices or development of special procedures.
2. Verify that hazards involving interfaces between two or more systems have been resolved.
3. Verify that the resolution of a hazard in one system does not create a new hazard in another system.

The SST, who was identified earlier in this plan as the team responsible for local safety review, uses the following methodologies to assure that system safety objectives are implemented through design and operations, and hazards are eliminated or controlled:

1. Design to eliminate or minimize hazard severity. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design of equipment, systems and facilities
2. Hazards that cannot reasonably be eliminated or controlled through design are controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices.
3. Provisions are made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.



4. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the hazard.
5. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard.
6. Precautionary notation is standardized, and safety-critical issues require training and certification of personnel.

Mitigation of Safety Risk Management and Tracking

Resolution of identified hazards are managed by the Location General Manager and/or the Location Safety Manager. The mitigation of safety risk process is managed through the “**Safety Toolbox**”, which is an online tool used by management, from Road Supervisors to Executive Management, to record the occurrence of safety-related events, review safety critical data, and track corrective actions as necessary.

The Safety Toolbox is a powerful tool to help understand the work area’s safety environment. This includes:

- Understanding and improving observations of safety critical behaviors
- Reviewing recorded debriefs to ensure that the “BeSafe” process is in place and working.
- Reviewing findings from BeSafe tours and determine if tasks/actions have been closed out

The Safety Toolbox includes information regarding:

- **BeSafe** (BeSafe Debriefs, BeSafe Tours, BeSafe Touchpoints)
 - Debrief meetings conducted in order to assure quality.
 - Safety Critical Behavior is the main focus of touchpoints; and shared and discussed during debrief meetings.
- **Contacts** (e.g. Near Misses, Hazard reports, Commendation, Safety Issue)
 - **Near Misses.** Reporting an event that occurred and could have caused injury.
 - **Hazard Reports.** Reporting an event that occurred and could have caused injury.
 - **Commendation.** A report of commendable safety actions/conduct performed by a colleague within the business.
 - **Safety issues.** A report on any safety issue that has a specific cause – i.e. maintenance, housekeeping, environment and behavior etc.
- **Safety Leadership Activities** (e.g. Participate in safety meetings, risk assessment, section observation)
 - **Participation in a Safety meeting.** Actively leading or participating in the location in-service safety meeting.
 - **Intersection observation or risk assessment.** Risk assessment or driver observations conducted at nearby intersections, and delivery of positive reinforcement or coaching as indicated.
 - **Rail section observation or risk assessment.** Risk assessment or driver observations conducted at rail crossing(s), and delivery of positive reinforcement or coaching as indicated.
 - **Planned general inspections.** A systematic inspection where a location is forewarned.
 - **High interest driver.** A report of a driver's performance that has indicated a level of risk taking through observations, review scores, and skills evaluations.

Additional documentation, such as corrective action plans, are developed for those hazards requiring complex and multifaceted resolutions.

First Transit will provide MTS a monthly update on Safety Performance Goals, Collision and Passenger Injury Trends and updates of any Critical Events occurring during the month.



6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

As discussed in Section 1 of this plan, First Transit employs a Resident Management Team at each operation location. This team consists of a Location General Manager and a Location Safety Manager, who oversee the safety of the operation.

Additionally, each location employs Street Supervisors, Dispatchers, and Instructors; all of whom are responsible for oversight of the daily operations and training. All safety risks identified are reported to the Location General Manager and Location Safety Manager. Any risks that can be addressed immediately are corrected but still reported. Each location also establishes a Safety Solutions Team (SST), described in Section 5: Safety Risk Management of this plan, which uses the following methodologies to ensure a proactive approach to safety at each location.

- Routine hazard management
- Accident and incident investigation
- Safety data collection and analysis
- Routine internal safety audits
- Facility, equipment, systems and vehicle inspections
- Routine proficiency checks for all vehicle operators and maintenance employees
- Compliance evaluations including onsite inspections
- Regularly communicating safety and hazard data to all employees

A higher level of oversight is conducted by Region management, which includes the Region Safety Manager, Region Safety Director, Region Maintenance Director, and the Region Vice President. From this level, any identified risks and mitigations are shared with other Region local operations as a proactive means to reduce risks.

The last “local level” review comes from the Vice President of Safety and the Vice President of Maintenance. These are corporate level positions that share the identified risks and mitigations throughout the organization as a proactive means to reduce risks. Additionally, the Vice President of Safety and Vice President of Maintenance assist executive level management in using this information to impact operational and budget decisions.

Describe activities to conduct investigations of safety events to identify causal factors.

First Transit has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal.

Any injury, collision or incident that occurs is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- a vehicle was damaged
- a vehicle leaves the traveled roadway
- a passenger is injured or
- an employee is injured

SOP #700-Accident & Safety Data Acquisition describes the data collection process including



- Defining the Event & What to Do
- Accidents – Defining the Accident
- “Five Cardinal Rules That Apply to an Accident”
- Operator Responsibility
- Dispatcher on Duty Accident Investigation Responsibility

SOP #700 also describes the Operators and the Dispatchers responsibilities for protecting the customers and managing the scene.

The groups described in **SOP #702 – Accident Review Committee (ARC)**, and **SOP #803 – Safety Solutions Team (SST)**, review the data collected to determine if the accident/incident was preventable or non-preventable,(ARC); and identify measures to reduce the risk of the accident/incident occurring in the future (SST).

Describe activities to monitor information reported through internal safety reporting programs.

The Location Safety Manager (LSM) and/or Location General Manager (LGM) routinely reviews all location safety and hazard data, which includes searching for repetitive events that might have safety implications. When accident/incident reports and statistics indicate repetitive accidents/incidents, the LSM and LGM investigate to determine the root cause.

The following chart describes how the hazard data flows and is monitored by First Transit; from each operating location, to Region management, to corporate and parent company management.



Information Collected Daily	Location	Third Party Data Collected	Risk Dept	Safety Dept	Location	MTS
Collisions/ Injuries/ Workers Comp	Incident Occurs, claim report created, then sent to Third Party Data Collector via website, phone, fax.	Report received from Location.	Information from Third Party Data Collector created as weekly report then sent to Region Safety.	Weekly reports are reviewed and distributed for weekly management oversight conference calls.	Review data with Senior Region Leadership during weekly teleconference.	MTS Administrative Staff overseeing the First Transit Contract meeting with First Transit Management on a monthly basis; MTS Administrative Staff will provide a summary of the data to the COO on a monthly basis; The CSO is responsible for reporting applicable required information to the National Transit Database (NTD) on a monthly basis
	Risk Dept	Shared Services Dept	Region Safety Managers	Shared Safety Services Dept		
Collisions/ Injuries/ Workers Comp	Send all raw risk data gathered from weekly reports to the Shared Safety Services Dept.	Reorganizes raw data regionally then distributes to Region Safety Dept.	Review period data and distribute to locations.	Develops company, region, and location specific performance measures and distributes through Target & Goal Spreadsheet.		



Period Data Analysis								
	Shared Services Dept	UK	Safety Dept	First Group Executive Safety Committee (ESC)	First Group Safety Council	First Group America Safety Council	Performance Review Management (PRM)	Safety Advisory Committee
Collisions/ Injuries/ Workers Comp	Final reports sent to UK and Directors of Safety for each business group.	Processes data; analyzes; creates reports; categorizes risk factors; and gathers commentary from First Group companies for trend analysis.	Processes data; analyzes; creates reports; categorizes risk factors; and creates commentary for trend analysis.	This committee consists of President, COO, and Safety Vice President of each operating group. Discussions include safety performance, trend analysis, program oversight.	This committee consists of Vice Presidents of Safety for all operating divisions. Discussions include safety performance, trend analysis, and safety oversight.	This committee consists of Safety Senior Directors and Safety Vice Presidents. Discussions include safety performance, trend analysis, best practices, and program oversight.	This review consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, and Region Safety Managers. Discussions include regions safety performance.	This committee consists of Location General Managers, Region Directors of Operations, and Region and Local Safety Managers. Discussions include review of policy and procedures, training, and safety awareness.



Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

First Transit employs a proactive process, **SOP #208 – Safety Validation of Change**, that addresses the procedures to be followed to evaluate the risk of any changes proposed at all levels of the organization. The overall purpose of this process is to provide assurance that any proposed changes which impact operations will not increase safety risk; or where additional risk is identified, that controls are put in place **prior to the changes being implemented**.

Changes to organizational structure; the nature or extent of operations; or to facility or equipment assets; as well as mergers and acquisitions of new businesses are proactively managed through this process to avoid introducing or increasing safety risks.

- The resources required to complete the validation process, in terms of people, finance and materials is included in this validation process.
- The allocation of responsibilities considers the competence of the individuals that are required to carry out the safety validation roles.
- All employees who may be affected by the proposed changes are consulted as part of the process.

The extent and scope of safety validation applied to any change proposal is proportional to the risks (safety, operational, and other risks) associated with its introduction. *(For example, a major change, such as a reorganization of Region Executive roles and responsibilities or start-up of a large new bus operation, requires a more rigorous safety validation than a minor change.)*

In the case of smaller, less complex or well understood changes, the safety validation of change process may be implemented as part of normal operations, using existing organizational arrangements and meeting structures to deliver the required level of assurance.

The process is generally described in the following chart.

Safety Validation of Change Process			
Main Steps	Key Activities	Checklists & Guidance	Completed By
1. Identify Proposal for Change	<ul style="list-style-type: none">• Raise change proposal (including Capital Expenditure Approval)• Inform relevant functional Director(s) and Manager(s)	<ul style="list-style-type: none">• Complete SOP #208a – Safety Validation of Change Form, Section A1	Change proposer



	2. Determine Classification of Change Significance	<ul style="list-style-type: none"> Classify level of safety validation required Ensure the extent and scope of validation is proportional to the level of risk 	<ul style="list-style-type: none"> Complete SOP #208a – Safety Validation of Change Form, Section A2 	Category A: Group Safety Director Category B: Divisional head of Safety Category C: Location head of Safety
	3. Allocate Roles & Responsibilities	<ul style="list-style-type: none"> Formally allocate change sponsor and change authorizer Identify other required resources and roles for consultation 	<ul style="list-style-type: none"> Complete SOP #208a – Safety Validation of Change Form, Section A3 	Change proposer (with guidance)
	Submit Change Proposal Form			Change proposer
	Decide whether safety validation should proceed			Change proposer
	4. Prepare Safety Validation of Change Case	<ul style="list-style-type: none"> Prepare safety validation documentation Complete risk assessment of proposed change Submit for review Revise and finalize documentation 	<ul style="list-style-type: none"> Complete risk assessment and document findings Complete Safety Validation of Change as described in SOP #208 – Safety Validation of Change Complete SOP #208a – Safety Validation of Change Form 	Change proposer
	Submit Safety Validation Checklist with supporting documentation			Change proposer
	Approve and Implement, or Reject Change			Change authorizer (or delegated representative)
	5. Monitoring and Review	<ul style="list-style-type: none"> Monitor implementation of change and safety performance 	<ul style="list-style-type: none"> Check compliance as part of Region Safety Monitoring Review effectiveness 	Location Safety Manager Corporate Safety Management



		<ul style="list-style-type: none"> Review performance process 	of the process as part of Region oversight	Vice President of Safety - First Transit
<p>Changes proposed at the Corporate level typically have an impact on the Region and Local levels. To ensure the risks associated with any change consider all levels of the organization, each level must complete SOP #208 – Safety Validation of Change as part of the process to ensure specific safety concerns have been identified and addressed.</p> <p>Similarly, changes proposed at the Region level will typically have an impact on the Local level. Consequently, the Local level must also complete SOP #208 – Safety Validation of Change as part of the process to ensure specific safety concerns have been identified and addressed.</p> <p>Additional responsibilities in the Safety Validation of Change process include:</p> <ul style="list-style-type: none"> The Region Safety Management team provides safety expertise/support to those carrying out the safety validation. The Senior Director of Safety: <ul style="list-style-type: none"> Reviews and approves each Region’s safety validation of change process Decides on the level of safety validation required (consulting with other functional heads as necessary) for Category A changes Is consulted on any Category B change proposal Provides safety expertise/support to Region Safety Managers and Vice President of Safety – First Transit during safety validation activities as required. Provides safety expertise/support to those carrying out the safety validation for Category A changes. <p>An electronic log of all proposed changes, whether approved or not, are maintained by the Region Safety Director.</p> <p>Communication of changes to policies/procedures regarding safety issues comes from Executive Leadership. This information is then carried down through the Vice President of Safety – First Transit, Senior Director of Safety, Region Safety Directors, Region Safety Managers, Location General Managers, Location Safety Managers, and employees. Notification to the client is communicated through the Location General Manager.</p>				
<p>Continuous Improvement</p> <p><i>Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.</i></p> <p>The process described previously in this section for monitoring safety data incorporates continuous improvement. As safety risk is identified, then reported on, a determination is made as to whether the risk can be mitigated immediately or requires more time and resources.</p> <p>Risk mitigations that can address the safety concerns immediately are carried out but still reported. The reporting of these concerns includes the mitigation steps that have been taken. Monitoring of the risk continues to ensure that the mitigation strategy is effective.</p> <p>Section 5 of this plan, Safety Risk Management, describes the risk assessment and mitigation procedures used that determine how to proceed with improvement strategies that require more time and resources.</p>				



Which improvement strategies to implement for longer term issues is based on severity and probability of risk occurrence. Additionally, safety hazard identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspections of established prevention processes are routinely performed.

The Risk/Safety Data Flow Chart previously described in this section, illustrates how this information is shared throughout the organization.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

The education and training process at First Transit is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in two major domains:

- Knowledge (education)
- Skills (training)

Various delivery mechanisms such as classroom, multimedia presentations, closed course, observation and behind-the-wheel skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests and customer service skills evaluations.

Driver Instructors

Successful new operator training starts with selecting and certifying good instructors.

1. Classroom Instructor:

The classroom instructor is responsible for facilitating the classroom portion of New Operator Training. Classroom training requires the development of lesson plans.

2. Behind-the-Wheel Instructor:

The Behind-the-Wheel (BTW) Instructor is responsible for conducting closed course exercises and behind the wheel instruction. The New Operator Training program consists of instructional DVDs, which are accompanied by facilitator guides and participant study guides. The BTW Instructor uses the Operator Proficiency Workbook to document each trainee's progress.

**New Instructor Candidates can obtain certification as both a Classroom Instructor and a Behind-the-Wheel Instructor.*

3. Master:

The Master Instructor, along with the Regional Director of Safety and Region Safety Manager(s), is responsible for training the Safety Supervisors. The Master Instructor is also responsible for the certification programs for Behind-the-Wheel and Classroom Instructors and the ongoing Train-the-Trainer workshops.



Training the Instructor is a process by which a Certified Instructor works with the selected New Instructor Candidate. During this time, the Certified Instructor conducts a review of all state laws, First Transit policies and procedures, local policies, and client-specified programs and requirements.

The Certified Instructor also provides a review of the Behind-the-Wheel Manual, Classroom Manual, and all First Transit video-based courses.

In addition to the above training, the New Instructor Candidate must complete the Instructor Development Curriculum, which includes the following three self-directed courses:

1. How to Train
2. Coaching the Adult Learner
3. Learning Basics

There are three types of Instructor Certification:

1. Temporary
2. Certified
3. Master

1. Temporary (Silver)

Temporary certificates are issued at the local level. A temporary certificate is issued to a New Instructor Candidate upon successful completion of the New Instructor training program at his or her location, conducted by a certified trainer at that location. Certificates are issued throughout the year prior to the annual Train-the-Trainer program.

Temporary certificates are valid for one year, and one year only, from the date of issue. Temporary certification is accompanied by silver achievement emblems for Classroom, BTW or both.

To continue in the program, a New Instructor must obtain Gold Certification.

2. Certified (Gold)

The Certified Instructor certificate is issued to a New Instructor who has successfully completed the annual Train-the-Trainer program, conducted by a Master Trainer. The annual Train-the-Trainer program combines all elements of the temporary certification, with the exception of the classroom evaluation. At the annual Train-the-Trainer program, Classroom Instructor Candidates are required to develop a lesson plan and give a presentation.

Prior to attending the annual Train-the-Trainer program, all New Instructors must complete the "Safety Leadership" course and pass the final exam with a grade of 90% or above.

The Senior Director of Safety is the only person authorized to approve and issue a Certified Instructor certificate with gold achievement emblems for Classroom, BTW, or both.

3. Master

The Master Instructor Certification program ensures that First Transit Policies and Procedures are correctly implemented throughout the company.

Master Instructor Certification is required for all area safety managers and above.

The Master Instructor:

- Provides support to the Location General Manager and the Region Safety Manager,
- Is involved with training new Safety and Training Supervisors, and re-training current Safety and Training Supervisors if required,
- Conducts the annual Train-the-Trainer program for BTW and Classroom Instructor Certification



- Conducts Safety and Training audits in the region and reports the findings to the Region Safety Manager, if required.

Employee Training

Training employees to assess risks and recognize and avoid hazards in the workplace is critical to the overall safety of the workplace. Every First Transit employee is trained in “BeSafe” and “Safe Work Methods”, which are described later in this section.

“BeSafe” is our company-wide approach to safety management. This program takes our safety performance to the next level through behavioral change. “BeSafe” is inclusive, collaborative and focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement such as debriefs, tours, and touchpoints. All employees are trained in the principles of “BeSafe”

The “BeSafe” concept is described in the following brochure.

Near miss and hazard reporting

In the interest of keeping you, your colleagues and our passengers safe, it's your responsibility to report any near miss incidents and hazards.

Please record these in the 'Near miss and hazard reporting' pad and hand it in to the nearest supervisor / manager.



Near miss:
An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health – a dangerous occurrence.

Hazard:
Anything that may cause harm in the near future.

Personal emergency details

In an emergency, please be aware of the following:

Name _____
Home Tel. No. _____
Mobile Tel. No. _____
Emergency contact No. _____

Blood type _____
Allergies _____
Medical condition(s) _____

Please inform your HR department of any medical conditions that might prevent you from doing your job safely.

Work environment

A positive, safe environment is important to our passengers, our staff and our business.

If you are concerned about anything at work, aware of a security issue or have suspicions about anything from bullying to fraud – report it.

If it is an emergency
Tell the police. Then, tell your manager.

If it is not an emergency
Tell your manager or Group Security, or use the confidential hotline or ethics portal.

Confidential hotline
UK 0808 234 5291
North America 877-322-5534
Greyhound Operations Support Center 800-487-6996
Panama 000-000-000-0000
India 000-000-000-0000

Make a report
www.ethicsfirst.ethicspoint.cc



My Handbook



Be Safe What is it?

Be Safe is our Group-wide safety commitment, taking our safety performance to the next level through behavioural change.

It builds on our compliance with existing policies and safety management systems. Be Safe, whilst not ignoring unsafe acts, harnesses the power achieved where positive behaviour and habits are shown and recognised.

Be Safe is inclusive, collaborative and focuses on recognising and acknowledging safe behaviour and actions through positive reinforcement.

Be Safe Our objectives

Be Safe has three clear objectives:

1. To make progress on our way to “Zero Harm”.
2. To make safety a personal core value through behaviour change.
3. To improve business performance.

Everyone in FirstGroup takes ownership for safety in the workplace and encourages colleagues to do the same.

We have a personal stake in safety for ourselves, our colleagues and our customers.

By sharing the right attitude, skills and knowledge we will create the best safety environment to achieve our objectives and Be Safe.

Be Safe principles

These principles all support our Group value of being Dedicated to Safety.

Knowledge

Our greatest efforts will be directed at the key safety behaviours that will help reduce incidents.

Recognition

Whilst not ignoring actions that undermine safety, the focus will be on acknowledging colleagues “doing it right” and positively reinforcing these actions.

Openness

Regular positive coaching interactions, or “touchpoints” will take place and communication at “debriefs” will be open and honest.

Learning

Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.

Courage

We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.



First Transit's "**Safe Work Methods**" is designed to educate employees on how to identify conditions and actions posing risks to their well-being and that of their coworkers. This training is to be used:

1. In training new hire employees
2. In leading supervisors in identifying root causes of workplace injuries
3. In retraining injured workers so that re-occurrences are avoided
4. To supplement First Transit's First Occupational Rehabilitation Management (F.O.R.M.) light duty and return to work management program, in controlling workers compensation losses

The "Safe Work Methods" training curriculum includes:

- **New Hire Training**

New hire training is designed to educate the new employee to the hazards commonly found in the transportation environments including in vehicle maintenance shops, bus yards, fuel islands, wash bays, and office environments. The program also makes employees aware of injuries that can result from physical activities such as entering and exiting vehicles, assisting persons with disabilities, and handling mobility devices.

- PPE program including requirements for appropriate
 - Safety eyewear
 - Safety footwear
 - Safety hand wear
 - Hi-Vis vests
 - Disposal contaminated materials
- Risk Assessment and Injury Avoidance
 - Walking & Climbing
 - Lifting, Carrying, Holding, and Lowering Objects
 - Pushing, Pulling, & Twisting
 - Burns, Scalds
 - Exposed Fluids, Chemicals, Smoke
 - Cuts, Punctures, Abrasions, Lacerations
 - Mobility Device Lifts/Ramps

1. Requirements for Operator Training

Applicants are required to successfully complete a comprehensive training program prior to transporting passengers. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training. The Operator training program combines instructor-led sessions, video instruction, facilitated discussion, and opportunities for the trainees to practice what they have learned. Training topics include:

Classroom Training

The first part of Operator training at First Transit, classroom training, begins the process of instilling the safety culture into each Operator. Helping the student Operators understand the importance of keeping themselves and each passenger safe; and their responsibilities in maintaining a safe environment, is a theme integrated throughout.

- **Unit 1 - Introduction**

- Welcome and Introduction
- Title VI Civil Rights Act 1964
- Employee Handbook
- BeSafe - Making Safety Personal
- Hazardous Communication
- Bloodborne Pathogens



- **Unit II - Fundamentals**
 - Safe Work Methods
 - Basics of Safety
 - Managing Emergencies
 - Security Awareness
 - Map Reading
 - Communication Devices
 - Navigation and Fare Policies
 - Smith System
- **Unit III - The Operator**
 - Drug and Alcohol Awareness
 - Distracted Driving
 - Fatigue and Sleep Apnea Awareness
- **Unit IV - Transporting Passengers with Disabilities**
 - Transporting Passengers with Disabilities
 - Interacting with Passengers
 - Diffusing Conflict
 - Passenger Care While Loading and Unloading
 - Mobility Aids and Devices
- **Unit V - Driving Fundamentals**
 - Driving Fundamentals I
 - Driving Fundamentals II
 - Roadway Types
 - Railroad Crossings

Behind-the-Wheel Training

Behind-the-Wheel training is conducted in three phases. Since most people coming to work as a Bus Operator have not been exposed to driving the types of vehicle used at First Transit, the first part of behind-the-wheel training takes place on a closed course. This provides the opportunity for the Instructors to evaluate the skill levels of each employee; and gives each employee the opportunity to make and learn from their mistakes in a safe environment.

The next phase of Behind-the-Wheel training takes place on the road, but in a controlled manner. During the road phase of the training, each student Operator works one-on-one with a First Transit Instructor. The road work begins with the basics; intersections, service stops, and backing. The next advanced stage of the road work addresses roadways, highway driving, and continues the instruction on intersections and service stops. The “Smith Driving System” principles are incorporated throughout the entire Behind-the-Wheel training phase.

- **Closed Course (Group Work)**
 - Vehicle Orientation
 - Pre-Trip Inspection
 - Seat Adjustment
 - Mirror Adjustment
 - Braking, Accelerating, and Transmission
 - Wheelchair Securement
 - Reference Points
 - Lane Position
 - Right Side / Left Side
 - Backing Point
 - Forward Stop



- Pivot Points
 - Turning Points
 - Vehicle Control
 - Straight in Lane
 - Left Turn
 - Right Turn
 - Lane Changing - Moving Right or Left
- **One on One Instruction Behind the Wheel**
 - **Basic Road Work**
 - “Smith System”
 - Intersections
 - Service Stops
 - Backing
- **Advanced Road Work**
 - “Smith System” Commentary Driving
 - Roadways
 - Expressway / Highway Driving
 - Intersections
 - Service Stops
- **Final Evaluation**

Upon completion of the training program, before an Operator can be placed into service, they must successfully demonstrate their mastery of the skills and practices learned during the training program.
- **Cadet Training**

Once a new Operator has been placed into service there is period of observation where an experienced Operator, Instructor, or Supervisor periodically rides-along to ensure the skills learned in training have successfully transferred to providing service. This includes the securement and transportation of a person with a disability.

2. Requirements for Maintenance Training

Maintenance personnel are trained in shop safety, OSHA standards, and vehicle maintenance, in addition to receiving training in driving techniques and safety. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training.

Maintenance training includes:

- Introduction to First Transit policies & procedures
- Injury prevention and risk assessment
- Substance Abuse Policy
- Defensive Driving
- “Smith System”
- NTI - Security Awareness Warning Signs
- Shop Safety Handbook
- Maintenance Lift Safety
- Driver Vehicle Inspection (DVI) Procedures
- SafeWork Methods
- Wheel Torque Specifications
- Workplace Violence
- OSHA (R-T-K / SDS / PPE Training)



Servicer Training Program

All servicers complete a comprehensive training program. This program includes passing a written and behind the wheel test for a commercial driver license. Other major topics covered in the training program include: Code of Safe Practices, LPG fueling procedures, electric bus charging, bloodborne pathogen control program, Spill Prevention & Control Program (SPCC), Maintenance Dept. policies & procedures.

Servicer refresher training includes but is not limited to:

- Weekly during toolbox safety flyers
- SPCC annual refresher training
- Hazard Communication Training
- Behind the wheel evaluations
- Preventable Accident remediation

Mechanic

All mechanics hired are to be ASE certified with two years of maintenance work experience, mechanics also receive the training program outlined in the servicer training program. Mechanics also receive Hazardous Waste Operations and Emergency Response (HAZWOPER) training as well as forklift certification before operating.

Mechanic refresher training includes but is not limited to:

- Weekly during toolbox safety flyers
- SPCC annual refresher training
- Hazard Communication Training
- Forklift recertification every 3 years (if operating)
- Behind the wheel evaluations
- Preventable accident remediation

Foreman and Maintenance Managers

Foreman and Maintenance Managers training includes but is not limited to:

- Drug and Alcohol
- Harassment Prevention
- Management Development
- Toolbox training sessions
- SPCC
- HAZWOPER
- Forklift recertification
- Behind the wheel evaluations
- Preventable accident remediation



3. Requirements for Staff Training

Staff personnel are trained in Safety Leadership and "BeSafe" (described in item #1)

- **Safety Leadership**

This is an interactive CD-ROM course consisting of 5 CD's and leaders guides which are designed to educate all levels of First Transit management on the behaviors surrounding accidents. Every level of management takes the course and successfully pass an online test, found on the Safety Resource Center (SRC), with a passing grade of 90% or better.

The course outline is as follows:

- Safety Leadership
 - Accidents
 - Behavior
 - Leadership
- Supervisor Development
 - The Role of the Supervisor
 - Communication
 - Building Trust
 - Conflict Resolution
 - Performance Management
 - Decisions
- **Additional Safety Training**
 - Drug and Alcohol
 - Supervisor's Report of Reasonable Suspicion
 - Code of Conduct
 - Customer Service
 - OSHA Requirements
 - Hazard Abatement FORM – CA Only
 - TSI – Introduction to Paratransit
 - TSI – Vehicle Operations
 - TSI – Managing Emergencies
 - TSI – Customer Relations
 - SMS – First Transit Safety Policy
 - SMS – First Be Safe Principles
 - SMS – Be Safe
 - SMS – Personal Protective Equipment
 - SMS – Parking
 - SMS – Personal Safety
 - SMS – Risk Assessment
 - SMS – Prevention of Workplace Violence

4. Requirements for Continuing Training and Evaluations

First Transit provides ongoing employee training and evaluations.

The objective of ongoing evaluations is met through a broad spectrum of regularly scheduled management activities including:

- road observations,
- ride along evaluations, and



- daily safety contacts.

Where evaluations and observations identify unsafe acts or conditions, retraining is provided to improve skill levels in accordance with corporate standards.

In addition to First Transit's formal employee training program, the following safety training is also conducted.

Safety Meetings

- Twelve (12) safety meetings are issued to the locations annually with required topics identified by the location and region safety management
- Each meeting is to be a minimum of one (1) hour in length unless otherwise required by state, client or local regulations
- A required topic along with a safety campaign including posters and DVD is sent to each location for presentation to all employees
- Attendance is a condition of employment and is mandatory for all Operators, Management, Operational staff, and Maintenance personnel. *(Unless stated otherwise in the CBA.)*
 - Failure to attend all meetings will result in disciplinary actions up to and including termination.
- Client/Contract requirements may require safety meetings to be conducted on a more frequent basis than the First Transit minimum standards

Retraining

First Transit has a "zero" tolerance for preventable injuries and collisions, elimination of preventable injuries and collisions is our number one goal.

An employee involved in a preventable injury or collision is placed on administrative leave pending completion of the investigation and completion of any required retraining.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Safety Awareness Programs

Establishing and maintaining a culture that demands safe behavior at all times is at the core of First Transit's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This is where our "**BeSafe**" program provides the structure and foundation for communicating safety messages and inspiring safe job performance at all levels. "BeSafe" takes safety to a more personal level. It is a company-wide commitment to safety, with the objective of continuous improvement by making safety a personal goal and incorporating behavioral change as a mitigation measure.

"BeSafe" focuses on positive change through routine personal "touchpoints" and coaching interactions between front-line employees and management. To reinforce the touchpoints, discussions and feedback sessions are conducted as needed.




This program inspires safe behavior among employees at all levels by;


- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to “take ownership” for safety results
- Communicating safety policies, procedures and processes
- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, project, region and national levels by celebrating success stories
 - **Individual Motivators – Individual Achievement Awards:** The “cultural carrot” to help affect individual safety improvement through the use of personal recognition awards. Currently established safety awards for First Transit employees are:
 - Annual Safe Driver Awards
 - Safety Solutions Team Recognition
- **A Safety Leadership Group - The Safety Solution Team (SST):** Four to 10 location teammates dedicated to making safety “top-of-mind” by identifying and resolving safety issues.
 - SST
 - Review the safety concerns they have worked on and improvements that have been implemented
 - Record and distribute SST meeting minutes
 - GM
 - Review “Daily Safety & Health Walkthrough”
 - GM and SST
 - Recognize individuals who have earned years of safe driving
 - Pins and Certificates
 - Include bullets from SST Meeting minutes
- **A Communication Tool:** “First Transit Connect” employee app, a peer to peer safety communication tool offering safety tips, best practices, recognition, offering ideas on “What Works”, Safety Happenings, and Safety Pep Rallies




Your new employee app is here!




With the CONNECT app you can...



...get the latest news and info from your location



...keep up with what's happening nationally across First Transit




...give feedback, ask questions, and submit ideas

Available FREE! for iPhone and Android!
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How to Get Started:

1. Go to your app store and find First Transit Connect.
2. Click *Get* or *Install* to download.
3. Open the app and register. (*Hint: Register is at bottom of screen. Your employee ID is on the right side of your paycheck or stub. You can also find it on your pay statement on the ADP self-serve website.*)
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Need More Help? Email us at FirstTransitConnect@firstgroup.com





Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

Numerous standard operating procedures (SOP's), in addition to those mentioned in this plan, have been developed and incorporated into the operating practices at each First Transit location.

The SOP's have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit service. Some of those SOP's are as follows.

- High Interest Driver SOP's #206; #206a; #206b; #206c; #206d
- SOP #207 - Railroad Crossing Assessment
- SOP #502 – Sub-Contractors Working on Company Property
- Fire Prevention Plan SOP's #504; #504a; #504b; #504c; #504d
- Winter Safety – Snow Removal Action Plan SOP's #505; #505a; #505b; #505c
- Vehicle Fueling Spill Control SOP's #506; #506a; #506b; #506c; #506d
- SOP #507 - Pedestrian Visibility and Movement on Company Property
- SOP # 508 - Service Truck & Service Vehicle Visibility
- Emergency Action Plan SOP's #806; #806a; #806b; #806c; #806d
- First Transit Shop Safety Handbook
- Safety & Security Planning Manual



List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
ARC	Accident Review Committee
BTW	Behind-the-Wheel
DOT	Department of Transportation
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ESC	Executive Safety Committee
FGA	First Group America
F.O.R.M.	First Occupational Rehabilitation Management
FTA	Federal Transit Administration
HR	Human Resources
LGM	General Manager
LOTO	Lock-Out/Tag-Out
LSM	Location Safety Manager
MNT	Maintenance
OPS	Operations
OSHA	Occupational Safety & Health Administration
PPE	Personal Protective Equipment
PRM	Performance Review Management
SMS	Safety Management System
SOP	Standard Operating Procedure
SRC	Safety Resource Center
SST	Safety Solutions Team
UK	United Kingdom
VP	Vice President



MTS Agency Safety Plan

Board of Directors Meeting

July 30, 2020

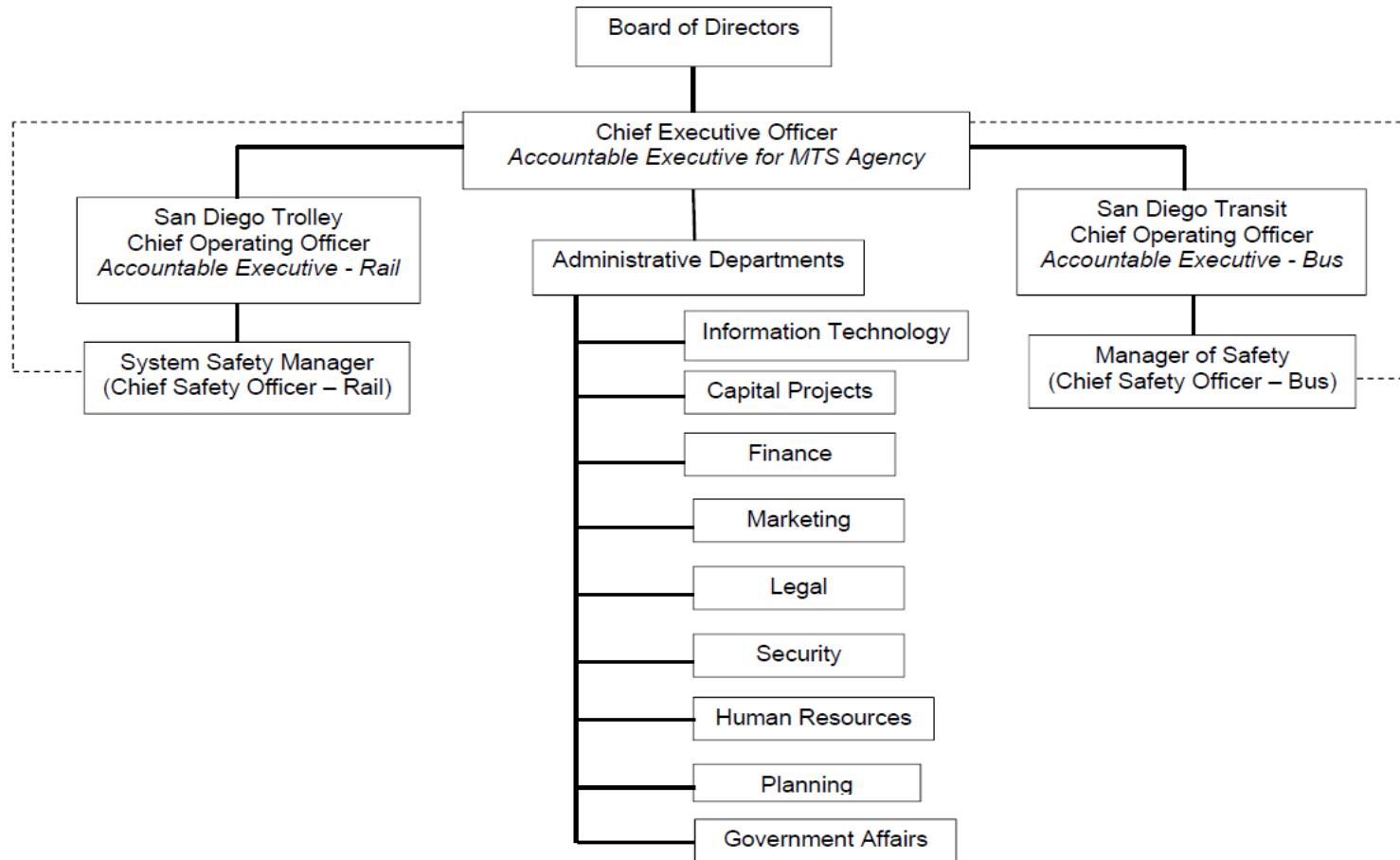
Safety Plan Requirements

- Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673)
- Agency Safety Plan – Deadline of 12/31/2020
- Aims to improve public transportation safety through incorporation of a safety management system (SMS)
- Documents existing safety programs, policies and procedures throughout agency and combines together into one document

MTS Agency Safety Plan

- Designation of Key Safety Staff
- Approval by Board of Directors and Signed by CEO
- Document processes relating to SMS
 - Identifying, assessing and mitigating risks and strategies to minimize hazards
- Include performance targets
 - Fatalities, injuries, safety events and system reliability
- Coordinate safety targets with SANDAG
- Agency Safety Plan Reviewed annually

MTS Safety Staff Designations



Components of SMS

Safety Management Policy <ol style="list-style-type: none">1. Safety Management Policy Statement2. Safety Accountabilities and Responsibilities3. Integration with Public Safety and Emergency Management4. SMS Documentation and Records	Safety Assurance <ol style="list-style-type: none">7. Safety Performance Monitoring and Measurement8. Management of Change9. Continuous Improvement
Safety Risk Management <ol style="list-style-type: none">5. Hazard Identification6. Safety Risk Evaluation	Safety Promotion <ol style="list-style-type: none">10. Safety Communication11. Competencies and Training

