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**Agenda - Final**

**Thursday, April 16, 2020**

**9:00 AM**

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Board Secretary's Office

One Gateway Plaza

MS: 99-3-1

Los Angeles, CA 90012

**Operations, Safety, and Customer Experience**  
**Committee**

*Mike Bonin, Chair*

*Mark Ridley-Thomas, Vice Chair*

*Jacquelyn Dupont-Walker*

*John Fasana*

*Robert Garcia*

*John Bulinski, 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 must be submitted electronically using the tablets available in the Board Room lobby. Individuals requesting to speak will be allowed to speak for a total of three (3) minutes per meeting on agenda items in one minute increments per item. For individuals requiring translation service, time allowed will be doubled. The Board shall reserve the right to limit redundant or repetitive comment.

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 one (1) minute during this Public Comment period or at the discretion of the Chair. Speakers will be called according to the order in which their requests are submitted. Elected officials, not their staff or deputies, may be called out of order and prior to the Board's consideration of the relevant item.

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.

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**

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## 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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## LIMITED ENGLISH PROFICIENCY

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**323.466.3876 x2**

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

## CALL TO ORDER

## ROLL CALL

18. **SUBJECT: OPERATIONS EMPLOYEES OF THE MONTH** [2020-0099](#)

### **RECOMMENDATION**

RECOGNIZE Operations Employees of the Month.

**Attachments:** [Presentation](#)

19. **SUBJECT: MEMBERSHIP ON METRO'S SAN FERNANDO VALLEY  
SERVICE COUNCIL** [2020-0201](#)

### **RECOMMENDATION**

APPROVE Perri Sloane Goodman for membership on Metro's San Fernando Valley Service Council.

**Attachments:** [Attachment A - Nominees Listing of Qualifications](#)  
[Attachment B - Nomination Letters](#)

20. **SUBJECT: PURCHASE OF THREE 35 TON TOW TRUCKS** [2020-0247](#)

### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed price contract OP66644000 to Los Angeles Truck Centers, LLC the lowest responsive and responsible bidder for three (3) 35-ton tow trucks for a firm fixed price of \$1,069,966.24 inclusive of sales tax.

**Attachments:** [Attachment A - Procurement Summary](#)  
[Attachment B - DEOD Summary](#)

## (CARRIED OVER FROM MARCH)

21. **SUBJECT: PURCHASE OF THIRTY 1-TON UTILITY TRUCKS** [2020-0248](#)

### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed price contract under IFB OP67225 to Theodore Robins Ford the lowest responsive and responsible bidder for thirty (30) 1-ton utility trucks for a firm fixed price of \$1,417,782.25 inclusive of sales tax, subject to the resolution of any submitted protest(s).

**Attachments:** [Attachment A - Procurement Summary](#)  
[Attachment B - DEOD Summary](#)

(CARRIED OVER FROM MARCH)

**22. SUBJECT: WASTE MANAGEMENT SERVICES**

[2020-0249](#)

**RECOMMENDATION**

CONSIDER:

AUTHORIZING the Chief Executive Officer to:

- A. AWARD an indefinite delivery indefinite quantity Contract No. OP1484230003367 to American Reclamation, Inc. to provide waste management services throughout Metro B Line (Red), Metro G Line (Orange), Pasadena L Line (Gold) and various bus and rail locations within the geographical area, specified as the North Region, for a not-to-exceed amount of \$3,904,317 for the five-year base period, and \$1,571,479 for the one, two-year option term, for a combined not-to-exceed amount of \$5,475,796, effective May 1, 2020 through April 30, 2027, subject to resolution of protest(s), if any; and
- B. AWARD an indefinite quantity/delivery Contract No. OP1484240003367 to American Reclamation, Inc. to provide waste management services throughout Metro A Line (Blue), Metro C Line (Green), E Line (Expo), Gateway Headquarters Building and various bus and rail locations within the geographical area, specified as the South Region, for a not-to-exceed amount of \$3,218,989 for the five-year base period, and \$1,325,033 for the one, two-year option term, for a combined not-to-exceed amount of \$4,544,022, effective May 1, 2020 through April 30, 2027, subject to resolution of protest(s), if any.

