

access

BOARD OF DIRECTORS MEETING
Monday, December 7, 2020
General Session: 12:00 p.m.
Closed Session: Immediately Following

***Webinar - please see note below**

MISSION STATEMENT

Access Services promotes access to all modes of transportation and provides quality and safe ADA paratransit service on behalf of public transit agencies in Los Angeles County.

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON SEPTEMBER 21, 2020 (page 7) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
3. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON NOVEMBER 17, 2020 (page 14) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
4. REPORT FROM EX-OFFICIO BOARD MEMBERS	INFORMATION
5. GENERAL PUBLIC COMMENT	INFORMATION
6. SUPERIOR SERVICE AWARD	PRESENTATION

7. **CONSENT CALENDAR**

ACTION

[Vote Required:
majority of quorum
by roll call]

Items reviewed and approved by the Planning and Development Committee:

- a) Consideration to Approve Employee Handbook Changes (page 16)
[Staff Recommendation: Approve the attached Employee Handbook.]

- b) Consideration to Approve 2021 Board of Directors Meeting Calendar (page 17)
[Staff Recommendation: Review and approve the proposed Board and Standing Committee Meeting calendar for 2021.]

Items reviewed and approved by the Performance Monitoring Committee:

- c) Consideration to Ratify Renewal of Agency Insurance Policies (page 20)
[Staff Recommendation: Ratify the purchase of various Agency insurance policies, including property, general liability, executive management liability and workers' compensation insurance for a not-to-exceed amount of \$511,249.]

- d) Consideration to Extend Term and Increase Funds - TAP Card Production Memorandum of Understanding (page 22)
[Staff Recommendation: Authorize an additional \$300,000 for the production and issuance of Access Rider ID/TAP cards for the period of February 1, 2021 - January 31, 2022.]

- e) Community Advisory Committee Service Recommendations (page 24)
[Staff Recommendation: Receive and File.]

Items reviewed and approved by the External/Stakeholder Relations Committee:

- f) Consideration to Reappoint Community Advisory Committee Members (page 28)

[Staff Recommendation: The CAC bylaws require Board reappointment for CAC members. Staff recommends the Board reappoint the Group B members as listed in the item below.]

Item not reviewed and approved by any Committee:

- g) Consideration to Extend Term, Increase Funds and Approve Technical Assignment of Financial Audit Services Contract (AS-4045) to BPM, LLP. (page 30)

[Staff Recommendation: Authorize staff to execute a contract amendment, effective November 1, 2020 consenting to the change of control and therefore technical assignment of Contract AS-4045 by reason of the acquisition of Rossi by BPM. Additionally, authorize an additional \$70,000 in funds and exercise the first option year of the contract for the period of July 1, 2021 through June 30, 2022.]

[Staff Recommendation: Approve the Consent Calendar]

8.	CONSIDERATION TO AWARD CONSTRUCTION PROJECT MANAGEMENT SERVICES CONTRACT (AS-4136) (page 32)	ACTION [Vote Required: majority of quorum by roll call]
	[Staff Recommendation: Authorize staff to execute Contract No. AS-4136 with Griffin Structures, Inc. in an amount not-to-exceed \$625,000, for a period of up to three years, beginning in January 2021.]	
9.	COVID-19/OPERATIONS UPDATE	PRESENTATION
10.	FINANCIAL UPDATE	PRESENTATION
11.	UPCOMING BOARD ITEMS (page 41)	INFORMATION
12.	EXECUTIVE DIRECTOR’S REPORT	INFORMATION
13.	BOARD MEMBER COMMUNICATION	INFORMATION
14.	NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA	DISCUSSION/ POSSIBLE ACTION
15.	PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS	INFORMATION

- | | | |
|-----|---|-----------------------------------|
| 16. | CLOSED SESSION:
A) PUBLIC EMERGENCY (COVID-19), GC sec. 54957(a)
B) CALIFORNIA GOV. CODE §54957 - PERSONNEL MATTERS: PUBLIC EMPLOYEE EVALUATION - EXECUTIVE DIRECTOR | DISCUSSION/
POSSIBLE
ACTION |
| 17. | ADJOURNMENT | ACTION |

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board members by staff or Board members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board during a Board meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board of Directors will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or

special circumstances exist. However, the Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff may respond to all public comments in writing prior to the next Board meeting.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - board@accessla.org or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 10:00 am on Monday, December 7, 2020 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://zoom.us/j/94884634645>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Board Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at:
https://accessla.org/news_and_events/agendas.html
2. You can also call in using the following information -
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799 or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 948 8463 4645
3. When the Board Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
4. If you cannot use the "raise hand" feature, the please submit a written comment as outlined above.
5. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.



STATEMENT OF PROCEEDINGS FOR THE
MEETING OF THE ACCESS SERVICES
BOARD OF DIRECTORS

Webinar

September 21, 2020

12:00 p.m.

1. **CALL TO ORDER**

Meeting was called to order by Chair Nason at 12:06 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Treasurer Doran Barnes, Secretary Theresa De Vera, Directors Lee Burner, Andrew Del Castillo, Valerie Gibson, John Troost and Jonaura Wisdom.

BOARD MEMBER(S) EXCUSED FROM THE MEETING

Not Present: None

2. **REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JULY 20, 2020**

Recommendation: Approval of minutes as written.

Motion made by Director Troost to approve the minutes, seconded by Secretary De Vera. Via Roll Call Vote, all were in favor except Director Gibson who abstained, motion passed.

3. **REPORT FROM EX-OFFICIO BOARD MEMBERS**

CAC Chair Rachele Goeman gave an update on the August and September CAC meetings in which they discussed the style of the new coupons and the stand sign subcommittee recommendations. She had some technical difficulties and was not able to conclude the report.