Rail – Chief Safety Officer

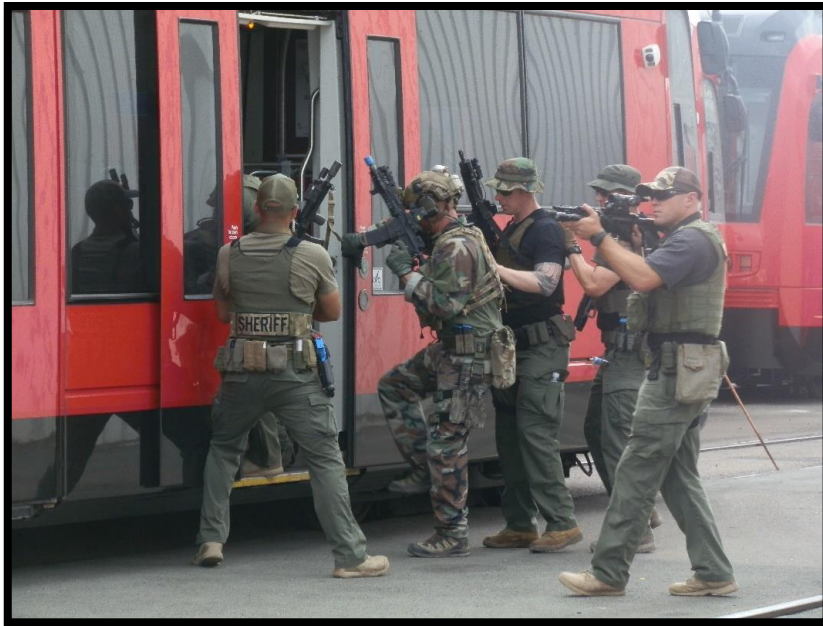
- Manage SMS on a day-to-day basis
- Provides Technical Support to the CEO and COO-Rail
- Chair of internal and external Safety Committees
- Provide input to Operations and or Maintenance Policies
- Responsible for Internal and External Audits (MTS/SANDAG)
- Accident Investigations and Reviews
- Completed FTA Training Requirements Per 49 CFR 672 Public Transportation Safety Certification Training Program

Rail - Safety Policy

- Safety Management Policy Statement
- Safety Accountability
- Integration with Public Safety
- SMS Documentation & Records



Emergency Response Drills



**CITY OF
LA MESA**
JEWEL of the HILLS



Emergency Preparedness Training Exercises



Rail - Safety Assurance

- Ensures that MTS implements appropriate and effective mitigations and monitors the safety performance of SDTI
- Safety Performance Activities include:
 - Monitor service delivery activities, employee safety reporting programs, operations and maintenance data
 - Conduct safety audits, studies, reviews, inspections, investigations, and surveys
 - Evaluate data and information from external agencies

Rail – Performance Targets

- Aspirational target of zero (0) fatalities.
- CY 2020 Performance target is compared to last three CY average,:
 - Reduce number and rate of fatalities
 - Reduce number and rate of injuries
 - Reduce number and rate of safety events
 - Improve system reliability

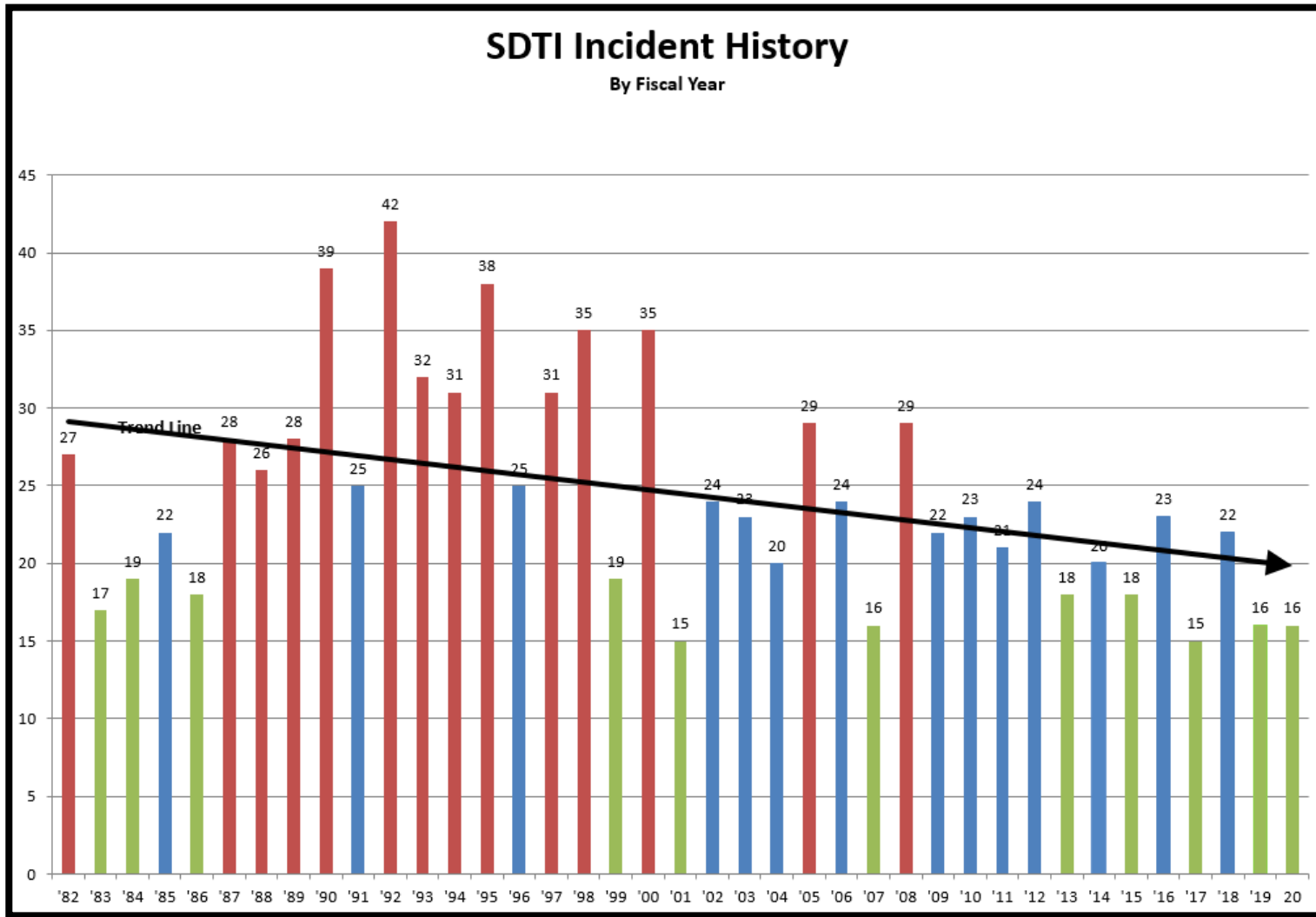
Rail – Performance Targets



Performance Target Overview

Calendar Year	17	18	19	Three-Year Avg
Fatalities per 100k Revenue Miles	0.10	0.13	0.13	0.12
Injuries per 100k Revenue Miles	3.85	3.07	3.37	3.43
Safety Events per 100k Revenue Miles	3.96	3.20	3.50	3.55
System Reliability per 100k Revenue Miles	13.69	12.28	10.65	12.20

Rail – Performance Targets



0-19



20-25



26<



Rail – Safety Risk Management

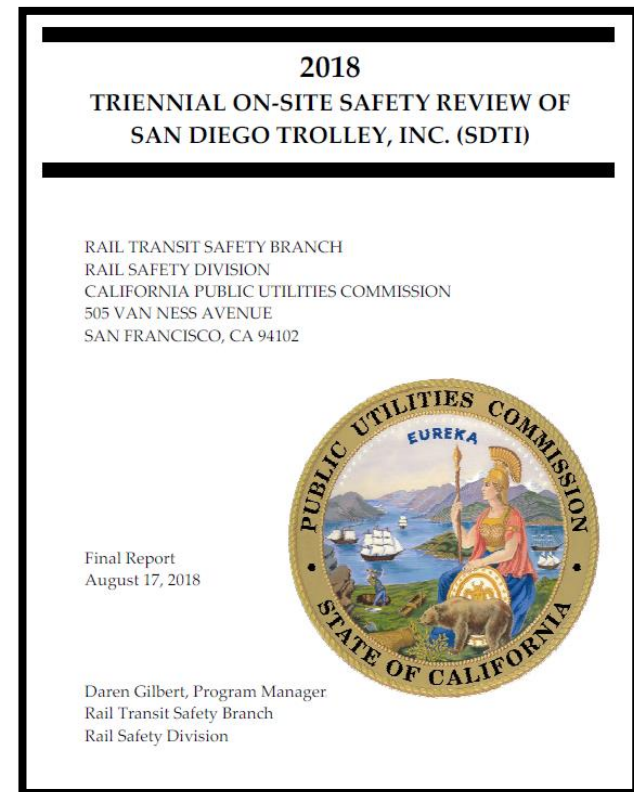
- Safety is integrated into design, specification preparation, equipment selection, construction, procedures and operations.
 - Safety & Security Manager (Mid-Coast Extension)
 - Chair Fire Life Safety & Security Committee
 - Chair Safety & Security Review Committee
 - LRV Safety Review Committee



MID-COAST CORRIDOR
TRANSIT PROJECT

Rail – CPUC SSO Triennial Audits

- Requirement pursuant to CPUC General Order (GO) 164-E and Title 49 Code of Federal Regulations (CFR) Part 674
- SSO to perform a review of the MTS Rail Agency System Safety Plan a minimum of once every three years
- Audit objective is to verify compliance and evaluate effectiveness of the agency safety plan



Rail – APTA Award

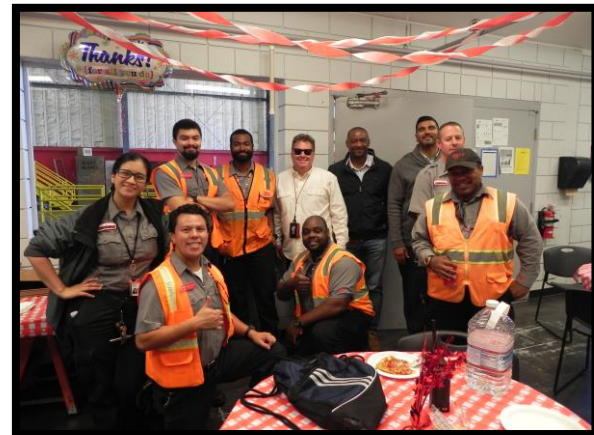


- 2018 APTA Gold
 - Anticipate, Recognize, Take Action (ART) is a national model of SMS and is presented by FTA
 - MTS presented proposed changes to city of San Diego
 - Delineators/eye level signage
- Video of Award:
 - <https://youtu.be/Vb6kJeM5IxE>



Rail – Safety Promotion

- Awards & Recognition
- Provide increased safety awareness through communication, competencies, and training
 - Annual Safety Awards
 - Employee Excellence Awards
 - Board Safety Presentations
 - Accident Free Month Celebrations



Bus – Chief Safety Officer

- Oversight of Agency Safety Plan for all bus service
- Responsible for investigation, review, and data analysis of all accidents and safety related events
- Help other departments with development of training programs and procedures
- Completed training courses recommended by FTA

Bus – Performance Targets

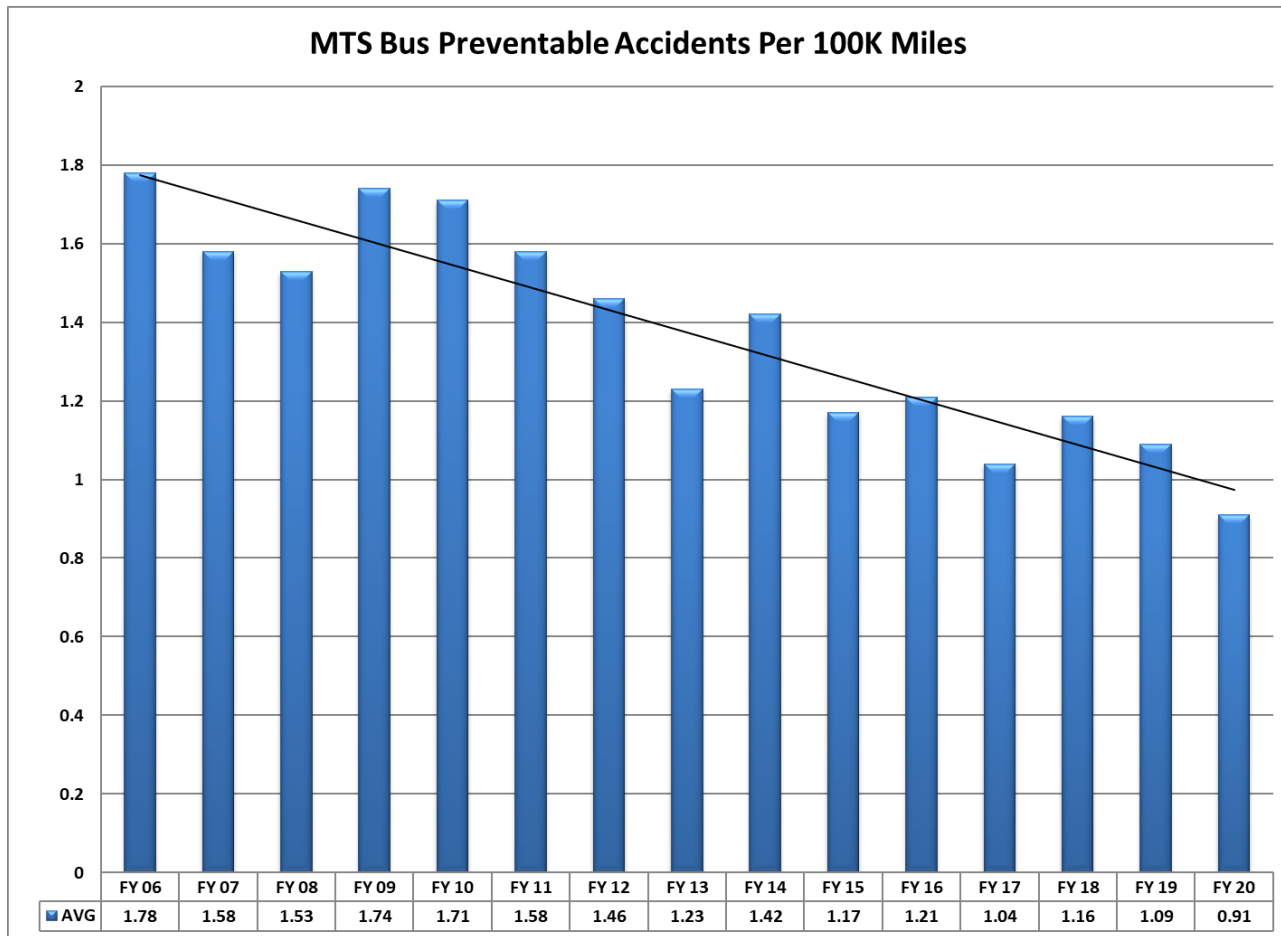
- Performance target for calendar year (CY) 2020 to improve upon current baseline (previous 3 CY):
 - Aspirational target of zero (0) fatalities
 - Reduce number and rate of injuries
 - Reduce number and rate of safety events
 - Improve system reliability
- Performance targets do not consider crimes or fault/preventability

Bus – Performance Targets

CY 2020 is to improve upon current baseline:

Mode	Highest Injury Total CY 18 or 19	Projected Revenue Miles FY 20	Rate Per 100K	Suggested
Fixed Route	125	20,306,679	0.65	0.65
Fixed Route - Mini Bus	4	1,185,171	0.34	0.34
Paratransit	4	4,500,000	0.09	0.09
Total	133	25,991,850	0.51	0.51

Bus – Preventable Accident Trend



Bus - Safety Assurance

- Accident Review Board
- Employee Safety Committee
- Drug & Alcohol Testing Program
- Preventative Maintenance Program

Core Values	Safety Committee
Safety	Purpose
Teamwork	To create, improve, promote and maintain a heightened safety culture within the organization.
Leadership	To inform, educate and influence employees through awareness campaigns and training activities designed to prevent and reduce accidents and injuries.
Empowerment	To provide a forum for employees to actively participate in safety programs that address and resolve safety issues in a timely manner.
Communication	Code of Conduct
Commitment	We will only focus on safety related issues which cannot easily be addressed at a lower level. We will not jeopardize the safety of others for convenience or popularity.
Integrity	We will cooperate with each other and forgo our individual needs for the benefit of the committee's purpose. We will collaborate to generate and implement sustainable solutions.
Respect	We will lead by example and foster a heightened culture of safety within the organization.
Accountability	We will share our knowledge with each other and those we represent. We will make ourselves available and approachable for others to discuss their safety related concerns with us.
Objectivity	We appreciate and acknowledge the value and perspective every committee member provides.
	We will actively listen, treat each other with respect and maintain a high level of professionalism.
	We are all accountable for the success and failure of the safety committee. We will do more than inform others of problems and leave it for them to solve and implement.
	We acknowledge that it is noble for any member of the committee to gracefully exit from serving when deemed necessary either individually or collectively.
	The Safety Committee's Code of Conduct and Core Values were decided upon, by and for its members. We agree to abide by them and to take its principles seriously. We are 100% committed to following the Code of Conduct and Core Values, and will take responsibility for advising members when they break the code in a constructive manner.

Bus - CHP Terminal Inspection

- Annual inspection at all bus facilities
- Vehicle inspection and maintenance history
- DMV pull notice program and driving hours
- Training records, drug & alcohol testing



Bus - Employee Training

Bus Operators:

- 9 week initial program
- Defensive driving, ADA & customer service



Mechanics:

- 3-4 year apprenticeship
- Inspection, repair, OSHA & environmental requirements



Bus – Employee Awards

- National Safety Council Million Mile Award
- Safe Driver
- Employee Excellence
- Hall of Fame Board



Bus – APTA Gold Awards

- Recognized in 2015 & 2017
- “Safety First: Every Trip, Every Day”
- “Getting to Zero, Eliminating Pedestrian Accidents at MTS Bus”



Next Steps

- Upon Board approval of 2020 Agency Safety Plan, submit 2020 Rail Safety Plan to CPUC for approval
- 2021 Agency Safety Plan will be submitted to Board for approval in early 2021

Staff Recommendation

- That the Board of Directors approve the 2020 MTS Agency Safety Plan.



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Agenda Item No. 30

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

SURPLUS LAND AND JOINT DEVELOPMENT: ASSEMBLY BILL (AB) 1486 IMPACTS
(KAREN LANDERS)

RECOMMENDATION:

That the Board of Directors:

- 1) Declare the properties listed in Attachment C as “surplus land” for purposes of Government Code sections 54220, et seq; and
- 2) Authorize MTS representatives to seek clarifying or limiting language in subsequent legislation to preserve MTS’s autonomy over its joint development program.

Budget Impact

There is no direct budget impact from this agenda item. AB 1486 may impact future MTS revenue by limiting MTS’s ability to jointly develop its property and negotiate appropriate terms and conditions for such projects.

DISCUSSION:

MTS Joint Development Program

In 2019, MTS revamped its Joint Development Program to re-set development priorities to focus on projects that “create vibrant, transit-oriented communities that offer a range of housing types, job opportunities, and services centered around public transit facilities.” (Board Policy No. 18, Section C.) Board Policy No. 18 establishes affordable housing requirements for residential development proposals and imposes prevailing wage and skilled labor requirements on all joint development projects. The policy requires an open



and competitive process for selecting joint development partners, and requires a 30-day minimum notice/request for additional proposals upon receipt of any unsolicited offer.

Surplus Land Process and AB 1486

Although cities, counties, school districts and some other agencies have historically been required to follow a statutory “surplus land” process when disposing of land, such requirements did not apply to MTS. Historically, MTS has not been required to formally declare property to be “surplus land” before selling it or pursuing a joint development project. Moreover, even at cities and counties, certain ground lease and joint-use projects have not been considered a “disposition” of real estate that triggers the surplus land process. Property that was “necessary for an agency’s use” was exempt from the process and agencies had broad discretion to determine if a lease or sale transaction was an “agency use.” Consequently, the formal Surplus Land Act process has traditionally been limited to property that no longer has a public use or public facility connection.

AB 1486 (Ting), effective January 1, 2020, made significant changes to this process, especially as it relates to MTS. Although there are several portions of the new law that are vague, unclear, and contradictory, it generally appears to impose the following requirements on MTS (and other public agencies such as cities, counties, and special districts):

1. Requires MTS to do the following before it can participate in negotiations to “dispose of” MTS property:
 - a. Formally declare property to be “surplus land” or “exempt surplus land”;
 - b. Send a “Notice of Availability” to all of the following individuals or entities offering the property for affordable housing, open space, school or school open space purposes:
 - i. for affordable housing purposes, the notice must be directed to the local public entity, including a tribal organization, with affordable housing authority, the State Housing and Community Development department, and any “housing sponsors” identified by HCD;
 - ii. for open space purposes to city and county park and recreation departments, regional park authorities, and the State Resources Agency with jurisdiction over the property; and
 - iii. for school or school open space purposes to the school district in the jurisdiction;
 - c. The Notice of Availability must provide each entity at least 60 days to respond with a written notice of interest.
 - d. MTS is required to enter into “good faith negotiations” with any party expressing interest in the property for at least 90 days.
 - e. Prior to finalizing any real property transaction under these provisions, MTS shall report the conclusion of any negotiations to HCD and give HCD at least 30 days to review and determine if MTS properly complied with the law. If a violation is found by HCD, MTS will have 60 days to respond. If HCD disagrees with the MTS response, then it may issue a Notice of Violation to MTS that shall subject MTS to a penalty equaling 30% (first violation) or 50% (subsequent violations) of the final sale price for the land.

2. While AB 1486 defines “surplus land” as land owned in fee by an agency that the agency board has declared to be surplus and “not necessary for agency’s use”, it narrowly defines “agency’s use” **to exclude** the following uses:
 - a. Commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development.
 - b. Property disposed of for generation of revenue to support the agency
3. AB 1486 exempts certain types of small-scale or public agency-to-public agency transactions from this process. It also exempts projects that are competitively bid and offered for 100% affordable uses or a mixed-use project with at least 300 dwelling units and 25% of those units set aside as affordable. Various conditions on affordability also apply. However, this affordable housing project exemption currently has a requirement to invite the entities in Paragraph 1(b)(i) above to participate in a competitive bidding process. This essentially sends even 100% affordable projects back into the formal Surplus Land Act process.
4. AB 1486 also includes various restrictions on terms and conditions that MTS may negotiate in the sale or lease of such property, including prohibiting terms that would:
 - a. Disallow residential use on the property.
 - b. Reduce the allowed dwelling unit per acre below zoning or general plan limits.
 - c. Require design or architectural features that would have a “substantial adverse effect on the viability or affordability” of an affordable housing project, other than minimum zoning or general plan requirements.
5. If MTS receives multiple proposals pursuant to the Notice of Availability process, AB 1486 requires MTS to “give priority” to any proposal that provides at least 25% of the total units shall be affordable; if multiple proposals include this mandate, then priority shall be given to the highest number of affordable units, and then to the deepest average level of affordability. This requirement applies for all surplus property except for land currently used for park or recreation purposes, or dedicated for such purposes.
6. Even if MTS does not receive any expressions of interest in response to the formal Notice of Availability, MTS is required to record a restrictive covenant on all land transfers that would require any future project on the land that includes 10 or more dwelling units require at least 15% of the units shall be affordable.

The AB 1486 requirements apply to all deals that were not part of a legally binding agreement, including an exclusive negotiating agreement, as of September 30, 2019, so long as the transaction is completed by December 31, 2022.

Staff is still determining the full impacts of AB 1486 on MTS’s joint development program and other real property transactions. There is no definition of the term “disposal of property” in the statute. If a “disposal of property” includes a long-term ground lease of the sort contemplated by MTS Board Policy No. 18, then AB 1486 would significantly restrict MTS’s joint development program.

AB 1486 Impacts on Current Projects

It appears that the Grantville and Palm Avenue projects, which had legally binding agreements in place before September 30, 2019, are exempt from the AB 1486 requirements. However, the following upcoming projects, which are in various stages of negotiation, may be delayed or prohibited:

- A. E Street Transit Center Joint Development Project with City of Chula Vista (RFP issued in September 2019 and proposals received December 2019; recommendation was being prepared for MTS Board and Chula Vista City Council; proposals included various proposed uses including residential (affordable and market), office, retail and hotel)
- B. Baltimore Drive, La Mesa (Ground Lease negotiations underway after several open marketing attempts with proposed mixed-use developer; no transit connection at this site; some MTS maintenance activities will remain on site)
- C. Cuyamaca Street, Santee (Sale negotiations underway – after updated appraisal obtained – to sell property to adjacent property owner for consolidation and future project; no transit connection at this site.)
- D. Woodman Avenue, San Diego (Sale negotiations underway for excess portion with adjacent property owner for consolidation and future project)
- E. Rancho Bernardo Transit Center (Unsolicited proposal under staff review; proposed affordable housing project but no “competitive bid”)
- F. Beyer Boulevard Transit Center (Unsolicited proposal under staff review; proposed affordable housing project but no “competitive bid”)

AB 1486 Impacts on Future Projects

The restriction on the definition of “agency’s use” has the most significant impact on MTS and other agencies joint development programs. One significant impact is that AB 1486 could prohibit MTS from deciding the best use of a property based on its location in the region and proximity to transit.

It is also unclear what would be considered good faith negotiations regarding a proposal received as part of the AB 1486 noticing process, and whether the other requirements in Board Policy 18 (prevailing wage, skilled labor, and an assessment of the developer’s ability to perform) could be imposed on a project that otherwise meets the priorities identified in AB 1486. Other conflicts relate to whether MTS can offer its property for only one type of joint use; is it able to reject a school or park use even if a notice of interest is received?

The following are some of the more major questions and concerns about the impact of the restriction:

If it applies to lease transactions, then the statute appears to prohibit a transit agency from exercising its discretion to determine what type of TOD or joint use project would be most beneficial to the transit system.

- In some locations, MTS's analysis may deem that a project that brings jobs near a transit center is more beneficial to MTS transit ridership and overall community Greenhouse Gas Emission Reduction goals as opposed to a residential project.
- Under AB 1486, it appears MTS would be required to give priority to affordable housing at every site.

Need to clarify what would be considered good faith negotiations regarding a proposal received as part of the AB 1486 noticing process. The statute appears to create an obligation to accept proposal from developer with highest number of affordable units, density, and affordability over any other policy or practical considerations such as:

- Developer ability to perform
- Commitment to pay prevailing wage
- Commitment to engage skilled labor
- Construction of transit amenities as part of project
- Other concessions the Board may deem appropriate to maximize impact on transit ridership or other considerations

Statute does not take into consideration joint-agency RFPs such as E Street Collaboration with City of Chula Vista

- Joint RFP seeks development proposals for entire combined parcels
 - Proposal includes housing w/ some affordable, mixed use and hotel
 - Ultimate DDAs could be MTS – housing project (meets GC 54221(f)(1)(F)(2) exemption); and City – mixed use and hotel (would not meet GC 54221 exemption)

Statute appears to prevent large agency-owned master planned projects (e.g., future Chula Vista university campus project – 300 acres; City process will determine location for college development, mixed use, commercial, residential; then seek developers for individual parcels)

- Under AB 1486, it appears city would be required to offer every single parcel to the list of affordable housing, park, and school parties; would lose discretion to determine what use should go where

Proposed Action

In order to keep MTS's pending projects moving forward, staff proposes that MTS pursue 2 concurrent paths of action:

1. Declare the properties listed in Attachment C as "Surplus Land" for AB 1486 purposes. Because many of these sites are active transit centers that would only be considered for a joint-use development that could maintain and complement the transit services operated at that location, this action would not mean that MTS would

sell or otherwise dispose of each and every site listed. However, it would allow MTS to maintain its Joint Development Program as much as possible under AB 1486.

If the Board declares the property “surplus land” today, this would re-start the timeline for all pending projects and also the other properties listed in Attachment C. Staff would send the required Notices of Availability and follow the statutory timeline (up to 286 days of notices and negotiations). This could delay or cause the current proposed projects to “lose the market” or otherwise be withdrawn. If no notices of interest are received within the 60 day notice period, MTS could continue the already pending negotiations related to each site listed above.

- In order to explore other options related to the E Street development that is part of a Joint Request for Proposals process with the City of Chula Vista, the E Street property is not included in the list on Attachment C. We have also removed the H Street Station property, which MTS intends to focus on for future development in the near future. These properties will be addressed individually.
2. Staff also proposes that MTS seek clarifying or limiting language in subsequent legislation to preserve MTS’s autonomy over its joint development program.
- Staff is currently determining if there are short-term solutions that could be addressed this legislative session to allow projects such as E Street to move forward, and is also looking at options for a more comprehensive review of some of the impacts AB 1486 may have on MTS and other local agencies.

/s/ Sharon Cooney

Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. MTS Board Policy No. 18 (Joint Development Program)
B. AB 1486 (Ting)
C. MTS AB 1486 Property List

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Policies and Procedures

No. 18

SUBJECT:

Board Approval: 7/25/19

JOINT DEVELOPMENT PROGRAM

PURPOSE:

MTS manages a portfolio of real property assets whose primary purpose is to fulfill the functional needs of transit operations. These real property assets can also be developed to enhance the financial stability of MTS operations, promote increased transit utilization, and achieve other community development objectives. MTS seeks to work in close partnership with its service area cities and the County of San Diego to identify and implement joint development opportunities. Promoting quality transit oriented development on or near the transit system can generate new opportunities to create direct and indirect revenue for MTS while contributing to environmentally sustainable livable communities that are focused on transit accessibility.

POLICIES:

- A. Joint use and development of MTS property shall always prioritize transit operational needs above all other considerations.
 1. MTS shall preserve the ability to safely operate and maintain transportation facilities on its properties.
 2. For any development project pursued at an MTS park-and-ride, an analysis shall be undertaken to determine the appropriate level at which existing parking should be replaced, with full consideration of the relative growth in future ridership that can result from dense joint development.
 3. Development projects pursued under the Joint Development Program shall strive to include physical improvements and/or transit programs (such as free or subsidized transit passes) that encourage utilization of multi-modal transit services and increase long-term ridership.
- B. Joint development projects are expected to generate value to MTS, either through direct/indirect revenue generation or through the construction of new transit facilities on behalf of MTS.



1. MTS shall not gift its assets.
 2. Projects should minimize financial risk to MTS.
 3. Due diligence in entering into a joint development with a third party should be performed to ensure the viability of the project.
- C. MTS will seek projects that create vibrant, transit-oriented communities that offer a range of housing types, job opportunities, and services centered around public transit facilities.
1. Residential development projects pursued under the Joint Development Program shall strive to provide the highest possible residential density.
 2. Development projects pursued under the Joint Development Program shall comply with all the review and approval policies and procedures of the local jurisdictions in which the respective projects are sited.
 3. Development projects pursued under the Joint Development Program shall strive to incorporate the urban design standards of the localities with jurisdiction over them, and the “best practices” identified by industry leaders in transit-oriented development.
 4. MTS shall encourage direct connections to transit stops and stations from surrounding development.
 5. The Joint Development Program is intended to be consistent with State of California Greenhouse Gas reduction goals.
 6. In recognition that residents in affordable housing units have a higher likelihood for transit utilization, residential joint development proposals shall include a minimum set aside of 20% of units for very low (<50% Average Median Income (AMI)) and low (51-80% AMI) income households.
 7. All projects approved pursuant to the program shall be considered public works for purposes of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code, regardless of whether an exemption under Section 1720 of the Labor Code applies to the project.
 8. A joint development agreement between MTS and a private entity shall include a requirement that the developer’s construction comply with Public Utilities Code section 120221.5.
- D. In order to promote the best possible projects for joint development, MTS shall engage in an open and competitive solicitation for choosing development partners. In the event that MTS receives an unsolicited proposal, MTS shall publically notice the unsolicited bid and allow for other development interests to submit a competing proposal within 30 days for consideration by the MTS Board of Directors.

IMPLEMENTATION PROCESS:

- A. The Chief Executive Officer shall develop written procedures necessary to fully implement this Policy within 3 months of its adoption. The written procedures shall be approved by the MTS Board of Directors.
- B. MTS shall identify right-of-way property and facilities and keep such inventory current. All property so inventoried shall be analyzed for its availability for joint use or development by either sale or lease. This inventory shall be reviewed by the MTS Board annually. Included in this inventory will be a listing of all agreements and their current status.

Original Policy approved on 3/8/82.

Policy revised on 12/20/84.

Policy revised on 2/8/96.

Policy revised on 6/26/97.

Policy revised/renumbered on 2/12/04.

Policy revised on 1/18/07.

Policy revised on 10/11/18.

Policy revised on 7/25/19.

Assembly Bill No. 1486

CHAPTER 664

An act to amend Sections 54220, 54221, 54222, 54222.3, 54223, 54225, 54226, 54227, 54230.5, 54233, and 65583.2 of, and to add Sections 54230.6, 54233.5, 54234, 65400.1, and 65585.1 to, the Government Code, relating to surplus land.

[Approved by Governor October 9, 2019. Filed with Secretary of State October 9, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1486, Ting. Surplus land.

(1) Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines "local agency" for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines "surplus land" for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency's use, except property being held by the agency for the purpose of exchange. Existing law defines "exempt surplus land" to mean land that is less than 5,000 square feet in area, less than the applicable minimum legal residential building lot size, or has no record access and is less than 10,000 square feet in area, and that is not contiguous to land owned by a state or local agency and used for park, recreational, open-space, or affordable housing.

This bill would expand the definition of "local agency" to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would specify that the term "district" includes all districts within the state, and that this change is declaratory of existing law. The bill would revise the definition of "surplus land" to mean land owned in fee simple by any local agency, for which the local agency's governing body takes formal action, in a regular public meeting, declaring, supported by written findings, that the land is surplus and is not necessary for the agency's use, as defined. The bill would provide that "surplus land" for these purposes includes land held in the Community Redevelopment Property Trust Fund and land that has been designated in the long-range property management plan, either for sale or for future development, as specified. The bill would also broaden the definition of "exempt surplus land" to include specified types of lands.

(2) Existing law requires a local agency disposing of surplus land to send, prior to disposing of that property, a written offer to sell or lease the property

to specified entities. Existing law requires that a local agency, upon a written request, send a written offer to sell or lease surplus land to a housing sponsor, as defined, for the purpose of developing low- and moderate-income housing. Existing law also requires the local agency to send a written offer to sell or lease surplus land for the purpose of developing property located within an infill opportunity zone, designated as provided, to, among others, a community redevelopment agency.

This bill would instead require, except as provided, the local agency disposing of surplus land to send, prior to disposing of that property or participating in negotiations to dispose of that property with a prospective transferee, a written notice of availability. The bill would make various related conforming changes. With regards to a housing sponsor, the bill would require that a notice of availability be sent if the housing sponsor has notified the Department of Housing and Community Development of its interest in the land, rather than upon written request. With regards to surplus land to be used for the purpose of developing property located within an infill opportunity zone, as described above, the bill would instead require that the written notice of availability be sent to a successor agency to a former redevelopment agency. The bill would require the Department of Housing and Community Development to maintain an up-to-date listing of all notices of availability throughout the state on its internet website.

(3) After the disposing agency has received a notice from an entity desiring to purchase or lease the land, existing law requires the disposing agency to enter into good faith negotiations to determine a mutually satisfactory sales price or lease terms.

This bill would prohibit the terms agreed to pursuant to these negotiations from doing certain things, including, among other things, disallowing residential use of the site as a condition of the sale or lease.

(4) Existing law requires a local agency to give priority to the development of affordable housing for lower income elderly or disabled persons or households, and other lower income households when disposing of surplus land.

This bill would remove that priority.

(5) If the local agency receives offers from more than one entity that agrees to meet specified requirements related to the provision of affordable housing on the surplus land, existing law requires the local agency to give priority to the entity that proposes to provide the greatest number of units that meet those requirements. Notwithstanding that requirement, existing law requires the local agency to give first priority to an entity in specified circumstances.

In the event that more than one entity proposes the same number of units that meet the above-described affordable housing requirements, this bill would require that priority be given to the entity that proposes the deepest average level of affordability for the affordable units. The bill would authorize a local agency to negotiate concurrently with all entities that provide notice of interest to purchase or lease land for the purpose of developing affordable housing.

(6) Under existing law, failure by a local agency to comply with these requirements for the disposal of surplus land does not invalidate the transfer or conveyance of real property to a purchaser or encumbrancer for value.

This bill would require a local agency, prior to agreeing to terms for the disposition of surplus land, to provide the Department of Housing and Community Development with a specified description of the process followed to dispose of the land and a copy of any recorded restrictions against the property, as specified, in a form prescribed by the Department of Housing and Community Development. The bill would require the Department of Housing and Community Development to, among other things, review the description and submit written findings to the local agency within 30 days of receiving the description if the proposed disposal of the land will violate specified provisions of law. The bill would require the Department of Housing and Community Development to provide the local agency a reasonable time, as specified, to respond to the department's findings prior to taking certain actions and would require the local agency to take specified actions in response.

This bill would, with certain exceptions, impose a penalty of 30% of the final sale price of the land upon a local agency that disposes of land in violation of specified provisions of law after receiving the notification from the Department of Housing and Community Development to that effect, and a 50% penalty for subsequent violations. The bill would authorize specified entities or persons to bring an action against a local agency to enforce these provisions and would allow a local agency 60 days to cure or correct an alleged violation before the action may be brought, except as specified. The bill would require a penalty assessed pursuant to these provisions to be deposited into a local housing trust fund or, in certain circumstances, the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund, as provided. The bill would make the expenditure of penalty moneys deposited into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund pursuant to these provisions subject to appropriation by the Legislature.

This bill would require the department to implement these provisions commencing on January 1, 2021.

(7) If a local agency does not agree to price and terms with an entity to which notice and an opportunity to purchase or lease are given and disposes of the surplus land to an entity that uses the property for the development of 10 or more residential units, existing law requires the purchasing entity or a successor in interest to provide not less than 15% of the total number of units developed on the parcels at an affordable housing cost or affordable rent to lower income households.

This bill would revise this requirement to apply if the local agency does not agree to price and terms with an entity to which notice of availability of land was given, or if no entity to which a notice of availability was given responds to that notice, and 10 or more residential units are developed on the property.

This bill, if a local agency that is a district, except as specified, disposes of surplus land where local zoning permits development of 10 or more residential units or is rezoned within 5 years of the disposal to permit the development of 10 or more residential units, and 10 or more residential units are developed on the property, would require not less than 15% of the total number of residential units developed on the parcel to be sold or rented at affordable housing cost or affordable rent to lower income households.

(8) The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. That law requires the planning agency of a city or county to provide by April 1 of each year an annual report to, among other entities, the Department of Housing and Community Development that includes, among other specified information, the number of net new units of housing that have been issued a completed entitlement, a building permit, or a certificate of occupancy thus far in the housing element cycle, as provided.

This bill would require a city or county to include as a part of that report a listing of specified sites owned by the city or county that have been sold, leased, or otherwise disposed of in the prior year.

The Planning and Zoning Law requires that the housing element include, among other things, an inventory of land suitable for residential development to be used to identify sites that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need determined pursuant to specified law.

This bill would require the housing element to provide a description of nonvacant sites owned by the city or county and provide whether there are any plans to dispose of the property during the planning period and how the city or county will comply with specified provisions relating to the disposal of surplus land by a local agency.

(9) Existing law requires the Department of Housing and Community Development to notify a city or county and authorize notice to the Attorney General when a city or county has taken an action that violates the Housing Accountability Act, specified provisions relating to local housing elements, and the Density Bonus Law.