**Attachments:**      [Attachment A - Region Maps](#)  
                                 [Attachment B - Procurement Summary](#)  
                                 [Attachment C - DEOD Summary](#)

(CARRIED OVER FROM MARCH)

**23. SUBJECT: TIRE KITS FOR LIGHT RAIL VEHICLES**

[2020-0187](#)

**RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a 36-month, firm fixed price contract under Bid No. SD634320000 to ORX Railway Corporation the lowest responsive and responsible bidder for Tire Kits for an amount not to exceed \$2,125,956 subject to resolution of protest(s), if any.

**Attachments:**      [Attachment A - Procurement Summary](#)  
                                 [Attachment B - DEOD Summary](#)

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**24. SUBJECT: BUS ENGINE COOLING SYSTEM REBUILD KITS**

[2020-0137](#)

**RECOMMENDATION**

CONSIDER:

- A. FINDING that the procurement of Metro Bus Electric Cooling Systems under Public Utilities Code (PUC) Section 130237, as an Original Equipment Manufacturer (OEM) item, constitutes a single source procurement method for the purpose of duplicating equipment already in use; and
- B. AUTHORIZING the Chief Executive Officer to award a single source, five-year, Indefinite Delivery, Indefinite Quantity Contract No. MA66578000 to Engineered Machined Products, Inc. (EMP) for 810 kits to rebuild EMP engine cooling systems currently installed on Metro buses. The Contract three-year base amount for \$2,712,857 inclusive of sales tax, with the first one-year option in the amount of \$841,668, inclusive of sales tax, and the second one-year option in the amount of \$841,668, inclusive of sales tax for a total contract amount of \$4,396,193 subject to resolution of protest(s), if any.

(REQUIRES TWO-THIRDS VOTE)

**Attachments:**      [Attachment A - Procurement Summary](#)  
                                 [Attachment B - DEOD Summary](#)

**25. SUBJECT: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

[2020-0085](#)

**RECOMMENDATION**

APPROVE the PTASP which documents Metro's processes and activities related to Safety Management System (SMS) implementation in compliance with Federal and State regulations.

**Attachments:**      [Attachment A - PTASP](#)  
                                 [Presentation](#)

**38. SUBJECT: ORAL REPORT ON COVID-19 SERVICE UPDATE**

[2020-0100](#)

**RECOMMENDATION**

RECEIVE oral report on COVID-19 Service Update.

**Attachments:** [Presentation](#)

**(ALSO ON EXECUTIVE MANAGEMENT COMMITTEE)**

**SUBJECT: GENERAL PUBLIC COMMENT**

[2020-0270](#)

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**



Metro

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

## Board Report

File #: 2020-0099, File Type: Oral Report / Presentation

Agenda Number: 18.

### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE APRIL 16, 2020

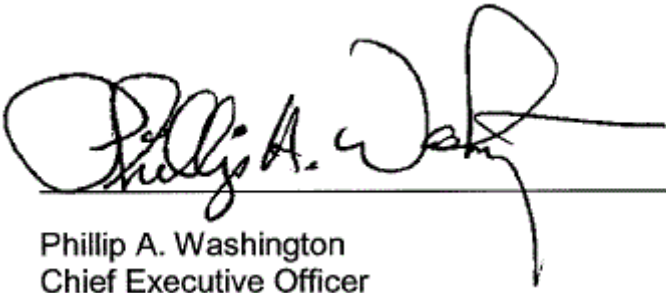
SUBJECT: OPERATIONS EMPLOYEES OF THE MONTH

#### RECOMMENDATION

RECOGNIZE Operations Employees of the Month.

#### DISCUSSION

Operations Employees of the Month recognizes Transportation and Maintenance frontline employees for their outstanding leadership contributions to the Operations Department.