TPAC Vice Chair Diane Amaya gave an update on the September TPAC meeting. The committee discussed the following items: Executive Director Andre Colaiace reported

that Access would host a Zoom community meeting on September 12th. Additionally, Mr. Colaiace stated that in response to Metro's Free-Fare study, staff is preparing a position paper to identify its potential impacts on Access. He also briefed TPAC members on the status of Assembly Bill 5 and Proposition 22. Deputy Executive Director Hector Rodriguez presented the budget for fiscal year 2021 that reflected steep declines in ridership associated with COVID-19. IT Director Bill Tsuei provided an update on the Mobility for All Grant Award - \$330,000 to enhance the Where's My Ride application. New features include mobile fare payment, digital rider ID, and Multifunction Bluetooth Beacon installation. Emergency Management Coordinator Matthew Topoozian provided the update on COVID-19 operations. Access continues to operate at roughly 42% of pre-pandemic service levels. Staff is focusing on recovery and restoration of service with the guidance of public health partners and the county. TPAC members reappointed Gracie Davis as TPAC Chair, and elected Ms. Amaya to serve as Vice-Chair. Strategic Planner Eric Haack presented the survey topics under consideration for future-passenger opinion questionnaires. Topics included technology, ridership behavior and COVID-19 communications.

4. GENERAL PUBLIC COMMENT

Ms. Frances Emily Dawson-Harris made a public comment stating she is happy for the magnificent opportunity to enjoy a more full life due to Access Services, such as attending the theatre, the Abilities Expo at the Los Angeles Convention Center, the Aquarium of the Pacific's Festival of Human Ability, and especially to see a specialist in Beverly Hills, affiliated with Cedars-Sinai and its hospital and imaging center. She thanked Access Services for their amazing provision of accessible, affordable and reliable services. She stated that Access' insight, understanding, patience, expertise, commitment and multifaceted responsibilities are exceptional. She thanked the reservation services and stated the no shared rides due to COVID-19 pandemic and standing order service are a blessing. She stated their excellent leadership, knowledge and examples lessens the feeling of powerlessness. Access Services has enabled impossibility to become possibility.

Ms. Yael Hagen made a public comment stating that Frances has been involved with Access Services for a very long time and she wanted to acknowledge her excellent comment and just say how it's really emotional for her because when they had a lot of issues with Access Services many years ago, Frances was there with them fighting for Access to become better, and more usable, and better funded. She loves to hear this kind of compliment that resonates with all of the riders and shows how far Access Services has come. She also wanted to thank Access Services and especially Andre Colaiace for attending the PASC workshop town hall meeting to talk to them about Access Services and give an update on all the good work that is happening. She thanked staff for the community meeting. They have made a great effort lately to reach out to the community once again and she just wanted to acknowledge that.

5. **SUPERIOR SERVICE COVID-19 PRESENTATION**

Manager of Eligibility David Foster introduced the Superior Service Award winner Maria Romo.

6. **CONSENT CALENDAR**

Recommendation: Approval of all items on the Consent Calendar.

CONSENT CALENDAR

- a) Consideration to Extend Term and Increase Funds for Website Services (AS-3221)
- b) Consideration to Reappoint Transportation Professionals Advisory Committee (TPAC)
- c) Consideration to Approve Parents with Disabilities Program Rate for the Santa Clarita Service Region (AS-4064)
- d) Consideration to Approve Technical Assignment of On-Board Vehicle Camera Recording System Contract (AS-3906)

Public Comment: None.

Director Wisdom requested that Item 6-c be pulled. Secretary DeVera requested that Item 6-a be pulled.

Motion made by Director Troost to approve Consent Calendar items 6-b and 6-d, seconded by Director Gibson. Via Roll Call Vote - all were in favor, motion passed.

Item 6-a:

Board Member Comments

Secretary DeVera made a comment by stating that the current website could be more user-friendly.

Director of Information Technology Bill Tsuei replied that they would invite a focus group to participate in the new scope of work process. Access staff did that for the prior Request for Proposal process, however, the scope became too broad and the costs came in too high.

Motion made by Secretary DeVera to approve Consent Calendar item 6-a, seconded by Vice Chair Gombert. Via Roll Call Vote - all were in favor, motion passed.

Item 6-c:

Board Member Comments

Director Wisdom made a comment by stating that she was looking at the table on page 22 on the agenda item, and she was wondering why the Antelope Valley prices had such a big jump.

Deputy Executive Director Hector Rodriguez replied that the pricing varies more as the contractor can no longer provide share rides efficiently for transfer trips, which previously could transport multiple riders per trip.

Secretary DeVera made a comment by asking if riders will still have to make their transfer at Olive View Medical or are these straight trips.

Director of Administration F Scott Jewell responded that the transfer point is still in effect and will continue to be so.

Motion made by Director Burner to approve Consent Calendar item 6-c, seconded by Director Troost. Via Roll Call Vote - all were in favor, motion passed.

7. CONSIDERATION TO APPROVE PROPOSED BUDGET FOR FISCAL YEAR 2020/21

Deputy Executive Director Hector Rodriguez gave a presentation on the FY 20/21 Budget.

Public Comments

None

Board Member Comments

Director Wisdom asked a question on the agenda item on page 27, where there is a bullet point about salaries and related expenses and asked for clarification on the planned 3% salary increase. She understood the minimum wage question but didn't understand when it was planned. Does that mean it's not happening? What's the expense related to that and who's it for?

Mr. Hector Rodriguez responded that a number of Access staff are at the lower end of the pay scale and they are affected by the increased minimum wage. Once the budget is approved, Access will make adjustments to those impacted salaries only. Other salary increases will be deferred.

Director Wisdom then asked if they do increases based on merit or is it done on market value?

Mr. Rodriguez responded that Access does not have COLA-based increases; they have merit-based increases.

Director Burner asked if the vehicle purchases had been purchased off a state contract. The second part of that question is what is the time frame for going out to bid on these vehicles?

