

Metro

*Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
3rd Floor Board Room*



Metro

Agenda - Final

Wednesday, September 19, 2018

12:00 PM

**One Gateway Plaza, Los Angeles, CA 90012,
3rd Floor, Metro Board Room**

Finance, Budget and Audit Committee

*Kathryn Barger, Chair
Paul Krekorian, Vice Chair
John Fasana
Ara Najarian
Mark Ridley-Thomas
Shirley Choate, non-voting member*

Phillip A. Washington, Chief Executive Officer

METROPOLITAN TRANSPORTATION AUTHORITY BOARD RULES
(ALSO APPLIES TO BOARD COMMITTEES)

PUBLIC INPUT

A member of the public may address the Board on agenda items, before or during the Board or Committee's consideration of the item for one (1) minute per item, or at the discretion of the Chair. A request to address the Board should be submitted in person at the meeting to the Board Secretary. Individuals requesting to speak on more than three (3) agenda items will be allowed to speak up to a maximum of three (3) minutes per meeting. For individuals requiring translation service, time allowed will be doubled.

Notwithstanding the foregoing, and in accordance with the Brown Act, this agenda does not provide an opportunity for members of the public to address the Board on any Consent Calendar agenda item that has already been considered by a Committee, composed exclusively of members of the Board, at a public meeting wherein all interested members of the public were afforded the opportunity to address the Committee on the item, before or during the Committee's consideration of the item, and which has not been substantially changed since the Committee heard the item.

The public may also address the Board on non-agenda items within the subject matter jurisdiction of the Board during the public comment period, which will be held at the beginning and/or end of each meeting. Each person will be allowed to speak for up to three (3) minutes per meeting and may speak no more than once during the Public Comment period. Speakers will be called according to the order in which the speaker request forms are received. Elected officials, not their staff or deputies, may be called out of order and prior to the Board's consideration of the relevant item.

In accordance with State Law (Brown Act), all matters to be acted on by the MTA Board must be posted at least 72 hours prior to the Board meeting. In case of emergency, or when a subject matter arises subsequent to the posting of the agenda, upon making certain findings, the Board may act on an item that is not on the posted agenda.

CONDUCT IN THE BOARD ROOM - The following rules pertain to conduct at Metropolitan Transportation Authority meetings:

REMOVAL FROM THE BOARD ROOM The Chair shall order removed from the Board Room any person who commits the following acts with respect to any meeting of the MTA Board:

- a. Disorderly behavior toward the Board or any member of the staff thereof, tending to interrupt the due and orderly course of said meeting.
- b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.
- c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Board; and
- d. Any other unlawful interference with the due and orderly course of said meeting.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE BOARD

Agendas for the Regular MTA Board meetings are prepared by the Board Secretary and are available prior to the meeting in the MTA Records Management Department and on the Internet. Every meeting of the MTA Board of Directors is recorded on CD's and as MP3's and can be made available for a nominal charge.

DISCLOSURE OF CONTRIBUTIONS

The State Political Reform Act (Government Code Section 84308) requires that a party to a proceeding before an agency involving a license, permit, or other entitlement for use, including all contracts (other than competitively bid, labor, or personal employment contracts), shall disclose on the record of the proceeding any contributions in an amount of more than \$250 made within the preceding 12 months by the party, or his or her agent, to any officer of the agency, additionally PUC Code Sec. 130051.20 requires that no member accept a contribution of over ten dollars (\$10) in value or amount from a construction company, engineering firm, consultant, legal firm, or any company, vendor, or business entity that has contracted with the authority in the preceding four years. Persons required to make this disclosure shall do so by filling out a "Disclosure of Contribution" form which is available at the LACMTA Board and Committee Meetings. Failure to comply with this requirement may result in the assessment of civil or criminal penalties.

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323.466.3876 x2

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中文

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NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA

CALL TO ORDER

ROLL CALL

APPROVE Consent Calendar Item(s): 7

Consent Calendar items are approved with one motion unless held by a Director for discussion and/or separate action.

CONSENT CALENDAR

7. SUBJECT: GROUP INSURANCE PLANS [2018-0525](#)

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to renew existing group insurance policies covering Non-Contract and AFSCME employees for the one-year period beginning January 1, 2019 as outlined in Attachment A.

Attachments: [Attachment A - Monthly Premium Rates](#)
 [Attachment B - Monthly Employee Contributions](#)

NON-CONSENT

**8. SUBJECT: LICENSE AGREEMENT WITH CLEAR CHANNEL
OUTDOOR FOR CONSTRUCTION AND OPERATION OF A
DIGITAL BILLBOARD ON METRO PROPERTY [2017-0670](#)**

RECOMMENDATION

AUTHORIZE the CEO to execute a license agreement with Clear Channel Outdoor for a digital billboard on Metro Parcel 7406-026-915 for a term of thirty years upon commencement with guaranteed revenue of \$4,365,000.

Attachments: [Attachment A - Proposed Location and Renderings](#)
 [Attachment B - Key Terms](#)

9. SUBJECT: CONSOLIDATED AUDIT FOR FISCAL YEARS 2016-20 [2018-0480](#)

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to execute Modification No. 3 to Contract No. PS4489300, with Simpson and Simpson, CPA's for Package B of the Fiscal Years (FY) 2016-2020 to provide financial and compliance Measure M audits in the amount of \$324,060 increasing the contract value from \$3,897,330 to \$4,221,390.

Attachments: [Attachment A - Procurement Summary](#)
[Attachment B - Contract Mod Log](#)
[Attachment C - DEOD Summary](#)

10. **SUBJECT: ACCESS SERVICES - QUARTERLY UPDATE** [2018-0521](#)

RECOMMENDATION

RECEIVE AND FILE status report on Access Services - ADA Paratransit.

Attachments: [Presentation](#)

40. **SUBJECT: METRO TRANSPORTATION SCHOOL** [2018-0358](#)

RECOMMENDATION

CONSIDER:

- A. RECEIVING AND FILING the Final Feasibility Report for the Metro Transportation School;
- B. AMENDING the FY19 budget with up to \$1,000,000 for predevelopment activities associated with the school site;
- C. AUTHORIZING the Chief Executive Officer to execute Modification No. 3 to Contract No. PS45385000 with causeIMPACTS LLC for additional support services for the Transportation School Consulting Services contract in the amount of \$200,709, increasing the total contract value from \$402,530 to \$603,239 and extending the contract period of performance by 12 months; and
- D. INCREASING Contract Modification Authority (CMA) specific to Contract No. PS45385000 in the amount of \$100,000 increasing the total authorized CMA amount from \$100,000 to \$200,000.

Attachments: [Attachment A - Procurement Summary](#)
[Attachment B - Contract Modification Change Order Log](#)
[Attachment C - DEOD Summary](#)
[Attachment D - Principles for the MOU](#)
[Attachment E - Summary of Final Report](#)

(ALSO ON EXECUTIVE MANAGEMENT COMMITTEE)

SUBJECT: GENERAL PUBLIC COMMENT [2018-0603](#)

RECEIVE General Public Comment

Consideration of items not on the posted agenda, including: items to be presented and (if requested) referred to staff; items to be placed on the agenda for action at a future meeting of the Committee or Board; and/or items requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Committee subsequent to the posting of the agenda.

COMMENTS FROM THE PUBLIC ON ITEMS OF PUBLIC INTEREST WITHIN COMMITTEE'S
SUBJECT MATTER JURISDICTION

Adjournment



Board Report

File #: 2018-0525, File Type: Contract

Agenda Number: 42.

REGULAR BOARD MEETING OCTOBER 25, 2018

SUBJECT: GROUP INSURANCE PLANS

ACTION: APPROVE RECOMMENDATION

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to renew existing group insurance policies covering Non-Contract and AFSCME employees for the one-year period beginning January 1, 2019 as outlined in Attachment A.

BACKGROUND

A comprehensive package of health resources provides existing employees a foundation to maintain or improve health, and helps to attract and retain qualified employees. Los Angeles County Metropolitan Transportation Authority (LACMTA), including the Public Transportation Services Corporation (PTSC), seeks to offer benefit plans that promote efficient use of health resources and are cost effective for the company and our employees.

DISCUSSION

The Non-Contract Group Insurance Plan, a flexible benefits program, was implemented in August 1994. Roughly 99% of the employees covered by the benefit plans are PTSC employees. On an annual basis, employees are encouraged to review their enrollment and may choose medical, dental, vision, supplemental life, long-term disability, and accidental death and dismemberment plans that meet their needs. Alternatively, employees may opt to waive medical and/or dental coverage and receive a taxable cash benefit, provided proof of other medical coverage is submitted and the employee does not obtain subsidized coverage from an exchange. Employees may also participate in the flexible spending accounts, a vehicle to pay for certain out-of-pocket healthcare and dependent care expenses on a pre-tax basis.

The overall premium cost is a decrease of 2.9% for calendar year 2019. This reflects \$1.15 million in negotiated reductions from the initial renewal quotes. The recommended medical, dental, and vision premiums are shown on Attachment A. As previously established by the Chief Executive Officer, Non-Contract and AFSCME employees contribute 10% of the actual premium for each medical and dental plan selected. The monthly employee contributions are shown in Attachment B.

DETERMINATION OF SAFETY IMPACT

Approval of this item will have no impact on safety.

FINANCIAL IMPACT

Funding for the Non-contract and AFSCME group insurance plans is included in each department's FY19 budget and on the balance sheet for accrued retiree medical liabilities. Based on the current employee participation by plan, estimated employer costs of \$50.4 million, a decrease of \$1.5 million from 2018, are expected to be within the adopted budget of \$67.6 million.