This bill would also require the Department of Housing and Community Development to notify the city or county and authorizes notice to the Attorney General when the city or county has taken an action that violates these provisions relating to surplus property.

(10) Existing law makes various findings and declarations as to the need for affordable housing and the use of surplus government land for that purpose.

This bill would revise these findings.

(11) This bill would incorporate additional changes to Section 65583.2 of the Government Code proposed by AB 957 to be operative only if this bill and AB 957 are enacted and this bill is enacted last.

(12) By adding to the duties of local officials with respect to the disposal of surplus land, and expanding the scope of local agencies subject to the bill's requirements, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 54220 of the Government Code is amended to read:

54220. (a) The Legislature reaffirms its declaration that housing is of vital statewide importance to the health, safety, and welfare of the residents of this state and that provision of a decent home and a suitable living environment for every Californian is a priority of the highest order. The Legislature further declares that a shortage of sites available for housing for persons and families of low and moderate income is a barrier to addressing urgent statewide housing needs and that surplus government land, prior to disposition, should be made available for that purpose.

(b) The Legislature reaffirms its belief that there is an identifiable deficiency in the amount of land available for recreational purposes and that surplus land, prior to disposition, should be made available for park and recreation purposes or for open-space purposes. This article shall not apply to surplus residential property as defined in Section 54236.

(c) The Legislature reaffirms its declaration of the importance of appropriate planning and development near transit stations, to encourage the clustering of housing and commercial development around such stations. Studies of transit ridership in California indicate that a higher percentage of persons who live or work within walking distance of major transit stations utilize the transit system more than those living elsewhere, and that lower income households are more likely to use transit when living near a major transit station than higher income households. The sale or lease of surplus land at less than fair market value to facilitate the creation of affordable housing near transit is consistent with goals and objectives to achieve optimal transportation use. The Legislature also notes that the Federal Transit Administration gives priority for funding of rail transit proposals to areas that are implementing higher density, mixed-use, and affordable development near major transit stations.

SEC. 2. Section 54221 of the Government Code is amended to read:

54221. As used in this article, the following definitions shall apply:

(a) (1) "Local agency" means every city, whether organized under general law or by charter, county, city and county, district, including school, sewer,

water, utility, and local and regional park districts of any kind or class, joint powers authority, successor agency to a former redevelopment agency, housing authority, or other political subdivision of this state and any instrumentality thereof that is empowered to acquire and hold real property.

(2) The Legislature finds and declares that the term “district” as used in this article includes all districts within the state, including, but not limited to, all special districts, sewer, water, utility, and local and regional park districts, and any other political subdivision of this state that is a district, and therefore the changes in paragraph (1) made by the act adding this paragraph that specify that the provisions of this article apply to all districts, including school, sewer, water, utility, and local and regional park districts of any kind or class, are declaratory of, and not a change in, existing law.

(b) (1) “Surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use. Land shall be declared either “surplus land” or “exempt surplus land,” as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency’s policies or procedures. A local agency, on an annual basis, may declare multiple parcels as “surplus land” or “exempt surplus land.”

(2) “Surplus land” includes land held in the Community Redevelopment Property Trust Fund pursuant to Section 34191.4 of the Health and Safety Code and land that has been designated in the long-range property management plan approved by the Department of Finance pursuant to Section 34191.5 of the Health and Safety Code, either for sale or for future development, but does not include any specific disposal of land to an identified entity described in the plan.

(3) Nothing in this article prevents a local agency from obtaining fair market value for the disposition of surplus land consistent with Section 54226.

(c) (1) Except as provided in paragraph (2), “agency’s use” shall include, but not be limited to, land that is being used, is planned to be used pursuant to a written plan adopted by the local agency’s governing board for, or is disposed to support pursuant to subparagraph (B) of paragraph (2) agency work or operations, including, but not limited to, utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive governmental uses, including, but not limited to, waste water treatment plants.

(2) (A) “Agency’s use” shall not include commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development. Property disposed of for the sole purpose of investment or generation of revenue shall not be considered necessary for the agency’s use.

(B) In the case of a local agency that is a district, excepting those whose primary mission or purpose is to supply the public with a transportation system, “agency’s use” may include commercial or industrial uses or

activities, including nongovernmental retail, entertainment, or office development or be for the sole purpose of investment or generation of revenue if the agency's governing body takes action in a public meeting declaring that the use of the site will do one of the following:

- (i) Directly further the express purpose of agency work or operations.
- (ii) Be expressly authorized by a statute governing the local agency, provided the district complies with Section 54233.5 where applicable.
- (d) "Open-space purposes" means the use of land for public recreation, enjoyment of scenic beauty, or conservation or use of natural resources.
- (e) "Persons and families of low or moderate income" has the same meaning as provided in Section 50093 of the Health and Safety Code.
- (f) (1) Except as provided in paragraph (2), "exempt surplus land" means any of the following:
 - (A) Surplus land that is transferred pursuant to Section 25539.4.
 - (B) Surplus land that is (i) less than 5,000 square feet in area, (ii) less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less, or (iii) has no record access and is less than 10,000 square feet in area; and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes. If the surplus land is not sold to an owner of contiguous land, it is not considered exempt surplus land and is subject to this article.
 - (C) Surplus land that a local agency is exchanging for another property necessary for the agency's use.
 - (D) Surplus land that a local agency is transferring to another local, state, or federal agency for the agency's use.
 - (E) Surplus land that is a former street, right of way, or easement, and is conveyed to an owner of an adjacent property.
 - (F) Surplus land that is put out to open, competitive bid by a local agency, provided all entities identified in subdivision (a) of Section 54222 will be invited to participate in the competitive bid process, for either of the following purposes:
 - (i) A housing development, which may have ancillary commercial ground floor uses, that restricts 100 percent of the residential units to persons and families of low or moderate income, with at least 75 percent of the residential units restricted to lower income households, as defined in Section 50079.5 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 or 50053 of the Health and Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing, and in no event shall the maximum affordable sales price or rent level be higher than 20 percent below the median market rents or sales prices for the neighborhood in which the site is located.
 - (ii) A mixed-use development that is more than one acre in area, that includes not less than 300 housing units, and that restricts at least 25 percent of the residential units to lower income households, as defined in Section 50079.5 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 and 50053 of the Health and

Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing.

(G) Surplus land that is subject to valid legal restrictions that are not imposed by the local agency and that would make housing prohibited, unless there is a feasible method to satisfactorily mitigate or avoid the prohibition on the site. An existing nonresidential land use designation on the surplus land is not a legal restriction that would make housing prohibited for purposes of this subparagraph. Nothing in this article limits a local jurisdiction's authority or discretion to approve land use, zoning, or entitlement decisions in connection with the surplus land.

(H) Surplus land that was granted by the state in trust to a local agency or that was acquired by the local agency for trust purposes by purchase or exchange, and for which disposal of the land is authorized or required subject to conditions established by statute.

(I) Land that is subject to Sections 17388, 17515, 17536, 81192, 81397, 81399, 81420, and 81422 of the Education Code and Part 14 (commencing with Section 53570) of Division 31 of the Health and Safety Code, unless compliance with this article is expressly required.

(J) Real property that is used by a district for agency's use expressly authorized in subdivision (c).

(K) Land that has been transferred before June 30, 2019, by the state to a local agency pursuant to Section 32667 of the Streets and Highways Code and has a minimum planned residential density of at least one hundred dwelling units per acre, and includes 100 or more residential units that are restricted to persons and families of low or moderate income, as defined in Section 50093 of the Health and Safety Code, with an affordable sales price or an affordable rent, as defined in Sections 50052.5 and 50053 of the Health and Safety Code, for a minimum of 55 years for rental housing and 45 years for ownership housing. For purposes of this paragraph, not more than 20 percent of the affordable units may be restricted to persons and families of moderate income and at least 80 percent of the affordable units must be restricted to persons and families of lower income as defined in Section 50079.5 of the Health and Safety Code.

(2) Notwithstanding paragraph (1), a written notice of the availability of surplus land for open-space purposes shall be sent to the entities described in subdivision (b) of Section 54222 prior to disposing of the surplus land, provided the land does not meet the criteria in subparagraph (H) of paragraph (1), if the land is any of the following:

(A) Within a coastal zone.

(B) Adjacent to a historical unit of the State Parks System.

(C) Listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places.

(D) Within the Lake Tahoe region as defined in Section 66905.5.

SEC. 3. Section 54222 of the Government Code is amended to read:

54222. Except as provided in Division 23 (commencing with Section 33000) of the Public Resources Code, any local agency disposing of surplus land shall send, prior to disposing of that property or participating in

negotiations to dispose of that property with a prospective transferee, a written notice of availability of the property to all of the following:

(a) (1) A written notice of availability for the purpose of developing low- and moderate-income housing shall be sent to any local public entity, as defined in Section 50079 of the Health and Safety Code, within whose jurisdiction the surplus land is located. Housing sponsors, as defined by Section 50074 of the Health and Safety Code, that have notified the Department of Housing and Community Development of their interest in surplus land shall be sent a notice of availability of surplus land for the purpose of developing low- and moderate-income housing. All notices shall be sent by electronic mail, or by certified mail, and shall include the location and a description of the property.

(2) The Department of Housing and Community Development shall maintain on its internet website an up-to-date listing of all notices of availability throughout the state.

(b) A written notice of availability for open-space purposes shall be sent:

(1) To any park or recreation department of any city within which the land may be situated.

(2) To any park or recreation department of the county within which the land is situated.

(3) To any regional park authority having jurisdiction within the area in which the land is situated.

(4) To the State Resources Agency or any agency that may succeed to its powers.

(c) A written notice of availability of land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the land is located.

(d) A written notice of availability for the purpose of developing property located within an infill opportunity zone designated pursuant to Section 65088.4 or within an area covered by a transit village plan adopted pursuant to the Transit Village Development Planning Act of 1994 (Article 8.5 (commencing with Section 65460) of Chapter 3 of Division 1 of Title 7) shall be sent to any county, city, city and county, successor agency to a former redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the surplus land is located.

(e) The entity or association desiring to purchase or lease the surplus land for any of the purposes authorized by this section shall notify in writing the disposing agency of its interest in purchasing or leasing the land within 60 days after the agency's notice of availability of the land is sent via certified mail or provided via electronic mail.

(f) For the purposes of this section, "participating in negotiations" does not include the commissioning of appraisals, due diligence prior to disposition, discussions with brokers or real estate agents not representing a potential buyer, or other studies to determine value or best use of land, issuance of a request for qualifications, development of marketing materials, or discussions conducted exclusively among local agency employees and elected officials.

SEC. 4. Section 54222.3 of the Government Code is amended to read:

54222.3. This article shall not apply to the disposal of exempt surplus land as defined in Section 54221 by an agency of the state or any local agency.

SEC. 5. Section 54223 of the Government Code is amended to read:

54223. (a) After the disposing agency has received a notice of interest from the entity desiring to purchase or lease the land on terms that comply with this article, the disposing agency and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the land may be disposed of without further regard to this article, except that Section 54233 shall apply.

(b) Residential use shall be deemed an acceptable use for the surplus land for the purposes of good faith negotiations with a local agency conducted pursuant to this article. Nothing in this subdivision shall restrict a local jurisdiction's authority or discretion to approve land use, zoning, or entitlement decisions in connection with the surplus land. Except as provided in subdivision (c), terms agreed to pursuant to the negotiations shall not do any of the following:

(1) Disallow residential use of the site as a condition of the disposal.

(2) Reduce the allowable number of residential units or the maximum lot coverage below what may be allowed by zoning or general plan requirements.

(3) Require as a condition of disposal, any design standards or architectural requirements that would have a substantial adverse effect on the viability or affordability of a housing development for very low, low-, or moderate-income households, other than the minimum standards required by general plan, zoning, and subdivision standards and criteria.

(c) Terms agreed to pursuant to the negotiations required by subdivision (a) may include limitations on residential use or density if, without the limitations, the residential use or density would have a specific, adverse impact, supported by written findings, upon the public health or safety or upon the operation or facilities of a local agency, and there is no feasible method to satisfactorily mitigate the impact.

SEC. 6. Section 54225 of the Government Code is amended to read:

54225. Any public agency disposing of surplus land to an entity described in Section 54222 that intends to use the land for park or recreation purposes, for open-space purposes, for school purposes, or for low- and moderate-income housing purposes may provide for a payment period of up to 20 years in any contract of sale or sale by trust deed for the land. The payment period for surplus land disposed of for housing for persons and families of low and moderate income may exceed 20 years, but the payment period shall not exceed the term that the land is required to be used for low- or moderate-income housing.

SEC. 7. Section 54226 of the Government Code is amended to read:

54226. This article shall not be interpreted to limit the power of any local agency to sell or lease surplus land at fair market value or at less than

fair market value, and any sale or lease at or less than fair market value consistent with this article shall not be construed as inconsistent with an agency's purpose. No provision of this article shall be applied when it conflicts with any other provision of statutory law.

SEC. 8. Section 54227 of the Government Code is amended to read:

54227. (a) In the event that any local agency disposing of surplus land receives a notice of interest to purchase or lease that land from more than one of the entities to which notice of available surplus land was given pursuant to this article, the local agency shall give first priority to the entity or entities that agree to use the site for housing that meets the requirements of Section 54222.5. If the local agency receives offers from more than one entity that agrees to meet the requirements of Section 54222.5, then the local agency shall give priority to the entity that proposes to provide the greatest number of units that meet the requirements of Section 54222.5. In the event that more than one entity proposes the same number of units that meet the requirements of Section 54222.5, priority shall be given to the entity that proposes the deepest average level of affordability for the affordable units. A local agency may negotiate concurrently with all entities that provide notice of interest for the purpose of developing affordable housing that meets the requirements of Section 54222.5.

(b) Notwithstanding subdivision (a), first priority shall be given to an entity that agrees to use the site for park or recreational purposes if the land being offered is already being used and will continue to be used for park or recreational purposes, or if the land is designated for park and recreational use in the local general plan and will be developed for that purpose.

SEC. 9. Section 54230.5 of the Government Code is amended to read:

54230.5. (a) (1) A local agency that disposes of land in violation of this article after receiving a notification from the Department of Housing and Community Development pursuant to subdivision (b) that the local agency is in violation of this article shall be liable for a penalty of 30 percent of the final sale price of the land sold in violation of this article for a first violation and 50 percent for any subsequent violation. An entity identified in Section 54222 or a person who would have been eligible to apply for residency in any affordable housing developed or a housing organization as defined in Section 65589.5, or any beneficially interested person or entity may bring an action to enforce this section. A local agency shall have 60 days to cure or correct an alleged violation before an action may be brought to enforce this section, unless the local agency disposes of the land before curing or correcting the alleged violation, or the department deems the alleged violation not to be a violation in less than 60 days.

(2) A penalty assessed pursuant to this subdivision shall, except as otherwise provided, be deposited into a local housing trust fund. The local agency may elect to instead deposit the penalty moneys into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund. Penalties shall not be paid out of funds already dedicated to affordable housing, including, but not limited to, Low and Moderate Income Housing Asset Funds, funds dedicated to housing for very low, low-, and

moderate-income households, and federal HOME Investment Partnerships Program and Community Development Block Grant Program funds. The local agency shall commit and expend the penalty moneys deposited into the local housing trust fund within five years of deposit for the sole purpose of financing newly constructed housing units that are affordable to extremely low, very low, or low-income households.

(3) Five years after deposit of the penalty moneys into the local housing trust fund, if the funds have not been expended, the funds shall revert to the state and be deposited in the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund for the sole purpose of financing newly constructed housing units located in the same jurisdiction as the surplus land and that are affordable to extremely low, very low, or low-income households. Expenditure of any penalty moneys deposited into the Building Homes and Jobs Trust Fund or the Housing Rehabilitation Loan Fund pursuant to this subdivision shall be subject to appropriation by the Legislature.

(b) (1) Prior to agreeing to terms for the disposition of surplus land, a local agency shall provide to the Department of Housing and Community Development a description of the notices of availability sent, and negotiations conducted with any responding entities, in regard to the disposal of the parcel of surplus land and a copy of any restrictions to be recorded against the property pursuant to Section 54233 or 54233.5, whichever is applicable, in a form prescribed by the Department of Housing and Community Development. A local agency may submit this information after it has sent notices of availability required by Section 54222 and concluded negotiations with any responding agencies. A local agency shall not be liable for the penalty imposed by subdivision (a) if the Department of Housing and Community Development does not notify the agency that the agency is in violation of this article within 30 days of receiving the description.

(2) The Department of Housing and Community Development shall do all of the following:

(A) Make available educational resources and materials that informs each agency of its obligations under this article and that provides guidance on how to comply with its provisions.

(B) Review information submitted pursuant to paragraph (1).

(C) Submit written findings to the local agency within 30 days of receipt of the description required by paragraph (1) from the local agency if the proposed disposal of the land will violate this article.

(D) Review, adopt, amend, or repeal guidelines to establish uniform standards to implement this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(E) Provide the local agency reasonable time, but not less than 60 days, to respond to the findings before taking any other action authorized by this section.

(3) (A) The local agency shall consider findings made by the Department of Housing and Community Development pursuant to subparagraph (B) of paragraph (2) and shall do one of the following:

(i) Correct any issues identified by the Department of Housing and Community Development.

(ii) Provide written findings explaining the reason its process for disposing of surplus land complies with this article and addressing the Department of Housing and Community Development's findings.

(B) If the local agency does not correct issues identified by the Department of Housing and Community Development, does not provide findings explaining the reason its process for disposing of surplus land complies with this article and addressing the Department of Housing and Community Development's findings, or if the Department of Housing and Community Development finds that the local agency's findings are deficient in addressing the issues identified by the Department of Housing and Community Development, the Department of Housing and Community Development shall notify the local agency, and may notify the Attorney General, that the local agency is in violation of this article.

(c) The Department of Housing and Community Development shall implement the changes in this section made by the act adding this subdivision commencing on January 1, 2021.

(d) Notwithstanding subdivision (c), this section shall not be construed to limit any other remedies authorized under law to enforce this article including public records act requests pursuant to Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1.

SEC. 10. Section 54230.6 is added to the Government Code, to read:

54230.6. The failure by a local agency to comply with this article shall not invalidate the transfer or conveyance of real property to a purchaser or encumbrancer for value.

SEC. 11. Section 54233 of the Government Code is amended to read:

54233. If the local agency does not agree to price and terms with an entity to which notice of availability of land was given pursuant to this article, or if no entity to which a notice of availability was given pursuant to this article responds to that notice, and 10 or more residential units are developed on the property, not less than 15 percent of the total number of residential units developed on the parcels shall be sold or rented at affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or affordable rent, as defined in Section 50053 of the Health and Safety Code, to lower income households, as defined in Section 50079.5 of the Health and Safety Code. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years for rental housing and 45 years for ownership housing. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with the provisions of paragraph (2) of subdivision (c) of Section 65915. These requirements shall be contained in a covenant or restriction recorded against the surplus land prior to land use entitlement of the project, and the covenant or restriction

shall run with the land and shall be enforceable, against any owner who violates a covenant or restriction and each successor in interest who continues the violation, by any of the entities described in subdivisions (a) to (f), inclusive, of Section 54222.5. A local agency shall provide a copy of any restrictions recorded against the property to the Department of Housing and Community Development on a form prescribed by the department.

SEC. 12. Section 54233.5 is added to the Government Code, to read:

54233.5. If a local agency that is a district, excepting those whose primary mission or purpose is to supply the public with a transportation system, disposes of surplus land where local zoning permits development of 10 or more residential units or is rezoned within five years of the disposal to permit the development of 10 or more residential units, and 10 or more residential units are developed on the property, not less than 15 percent of the total number of residential units developed on the parcel shall be sold or rented at affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or affordable rent, as defined in Section 50053 of the Health and Safety Code, to lower income households as defined in Section 50079.5 of the Health and Safety Code. Rental units shall remain affordable to, and occupied by, lower income households for a period of at least 55 years for rental housing and 45 years for ownership housing. The initial occupants of all ownership units shall be lower income households, and the units shall be subject to an equity sharing agreement consistent with the provisions of paragraph (2) of subdivision (c) of Section 65915. These requirements shall be contained in a covenant or restriction recorded against the restriction and each successor in interest who continues the violation, by any of the entities described in subdivisions (a) to (f), inclusive, of Section 54222.5. This section shall not apply to projects as defined in subdivision (j) of Section 32121 of the Health and Safety Code. A local agency shall provide a copy of any restrictions recorded against the property to the Department of Housing and Community Development in a form prescribed by the department.

SEC. 13. Section 54234 is added to the Government Code, to read:

54234. (a) (1) If a local agency, as of September 30, 2019, has entered into an exclusive negotiating agreement or legally binding agreement to dispose of property, the provisions of this article as it existed on December 31, 2019, shall apply, without regard to the changes made to this article by the act adding this section, to the disposition of the property to the party that had entered into such agreement or its successors or assigns, provided the disposition is completed not later than December 31, 2022.

(2) The dates specified in paragraph (1) by which the disposition of property must be completed shall be extended if the disposition of property, the local agency's right or ability to dispose of the property, or a development project for which such property is proposed to be transferred, is the subject of judicial challenge, by petition for writ of mandate, complaint for declaratory relief or otherwise, to the date that is six months following the final conclusion of such litigation.

(b) (1) With respect to land held in the Community Redevelopment Property Trust Fund pursuant to Section 34191.4 of the Health and Safety Code, or that has been designated in a long-range property management plan pursuant to Section 34191.5 of the Health and Safety Code, either for sale or retained for future development, this article as it existed on December 31, 2019, without regard to the changes made to this article by the act adding this section which take effect on January 1, 2020, shall apply to the disposition of such property if both of the following apply:

(A) An exclusive negotiating agreement or legally binding agreement for disposition is entered into not later than December 31, 2020.

(B) The disposition is completed not later than December 31, 2022.

(2) If land described in paragraph (1) is the subject of litigation, including, but not limited to, litigation challenging the disposition of such property, the right or ability to dispose of the property, or a development project for which such property is proposed to be transferred, the dates specified in paragraph (1) shall be extended to the date that is six months following the final conclusion of such litigation.

(c) Nothing in this section shall authorize or excuse any violation of the provisions of this article as it existed on December 31, 2019, in the disposition of any property to which such provisions apply pursuant to subdivision (a) or (b).

SEC. 14. Section 65400.1 is added to the Government Code, to read:

65400.1. In the annual report provided by the planning agency to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development required pursuant to paragraph (2) of subdivision (a) of Section 65400, the planning agency shall also include a listing of sites owned by the city or county and included in the inventory prepared pursuant to Section 65583.2 that have been sold, leased, or otherwise disposed of in the prior year. The list shall include the entity to whom each site was transferred and the intended use for the site.

SEC. 15. Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the sites that meet the standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, including the airspace above sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing

need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of

the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) (1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(2) (A) (i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland-Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.

(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development

and preservation of housing affordable to low- and very low income households.

(B) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for “suburban area” above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction’s population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city’s or county’s past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low

or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that "use by right" does not exempt the use from design review. However, that design review shall not constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.

(k) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(l) This section shall remain in effect only until December 31, 2028, and as of that date is repealed.

SEC. 15.5. Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the sites that meet the following standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, including sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water,

sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. An unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583,

the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, “site” means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other

counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) (1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(2) (A) (i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland-Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.

(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development and preservation of housing affordable to low- and very low income households.

(B) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density

residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent

residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase “use by right” shall mean that the local government’s review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.

(k) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(l) This section shall remain in effect only until December 31, 2028, and as of that date is repealed.

SEC. 16. Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city’s or county’s inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, “land suitable for residential development” includes all of the sites that meet the standards set forth in subdivisions (c) and (g):

- (1) Vacant sites zoned for residential use.
 - (2) Vacant sites zoned for nonresidential use that allows residential development.
 - (3) Residentially zoned sites that are capable of being developed at a higher density, and sites owned or leased by a city, county, or city and county.
 - (4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the sites, as necessary, to permit residential use, including sites owned or leased by a city, county, or city and county.
- (b) The inventory of land shall include all of the following:
- (1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are

affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) A jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or

other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c), and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed uses project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied

or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(k) This section shall become operative on December 31, 2028.

SEC. 16.5. Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, is amended to read:

65583.2. (a) A city’s or county’s inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (9) of subdivision (c) of Section 65583, that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, “land suitable for residential development” includes all of the following sites that meet the standards set forth in subdivisions (c) and (g):

(1) Vacant sites zoned for residential use.

(2) Vacant sites zoned for nonresidential use that allows residential development.

(3) Residentially zoned sites that are capable of being developed at a higher density, and sites owned or leased by a city, county, or city and county.

(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, to permit residential use, including sites owned or leased by a city, county, or city and county.

(b) The inventory of land shall include all of the following:

(1) A listing of properties by assessor parcel number.

(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.

(3) For nonvacant sites, a description of the existing use of each property. If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.

(5) (A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.

(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.

(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan for reference purposes only.

(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing. A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. A city that is an unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right. The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. The city or county shall

determine the number of housing units that can be accommodated on each site as follows:

(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.

(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583, the realistic development capacity for the site, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.

(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.

(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing. For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.

(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.

(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:

(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.

(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:

(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.

(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.

(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.

(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.

(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.

(e) A jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.

(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban.

(g) (1) For sites described in paragraph (3) of subdivision (b), the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential. The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development, the city's or county's past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites.

(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to

additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.

(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.

(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period. These sites shall be zoned with minimum density and development standards that permit at least 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c), shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c), and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b). At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.

(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act. A local ordinance may provide that "use by right" does not exempt the use from design review. However, that design review shall not constitute a

“project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.

(j) For purposes of subdivisions (a) and (b), the department shall provide guidance to local governments to properly survey, detail, and account for sites listed pursuant to Section 65585.

(k) This section shall become operative on December 31, 2028.

SEC. 17. Section 65585.1 is added to the Government Code, to read:

65585.1. (a) The department shall notify the city, county, or city and county and may notify the office of the Attorney General that the city, county, or city and county is in violation of state law, as provided in subdivision (j) of Section 65585, as amended by Chapter 159 of the Statutes of 2019, if the department finds that any local government has taken an action in violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.

(b) Subdivisions (k), (l), (m), and (n) of Section 65585, as amended by Chapter 159 of the Statutes of 2019, shall apply for any violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5. Any fines imposed pursuant to subdivision (l) of Section 65585 for a violation of Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5 and deposited into the Building Homes and Jobs Trust Fund shall be available for expenditure upon appropriation by the Legislature.

SEC. 18. (a) Section 15.5 of this bill incorporates amendments to Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, proposed by this bill and Assembly Bill 957. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2020, (2) each bill amends Section 65583.2 of the Government Code, as amended by Section 3 of Chapter 958 of the Statutes of 2018, and (3) this bill is enacted after Assembly Bill 957, in which case that code section, as amended by Assembly Bill 957, shall remain operative only until the operative date of this bill, at which time Section 15.5 of this bill shall become operative, and Section 15 of this bill shall not become operative.

(b) Section 16.5 of this bill incorporates amendments to Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, proposed by this bill and Assembly Bill 957. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2020, (2) each bill amends Section 65583.2 of the Government Code, as amended by Section 4 of Chapter 958 of the Statutes of 2018, and (3) this bill is enacted after Assembly Bill 957, in which case that code section, as amended by Assembly Bill 957, shall remain operative only until the operative date of this bill, at which time Section 16.5 of this bill shall become operative, and Section 16 of this bill shall not become operative.

SEC. 19. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

O

APN	Property	Address	Type	Status	Acreage	Zoning	Other Information
559-126-04, 05, 12, 19; 559-141-11	24th Street	506 W 22nd St., National City	Active Transit Station	Opportunity Site	3.6	CL Limited Commercial	MTS will not consider sale. Ground lease only. Active transit use. Existing ground lease on portion of site.
622-081-27, 28	Palomar Street	1265 Industrial Avenue, Chula Vista	Active Transit Station	Opportunity Site	5	MU-1 Palomar Gateway District Specific Plan / ILP Limited Industrial Precise Plan	MTS will not consider sale. Ground lease only. Active transit use.
630-040-04; 630-321-17	Iris Avenue	3120 Iris Avenue, San Diego	Active Transit Station	Opportunity Site	2.8	Otay Mesa - Nestor Community Plan	MTS will not consider sale. Ground lease only. Active transit use.
638-140-07, 08, 11	Beyer Boulevard	4035 Beyer Boulevard, San Diego	Active Transit Station	Unsolicited Proposal	1.6	CC-3-6, San Ysidro Historic Village Specific Plan of the San Ysidro Community Plan	MTS will not consider sale. Ground lease only. Active transit use. MTS has received an offer for 100% affordable development on a portion of the site.
547-200-51, 52, 53	47th Street	350 47th Street, San Diego	Active Transit Station	Opportunity Site	4	MF - 3000 (1du per 3000sf)	MTS will not consider sale. Ground lease only. Active transit use. Currently ground leased. Additional acreage available.
548-020-19, 20	Euclid Avenue	450 Euclid Avenue, San Diego	Active Transit Station	Opportunity Site	2.5	Community Mixed Use - Medium, Encanto Neighborhoods Community Plan	MTS will not consider sale. Ground lease only. Active transit use.
576-302-01; 576-303-03	Massachusetts Avenue	1787 San Altos Place, Lemon Grove	Active Transit Station	Opportunity Site	3	RLM, Residential Low Medium	MTS will not consider sale. Ground lease only. Active transit use.
499-020-08, 18, 34, 40	Spring Street	4250 Spring Street, La Mesa	Active Transit Station	Opportunity Site	2.2	Multiple Unit Residential, R3-P-D; Suburban Residential, R1S	MTS will not consider sale. Ground lease only. Active transit use.
490-210-27, 37, 39	Amaya Drive	9100 Amaya Drive, La Mesa	Active Transit Station	Opportunity Site	2.2	Residential Business / Grossmont Overlay / Urban Design Overlay (RB, G, D)	MTS will not consider sale. Ground lease only. Active transit use.
487-261-03, 04, 05, 06, 07, 08, 12, 14, 15; 487-262-04, 07, 09; 487-271-01, 02; 487-272-10; 487-273-03, 06, 07	El Cajon Transit Center	352 South Marshall Avenue, El Cajon	Active Transit Station	Opportunity Site	7.2	Transit District Specific Plan, Residential - 60 du per acre	MTS will not consider sale. Ground lease only. Active transit use.
535-612-01, 535-613-04	12th and Imperial Transit Center	1313 and 1344 National Avenue, San Diego	Active Transit Station	Opportunity Site	2.5	Downtown Specific Plan	MTS will not consider sale. Ground lease only. Portion of property to be used for transit center expansion. Street vacation to consolidate parcels being pursued.
469-020-31, 32, 33, 34	70th Street	7255 Alvarado Road, San Diego	Active Transit Station	Opportunity Site	1.4	Light Industrial Commercial Service (CM-F-D)	MTS will not consider sale. Ground lease only. Active transit use.
678-252-15	Rancho Bernardo Transit Center	16785 W Bernardo Dr., San Diego	Active Transit Station	Unsolicited Proposal	4.7	CV-1-2, RM-2-5	MTS will not consider sale. Ground lease only. Active transit use. MTS has received an offer for 100% affordable development on a portion of the site.
677-020-80	San Ysidro Bus Terminal	724 Rail Court, San Diego	Intercity Bus Terminal	Leased - Bus Terminal	0.6		Leased for an intercity bus terminal; intercity bus and van use must continue; future site of trolley track & platform relocation.
384-041-07	Buena Vista Lot	8733 Cuyamaca St., Santee	Vacant lot	Vacant	0.3	General Commercial	MTS in receipt of offer to purchase from adjoining owner
384-311-38	Northwest Prospect Lot	8606 Cuyamaca St., Santee	Vacant lot	Vacant	0.5	General Commercial	
545-401-27	Gillette Street - Vacant Lot	3261 Gillette St., San Diego	Vacant lot	Vacant	0.4		
549-181-05	Woodman Excess	6645 Imperial Ave., San Diego	Vacant lot	Vacant	0.2	Cn-1-3, Commercial Neighborhood, Neighborhood Mixed Use - Medium	MTS in receipt of offer to purchase from adjoining owner
470-050-16	Baltimore Drive	5159 Baltimore Dr., La Mesa	Vacant lot with some transit use (TPSS)	Negotiations suspended pending AB 1486 compliance	3.2	CM-D Light Industrial and Commercial Services	MTS will not consider sale. Ground lease only. Active Transit Use. Prior to AB 1486, MTS was under negotiation for ground lease commercial development project.
436-610-09, 13, 32	Riverwalk	N Hotel Circle, San Diego	Portion of Golf Course	Opportunity Site	13.7	RMX-2 Mission Valley Community Plan	MTS will not consider sale. Ground lease only. Site will not be available until adjoining community development occurs.

SURPLUS LAND AND JOINT DEVELOPMENT: AB 1486 Impacts

Agenda Item No. 30

July 30, 2020

MTS Board of Directors



AB 1486 Restricts MTS Discretion and Process for Joint Development

- Requires surplus land noticing process for certain ground lease and joint-use projects for first time
 - Includes noticing to entities for uses that MTS would not consider
 - Impacts timeline of MTS joint development process
- Limits discretion of MTS to choose nature of development at each property, or terms and conditions that can be negotiated by MTS
- Requires recording of restrictive covenant imposing affordable housing requirements on land sales

AB 1486 Noticing and Mandated Negotiations

- Before entering negotiations to dispose of land by lease or sale, MTS must send a “Notice of Availability” of the property to several entities
 - *For housing purposes*
 - *For open space purposes*
 - *For school or school open space purposes*
- Up to 8 month process, or longer
- Review by HCD; severe penalties for violations

Impacts to MTS Program

- Requires MTS to accept a project type it does not want on a specific site
- Exemption for 100% Affordable Projects does not accommodate MTS process
- Prioritizes affordability and density over other project features, including developer's ability to perform, prevailing wage, skilled labor and other requirements MTS may choose to impose
- Does not accommodate joint projects with neighboring landowners

Specific Projects at Risk

- E Street Transit Center – joint development with City of Chula Vista
 - RFP process completed early 2020, ready for presentation to City Council/MTS Board
- Baltimore Dr., La Mesa – ground lease negotiations underway after several years of marketing attempts
- Cuyamaca St., Santee – sale negotiations underway with adjacent property owner
- Woodman Ave., San Diego -- sale negotiations underway with adjacent property owner
- Rancho Bernardo Transit Center – unsolicited proposal under staff review; 100% affordable project
- Beyer Blvd Transit Center -- unsolicited proposal under staff review; 100% affordable project

Proposed Action

1. Declare all properties on MTS's potential joint development list as "surplus land"
 - Excluding E and H Street in Chula Vista (to be handled separately)
2. Send out Notices of Availability for all properties on surplus land list
 - Starts 60 day period for AB 1486 notice of interest
 - If NOI is received for property currently under negotiation by MTS, a new process would have to be started

Proposed Action

3. Seek Legislative Fix

- *Short Term:*
 - Exclude projects that were in competitive process as of September 30, 2019 (E Street)
 - Revise 100% affordable exemption to remove additional “competitive” and noticing requirements
- *Long Term:*
 - Seek amendments that except certain MTS projects or otherwise expand local agency discretion
 - Work with cities to adopt Transit Village Plans at and around MTS properties



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Agenda Item No. 31

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

SAN DIEGO TRANSIT CORPORATION (SDTC) PENSION PLAN FUNDING OF
OVERPAYMENTS (LARRY MARINESI)

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to fund a one-time payment to the SDTC Pension Plan relating to cumulative overpayments to respective pension members.

Executive Committee Recommendation

At its meeting on July 16, 2020, the Executive Committee voted 4 to 0 (Board members Arambula, Salas, Sotelo-Solis, and Ward in favor, with Chair Fletcher absent) to recommend that the Board approve the staff recommendation.

Budget Impact

The total cost is expected to be approximately \$260,000 to \$300,000.

DISCUSSION:

The San Diego Transit Pension Plan is a public pension Plan for the Amalgamated Transit Union (ATU), International Brotherhood of Electrical Workers (IBEW) and Management San Diego Transit Corporation (SDTC) employees. The SDTC Pension Board is comprised of 3 members each from ATU, IBEW and Management to serve as Trustees. This plan is closed to ATU members hired after November 1, 2012 and IBEW members hired after April 28, 2011. Each union group has their own respective elements of eligibility and participation formalized through Collective Bargaining Agreement (CBA) negotiations and updated in separate Plan Documents. As of end of fiscal year (FY) 2019, there are a total of 1,653 participants (424 active, 1,011 retirees



and 218 terminated-vested participants). The market value of assets through May 2020 is approximately \$164.7 million.

Late in calendar year 2019, the ATU Trustee members requested that the SDTC Pension Board audit a sample of 13 selected participants to determine whether the calculations for their retirement benefits were correct, with their original theory being that pension members were being under compensated.

During the process of recalculations, it was discovered that one material item negotiated in the CBA in 2012 was not communicated by the previous Chief Financial Officer (CFO) and Controller to Payroll staff to properly collect hours eligibility. They also failed to report this benefit reduction to the Plan's actuary, so that it could be considered in their actuarial assumptions. This benefit reduction, effective November 1, 2012, stated that overtime earned on an employee's "day off" will not be used for the purposes of computing the employee's pension earnings. This is a common provision in public pension plans, such as CalPERS, to avoid spiking pensions.

These hours and wages from November 2012 were incorrectly included within their highest 36-month earnings and thus created an inflated pension amount for employees that worked outside of regularly scheduled work periods. The result of the sample concluded that that 10 of the 13 pensioners were receiving higher pension benefits beginning on their retirement dates resulting in a cumulative overpayment. Due to the fact that the Trustees have a fiduciary responsibility for the Pension Plan funds, letters were sent to the ten individuals in April 2020 and their monthly pensions were corrected going forward. With the results of the audit being material, the Pension Board agreed that conducting a full audit of all ATU employees that retired after November 1, 2012 (179 individuals) was necessary.

Since then, staff has recalculated 152 of the 179 (approximately 85%) pensions for this time period and below are the results:

Total Recalculations		179			Total
Category	Number	Percentage	Cumulative %	Monthly Adjustment	(Overpayment) / Underpayment
Higher than Original Calculation	28	18.4%	18.4%	664.87	30,853.02
Same as Original Calculation	26	17.1%	35.5%	-	-
Within \$10 / Month	32	21.1%	56.6%	(168.09)	(8,481.64)
Within \$25 / Month	21	13.8%	70.4%	(335.88)	(13,998.61)
Within \$40 / Month	11	7.2%	77.6%	(346.05)	(16,760.12)
Within \$75 / Month	8	5.3%	82.9%	(461.44)	(13,177.36)
Within \$100 / Month	9	5.9%	88.8%	(749.28)	(39,402.14)
Within \$250 / Month	13	8.6%	97.4%	(2,126.84)	(72,926.60)
Within \$500 / Month	3	2.0%	99.3%	(1,253.61)	(54,784.45)
Within \$1000 / Month	1	0.7%	100.0%	(760.06)	(21,015.14)
Total	152	100.0%		(5,536.38)	(209,693.03)
Percent Complete	84.9%			-	-

Given that all recalculations have not been completed as of this date, staff projects that the cumulative overpayment amounts for this audit will range from approximately \$260,000 - \$300,000. All of the participants that have been recalculated have been

notified of the status of their monthly pension amount and their benefits have been corrected, but there has been no determination on how to recoup the overpayments.