Mr. Rodriguez responded that a part of the problem has been that both the MV1 and Dodge Caravan are no longer being built. Staff has been working with CALACT and the state to help them draft an RFP that will reflect the need to purchase a Promaster-type vehicle. They were planning to issue the RFP back in April or May but with the pandemic things have slowed down. Delivery should take place somewhere in the beginning of the calendar year 2021.

Motion made by Director Burner to approve Item 7 and seconded by Director Wisdom. Via Roll Call Vote - all were in favor, motion passed.

8. COVID-19 UPDATE

Chief Operations Officer Mike Greenwood presented this item.

Public Comment

None.

Board Member Comments

None.

9. UPCOMING BOARD ITEMS

Director of Administration F Scott Jewell stated that the Board would be moving back to the committee structure beginning later this month and in October. The Annual Meeting will be a webinar on November 17, 2020 and the next full Board meeting will be on December 7, 2020.

Public Comments

Ms. Yael Hagen asked if the committee meeting were open to the public. Mr. Jewell replied that they are.

10. EXECUTIVE DIRECTOR'S REPORT

Executive Director Andre Colaiace stated they had their first virtual Zoom community meeting on Saturday. He has heard very good things. There were some technical difficulties reported by people who wanted to dial in using Zoom's telephone numbers. He just wanted to let them know that they have opened a ticket with Zoom to try to rectify that for the future. They talked about temporary changes to their operational services, updates to the eligibility process, and the Where's My Ride changes for which they are going to use the federal grant. If anyone missed the event, they can visit the Access website and watch it at their convenience. Thanks to Randy Johnson and the other Access staff who helped make this a success. As Hector Rodriguez mentioned, the Metro committee approved the funding for Access and he thanked Director Wisdom and Fayma Ishaq for shepherding their funding through this process. It was a very good process this year and, he thinks this is the case largely because of their efforts. He wants to remind everyone that thanks to Board action in February, Access will be providing free trips to the polls for the November election day for customers who want to vote in person. He offered continued thanks and gratitude to Access' road safety inspectors, and contractors, frontline employees who bravely continue providing service during this difficult time.

11. BOARD MEMBER COMMUNICATION

Treasurer Barnes extended his thanks to Access' great team. That includes direct staff and all of the service providers who continue to be flexible, keeping safety as their top priority and delivering the service that the community needs.

Director Del Castillo also expressed his thanks to not only the directors and contractors, but also the drivers who have been really stepping up during this pandemic.

Director Burner thanked staff and the contractors for being essential employees. He congratulated staff for their health and safety commitment seal from APTA.

Secretary DeVera echoed everyone else's comments on the amazing job staff is doing. She thanked staff for sending her all the presentations before the meeting. She was in attendance at the first virtual community meeting and it was very informative but it also showed that riders don't really know how to address problems and how to contact customer service.

Director Wisdom stated that it has been a trying year and she thinks Access is handling it well, mainly because of the leadership, the staff, the directors and even the public's

input, which has been very helpful. It's a team effort. And hopefully they can continue to do that throughout the rest of the year.

Vice Chair Gombert stated that he would like to echo previous comments, thanking Access staff and contractors for their great work during this difficult year. He also participated in the virtual community meeting earlier in the month. He thought staff did a great job in presenting issues and responding to customers' concerns.

Director Gibson recognized the excellent work staff and the contractors have been doing. She would like to recognize some of the comments they received from customers, and as a reminder of how it's helping them. In the reports that were put together, she is so impressed by the level of work that has been done, and noted the significance of Access being recognized by APTA.

12. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business was heard subsequent to the posting of the agenda.

13. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

There were no public comments.

14. CLOSED SESSION REPORT

Legal Counsel Vince Ewing stated that the Board had been briefed on item 14 and no action was taken but direction was given to Legal Counsel.

15. ADJOURNMENT

Motion made by Director Del Castillo, seconded by Secretary De Vera to adjourn.

The meeting adjourned at 2:03 p.m.

Approved

Theresa De Vera, Secretary

Date



STATEMENT OF PROCEEDINGS FOR THE
MEETING OF THE ACCESS SERVICES
BOARD OF DIRECTORS

Webinar

November 17, 2020

1:45 p.m.

1. **CALL TO ORDER**

Meeting was called to order by Chair Nason at 2:00 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Treasurer Doran Barnes, Secretary Theresa De Vera, Directors Lee Burner, Andrew Del Castillo, Valerie Gibson, John Troost and Jonaura Wisdom.

BOARD MEMBER(S) EXCUSED FROM THE MEETING

Not Present: None

2. **PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS**

There were no public comments.

3. **CLOSED SESSION REPORT**

Legal Counsel Vince Ewing stated that the Board had been briefed on item 3 and no action was taken.

4. ADJOURNMENT

Motion made by Director Burns, seconded by Vice Chair Gombert to adjourn.

The meeting adjourned at 2:41 p.m.

Approved

Theresa De Vera, Secretary

Date

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

**FROM: ELIZABETH ZAMBRANO, HUMAN RESOURCES ADMINISTRATOR
F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION**

RE: CONSIDERATION TO APPROVE EMPLOYEE HANDBOOK CHANGES

ISSUE:

It is necessary to revise and update policies in the Employee Handbook based upon changes in regulations, best practices and business needs. This item was reviewed and approved by the Planning and Development Committee with two changes that have been incorporated into this version.

RECOMMENDATION:

Approve the attached Employee Handbook.

IMPACT ON BUDGET:

There is no expected impact on the budget.

BACKGROUND:

It is necessary to update the Access Services Employee Handbook based upon changes to regulations, best practices in the industry and business needs. This includes the addition of the Heat Illness Prevention Program, the Illness and Injury Prevention Program, and the Emergency Action Plan, all of which were developed as separate documents over the last four years. Other changes include the updating of organizational titles, a change in the total amount of PTO that can be accrued (increase from 480 hours to 640 hours) and codification of employee service recognition awards. The Board last approved an update to the Employee Handbook in May 2016.