Implementation of the 40% excise tax (Cadillac Tax), a part of Health Care Reform, continues to be postponed until 2020. The Cadillac Tax is intended to be assessed on the cost of coverage for health plans that exceed an annual limit, currently set at \$10,200 for individual coverage and \$27,500 for family coverage. For fully-insured plans like ours, the excise tax is the responsibility of the insurance carrier, though it is anticipated that carriers may pass these costs back to the employer. However, since there continues to be volatility related to healthcare reform and the excise tax does not take effect until 2020, we will continue to monitor regulatory requirements and evaluate our plan provisions such as copays, out-of-pocket maximums and other features in order to mitigate exposure to the excise tax.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Recommendation supports strategic plan Goal #5 (Provide responsive, accountable, and trustworthy governance). By providing employee benefit plans supports the health and wellness, thereby allowing employees to focus on achieving the strategic goals of the agency.

ALTERNATIVES CONSIDERED

With the favorable renewal on the plans for 2019, the postponement of the Excise Tax until 2020, and the general uncertainty over healthcare at this time, it is recommended that the current plan designs be renewed, thereby avoiding provider access/disruption for 2019.

The Board could decide to self-insure and self-administer health benefits. However, this is not recommended due to the resources required to establish the medical expertise and operational infrastructure required to review and process claims as well as the liability that would be assumed.

NEXT STEPS

Upon approval, staff will conduct the annual open enrollment for Non Contract and AFSCME employees during November 2018 and implement elections effective January 1, 2019.

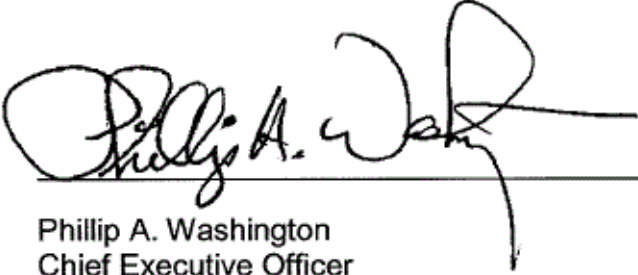
ATTACHMENTS

Attachment A - Monthly Premium Rates

Attachment B - Monthly Employee Contributions

Prepared by: Jan Olsen, Director, Pension & Benefits, (213) 922-7151

Reviewed by: Joanne Peterson, Chief Human Capital & Development Officer
(213) 418-3088



Phillip A. Washington
Chief Executive Officer

Proposed Monthly Premium Rates

Provider	Coverage Option	CY 2018	CY 2019	%Change	Est # of Employees (1/1/19)
Blue Cross (PPO)	Single	\$1,277.89	\$1,226.77	-4.00%	228
	Couple	\$2,572.36	\$2,469.47	-4.00%	215
	Family	\$3,450.27	\$3,312.26	-4.00%	290
Blue Cross (HMO)	Single	\$795.45	\$775.57	-2.50%	90
	Couple	\$1,670.44	\$1,628.68	-2.50%	63
	Family	\$2,386.19	\$2,326.53	-2.50%	176
Kaiser (HMO)	Single	\$683.20	\$671.35	-1.74%	357
	Couple	\$1,366.41	\$1,342.70	-1.74%	256
	Family	\$1,933.47	\$1,899.92	-1.74%	447
Delta Dental (PPO)	Single	\$57.20	\$53.02	-7.30%	458
	Couple	\$99.41	\$92.15	-7.30%	572
	Family	\$149.37	\$138.47	-7.30%	708
DeltaCare (DHMO)	Single	\$20.21	\$20.21	0.00%	101
	Couple	\$36.71	\$36.71	0.00%	59
	Family	\$54.32	\$54.32	0.00%	129
Dental Health Services (DHMO)	Single	\$16.82	\$16.82	0.00%	71
	Couple	\$32.60	\$32.60	0.00%	47
	Family	\$49.15	\$49.15	0.00%	113
Vision Service Plan	Single	\$10.15	\$10.15	0.00%	302
	Couple	\$14.68	\$14.68	0.00%	298
	Family	\$26.30	\$26.30	0.00%	481
Voluntary Waiver of Coverage:*					
Medical		\$251.00	\$244.00		166
Dental		\$36.00	\$35.00		93
* Waiver of Medical coverage requires proof of alternative coverage.					

Proposed Monthly Employee Contributions

Provider	Coverage Option	NC & AFSCME Employee Contribution (Current)	NC & AFSCME Employee Contribution (Proposed) Effective 1/1/19	Change
Blue Cross (PPO)	Single	\$128.00	\$123.00	-\$ 5.00
	Couple	\$257.00	\$247.00	-\$10.00
	Family	\$345.00	\$331.00	-\$14.00
Blue Cross (HMO)	Single	\$80.00	\$78.00	-\$2.00
	Couple	\$167.00	\$163.00	-\$4.00
	Family	\$239.00	\$233.00	-\$6.00
Kaiser (HMO)	Single	\$68.00	\$67.00	-\$1.00
	Couple	\$137.00	\$134.00	-\$3.00
	Family	\$193.00	\$190.00	-\$3.00
Delta Dental (PPO)	Single	\$6.00	\$5.00	-\$1.00
	Couple	\$10.00	\$9.00	-\$1.00
	Family	\$15.00	\$14.00	-\$1.00
DeltaCare (DHMO)	Single	\$2.00	\$2.00	\$0.00
	Couple	\$4.00	\$4.00	\$0.00
	Family	\$5.00	\$5.00	\$0.00
Dental Health Services (DHMO)	Single	\$2.00	\$2.00	\$0.00
	Couple	\$3.00	\$3.00	\$0.00
	Family	\$5.00	\$5.00	\$0.00
Vision Service Plan	Single	\$1.00	\$1.00	\$0.00
	Couple	\$1.00	\$1.00	\$0.00
	Family	\$3.00	\$3.00	\$0.00

Non-Contract and AFSCME Employees contribute 10% (rounded to the nearest whole dollar) towards their individually selected plan's medical and dental premiums



Board Report

File #: 2017-0670, **File Type:** Agreement

Agenda Number: 8.

**FINANCE, BUDGET AND AUDIT COMMITTEE
SEPTEMBER 19, 2018**

SUBJECT: LICENSE AGREEMENT WITH CLEAR CHANNEL OUTDOOR FOR CONSTRUCTION AND OPERATION OF A DIGITAL BILLBOARD ON METRO PROPERTY

ACTION: APPROVE RECOMMENDATION

RECOMMENDATION

AUTHORIZE the CEO to execute a license agreement with Clear Channel Outdoor for a digital billboard on Metro Parcel 7406-026-915 for a term of thirty years upon commencement with guaranteed revenue of \$4,365,000.

ISSUE

The digital billboard will replace a Clear Channel Outdoor static board on a Metro property adjacent to the northbound side of the Harbor 110 Freeway (see Exhibit A) in the City of Carson. The proposed license agreement will grant a fixed 30-year term to Clear Channel Outdoor after which time Metro can cancel the license and instruct Clear Channel Outdoor to remove infrastructure without cost to Metro.

BACKGROUND

The existing static billboard predates the agency's acquisition of the land in the early 1990s from the Atchison-Topeka Santa Fe Railroad. At the time, billboards existing on railroad land were assigned to the Los Angeles County Transportation Commission. The assignment includes the associated revenue for licenses but also obligates Metro as landowner to terms and conditions contained within the license agreement at the time of assignment. These terms and conditions include:

- Undefined period for license holder
- Potential for payment of any lost revenue from cancellation of the licenses
- Potential for costs to relocate the billboard to a site of equivalent revenue earnings
- No definition of acceptable content for advertisements.

The license agreement before the Board today will provide a definite time horizon for the license with a term of 30 years and will allow Metro to terminate without significant outlay of capital.

DISCUSSION

This billboard will continue Metro’s efforts to remove and replace static billboards with digital signage in conjunction with industry partners like Clear Channel Outdoor as well as ensuring local government approvals through the entitlement process. In addition, this license will obligate Clear Channel Outdoor to ensure all advertising content fully conforms to the Metro content standards defined in Communications Department’s *System Advertising Policy*.

This project was fully entitled by the Carson City Council at its July 3, 2018 meeting. Upon expiration, Metro may cancel without incurring additional financial cost.

DETERMINATION OF SAFETY IMPACT

There is no identifiable safety impact to Metro from the approval of this action.

FINANCIAL IMPACT

The static billboard generates approximately \$38,000 annually. Under the proposed agreement, Metro will see a \$70,000 net increase beginning year one with a guaranteed revenue of \$108,000 per year and escalations of \$15,000 at every fifth year. The table below outlines guaranteed revenue for the entire term.

Years	Digital Billboard	Static Billboard	Net Increase
1-5	540,000	190,000	350,000
6-10	615,000	190,000	425,000
11-15	690,000	190,000	500,000
16-20	765,000	190,000	575,000
21-25	840,000	190,000	650,000
26-30	915,000	190,000	725,000
Total	4,365,000	1,140,000	3,225,000

Additionally, Metro has the potential to earn 25% of the asset’s gross advertising sales minus the annual guarantee for years 1-10 and 30% for years 11 through 30. The table below numerically demonstrates share of gross advertising sales for the first year.

Term Year 1

A. Estimated Gross Revenue ¹	\$800,000
B. Guaranteed Revenue (fixed amount)	\$108,000
C. Revenue Share Rate (years 1-10)	25%
D. Metro’s Potential Share of Gross Advertising Sales [A x C] - B]	<u>\$ 92,000</u>

¹ Based on the 3-year gross sales average of a Metro advertising billboard located in the City of Downey.