Staff informed the agency's actuarial firm, Cheiron, of these benefit adjustments and requested them to conduct an analysis on the impact of the overpayment and the benefit reduction. The conclusion is that due to the updated benefit levels, overall unfunded actuarial liabilities will decrease by approximately \$0.8 million and annual contribution levels will decrease by approximately \$115,000 per year. As a reference, this annual contribution reduction represents just under three years worth of the approximate total overpayment.

There are two options to the handling of these overpayments:

1. Recoup the overpayment from each respective pensioner over time until paid in full;
or
2. MTS to fund the overpayment to the Pension Plan with the understanding that the total Actuarial Liability and contribution amounts will decrease based upon the updated figures.

Given that these benefit overpayments were made due to an error in the data collection process and outside of the control of the pensioners, staff recommends that the MTS Board of Directors authorize the CEO to fund a one-time payment (totaling approximately \$260,000 - \$300,000) to the SDTC Pension Plan relating to cumulative overpayments to respective pension members.

As it relates to mitigating any similar issues in the future, staff will institute the following going forward. First, as new CBA agreements take place, MTS will establish a procedure where our internal auditor will review the terms of the CBA as it relates to pension modifications and will validate the implementation of those terms in the pension calculation process. Second, MTS will engage the services of our external auditors to expand the audit function of pensioner earnings. It will include a pensioners sampled review of the calculation of pensionable earnings, validation of the calculated amount and confirmation of corrected pay on payroll registers.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

San Diego Transit Corporation (SDTC) Pension Plan Funding of Overpayments

July 30, 2020

Board of Directors Meeting

Agenda Item No. 31



Background

- SDTC Pension Plan
 - Pension Plan for Amalgamated Transit Union (ATU), International Brotherhood of Electrical Workers (IBEW) and Management SDTC employees
 - SDTC Pension Board comprised of 3 members each from ATU, IBEW and Management
 - Each union group's eligibility and participation is formalized through Collective Bargaining Agreement (CBA) negotiations and in separate Plan documents
 - Participation:
 - 1,653 total participants
 - 424 active
 - 1,011 receiving a pension
 - 218 terminated-vested participants
 - Current market value of assets (May 2020)
 - \$164.7 million

Audit Request

- ATU audit request
 - Late calendar year 2019, request to audit and recalculate 13 selected participants
 - Discovery of a material provision negotiated in 2012 CBA that previous CFO / Controller didn't report to staff to properly collect hours eligibility
 - Effective November 1, 2012, overtime earned on day off would not be included for the purposes of computing the employee's pension earnings
 - Consistent provision in many other public pension plans including CalPERS
 - Results of sample audit concluded 10 of 13 pensioners were receiving higher pension benefits
 - Resulting in a cumulative overpayment from date of retirement
 - Retirees have been notified and monthly benefits have been corrected
 - Pension Board (ATU and Mgt) agreed to conduct full audit

Recalculations

- Scope and Results
 - 179 individuals that retired after 11/1/2012
 - Staff has recalculated 152 (85% of total)

Total Recalculations		179			Total (Overpayment) / Underpayment	
Category	Number	Percentage	Cumulative %	Monthly Adjustment		
Higher than Original Calculation	28	18.4%	18.4%	664.87	30,853.02	
Same as Original Calculation	26	17.1%	35.5%	-	-	
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Within \$1000 / Month	1	0.7%	100.0%	(760.06)	(21,015.14)	
Total	152	100.0%		(5,536.38)	(209,693.03)	
Percent Complete	84.9%			-	-	

- Projected cumulative overpayment range from \$260k to \$300k

Actuarial Impacts

- Cheiron (Pension Actuary) performed an analysis concluding:
 - The negotiated benefit reduction (elimination of day off overtime in final calculations):
 - Overall unfunded actuarial liability decrease by approximately \$0.8 million
 - Required contributions decrease by approximately \$115,000 per year
 - Represents just under 3 years of overpayment totals

Overpayment Options

- Two options in handling of the overpayments (\$260k to \$300k):
 1. Recoup the overpayment from each respective pensioner over time until paid in full, or;
 2. MTS to fund the overpayment to the Pension Plan with the understanding that the total Actuarial Liability and contribution amounts will decrease based upon the updated figures
 - Contribution levels will decrease \$115,000 which represent just under 3 years worth of overpayment levels

Future Controls

- Staff will institute the following to prevent future overcalculations
 1. MTS Internal Auditor will review new CBA terms and validate the implementation of the terms in the Pension calculation process;
 2. Engage external auditors to expand the scope of work relative to pensioners' earnings:
 - Review the calculation of pensionable earnings (new)
 - Validation of the calculated amount (current)
 - Confirmation of corrected pay on payroll registers (current)

Staff Recommendation

- That the MTS Board of Directors authorize the CEO to fund a one-time payment to the SDTC Pension Plan totaling between \$260,000 to \$300,000 to cover overpayment so Pension Plan is made whole.



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Agenda Item No. 32

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

PALM AVENUE TROLLEY STATION TRANSIT ORIENTED DEVELOPMENT (TIM ALLISON)

RECOMMENDATION:

That the Board of Directors receive a report on the Palm Avenue Trolley Station Transit Oriented Development Project and provide direction.

Budget Impact

None.

DISCUSSION:

In or about March 2019, MTS received a development proposal for the Palm Avenue Trolley Station in the Otay Mesa – Nestor Community of the City of San Diego. Two developers teamed together to bring forward a mixed-use, mixed-income transit-oriented development proposal for the site. National CORE is an experienced developer and operator of affordable housing projects. Malick Infill is a developer focused on transit-oriented development and place-making. The Executive Committee authorized staff to pursue negotiations and refinement of the developers' proposal. An Exclusive Negotiating Agreement was entered into in August 2019.

Palm Avenue Site

The Palm Avenue Trolley Station is approximately 3.9 acres, with approximately 488 total parking spaces (Attachment A). The site is relatively flat and very suitable for development. There is not a large demand for parking at this site and is mostly under-parked. This lot has been used for trolley material storage, contractor lay down yards



and other activities on the excess parking areas. The station is also south of the Otay Valley Regional Park with a trail access from the north of the station to the Park.

This station is well placed for access to the South Bay locations, employment centers, regional recreation activities and a 30-minute trolley ride into downtown San Diego. The property is currently split-zoned IL-1 and RM-1, however the General Plan land use designation is Neighborhood Village, with residential required. While it was originally anticipated that the site would require a rezone to allow for the proposed mixed-use development, the development team has since identified a strategy that takes advantage of the proposed Housing Legislative Code Update along with Government Code Section 65915 for a ministerial approval process.

The Community Plan designates the Palm City neighborhood, centered at Palm Avenue and Hollister, as one of five neighborhood centers. The Plan recognizes the “great potential for revitalization”, stating, “It is an ideal location for pedestrian-oriented development incorporating commercial, residential and civic uses”. The transit center site is specifically identified as the “cornerstone” of the Palm City neighborhood and a site for mixed-use transit-oriented development. The proposed mixed-use development is consistent with the expressed goals of the Community Plan.

It should be noted that while the Community Plan references a density of 29 dwelling units per acre when drafted over 12 years ago, the density proposed by the development team is more appropriate given the current climate for housing and development along transit corridors. The developers plan to utilize state law and municipal code provisions that allow increased density for affordable housing projects near transit, notwithstanding a site’s zoning.

National CORE/Malick Infill Development Concepts

Original Development Concept

The March 2019 proposal presented a development consisting of a mixed income community of residential, some commercial, a mobility hub, and other site serving amenities. The team proposed two residential mixes. National CORE proposed 150 affordable units serving 30% to 60% of the Area Median Income. Malick Infill proposed 100 units of moderate to middle income housing serving residents at 81% to 150% of the Area Median Income. With a total of 250 units, this equates to 64 dwelling units per acre.

The proposal offered some commercial space, a mobility hub, community services for the residents, and possible incubator office space. The development team proposed 254 parking spaces of which 175 spaces would replace the existing MTS parking spaces for transit patrons.

Updated Development Concept

Over the past year, the development team has pursued its due diligence on the design and meetings with the City regarding land use. The development team now proposes increasing the density from the initial concept of 250 units to an increased total of 408 units. This equates to 176 dwelling units per developable acre (after subtracting common area roads, surface parking, and right of way). The development is proposing 224 *shared* parking spaces, down from 254 total parking spaces with the number dedicated for transit

riders to be determined by a future study. Future negotiations will discuss parking management strategies to make sure adequate parking for transit users remains available. Attachment B is the schematic of the latest proposal.

Staff presented the current development proposal to the Executive Committee in March 2020 and received comments that have been incorporated into the latest proposal. Staff and the Development team will present the current site proposal and seek input from the Board.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Site Exhibit
B. Development Schematics

Palm Avenue Station



Project Location

Palm Ave T.O.D.



Conifer Ave

Citrus Ave

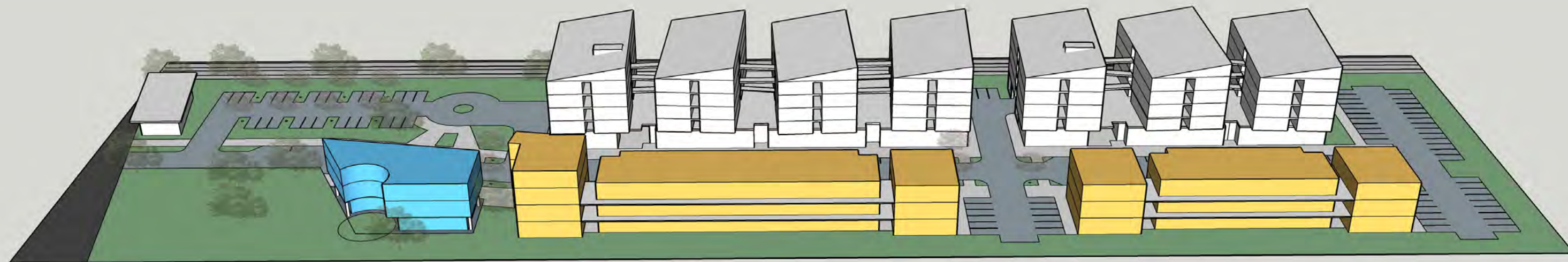
San Diego Fwy

75



Project Comparison

Palm City T.O.D.



250 Homes

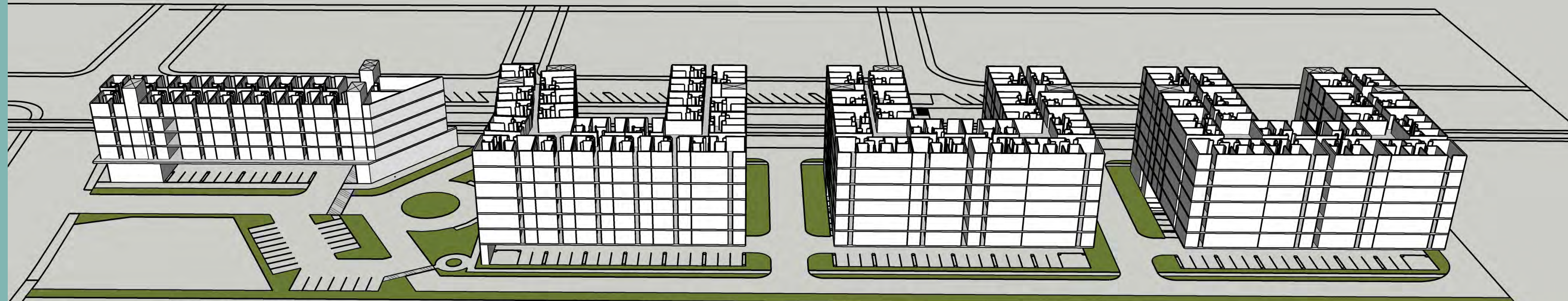
Mix of On Grade Construction and Type V over Podium

Original Site Plan

408 Homes

All Type V and Type III over Podium

Current Site Plan



Palm Avenue Station Joint Development

MTS Board of Directors Meeting

July 30, 2020

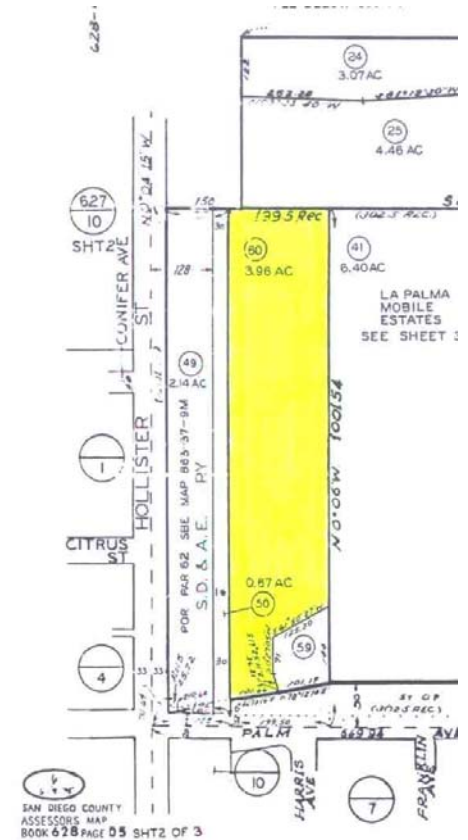


Palm Avenue Station



Palm Avenue Station

- City of San Diego
- 3.96 Acres
- 488 Total Parking Spaces
- Bus Stops on Adjacent Streets
- SDTI Storage Yard
- Commercial Mixed Use Zoning
 - Palm City neighborhood



Exclusive Negotiating Agreement

August 2019

- ***National CORE***

- 501(c)(3) non-profit community developer
- Specializing in high-quality affordable housing
- 26 years of experience
- Extensive track record collaborating with public and private sectors
- Developed, own, and property manage 9,500 units



- ***Malick Infill Corporation***

- San Diego based development firm focused on urban infill properties
- Expertise in multi-family and mixed-use projects
- Mixed income focus
- Andrew Malick – 20 years of experience in real estate development
- Currently developing 3 TOD projects in San Diego – 365 units



Project Proposal

- Board Policy 18 Housing Mix requirements:
 - “residential joint development proposals shall include a minimum set aside of 20% of units for very low (<50% Average Median Income (AMI)) and low (51-80% AMI) income households.”
- Proposal includes:
 - 408 total housing units; 324 affordable units meeting Board Policy 18 requirements; 84 middle income units
 - 224 shared parking spaces
 - Outdoor recreation space; walkability; multi-modal transitions; on-site retail and child care

Palm City Village T.O.D.

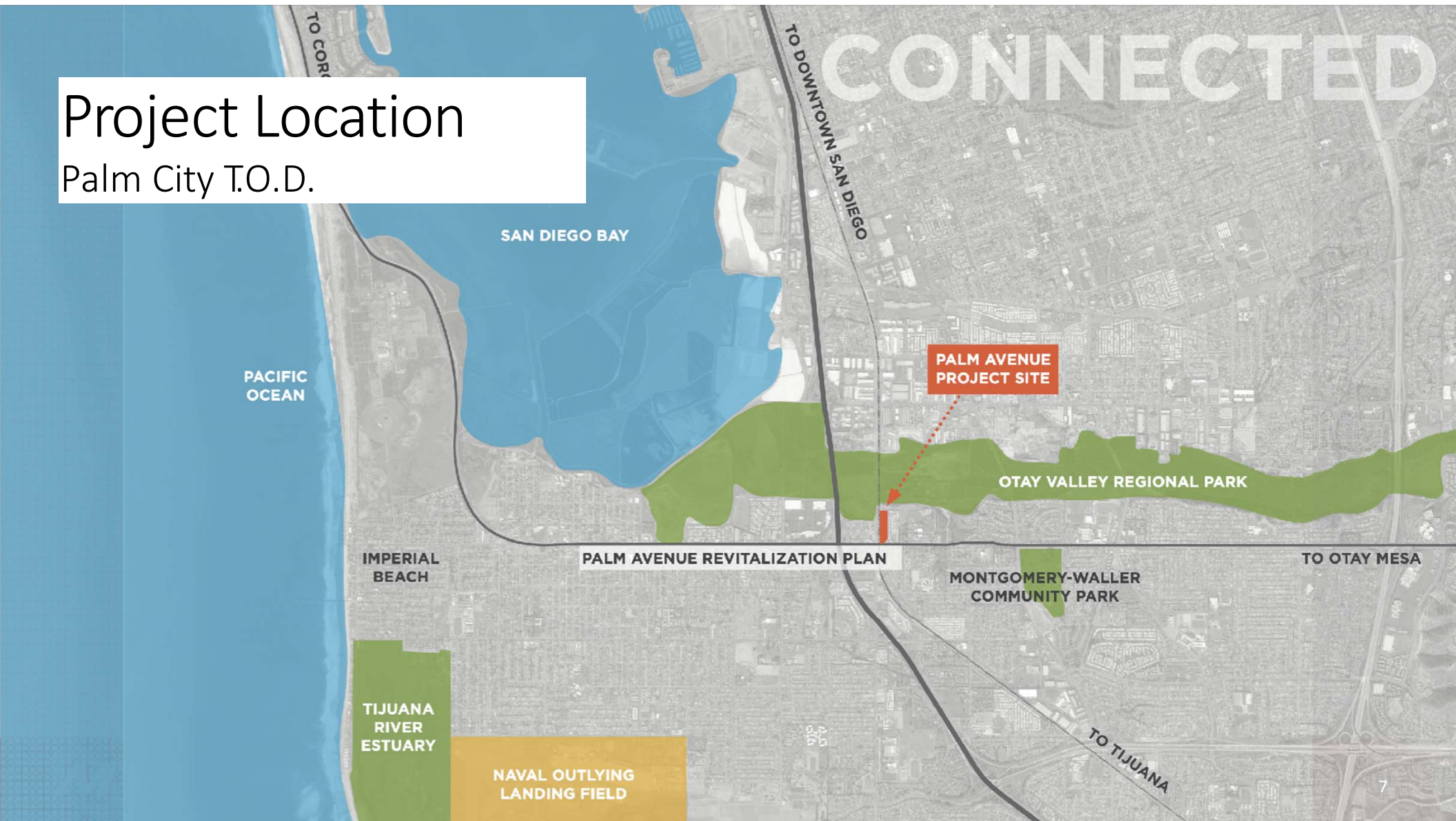
MTS Board Project Update

July 30, 2020



Project Location

Palm City T.O.D.



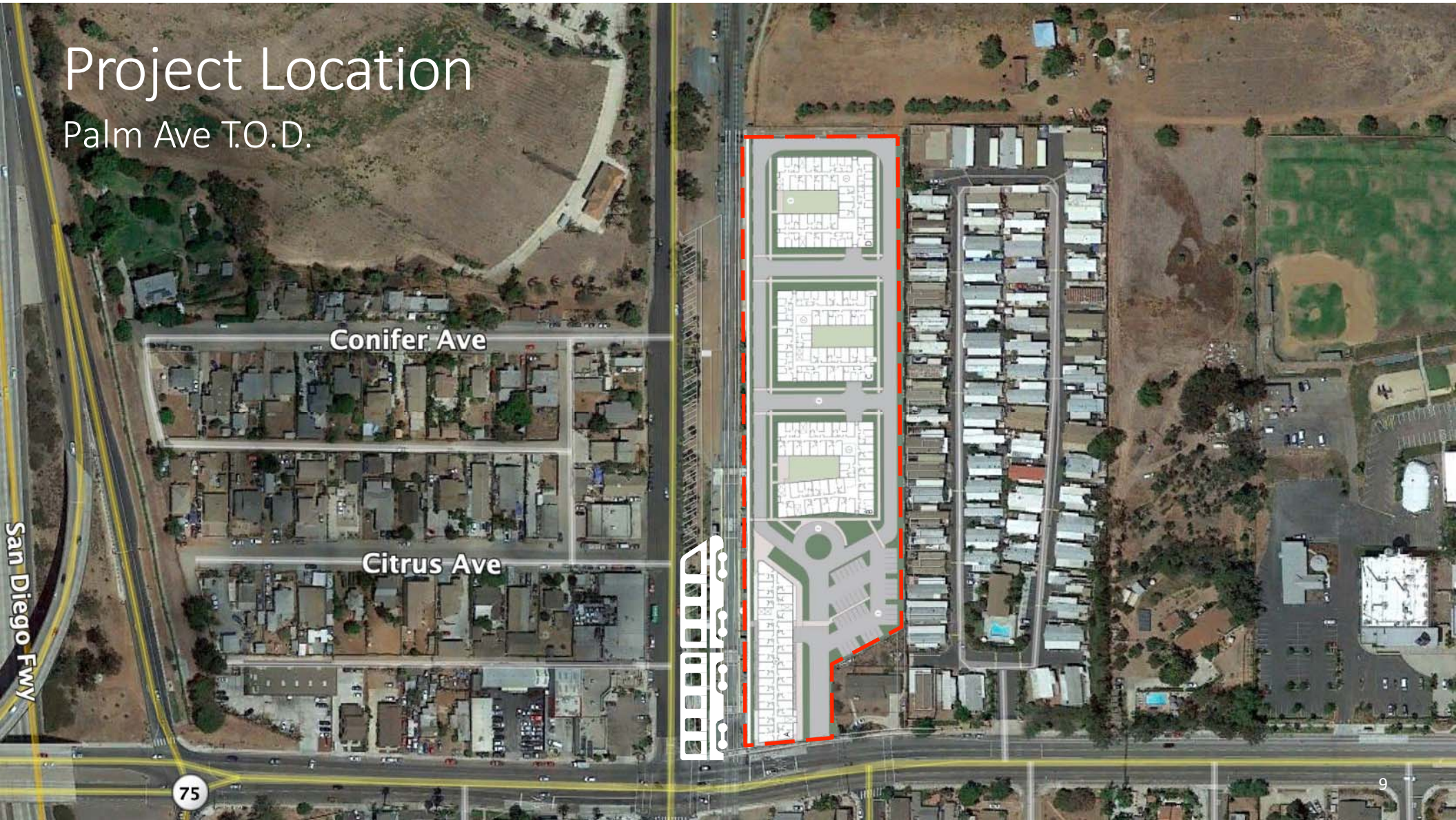
Project Location

Palm City T.O.D.



Project Location

Palm Ave T.O.D.





Presentation Overview

Palm City T.O.D.

- Goal of Meeting
- Project Comparison
- Timeline and Next Steps

Meeting Goal

Palm City T.O.D.

- Development Partners request board approval of site plan to continue to next phase of study.



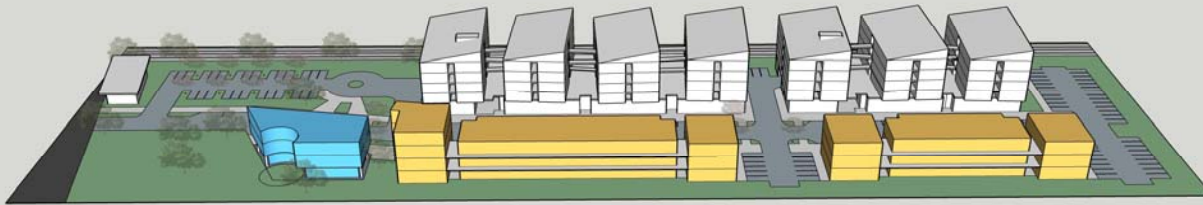
Project Comparison

Palm City T.O.D.

	July 2019	July 2020
# Homes	250	408
# Parking	254	224
Entitlement Process	CEQA Analysis	CEQA Exempt

Project Comparison

Palm City T.O.D.



250 Homes

Mix of On Grade Construction and Type V over Podium

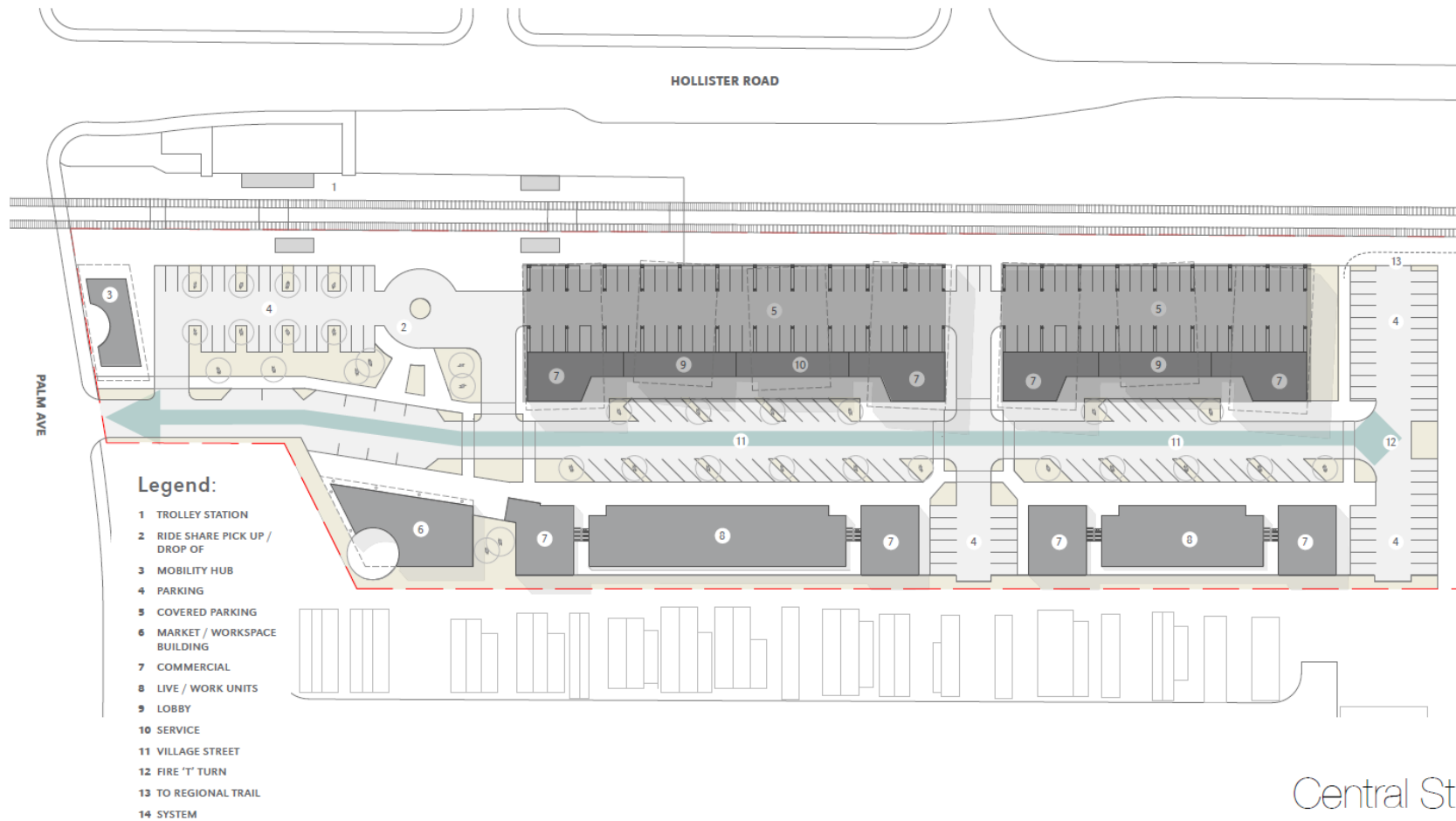
Original Site Plan

408 Homes

All Type V and Type III over Podium

Current Site Plan





Central Street Original Proposal Site Plan



LEGEND:

- | | |
|--|---------------------------|
| 1 TROLLEY STATION | 8 MOBILITY HUB |
| 2 RIDE SHARE PICK UP/DROP OFF | 9 MARKET / BODEGA |
| 3 SHORT TERM PARKING | 10 PEDESTRIAN PASSAGE |
| 4 WOONERF STREET - PEDESTRIAN/
CAR ZONE | 11 DAY CARE |
| 5 COURTYARD TERRACE | 12 COVERED SHARED PARKING |
| 6 MIDDLE INCOME APARTMENT
HOMES | 13 RESIDENTIAL AMENITY |
| 7 AFFORDABLE APARTMENT HOMES | 14 RESIDENTIAL LOBBY |
| | 15 CHILD CARE PLAY SPACE |

- | | |
|--|--------------------------------|
| | - JOG TRACK |
| | - WOONERF / RAISED SPEED TABLE |
| | - WALL EXERCISE AREA |
| | - LINEAR PARKWAY |
| | COMMON OUTDOOR AMENITY SPACE |

YIELD:

BUILDING A: 84 UNITS
 BUILDING B: 120 UNITS
 BUILDING C/D: 102 UNITS
 TOTAL UNITS: 408 UNITS
 TOTAL PARKING: 224 SPOTS

Ring Road Current Site Plan

What does this site plan solve for?

Palm City T.O.D.

- Certainty of Completion
- Maximum Number of Homes
- Livability
- Adaptability/Flexibility



Planning for Livability

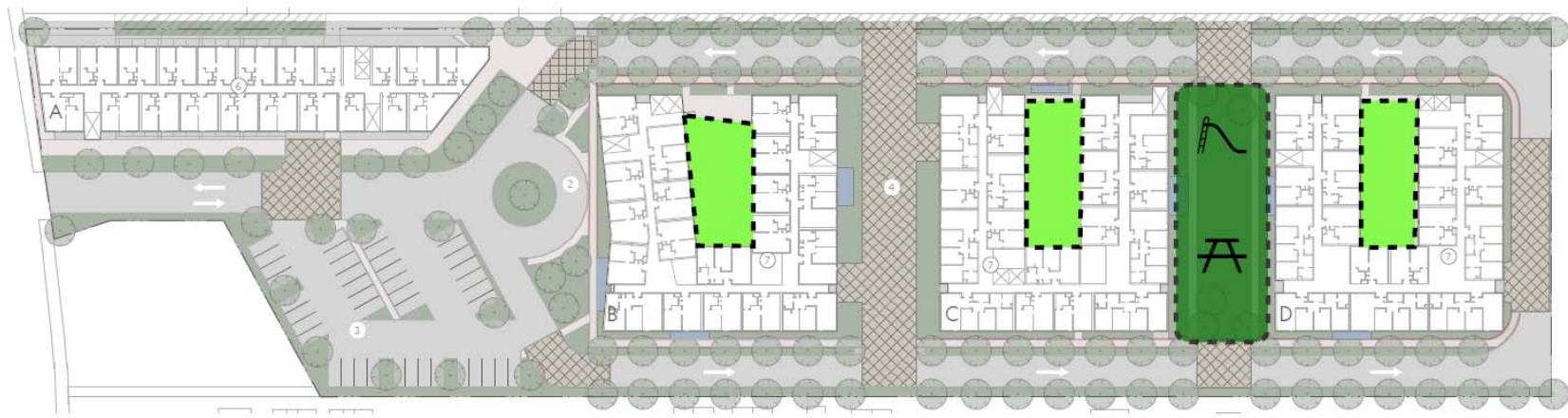
Palm City T.O.D.

- Walkability
- Parks & Open Space
- Convenient Multi-Modal Transitions

Park & Open Space

Palm City T.O.D.

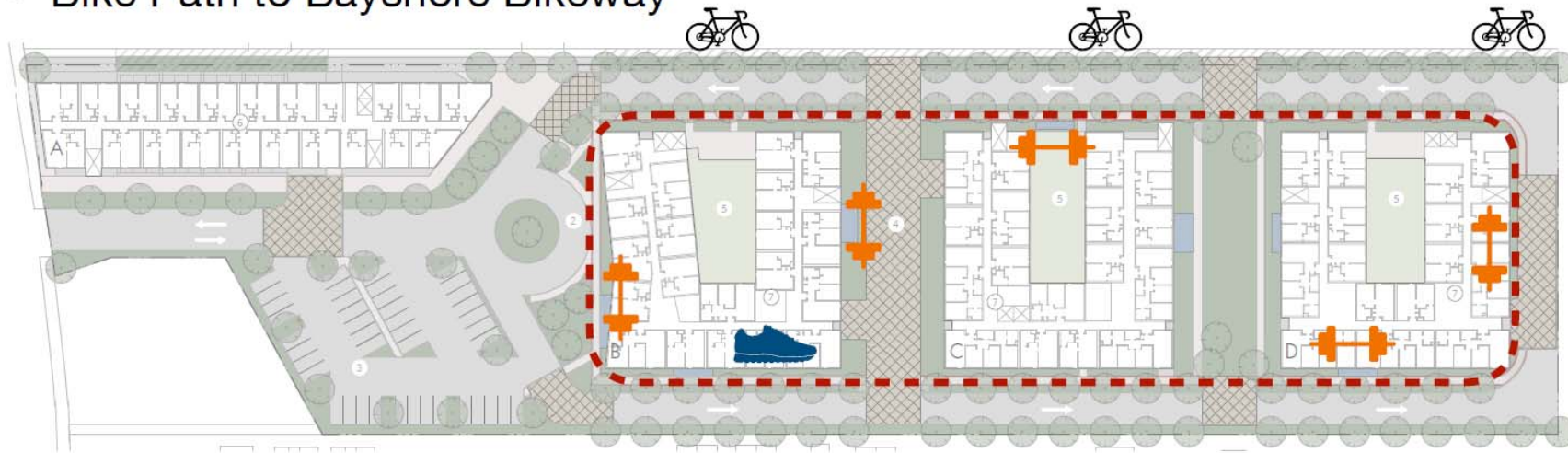
- Approximately 10,000sf of at Grade Park Space (~.25 Acres) 
- Each Building Has Podium Level Gated Courtyard (4000-6000 sf) 

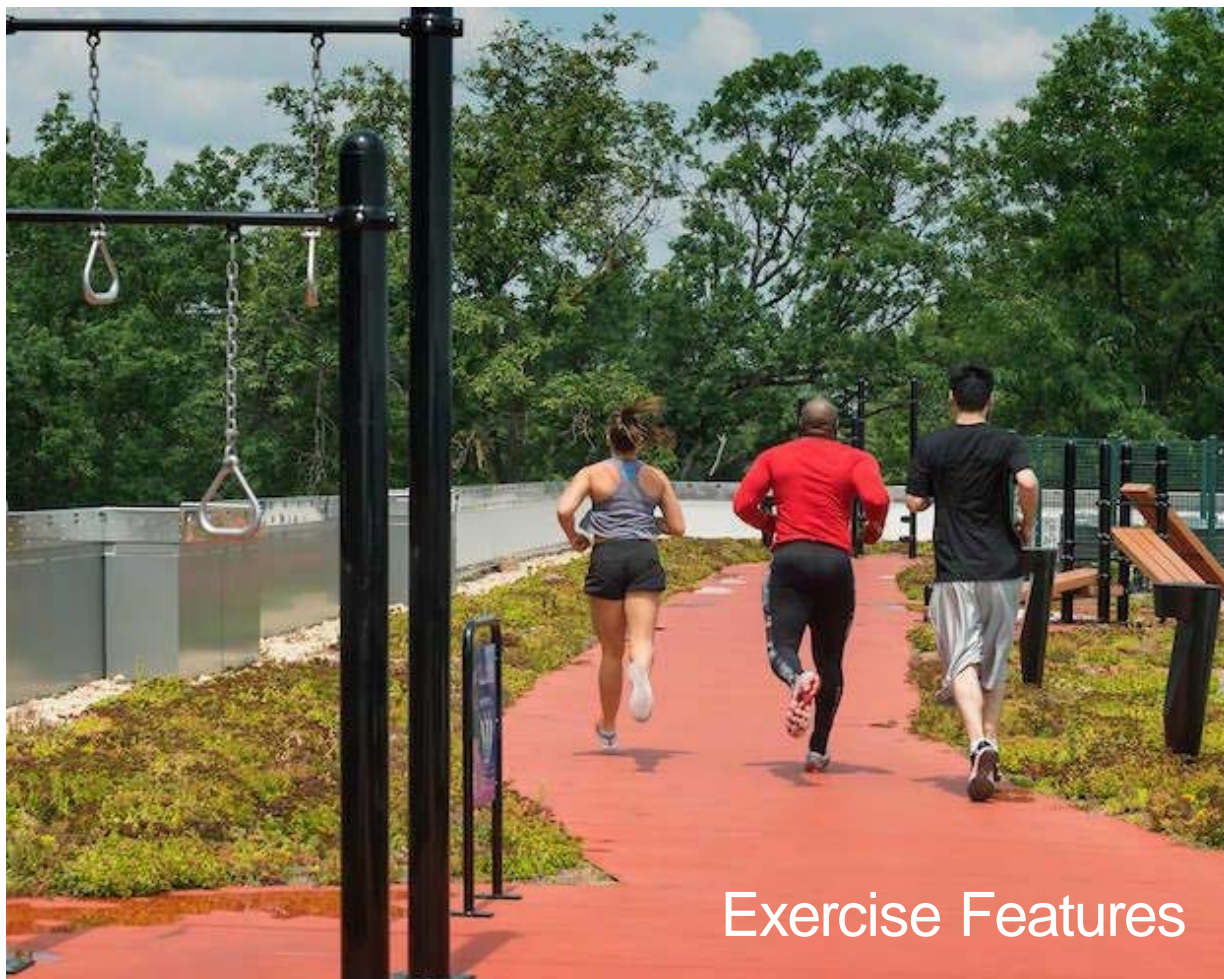


Recreation

Palm City T.O.D.

- 1/3 Mile Jogging Track with Exercise Stations
- Bike Path to Bayshore Bikeway





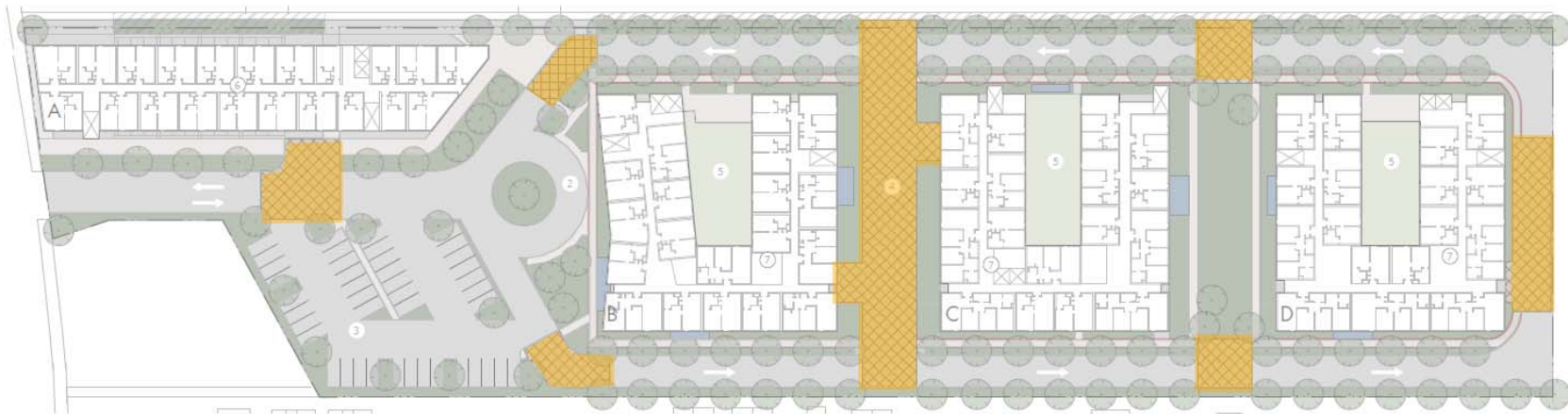
Exercise Features



Pedestrian & Bike Priority

Palm City T.O.D.