A fully marked up version of the Employee Handbook is available here - https://accessla.org/sites/default/files/Agendas/Item%207-a_Attachment%20A.pdf

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: CONSIDERATION TO APPROVE 2021 BOARD OF DIRECTORS MEETING CALENDAR

ISSUE:

Staff is presenting to the Board for its review and approval the attached list of scheduled Board and Committee Meetings for calendar year 2021. This item was reviewed and approved by the Planning and Development Committee. However, the Committee meetings for January 2021 will now occur on January 11th in lieu of the 18th.

RECOMMENDATION:

Review and approve the proposed Board and Standing Committee Meeting calendar for 2021.

IMPACT ON BUDGET:

None.

DISCUSSION:

The standing committee structure dictates an alternating monthly schedule for the committee and full Board meetings.

All meetings, with the exception of the Annual meeting, are scheduled to take place at Access Services located at 3449 Santa Anita Avenue in El Monte. However, due to pandemic conditions, all meetings will be held virtually until further notice.

2021 Meeting Calendar

Annual

Date	Meeting Type	Time
Thursday November 18 th	Annual Meeting*	11:00 am

*At California Endowment Center

Board

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
Monday February 22 nd	Board Meeting	12:00 pm
Monday April 19 th	Board Meeting	12:00 pm
Monday June 21 st	Board Meeting	12:00 pm
Monday August 16 th	Board Meeting	12:00 pm
Monday October 18 th	Board Meeting	12:00 pm
Monday December 13 th	Board Meeting	12:00 pm

Committees

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
Monday March 1 st	Board Operations	10:00 am - 11:00 am
Monday April 26 th	Board Operations	10:00 am - 11:00 am
Monday June 28 th	Board Operations	10:00 am - 11:00 am
Monday August 23 rd	Board Operations	10:00 am - 11:00 am
Monday October 25 th	Board Operations	10:00 am - 11:00 am
Monday December 20 th	Board Operations	10:00 am - 11:00 am

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
Monday January 11 th	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday March 22 nd	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday May 17 th	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday July 19 th	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday September 20 th	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm
Monday November 15 th	Performance Monitoring Planning and Development External/Stakeholder Relations	11:00 am - 12:00 pm 12:30 pm - 1:30 pm 2:00 pm - 3:00 pm

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR

RE: CONSIDERATION TO RATIFY RENEWAL OF AGENCY INSURANCE POLICIES

ISSUE:

Board ratification is required for the purchase of various Agency insurance policies for the policy year beginning November 1, 2020. This item was reviewed and approved by the Performance Monitoring Committee prior to staff acquiring the policies.

RECOMMENDATION:

Ratify the purchase of various Agency insurance policies, including property, general liability, executive management liability and workers' compensation insurance for a not-to-exceed amount of \$511,249.

IMPACT ON BUDGET:

The approved budget for Fiscal Year 2020/21 includes the cost of these policies. The funding for these policies comes from local funds.

ALTERNATIVES CONSIDERED

No alternatives were considered. In order to protect the agency from liability, it is necessary to purchase these policies on an annual basis.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, the action staff has taken would be ratified.

BACKGROUND:

Due to the current policies expiring prior to the full Board meeting in December, staff took this item for approval to the Performance Monitoring Committee in October 2020 for an amount not to exceed \$700,000. Staff then subsequently authorized SullivanCurtisMonroe (SCM), Access' insurance broker, to purchase the policies at a final quote amount of \$511,249 with an effective date of no later than November 1, 2020, and November 30, 2020 for the Workers' Compensation policy. This action

requires ratification by the full Board due to the dollar amount being in excess of \$75,000.

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: CONSIDERATION TO EXTEND TERM AND INCREASE FUNDS - TAP
CARD PRODUCTION MEMORANDUM OF UNDERSTANDING (MOU)

ISSUE:

Additional funding is required to continue the production of Access Rider ID/TAP cards under the existing MOU with Metro. This item was reviewed and approved by the Performance Monitoring Committee.

RECOMMENDATION:

Authorize an additional \$300,000 for the production and issuance of Access Rider ID/TAP cards for the period of February 1, 2021 - January 31, 2022.

IMPACT ON BUDGET:

This action will result in an increase in the previously approved contract amount of \$2,019,000 to \$2,319,000. The reimbursement agreement is based on a per card cost of \$4.50 plus shipping that is invoiced by Metro on a quarterly basis. There is no increase to the card cost for this extension. The funding for this agreement comes from Prop C Discretionary funds.

ALTERNATIVES CONSIDERED:

Regional production of TAP cards is handled by Metro for all TAP-participating transit operators in the county in order to maintain uniformity and security. Metro has competitively bid and negotiated the contracts for the production of the cards and is currently utilizing two companies for those services. Accordingly, no other alternatives were considered.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, staff would be authorized, but not required, to negotiate and extend the MOU with Metro for the production and issuance of Access Rider ID/TAP cards upon terms and conditions no less favorable to Access Services than those proposed above. Access Services would not be legally bound to the contract unless the terms are incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

In September 2014, the Board authorized a number of changes to the Access Rider ID/TAP Card program which included an agreement with Metro for the production of the Access Rider ID/TAP card. In December 2019, the Board extended the agreement through January 2021. It is now necessary to increase funds and extend the term to continue production for another year through January 2022.

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

**FROM: MIKE GREENWOOD, CHIEF OPERATIONS OFFICER
MATTHEW AVANCENA, DIRECTOR, PLANNING AND COORDINATION**

**RE: COMMUNITY ADVISORY COMMITTEE (CAC) SERVICE
RECOMMENDATIONS**

ISSUE:

Access' Community Advisory Committee formed the Operations Subcommittee to work on various issues that originated from the 2019 CAC Goals Retreat. Among those issues is the committee's desire to recommend service enhancements to improve the rider experience. This item was reviewed and filed by the Performance Monitoring Committee.

RECOMMENDATION:

Receive and file.