All costs to construct, operate, and maintain the asset will be borne by Clear Channel.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This license supports the Strategic Plan Goal: *5.2 Metro will exercise good public policy judgment and sound fiscal stewardship.*

This license will provide Metro additional revenue for programs and services in the immediate term while also creating a long-term avenue for the agency to exit the billboard market if it should ever choose. Although this is one site of many on Metro land, staff expects to increase the replacement static boards with digital boards to achieve a cost-effective management and control of all real estate assets.

ALTERNATIVES CONSIDERED

The Board could decide not to approve the license agreement with Clear Channel Outdoor. This alternative would maintain the status quo; the static billboard would continue to operate and Metro would be required to pay future lost earnings to the license holder in the event of a future cancellation.

NEXT STEPS

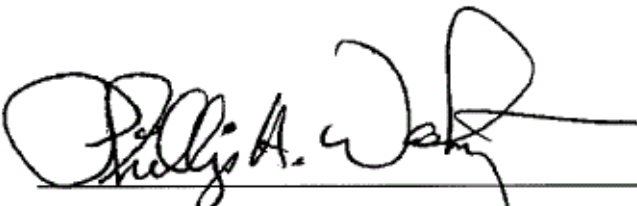
Upon approval by the Board of Directors, staff will finalize the terms and conditions of the license agreement with County Counsel and Clear Channel Outdoor for final approval by the CEO.

ATTACHMENTS

Attachment A - Proposed Location for Digital Billboard
Attachment B - Key Terms

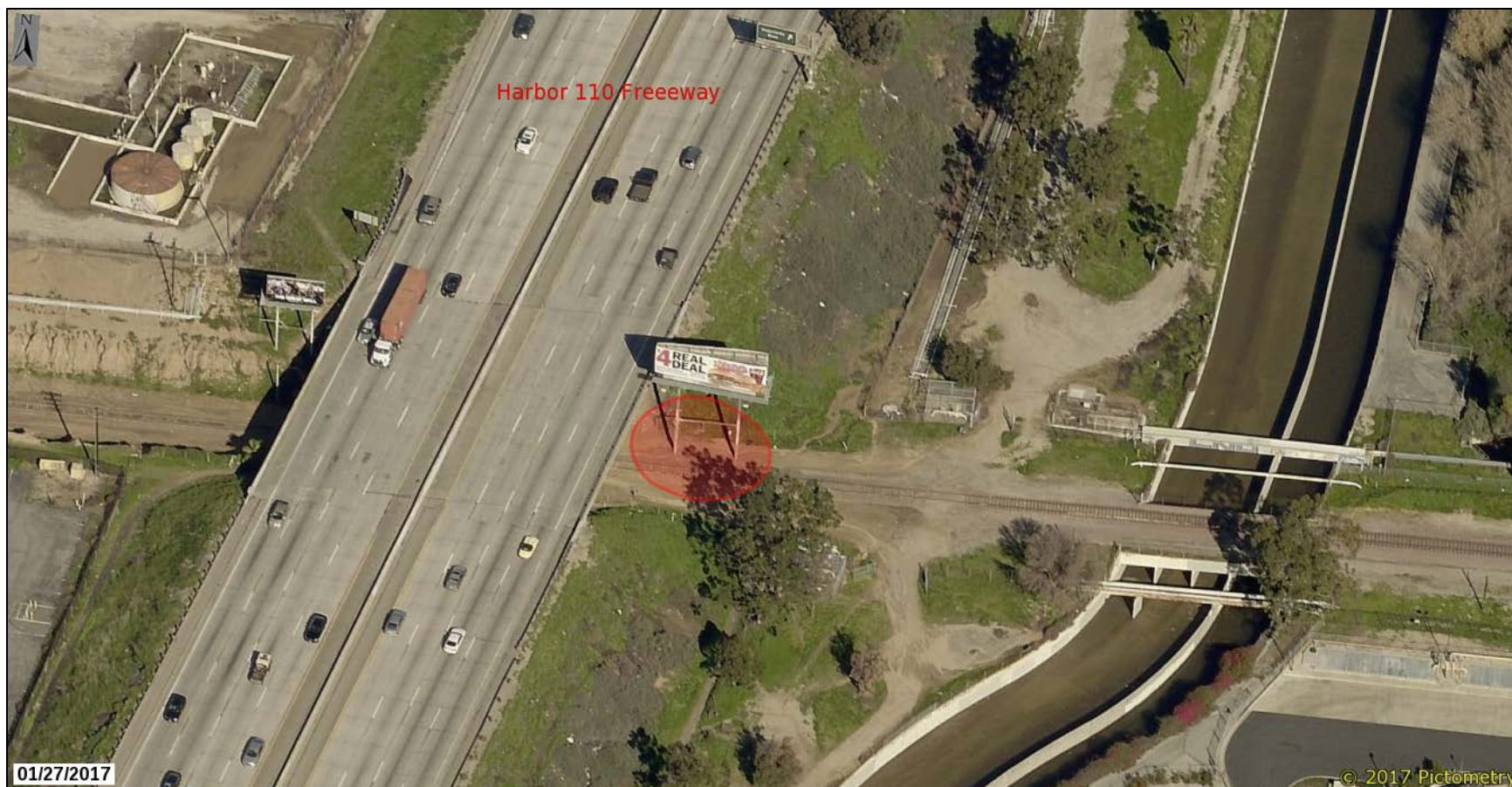
Prepared by: Nick Szamet, Sr. Administrative Analyst, Countywide Planning and Development, (213) 922-2441
John Potts, Interim Executive Officer, Countywide Planning & Development, (213) 922-2435

Reviewed by: Therese W. McMillan, Chief Planning Officer, (213) 922-7077

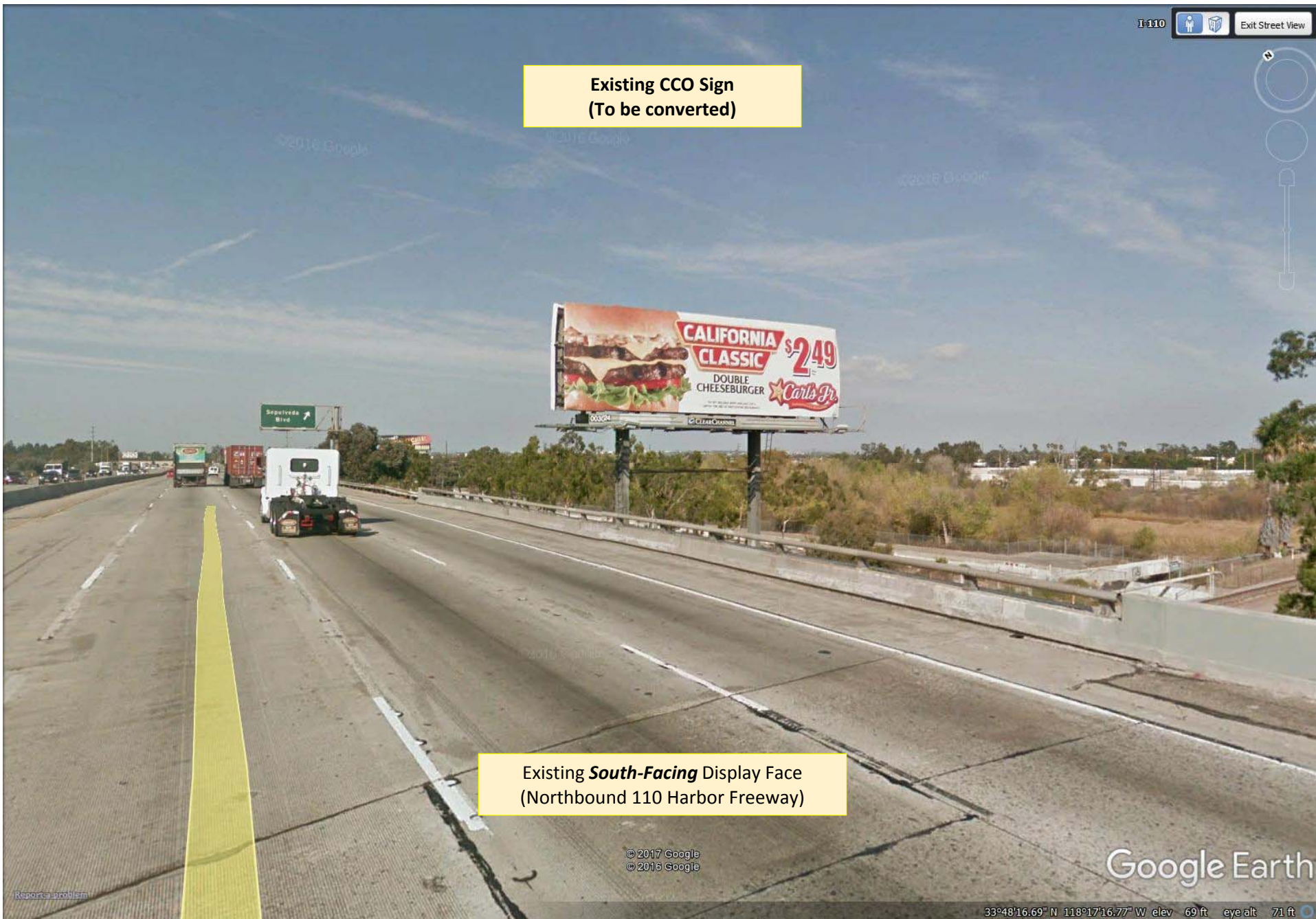


Phillip A. Washington
Chief Executive Officer

EXHIBIT A - LOCATION AND RENDERINGS



Assessor Parcel	740-6026-915
Proposed Operator	Clear Channel Outdoor
City Residing	Carson
Cross Streets	Metro ROW between Vermont Ave. and Figueroa St.
Subdivision	Harbor