- The Woonerf Concept
- Raised Speed Tables with Traffic Calming Pavers





Site Plan Adaptable to Different Densities

Palm City T.O.D.

Scenario	Total Units	Units/Acre	Parking Ratio	Description
1	408	176	0.44	5 & 7 Story Mix
2	374	161	0.48	5, 6, & 7 Story Mix
3	313	135	0.57	4, 5, & 6 Story Mix
4	287	124	0.62	4, 5, & 6 Story Alt.



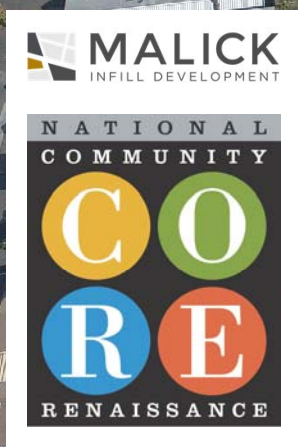
Schedule of Performance

Palm City T.O.D.

Task	Completion Date
Submittal of Concept Plans to MTS	180 days or less from Effective Date (February 15, 2020)
MTS Board Comments	204 days or less from Effective Date (March 12, 2020)
Submittal of Plans to City of San Diego DSD/Planning	394 days or less from Effective Date (September 16, 2020)
Financial Analysis to MTS	483 days or less from Effective Date (December 14, 2020)
DDA Executed	550 days or less from Effective Date (February 19, 2021)



Thank You



Recommendation and Next Steps

Recommendation:

- Staff recommends continued negotiations on proposal

Next Steps:

- Discuss land-use issues with the City and Council District 8
- Financial and Best-use Analysis
- Continue briefing Executive Committee on project status
- Eventual Board approval of Disposition and Development Agreement



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San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 46

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

NEW USE OF FORCE POLICY (SCOTT YBARRONDO)

INFORMATIONAL ONLY

Budget Impact

None with this action.

DISCUSSION:

MTS staff recently initiated a review of its Use of Force Policy (Attachment A) in conjunction with Debbie Eglin, a consultant considered an expert on the issue. This review is intended to update the policy to address modern policing standards. The new Use of Force Policy (Attachment B) was re-written to ensure compliance with California Assembly Bill 392, California Senate Bill 230, and incorporates the principles of "8 Can't Wait." The policy also establishes Use of Force procedures and addresses the following key points:

- Prohibits the use of Carotid Restraint or any neck restraint
- Duty to Intervene
- De-Escalation
- Warnings
- Use of Force Matrix
- Applies to Code Compliance Inspectors and Contracted Security
- Establishes Guidelines for Firearms Policy for Contracted Security



Staff will provide a report on the new Use of Force Policy and seek feedback from the Board of Directors.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachments: A. Old SOP 200.20 Use of Force
B. New SOP 200.20 Use of Force



STANDARD OPERATING PROCEDURE

TRANSIT ENFORCEMENT DEPARTMENT	PUBLICATION NUMBER: 200.20	DATE: 06.01.2020	PAGE: 1 of 5
TITLE:	USE OF FORCE		
CLASSIFICATION:	ALL TRANSIT ENFORCEMENT PERSONNEL		
OTHER DEPARTMENTS:	NONE		
ORDERED BY:	MANUEL E. GUADERRAMA, CHIEF OF POLICE TRANSIT ENFORCEMENT DEPARTMENT		
SUPERCEDES:	SOP 200.20 DATED 07.31.2017		

PURPOSE

Code Compliance personnel may encounter situations in the daily performance of their duties when the use of force is necessary and reasonable to effect an arrest, overcome resistance, or to protect themselves or others. This SOP is not meant to be all inclusive, but to offer guidelines on expectations we have for the reasonable and appropriate use of force while enforcing rules, codes and laws for the MTS.

POLICY

The level of force considered to be reasonable is based on a number of factors. The U.S. Supreme Court in *Graham v. Connor*, 490 U.S. 386 (1989), acknowledged that the “reasonableness” test in analyzing the use of force is “not capable of precise definition or mechanical application”. For that reason, in determining whether an officer’s use of force is reasonable in a particular case, it is necessary to evaluate the facts and circumstances confronting the officer at the time force was used. All of the surrounding circumstances will be considered.

PROCEDURE

Background

In most circumstances, an enforcement contact does not require any degree of force beyond compliance with your verbal instruction. In the circumstance where the subject is non-compliant with your lawful instruction, you may affect an arrest.

To affect the arrest where significant verbal or physical resistance is offered by the subject, the amount of force used should be that which is necessary and reasonable to overcome the active resistance. This is the standard by which all enforcement agencies are judged. This degree of force can and should be adjusted as the situation dictates. Active resistance that deescalates to compliance requires you to adjust your degree of force to meet the resistance at the moment.

In situations where the subject has suggested unwillingness to fully cooperate with your instructions, but is not offering physical resistance, you may choose to handcuff to control him/ her. If no resistance to the handcuffing is offered, there is no need for the inspector to generate a use of force report (see SOP Section 200.14, dated 07.31.2017). If resistance is met prior to or during the handcuffing, a use of force report shall be generated.

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TITLE: USE OF FORCE	

As the contact evolves, you should start to consider the gravity of the violation, conditions in the immediate area and indications from the subject that they may become non-compliant. This is critical if the subject begins to flee from your contact. You are neither required to pursue nor are you precluded from pursuing, but each instance is unique and you must make a decision based on the totality of the circumstances. Critical considerations to factor in your decision to pursue are your safety, the safety of others in the area and the threat to the general public- either by your pursuit or the threat the subject may pose if allowed to flee the scene.

Pat Downs

Infractions are minor crimes and a pat-down for weapons or dangerous items is not legal without articulable facts to support the pat-down. If a pat-down is conducted, it should be conducted to feel for weapons and other dangerous items based on a reasonable belief the subject poses a threat and may be armed. If there is probable cause to believe a subject has a weapon or any other dangerous item, the subject should be searched. For example:

If the subject is stating that he will “stab you,” he should be handcuffed and searched for weapons.

If you visually observe items that could be weapons on a suspect, the suspect should be handcuffed and searched.

It is not acceptable to pat-down a subject based on ethnicity, clothing, or non-threatening verbal comments. Any pat-downs performed should be supported by legal precedent. The justification for a pat-down needs to be articulated in the narrative of the report when documenting the arrest. It requires articulable facts that the person may be armed and dangerous. It is not sufficient to simply say, “For my safety, I conducted a pat-down and found...” Instead, a report should document all of the reasons why the officer reasonably suspected that the person might be armed and dangerous. Code Compliance Inspectors may not search a subject for identification unless they are able to articulate a lawful need.

Force may be used to affect an arrest; control a subject who is in lawful custody; prevent an escape; or protect the officer, the subject, or another person from injury or death. Anytime force is used the officer should apply a level of force that is reasonable for the situation. Appropriate and reasonable levels of force should be used based on the behavior of the subject(s) involved.

Definitions: Levels of Resistance

- Compliant Behavior – Behavior that complies with verbal commands, requests or explanations.
- Passive Resistant Behavior – Refusal to comply with verbal commands and does not convey a threat to the officer or another person.
- Active Resistant Behavior – Refusal to comply with verbal commands and conveys a threat to the officer or another person, or consists of physical opposition to attempts of control by the officer.

PUBLICATION NUMBER: 200.20	PAGE: 3 of 5
TITLE: USE OF FORCE	

- Assaultive Behavior – Aggressive physical opposition to being physically controlled and conveys a threat of injury to the officer; or, behavior that consists of a threat of attack conveyed through aggressive physical actions or aggressive physical actions coupled with verbal threats. Verbal threats alone do not constitute assaultive behavior. Assaultive behavior can be directed at the officer or others.
- Life Threatening Behavior – Behavior likely to cause serious bodily injury or death.

Responses to Resistance

- Controlling Force – the force needed to control a subject who engages in passive resistance. This level of force generally involves use of physical strength, pain compliance defense techniques, and control holds.
- Greater Controlling Force – the force needed to control a subject who engages in active resistance. This level of force may involve the use of techniques such as takedowns, distraction techniques and chemical agents.
- Defending Force – the force needed to stop assaultive behavior against an officer or another person. This level of force generally involves impact strikes by the officer. Impact strikes can be delivered by personal body weapons such as hands, feet, knees, etc.

Force May Be Used

1. When necessary to defend one's self or others in an unprovoked attack.
2. To overcome resistance for the purposes of effecting an arrest.
3. When used in accordance with a lawful purpose, and restricted to the amount necessary to accomplish that purpose.

Improper Use of Force

1. Penal Code Section 149 provides that, "Every Public Officer who, under color of authority, without lawful necessity, assaults or beats any person", is guilty of a felony.
2. The use of improper force occurs when the type of degree of force was excessive, unnecessary or unreasonable.
3. Improper force used by any Code Compliance personnel will result in disciplinary action up to, and including termination.
4. Use of any improper physical restraint or force such as a "choke hold", or other life threatening or mayhem causing application will result in disciplinary action up to, and including termination.

Reporting the Use of Force

PUBLICATION NUMBER: 200.20**PAGE: 4 of 5****TITLE: USE OF FORCE**

1. The Operations Control Center shall be notified immediately. Injuries to any participant shall receive medical assistance as soon as possible.
2. The Watch Commander will be notified by the OCC and a Transit Enforcement supervisor dispatched to the scene.
3. Required reports such as Officer's Report, Use of Force Report, Sick/Injury and others deemed appropriate will be completed, approved by a supervisor and uploaded to the records management system prior to the end of shift. A Use of Force shall be completed, approved and presented to the MTS Field Operations Manager before the end of shift.
4. When an incident where force was used resulting in injury to any involved party, the MTS Field Operations Manager, Deputy Director of Transit Enforcement or the MTS Chief of Police shall be notified via telephone during and after regular business hours by the Watch Commander.

Example of Use of Force Form



STANDARD OPERATING PROCEDURE

TRANSIT ENFORCEMENT DEPARTMENT	PUBLICATION NUMBER: 200.20	DATE: Draft	PAGE: 1 of 11
TITLE:	USE OF FORCE		
CLASSIFICATION:	ALL TRANSIT ENFORCEMENT PERSONNEL		
OTHER DEPARTMENTS:	NONE		
ORDERED BY:	MANUEL E. GUADERRAMA, DIRECTOR OF TRANSIT ENFORCEMENT DEPARTMENT		
SUPERCEDES:	SOP 200.20 DATED 06-01-2020		

PHILOSOPHY

The Metropolitan Transit System (MTS) Transit Enforcement is dedicated to building a culture of trust with all of our patrons and the communities we serve. Our highest priority is safeguarding the life, dignity, and liberty of all persons, without prejudice to anyone. We do not tolerate any excessive force, racial discrimination or racial profiling. Under MTS's Title VI Policy, MTS has committed to ensuring transportation service levels and quality of service are provided without regard to race, color or national origin. MTS Transit Enforcement activities should be approached with the same goals and commitments to service. We will take immediate action if we become aware of such behavior and will conduct a comprehensive investigation upon any complaint. All use of force (UOF) incidents will be reviewed by MTS Transit Enforcement management.

PURPOSE

This Department Standard Operating Procedure (SOP) establishes guidelines on the use of reasonable force options available to Transit Enforcement Personnel. It is expected that members of this department use these guidelines to make decisions in a professional, impartial and reasonable manner.

For the purpose of this SOP, Transit Enforcement Personnel includes all Code Compliance Inspectors (CCI) and supervisors, and all contracted security personnel.

POLICY

Transit Enforcement Personnel may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offenses or the reasonably perceived level of actual or threatened resistance.

Violation of this policy may result in disciplinary action, up to and including termination.

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PAGE: 2 of 11

TITLE: USE OF FORCE

AUTHORITY

Code Compliance Inspectors are classified as Public Officers and receive their authority by California Penal Code Section 836.5 which reads (in part):

836.5. (a) A public officer or employee, when authorized by ordinance, may arrest a person without a warrant whenever the officer or employee has reasonable cause to believe that the person to be arrested has committed a misdemeanor in the presence of the officer or employee that is a violation of a statute or ordinance that the officer or employee has the duty to enforce.

(b) There shall be no civil liability on the part of, and no cause of action shall arise against, any public officer or employee acting pursuant to subdivision (a) and within the scope of his or her authority for false arrest or false imprisonment arising out of any arrest that is lawful or that the public officer or employee, at the time of the arrest, had reasonable cause to believe was lawful. No officer or employee shall be deemed an aggressor or lose his or her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or overcome resistance.

A Security Officer's ability to make a lawful arrest is governed by the same laws which govern arrests made by private citizens. California Penal Code 837 reads:

837 A private person may arrest another:

- 1. For a public offense committed or attempted in his presence.*
- 2. When the person arrested has committed a felony, although not in his presence.*
- 3. When a felony has been in fact committed, and he has reasonable cause for believing the person arrested to have committed it.*

(Enacted 1872.)

REQUIRED EQUIPMENT

Code Compliance Inspectors are required to carry the following department issued equipment:

- Department issued handcuffs
- Department issued OC spray in accordance with Standard Operating Procedure 200.20a
- Department issued body armor
- Department issued Body Camera Recorder (BCR), must be utilized in accordance with Standard Operating Procedure 200.5
- Security Officers may carry additional equipment as agreed upon by the contract with MTS

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TITLE: USE OF FORCE

DUTY TO INTERVENE

Transit Enforcement Personnel shall intervene during a use of force incident under the following circumstances, when in a position to do so:

- To prevent and/or stop abusive conduct by another employee
- To prevent and/or stop the use of force by another employee, that is clearly beyond that which is objectively reasonable given the circumstances, and exceeds the degree of force permitted by law

Failure to intervene may subject Transit Enforcement Personnel to disciplinary actions. Transit Enforcement Personnel shall immediately, or as soon as safety allows, notify a Code Compliance Inspector Supervisor of their observations and intervention.

DE-ESCALATION

It is critical for Transit Enforcement Personnel to consider the variety of options available to them during an incident and should not use tactics which may escalate an incident.

Transit Enforcement Personnel must consider whether the subject's lack of compliance may be an inability to comply based on other factors including, but not limited to:

- Mental illness or impairment
- Medical condition
- Developmental disability
- Physical limitation(s)
- Language barrier
- Under the influence of drugs and/or alcohol or an interaction of drugs and/or alcohol
- Behavioral crisis
- Fear/anxiety

Although force may be authorized given the subject's behavior, Transit Enforcement Personnel shall utilize de-escalation strategies when feasible. De-escalation strategies include, but are not limited to the following:

- Slowing a situation down (*time and distance*)
- Re-assessing options and consider resources available to assist in resolving the incident
- Use of communication skills (active listening, body language, tone etc.) to provide clear instructions, attempt to establish rapport and gain time and ideally gain compliance

De-escalation is not intended to compromise officer safety, but rather it is meant to achieve the most peaceful outcome.

PUBLICATION NUMBER: 200.20**PAGE: 4 of 11****TITLE: USE OF FORCE**

DEFINITIONS

Force is defined as the effort required by Transit Enforcement Personnel to overcome resistance and/or to compel compliance from an unwilling subject.

Deadly force is any use of force that creates a substantial risk of causing death or serious bodily injury.

Excessive Force Excessive force is evident when the type, degree and duration of force used was neither necessary nor appropriate.

LEVELS OF RESISTANCE

Compliant Behavior is represented by behavior that complies with verbal commands, requests or explanations.

Passive Resistant Behavior is behavior represented by a refusal to respond to verbal commands but also offers no form of physical resistance.

Active Resistant Behavior is behavior represented by overt physical actions intended to prevent Transit Enforcement Personnel's control, but does not attempt to harm Transit Enforcement Personnel.

Assaultive Behavior is behavior represented by conduct that suggests the potential for human injury. Such behavior may be conveyed through body language, verbal threats and/or physical actions.

Life threatening Behavior is behavior represented by the subject's actions which will potentially result in serious bodily injury or death to Transit Enforcement Personnel or any other person.

Serious bodily injury is defined pursuant to CA PC 243 (f)(4) and means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any body member or organ; a wound requiring extensive suturing; and serious disfigurement.

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TITLE: USE OF FORCE

LEVELS OF FORCE/ FORCE OPTIONS

Controlling Force is the physical force needed to gain or maintain control of a subject who engages in passive resistance. Force options which fall into this category generally include the use of physical strength, pain compliance techniques and control holds.

Greater Controlling Force is the physical force needed to gain or maintain control of a subject who engages in active resistance. Force options which fall into this category include department approved takedowns, the use of department approved chemical agents, and physical strength, pain compliance techniques and control holds.

Defending Force is the physical force needed to stop assaultive behavior against an officer or another person and to gain or maintain control of the subject(s). Force options which fall into this category include impact strikes by the officer using personal body weapons, department approved takedowns, the use of department approved chemical agents, and physical strength, pain compliance techniques and control holds. *Personal body weapons include hands, arms, legs and feet.*¹

Deadly Force Nothing in this policy prohibits Transit Enforcement Personnel from defending themselves from life threatening behavior with reasonable and proportional force up to and including deadly force

Note: ~~The use of a carotid restraint, choke hold or knee pressure on the head neck or throat is prohibited. The use of a carotid restraint or choke hold is prohibited.~~

“Carotid restraint” means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person’s neck for the purpose of restricting blood flow to render the person unconscious or otherwise subdue or control the person.

“Choke hold” means any defensive tactic or force option in which direct pressure is applied to a person’s trachea or windpipe.

USE OF FORCE MATRIX (Next Page)

¹ CA POST 832 PC Student Workbook, Volume Four-V5, Chapter Two: Arrest Methods
Rev. in progress June 2020



SAN DIEGO METROPOLITAN TRANSIT SYSTEM TRANSIT ENFORCEMENT

REVISED
Att. B, AI 46, 7/30/2020



Use of Force Matrix

	Suspect's Behavior				
	Compliant Behavior	Passive Resistant Behavior	Active Resistant Behavior	Assaultive Behavior	Life Threatening Behavior
OFFICER'S RESPONSE	Touch Verbal Control	Touch Verbal Control <u>Controlling Force:</u> <ul style="list-style-type: none"> Physical Strength Pain Compliance Technique Control Holds 	Touch Verbal Control <u>Controlling Force:</u> <ul style="list-style-type: none"> Physical Strength Pain Compliance Technique Control Holds <u>Greater Controlling Force:</u> <ul style="list-style-type: none"> Approved Takedowns Approved Chemical Agents 	Touch Verbal Control <u>Controlling Force:</u> <ul style="list-style-type: none"> Physical Strength Pain Compliance Technique Control Holds <u>Greater Controlling Force:</u> <ul style="list-style-type: none"> Approved Takedowns Approved Chemical Agents <u>Defending Force:</u> <ul style="list-style-type: none"> Impact strikes by officer using Personal Body Weapons 	Touch Verbal Control <u>Controlling Force:</u> <ul style="list-style-type: none"> Physical Strength Pain Compliance Technique Control Holds <u>Greater Controlling Force:</u> <ul style="list-style-type: none"> Approved Takedowns Approved Chemical Agents <u>Defending Force:</u> <ul style="list-style-type: none"> Impact strikes by officer using Personal Body Weapons Nothing in this policy prohibits an MTS employee from defending themselves from life threatening behavior or great bodily injury with reasonable and proportional force up to and including deadly force.

Reasonable Force Under the Totality of the Circumstances

PUBLICATION NUMBER: 200.20**PAGE: 7 of 11****TITLE: USE OF FORCE****FACTORS TO CONSIDER IN DETERMINING REASONABLE FORCE**

In 1989, the United States Supreme Court decided the case of *Graham v. Connor*, 490 U.S. 386, (1989), which established that a peace officer's use of force, under the Fourth Amendment, would be judged using the "objective reasonableness" standard.

The Court noted that determining the objective reasonableness for the use of force must be fact specific, based on the totality of the circumstances confronting the officer at the time that the force is used. The determination of reasonableness must allow for the fact that peace officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving.

The reasonableness of a particular use of force must be judged from the perspective of a **reasonable officer** on the scene, rather than with the 20/20 vision of hindsight.

When balanced against the type and amount of force used, the Graham factors used to determine whether an officer's use of force is **objectively reasonable** are:

- whether the suspect posed an immediate threat to the safety of the officers or others
- the severity of the crime at issue
- whether the suspect was actively resisting arrest
- whether the suspect was attempting to evade arrest by flight
- split-second judgments during circumstances that are tense, uncertain, and rapidly evolving

Of these factors, the most important is whether the individual poses an immediate threat to the officer or public.

The reasonableness inquiry is not limited to the consideration of those factors alone. Other factors which may determine reasonableness in a use of force incident include, but are not limited to:

- whether there was an opportunity to warn about the use of force prior to force being used and, if so, was such a warning given
- whether there was any assessment by the officer of the subject's ability to cease resistance and/or comply with the officer's commands
- availability of other reasonable force options
- number of officers/subjects
- age, size, and relative strength of officers/subjects
- specialized knowledge, skills, or abilities of subjects
- prior contact
- injury or exhaustion of officers
- access to potential weapons
- environmental factors, including but not limited to lighting, footing, sound conditions, crowds, traffic, and other hazards
- whether the officer has reason to believe that the subject is mentally ill, emotionally disturbed, or under the influence of alcohol or drugs

PUBLICATION NUMBER: 200.20

PAGE: 8 of 11

TITLE: USE OF FORCE

The reasonable officer standard is:

- would another officer, facing like or similar circumstance, act in the same way or use similar judgment?

The totality of the circumstances must be evaluated from *the perspective of the officer at the scene*, rather than from an outsider's benefit of "20/20" hindsight. The facts and circumstances known to the peace officer at the time the force was used will be the basis for the determination of reasonableness.²

WARNINGS

Whenever feasible, prior to using force Transit Enforcement Personnel shall first warn the suspect that force will be used if there is not compliance and allow a reasonable amount of time for the subject to comply.

*Feasible means reasonable capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to Transit Enforcement Personnel or another person.*³

NOTIFICATIONS AND REQUIRED RESPONSE

- Transit Enforcement Personnel who use any force to overcome resistance or to control or apprehend a subject must notify the Dispatch Center immediately, *or when safe to do so*.
- The Dispatch Center will notify the Watch Commander and will dispatch a CCI Supervisor to the scene (see Supervisor Requirements).
- Paramedics will be requested when as a result of a use of force incident there is medical distress, an obvious injury needing immediate medical attention or if medical attention is requested. If a subject refuses medical attention, the Dispatch Center will be notified and the refusal will be documented in the use of force report.
- If an injury requiring medical attention occurs as a result of a use of force incident, including to an MTS employee, the MTS Field Operations Manager, Deputy Director of Transit Enforcement or the MTS Director of Transit Enforcement shall be notified during and after regular business hours by the Watch Commander.

² CA POST LD 20 Use of Force Chapter One Introduction to the Use of Force

³ Pursuant to Senate Bill 230, Government Code Section 7286(a) (2)

Rev. in progress June 2020

PUBLICATION NUMBER: 200.20**PAGE: 9 of 11****TITLE: USE OF FORCE****REPORTING REQUIREMENTS**

Transit Enforcement Personnel who use force must clearly articulate the force used in writing. A Use of Force Report shall be completed, approved and presented to the MTS Field Operations Manager before the end of shift. The basic questions addressing who, what, when, where, how and why, must be answered.

In addition, the following must be specifically included:

- What did the subject do? (Provocation)
- What could have happened if the subject was not stopped?
- What did you do to counter the subject's actions?

Additionally, one Use of Force Supplemental form (MTS-120) will be completed by the primary reporting employee for each incident to include all levels of force used. During incidents where force is used on multiple subjects, a separate MTS-120 form will be completed for each subject. Text on the supplemental form, MTS-120, is optional but all the appropriate boxes shall be checked. The use of force reports and supplemental MTS-120 form must be completed and attached to the use of force paperwork.

Although not considered a use of force, handcuffing a compliant individual must be documented with an Officer's Report (See SOP 200.14).

SUPERVISOR RESPONSIBILITIES

A CCI Supervisor or acting supervisor shall respond to the scene to evaluate all use of force incidents. The supervisor will determine whether law enforcement response is required and ensure the following:

- Identify and interview all witnesses if possible.
- When an incident where force was used resulting in injury to any involved party the supervisor will ensure photographs are taken to document the physical condition of the officer and subject(s) to include injuries or lack thereof.
- Ensure any injured parties were examined and treated or document their refusal of medical treatment.
- Ensure reports are completed in a timely manner.

The supervisor will document the incident and any findings in an Incident Summary Report and submit this with the Officer's Report.

Supervisors shall review all use of force reports for the following:

- To ensure completeness and accurate articulation of the incident
- Evidence is attached (BCR, Surveillance footage, photos etc.)
- To ensure Transit Enforcement Personnel actions were within established department policies and procedures

PUBLICATION NUMBER: 200.20**PAGE: 10 of 11****TITLE: USE OF FORCE**

All use of force reports will be reviewed via the chain-of-command to the level of Field Operations Manager. This review will include reviewing all available MTS video footage of the incident. Any supervisor within the chain-of-command may initiate an administrative investigation.

Furthermore, all Code Compliance Supervisors and the Field Operations Manager shall review use of force reports to assess adherence to policy and procedures, identification of training concerns or deficiencies and risk assessment for civil liability. Issues will be addressed in a timely manner and in accordance with agency policies and procedures.

FIREARMS

The Metropolitan Transit System does not employ armed personnel, however it does contract with outside security companies who provide armed security officers.

Any contracted security company with armed security who contracts with MTS must have policies and procedures covering deadly force and the use of firearms. These policies and procedures must comply with current state and federal laws and have clear guidelines on the utilization of de-escalation tactics, proportionality, alternatives to deadly force, rendering medical aid and an officer's duty to intercede when observing excessive use of force. It shall also prohibit shooting at moving vehicles.

The Firearms Policy containing the listed requirements must be approved by the MTS Director of Transit Enforcement.



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

CODE COMPLIANCE – TRANSIT ENFORCEMENT

REVISED

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DATE:		TIME:		DAY OF WEEK:		OFFENSE / CHARGES:	
CAD # (if available):		CITE #:		EVENT #:		STATION / STOP / LOCATION:	
SUBJECT'S NAME: Last, First, MI				RACE:	DOB	SEX: <input type="checkbox"/> F <input type="checkbox"/> M	ARRESTED: <input type="checkbox"/> Yes <input type="checkbox"/> No
PRIMARY REASON FOR USING FORCE:				<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Necessary to effect an arrest <input type="checkbox"/> Necessary to prevent a violent forcible felony </div> <div> <input type="checkbox"/> Necessary to defend self or another <input type="checkbox"/> Necessary to restrain for subject's safety </div> <div> <input type="checkbox"/> Necessary to prevent escape/evasion <input type="checkbox"/> Necessary during high-risk incident </div> <div> <input type="checkbox"/> Necessary to effect a lawful detention </div> </div>			
SUBJECT APPEARED TO BE:				NUMBER OF OFFICERS ON SCENE:		NUMBER OF OFFICERS USING FORCE:	
<input type="checkbox"/> Under the influence of alcohol and/or drugs <input type="checkbox"/> Mentally impaired							
LEVEL(S) OF RESISTANCE ENCOUNTERED:							
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> NONE (subject cooperated/complied) <input type="checkbox"/> PASSIVE RESISTANCE (represents by a refusal to respond to verbal commands but also offers no form of physical resistance) <input type="checkbox"/> ACTIVE RESISTANCE (pushing, pulling or running away from the officer to avoid control; not attempting to harm the officer) </div> <div> <input type="checkbox"/> ASSAULTIVE BEHAVIOR (physical actions of assault) <input type="checkbox"/> LIFE THREATENING BEHAVIOR </div> </div>							
TOOL/TECHNIQUE USED TO GAIN COMPLIANCE OR OVERCOME RESISTANCE (CHECK ALL THAT APPLY)							
<input type="checkbox"/> Verbal Commands: _____							
<input type="checkbox"/> Empty Hand Control: <div style="margin-left: 20px;"> <input type="checkbox"/> Grab, Push, or Pull <input type="checkbox"/> Control Hold (Duration: _____) <input type="checkbox"/> Pressure Point (Duration: _____) (Number of Contacts: _____) <input type="checkbox"/> Strike (Specify body part used) (Number of Contacts: _____) <input type="checkbox"/> Takedown Type: _____ </div>							
<input type="checkbox"/> Tool/Device/Weapon: <div style="margin-left: 20px;"> <input type="checkbox"/> OC Agent (Duration: _____) (Number of Contacts: _____) <input type="checkbox"/> Decontaminated <input type="checkbox"/> Yes <input type="checkbox"/> No </div>							
SUBJECT INJURED:		EXTENT OF TREATMENT:			OFFICER(S) INJURED:		EXTENT OF TREATMENT:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Treated at Scene <input type="checkbox"/> Treated at Hospital <input type="checkbox"/> Hospitalized			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Treated at Scene <input type="checkbox"/> Treated at Hospital <input type="checkbox"/> Hospitalized
Supervisor Present: <input type="checkbox"/> Yes <input type="checkbox"/> No				Supervisor Reviewed Video Footage: <input type="checkbox"/> Yes <input type="checkbox"/> No			
OFFICER					EMPLOYEE ID #:	DATE:	
SUPERVISOR					EMPLOYEE ID #:	DATE:	
MANAGER					EMPLOYEE ID #:	DATE:	

Transit Enforcement Use of Force Policy Update

MTS Board of Directors Meeting

July 30, 2020



Why Update the Policy

- Lawful
 - Ensure Compliance with new laws
- Public Service
 - Build and maintain trust with those we serve
- Accountability
 - Ensures our employees know what is expected of them and the public knows what they can expect from us
- Safety
 - Ensure policy does not negatively affect public or officer safety



Philosophy

The Metropolitan Transit System (MTS) Transit Enforcement is dedicated to building a culture of trust with all of our patrons and the communities we serve. Our highest priority is safeguarding the life, dignity, and liberty of all persons, without prejudice to anyone. We do not tolerate any excessive force, racial discrimination or racial profiling. Under MTS's Title VI Policy, MTS has committed to ensuring transportation service levels and quality of service are provided without regard to race, color or national origin. MTS Transit Enforcement activities should be approached with the same goals and commitments to service. We will take immediate action if we become aware of such behavior and will conduct a comprehensive investigation upon any complaint. All use of force (UOF) incidents will be reviewed by MTS Transit Enforcement Management.



Lawful

- California Penal Code 836.5
- California Assembly Bill 392
- California Senate Bill 230



836.5 PC

Code Compliance Inspectors (CCIs) are classified as “Public Officers” which gives them limited authority:

- 836.5 PC gives the authority of arrest powers for certain misdemeanors in the officer’s presence
- 836.5 PC also states they can use reasonable force to effect an arrest, prevent escape or overcome resistance

AB 392

Redefined Penal Code Section 835a

Highlights:

- Deadly force should be used only when necessary
- Use of force decisions are to be evaluated carefully and from a "reasonable officer" perspective
- Individuals with disabilities may be affected in their ability to understand or comply with peace officer commands

AB 392

Redefined Penal Code Section 835a

- 835a(b) amends reasonable force standard to "objectively reasonable force"

Deadly Force:

- PC 835a(c)(1) amends deadly force standards to include "totality of the circumstances" when: defending against imminent threat of death or serious bodily injury
- PC 835a(c)(2) includes prohibition on using deadly force against persons who pose a danger only to themselves

SB 230

Minimum Standards for L.E. Polices And Reporting Procedures

Highlights:

- Utilize de-escalation tactics
- Use force proportional to the seriousness of the suspect's offense
- Must report excessive force
- Policy must include duty to intervene when there is excessive force
- Must have a shooting at moving vehicles policy

Public Service/Accountability



MTS Updated Policy Highlights

- Complies with California and Federal Laws
- Prohibits the use of carotid restraint or any neck restraint
- Added- requires employees to intervene if they witness excessive force
- Added- requires employees to use de-escalation tactics
- Added- requires employees to warn a subject prior to using any force
- Added a Use of Force Matrix
- This Policy applies to Code Compliance Inspectors and Contracted Security
- Establishes guidelines for Firearms/Deadly Force Policy for contracted security

**Once approved, all employees will be trained on new policy and will be given a general policy knowledge test. Records will be kept in the employees training file.



QUESTIONS?



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San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 47

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

July 30, 2020

SUBJECT:

OPERATIONS BUDGET STATUS REPORT FOR MAY 2020 (GORDON MEYER)

INFORMATIONAL ONLY

Budget Impact

None at this time.

DISCUSSION:

This report summarizes the year-to-date operating results for May 2020 compared to the fiscal year (FY) 2020 amended budget for the San Diego Metropolitan Transit System (MTS). The FY20 amended budget includes the projected impacts from the COVID-19 pandemic; therefore, variances are between actuals and the FY20 amended budget, inclusive of projected impacts from the pandemic. Attachment A-1 combines the operations', administrations' and other activities' results for May 2020. Attachment A-2 details the May 2020 combined operations' results and Attachments A-3 to A-7 present budget comparisons for each MTS operation. Attachment A-8 details budget comparisons for MTS Administration, and Attachment A-9 provides May 2020 results for MTS's other activities (Taxicab/San Diego and Arizona Eastern Railway Company).

MTS NET-OPERATING SUBSIDY RESULTS

As indicated within Attachment A-1, for the year-to-date period ending May 2020, MTS's net-operating income favorable variance totaled \$8,204,000 (4.4%). Operations produced an \$8,293,000 (4.4%) favorable variance and the administrative/other activities areas were unfavorable by \$89,000.

MTS COMBINED RESULTS

Operating Revenues. Year-to-date combined revenues through May 2020 were \$95,386,000 compared to the year-to-date budget of \$91,900,000, representing a \$3,487,000 (3.8%) favorable variance. Year-to-date passenger revenue is favorable \$2,268,000 (3.1%) through May. Passenger levels through May were down 10,394,705



passengers (-13.2%) while passenger revenue was down \$7,875,000 (-9.4%) versus last year. Other operating revenue was favorable by \$1,219,000 (6.8%), primarily due to lower than projected decreases in energy credit revenue, interest revenue, advertising revenue, and rental income due to the pandemic.

Operating Expenses. Year-to-date combined expenses through May 2020 were \$275,711,000 compared to the budget of \$280,428,000, resulting in a \$4,717,000 (1.7%) favorable variance.

Personnel Costs. Year-to-date personnel-related costs totaled \$127,072,000, compared to a budgetary figure of \$131,267,000, producing a favorable variance of \$4,195,000 (3.2%). This is primarily due to favorable Health and Welfare expenses, COVID-19 related paid absences, and operator wages for both bus and trolley. Health and Welfare expense were favorable due to a one-time accrual reversal in FY20 to adjust for over-accrued Riverstone health insurance claim expenses in FY19. Paid absences were favorable because the FY20 amended budget includes an additional \$2,900,000 in projected paid absences in response to the pandemic, but COVID-19 related paid time off is being paid for directly by the federal government as a pass through and thus do not result in additional expenses for MTS. Operator wages are favorable due to reduced service levels.

Outside Services and Purchased Transportation. Total outside services through eleven months of the fiscal year totaled \$96,263,000, compared to a budget of \$98,240,000, resulting in a favorable variance of \$1,977,000 (2.0%). This is primarily due to favorable costs within Administration, favorable engines and transmissions costs for directly operated bus division, and favorable purchased transportation costs for contracted fixed route service resulting from decreased service levels.

Materials and Supplies. Total year-to-date materials and supplies expenses were \$12,599,000, compared to a budgetary figure of \$12,706,000, resulting in a favorable variance of \$108,000 (0.8%). This is primarily due to favorable equipment maintenance supplies and Personal Protective Equipment (PPE) expenses.

Energy. Total year-to-date energy costs were \$27,213,000, compared to the budget of \$27,866,000, resulting in a favorable variance of \$653,000 (2.3%). This is primarily due to favorable diesel, CNG, propane, and electricity costs for facilities.

Risk Management. Total year-to-date expenses for risk management were \$7,051,000 compared to the budget of \$4,029,000, resulting in an unfavorable variance totaling \$3,022,000 (-75.0%). This is due to a one-time settlement payment that was paid in March 2020.

General and Administrative. The year-to-date general and administrative costs were \$4,390,000 through May 2020, compared to a budget of \$5,180,000, resulting in a favorable variance of \$790,000 (15.3%). This is primarily due to favorable Information Technology expenses, credit card fees, and fare system materials.

Vehicle and Facility Leases. The year-to-date vehicle and facilities leases costs were \$1,123,000 compared to the budget of \$1,140,000, resulting in an \$18,000 (1.5%) favorable variance. This is primarily due to favorable non-revenue vehicle lease expenses.

YEAR-TO-DATE SUMMARY

The May 2020, year-to-date net-operating income totaled a favorable variance of \$8,204,000 (4.4%). These factors include favorable variances in passenger revenue, other operating revenue, personnel, outside services, materials and supplies, energy, general and administrative, and vehicle/facility leases; offset by unfavorable variances in risk management.

As the mid-year budget incorporates \$33.5M in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for lost revenue and increased expenses, the favorable budget results will lead to a lesser need for these one-time funds in FY 2020. These reduced needs of CARES Act funds in FY20 will be available in FY21 and beyond where structural deficits are projected to be higher given the recessionary environment.