IMPACT ON BUDGET:

Undetermined as staff is still evaluating potential fiscal impacts as detailed below. Budgetary approval will be sought from the Board if a cost to implement an enhancement exceeds \$75,000, which is currently the Executive Director's signature authority.

BACKGROUND:

On Tuesday March 12, 2019, the CAC held its first Goals Retreat at the Los Angeles River Center and Gardens. CAC member and former Access Board member Kurt Baldwin facilitated the retreat.

On April 9, 2019, the CAC took action and formed subcommittees, tasking the Quality Service Subcommittee (QSS) and the full CAC to work on various issues. Two subcommittees were formed:

1. Bylaws/Process Subcommittee -tasked to review issues such as:

- CAC attendance/participation process
- Public participation
- Meeting duration
- CAC agendas and standing items (and its order in the agenda)
- Identifying volunteers to serve as liaisons between the CAC and QSS

2. Operations Subcommittee - tasked to review issues such as:

- Missed trips and no shows
- How to avoid long rides
- Routing and mis-matched rides
- Adding stand locations and improving stand identification
- Providing clear communication to riders and drivers regarding locations
- Expanding pick-up and drop-off locations at key venues

The Operations Subcommittee members have been meeting almost every month via conference call. In July 2020, the members concluded their work on recommendations to improve paratransit service and presented them at the August 11th CAC meeting. The CAC took action to accept the recommendations and forward them to the Access Board of Directors.

Accordingly, staff has evaluated these recommendations and their potential impact and is providing an update for the Board to review. The table below details this analysis. Staff will continue to work with the CAC on any remaining open items.

Recommendation	Staff Analysis
<p>When a road supervisor is available, they should be used to pick up riders whose connections were missed due to contractor error or stranding for other reasons and take the rider to their destination. This is needed to avoid diverting another vehicle to pick up the rider and thereby breaking the efficiency of the diverted vehicle's route.</p>	<p>This recommendation has been informally implemented and will need to be incorporated into future RFPs to formalize.</p>
<p>Develop a methodology to be used to hold contractors accountable in efficiency of routing using ratios of location-to-location distance compared to actual miles traveled from origin to destination. Include liquidated damages for poorly routed trips in future contracts.</p>	<p>A new measurement of routing efficiency has been developed and will be incorporated into Access' service provider performance standards subject to Board Approval.</p>
<p>Contractor staff who finalize vehicle routing must consider the mobility needs of riders and avoid mismatching riders with routes. The definition of mismatched trips should consider not just the issue of capacity (not fitting on the vehicle), but also the order in which riders are scheduled to embark and disembark so riders do not needlessly have to get off and back on the vehicle. The definition should also consider whether a passenger needs to transfer to a passenger seat from a mobility device.</p>	<p>Recommendation could have an impact on both the contractor's productivity and costs to Access. This will be evaluated further.</p>
<p>Contractors must contact a rider if the vehicle is going to arrive 30 minutes after a scheduled pick up time. This must be reinforced at regular staff meetings. A rider should be offered the opportunity to decline the trip with no late cancellation penalty but must not be encouraged to cancel by the provider.</p>	<p>Recommendation is reasonable but details need to be finalized before the improvement is incorporated into policies and procedures.</p>

<p>Create direct communication between the driver and rider and/or other technology to help riders connect with the pickup vehicle.</p> <ul style="list-style-type: none"> • Enhance telephone communication between the rider, dispatcher, and driver, possibly implementing direct driver-to-rider communication. • Geo-locate riders and vehicles using beacons and the Where's My Ride App • The Access website should add a resource page regarding consumer technology to assist in communication, way-finding, etc. 	<p>Some of these enhancements are being investigated; costs unknown at this time. But some improvement costs will be covered under Access' FTA Mobility for All Grant</p>
<p>Make the notes the driver has about the trip have extra importance.</p> <ul style="list-style-type: none"> • The dispatcher should verify that the driver read the notes prior to determining a no-show and allowing the driver to proceed to the next destination. e.g., ask the driver to read back what the notes say before letting the driver go to the next stop. • The dispatcher should read the notes and accommodate any ESL needs, or as an ESL accommodation allow the onboard technology to read the notes in the drivers' language of choice. • Create a distinction between trip notes and a permanent note, create a field for notes that will always apply regarding the rider (Such as "must transfer to passenger seat but needs room for mobility device".) 	<p>The prominence of notes displayed on the vehicle's driver tablet will be investigated for possible improvement; the dispatcher's role in note compliance will also be investigated.</p>
<p>Comparable travel time to fixed route should include the wait time from the negotiated pick up time to the destination instead of from the time the rider boards the vehicle and the vehicle departs.</p>	<p>Access currently uses FTA-approved industry standards to measure comparability to fixed route travel time. No further action on this recommendation is planned.</p>

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

**FROM: MATTHEW AVANCENA
DIRECTOR OF PLANNING AND COORDINATION**

**RE: CONSIDERATION TO REAPPOINT COMMUNITY ADVISORY
COMMITTEE (CAC) MEMBERS**

ISSUE:

Five Community Advisory Committee (CAC) members are about to complete their terms, which will expire on January 31, 2021. The reappointments recommended below are for two-year terms beginning February 1, 2021 and expiring on January 31, 2023. This item was reviewed and approved by the External/Stakeholders Relations Committee.

RECOMMENDATION

The CAC bylaws require Board reappointment for CAC members. Staff recommends the Board reappoint the following Group B members.

Last Name	First Name	Access User	Affiliation
Almalel	Olivia	Yes	Access Customer
Aroch	Maria	Yes	Southern California Rehabilitation Services - Independent Living Center
Conrad	Michael	Yes	Metro Accessibility Advisory Committee
Francois	Marie	No	Director of Programs - Foothill AIDS Project/Child with Autism
Goeman	Rachele	Yes	California Council of The Blind -- Greater Long Beach

IMPACT TO BUDGET

None.

BACKGROUND

One of two advisory committees created by the Access Services Board of Directors, the CAC provides community input and advice to the Board and staff concerning operational and policy issues that impact and improve Access' transportation program.