Existing CCO Sign
(To be converted)

Existing *South-Facing* Display Face
(Northbound 110 Harbor Freeway)

I-110 Exit Street View

© 2017 Google
© 2016 Google

Google Earth

33°48'16.69" N 118°17'16.77" W elev 69 ft eye alt 71 ft



Existing CCO Sign
(To be converted)

ADVERTISEMENT

Existing *North-Facing* Display Face
(Southbound 110 Harbor Freeway)

I-110 Exit Street View

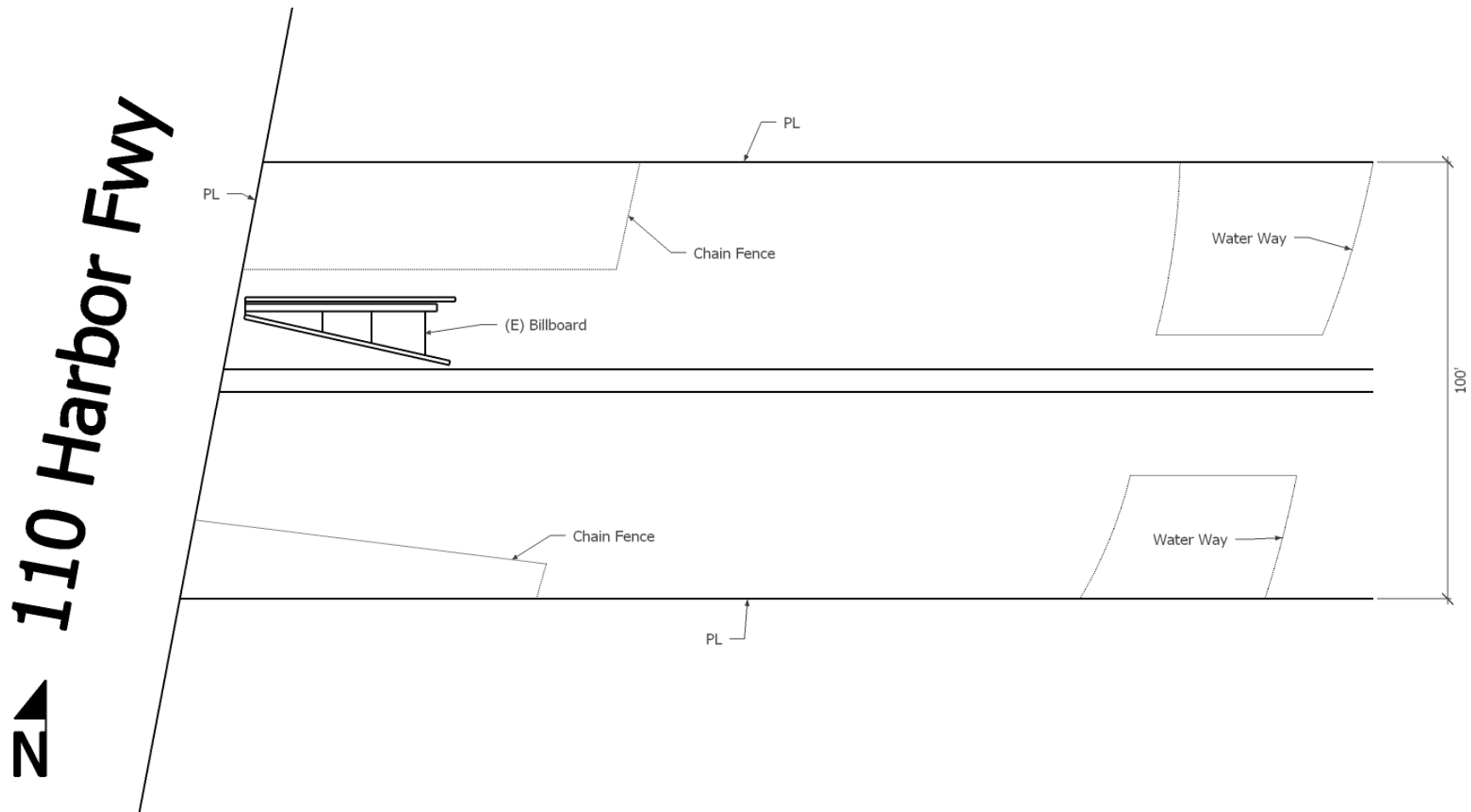
© 2017 Google
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© 2016 INEGI

Google Earth

33°48'13.43" N 118°17'16.87" W elev 86 ft eye alt 72 ft

Report a problem

Existing (Static) Sign Layout



Proposed Digital Layout Options (A & B)

A = Located at approximately at or near existing sign's footprint**

B = South of the railroad tracks, approximate footing**

** Final sign placement and structural column footing will depend on site condition(s) and below grade uses.

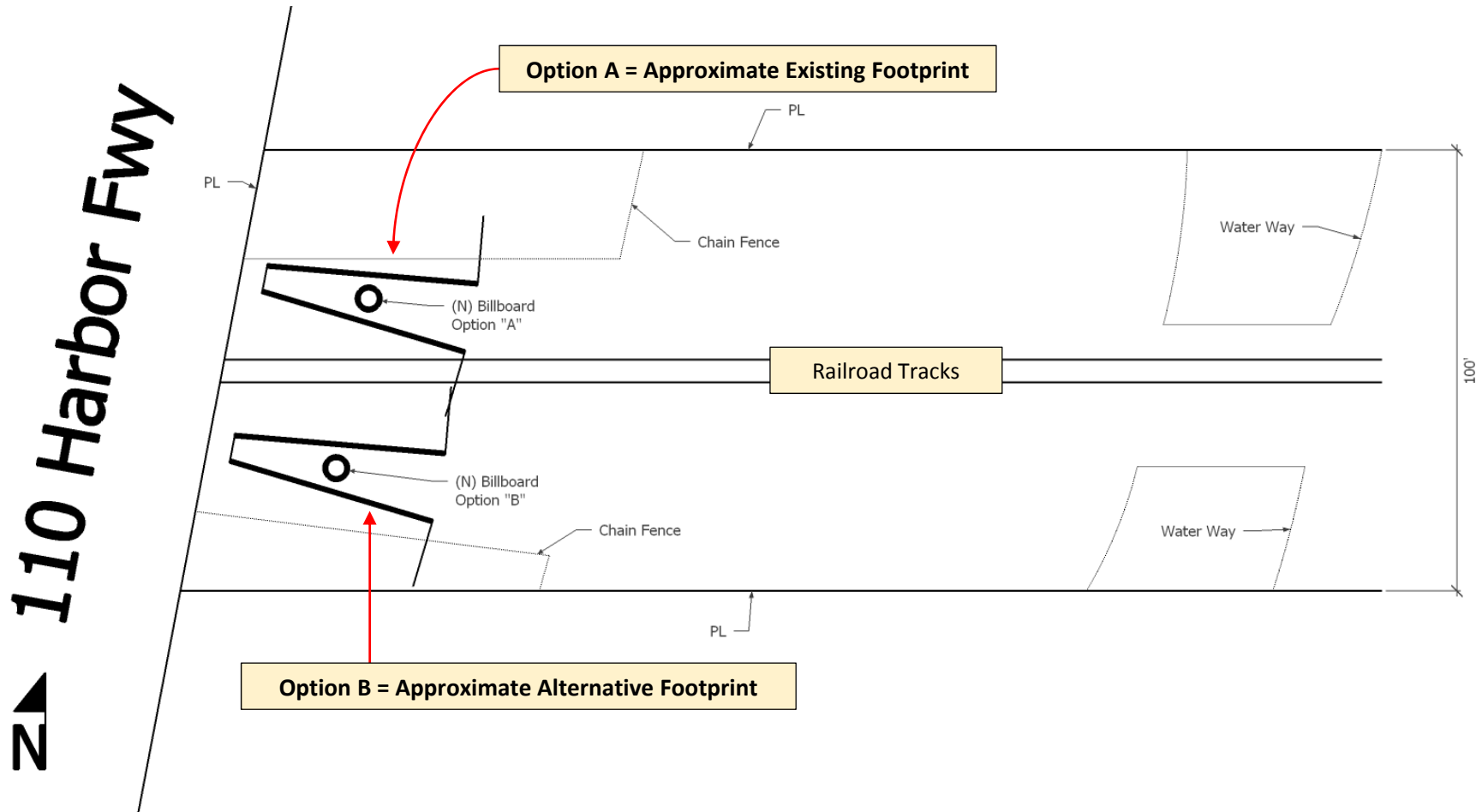
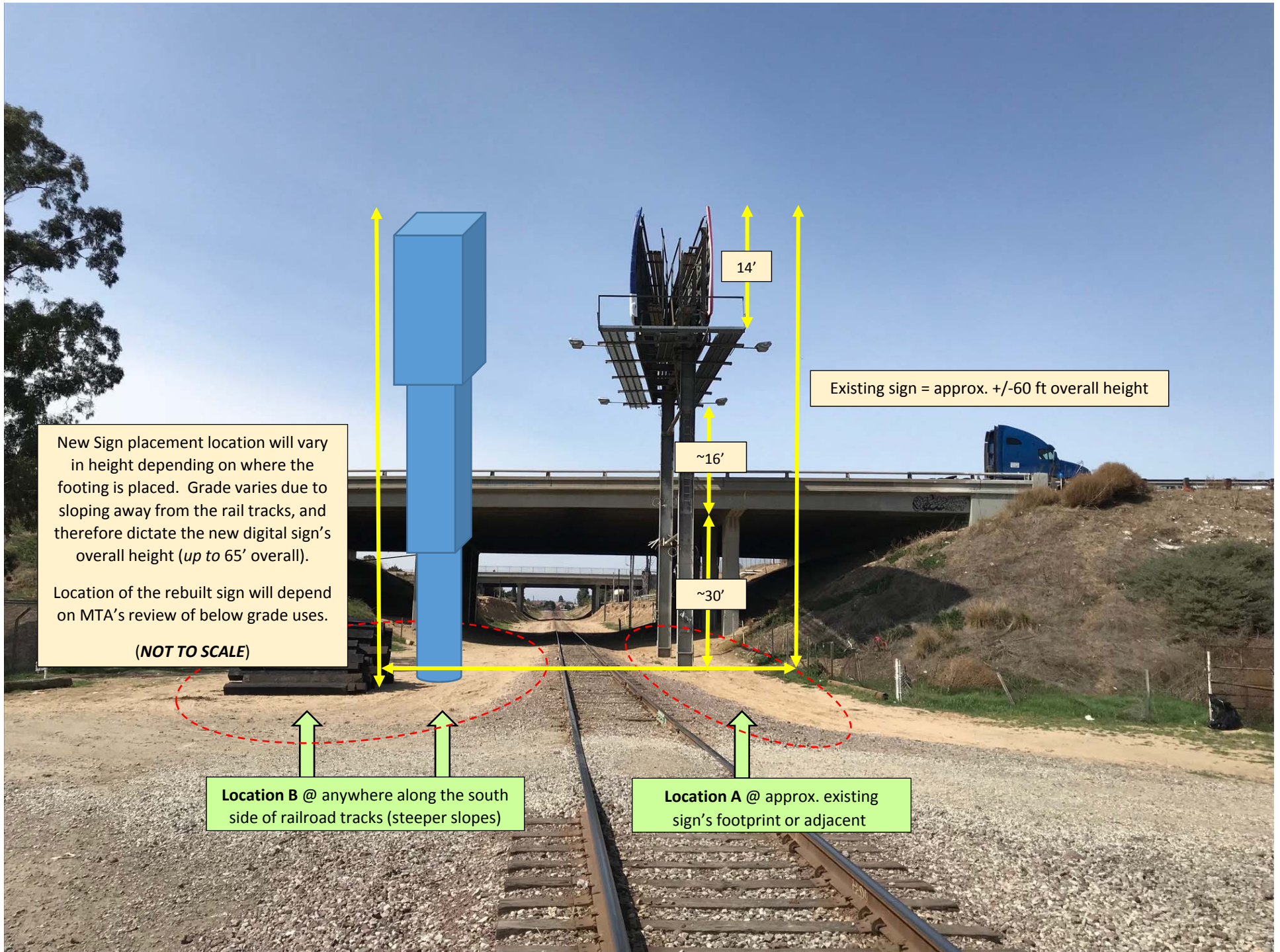