/s/ Sharon Cooney
Sharon Cooney
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, Julia.Tuer@sdmts.com

Attachment: A. Comparison to Budget

**MTS
CONSOLIDATED**

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 76,113	\$ 73,845	\$ 2,268	3.1%
Other Revenue	19,273	18,054	1,219	6.8%
Total Operating Revenue	\$ 95,386	\$ 91,900	\$ 3,487	3.8%
Personnel costs	\$ 127,072	\$ 131,267	\$ 4,195	3.2%
Outside services	96,263	98,240	1,977	2.0%
Materials and supplies	12,599	12,706	108	0.8%
Energy	27,213	27,866	653	2.3%
Risk management	7,051	4,029	(3,022)	-75.0%
General & administrative	4,390	5,180	790	15.3%
Vehicle/facility leases	1,123	1,140	18	1.5%
Administrative Allocation	0	0	0	0.0%
Total Operating Expenses	\$ 275,711	\$ 280,428	\$ 4,717	1.7%
Operating Income (Loss)	\$ (180,324)	\$ (188,528)	\$ 8,204	4.4%
Total Non-Operating Activities	(664)	(161)	(503)	311.7%
Income (Loss) before Capital Contributions	\$ (180,988)	\$ (188,690)	\$ 7,701	-4.1%

**OPERATIONS
CONSOLIDATED**

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 76,113	\$ 73,845	\$ 2,268	3.1%
Other Revenue	500	556	(57)	-10.2%
Total Operating Revenue	\$ 76,613	\$ 74,402	\$ 2,211	3.0%
Personnel costs	\$ 106,729	\$ 110,639	\$ 3,909	3.5%
Outside services	80,000	81,345	1,345	1.7%
Materials and supplies	12,629	12,695	65	0.5%
Energy	26,399	27,039	640	2.4%
Risk management	3,195	3,292	97	3.0%
General & administrative	789	787	(2)	-0.3%
Vehicle/facility leases	932	959	27	2.8%
Administrative Allocation	24,419	24,419	(0)	0.0%
Total Operating Expenses	\$ 255,093	\$ 261,174	\$ 6,082	2.3%
Operating Income (Loss)	\$ (178,480)	\$ (186,773)	\$ 8,293	4.4%
Total Non-Operating Activities	(324)	127	(451)	-355.3%
Income (Loss) before Capital Contributions	\$ (178,804)	\$ (186,646)	\$ 7,842	-4.2%

OPERATIONS

BUS - DIRECTLY OPERATED (SAN DIEGO TRANSIT CORP.)

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 18,756	\$ 17,591	\$ 1,165	6.6%
Other Revenue	3	5	(2)	-42.9%
Total Operating Revenue	\$ 18,759	\$ 17,596	\$ 1,163	6.6%
Personnel costs	\$ 70,295	\$ 72,489	\$ 2,194	3.0%
Outside services	1,343	1,639	296	18.1%
Materials and supplies	6,001	6,148	147	2.4%
Energy	5,327	5,500	173	3.1%
Risk management	1,453	1,530	76	5.0%
General & administrative	352	353	1	0.3%
Vehicle/facility leases	315	338	23	6.8%
Administrative Allocation	6,681	6,681	(0)	0.0%
Total Operating Expenses	\$ 91,768	\$ 94,679	\$ 2,911	3.1%
Operating Income (Loss)	\$ (73,009)	\$ (77,083)	\$ 4,074	5.3%
Total Non-Operating Activities	(531)	(80)	(451)	562.4%
Income (Loss) before Capital Contributions	\$ (73,540)	\$ (77,163)	\$ 3,623	-4.7%

OPERATIONS
RAIL (SAN DIEGO TROLLEY INC.)
COMPARISON TO BUDGET - FISCAL YEAR 2020
MAY 31, 2020
(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 34,800	\$ 34,351	\$ 448	1.3%
Other Revenue	497	551	(54)	-9.9%
Total Operating Revenue	\$ 35,296	\$ 34,902	\$ 394	1.1%
Personnel costs	\$ 35,728	\$ 37,499	\$ 1,770	4.7%
Outside services	5,650	5,612	(39)	-0.7%
Materials and supplies	6,558	6,501	(57)	-0.9%
Energy	14,072	14,235	163	1.1%
Risk management	1,727	1,748	21	1.2%
General & administrative	411	417	7	1.6%
Vehicle/facility leases	315	318	3	0.9%
Administrative Allocation	15,326	15,326	(0)	0.0%
Total Operating Expenses	\$ 79,788	\$ 81,656	\$ 1,868	2.3%
Operating Income (Loss)	\$ (44,492)	\$ (46,754)	\$ 2,262	4.8%
Total Non-Operating Activities	-	-	-	-
Income (Loss) before Capital Contributions	\$ (44,492)	\$ (46,754)	\$ 2,262	-4.8%

OPERATIONS
BUS - CONTRACTED SERVICES (FIXED ROUTE)
COMPARISON TO BUDGET - FISCAL YEAR 2020
MAY 31, 2020
(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 20,332	\$ 19,948	\$ 384	1.9%
Other Revenue	0	0	0	306.7%
Total Operating Revenue	\$ 20,332	\$ 19,948	\$ 384	1.9%
Personnel costs	\$ 554	\$ 509	\$ (45)	-8.7%
Outside services	59,958	61,127	1,168	1.9%
Materials and supplies	71	46	(25)	-53.2%
Energy	5,891	6,137	247	4.0%
Risk management	-	-	-	-
General & administrative	1	3	3	79.3%
Vehicle/facility leases	43	46	3	6.5%
Administrative Allocation	1,977	1,977	(0)	0.0%
Total Operating Expenses	\$ 68,494	\$ 69,846	\$ 1,352	1.9%
Operating Income (Loss)	\$ (48,162)	\$ (49,898)	\$ 1,736	3.5%
Total Non-Operating Activities	-	-	-	-
Income (Loss) before Capital Contributions	\$ (48,162)	\$ (49,898)	\$ 1,736	-3.5%

OPERATIONS
BUS - CONTRACTED SERVICES (PARATRANSIT)
COMPARISON TO BUDGET - FISCAL YEAR 2020
MAY 31, 2020
(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ 2,226	\$ 1,956	\$ 270	13.8%
Other Revenue	-	-	-	-
Total Operating Revenue	\$ 2,226	\$ 1,956	\$ 270	13.8%
Personnel costs	\$ 152	\$ 141	\$ (11)	-7.7%
Outside services	12,844	12,763	(81)	-0.6%
Materials and supplies	-	-	-	-
Energy	1,110	1,167	57	4.9%
Risk management	14	14	-	0.0%
General & administrative	26	13	(12)	-91.6%
Vehicle/facility leases	259	257	(2)	-0.8%
Administrative Allocation	434	434	0	0.0%
Total Operating Expenses	\$ 14,838	\$ 14,789	\$ (49)	-0.3%
Operating Income (Loss)	\$ (12,612)	\$ (12,834)	\$ 222	1.7%
Total Non-Operating Activities	-	-	-	-
Income (Loss) before Capital Contributions	\$ (12,612)	\$ (12,834)	\$ 222	-1.7%

**OPERATIONS
CORONADO FERRY**

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ -	\$ -	\$ -	-
Other Revenue	-	-	-	-
Total Operating Revenue	\$ -	\$ -	\$ -	-
Personnel costs	\$ -	\$ -	\$ -	-
Outside services	205	205	-	0.0%
Materials and supplies	-	-	-	-
Energy	-	-	-	-
Risk management	-	-	-	-
General & administrative	-	-	-	-
Vehicle/facility leases	-	-	-	-
Administrative Allocation	-	-	-	0.0%
Total Operating Expenses	\$ 205	\$ 205	\$ -	0.0%
Operating Income (Loss)	\$ (205)	\$ (205)	\$ -	0.0%
Total Non-Operating Activities	207	207	-	0.0%
Income (Loss) before Capital Contributions	\$ 2	\$ 2	\$ -	0.0%

**ADMINISTRATION
CONSOLIDATED**

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ -	\$ -	\$ -	-
Other Revenue	17,656	16,314	1,342	8.2%
Total Operating Revenue	\$ 17,656	\$ 16,314	\$ 1,342	8.2%
Personnel costs	\$ 19,671	\$ 19,984	\$ 313	1.6%
Outside services	16,219	16,803	585	3.5%
Materials and supplies	(31)	11	42	378.2%
Energy	802	811	9	1.1%
Risk management	3,827	693	(3,134)	-452.1%
General & administrative	3,489	4,273	784	18.4%
Vehicle/facility leases	170	158	(11)	-7.2%
Administrative Allocation	(24,465)	(24,465)	-	0.0%
Total Operating Expenses	\$ 19,681	\$ 18,269	\$ (1,412)	-7.7%
Operating Income (Loss)	\$ (2,026)	\$ (1,955)	\$ (71)	-3.6%
Total Non-Operating Activities	(340)	(250)	(89)	35.7%
Income (Loss) before Capital Contributions	\$ (2,366)	\$ (2,206)	\$ (160)	7.3%

OTHER ACTIVITIES
CONSOLIDATED

COMPARISON TO BUDGET - FISCAL YEAR 2020

MAY 31, 2020

(in \$000's)

	YEAR TO DATE			
	ACTUAL	BUDGET	VARIANCE	VAR. %
Passenger Revenue	\$ -	\$ -	\$ -	-
Other Revenue	1,118	1,184	(66)	-5.6%
Total Operating Revenue	\$ 1,118	\$ 1,184	\$ (66)	-5.6%
Personnel costs	\$ 672	\$ 645	\$ (27)	-4.2%
Outside services	45	91	47	51.1%
Materials and supplies	1	1	(0)	-5.4%
Energy	12	15	4	23.4%
Risk management	29	44	15	33.8%
General & administrative	112	119	8	6.6%
Vehicle/facility leases	21	23	2	9.4%
Administrative Allocation	46	46	0	0.0%
Total Operating Expenses	\$ 937	\$ 985	\$ 48	4.9%
Operating Income (Loss)	\$ 181	\$ 200	\$ (18)	9.2%
Total Non-Operating Activities	-	(38)	38	-
Income (Loss) before Capital Contributions	\$ 181	\$ 162	\$ 19	11.9%

Metropolitan Transit System FY 2020 - May 2020 Financial Review

MTS Board of Directors Meeting
July 30, 2020



CONSOLIDATED MTS OPERATIONS

COMPARISON TO BUDGET – MAY 31, 2020 - FY 2020

FTA CARES ACT FUNDING

- FY20 Amended Budget includes \$33.5M of projected CARES Act funding for lost revenue and increased expenses in response to COVID
- May year-to-date budget results are favorable as detailed in following slides
- Favorable budget results in FY20 will lead to using less FTA CARES Act to balance deficit in FY20
- Any CARES Act funding not spent in FY20 will be available in FY21 and out years where structural deficits are projected to be much higher

CONSOLIDATED MTS OPERATIONS
COMPARISON TO BUDGET – MAY 31, 2020 - FY 2020
TOTAL OPERATING REVENUES (\$000's)

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>VAR %</u>
Fare Revenue	\$ 76,113	\$ 73,845	\$ 2,268	3.1%
Other Operating Revenue	\$ 19,273	\$ 18,054	\$ 1,219	6.8%
Operating Revenue	\$ 95,386	\$ 91,900	\$ 3,487	3.8%

- Fare Revenue
 - Revenue unfavorable to prior year by \$7.9M (-9.4%)
 - Ridership unfavorable to the prior year by 10.4M passengers (-13.2%)
- Other Operating Revenue
 - Favorable digital kiosk advertising
 - COVID-19 decreases to energy credits, interest, advertising, and rental income lower than projected

CONSOLIDATED MTS OPERATIONS

COMPARISON TO BUDGET – MAY 31, 2020 - FY 2020

TOTAL OPERATING EXPENSES (\$000's)

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>VAR %</u>
Personnel Costs	\$ 127,072	\$ 131,267	\$ 4,195	3.2%
Purchased Transportation	\$ 69,618	\$ 70,627	\$ 1,010	1.4%
Other Outside Services	\$ 26,645	\$ 27,612	\$ 967	3.5%
Energy	\$ 27,213	\$ 27,866	\$ 653	2.3%
Other Expenses	\$ 25,162	\$ 23,055	\$ (2,107)	-9.1%
Operating Expenses	\$ 275,711	\$ 280,428	\$ 4,717	1.7%

- Personnel – Favorable health & welfare, paid absences, and operator wages
- Purchased Transportation – Reduced service levels
- Other Outside Services – Favorable within Administration, engines and transmissions
- Energy – favorable CNG, diesel, propane, and gas, and electricity costs
- Other Expenses – One-time settlement payment within Administration

CONSOLIDATED MTS OPERATIONS

COMPARISON TO BUDGET – MAY 31, 2020 - FY 2020

TOTAL OPERATING VARIANCE (\$000's)

Combined Net Operating Variance

MTS Operating Revenue	\$ 3,487
-----------------------	----------

MTS Operating Expenses	<u>\$ 4,717</u>
------------------------	-----------------

Total Combined Net Operating Variance	\$ 8,204
--	-----------------

Variance Percentage	4.4%
---------------------	------



CONSOLIDATED MTS OPERATIONS

COMPARISON TO BUDGET – MAY 31, 2020 - FY 2020

ON GOING CONCERNS

	Budget	YTD Actual	Projection
Regional Sales Tax Receipts	\$450.3M	\$453.9M	\$453.9M
STA	\$26.9M	\$21.4M	\$26.9M
FTA CARES Act	\$33.5M	\$17.9M	\$17.9M
Passenger Levels	69.7M	68.2M	70.9M
Energy Prices			
CNG	\$ 0.94	\$ 0.93	\$ 0.93
Propane	\$ 1.47	\$ 1.35	\$ 1.35
Diesel	\$ 2.70	\$ 2.66	\$ 2.68
Gas	\$ 3.05	\$ 3.04	\$ 3.04
Electricity	\$ 0.245	\$ 0.243	\$ 0.244

Favorable

On Target

Unfavorable





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

Agenda Item No. 61

Chief Executive Officer's Report

July 30, 2020

In accordance with Board Policy No. 52, "Procurement of Goods and Services", attached are listings of contracts, purchase orders, and work orders that have been approved within the CEO's authority (up to and including \$100,000) for the period June 9, 2020 through July 21, 2020.

*Please note additional reporting of purchase orders that is now possible with the new SAP Enterprise Resource Planning system.

CEO Travel Report (since last Board meeting)

N/A

Board Member Travel Report (since last Board meeting)

N/A



EXPENSE CONTRACTS

Doc #	Organization	Subject	Amount	Day
PWG269.2-19	HERZOG CORP	CLF CHANGE	\$0.00	6/9/2020
G1948.0-17AE-36.01	HNTB CORPORATION	ADDS WERDOWATZ & BARDIN	\$33,771.63	6/10/2020
PWG256.1-18	PARADIGM MECHANICAL	ADD FUNDS	\$25,000.00	6/15/2020
G1492.0-13.13.02.02	WSP USA	NO COST TIME EXTENSION	\$0.00	6/16/2020
B0665.2-17	BATTERY SYSTEMS	EXERCISE OPTION YEARS	\$77,333.50	6/17/2020
G1800.2-15	KRISTY INVESTIGATIVE SERVICES	ADD FUNDS	\$24,165.50	6/18/2020
PWL290.3-20	MAKAI SOLUTIONS	CCO5 ADDITIONAL QTY ENGINEERS	\$27,360.00	6/20/2020
G1951.0-17AE-58	MOTT MCDONALD	LAS CHOLLAS CREEK BRIDGE ASSESSMENT	\$67,607.46	6/22/2020
G1949.0-17AE-31.03	JACOBS ENGINEERING	JACOBS ALTERNATIVE	\$20,142.01	6/23/2020
PWG274.2-19	PUB CONSTRUCTION	CLF CHANGE	\$0.00	6/25/2020
G2400.0-20	VERIZON WIRELESS	RADIO COMMUNICATION SITE LICENSE - AVIATION DR	\$50,133.38	7/1/2020
B0692.2-18	ACE UNIFORMS	ADDITION OF SUPERVISOR UNIFORMS	\$0.00	7/2/2020
G1931.15-16	NMS MANAGEMENT	EXTENDS ADDITIONAL CLEANING IN SDTC FACILITIES	\$70,080.00	7/5/2020
L1282.1-16	THE GORDIAN GROUP	EXTENSION TO CURRENT AGREEMENT	\$0.00	7/6/2020
PWL289.1-20	CONAN CONSTRUCTION	QUANTITY CHANGES	\$85,848.36	7/6/2020
PWG166.2-15	ELECTRO SPECIALTY SYSTEMS	REMOVE & ADD TO SCOPE OF WORK	\$0.00	7/7/2020
G2029.3-17	OCEAN BLUE ENVIRONMENTAL SERVICES	SUPERVISOR OVERTIME	\$0.00	7/9/2020
G2377.1-20	AT&T CORP	CONTRACT TERM CORRECTION	\$0.00	7/16/2020
PWG302.2-20	AZTEC LANDSCAPING	ADD FUNDS	\$50,000.00	7/21/2020

REVENUE CONTRACTS & MOUs

Doc #	Organization	Subject	Amount	Day
G2390.0-20	HDR ENGINEERING	JROE - NCT FIELD INVESTIGATIONS	\$867.67	6/12/2020
G227.1-20	OMNI SAN DIEGO HOTEL	ECO PASS ROLLOVER	\$0.00	6/18/2020
G2272.1-20	DOWNTOWN SD PARTNERSHIP	ECO ROLLOVER & ADDITIONAL PASSES	\$12,204.00	6/18/2020
G2408.0-20	COUNTY OF SAN DIEGO	MOU COUNTY USE OF MTS SUBLEASED FACILITIES	\$1.00	6/18/2020

REVENUE CONTRACTS & MOUs				
Doc #	Organization	Subject	Amount	Day
S200-20-718.1	HDR ENGINEERING	ROE - J ST CONDUIT	\$750.00	6/18/2020
G2273.1-20	EVANS HOTELS	FY20 ECO PASS ROLLOVER	\$0.00	6/19/2020
G2274.1-20	HOTEL DEL CORONADO	FY20 ECO PASS ROLLOVER	\$0.00	6/19/2020
L5814.0-19	SOLEX CONTRACTING	JROE - T-MOBILE LAUREL ANTENNA	\$4,049.16	6/22/2020
L6793.0-20	MICHAELS PACIFIC ENERGY	JROE - SDG&E DURABLE	\$1,500.00	6/22/2020
G2371.0-20	NASSCO	FY20 ECO PASS	\$93,300.00	6/24/2020
S200-20-729	HAL HAYS CONSTRUCTION	ROE - ELM AVENUE	\$1,990.07	6/28/2020
G2278.1-20	SAN DIEGO UNIFIED SCHOOL DISTRICT	ECO PASS - ROLLOVER PASSES BEGIN JULY 2020	\$0.00	7/7/2020
L1521.1-20	DEMPSEY CONSTRUCTION	ROE - 5TH & C ST	\$750.00	7/8/2020
L1503.1-20	DMS WINDOW CLEANING & METAL CARE SERVICES	ROE - ELECTRA BLDG	\$0.00	7/8/2020
L5806.2-18	TC CONSTRUCTION	JROE - MILEPOST 264.1 & 266.1	\$2,250.00	7/9/2020
S200-20-741	SDG&E	CITY OF CHULA VISTA POLE REPLACEMENT	\$889.74	7/13/2020
L1548.0-21	VCI CONSTRUCTION	ROE SAN YSIDRO BLVD VAULT CONDUIT	\$889.74	7/14/2020
L6789.0-20	STANFORD SIGN & AWNING	JROE - MILEPOST 263.90	\$957.34	7/20/2020