The CAC is comprised of two sets of members, Group A and Group B, which serve two-year terms. Group A members have term expiration dates which occur on even numbered years. Group B members have term expiration dates which occur on odd numbered years. CAC meets monthly and is comprised of Access riders, disability rights advocates and representatives from social service and other non-profit agencies.

There are currently two vacancies on the CAC and staff has distributed vacancy announcements and application instructions to the City and County Commission on Disabilities, all southern California Independent Living Centers and other stakeholders. Staff will request the CAC to convene a subcommittee to start interviewing applicants.

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

**FROM: BRUCE FRINK, SENIOR MANAGER, FINANCE
BRIAN SELWYN, MANAGER OF PROCUREMENT AND CONTRACT
ADMINISTRATION**

**RE: CONSIDERATION TO EXTEND TERM, INCREASE FUNDS AND
APPROVE TECHNICAL ASSIGNMENT OF FINANCIAL AUDIT SERVICES
CONTRACT (AS-4045) TO BPM, LLP.**

ISSUE:

Rossi, LLP (Rossi) has been purchased by BPM, LLP (BPM). Board approval is required to authorize staff to consent, on behalf of Access, to this transaction. Staff also desires to exercise the first option year of the contract. Due to the timing of the request to assign the contract, this item was not brought before one of the standing committees.

RECOMMENDATION:

Authorize staff to execute a contract amendment, effective November 1, 2020 consenting to the change of control and therefore technical assignment of Contract AS-4045 by reason of the acquisition of Rossi by BPM. Additionally, authorize an additional \$70,000 in funds and exercise the first option year of the contract for the period of July 1, 2021 through June 30, 2022.

IMPACT ON BUDGET:

This item will have no impact on the approved Fiscal Year 20/21 budget as the terms and conditions of the contract will not change following re-assignment. The contract not to exceed amount will increase from \$185,181.50 to \$255,181.50.

ALTERNATIVES CONSIDERED:

Given the nature of the request, no alternatives were considered.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, staff, with the aid and advice of legal counsel, would be authorized, but not required, to negotiate the terms of a

consent by Access to the change of control of Rossi and of the assignment and assumption of AS-4045 by BPM in a manner and containing terms and conditions reasonably necessary and appropriate to protect the interests of Access. Access Services would not be legally bound to the consent or the assignment of the contract unless and until such consent and assignment are incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

Access' contract with Rossi, our outside Financial Audit firm, will expire on June 30, 2021. The contract makes a provision for two (2) one-year options.

BPM's acquisition of Rossi was finalized on November 1, 2020 and has been characterized as mutually beneficial to both parties. As a result of this acquisition, the two practices have, in effect, merged services, giving the new entity an enhanced ability to serve the needs of current and future clients, such as Access Services. BPM is one of the 50 largest public accounting and advisory firms in the country. By joining these two companies, BPM's goal is to provide more opportunities and increased resources for their colleagues, their community and their clients. This combination gives Access the ability to tap into the greater depth of accounting and audit expertise across an array of specialty areas. We believe BPM will continue to serve Access and our audit and advisory needs, just as Rossi has done for the past several years.

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

**FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION
BRIAN SELWYN, MANAGER OF PROCUREMENT AND CONTRACT
ADMINISTRATION**

**RE: CONSIDERATION TO AWARD CONSTRUCTION PROJECT
MANAGEMENT SERVICES CONTRACT (AS-4136)**

ISSUE:

Board approval is required to exercise the award of a construction project management services contract.

RECOMMENDATION:

Authorize staff to execute Contract No. AS-4136 with Griffin Structures, Inc. in an amount not-to-exceed \$625,000, for a period of up to three years, beginning in January 2021.

IMPACT ON BUDGET:

The contract total of \$625,000 is inclusive of development, services and support over the term of the contract. Costs for the first six months of work are allocated from the current fiscal year budget. Remaining costs will be requested and budgeted accordingly for the remainder of the contract term. In the event that a property is acquired (through lease or purchase) which contains an existing facility suitable for renovation (vs. a new build), the cost would be \$290,000. The funding for this project comes from local funds (Proposition C 40% Discretionary fund).

ALTERNATIVES CONSIDERED:

The Board may choose not to award the contract. This alternative is not recommended as the work to be undertaken by the firm under consideration herein serves as a key first step in Access' plan to own or lease property from which our service contractors can operate, thus mitigating the need for proposers to find their own property as a prerequisite to being deemed responsive to our paratransit service RFPs.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, staff would be authorized, but not required, to negotiate and enter into a written contract upon terms and conditions no less favorable to Access than those proposed herein. Access would not be legally bound to the contract herein proposed unless and until it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

Access sought to engage the services of a qualified Construction Project Management Firm that will take the lead in the solicitation, selection and management of the design and construction or renovation of Access' operating facilities in Los Angeles County. It is the intent of Access to award one contract for construction management services and a subsequent contract for the design and construction or renovation of the aforementioned operating facility.

On June 29, 2020, Access issued Request for Proposals (RFP) No. AS-4136 to select a construction project management consultant with the experience to oversee the construction and renovation of transportation operating facilities.

Access issued two addenda, providing answers to proposer questions. By the August 7, 2020 deadline, Access received proposals from the following eight firms:

1. Azure Development (Azure)
2. Construction Management Partners Group, Inc. (CMPG)
3. Cumming Management Group, Inc. (Cumming)
4. Griffin Structures, Inc. (Griffin)
5. Jones Lang LaSalle, Inc. (JLL)
6. Skanska USA Building Inc. (Skanska)
7. Swinerton Builders (Swinerton)
8. The LeFlore Group/Desert Paradise (TLG)

All proposals submitted were deemed responsive and the proposers responsible. As part of their proposals, the proposers (both prime contractors and subcontractors) were also asked to provide information regarding their status as a disadvantaged business, indicating whether they were certified in one or more the following categories: Small Business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, Minority Business Enterprise, Disabled Veterans Business Enterprise, or other. Three of the eight proposers (including proposed sub-contractors) reported being certified in one or more of the aforementioned categories.