EXHIBIT A - LOCATION AND RENDERINGS



Sample Renderings



Samples of Actual Digital Sign Structures



EXHIBIT B – KEY TERMS

	STATIC BILLBOARD (Existing)	DIGITAL BILLBOARD (Proposed)
TERM	Until cancelled.	30-years fixed with no options.
PAYMENT OF LOST REVENUE IF TERMINATED	Not waived by license holder. Metro could be liable if sought by license holder.	None unless terminated prior to expiration of term.
GUARANTEED REVENUE	\$38,278 per year with fair market value adjustments every three years.	\$108,000 per year with escalation of \$15,000 every five years of the term, for a grand total of \$4,365,000 over the 30 years.
REVENUE SHARE	None.	25% of gross advertising sales minus Guaranteed Revenue for first 10 years; 30% gross of advertising sales minus Guaranteed Revenue for last 20 years of term.



Board Report

File #: 2018-0480, File Type: Contract

Agenda Number: 9.

FINANCE, BUDGET AND AUDIT COMMITTEE SEPTEMBER 19, 2018

SUBJECT: CONSOLIDATED AUDIT FOR FISCAL YEARS 2016-20

ACTION: APPROVE MODIFICATION

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to execute Modification No. 3 to Contract No. PS4489300, with Simpson and Simpson, CPA's for Package B of the Fiscal Years (FY) 2016-2020 to provide financial and compliance Measure M audits in the amount of \$324,060 increasing the contract value from \$3,897,330 to \$4,221,390.

ISSUE

As the Regional Transportation Planner for Los Angeles County, Metro is responsible for planning, programming and allocating transportation funding to Los Angeles County jurisdictions, transit operators and other transportation programs. Metro has fiduciary responsibility to help ensure jurisdictions, operators, and program administrators receiving funds for transportation related projects are in compliance with the applicable statutes, rules, regulations, policies, guidelines and Memorandum of Understanding (MOU) agreements.

Measure M, approved by voters in November 2016, is a half cent transportation sales tax for Los Angeles County. The Measure M Ordinance specifies that 17 percent (17%) of revenues shall be allocated to jurisdictions. Metro allocates and distributes Local Return funds monthly to jurisdictions on a per capita basis and in conformance with the Measure M Ordinance and Metro's adopted policies and guidelines. The Measure M Ordinance specifies that Local Return funds are to be used for transportation purposes only and that annual audits be conducted within six months after the end of the fiscal year being audited. Metro began distributing funds to the 88 cities and the County of Los Angeles in September 2017; therefore, the first audit will be for Fiscal Year (FY) 2018.

BACKGROUND

In March 2016, Metro awarded a firm fixed unit price Contract No. PS4489300, with Simpson and Simpson, CPA's for Package B of the Consolidated Audit for a not-to exceed amount of \$2,572,500 for the base audits and a not-to-exceed amount of \$1,200,000 for the option audits, for a total contract amount of \$3,772,500.

DISCUSSION

In accordance with the Ordinance, the Measure M Independent Taxpayers Oversight Committee (Committee) approved the scope of work for these audits. In addition, the Committee voted for the inclusion of the Measure M audit scope to the contract with the existing audit firms contracted to perform the Consolidated Audits.

The current Consolidated Audit contracts include financial and compliance audits of the following programs:

1. Local Funding Program to the 88 cities and Unincorporated Los Angeles County.
 - a. Proposition A Local Return
 - b. Proposition C Local Return
 - c. Measure R Local Return
 - d. Transit Development Act (TDA) 3
 - e. Transit Development Act (TDA) 8
 - f. Proposition A Discretionary Incentive Program
2. Transit System Funds to Commerce, Redondo Beach, Torrance, LADOT, Glendale, Pasadena, and Burbank
 - a. Transit Development Act (TDA) 4
 - b. State Transit Assistance (STA)
 - c. Proposition A 95% of 40% Discretionary
 - d. Proposition C 5% Security
 - e. Proposition C 40% Discretionary
 - f. Measure R
3. Fare Subsidies Programs
 - a. Immediate Needs Transportation Program (INTP)
 - b. Rider Relief Transportation Program (RRTP)
 - c. Support for Homeless Re-Entry (SHORE) Program
4. SCRRA Metrolink Program
5. EZ Transit Pass Program
6. Access Services
7. LADOT Operating Data (Proposition A Incentive Programs)

Including the FY2018-20 Measure M Local Return and Transit Systems Funds audits of the 88 cities and County of Los Angeles, Low-Income Fare is Easy (LIFE) Programs, SCRRA Metrolink Program and Access Services to the existing contracts will achieve greater audit and cost efficiencies and will lessen the impact to the fund recipients since they will deal with the same auditor for various funds; thereby giving information that can be used by the auditor to satisfy multiple program requirements.

DETERMINATION OF SAFETY IMPACT

This Board action will not have an impact on the safety of Metro's patrons or employees.

FINANCIAL IMPACT

Funds of \$228,676 for the Measure M FY18 audits are included in the FY19 budget in Cost Center 2510, Management Audit under projects 100058, Measure M Administration funds, account 50316 Services Professional and Technical. Since this is a multi-year contract, the Project Manager will be responsible for ensuring that funds are budgeted in subsequent years.

Impacts to Budget

The Consolidated Audits are funded through P&P Planning Consolidated Audit, Measure R and M Administration funds. There is no impact to bus and rail operating or capital.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This recommendation supports strategic plan goal #5: Provide responsive, accountable, and trustworthy governance within the Metro organization, as these audits provide assurance to Los Angeles County taxpayers that funds are being used in accordance with the applicable statutes, rules, regulations, policies, guidelines and Memorandum of Understanding (MOU) agreements.

ALTERNATIVES CONSIDERED

The Board may choose not to authorize this Contract Modification. This is not recommended since the Measure M Ordinance requires that audits be conducted on funds allocated to jurisdictions. The Consolidated Audit process addresses these requirements and plays a major part in the continued implementation, management and administration of the covered funding programs.

Another option would be to send out a Request for Proposals to all auditing firms. This is not recommended since this would most likely not yield any cost savings for Metro nor gain audit efficiencies since the existing auditors already have extensive knowledge of program requirements.

NEXT STEPS

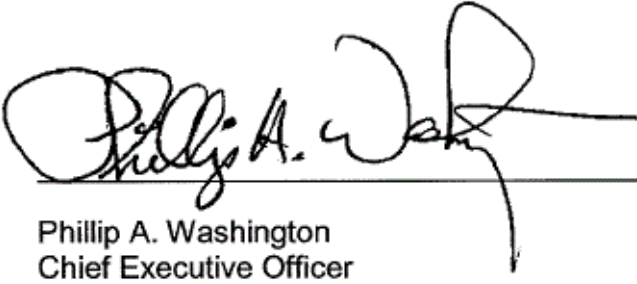
Upon Board approval, staff will execute Modification No. 3 to Contract No. PS4489300 with Simpson and Simpson, CPA's in order to complete the Measure M financial and compliance audits as required by the Measure M ordinance.