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4400001038	6/9/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	113.14	-	-
4400001039	6/11/2020	Office Depot		G200-OFFICE SUPPLIES	39.49	-	-
4400001040	6/11/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	71.92	-	-
4400001041	6/11/2020	Office Depot		G200-OFFICE SUPPLIES	535.10	-	-
4400001042	6/12/2020	Office Depot		G200-OFFICE SUPPLIES	29.32	-	-
4400001043	6/12/2020	Office Depot		G200-OFFICE SUPPLIES	162.89	-	-
4400001044	6/15/2020	W.W. Grainger Inc		M120-OVRHEAD CATENARY SYS	310.56	-	-
4400001045	6/15/2020	Office Depot		G200-OFFICE SUPPLIES	5.81	-	-
4400001046	6/16/2020	W.W. Grainger Inc		G130-SHOP TOOLS	69.97	-	-
4400001047	6/16/2020	Office Depot		G200-OFFICE SUPPLIES	84.20	-	-
4400001048	6/17/2020	Office Depot		G200-OFFICE SUPPLIES	97.13	-	-
4400001049	6/17/2020	Office Depot		G200-OFFICE SUPPLIES	57.40	-	-
4400001050	6/17/2020	Office Depot		G200-OFFICE SUPPLIES	25.35	-	-
4400001051	6/18/2020	Office Depot		G200-OFFICE SUPPLIES	199.01	-	-
4400001052	6/18/2020	Office Depot		G200-OFFICE SUPPLIES	64.00	-	-
4400001053	6/19/2020	Office Depot		G200-OFFICE SUPPLIES	428.59	-	-
4400001054	6/19/2020	Office Depot		G200-OFFICE SUPPLIES	24.75	-	-
4400001055	6/23/2020	Office Depot		G200-OFFICE SUPPLIES	238.17	-	-
4400001056	6/24/2020	Office Depot		G200-OFFICE SUPPLIES	958.57	-	-
4400001057	6/26/2020	Office Depot		G200-OFFICE SUPPLIES	330.99	-	-
4400001058	6/26/2020	Office Depot		G200-OFFICE SUPPLIES	67.79	-	-
4400001059	6/26/2020	Office Depot		G200-OFFICE SUPPLIES	57.95	-	-
4400001060	6/30/2020	W.W. Grainger Inc		G130-SHOP TOOLS	46.34	-	-
4400001061	7/1/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	355.45	-	-
4400001062	7/7/2020	Office Depot		G200-OFFICE SUPPLIES	26.60	-	-
4400001063	7/7/2020	Office Depot		G200-OFFICE SUPPLIES	1,005.28	-	-
4400001064	7/7/2020	W.W. Grainger Inc		F160-BLDG HVAC EQUIP	65.28	-	-
4400001065	7/7/2020	W.W. Grainger Inc		G190-SAFETY/MED SUPPLIES	54.34	-	-
4400001066	7/7/2020	W.W. Grainger Inc		G120-SECURITY	176.18	-	-
4400001067	7/8/2020	Office Depot		G200-OFFICE SUPPLIES	433.60	-	-
4400001068	7/8/2020	Office Depot		G200-OFFICE SUPPLIES	377.11	-	-
4400001069	7/8/2020	Office Depot		G200-OFFICE SUPPLIES	159.80	-	-
4400001070	7/8/2020	Office Depot		G200-OFFICE SUPPLIES	194.60	-	-
4400001071	7/9/2020	W.W. Grainger Inc		G150-FASTENERS	23.28	-	-
4400001072	7/10/2020	Office Depot		G200-OFFICE SUPPLIES	34.26	-	-
4400001073	7/10/2020	W.W. Grainger Inc		G150-FASTENERS	15.93	-	-
4400001074	7/10/2020	W.W. Grainger Inc		F160-BLDG HVAC EQUIP	103.30	-	-
4400001075	7/10/2020	Mcmaster-Carr Supply Co		G150-FASTENERS	28.60	-	-
4400001076	7/10/2020	Office Depot		G200-OFFICE SUPPLIES	96.90	-	-
4400001077	7/10/2020	Office Depot		G200-OFFICE SUPPLIES	91.95	-	-
4400001078	7/13/2020	W.W. Grainger Inc		M180-STATION ELECTRICAL	926.17	-	-
4400001079	7/15/2020	W.W. Grainger Inc		M180-STATION ELECTRICAL	649.45	-	-
4400001080	7/16/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	87.97	-	-
4400001081	7/16/2020	Office Depot		G200-OFFICE SUPPLIES	83.94	-	-
4400001082	7/16/2020	W.W. Grainger Inc		G130-SHOP TOOLS	22.78	-	-
4400001083	7/16/2020	W.W. Grainger Inc		G130-SHOP TOOLS	20.86	-	-
4400001084	7/17/2020	W.W. Grainger Inc		G130-SHOP TOOLS	384.79	-	-
4400001085	7/17/2020	Office Depot		G200-OFFICE SUPPLIES	55.98	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4400001086	7/17/2020	Office Depot		G200-OFFICE SUPPLIES	82.08	-	-
4400001087	7/21/2020	Office Depot		G200-OFFICE SUPPLIES	651.96	-	-
4500031810	6/9/2020	Citywide Auto Glass Inc		R120-RAIL/LRV CAR BODY	4,495.42	-	-
4500031811	6/9/2020	Siemens Mobility, Inc.		R170-RAIL/LRV HVAC	1,538.68	-	-
4500031812	6/9/2020	Transit Holdings Inc		B140-BUS CHASSIS	1,055.60	-	-
4500031813	6/9/2020	Siemens Mobility, Inc.		R170-RAIL/LRV HVAC	364.20	-	-
4500031814	6/9/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,259.42	-	-
4500031815	6/9/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	557.07	-	-
4500031816	6/9/2020	Home Depot USA Inc		G160-PAINTS & CHEMICALS	107.43	-	-
4500031817	6/9/2020	West-Lite Supply Co Inc	Small Business	M180-STATION ELECTRICAL	557.02	-	-
4500031818	6/9/2020	Gillig LLC		B130-BUS BODY	744.19	-	-
4500031819	6/9/2020	Jeyco Products Inc		G130-SHOP TOOLS	24.20	-	-
4500031820	6/9/2020	Siemens Mobility, Inc.		M130-CROSSING MECHANISM	599.73	-	-
4500031821	6/9/2020	Anixter Inc		I110-INFORMATION TECH	74,532.59	-	-
4500031822	6/9/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,652.22	-	-
4500031823	6/9/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	760.21	-	-
4500031824	6/9/2020	Battery Systems Inc		F110-SHOP/BLDG MACHINERY	140.08	-	-
4500031825	6/9/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	10,642.38	-	-
4500031826	6/9/2020	Wesco Distribution Inc		G270-ELECTRICAL/LIGHTING	78.48	-	-
4500031827	6/9/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	47.13	-	-
4500031828	6/9/2020	RR Donnelley and Sons Co		P400-FINANCIAL & AUDIT	1,519.38	-	-
4500031829	6/9/2020	Greater SD Chamber of Commerce		G260-MEDIA	2,015.00	-	-
4500031830	6/10/2020	Robcar Corporation	Woman Owned Business	G140-SHOP SUPPLIES	819.99	-	-
4500031831	6/10/2020	Westair Gases & Equipment Inc	Small Business	G190-SAFETY/MED SUPPLIES	126.93	-	-
4500031832	6/10/2020	Total Filtration Services Inc		R230-RAIL/LRV MECHANICAL	1,526.30	-	-
4500031833	6/10/2020	HD Supply Construction Supply, LTD.		M180-STATION ELECTRICAL	319.37	-	-
4500031834	6/10/2020	San Diego Seal Inc	Small Business	R220-RAIL/LRV TRUCKS	488.57	-	-
4500031835	6/10/2020	Professional Contractors Supplies		G190-SAFETY/MED SUPPLIES	188.95	-	-
4500031836	6/10/2020	Transit Holdings Inc		B140-BUS CHASSIS	3,179.99	-	-
4500031837	6/10/2020	OneSource Distributors, LLC		G180-JANITORIAL SUPPLIES	567.11	-	-
4500031838	6/10/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	170.39	-	-
4500031839	6/10/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	79.84	-	-
4500031840	6/10/2020	Norman Industrial Materials		G140-SHOP SUPPLIES	2,129.50	-	-
4500031841	6/10/2020	Mcmaster-Carr Supply Co		B250-BUS REPAIR PARTS	220.72	-	-
4500031842	6/10/2020	Home Depot USA Inc		B250-BUS REPAIR PARTS	1,400.76	-	-
4500031843	6/10/2020	Waxie's Enterprises Inc.		G130-SHOP TOOLS	25.22	-	-
4500031844	6/10/2020	Cummins Pacific LLC		B140-BUS CHASSIS	3,266.42	-	-
4500031845	6/10/2020	Transit Holdings Inc		B130-BUS BODY	2,126.03	-	-
4500031846	6/10/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,238.88	-	-
4500031847	6/10/2020	Gillig LLC		B110-BUS HVAC SYSTEMS	486.29	-	-
4500031848	6/10/2020	Western-Cullen-Hayes Inc		M130-CROSSING MECHANISM	371.74	-	-
4500031849	6/10/2020	W.W. Grainger Inc		G150-FASTENERS	169.37	-	-
4500031850	6/10/2020	Sid Tool Co		G130-SHOP TOOLS	807.20	-	-
4500031851	6/10/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	1,073.83	-	-
4500031852	6/10/2020	Knorr Brake Holding Corporation		R220-RAIL/LRV TRUCKS	244.69	-	-
4500031853	6/10/2020	Cubic Transportation Systems		G290-FARE REVENUE EQUIP	7,511.25	-	-
4500031854	6/10/2020	Aztec Fire & Safety	Small Business	G190-SAFETY/MED SUPPLIES	284.21	-	-
4500031855	6/10/2020	Shilpark Paint Corp.		G160-PAINTS & CHEMICALS	1,633.01	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500031856	6/10/2020	Luminator Technology Group, Inc.		R120-RAIL/LRV CAR BODY	1,065.92	-	-
4500031857	6/10/2020	Jeyco Products Inc		G130-SHOP TOOLS	76.42	-	-
4500031858	6/10/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	242.21	-	-
4500031859	6/10/2020	Westinghouse Air Brake		B120-BUS MECHANICAL PARTS	486.56	-	-
4500031860	6/10/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	23.09	-	-
4500031861	6/10/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	439.17	-	-
4500031862	6/10/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	427.85	-	-
4500031863	6/10/2020	Zep Vehicle Care Inc		G180-JANITORIAL SUPPLIES	260.93	-	-
4500031864	6/10/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	49.59	-	-
4500031865	6/10/2020	Genuine Parts Co		A140-AUTO/TRUCK REPAIR	67.29	-	-
4500031866	6/10/2020	Muncie Transit Supply		B140-BUS CHASSIS	212.44	-	-
4500031867	6/10/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,247.24	-	-
4500031868	6/10/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	353.63	-	-
4500031869	6/10/2020	Mcmaster-Carr Supply Co		B250-BUS REPAIR PARTS	559.64	-	-
4500031870	6/10/2020	Cummins Pacific LLC		B220-BUS REBUILD/REMAN	34.72	-	-
4500031871	6/11/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	1,069.42	-	-
4500031872	6/11/2020	Transit Holdings Inc		B140-BUS CHASSIS	4,498.17	-	-
4500031873	6/11/2020	Synco Chemical Corporation		G170-LUBRICANTS	20,888.42	-	-
4500031874	6/11/2020	Veterans Green Projects, LLC	Small Business	S130-DISPOSAL, OTHER	6,926.78	-	-
4500031875	6/11/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	2,288.98	-	-
4500031876	6/11/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	2,957.65	-	-
4500031877	6/11/2020	W.W. Grainger Inc		F110-SHOP/BLDG MACHINERY	503.41	-	-
4500031878	6/11/2020	Home Depot USA Inc		F110-SHOP/BLDG MACHINERY	69.93	-	-
4500031879	6/11/2020	Allied Refrigeration Inc		F110-SHOP/BLDG MACHINERY	87.23	-	-
4500031880	6/11/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	324.82	-	-
4500031881	6/11/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	152.06	-	-
4500031882	6/11/2020	Kurt Morgan		G200-OFFICE SUPPLIES	1,165.38	-	-
4500031883	6/11/2020	Jeyco Products Inc		G130-SHOP TOOLS	30.12	-	-
4500031884	6/11/2020	Charter Industrial Supply Inc	Small Business	B200-BUS PWR TRAIN EQUIP	139.04	-	-
4500031885	6/11/2020	Tribologik Corporation		G140-SHOP SUPPLIES	785.49	-	-
4500031886	6/11/2020	Muncie Transit Supply		B200-BUS PWR TRAIN EQUIP	65.75	-	-
4500031887	6/11/2020	Sportworks Northwest Inc		B130-BUS BODY	77.58	-	-
4500031888	6/11/2020	TK Services Inc		B120-BUS MECHANICAL PARTS	1,169.77	-	-
4500031889	6/11/2020	Gillig LLC		B130-BUS BODY	909.43	-	-
4500031890	6/11/2020	Presentation Products Inc.		I110-INFORMATION TECH	2,673.21	-	-
4500031891	6/11/2020	Mohawk Mfg & Supply Co		B130-BUS BODY	192.63	-	-
4500031892	6/11/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	30.80	-	-
4500031893	6/11/2020	Wayne Harmeier Inc		B120-BUS MECHANICAL PARTS	571.20	-	-
4500031894	6/11/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	27.99	-	-
4500031895	6/11/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,382.69	-	-
4500031896	6/11/2020	Uline		G140-SHOP SUPPLIES	382.19	-	-
4500031897	6/11/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	1,134.22	-	-
4500031898	6/11/2020	City Treasurer		G120-SECURITY	600.00	-	-
4500031899	6/11/2020	Gillig LLC		B130-BUS BODY	1,840.38	-	-
4500031900	6/11/2020	Kantola Training Solutions, LLC		P490-MANAGEMENT TRAINING	499.00	-	-
4500031901	6/11/2020	Staples Contract & Commercial Inc		G190-SAFETY/MED SUPPLIES	20.14	-	-
4500031902	6/11/2020	Cummins Pacific LLC		B130-BUS BODY	198.71	-	-
4500031903	6/11/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,088.39	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500031904	6/11/2020	Kingsbury Uniforms Inc		G240-UNIFORM PROCUREMENT	5,387.50	-	-
4500031905	6/11/2020	Golden State Supply LLC		P210-NON-REV VEH REPAIRS	338.32	-	-
4500031906	6/11/2020	Thompson Building Materials		R230-RAIL/LRV MECHANICAL	6,441.82	-	-
4500031907	6/12/2020	Sloan Electromechanical		R170-RAIL/LRV HVAC	2,948.69	-	-
4500031908	6/12/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	11,666.10	-	-
4500031910	6/12/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	1,095.82	-	-
4500031911	6/12/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	1,497.19	-	-
4500031912	6/12/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	5,643.62	-	-
4500031913	6/12/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	3.75	-	-
4500031914	6/12/2020	Gillig LLC		B140-BUS CHASSIS	1,846.27	-	-
4500031915	6/12/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	346.49	-	-
4500031916	6/12/2020	Airgas Inc		G190-SAFETY/MED SUPPLIES	51.64	-	-
4500031917	6/12/2020	Mcmaster-Carr Supply Co		F110-SHOP/BLDG MACHINERY	31.41	-	-
4500031918	6/12/2020	Sportworks Northwest Inc		B130-BUS BODY	38.79	-	-
4500031919	6/12/2020	Kiel NA LLC		B130-BUS BODY	2,910.67	-	-
4500031920	6/12/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	210.79	-	-
4500031921	6/12/2020	Genuine Parts Co		F110-SHOP/BLDG MACHINERY	25.39	-	-
4500031922	6/12/2020	Wireless Investors, LLC		R150-RAIL/LRV COMM EQUIP	16,689.00	-	-
4500031923	6/12/2020	W.W. Grainger Inc		G150-FASTENERS	20.84	-	-
4500031924	6/12/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	3,694.86	-	-
4500031925	6/12/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	24.59	-	-
4500031926	6/12/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,968.29	-	-
4500031927	6/12/2020	Harbor Diesel & Equipment		B120-BUS MECHANICAL PARTS	282.65	-	-
4500031928	6/12/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	28.77	-	-
4500031929	6/12/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	36.64	-	-
4500031930	6/12/2020	Home Depot USA Inc		G170-LUBRICANTS	798.73	-	-
4500031931	6/12/2020	W.W. Grainger Inc		M110-SUB STATION	467.03	-	-
4500031932	6/12/2020	Virginia Electronic & Lighting LLC		M140-WAYSIDE SIGNALS	700.38	-	-
4500031933	6/12/2020	B Hepworth & Company Limited		R160-RAIL/LRV ELECTRICAL	506.64	-	-
4500031934	6/12/2020	Airgas Inc		G190-SAFETY/MED SUPPLIES	2,210.65	-	-
4500031935	6/12/2020	AFL Telecommunications, Inc.		M120-OVRHEAD CATENARY SYS	3,979.21	-	-
4500031936	6/12/2020	Shilpark Paint Corp.		F180-BUILDING MATERIALS	689.60	-	-
4500031937	6/15/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	1,095.82	-	-
4500031938	6/15/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	1,692.74	-	-
4500031939	6/15/2020	Madden Construction Inc		P280-GENERAL SVC AGRMNTS	382.50	-	-
4500031940	6/15/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,218.70	-	-
4500031941	6/15/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	89.30	-	-
4500031942	6/15/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	6.85	-	-
4500031943	6/15/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	2,398.75	-	-
4500031944	6/15/2020	Kiel NA LLC		B130-BUS BODY	2,736.42	-	-
4500031945	6/15/2020	Transit Holdings Inc		B140-BUS CHASSIS	1,081.65	-	-
4500031946	6/15/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	2,289.47	-	-
4500031947	6/15/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	1,257.86	-	-
4500031948	6/15/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	7,475.86	-	-
4500031949	6/15/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	5,306.24	-	-
4500031950	6/15/2020	Jeyco Products Inc		G130-SHOP TOOLS	77.26	-	-
4500031951	6/15/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,261.10	-	-
4500031952	6/15/2020	Gillig LLC		B200-BUS PWR TRAIN EQUIP	1,201.88	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500031953	6/15/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,114.60	-	-
4500031954	6/15/2020	Home Depot USA Inc		F180-BUILDING MATERIALS	408.82	-	-
4500031955	6/15/2020	Muncie Transit Supply		B160-BUS ELECTRICAL	154.36	-	-
4500031956	6/15/2020	Barry Sandler Enterprises		G180-JANITORIAL SUPPLIES	441.50	-	-
4500031957	6/15/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	34.37	-	-
4500031958	6/15/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	76.37	-	-
4500031959	6/15/2020	Culligan of San Diego		G140-SHOP SUPPLIES	2,040.00	-	-
4500031960	6/15/2020	Charter Industrial Supply Inc	Small Business	G150-FASTENERS	40.95	-	-
4500031961	6/15/2020	Industrial Maintenance Supply LLC	DBE	G130-SHOP TOOLS	69.94	-	-
4500031962	6/15/2020	Professional Contractors Supplies		G180-JANITORIAL SUPPLIES	141.98	-	-
4500031963	6/15/2020	Kaman Industrial Technologies		B250-BUS REPAIR PARTS	155.22	-	-
4500031964	6/15/2020	US Mobile Wireless		G130-SHOP TOOLS	1,464.26	-	-
4500031965	6/15/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	48.45	-	-
4500031966	6/15/2020	Newegg Business, Inc.		I110-INFORMATION TECH	666.27	-	-
4500031967	6/15/2020	Transit Holdings Inc		B130-BUS BODY	1,888.71	-	-
4500031968	6/15/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	878.49	-	-
4500031969	6/15/2020	Audio Visual Innovations, Inc.		I110-INFORMATION TECH	54.96	-	-
4500031970	6/15/2020	CDW LLC		I130-IT CAPITAL HARDWARE	1,182.67	-	-
4500031971	6/15/2020	Eno Transportation Foundation Inc		I110-INFORMATION TECH	6,800.00	-	-
4500031972	6/15/2020	SC Commercial, LLC		B180-BUS DIESEL	5,479.16	-	-
4500031973	6/15/2020	Waxie's Enterprises Inc.		G200-OFFICE SUPPLIES	247.72	-	-
4500031975	6/16/2020	NASG Holding Inc		R120-RAIL/LRV CAR BODY	7,758.00	-	-
4500031976	6/16/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	276.65	-	-
4500031977	6/16/2020	Transit Holdings Inc		B130-BUS BODY	4,043.55	-	-
4500031978	6/16/2020	R.B. Hornberger Co Inc		T110-TRACK, RAIL	1,284.64	-	-
4500031979	6/16/2020	TK Services Inc		R170-RAIL/LRV HVAC	1,847.14	-	-
4500031980	6/16/2020	Ridout Plastics Co Inc		P280-GENERAL SVC AGRMNTS	1,504.73	-	-
4500031981	6/16/2020	Chromate Industrial Corporation		G150-FASTENERS	312.50	-	-
4500031983	6/16/2020	W.W. Grainger Inc		G170-LUBRICANTS	1,114.08	-	-
4500031984	6/16/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	7,413.30	-	-
4500031985	6/16/2020	Westair Gases & Equipment Inc	Small Business	G190-SAFETY/MED SUPPLIES	165.01	-	-
4500031986	6/16/2020	Professional Contractors Supplies		G140-SHOP SUPPLIES	177.05	-	-
4500031987	6/16/2020	M Power Truck & Diesel Repair		P130-EQUIP MAINT REPR SVC	886.77	-	-
4500031988	6/16/2020	Home Depot USA Inc		B250-BUS REPAIR PARTS	1,278.52	-	-
4500031989	6/16/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	35.76	-	-
4500031990	6/16/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	186.71	-	-
4500031991	6/16/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	59.10	-	-
4500031992	6/16/2020	Mohawk Mfg & Supply Co		B200-BUS PWR TRAIN EQUIP	25.60	-	-
4500031993	6/16/2020	Maintex Inc		G170-LUBRICANTS	628.83	-	-
4500031994	6/16/2020	Brown & Bigelow Inc		G230-PRINTED MATERIALS	2,117.30	-	-
4500031995	6/16/2020	Jeyco Products Inc		G130-SHOP TOOLS	27.16	-	-
4500031996	6/16/2020	Sportworks Northwest Inc		B130-BUS BODY	38.79	-	-
4500031997	6/16/2020	Kaman Industrial Technologies		B200-BUS PWR TRAIN EQUIP	240.95	-	-
4500031998	6/16/2020	Kurt Morgan		G200-OFFICE SUPPLIES	291.87	-	-
4500031999	6/16/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	235.98	-	-
4500032000	6/16/2020	Staples Contract & Commercial Inc		G210-OFFICE FURNITURE	201.41	-	-
4500032001	6/16/2020	Cummins Pacific LLC		P190-REV VEHICLE REPAIRS	270.00	-	-
4500032002	6/16/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,990.63	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032003	6/17/2020	Knorr Brake Holding Corporation		R220-RAIL/LRV TRUCKS	44.69	-	-
4500032004	6/17/2020	Cubic Transportation Systems		G290-FARE REVENUE EQUIP	1,487.76	-	-
4500032005	6/17/2020	Western-Cullen-Hayes Inc		M130-CROSSING MECHANISM	70.04	-	-
4500032006	6/17/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	36.01	-	-
4500032007	6/17/2020	HI-TEC Enterprises	Small Business	R160-RAIL/LRV ELECTRICAL	256.45	-	-
4500032008	6/17/2020	Chromate Industrial Corporation		G150-FASTENERS	470.17	-	-
4500032010	6/17/2020	Newark Corporation		G290-FARE REVENUE EQUIP	6,050.87	-	-
4500032011	6/17/2020	Transit Holdings Inc		B140-BUS CHASSIS	2,605.02	-	-
4500032012	6/17/2020	Gillig LLC		B120-BUS MECHANICAL PARTS	789.16	-	-
4500032013	6/17/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	2,294.33	-	-
4500032014	6/17/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	3,561.47	-	-
4500032015	6/17/2020	Annex Automotive and		F120-BUS/LRV PAINT BOOTHS	6,989.91	-	-
4500032016	6/17/2020	Jeyco Products Inc		G160-PAINTS & CHEMICALS	101.18	-	-
4500032017	6/17/2020	SC Commercial, LLC		G170-LUBRICANTS	3,458.78	-	-
4500032018	6/17/2020	Madden Construction Inc		P280-GENERAL SVC AGRMNTS	748.75	-	-
4500032019	6/17/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	135.77	-	-
4500032020	6/17/2020	Norman Industrial Materials		B250-BUS REPAIR PARTS	2,457.12	-	-
4500032021	6/17/2020	Madden Construction Inc		P280-GENERAL SVC AGRMNTS	346.00	-	-
4500032022	6/17/2020	Gillig LLC		B200-BUS PWR TRAIN EQUIP	735.66	-	-
4500032023	6/17/2020	Madden Construction Inc		P280-GENERAL SVC AGRMNTS	226.00	-	-
4500032024	6/17/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	952.93	-	-
4500032025	6/17/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	77.24	-	-
4500032026	6/17/2020	R.S. Hughes Co Inc		B130-BUS BODY	416.16	-	-
4500032027	6/17/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	5.87	-	-
4500032028	6/17/2020	Freeby Signs		B250-BUS REPAIR PARTS	249.68	-	-
4500032029	6/17/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	14,766.20	-	-
4500032031	6/17/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	23.38	-	-
4500032032	6/17/2020	Kiel NA LLC		B130-BUS BODY	2,736.42	-	-
4500032033	6/17/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	81.25	-	-
4500032034	6/17/2020	Charter Industrial Supply Inc	Small Business	B120-BUS MECHANICAL PARTS	39.67	-	-
4500032035	6/17/2020	Harbor Diesel & Equipment		G170-LUBRICANTS	2,477.18	-	-
4500032036	6/17/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	3,027.66	-	-
4500032037	6/17/2020	Meritor, Inc.		B140-BUS CHASSIS	2,867.90	-	-
4500032038	6/17/2020	Neyenesch Printers Inc	Small Business	G230-PRINTED MATERIALS	9,712.08	-	-
4500032039	6/17/2020	Steven Timme		G230-PRINTED MATERIALS	84.65	-	-
4500032040	6/17/2020	Steven Timme		G230-PRINTED MATERIALS	539.90	-	-
4500032041	6/17/2020	David Glen Bond		G120-SECURITY	420.00	-	-
4500032042	6/17/2020	Shilpark Paint Corp.		G160-PAINTS & CHEMICALS	166.94	-	-
4500032043	6/18/2020	Fastenal Company		G140-SHOP SUPPLIES	130.33	-	-
4500032044	6/18/2020	Reid and Clark Screen Arts Co		M130-CROSSING MECHANISM	3,697.98	-	-
4500032045	6/18/2020	Autolift Services Inc	Small Business	F130-VEH HOISTS, JACKS	1,650.00	-	-
4500032046	6/18/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	6.85	-	-
4500032047	6/18/2020	Transit Holdings Inc		B140-BUS CHASSIS	3,429.60	-	-
4500032048	6/18/2020	Transit Holdings Inc		B140-BUS CHASSIS	2,601.29	-	-
4500032049	6/18/2020	Prochem Specialty Products Inc	Small Business	G180-JANITORIAL SUPPLIES	695.74	-	-
4500032050	6/18/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	158.29	-	-
4500032051	6/18/2020	Gillig LLC		B130-BUS BODY	908.57	-	-
4500032052	6/18/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,648.23	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032053	6/18/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	146.02	-	-
4500032054	6/18/2020	Southern Counties Lubricants LLC		G170-LUBRICANTS	849.94	-	-
4500032055	6/18/2020	Kurt Morgan		G200-OFFICE SUPPLIES	547.79	-	-
4500032056	6/18/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	10.63	-	-
4500032057	6/18/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	117.99	-	-
4500032058	6/18/2020	Kaman Industrial Technologies		G140-SHOP SUPPLIES	412.72	-	-
4500032059	6/18/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	33.53	-	-
4500032060	6/18/2020	Vern Rose Inc		G160-PAINTS & CHEMICALS	33.16	-	-
4500032061	6/18/2020	Muncie Transit Supply		B130-BUS BODY	68.32	-	-
4500032062	6/18/2020	Acuity Specialty Products Inc		G180-JANITORIAL SUPPLIES	153.11	-	-
4500032063	6/18/2020	Alliant Insurance Services Inc		P370-RISK MANAGEMENT	12,110.00	-	-
4500032064	6/19/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	61.24	-	-
4500032065	6/19/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	5,498.32	-	-
4500032066	6/19/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	1,285.75	-	-
4500032067	6/19/2020	Annex Automotive and		G160-PAINTS & CHEMICALS	2,690.63	-	-
4500032068	6/19/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,111.99	-	-
4500032069	6/19/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	117.56	-	-
4500032070	6/19/2020	Mcmaster-Carr Supply Co		B250-BUS REPAIR PARTS	204.10	-	-
4500032071	6/19/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	1,262.38	-	-
4500032072	6/19/2020	Jeyco Products Inc		G140-SHOP SUPPLIES	219.95	-	-
4500032073	6/19/2020	Transit Holdings Inc		B140-BUS CHASSIS	1,678.95	-	-
4500032074	6/19/2020	Gillig LLC		B130-BUS BODY	1,360.62	-	-
4500032075	6/19/2020	R.S. Hughes Co Inc		G160-PAINTS & CHEMICALS	38.62	-	-
4500032076	6/19/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	3,379.66	-	-
4500032077	6/19/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	1,628.09	-	-
4500032078	6/19/2020	W.W. Grainger Inc		R220-RAIL/LRV TRUCKS	296.41	-	-
4500032079	6/19/2020	Robcar Corporation	Woman Owned Business	G160-PAINTS & CHEMICALS	183.18	-	-
4500032080	6/19/2020	Applied Industrial Technologies-CA		G140-SHOP SUPPLIES	130.71	-	-
4500032081	6/19/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	1,801.58	-	-
4500032082	6/19/2020	DoAll Company		R230-RAIL/LRV MECHANICAL	1,612.37	-	-
4500032083	6/19/2020	Alstom Signaling Inc		M140-WAYSIDE SIGNALS	2,586.00	-	-
4500032084	6/19/2020	West-Lite Supply Co Inc	Small Business	R180-RAIL/LRV LIGHTING	380.79	-	-
4500032086	6/19/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	1,284.45	-	-
4500032088	6/22/2020	Chromate Industrial Corporation		G150-FASTENERS	189.85	-	-
4500032089	6/22/2020	Reid and Clark Screen Arts Co		R120-RAIL/LRV CAR BODY	94.92	-	-
4500032090	6/22/2020	Charter Industrial Supply Inc	Small Business	R220-RAIL/LRV TRUCKS	989.53	-	-
4500032091	6/22/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	1,754.56	-	-
4500032092	6/22/2020	Transit Holdings Inc		B140-BUS CHASSIS	4,856.23	-	-
4500032093	6/22/2020	NASG Holding Inc		R120-RAIL/LRV CAR BODY	3,879.00	-	-
4500032094	6/22/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	40.97	-	-
4500032095	6/22/2020	Mcmaster-Carr Supply Co		F110-SHOP/BLDG MACHINERY	128.99	-	-
4500032096	6/22/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	228.71	-	-
4500032097	6/22/2020	Jeyco Products Inc		G130-SHOP TOOLS	33.90	-	-
4500032098	6/22/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	96.70	-	-
4500032099	6/22/2020	Mohawk Mfg & Supply Co		B110-BUS HVAC SYSTEMS	204.20	-	-
4500032100	6/22/2020	Freeby Signs		B130-BUS BODY	20.20	-	-
4500032101	6/22/2020	Battery Systems Inc		B160-BUS ELECTRICAL	1,137.38	-	-
4500032102	6/22/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,600.20	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032103	6/22/2020	Genuine Parts Co		G170-LUBRICANTS	897.91	-	-
4500032104	6/22/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,114.60	-	-
4500032105	6/22/2020	Willy's Electronic Supply Co	Small Business	B160-BUS ELECTRICAL	50.13	-	-
4500032106	6/22/2020	Kaman Industrial Technologies		B160-BUS ELECTRICAL	285.45	-	-
4500032107	6/22/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	206.37	-	-
4500032108	6/22/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	234.95	-	-
4500032109	6/22/2020	Charter Industrial Supply Inc	Small Business	G140-SHOP SUPPLIES	226.62	-	-
4500032110	6/22/2020	Transit Holdings Inc		B140-BUS CHASSIS	948.52	-	-
4500032111	6/22/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	90.45	-	-
4500032112	6/22/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	49.01	-	-
4500032113	6/22/2020	Tribologik Corporation		G140-SHOP SUPPLIES	365.56	-	-
4500032114	6/22/2020	Delphin Computer Supply	Small Business	G200-OFFICE SUPPLIES	327.56	-	-
4500032115	6/22/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	44.29	-	-
4500032116	6/22/2020	Meritor, Inc.		B140-BUS CHASSIS	2,813.79	-	-
4500032117	6/22/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	65.80	-	-
4500032118	6/22/2020	Gillig LLC		B160-BUS ELECTRICAL	622.60	-	-
4500032119	6/22/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	1,399.68	-	-
4500032120	6/22/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	992.27	-	-
4500032121	6/22/2020	Transit Holdings Inc		B130-BUS BODY	91.59	-	-
4500032122	6/22/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	46.55	-	-
4500032123	6/22/2020	Southern Counties Oil Co, LP		A120-AUTO/TRUCK GASOLINE	19,825.61	-	-
4500032124	6/22/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	108.61	-	-
4500032125	6/23/2020	Dell Marketing L.P.		I110-INFORMATION TECH	1,033.63	-	-
4500032126	6/21/2020	Dell Marketing L.P.		I110-INFORMATION TECH	3,102.82	-	-
4500032127	6/23/2020	Transit Holdings Inc		B140-BUS CHASSIS	275.81	-	-
4500032128	6/23/2020	Transit Holdings Inc		B140-BUS CHASSIS	421.93	-	-
4500032129	6/23/2020	MJP Enterprises		P210-NON-REV VEH REPAIRS	3,122.09	-	-
4500032130	6/23/2020	Ocean Blue Environmental Services	Minority Owned Business	P280-GENERAL SVC AGRMNTS	3,209.24	-	-
4500032131	6/23/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	555.55	-	-
4500032132	6/23/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	4,310.00	-	-
4500032133	6/23/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,429.01	-	-
4500032134	6/23/2020	JKL Cleaning Systems		P130-EQUIP MAINT REPR SVC	257.45	-	-
4500032135	6/23/2020	Cummins Pacific LLC		P190-REV VEHICLE REPAIRS	377.75	-	-
4500032136	6/23/2020	Transit Holdings Inc		B140-BUS CHASSIS	663.97	-	-
4500032137	6/23/2020	Kenneth Place		F190-LANDSCAPING MAT'LS	248.82	-	-
4500032138	6/23/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	110.94	-	-
4500032139	6/23/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	235.98	-	-
4500032140	6/23/2020	Professional Contractors Supplies		G140-SHOP SUPPLIES	165.25	-	-
4500032141	6/23/2020	HD Supply Facilities Maintenance		R160-RAIL/LRV ELECTRICAL	113.03	-	-
4500032142	6/23/2020	Kurt Morgan		G200-OFFICE SUPPLIES	105.75	-	-
4500032143	6/23/2020	Fastenal Company		G140-SHOP SUPPLIES	296.36	-	-
4500032144	6/23/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	194.59	-	-
4500032145	6/23/2020	Kaman Industrial Technologies		B200-BUS PWR TRAIN EQUIP	41.68	-	-
4500032146	6/23/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	199.25	-	-
4500032147	6/23/2020	Gillig LLC		B160-BUS ELECTRICAL	14.46	-	-
4500032148	6/23/2020	Battery Systems Inc		B160-BUS ELECTRICAL	1,517.12	-	-
4500032149	6/23/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	3,420.05	-	-
4500032150	6/23/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	2,106.13	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032151	6/23/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	299.77	-	-
4500032152	6/23/2020	Westair Gases & Equipment Inc	Small Business	G190-SAFETY/MED SUPPLIES	126.93	-	-
4500032153	6/23/2020	Airgas Inc		G140-SHOP SUPPLIES	322.59	-	-
4500032154	6/23/2020	Charter Industrial Supply Inc	Small Business	R220-RAIL/LRV TRUCKS	530.93	-	-
4500032155	6/23/2020	Annex Automotive and		F120-BUS/LRV PAINT BOOTHS	7,044.17	-	-
4500032156	6/23/2020	Applied Industrial Technologies-CA		R230-RAIL/LRV MECHANICAL	1,237.79	-	-
4500032157	6/23/2020	Ace Uniforms & Accessories	Small Business	G120-SECURITY	682.43	-	-
4500032159	6/23/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	3,420.05	-	-
4500032160	6/23/2020	R.S. Hughes Co Inc		B250-BUS REPAIR PARTS	61.87	-	-
4500032161	6/23/2020	Cubic Transportation Systems		B190-BUS FARE EQUIP	25,015.20	-	-
4500032162	6/23/2020	Transit Holdings Inc		B130-BUS BODY	19.78	-	-
4500032163	6/24/2020	Kenneth Place		P130-EQUIP MAINT REPR SVC	623.92	-	-
4500032164	6/24/2020	Reid and Clark Screen Arts Co		P210-NON-REV VEH REPAIRS	79.20	-	-
4500032165	6/24/2020	Professional Contractors Supplies		G180-JANITORIAL SUPPLIES	348.01	-	-
4500032166	6/24/2020	Willy's Electronic Supply Co	Small Business	M110-SUB STATION	64.65	-	-
4500032167	6/24/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,378.69	-	-
4500032168	6/24/2020	Hilti, Inc.		F110-SHOP/BLDG MACHINERY	311.51	-	-
4500032169	6/24/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	103.34	-	-
4500032170	6/24/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	32.50	-	-
4500032171	6/24/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	1,813.62	-	-
4500032172	6/24/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,208.46	-	-
4500032173	6/24/2020	Transit Holdings Inc		B130-BUS BODY	551.17	-	-
4500032174	6/24/2020	Vinyard Doors	Woman Owned Business	F110-SHOP/BLDG MACHINERY	616.00	-	-
4500032175	6/24/2020	Controlled Motion Solutions Inc		B250-BUS REPAIR PARTS	898.83	-	-
4500032176	6/24/2020	Jeyco Products Inc		G200-OFFICE SUPPLIES	19.18	-	-
4500032177	6/24/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	141.91	-	-
4500032178	6/24/2020	Kurt Morgan		G200-OFFICE SUPPLIES	320.43	-	-
4500032179	6/24/2020	Home Depot USA Inc		G180-JANITORIAL SUPPLIES	80.71	-	-
4500032180	6/24/2020	Specialty Manufacturing Inc		B130-BUS BODY	683.57	-	-
4500032181	6/24/2020	Mohawk Mfg & Supply Co		B120-BUS MECHANICAL PARTS	38.28	-	-
4500032182	6/24/2020	Barry Sandler Enterprises		G180-JANITORIAL SUPPLIES	200.68	-	-
4500032183	6/24/2020	R.S. Hughes Co Inc		G160-PAINTS & CHEMICALS	39.50	-	-
4500032184	6/24/2020	Gillig LLC		B140-BUS CHASSIS	284.90	-	-
4500032185	6/24/2020	MS Electrical Distribution Inc		M180-STATION ELECTRICAL	581.31	-	-
4500032186	6/24/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	796.27	-	-
4500032187	6/24/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	263.34	-	-
4500032188	6/24/2020	Kaman Industrial Technologies		B250-BUS REPAIR PARTS	118.74	-	-
4500032189	6/24/2020	Vern Rose Inc		G140-SHOP SUPPLIES	72.14	-	-
4500032190	6/24/2020	Sherwin Williams Company		F120-BUS/LRV PAINT BOOTHS	495.50	-	-
4500032191	6/24/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	10.29	-	-
4500032192	6/24/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	107.32	-	-
4500032193	6/24/2020	TAKKT America Holding Inc		G210-OFFICE FURNITURE	3,577.17	-	-
4500032194	6/24/2020	Valvoline Inc.		B120-BUS MECHANICAL PARTS	2,207.28	-	-
4500032195	6/24/2020	New Tech Solutions, Inc.		I110-INFORMATION TECH	91,202.40	-	-
4500032196	6/24/2020	Home Depot USA Inc		F110-SHOP/BLDG MACHINERY	83.92	-	-
4500032197	6/24/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	122.55	-	-
4500032198	6/25/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	19,994.09	-	-
4500032199	6/25/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	465.39	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032200	6/25/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	6,523.32	-	-
4500032201	6/25/2020	Knorr Brake Holding Corporation		R220-RAIL/LRV TRUCKS	33,740.29	-	-
4500032202	6/25/2020	HI-TEC Enterprises	Small Business	R220-RAIL/LRV TRUCKS	3,986.75	-	-
4500032203	6/25/2020	Louis Sardo Upholstery Inc		R200-RAIL/LRV SEATING	1,539.97	-	-
4500032204	6/25/2020	HD Supply Construction Supply, LTD.		M180-STATION ELECTRICAL	1,596.86	-	-
4500032205	6/25/2020	Matthias Moos		M120-OVRHEAD CATENARY SYS	581.85	-	-
4500032206	6/25/2020	JKL Cleaning Systems		G180-JANITORIAL SUPPLIES	1,935.16	-	-
4500032207	6/25/2020	Transit Holdings Inc		B130-BUS BODY	6,426.13	-	-
4500032208	6/25/2020	Jankovich Company		G170-LUBRICANTS	1,671.21	-	-
4500032209	6/25/2020	Fastenal Company		G140-SHOP SUPPLIES	2,658.72	-	-
4500032210	6/25/2020	Team One Repair Inc		G290-FARE REVENUE EQUIP	189.13	-	-
4500032211	6/25/2020	Transit Holdings Inc		B130-BUS BODY	1,142.38	-	-
4500032212	6/25/2020	Brand Makers LLC	Small Business	G230-PRINTED MATERIALS	3,232.50	-	-
4500032213	6/25/2020	Reid and Clark Screen Arts Co		G110-BUS/TROLLEY SIGNAGE	151.49	-	-
4500032214	6/25/2020	Data Hardware Depot LP		I110-INFORMATION TECH	2,224.10	-	-
4500032215	6/25/2020	Citywide Auto Glass Inc		R120-RAIL/LRV CAR BODY	2,101.13	-	-
4500032216	6/25/2020	Siemens Mobility, Inc.		R210-RAIL/LRV TIRES	77,709.30	-	-
4500032217	6/25/2020	Freeby Signs		B250-BUS REPAIR PARTS	474.10	-	-
4500032218	6/25/2020	Allied Refrigeration Inc		F110-SHOP/BLDG MACHINERY	623.29	-	-
4500032219	6/25/2020	Norman Industrial Materials		F110-SHOP/BLDG MACHINERY	262.50	-	-
4500032220	6/25/2020	Transit Holdings Inc		G130-SHOP TOOLS	145.97	-	-
4500032221	6/25/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	5,070.93	-	-
4500032222	6/25/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	44.16	-	-
4500032223	6/25/2020	Jeyco Products Inc		G140-SHOP SUPPLIES	56.04	-	-
4500032224	6/25/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	21.66	-	-
4500032225	6/25/2020	Neopart Transit LLC		B160-BUS ELECTRICAL	439.66	-	-
4500032226	6/25/2020	Muncie Transit Supply		B160-BUS ELECTRICAL	77.19	-	-
4500032227	6/25/2020	CASEI		F180-BUILDING MATERIALS	70.04	-	-
4500032228	6/25/2020	Tribologik Corporation		G140-SHOP SUPPLIES	414.84	-	-
4500032229	6/25/2020	Transit Holdings Inc		B130-BUS BODY	2,251.74	-	-
4500032230	6/25/2020	Battery Power Inc.		B160-BUS ELECTRICAL	6,463.14	-	-
4500032231	6/25/2020	San Diego Compressed Air Power LLC		F180-BUILDING MATERIALS	377.56	-	-
4500032232	6/25/2020	Trentman Corporation	Small Business	P280-GENERAL SVC AGRMNTS	1,464.85	-	-
4500032233	6/25/2020	Safeway, Inc.		G250-NOVELTIES & AWARDS	75.00	-	-
4500032234	6/25/2020	United Refrigeration Inc		G170-LUBRICANTS	71.46	-	-
4500032235	6/25/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,356.79	-	-
4500032236	6/25/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	231.69	-	-
4500032237	6/25/2020	SC Commercial, LLC		G170-LUBRICANTS	3,458.78	-	-
4500032238	6/25/2020	The Gordian Group, Inc.		C130-CONSTRUCTION SVCS	1,617.33	-	-
4500032239	6/26/2020	West-Lite Supply Co Inc	Small Business	G130-SHOP TOOLS	268.76	-	-
4500032240	6/26/2020	Fastenal Company		G140-SHOP SUPPLIES	1,911.57	-	-
4500032241	6/26/2020	Knorr Brake Holding Corporation		R160-RAIL/LRV ELECTRICAL	4,511.84	-	-
4500032242	6/26/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	98,823.99	-	-
4500032243	6/26/2020	Mouser Electronics Inc		R180-RAIL/LRV LIGHTING	128.76	-	-
4500032244	6/26/2020	OneSource Distributors, LLC		M140-WAYSIDE SIGNALS	1,340.50	-	-
4500032245	6/26/2020	Applied Industrial Technologies-CA		R220-RAIL/LRV TRUCKS	260.54	-	-
4500032246	6/26/2020	Allied Electronics Inc		R150-RAIL/LRV COMM EQUIP	364.84	-	-
4500032247	6/26/2020	Chromate Industrial Corporation		R220-RAIL/LRV TRUCKS	297.49	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032248	6/26/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	452.11	-	-
4500032249	6/26/2020	Siemens Mobility, Inc.		M140-WAYSIDE SIGNALS	12,945.46	-	-
4500032250	6/26/2020	Statewide Traffic Safety & Signs		G140-SHOP SUPPLIES	387.90	-	-
4500032251	6/26/2020	Transit Holdings Inc		B140-BUS CHASSIS	2,445.86	-	-
4500032252	6/26/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	711.15	-	-
4500032253	6/26/2020	Annex Automotive and		F120-BUS/LRV PAINT BOOTHS	3,228.75	-	-
4500032254	6/26/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	479.27	-	-
4500032255	6/26/2020	Robcar Corporation	Woman Owned Business	P280-GENERAL SVC AGRMNTS	519.45	-	-
4500032257	6/26/2020	W.W. Grainger Inc		G190-SAFETY/MED SUPPLIES	350.82	-	-
4500032258	6/26/2020	J H Platinum		P330-UNIFORM RENT/CLEAN	2,760.00	-	-
4500032259	6/26/2020	Inland Kenworth (US) Inc		B120-BUS MECHANICAL PARTS	1,682.78	-	-
4500032260	6/26/2020	Steven Timme		G230-PRINTED MATERIALS	315.54	-	-
4500032261	6/26/2020	Kaman Industrial Technologies		G140-SHOP SUPPLIES	559.76	-	-
4500032262	6/26/2020	Industrial Maintenance Supply LLC	DBE	G130-SHOP TOOLS	39.70	-	-
4500032263	6/26/2020	Gillig LLC		B250-BUS REPAIR PARTS	1,282.62	-	-
4500032264	6/26/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,838.64	-	-
4500032265	6/26/2020	Muncie Transit Supply		B130-BUS BODY	239.10	-	-
4500032266	6/26/2020	Jeyco Products Inc		G130-SHOP TOOLS	12.10	-	-
4500032267	6/26/2020	AT&T DataComm Inc		I120-INFO TECH, SVCS	12,683.45	-	-
4500032268	6/26/2020	San Diego County Superintendent of		P310-ADVERTISING SERVICES	175.00	-	-
4500032269	6/26/2020	General Information Systems Ltd		G120-SECURITY	1,919.04	-	-
4500032270	6/29/2020	Comfort Mechanical Inc	Small Business	M160-SUMP PUMP STATIONS	2,003.00	-	-
4500032271	6/29/2020	Aimee Partners Inc		P260-TESTING & ANALYSIS	2,235.00	-	-
4500032272	6/29/2020	W. Gessman GMBH		R160-RAIL/LRV ELECTRICAL	2,372.54	-	-
4500032273	6/29/2020	Knorr Brake Holding Corporation		R160-RAIL/LRV ELECTRICAL	11,672.91	-	-
4500032274	6/29/2020	Transit Holdings Inc		B130-BUS BODY	2,919.96	-	-
4500032275	6/29/2020	Home Depot USA Inc		F180-BUILDING MATERIALS	440.36	-	-
4500032276	6/29/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	19.40	-	-
4500032277	6/29/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	582.06	-	-
4500032278	6/29/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,168.65	-	-
4500032279	6/29/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,133.09	-	-
4500032280	6/29/2020	IPD Packaging Inc.		G140-SHOP SUPPLIES	262.85	-	-
4500032281	6/29/2020	Annex Automotive and		R240-RAIL/LRV REPR PARTS	80.82	-	-
4500032282	6/29/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	65.08	-	-
4500032283	6/29/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	1,205.59	-	-
4500032284	6/29/2020	Reid and Clark Screen Arts Co		R120-RAIL/LRV CAR BODY	4,762.55	-	-
4500032285	6/29/2020	Western-Cullen-Hayes Inc		M130-CROSSING MECHANISM	155.16	-	-
4500032286	6/29/2020	Mail Dispatch, LLC		C110-GENERAL CONTRACTORS	10,569.68	-	-
4500032287	6/29/2020	Cox Communications Inc		P450-PERSONNEL SVCS	1,600.00	-	-
4500032288	6/29/2020	Professional Contractors Supplies		G140-SHOP SUPPLIES	87.93	-	-
4500032289	6/30/2020	Transit Holdings Inc		B130-BUS BODY	226.28	-	-
4500032290	6/30/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	3,015.86	-	-
4500032291	6/30/2020	Pressnet Express Inc		G230-PRINTED MATERIALS	1,422.30	-	-
4500032292	6/30/2020	Pressnet Express Inc		G230-PRINTED MATERIALS	1,303.78	-	-
4500032293	6/30/2020	Steven Timme		G230-PRINTED MATERIALS	3,432.98	-	-
4500032294	6/30/2020	Jeyco Products Inc		G130-SHOP TOOLS	40.13	-	-
4500032295	6/30/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	317.80	-	-
4500032296	6/30/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	103.74	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032297	6/30/2020	Sportworks Northwest Inc		B130-BUS BODY	96.98	-	-
4500032298	6/30/2020	J H Platinum		P330-UNIFORM RENT/CLEAN	406.00	-	-
4500032299	6/30/2020	Gillig LLC		B130-BUS BODY	1,522.37	-	-
4500032300	6/30/2020	Battery Systems Inc		B160-BUS ELECTRICAL	1,895.63	-	-
4500032301	6/30/2020	APTA		P280-GENERAL SVC AGRMNTS	64,750.00	-	-
4500032302	6/30/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	794.93	-	-
4500032303	6/30/2020	Muncie Transit Supply		B130-BUS BODY	76.39	-	-
4500032304	6/30/2020	Tribologik Corporation		G140-SHOP SUPPLIES	886.81	-	-
4500032305	6/30/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	27.99	-	-
4500032306	6/30/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,651.89	-	-
4500032307	6/30/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	20.33	-	-
4500032308	6/30/2020	United Refrigeration Inc		G170-LUBRICANTS	87.04	-	-
4500032309	6/30/2020	Cubic Transportation Systems		B190-BUS FARE EQUIP	5,656.88	-	-
4500032310	6/30/2020	Frank Gigliotti		P110-BLDG MAINTENANCE	550.00	-	-
4500032311	6/30/2020	Knorr Brake Holding Corporation		R160-RAIL/LRV ELECTRICAL	23,905.10	-	-
4500032312	6/30/2020	Vallen Distribution Inc.		G120-SECURITY	2,249.82	-	-
4500032313	6/30/2020	Siemens Mobility, Inc.		M140-WAYSIDE SIGNALS	42,557.42	-	-
4500032314	6/30/2020	Airgas Inc		G190-SAFETY/MED SUPPLIES	354.81	-	-
4500032315	6/30/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	516.56	-	-
4500032316	6/30/2020	MS Electrical Distribution Inc		M180-STATION ELECTRICAL	581.31	-	-
4500032317	6/30/2020	Prudential Overall Supply		G180-JANITORIAL SUPPLIES	2,715.30	-	-
4500032318	6/30/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	14.45	-	-
4500032319	6/30/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	3,431.88	-	-
4500032320	7/1/2020	Transit Holdings Inc		B130-BUS BODY	4,087.30	-	-
4500032321	7/1/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	13,120.18	-	-
4500032322	7/1/2020	Synco Chemical Corporation		G170-LUBRICANTS	18,567.48	-	-
4500032323	7/1/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	5.26	-	-
4500032324	7/1/2020	Transit Holdings Inc		B130-BUS BODY	13,745.50	-	-
4500032325	7/1/2020	Transit Holdings Inc		B140-BUS CHASSIS	787.83	-	-
4500032326	7/1/2020	Siemens Mobility, Inc.		R170-RAIL/LRV HVAC	364.20	-	-
4500032327	7/1/2020	Cummins Pacific LLC		B250-BUS REPAIR PARTS	17,114.37	-	-
4500032328	7/1/2020	CDW LLC		I110-INFORMATION TECH	3,006.37	-	-
4500032329	7/1/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	110.82	-	-
4500032330	7/1/2020	Jeyco Products Inc		G140-SHOP SUPPLIES	260.45	-	-
4500032331	7/1/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	376.98	-	-
4500032332	7/1/2020	F-1 Marketing Group		P310-ADVERTISING SERVICES	2,376.73	-	-
4500032333	7/1/2020	Dimensional Silk Screen Inc		G230-PRINTED MATERIALS	3,054.72	-	-
4500032334	7/1/2020	Pressnet Express Inc		G230-PRINTED MATERIALS	344.80	-	-
4500032335	7/1/2020	Gillig LLC		B130-BUS BODY	216.23	-	-
4500032336	7/1/2020	Bricehouse Starboard LLC		P310-ADVERTISING SERVICES	3,480.00	-	-
4500032337	7/1/2020	R.S. Hughes Co Inc		B130-BUS BODY	83.77	-	-
4500032338	7/1/2020	Barry Sandler Enterprises		G180-JANITORIAL SUPPLIES	451.36	-	-
4500032339	7/1/2020	Muncie Transit Supply		B110-BUS HVAC SYSTEMS	789.93	-	-
4500032340	7/1/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	392.91	-	-
4500032341	7/1/2020	Neopart Transit LLC		B200-BUS PWR TRAIN EQUIP	64.22	-	-
4500032342	7/1/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	409.02	-	-
4500032343	7/1/2020	Tribologik Corporation		G140-SHOP SUPPLIES	850.18	-	-
4500032344	7/1/2020	OneSource Distributors, LLC		R120-RAIL/LRV CAR BODY	225.90	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032345	7/1/2020	Inland Kenworth (US) Inc		B120-BUS MECHANICAL PARTS	8,019.79	-	-
4500032346	7/1/2020	Genuine Parts Co		A140-AUTO/TRUCK REPAIR	40.38	-	-
4500032347	7/1/2020	Hitachi Rail STS USA, Inc.		G130-SHOP TOOLS	727.37	-	-
4500032348	7/1/2020	SC Commercial, LLC		B180-BUS DIESEL	5,672.13	-	-
4500032349	7/1/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	138.78	-	-
4500032350	7/1/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,471.45	-	-
4500032351	7/1/2020	Tennant Sales & Serv Co		P130-EQUIP MAINT REPR SVC	687.59	-	-
4500032352	7/1/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	165.00	-	-
4500032353	7/1/2020	Sunbelt Rentals, Inc		P160-EQUIPMENT RENTALS	1,739.62	-	-
4500032354	7/1/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	2,930.00	-	-
4500032355	7/1/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,945.39	-	-
4500032356	7/1/2020	Golden State Supply LLC		G140-SHOP SUPPLIES	10.75	-	-
4500032357	7/1/2020	Trentman Corporation	Small Business	P280-GENERAL SVC AGRMNTS	1,016.56	-	-
4500032358	7/1/2020	Vern Rose Inc		G140-SHOP SUPPLIES	274.11	-	-
4500032359	7/1/2020	Harbor Diesel & Equipment		G170-LUBRICANTS	2,477.18	-	-
4500032360	7/1/2020	Romaine Electric Corporation	Small Business	B160-BUS ELECTRICAL	849.49	-	-
4500032361	7/1/2020	Battery Systems Inc		B160-BUS ELECTRICAL	1,706.07	-	-
4500032362	7/1/2020	Wesco Distribution Inc		F110-SHOP/BLDG MACHINERY	141.02	-	-
4500032363	7/1/2020	Transit Holdings Inc		B140-BUS CHASSIS	21.60	-	-
4500032364	7/1/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	146.99	-	-
4500032365	7/1/2020	Southwest Lift & Equipment Inc.	Small Business	F110-SHOP/BLDG MACHINERY	934.20	-	-
4500032366	7/2/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,049.92	-	-
4500032367	7/2/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	1,389.98	-	-
4500032368	7/2/2020	Mcmaster-Carr Supply Co		B250-BUS REPAIR PARTS	178.10	-	-
4500032369	7/2/2020	Jeyco Products Inc		G130-SHOP TOOLS	12.83	-	-
4500032370	7/2/2020	Transit Holdings Inc		B140-BUS CHASSIS	196.03	-	-
4500032371	7/2/2020	Kiel NA LLC		B130-BUS BODY	518.58	-	-
4500032372	7/2/2020	Drain Medic Inc	Small Business	P280-GENERAL SVC AGRMNTS	500.00	-	-
4500032373	7/2/2020	Hanning & Kahl LP		M140-WAYSIDE SIGNALS	475.63	-	-
4500032374	7/2/2020	Kenneth Place		F190-LANDSCAPING MAT'LS	1,487.72	-	-
4500032375	7/2/2020	Virginia Electronic & Lighting LLC		M140-WAYSIDE SIGNALS	325.19	-	-
4500032376	7/2/2020	Shilpark Paint Corp.		F180-BUILDING MATERIALS	93.75	-	-
4500032377	7/2/2020	Hitachi Rail STS USA, Inc.		M140-WAYSIDE SIGNALS	3,264.57	-	-
4500032378	7/2/2020	Annex Automotive and		F120-BUS/LRV PAINT BOOTHS	2,576.73	-	-
4500032379	7/2/2020	Golden State Supply LLC		G140-SHOP SUPPLIES	49.47	-	-
4500032380	7/2/2020	Home Depot USA Inc		G140-SHOP SUPPLIES	564.54	-	-
4500032381	7/2/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	59.23	-	-
4500032382	7/2/2020	Team One Repair Inc		G290-FARE REVENUE EQUIP	77.58	-	-
4500032383	7/2/2020	OneSource Distributors, LLC		G180-JANITORIAL SUPPLIES	759.64	-	-
4500032384	7/2/2020	Chromate Industrial Corporation		G130-SHOP TOOLS	205.88	-	-
4500032385	7/2/2020	Transit Holdings Inc		B130-BUS BODY	4,588.46	-	-
4500032386	7/2/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	2,487.78	-	-
4500032387	7/2/2020	Jamaica Bearings Co Inc		R170-RAIL/LRV HVAC	161.63	-	-
4500032388	7/2/2020	Fastenal Company		G140-SHOP SUPPLIES	7,652.60	-	-
4500032389	7/2/2020	Schunk Carbon Technology LLC		G170-LUBRICANTS	270.76	-	-
4500032390	7/2/2020	West-Lite Supply Co Inc	Small Business	G140-SHOP SUPPLIES	64.66	-	-
4500032391	7/2/2020	Adios Pest Control	Small Business	P280-GENERAL SVC AGRMNTS	150.00	-	-
4500032392	7/2/2020	Jeyco Products Inc		G140-SHOP SUPPLIES	106.33	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032393	7/2/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	79.30	-	-
4500032394	7/2/2020	Waxie's Enterprises Inc.		G130-SHOP TOOLS	623.43	-	-
4500032395	7/2/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	1,386.21	-	-
4500032396	7/5/2020	Mcmaster-Carr Supply Co		F110-SHOP/BLDG MACHINERY	202.37	-	-
4500032397	7/5/2020	Kurt Morgan		G200-OFFICE SUPPLIES	48.65	-	-
4500032398	7/5/2020	Mission Janitorial Supplies		G180-JANITORIAL SUPPLIES	13.37	-	-
4500032399	7/5/2020	Gillig LLC		B250-BUS REPAIR PARTS	36.89	-	-
4500032400	7/5/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	102.39	-	-
4500032401	7/6/2020	Chromate Industrial Corporation		G130-SHOP TOOLS	370.28	-	-
4500032402	7/6/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	1,671.57	-	-
4500032403	7/6/2020	Hitachi Rail STS USA, Inc.		M130-CROSSING MECHANISM	4,017.40	-	-
4500032404	7/6/2020	Knorr Brake Holding Corporation		R220-RAIL/LRV TRUCKS	1,704.75	-	-
4500032405	7/6/2020	Dennis L. Starwarz		F140-SHELVING AND RACK	3,089.81	-	-
4500032406	7/6/2020	Sloan Electromechanical		P190-REV VEHICLE REPAIRS	1,067.17	-	-
4500032407	7/6/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	33.31	-	-
4500032408	7/6/2020	Transit Holdings Inc		B140-BUS CHASSIS	144.84	-	-
4500032409	7/6/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	2,778.75	-	-
4500032410	7/6/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	5,141.92	-	-
4500032411	7/6/2020	Airgas Inc		G140-SHOP SUPPLIES	1,089.67	-	-
4500032412	7/6/2020	Jeyco Products Inc		G140-SHOP SUPPLIES	66.91	-	-
4500032413	7/6/2020	Team One Repair Inc		G290-FARE REVENUE EQUIP	364.56	-	-
4500032414	7/6/2020	HD Supply Construction Supply, LTD.		M180-STATION ELECTRICAL	1,596.86	-	-
4500032415	7/6/2020	MS Electrical Distribution Inc		M180-STATION ELECTRICAL	581.31	-	-
4500032416	7/6/2020	West-Lite Supply Co Inc	Small Business	M180-STATION ELECTRICAL	499.44	-	-
4500032417	7/6/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	1,485.44	-	-
4500032418	7/6/2020	Kaman Industrial Technologies		G140-SHOP SUPPLIES	1,524.71	-	-
4500032419	7/6/2020	Muncie Transit Supply		B110-BUS HVAC SYSTEMS	25.86	-	-
4500032420	7/6/2020	Freeby Signs		B130-BUS BODY	159.13	-	-
4500032421	7/6/2020	Mohawk Mfg & Supply Co		B200-BUS PWR TRAIN EQUIP	38.71	-	-
4500032422	7/6/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	723.57	-	-
4500032423	7/6/2020	Charter Industrial Supply Inc	Small Business	B140-BUS CHASSIS	55.50	-	-
4500032424	7/6/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	96.34	-	-
4500032425	7/6/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,384.40	-	-
4500032426	7/6/2020	Gillig LLC		B140-BUS CHASSIS	198.86	-	-
4500032427	7/6/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,133.09	-	-
4500032428	7/6/2020	Acuity Specialty Products Inc		G180-JANITORIAL SUPPLIES	153.11	-	-
4500032429	7/6/2020	Mission Janitorial Supplies		G180-JANITORIAL SUPPLIES	163.57	-	-
4500032430	7/6/2020	Translation & Simultaneous		P310-ADVERTISING SERVICES	1,455.00	-	-
4500032431	7/6/2020	Pressnet Express Inc		G230-PRINTED MATERIALS	657.28	-	-
4500032432	7/6/2020	Uline		G220-OFFICE EQUIPMENT	301.70	-	-
4500032433	7/6/2020	Uline		G200-OFFICE SUPPLIES	376.35	-	-
4500032435	7/6/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	83.98	-	-
4500032436	7/6/2020	W.W. Grainger Inc		G180-JANITORIAL SUPPLIES	115.45	-	-
4500032437	7/6/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	484.44	-	-
4500032438	7/6/2020	Professional Contractors Supplies		G160-PAINTS & CHEMICALS	466.37	-	-
4500032439	7/6/2020	San Diego Friction Products, Inc.		B120-BUS MECHANICAL PARTS	903.53	-	-
4500032440	7/6/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	32.79	-	-
4500032441	7/6/2020	rdg, LLC		G130-SHOP TOOLS	259.90	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032442	7/7/2020	Siemens Mobility, Inc.		R210-RAIL/LRV TIRES	77,709.30	-	-
4500032443	7/7/2020	Transit Holdings Inc		B110-BUS HVAC SYSTEMS	2,579.09	-	-
4500032444	7/7/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	1,321.65	-	-
4500032445	7/7/2020	Siemens Mobility, Inc.		R130-RAIL/LRV COUPLER	53,540.38	-	-
4500032446	7/7/2020	The Gordian Group, Inc.		C130-CONSTRUCTION SVCS	5,561.04	-	-
4500032447	7/7/2020	Westair Gases & Equipment Inc	Small Business	G190-SAFETY/MED SUPPLIES	215.78	-	-
4500032448	7/7/2020	Mott MacDonald Group Inc		P520-A & E/DESIGN	67,607.46	-	35,446.59
4500032449	7/7/2020	AFL Telecommunications, Inc.		M120-OVRHEAD CATENARY SYS	3,959.82	-	-
4500032450	7/7/2020	SAP America Inc		I120-INFO TECH, SVCS	583.20	-	-
4500032451	7/7/2020	Johnson Controls Fire Protection LP		P280-GENERAL SVC AGRMNTS	840.00	-	-
4500032452	7/7/2020	Waxie's Enterprises Inc.		G170-LUBRICANTS	2,367.90	-	-
4500032453	7/7/2020	Gillig LLC		B250-BUS REPAIR PARTS	811.14	-	-
4500032454	7/7/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	17.45	-	-
4500032455	7/7/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,141.05	-	-
4500032456	7/7/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	288.48	-	-
4500032458	7/7/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	398.65	-	-
4500032459	7/7/2020	Gillig LLC		B130-BUS BODY	168.08	-	-
4500032460	7/7/2020	TK Services Inc		B110-BUS HVAC SYSTEMS	52.74	-	-
4500032461	7/7/2020	Chromate Industrial Corporation		G150-FASTENERS	492.50	-	-
4500032462	7/7/2020	Western-Cullen-Hayes Inc		M130-CROSSING MECHANISM	1,883.37	-	-
4500032463	7/7/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	141.80	-	-
4500032465	7/7/2020	W.W. Grainger Inc		F110-SHOP/BLDG MACHINERY	41.46	-	-
4500032466	7/7/2020	United Refrigeration Inc		G170-LUBRICANTS	76.41	-	-
4500032467	7/7/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	93.17	-	-
4500032468	7/7/2020	Charter Industrial Supply Inc	Small Business	G150-FASTENERS	20.48	-	-
4500032469	7/7/2020	Jeyco Products Inc		G130-SHOP TOOLS	80.89	-	-
4500032470	7/7/2020	Cummins Pacific LLC		B120-BUS MECHANICAL PARTS	1,972.15	-	-
4500032471	7/7/2020	Transit Holdings Inc		B130-BUS BODY	29.49	-	-
4500032472	7/7/2020	Romaine Electric Corporation	Small Business	B160-BUS ELECTRICAL	3,608.55	-	-
4500032473	7/7/2020	Fastenal Company		G140-SHOP SUPPLIES	1,530.66	-	-
4500032474	7/7/2020	Baker Capital Limited		R160-RAIL/LRV ELECTRICAL	7,625.47	-	-
4500032475	7/7/2020	Steven Timme		G230-PRINTED MATERIALS	116.98	-	-
4500032476	7/8/2020	Fastenal Company		G140-SHOP SUPPLIES	679.98	-	-
4500032477	7/8/2020	Knorr Brake Holding Corporation		R140-RAIL/LRV DOORS/RAMP	2,262.75	-	-
4500032478	7/8/2020	Rodvold Enterprises Inc.		F190-LANDSCAPING MAT'LS	57.22	-	-
4500032479	7/8/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,906.23	-	-
4500032480	7/8/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	3,006.98	-	-
4500032481	7/8/2020	Sid Tool Co		G180-JANITORIAL SUPPLIES	367.54	-	-
4500032482	7/8/2020	W.W. Grainger Inc		G160-PAINTS & CHEMICALS	90.00	-	-
4500032483	7/8/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	472.30	-	-
4500032484	7/8/2020	TESSCO Technologies Incorporated		B150-BUS COMM EQUIP.	373.16	-	-
4500032485	7/8/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	2,398.65	-	-
4500032486	7/8/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	307.73	-	-
4500032487	7/8/2020	Kaman Industrial Technologies		G140-SHOP SUPPLIES	1,993.74	-	-
4500032488	7/8/2020	R.S. Hughes Co Inc		G160-PAINTS & CHEMICALS	383.62	-	-
4500032489	7/8/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	88.23	-	-
4500032490	7/8/2020	Airgas Inc		G140-SHOP SUPPLIES	51.13	-	-
4500032491	7/8/2020	Acuity Specialty Products Inc		G180-JANITORIAL SUPPLIES	263.12	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032492	7/8/2020	CASEI		F180-BUILDING MATERIALS	760.72	-	-
4500032493	7/8/2020	Transit Holdings Inc		B140-BUS CHASSIS	57.41	-	-
4500032494	7/8/2020	Gillig LLC		B160-BUS ELECTRICAL	2,359.75	-	-
4500032495	7/8/2020	Neopart Transit LLC		B140-BUS CHASSIS	98.66	-	-
4500032496	7/8/2020	San Diego Compressed Air Power LLC		F180-BUILDING MATERIALS	153.72	-	-
4500032497	7/8/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,286.70	-	-
4500032498	7/8/2020	Muncie Transit Supply		B130-BUS BODY	52.72	-	-
4500032499	7/8/2020	Jeyco Products Inc		G200-OFFICE SUPPLIES	15.09	-	-
4500032500	7/8/2020	Gillig LLC		B250-BUS REPAIR PARTS	1,622.28	-	-
4500032501	7/8/2020	Cummins Pacific LLC		B250-BUS REPAIR PARTS	109.95	-	-
4500032502	7/8/2020	Total Filtration Services Inc		R230-RAIL/LRV MECHANICAL	1,111.47	-	-
4500032503	7/8/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	25.91	-	-
4500032504	7/8/2020	Sutrak Corporation		R170-RAIL/LRV HVAC	937.53	-	-
4500032505	7/8/2020	Home Depot USA Inc		P120-BLDG/FACILITY REPRS	111.90	-	-
4500032506	7/8/2020	Shilpark Paint Corp.		G160-PAINTS & CHEMICALS	58.65	-	-
4500032507	7/8/2020	Eran Hason		F150-DOORS, OVERHEAD	608.11	-	-
4500032508	7/9/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	4,705.06	-	-
4500032509	7/9/2020	Transit Holdings Inc		B140-BUS CHASSIS	357.12	-	-
4500032510	7/9/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	520.21	-	-
4500032511	7/9/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	357.85	-	-
4500032512	7/9/2020	PUB Construction, Inc.	Minority Owned Business	C110-GENERAL CONTRACTORS	88,160.55	-	69,303.01
4500032513	7/9/2020	Jeyco Products Inc		G170-LUBRICANTS	127.34	-	-
4500032514	7/9/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	2,208.46	-	-
4500032515	7/9/2020	TK Services Inc		B250-BUS REPAIR PARTS	2,023.14	-	-
4500032516	7/9/2020	Norman Industrial Materials		B250-BUS REPAIR PARTS	1,004.23	-	-
4500032517	7/9/2020	CDW LLC		I110-INFORMATION TECH	7,810.78	-	-
4500032518	7/9/2020	Muncie Transit Supply		B160-BUS ELECTRICAL	150.53	-	-
4500032519	7/9/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	25.70	-	-
4500032520	7/9/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	64.00	-	-
4500032521	7/9/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	52.49	-	-
4500032522	7/9/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	153.16	-	-
4500032523	7/9/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	41.99	-	-
4500032524	7/9/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	131.95	-	-
4500032525	7/9/2020	Allied Refrigeration Inc		G130-SHOP TOOLS	2,103.04	-	-
4500032526	7/9/2020	Vern Rose Inc		G160-PAINTS & CHEMICALS	101.98	-	-
4500032527	7/9/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	3,208.13	-	-
4500032528	7/9/2020	CDW LLC		I110-INFORMATION TECH	13,719.02	-	-
4500032529	7/9/2020	Tennant Sales & Serv Co		P130-EQUIP MAINT REPR SVC	897.91	-	-
4500032530	7/9/2020	Asbury Environmental Services		P260-TESTING & ANALYSIS	250.00	-	-
4500032531	7/9/2020	Prudential Overall Supply		G180-JANITORIAL SUPPLIES	21,797.83	-	-
4500032532	7/9/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	4,283.07	-	-
4500032533	7/9/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	2,771.74	-	-
4500032534	7/9/2020	Team One Repair Inc		G290-FARE REVENUE EQUIP	359.17	-	-
4500032535	7/9/2020	Robcar Corporation	Woman Owned Business	F180-BUILDING MATERIALS	260.77	-	-
4500032536	7/9/2020	JKL Cleaning Systems		P130-EQUIP MAINT REPR SVC	641.44	-	-
4500032537	7/10/2020	M Power Truck & Diesel Repair		P210-NON-REV VEH REPAIRS	597.76	-	-
4500032538	7/10/2020	Annex Automotive and		F120-BUS/LRV PAINT BOOTHS	1,177.99	-	-
4500032539	7/10/2020	Siemens Mobility, Inc.		R150-RAIL/LRV COMM EQUIP	980.53	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032540	7/10/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	382.62	-	-
4500032541	7/10/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	33.31	-	-
4500032542	7/10/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	16.66	-	-
4500032543	7/10/2020	Transit Holdings Inc		B120-BUS MECHANICAL PARTS	3,050.29	-	-
4500032544	7/10/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	774.39	-	-
4500032545	7/10/2020	Home Depot USA Inc		G140-SHOP SUPPLIES	63.35	-	-
4500032546	7/10/2020	W.W. Grainger Inc		G170-LUBRICANTS	1,470.58	-	-
4500032547	7/10/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,392.26	-	-
4500032548	7/10/2020	Madden Construction Inc		P280-GENERAL SVC AGRMNTS	1,796.00	-	-
4500032549	7/10/2020	Vern Rose Inc		G160-PAINTS & CHEMICALS	33.16	-	-
4500032550	7/10/2020	Jeyco Products Inc		G180-JANITORIAL SUPPLIES	200.13	-	-
4500032551	7/10/2020	SC Commercial, LLC		F110-SHOP/BLDG MACHINERY	2,532.12	-	-
4500032552	7/10/2020	Chromate Industrial Corporation		G140-SHOP SUPPLIES	538.11	-	-
4500032553	7/10/2020	Cummins Pacific LLC		P190-REV VEHICLE REPAIRS	647.75	-	-
4500032554	7/10/2020	West-Lite Supply Co Inc	Small Business	M180-STATION ELECTRICAL	150.86	-	-
4500032555	7/10/2020	Allied Electronics Inc		R150-RAIL/LRV COMM EQUIP	374.54	-	-
4500032556	7/10/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	73.99	-	-
4500032557	7/10/2020	Corodata Media Storage Inc		I110-INFORMATION TECH	1,932.78	-	-
4500032558	7/10/2020	JKL Cleaning Systems		G180-JANITORIAL SUPPLIES	1,935.16	-	-
4500032559	7/10/2020	APD Incorporated		B130-BUS BODY	284.58	-	-
4500032560	7/10/2020	Kurt Morgan		G200-OFFICE SUPPLIES	72.97	-	-
4500032561	7/10/2020	R.S. Hughes Co Inc		G190-SAFETY/MED SUPPLIES	23.82	-	-
4500032562	7/10/2020	Wesco Distribution Inc		G270-ELECTRICAL/LIGHTING	39.24	-	-
4500032563	7/10/2020	Transit Holdings Inc		G170-LUBRICANTS	47.07	-	-
4500032564	7/10/2020	Kaman Industrial Technologies		G160-PAINTS & CHEMICALS	44.49	-	-
4500032565	7/10/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	1,732.48	-	-
4500032566	7/10/2020	Don Oleson Inc	Small Business	B120-BUS MECHANICAL PARTS	4,902.69	-	-
4500032567	7/10/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,139.61	-	-
4500032568	7/10/2020	Cummins Pacific LLC		B250-BUS REPAIR PARTS	665.90	-	-
4500032569	7/11/2020	Siemens Mobility, Inc.		R220-RAIL/LRV TRUCKS	28,800.00	-	-
4500032570	7/13/2020	Virginia Electronic & Lighting LLC		M140-WAYSIDE SIGNALS	1,799.00	-	-
4500032571	7/13/2020	Westair Gases & Equipment Inc	Small Business	G190-SAFETY/MED SUPPLIES	190.39	-	-
4500032572	7/13/2020	Sid Tool Co		G130-SHOP TOOLS	176.77	-	-
4500032573	7/13/2020	Cubic Transportation Systems		R240-RAIL/LRV REPR PARTS	3,198.60	-	-
4500032574	7/13/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	1,740.55	-	-
4500032575	7/13/2020	El Dorado Coatings Inc	Small Business	R140-RAIL/LRV DOORS/RAMP	339.42	-	-
4500032576	7/13/2020	Annex Automotive and		G160-PAINTS & CHEMICALS	3,228.75	-	-
4500032577	7/13/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	83.83	-	-
4500032578	7/13/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	4,531.03	-	-
4500032579	7/13/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	1,229.05	-	-
4500032580	7/13/2020	Siemens Mobility, Inc.		R170-RAIL/LRV HVAC	364.20	-	-
4500032581	7/13/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	5,070.93	-	-
4500032582	7/13/2020	Cummins Pacific LLC		P190-REV VEHICLE REPAIRS	16.03	-	-
4500032583	7/13/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	43.96	-	-
4500032584	7/13/2020	Transit Holdings Inc		B150-BUS COMM EQUIP.	2,116.76	-	-
4500032585	7/13/2020	Gillig LLC		B250-BUS REPAIR PARTS	5,874.99	-	-
4500032587	7/13/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	353.97	-	-
4500032588	7/13/2020	Controlled Motion Solutions Inc		B120-BUS MECHANICAL PARTS	328.29	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032589	7/13/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	92.84	-	-
4500032590	7/13/2020	Mohawk Mfg & Supply Co		B110-BUS HVAC SYSTEMS	22.15	-	-
4500032591	7/13/2020	Genuine Parts Co		A140-AUTO/TRUCK REPAIR	136.20	-	-
4500032592	7/13/2020	Specialty Manufacturing Inc		B130-BUS BODY	265.06	-	-
4500032593	7/13/2020	Tribologik Corporation		G140-SHOP SUPPLIES	429.39	-	-
4500032594	7/13/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	235.66	-	-
4500032595	7/13/2020	Jeyco Products Inc		G150-FASTENERS	22.52	-	-
4500032596	7/13/2020	Transit Holdings Inc		B250-BUS REPAIR PARTS	4,187.92	-	-
4500032597	7/13/2020	Kurt Morgan		G200-OFFICE SUPPLIES	586.92	-	-
4500032598	7/13/2020	Prochem Specialty Products Inc	Small Business	G180-JANITORIAL SUPPLIES	695.74	-	-
4500032599	7/13/2020	Barry Sandler Enterprises		G180-JANITORIAL SUPPLIES	270.82	-	-
4500032600	7/13/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	47.67	-	-
4500032601	7/13/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,661.85	-	-
4500032602	7/13/2020	Dimensional Silk Screen Inc		G230-PRINTED MATERIALS	575.73	-	-
4500032603	7/13/2020	Ace Uniforms & Accessories	Small Business	G120-SECURITY	2,575.07	-	-
4500032604	7/13/2020	A-B-CPR & First Aid Training Inc	Small Business	G120-SECURITY	1,225.00	-	-
4500032605	7/13/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	401.11	-	-
4500032606	7/13/2020	Jankovich Company		G170-LUBRICANTS	1,671.21	-	-
4500032607	7/13/2020	Fastenal Company		G140-SHOP SUPPLIES	1,530.66	-	-
4500032608	7/13/2020	Charter Industrial Supply Inc	Small Business	R220-RAIL/LRV TRUCKS	322.45	-	-
4500032609	7/13/2020	Professional Contractors Supplies		G140-SHOP SUPPLIES	119.56	-	-
4500032610	7/13/2020	Applied Industrial Technologies-CA		G160-PAINTS & CHEMICALS	126.02	-	-
4500032611	7/13/2020	Ram Industrial Services LLC		R170-RAIL/LRV HVAC	2,426.13	-	-
4500032612	7/13/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	279.66	-	-
4500032613	7/13/2020	Cummins Pacific LLC		B120-BUS MECHANICAL PARTS	80.93	-	-
4500032614	7/13/2020	Home Depot USA Inc		B250-BUS REPAIR PARTS	145.35	-	-
4500032615	7/14/2020	Home Depot USA Inc		G140-SHOP SUPPLIES	472.98	-	-
4500032616	7/14/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	276.83	-	-
4500032617	7/14/2020	Chromate Industrial Corporation		R160-RAIL/LRV ELECTRICAL	704.60	-	-
4500032618	7/14/2020	Transit Holdings Inc		B110-BUS HVAC SYSTEMS	128.15	-	-
4500032619	7/14/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	1,643.08	-	-
4500032620	7/14/2020	NCH Corporation		R220-RAIL/LRV TRUCKS	232.74	-	-
4500032621	7/14/2020	Professional Contractors Supplies		G140-SHOP SUPPLIES	593.54	-	-
4500032622	7/14/2020	General Signals Inc		M130-CROSSING MECHANISM	8,371.81	-	-
4500032623	7/14/2020	Don Oleson Inc	Small Business	B120-BUS MECHANICAL PARTS	2,451.35	-	-
4500032624	7/14/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	5,284.16	-	-
4500032625	7/14/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	10,521.47	-	-
4500032626	7/14/2020	SC Commercial, LLC		G170-LUBRICANTS	3,458.78	-	-
4500032627	7/14/2020	Powell Industries Inc		G180-JANITORIAL SUPPLIES	2,456.70	-	-
4500032628	7/14/2020	SC Commercial, LLC		G170-LUBRICANTS	1,729.39	-	-
4500032629	7/14/2020	Cement Cutting Inc	Small Business	F110-SHOP/BLDG MACHINERY	2,068.80	-	-
4500032630	7/14/2020	Kurt Morgan		G200-OFFICE SUPPLIES	414.54	-	-
4500032631	7/14/2020	Charter Industrial Supply Inc	Small Business	B120-BUS MECHANICAL PARTS	185.62	-	-
4500032632	7/14/2020	Mission Janitorial Supplies		G180-JANITORIAL SUPPLIES	72.12	-	-
4500032633	7/14/2020	Knorr Brake Holding Corporation		R160-RAIL/LRV ELECTRICAL	772.55	-	-
4500032634	7/14/2020	Muncie Transit Supply		B160-BUS ELECTRICAL	7.74	-	-
4500032635	7/14/2020	Graybar Electric Co Inc		M180-STATION ELECTRICAL	451.80	-	-
4500032636	7/14/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	501.60	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032637	7/14/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	2,531.05	-	-
4500032638	7/14/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	120.30	-	-
4500032639	7/14/2020	Gillig LLC		B200-BUS PWR TRAIN EQUIP	171.99	-	-
4500032640	7/14/2020	Mohawk Mfg & Supply Co		B160-BUS ELECTRICAL	1,092.50	-	-
4500032641	7/14/2020	Transit Holdings Inc		B200-BUS PWR TRAIN EQUIP	39.50	-	-
4500032642	7/14/2020	Tribologik Corporation		G140-SHOP SUPPLIES	537.14	-	-
4500032644	7/14/2020	Susan Shepard	DBE	G230-PRINTED MATERIALS	4,891.85	-	-
4500032645	7/14/2020	Specialty Manufacturing Inc		B130-BUS BODY	1,670.41	-	-
4500032646	7/14/2020	P & R Paper Supply Company Inc		G180-JANITORIAL SUPPLIES	255.96	-	-
4500032647	7/14/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	94.35	-	-
4500032648	7/14/2020	Jeyco Products Inc		G130-SHOP TOOLS	22.63	-	-
4500032649	7/14/2020	Delphin Computer Supply	Small Business	G200-OFFICE SUPPLIES	668.05	-	-
4500032650	7/14/2020	MetroMedia Inc		P310-ADVERTISING SERVICES	899.00	-	-
4500032651	7/14/2020	Global Power Group Inc	Small Business	P120-BLDG/FACILITY REPRS	50,050.00	-	-
4500032652	7/14/2020	San Diego Taxpayers		P280-GENERAL SVC AGRMNTS	5,000.00	-	-
4500032653	7/14/2020	Headsets.com Inc		I110-INFORMATION TECH	1,960.78	-	-
4500032654	7/14/2020	US Mobile Wireless		B150-BUS COMM EQUIP.	11,212.30	-	-
4500032655	7/15/2020	Waxie's Enterprises Inc.		G140-SHOP SUPPLIES	3,958.75	-	-
4500032656	7/15/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	4,429.61	-	-
4500032657	7/15/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,071.44	-	-
4500032658	7/15/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	12.48	-	-
4500032659	7/15/2020	Inland Kenworth (US) Inc		B200-BUS PWR TRAIN EQUIP	4,667.45	-	-
4500032660	7/15/2020	Super Welding of Southern CA	Small Business	R160-RAIL/LRV ELECTRICAL	2,081.73	-	-
4500032661	7/15/2020	Inland Kenworth (US) Inc		B120-BUS MECHANICAL PARTS	4,009.90	-	-
4500032662	7/15/2020	Professional Contractors Supplies		G190-SAFETY/MED SUPPLIES	82.73	-	-
4500032663	7/15/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	41.64	-	-
4500032664	7/15/2020	Transit Holdings Inc		B110-BUS HVAC SYSTEMS	7,370.30	-	-
4500032665	7/15/2020	All The King's Flags		M200-YARD FACILITIES	378.21	-	-
4500032666	7/15/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	24.99	-	-
4500032667	7/15/2020	Transit Holdings Inc		B140-BUS CHASSIS	2,003.70	-	-
4500032668	7/15/2020	Total Filtration Services Inc		R230-RAIL/LRV MECHANICAL	1,468.31	-	-
4500032669	7/15/2020	Jeyco Products Inc		G130-SHOP TOOLS	14.68	-	-
4500032670	7/15/2020	Gillig LLC		B160-BUS ELECTRICAL	576.50	-	-
4500032671	7/15/2020	R.S. Hughes Co Inc		G140-SHOP SUPPLIES	57.88	-	-
4500032672	7/15/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	260.13	-	-
4500032673	7/15/2020	Barry Sandler Enterprises		G180-JANITORIAL SUPPLIES	270.82	-	-
4500032674	7/15/2020	Transit Holdings Inc		B140-BUS CHASSIS	179.03	-	-
4500032675	7/15/2020	Genuine Parts Co		G130-SHOP TOOLS	43.08	-	-
4500032676	7/15/2020	SPX Corporation		G290-FARE REVENUE EQUIP	1,581.34	-	-
4500032677	7/15/2020	Kaman Industrial Technologies		B160-BUS ELECTRICAL	412.30	-	-
4500032678	7/15/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	60.30	-	-
4500032679	7/15/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	3,022.92	-	-
4500032680	7/15/2020	Inland Kenworth (US) Inc		B120-BUS MECHANICAL PARTS	3,944.91	-	-
4500032681	7/15/2020	Insight Public Sector, Inc.		I110-INFORMATION TECH	5,694.00	-	-
4500032682	7/15/2020	CDW LLC		I110-INFORMATION TECH	492.51	-	-
4500032684	7/16/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	99.95	-	-
4500032685	7/16/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	49.97	-	-
4500032686	7/16/2020	Transit Holdings Inc		B140-BUS CHASSIS	755.27	-	-