An evaluation panel was convened and a comprehensive technical evaluation followed. The evaluation panel consisted of four Access staff, from the following

departments: Administration, Finance, Government Affairs and Outreach, and Operations.

The proposals were evaluated based on the following criteria and associated weights:

<u>Criteria</u>	<u>Max. Points</u>
1. Firm/Staff Qualifications	15
2. Program Understanding	10
3. Technical Approach	40
4. Project Management Approach	20
5. Cost	15
<hr/>	
TOTAL	100

During the period from August 12, 2020 through September 28, 2020, the evaluation committee conducted its independent evaluation of the proposals received. Proposals from CMPG, Griffin, JLL, Skanska and Swinerton were determined to be within the competitive range, based on the evaluation of the four technical scoring criteria delineated in the subject RFP. These five firms were interviewed by the evaluation team on August 25th and August 26th via Zoom.

Requests for a "Best and Final Offer" (BAFO) were then released. On August 28th (BAFO I) and then again on September 10th (BAFO II) the five firms in the competitive range were asked to provide clarification regarding how each would address certain elements of the project should they be awarded a contract. They were also asked to submit two cost proposals, one based on the scenario that Access would acquire a property upon which an existing facility would be renovated and the second based on the scenario that Access would acquire a property on which a new facility would be built. For BAFO II, proposers were asked to confirm that the services proposed would apply to either the Southern region or another Access service region. All confirmed that they did. Only one proposer submitted a new cost proposal as part of the final BAFO, with small changes from the cost proposal submitted in BAFO I.

Scoring for cost for those in the competitive range was broken up into two sub-categories, reflecting the two aforementioned design/construction scenarios. Based on the evaluation criteria and the BAFOs submitted, Griffin ranked the highest following final evaluations. A summary of scores for both the first and final evaluation rounds is set forth below.

**First Round Scoring:
Evaluation Following Submission of Proposals to Establish a Competitive Range (Per
Technical Score)**

Evaluation Criteria (Max. Pts.)	Azure	CMPG	Cumming	Griffin	JLL	Skanska	Swinerton	TLG
Firm/Staff Qualifications and Experience (15 pts.)	9.75	9.94	12.11	13.50	12.53	13.88	11.59	11.81
Program Understanding (10 pts.)	6.88	7.50	7.25	8.50	8.50	8.45	8.58	7.75
Technical Approach (40 pts.)	26.50	32.50	31.50	33.50	34.50	31.80	31.30	28.50
Project Management Approach (20 pts.)	11.25	16.00	13.00	16.40	18.00	14.75	14.50	14.25
Technical Score (85 pts.)	54.38	65.94	63.86	71.90	73.53	68.88	65.96	62.31
Cost Score* (15 pts.)	15.00	2.92	3.69	2.03	2.47	1.60	3.12	4.75

**Where a proposer submitted two cost proposals (based on two scenarios discussed above), the Cost Score reflects the higher cost proposal.*

**Final Round Scoring:
Evaluate Proposals in Competitive Range Following Receipt of Final BAFO**

Evaluation Criteria (Max. Pts.)	CMPG	Griffin	JLL	Skanska	Swinerton
Firm/Staff Qualifications (15 pts.)	11.44	13.50	10.50	12.38	12.56
Program Understanding (10 pts.)	7.75	8.75	7.63	8.25	7.75
Technical Approach (40 pts.)	31.50	35.00	30.00	30.50	32.00
Project Management Approach (20 pts.)	16.00	18.25	14.75	15.75	16.25
Technical Score (85 pts.)	66.69	75.50	62.88	66.88	68.56
Cost: Manage a Renovation* (7.5 pts.)	5.60	5.58	7.50	2.32	4.11
Cost: Manage a New Build* (7.5 pts.)	7.28	6.28	7.50	2.63	4.98
Total Score (100 pts.)	79.57	87.37	77.88	71.82	77.65

*For the cost criterion for the final round of scoring, a maximum of fifteen points was awarded, with the firm who proposed the lowest cost to manage the renovation of an existing facility earning 7.5 points and the firm who proposed the lowest cost to manage the construction of a new facility earning 7.5 points.

The Access Finance Department staff determined the recommended Contractor to be financially qualified to fulfill the terms of the subject RFP.

COST ANALYSIS

The recommended Contractor’s cost has been determined to be fair and reasonable based upon an evaluation of the independent cost estimate (ICE), competition, technical analysis, fact-finding, negotiations, and best and final offers. Costs, including BAFOs from the five firms in the competitive range, are set forth below.

Proposer	Originally Proposed Cost*	BAFO II: Manage Renovation	BAFO II: Manage New Build
1. Azure	\$90,750.00	N/A	N/A
2. CMPG	\$466,800.00	\$289,180	\$539,355
3. Cumming	\$369,225.60	N/A	N/A
4. Griffin	\$672,000.00	\$290,000	\$625,000
5. JLL	\$551,008.50	\$215,929	\$523,458
6. Skanska	\$851,520.00	\$698,072	\$1,495,580
7. Swinerton	\$436,830.40	\$394,289	\$788,914
8.TLG	\$286,476.00	N/A	N/A

**Where proposer submitted two cost proposals in their original proposal (based on two scenarios discussed above), the higher cost is listed in the second column of the table.*

A breakdown of Griffin’s proposed deliverables and cost, under the two building scenarios, is set forth below:

NEW BUILD:

SOLICITATION AND SELECTION OF VENDOR AND CONSTRUCTION PROJECT MANAGEMENT

PHASE	DELIVERABLE	HOURS	FIXED COST
DESIGN		1,066	\$181,000
	Program Validation		
	Bid and Award Services - Design		
	Design Coordination		
	Constructability Review		
	Cost Estimating Services		
	Bid and Award Services - Facility and Property Improvements		
	Bid and Award Services - Other Vendors		
ON-SITE CONSTRUCTION MANAGEMENT		2,336	\$423,190
	Pre-Construction Meeting		
	Contract Administration		
	Submittal Coordination		
	Weekly Meetings		
	Quality Assurance		
	Document Control		
	RFI Coordination		
	Issues Resolution		
	Identification of Non-Conforming Work		
	Schedule Oversight		

	Change Order Review and Recommendations		
	Contractor Pay Applications		
	Coordination of Special Inspections and Testing		
	Project Reporting		
	Utility Coordination		
	Commissioning		
	Punch List Coordination		
	Owner Training		
	AS-Built Documents and Operation Manuals		
	Notice of Substantial Completion		
	Final Cost Accounting		
REIMBURSABLE COSTS			\$20,810
	Insurance (\$4,810)		
	Misc. Office Supplies (\$4,000)		
	Submittal Exchange - Cloud Based Document Control System (\$12,000)		
TOTAL COST		3,402	\$625,000

RENOVATION OF EXISTING FACILITY:

**SOLICITATION AND SELECTION OF VENDOR AND
CONSTRUCTION PROJECT MANAGEMENT**

PHASE	DELIVERABLE	HOURS	FIXED COST
1. DESIGN		836	\$143,210
	Program Validation		
	Bid and Award Services - Design		
	Design Coordination		
	Constructability Review		
	Cost Estimating Services		
	Scheduling Services		
	Bid and Award Services - Facility and Property Improvements		
	Bid and Award Services - Other Vendors		
2. ON-SITE CONSTRUCTION MANAGEMENT		1,580	\$134,880
	Pre-Construction Meeting		
	Contract Administration		
	Submittal Coordination		
	Weekly Meetings		
	Quality Assurance		
	Document Control		
	RFI Coordination		
	Issues Resolution		
	Identification of Non-Conforming Work		
	Schedule Oversight		
	Change Order Review and Recommendations		
	Contractor Pay Applications		

	Coordination of Special Inspections & Testing		
	Project Reporting		
	Utility Coordination		
	Commissioning		
	Punch List Coordination		
	Owner Training		
	AS-Built Documents and Operation Manuals		
	Notice of Substantial Completion		
	Final Cost Accounting		
3. REIMBURSABLE COSTS			\$20,810
	Insurance (\$2,210)		
	Misc. Office Supplies (\$2,700)		
	Submittal Exchange - Cloud Based Document Control System (\$7,000)		
TOTAL COST		2,416	\$290,000

RECOMMENDED CONTRACTOR

Headquartered in Irvine, Griffin has nearly forty years of experience in the field of building/site design and construction management, working on a multitude of projects similar to the one now under consideration. The firm has also been involved in the planning and implementation of fueling applications, including CNG fueling stations, on several of their projects. Their knowledge and experience in this area could prove significant given the likelihood that Access will require that future new facilities include a CNG fueling station on-site. Working with Griffin on this project is HL Construction Management, an SBE-certified firm, who will provide Cost Estimator services under either of the two building scenarios.

The company has worked on operations and maintenance facilities throughout California, managing the design and/or construction of, for example, operations and maintenance yards in the cities of Anaheim, Tustin, Westminster, Stanton, Walnut Creek, and Carlsbad. As part of this work, Griffin has had to navigate the types of challenges that arise on most renovations and new builds. Two such examples are provided below.

Working with the City of Westminster, from 2014-2016, Griffin was tasked with doing a needs assessment in order to find ways to improve the functionality of an existing property (40,000 sq. ft., \$20M project budget). Faced with an aging infrastructure and code violations throughout the property, it proposed and managed a mix of new construction, renovation and re-purposing of existing buildings in order to deliver what the City requested. Team responsibility included program and construction management and coordination of civil, geotechnical, and environmental surveys. Work was completed while maintenance operations continued to run on-site without major disruption.

From 2016-2018, Griffin provided CPM services for the City of Anaheim's Anaheim Transportation Network (ATN) Operations and Maintenance Yard (3.7 acres, \$18M project budget). The firm provided a space needs analysis with the aim of potentially relocating ATN headquarters. The study involved addressing ATN's operational practices, alternatives of space usage, and the analytics of space needs computation. After determining ATN's space needs, the team developed a conceptual site plan and a related statement of probable costs to move ATN's four-acre site to a new site, redevelop the new site and build a new headquarters.

Proposed staff, consisting of a Construction Project Manager, Project Executive, Principal in Charge, Constructability Review Specialist, Cost Estimator, and Program Validation Expert, have over 100 years of combined experience in the field. The Construction Project Manager, with more than 25 years of experience in the field, will be the lead on the project, devoting nearly 3,000 hours for a new build and nearly 1,500 hours for a renovation of an existing facility.

NOVEMBER 30, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: UPCOMING BOARD ITEMS

ISSUE:

The following items are tentatively scheduled to be addressed by the Board and its committees through March 2021.

December 14, 2020 - Board Operations Committee

Agenda Items:	Disposition:
Board Agenda review	Action

January 11, 2021 - Committee Meetings - Performance Monitoring, Planning and Development and External/Stakeholder Relations

Agenda Items:	Disposition:
Consideration to Award Southern Region Service Contract	Action
Consideration to Extend Term and Increase Funds - Travel Training	Action
RFP for Antelope Valley Service Region	Information
Consideration to Award Video Production Services Contract	Action

February 22, 2021 - Board of Directors

Agenda Items:	Disposition:
Committee Items Approval	Action

March 1, 2021 - Board Operations Committee

Agenda Items:	Disposition:
Board Agenda review	Action

March 22, 2021 - Committee Meetings - Performance Monitoring, Planning and Development and External/Stakeholder Relations

Agenda Items:	Disposition:
Consideration to Extend Term and Increase Funds - TAP Card Production Memorandum of Understanding	Action
Consideration to Renew Agency Insurance Policies	Action