ATTACHMENTS

- A. Procurement Summary
- B. Contract Modification/Change Order Log
- C. DEOD Summary

Prepared by: Diana Estrada, Chief Auditor, (213) 922-2161

Reviewed by: Stephanie Wiggins, Deputy CEO, (213) 922-1023
Debra Avila, Chief Vendor/Contract Management Officer,
(213) 418-3051



Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

CONSOLIDATED AUDIT FOR FISCAL YEARS 2016-20 (PACKAGE B)/PS4489300

1.	Contract Number: PS4489300		
2.	Contractor: Simpson and Simpson, CPA's		
3.	Mod. Work Description: Perform financial and compliance audits of Measure M programs		
4.	Work Description: Consolidated Audit for FYs 2016-20 (Package B)		
5.	The following data is current as of: 8/14/18		
6.	Contract Completion Status:		Financial Status:
	Award Date:	03/24/16	Awarded Contract Amount: \$3,772,500
	Notice to Proceed (NTP):	N/A	
	Original Completion Date:	07/13/21	Value of Mods. Issued to Date (including this action): \$448,890
	Current Est. Complete Date:	07/13/21	Total Amount (including this action): \$4,221,390
7.	Contract Administrator: Greg Baker		Telephone Number: (213) 922-7577
8.	Project Manager: Lauren Choi		Telephone Number: (213) 922-3926

A. Contract Action Summary

This Board Action is to approve Modification No. 3 to Contract No. PS4489300 with Simpson and Simpson, CPA's (Simpson), to perform financial and compliance audits of Measure M programs in order to provide assurance that recipients of subsidies included in the consolidated audit are adhering to the statutes of each applicable funding source and the Measure M guidelines.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy and the contract type is firm fixed price.

On March 24, 2016, the Board approved a five-year Contract No. PS4489300 to Simpson to provide financial and compliance audit services for fiscal years 2016-20.

Refer to Attachment B – Contract Modification/Change Order Log for modifications issued to date.

B. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), cost analysis, and technical analysis. In addition, the recommended price is based on the rates that were established as part of the current contract awarded in March 2016; these rates remain unchanged. The contract was the result of a competitive RFP.

Proposal Amount	Metro ICE	Negotiated Amount
\$324,060	\$315,000	\$324,060

CONTRACT MODIFICATION/CHANGE ORDER LOG

CONSOLIDATED AUDIT FOR FISCAL YEARS 2016-20 (PACKAGE B)/PS4489300

Mod. No.	Description	Status (approved or pending)	Date	Amount
1	Add the County of Los Angeles Consolidated audit program for Fiscal Year ending 2017	Approved	10/30/17	\$25,890
2	Add the County of Los Angeles Consolidated audit program for Fiscal Years ending 2018, 2019, and 2020	Approved	8/7/18	\$98,940
3	Perform financial and compliance audits of Measure M programs to provide assurance that recipients of subsidies included in the Consolidated Audit are adhering to the statutes of each applicable funding source and the Measure M guidelines.	Pending	Pending	\$324,060
	Contract Modification Total:			\$448,890
	Original Contract Amount:	03/24/16		\$3,772,500
	Total:			\$4,221,390

DEOD SUMMARY

**CONSOLIDATED AUDIT FOR FISCAL YEARS 2016-2020 (PACKAGE B)/
PS4489300**

A. Small Business Participation

Simpson & Simpson, CPAs made a 30% Small Business Enterprise (SBE) and 3% Disabled Veteran Business Enterprise (DVBE) commitment. The project is 41% complete. Simpson & Simpson, CPAs is achieving their commitment with 30% SBE and 3% DVBE participation.

Small Business Commitment	30% SBE 3% DVBE	Small Business Participation	30% SBE 3% DVBE
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	SBE Subcontractors	% SBE Commitment	Current Participation
1.	QUI Accountancy Corp	30%	30%
	Total SBE	30%	30%

	DVBE Subcontractors	% DVBE Commitment	Current Participation
1.	Dennis Nelson	3.00%	3%
	Total DVBE	3.00%	3%

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy is not applicable to this modification.

C. Prevailing Wage Applicability

Prevailing Wage requirements are not applicable to this modification.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction related value in excess of \$2.5 million.



Board Report

File #: 2018-0521, File Type: Informational Report

Agenda Number: 10.

FINANCE, BUDGET AND AUDIT COMMITTEE SEPTEMBER 19, 2018

SUBJECT: ACCESS SERVICES - QUARTERLY UPDATE

ACTION: RECEIVE AND FILE

RECOMMENDATION

RECEIVE AND FILE status report on Access Services - ADA Paratransit.

ISSUE

This is a quarterly update on Access Services (Access), as requested by the Finance, Budget and Audit Committee.

DISCUSSION

Agency Overview

Access is the Los Angeles County transit agency that provides paratransit services on behalf of Metro and 44 other fixed route operators, as mandated by the Americans with Disabilities Act (ADA). Eligibility for Access is based on a person's ability to use accessible buses and trains in Los Angeles County and has 158,000 registered riders to date. Access' paratransit service is a next-day shared-ride service, curb-to-curb service with additional assistance available to qualified individuals. The service is operated by six contractors in the following regions of Los Angeles County: Eastern, Southern, West Central, Northern, Santa Clarita Valley and Antelope Valley. Access serves any area within $\frac{3}{4}$ of a mile on either side of a rail line or local bus route. Customers call Access' providers directly to make trip reservations.

FY2018 - Year End Review - Operational Performance

Access oversees its contractors' compliance with federal law and regulations and their service to Los Angeles County paratransit customers through regular audits and the monitoring of a number of Key Performance Indicators (KPIs). The major KPIs are listed below.

In FY18, Access provided more than 4.4 million passenger trips with an average of 11,000 trips daily. Overall, service for the year was strong with on-time performance exceeding the standard and averaging over 93 percent during the last six months of the fiscal year. Certain aspects of call center performance (e.g. calls on hold) showed a slight decline from last year. Due to the competitive labor

market in Los Angeles County, providers are reporting difficulties hiring and retaining customer service representatives, which is being closely monitored by Access staff. Otherwise, most call center KPIs are holding steady or showing some improvement over last year.

Access' preventable collision ratio has remained relatively flat over the last two years and continues to be considerably lower than peer transit operators. Access counts any collision, regardless of dollar value, to emphasize the importance of safety. This focus has led to a decrease in Access' auto liability premiums for the past two years.

FY19 is off to a good start with on-time performance remaining strong and with service complaints trending in a positive direction. Call center performance is generally positive, with the Customer Service and Operations Monitoring Center showing significant improvement.

Key Performance Indicator	Target	FY 2017	FY 2018	*FY 2019
On Time Performance	≥ 91%	92%	92%	94%
Average Hold Time (Reservations)	≤ 120	83	83	72
Calls On Hold > 5 Minutes (Reservations)	≤ 5%	4.5%	5.1%	4.5%
Service Complaints Per 1,000 Trips	≤ 4.0	3.8	3.4	3.3
Preventable Collisions Per 100,000 Miles	≤ 0.50	0.65	0.68	0.71
Average Hold Time (Customer Service)	≤ 180	131	126	79
Average Hold Time (Operations Monitoring Center)	≤ 180	126	103	52

*as of 8/1/18

On-time Performance (OTP) - Access has an OTP standard of 91% within a 20-minute arrival window and measures on-time performance by using GPS validation to verify driver-reported arrival time at a pick-up location. On-time windows of 20 or 30 minutes are standard for ADA paratransit.

Reservations - Average Hold Time / Calls on Hold over 5 Minutes - Access measures the average amount of time, in seconds, that calls for reservations are on hold before being answered. In addition, Access measures the percentage of reservation calls that were on hold for five minutes or longer before being answered.

Preventable Collisions - Access tracks preventable collisions system-wide, at the contractor level, and down to the driver level. As a primary measurement of how safe the paratransit system is, the preventable collision rate is calculated monthly and measures the number of preventable collisions per 100,000 service miles, an industry standard.

Service Complaints per 1,000 Trips - Access tracks the number of complaints it receives to monitor the overall quality of the service. All complaints received, regardless of validity, are included in this

measure.

Customer Service Center and OMC - Average Hold Time - Access measures the average amount of time, in seconds, that calls for its customer service center and OMC are on hold before being answered.

Service to Rancho Los Amigos National Rehabilitation Center

The Rancho Los Amigos National Rehabilitation Center (Rancho) in Downey is one of Access' largest trip generators. Recently, after receiving feedback from Rancho and its customers, several enhancements were implemented:

Access' Southern Region provider, Global Paratransit (Global), has dedicated a road supervisor to Rancho who is also serving as a "floater" if the need arises. The road supervisor is able to transport customers who miss their pre-scheduled trips and will also have the ability to contact dispatch to bring in additional vehicles if needed. Access is monitoring this arrangement and collecting data to see if additional resources are required.

In addition, Global has a transportation coordinator, or "starter," stationed at Rancho to help customers locate their vehicles and provide other assistance. Rancho staff are now able to contact the starter directly to handle customer transportation issues (e.g. a medical appointment running late). In addition, the starter is now rebooking trips on behalf of customers when they miss their pre-scheduled trip.

Finally, the contractor's management has increased outreach with administrative staff at Rancho and is now participating in monthly meetings and weekly site visits.

Update on *Where's My Ride* Application

As of August 1, 2018, more than 2,400 customers have downloaded the *Where's My Ride* (WMR) application, which was launched in the Los Angeles basin earlier this year and feedback from customers has been very positive. Access is planning to extend the WMR app to the Santa Clarita and Antelope Valley regions towards the end of the year. The app allows customers to obtain an estimated time of arrival (ETA) and vehicle location for their trips and provide feedback after the trip is completed.