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PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032687	7/16/2020	Transit Holdings Inc		B140-BUS CHASSIS	1,302.00	-	-
4500032688	7/16/2020	Meritor, Inc.		B140-BUS CHASSIS	79.93	-	-
4500032689	7/16/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	43.42	-	-
4500032690	7/16/2020	Adios Pest Control	Small Business	P280-GENERAL SVC AGRMNTS	150.00	-	-
4500032691	7/16/2020	Mohawk Mfg & Supply Co		B120-BUS MECHANICAL PARTS	114.40	-	-
4500032692	7/16/2020	Airgas Inc		G140-SHOP SUPPLIES	37.43	-	-
4500032693	7/16/2020	Gillig LLC		B250-BUS REPAIR PARTS	71.69	-	-
4500032694	7/16/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	614.43	-	-
4500032695	7/16/2020	Kaman Industrial Technologies		B120-BUS MECHANICAL PARTS	427.85	-	-
4500032696	7/16/2020	Jeyco Products Inc		G130-SHOP TOOLS	23.99	-	-
4500032697	7/16/2020	OneSource Distributors, LLC		G190-SAFETY/MED SUPPLIES	323.95	-	-
4500032698	7/16/2020	Airgas Inc		G190-SAFETY/MED SUPPLIES	511.75	-	-
4500032699	7/16/2020	CDW LLC		G200-OFFICE SUPPLIES	206.85	-	-
4500032700	7/16/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	219.19	-	-
4500032701	7/16/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	2,941.97	-	-
4500032702	7/16/2020	Transit Holdings Inc		B130-BUS BODY	135.02	-	-
4500032703	7/16/2020	Virginia Electronic & Lighting LLC		M140-WAYSIDE SIGNALS	267.05	-	-
4500032704	7/16/2020	SC Commercial, LLC		B180-BUS DIESEL	5,650.65	-	-
4500032705	7/16/2020	Siemens Mobility, Inc.		R110-RAIL/LRV PROCRMNT	13,500.00	-	-
4500032706	7/17/2020	W.W. Grainger Inc		G140-SHOP SUPPLIES	158.37	-	-
4500032707	7/17/2020	El Dorado Coatings Inc	Small Business	R140-RAIL/LRV DOORS/RAMP	252.00	-	-
4500032708	7/17/2020	Team One Repair Inc		G290-FARE REVENUE EQUIP	316.53	-	-
4500032709	7/17/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	51.85	-	-
4500032710	7/17/2020	MS Electrical Distribution Inc		M180-STATION ELECTRICAL	1,743.93	-	-
4500032711	7/17/2020	Vallen Distribution Inc.		P540-MAINTENANCE TRAINING	2,194.73	-	-
4500032712	7/17/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	962.30	-	-
4500032713	7/17/2020	Mohawk Mfg & Supply Co		B140-BUS CHASSIS	1,206.00	-	-
4500032714	7/17/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	227.70	-	-
4500032715	7/17/2020	Transit Holdings Inc		B110-BUS HVAC SYSTEMS	3,450.15	-	-
4500032716	7/17/2020	Professional Contractors Supplies		G160-PAINTS & CHEMICALS	68.60	-	-
4500032717	7/17/2020	Cummins Pacific LLC		B200-BUS PWR TRAIN EQUIP	165.74	-	-
4500032718	7/17/2020	W.W. Grainger Inc		B250-BUS REPAIR PARTS	107.77	-	-
4500032719	7/17/2020	Jeyco Products Inc		G150-FASTENERS	5.65	-	-
4500032720	7/17/2020	CDW LLC		I110-INFORMATION TECH	933.99	-	-
4500032722	7/17/2020	Dimensional Silk Screen Inc		G110-BUS/TROLLEY SIGNAGE	380.28	-	-
4500032723	7/17/2020	A to Z Enterprises, Inc.		C130-CONSTRUCTION SVCS	120.00	-	-
4500032724	7/20/2020	Sid Tool Co		G130-SHOP TOOLS	325.14	-	-
4500032725	7/20/2020	Tennant Sales & Serv Co		P130-EQUIP MAINT REPR SVC	2,661.54	-	-
4500032726	7/20/2020	Hani Toma		P130-EQUIP MAINT REPR SVC	85.00	-	-
4500032727	7/20/2020	JKL Cleaning Systems		P130-EQUIP MAINT REPR SVC	2,264.07	-	-
4500032728	7/20/2020	TK Services Inc		B250-BUS REPAIR PARTS	768.09	-	-
4500032729	7/20/2020	Mouser Electronics Inc		B250-BUS REPAIR PARTS	85.25	-	-
4500032730	7/20/2020	Cummins Pacific LLC		P190-REV VEHICLE REPAIRS	270.00	-	-
4500032731	7/20/2020	Supreme Oil Company		A120-AUTO/TRUCK GASOLINE	8,168.65	-	-
4500032732	7/20/2020	SC Commercial, LLC		A120-AUTO/TRUCK GASOLINE	2,133.09	-	-
4500032733	7/20/2020	Home Depot USA Inc		G140-SHOP SUPPLIES	142.03	-	-
4500032734	7/20/2020	Harbor Diesel & Equipment		B200-BUS PWR TRAIN EQUIP	90.45	-	-
4500032735	7/20/2020	Transit Products and Services		B130-BUS BODY	5,710.75	-	-

Purchase Orders							
PO Number	PO Date	Name	Prime Business Certification	Material Group	PO Value	DBE Subcontracted Amount	Non DBE Subcontracted Amount
4500032737	7/20/2020	Kaman Industrial Technologies		B160-BUS ELECTRICAL	697.74	-	-
4500032739	7/20/2020	Transit Holdings Inc		B160-BUS ELECTRICAL	280.66	-	-
4500032740	7/20/2020	Vern Rose Inc		G160-PAINTS & CHEMICALS	49.75	-	-
4500032741	7/20/2020	SC Commercial, LLC		G170-LUBRICANTS	2,284.30	-	-
4500032742	7/20/2020	Prochem Specialty Products Inc	Small Business	G180-JANITORIAL SUPPLIES	695.74	-	-
4500032743	7/20/2020	Steven Timme		G230-PRINTED MATERIALS	588.92	-	-
4500032744	7/20/2020	California Stamp Company	Small Business	G250-NOVELTIES & AWARDS	420.23	-	-
4500032745	7/20/2020	Rayne - San Diego Inc		G120-SECURITY	468.00	-	-
4500032746	7/20/2020	General Information Systems Ltd		G120-SECURITY	966.00	-	-
4500032747	7/20/2020	Mcmaster-Carr Supply Co		F110-SHOP/BLDG MACHINERY	28.20	-	-
4500032748	7/20/2020	W.W. Grainger Inc		F110-SHOP/BLDG MACHINERY	81.46	-	-
4500032749	7/20/2020	Industrial Maintenance Supply LLC	DBE	G150-FASTENERS	53.75	-	-
4500032750	7/20/2020	Staples Contract & Commercial Inc		G200-OFFICE SUPPLIES	1,455.67	-	-
4500032751	7/20/2020	Genuine Parts Co		B250-BUS REPAIR PARTS	27.99	-	-
4500032752	7/20/2020	Freeby Signs		B130-BUS BODY	20.20	-	-
4500032753	7/20/2020	ASPEN Refrigerants Inc		G140-SHOP SUPPLIES	1,777.88	-	-
4500032754	7/20/2020	Specialty Manufacturing Inc		B130-BUS BODY	1,340.31	-	-
4500032755	7/21/2020	Dell Marketing L.P.		I110-INFORMATION TECH	3,620.02	-	-
4500032756	7/21/2020	Siemens Mobility, Inc.		R120-RAIL/LRV CAR BODY	1,530.05	-	-
4500032757	7/21/2020	Harbor Diesel & Equipment		I110-INFORMATION TECH	2,583.42	-	-
4500032758	7/21/2020	Cubic Transportation Systems		B190-BUS FARE EQUIP	5,656.88	-	-
4500032759	7/21/2020	Knorr Brake Holding Corporation		R220-RAIL/LRV TRUCKS	5,604.58	-	-
4500032760	7/21/2020	JKL Cleaning Systems		P130-EQUIP MAINT REPR SVC	3,402.14	-	-
4500032761	7/21/2020	Home Depot USA Inc		G140-SHOP SUPPLIES	692.18	-	-
4500032762	7/21/2020	W.W. Grainger Inc		G170-LUBRICANTS	1,228.48	-	-
4500032763	7/21/2020	Gillig LLC		B250-BUS REPAIR PARTS	151.02	-	-
4500032764	7/21/2020	Adios Pest Control	Small Business	P280-GENERAL SVC AGRMNTS	150.00	-	-
4500032765	7/21/2020	West-Lite Supply Co Inc	Small Business	M140-WAYSIDE SIGNALS	760.92	-	-
4500032766	7/21/2020	Waxie's Enterprises Inc.		G180-JANITORIAL SUPPLIES	466.02	-	-
4500032767	7/21/2020	SC Commercial, LLC		G170-LUBRICANTS	1,729.39	-	-
4500032768	7/21/2020	Jankovich Company		G170-LUBRICANTS	3,342.41	-	-
4500032769	7/21/2020	P & R Paper Supply Company Inc		G180-JANITORIAL SUPPLIES	186.67	-	-
4500032770	7/21/2020	Western-Cullen-Hayes Inc		M130-CROSSING MECHANISM	371.74	-	-
4500032771	7/21/2020	Siemens Mobility, Inc.		R160-RAIL/LRV ELECTRICAL	98,823.99	-	-
4500032772	7/21/2020	Citywide Auto Glass Inc		P210-NON-REV VEH REPAIRS	267.79	-	-