Since the app was launched, Access has implemented the system at over ten adult day care centers to help facility staff monitor rides on behalf of the customer. The system is also available at major trip generators such as Rancho Los Amigos, the Braille Institute, and the Eligibility Center in Commerce. In addition, the system is being used at the Operations Monitoring Center (OMC) to help provide ETA information to customers.

To provide better functionality, the next WMR app update, available in September, will display the

vehicle identification number and type of vehicle information. This change will help a rider quickly locate their assigned vehicle at busy pickup locations, such as Rancho, UCLA and the Braille Institute, by knowing ahead of time what type of vehicle (van, sedan, or taxi) was dispatched.

Customer Outreach - Community Meetings

Access hosted six Community Meetings between the months of June and July throughout Los Angeles County, which were attended by over 115 customers, family members, and advocates. Access staff provided updates on system and regional operational performance, "Where's My Ride" Application and Emergency Preparedness Planning. A question and answer session was held at each meeting that allowed the attendees to provide direct feedback and recommendations on service. Another set of community meetings are planned for later this year.

IMPLEMENTATION OF STRATEGIC GOAL

Goal 2: Deliver outstanding trip experiences for all users of the transportation system

Goal 3: Enhance communities and lives through mobility and access to opportunity

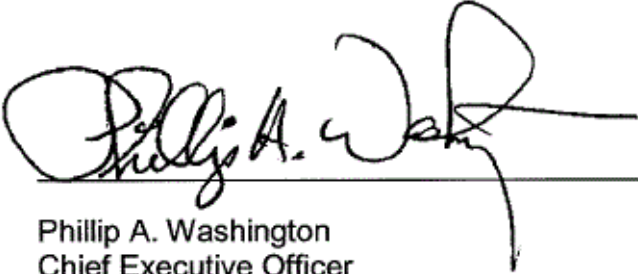
NEXT STEPS

Access is in the process of completing the following:

- Development and implementation of an online reservations platform. Testing is ongoing and initial deployment is tentatively scheduled for Fall 2018;
- Implementing new contracts in the San Fernando Valley (Northern) and Santa Clarita regions in Fall 2018;
- Expanding the WMR application to Antelope Valley and Santa Clarita areas

Prepared by: Giovanna M. Gogreve, Senior Manager Transportation Planning, (213) 922-2835 (in consultation with André Colaiace, Executive Director, Access Services, (213) 270-6007)

Reviewed by: Nalini Ahuja, Chief Financial Officer, (213) 922-3088



Phillip A. Washington
Chief Executive Officer



Access Services Quarterly Update

Metro Finance, Budget and
Audit Committee
September 19, 2018

access



Agency Performance Goals

Key Performance Indicator	Target	FY 2017	FY 2018	*FY 2019
On Time Performance	≥ 91%	92%	92%	94%
Average Hold Time (Reservations)	≤ 120	83	83	72
Calls On Hold > 5 Minutes (Reservations)	≤ 5%	4.5%	5.1%	4.5%
Service Complaints Per 1,000 Trips	≤ 4.0	3.8	3.4	3.3
Preventable Collisions Per 100,000 Miles	≤ 0.50	0.65	0.68	0.71
Average Hold Time (Customer Service)	≤ 180	131	126	79
Average Hold Time (Operations Monitoring Center)	≤ 180	126	103	52

*as of 8/1/18

Rancho Los Amigos National Rehabilitation Center

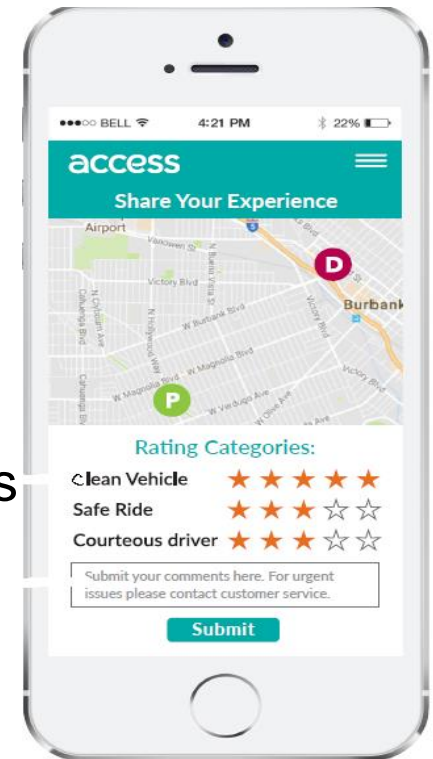
- > Dedicated road supervisor and “floater”
- > Dedicated transportation coordinator “starter”
- > Increased outreach and monitoring



access

“Where’s My Ride” application (WMR) – Update

- > Ride information and notifications
 - Estimated Time of Arrival (ETA)
 - Map view of vehicle location
 - “Rate My Ride” function
- > Downloaded by over 2,400 customers
- > In use by large facilities and adult day care centers
- > Working on new features



Agency Update

- > Online Reservations
- > Customer Outreach
 - Community Meetings
- > Contract Implementations
 - San Fernando Valley
 - Santa Clarita





Board Report

File #: 2018-0358, **File Type:** Contract

Agenda Number: 40.

**FINANCE, BUDGET AND AUDIT COMMITTEE
SEPTEMBER 19, 2018
EXECUTIVE MANAGEMENT COMMITTEE
SEPTEMBER 20, 2018**

SUBJECT: METRO TRANSPORTATION SCHOOL

ACTION: APPROVE RECOMMENDATIONS

RECOMMENDATION

CONSIDER:

- A. RECEIVING AND FILING the Final Feasibility Report for the Metro Transportation School;
- B. AMENDING the FY19 budget with up to \$1,000,000 for predevelopment activities associated with the school site;
- C. AUTHORIZING the Chief Executive Officer to execute Modification No. 3 to Contract No. PS45385000 with causeIMPACTS LLC for additional support services for the Transportation School Consulting Services contract in the amount of \$200,709, increasing the total contract value from \$402,530 to \$603,239 and extending the contract period of performance by 12 months; and
- D. INCREASING Contract Modification Authority (CMA) specific to Contract No. PS45385000 in the amount of \$100,000 increasing the total authorized CMA amount from \$100,000 to \$200,000.

ISSUE

Metro is poised to dramatically transform the transportation infrastructure of the region with the passage of Measure M, and in doing so, propel the development of a sizeable workforce to support the planning, construction, operations, and maintenance of our expanding system. This increasing demand for a skilled transportation workforce, combined with at-risk youth’s employment needs, create a strategic opportunity for Metro to impact the cycle of poverty by serving as an engaged, founding industry partner in a public charter boarding school to provide students with real word learning opportunities that will expose, explore, engage, experience and employ them about careers in in the transportation industry. Metro can address multiple infrastructure agency needs and give

back to the community by educating and ultimately employing local youth.

BACKGROUND

At its April 2017 meeting, the Board approved Motion No. 43 by Directors Ridley-Thomas, Fasana, Garcetti, Barger, Garcia, and Dupont-Walker directing the CEO to develop a framework for a pilot educational and vocational training program, specifically, though not exclusively, targeting at-risk youth who had exposure to the County's safety net and who had historically been under-served educationally.

At its June 2017 meeting, the Board received and filed the proposed framework for a pilot educational and training program with the objective of facilitating career pathways for local youth in Los Angeles County's transportation sector. The framework identified retention of a consultant as a next step in developing a school program.

In November 2017, causeIMPACTS was retained as a consultant to develop a transportation school feasibility report. At the May 2018 meeting, the Board approved Metro to negotiate and enter into an MOU with the County for the development of the transportation school. At its June 19, 2018 meeting, the LA County Board of Supervisors authorized an Exclusive Negotiating Agreement with the SEED Foundation to serve as the boarding school operator for a site in the County's possession on the 8500 block of South Vermont Avenue in Los Angeles.

DISCUSSION

E3 and Transportation School Framework

The attached feasibility report outlines the key findings and analyses performed by causeIMPACTS through June 2018. After engaging 200 stakeholders, the need to develop and implement a county wide educational and career-training program was identified. Over the next five years, 46% of Metro employees will be eligible for retirement; in the next 10 years, more than 50% of the transportation industry workforce will also be eligible for retirement. This creates a need to hire and train a younger workforce to prepare for the jobs that these looming retirements will create. To address this need, the consultant and project team have developed the Metro Expose, Educate, Employ Youth Education (E3) Initiative that aims to expose, educate and employ the next generation of youth into the transportation industry. The centerpiece of the E3 initiative is the SEED School of Los Angeles County that plans to recruit youth from the County's safety net, along with youth from across the County, to a college-preparatory boarding academy that specializes in inspiring and training youth to pursue careers in the transportation and infrastructure sectors

The mission and goals of the E3 Initiative are to:

- Ensure the transportation school is a state-of-the-art, cutting edge facility, promoting innovation in the field. This is necessary to align with the technology revolution that is transforming Metro and the transportation industry.

- Align the curriculum development for synergy with Metro's workforce demands, to include the full arc of possibilities for youth to include career readiness for college preparatory education and options for immediate job opportunities through Metro and its contractors. This is necessary since 65% of Metro's job classifications require a college degree. Further, many construction and operations positions in the transportation and infrastructure industry provide skilled positions that are available post high school diploma with apprenticeships;
- In addition to a transportation school, through a transit job training center, expand the opportunities for disadvantaged non-school aged residents from across the County to seek opportunities for job training to prepare themselves for careers in the transit industry in coordination with Metro's WIN LA Program;
- Partner with labor, the private sector, community colleges and community organizations to develop culturally-sensitive training programs with wrap-around services (as needed); and
- In addition, the E3 initiative will broaden Metro connections with the future workforce by expanding school tours, providing teacher education about careers in transportation and expanding internships and summer camp models to connect youth from throughout the County with the transportation industry.

Transportation School Site

On December 5, 2017, the Los Angeles County Board of Supervisors (BOS) approved the acquisition of 4.2 acres of land on the 8400 and 8500 blocks of Vermont Ave in South Los Angeles for the development of the Vermont and Manchester Transit Priority Joint Development Project. The proposed Project consists of a six-story mixed-use affordable housing and community serving/commercial retail building, an open transit plaza, a job training center, a six-story high school boarding school with faculty residential units, and 383 parking spaces located at the ground-level and within a 4.5-level parking structure. The County received possession of the property on May 7th.

The proposed project site provides the opportunity for Metro to partner with the County to build the premiere public charter transportation boarding school at this location as well as a job training center within the mixed-use development. The SEED School of Los Angeles will be open to all youth in LA County but will have a special focus on "opportunity youth" that have, or are at risk, of contract with the County's public safety, child protection and welfare departments, or youth who have historically been under-served educationally. High school graduation rates for this population are 45% in California compared to 71%-76% for the general population. The SEED Foundation's graduation rate for a population with consistent poverty indicators is 92%.

DETERMINATION OF SAFETY IMPACT

This Board action will have no adverse impact on safety standards for Metro.

FINANCIAL IMPACT

The FY19 budget currently includes \$200,000 in the Human Capital & Development budget, to fund the planning activities to establish the E3 initiative, including the school. Upon approval of recommendation B, the FY19 budget can be amended up to an increase by \$1,000,000 for a total cumulative amount of \$1,200,000 to continue planning and coordination efforts associated with Transit School planning activities. Since this is a multi-year contract, the cost center manager and Chief Human Capital & Development Officer will be responsible for budgeting the cost in future years.

Impact to Budget

Upon approval of recommendation B, the planning activities associated with the E3 and Seed School will be funded with Planning and Admin funds which is comprised of state and local funds, and are eligible for planning activities for transportation projects which aligns with Metro's vision and goals for improved mobility in LA County.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Recommendation supports strategic plan Goal #3 (Enhance Communities and lives through mobility and access to opportunity) - Initiative #3.1 (To lift up local communities, Metro will create jobs and career pathways in transportation). Metro is currently developing a transportation focused school curriculum to extend the career pipeline to elementary, middle, and high school students to cultivate the transportation workforce of the future.

ALTERNATIVES CONSIDERED

The Board could choose not to proceed with the recommended actions. Staff does not recommend proceeding with this alternative since it does not address the priorities outlined in the Board motion to address the agency's workforce needs.

NEXT STEPS

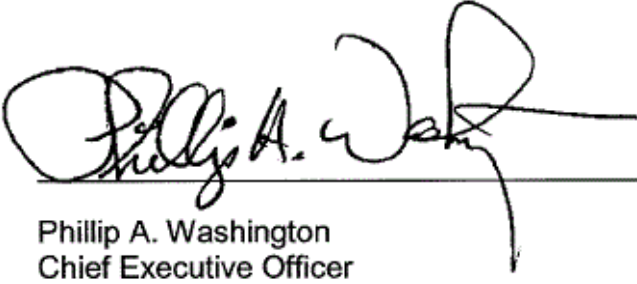
Upon approval by the Board, staff will execute Contract Modification No. 3 with cause IMPACTS and continue negotiations with the County and the SEED Foundation regarding the operating subsidy.

ATTACHMENTS

- Attachment A - Procurement Summary
- Attachment B - Contract Modification/Change Order Log
- Attachment C - DEOD Summary
- Attachment D - Principles for the MOU
- Attachment E - Summary of Final Report

Prepared by: Joanne Peterson, Chief Human Capital & Development, (213) 418-3088

Reviewed by: Stephanie Wiggins, Deputy CEO, (213) 922-1023
Debra Avila, Chief Vendor/Contract Management Officer (213) 418-3051



Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

METRO TRANSPORTATION SCHOOL – FINAL FEASIBILITY REPORT AND
CONSULTING SERVICES/PS45385000

1.	Contract Number: PS45385000		
2.	Contractor: CauseImpacts LLC		
3.	Mod. Work Description: E3 Implementation Support Services		
4.	Contract Work Description: E3 Implementation Support Services		
5.	The following data is current as of: 8/17/2018		
6.	Contract Completion Status		Financial Status
	Contract Awarded:	12/15/2017	Contract Award Amount: \$302,692
	Notice to Proceed (NTP):	N/A	Total of Modifications Approved: \$99,838
	Original Complete Date:	7/16/2018	Pending Modifications (including this action): \$200,709
	Current Est. Complete Date:	10/31/2019	Current Contract Value (with this action): \$603,239
7.	Contract Administrator: Ana Rodriguez		Telephone Number: (213) 922-1076
8.	Project Manager: Joanne Peterson		Telephone Number: (213) 418-3088

A. Procurement Background

This Board Action is to approve Contract Modification No. 3 issued in support of implementing the Metro Expose, Educate, Employ Youth Education (E3) Initiative.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price.

On December 15, 2017, Contract No. PS45385000 for the Transportation School Consulting Services was awarded to CauseImpacts LLC in the firm fixed price amount of \$302,692 for a period of seven months.

Refer to Attachment B – Contract Modification/Change Order Log for modifications issued to date.

B. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate, cost analysis, technical evaluation, and negotiations.

Proposal Amount	Metro ICE	Negotiated Amount
\$200,709	\$198,755	\$200,709

CONTRACT MODIFICATION/CHANGE ORDER LOG

METRO TRANSPORTATION SCHOOL – FINAL FEASIBILITY REPORT AND
CONSULTING SERVICES/PS45385000

Mod. No.	Description	Status (approved or pending)	Date	\$ Amount
1	Specific Site Analysis	Approved	3/27/2018	\$64,543
2	Preliminary E3 Support	Approved	8/9/2018	\$35,295
3	E3 Implementation Support Services	Pending	8/17/2018	\$200,709
	Modification Total:			\$300,547
	Original Contract:			\$302,692
	Total:			\$603,239

DEOD SUMMARY

**METRO TRANSPORTATION SCHOOL - FINAL FEASIBILITY REPORT
AND CONSULTING SERVICES / PS45385000**

A. Small Business Participation

CauseIMPACTS LLC, an SBE Prime, made an 89.56% Small Business Enterprise (SBE) commitment and a 3.01% Disabled Veteran Business Enterprise (DVBE) commitment. The project is 82% complete. Currently, CauseIMPACTS LLC is exceeding the SBE/DVBE goal with 95.32% SBE participation and 3.36% DVBE participation.

Small Business Commitment	89.56% SBE 3.01% DVBE	Small Business Participation	95.32% SBE 3.36% DVBE
----------------------------------	----------------------------------	-------------------------------------	----------------------------------

	SBE Prime/ Subcontractors	% Committed	Current Participation¹
1.	CauseIMPACTS LLC	89.56%	95.32%
	Total	89.56%	95.32%

¹Current Participation = Total Actual amount Paid-to-Date to SBE firms ÷ Total Actual Amount Paid-to-date to Prime.

	DVBE Subcontractors	% Committed	Current Participation¹
1.	Exit 4 Printing & Direct Mail	3.01%	3.36%
	Total	3.01%	3.36%

¹Current Participation = Total Actual amount Paid-to-Date to DVBE firms ÷ Total Actual Amount Paid-to-date to Prime.

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Policy is not applicable to this Contract.

C. Prevailing Wage Applicability

Prevailing wage is not applicable to this Contract.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy (PLA/CCP) is not applicable to this Contract. PLA/CCP is applicable only to construction contracts that have a construction related value in excess of \$2.5 million.

PRINCIPLES FOR THE MOU

Potential Partnership with Metro and the County

Boarding School

- The County anticipates entering into a long-term ground lease with a boarding school developer/operator for a transit-focused charter boarding school.
- Significant gap subsidy is anticipated to ensure the effective operation of the boarding school. It is envisioned that the County, Metro, industry partners, and potentially philanthropic sources could share those costs.
- While LACOE would license the school, Metro could oversee/liaison with the operator to ensure that the curriculum and training activities meet Metro's standards.
- Metro would facilitate internships and other work experiences for the students, as well as connections to permanent positions either at Metro or with Metro-contractors.

Transit Training Center, Transit Plaza and Parking Lot

- The RFP anticipates the mixed-use developer constructing the transit plaza, mixed-use development and parking lot. Metro may want to facilitate transit oriented amenities including ticket vending machines, bike share or other features. Also, Metro may want to secure specific spaces in the parking lot for a park and ride for the future Vermont BRT.
- The County anticipates entering into a long-term ground lease with the mixed-use developer.
- The County has allocated \$6 million for the development of the transit plaza (in Prop A local return funds available to the Second Supervisorial District).
- As part of the RFP, the County indicates that approximately 15,000 square feet of the mixed-use development would be a transit vocational training center. It is envisioned that Metro would take the lead in financing and operating this center. It could become a separate air space parcel owned by Metro if that is the desire.
- Metro's Role
 - o In partnership with the school provider, Metro will infuse the curriculum with skill development related to the transportation industry
 - o Provide Metro Employee Support
 - o Provide E3 Supplemental Programming

-
- Build an innovative state-of-the-art Vocational Training
 - Provide Teacher Professional Development
 - Facilitate Partnerships
 - Support School Branding Efforts
 - Support Recruitment and Outreach
 - Connect graduating students and families to WIN-LA
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Attachment E

http://libraryarchives.metro.net/DB_Attachments/2018-0358_Attachment_E_Summary_of_Final_Report.pdf