Phillip A. Washington  
Chief Executive Officer



# April Employees of the Month

# Employees of the Month



## Transportation

### Transit Operations

### Supervisor

**Doris Brown**



## Transportation

### Bus Operator

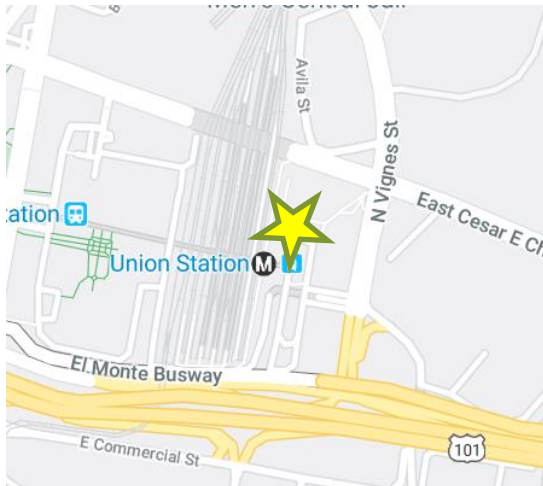
**Tina L. Weston**



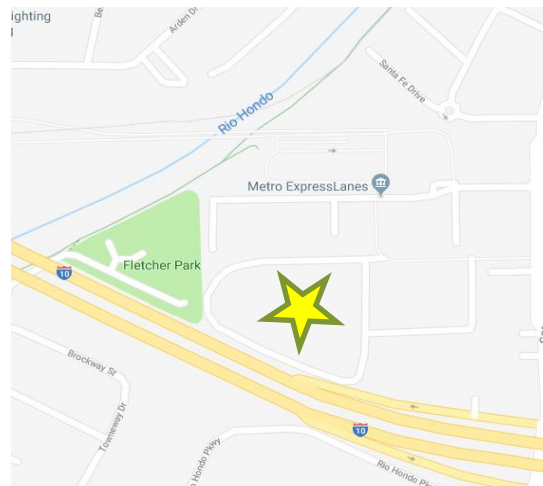
## Maintenance

### Lead Custodian

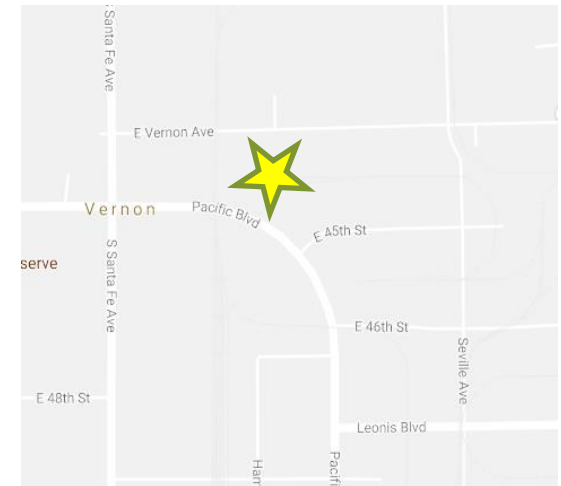
**Katherine Dominguez**



**Bus Control Center**



**Division 9 – El Monte**



**Vernon Yard**



Board Report

File #: 2020-0201, File Type: Appointment

Agenda Number: 19.

OPERATIONS, SAFETY AND CUSTOMER EXPERIENCE COMMITTEE  
APRIL 16, 2020

**SUBJECT: MEMBERSHIP ON METRO'S SAN FERNANDO VALLEY SERVICE COUNCIL**

**ACTION: APPROVE NOMINATION**

**RECOMMENDATION**

APPROVE Perri Sloane Goodman for membership on Metro's San Fernando Valley Service Council.

**ISSUE**

Two members of the San Fernando Valley Service Council submitted their resignations effective December 11, 2020. The terms of those now-vacant seats are July 1, 2017 - June 30, 2020 and July 1, 2018 - June 30, 2021.

**DISCUSSION**

Metro seeks to appoint Service Council members reflective of the demographics of each respective region. The 2016 American Community Survey demographics of the San Fernando Valley Service Council region where this appointment is to be made as compared to the demographics of the membership of the Council with this appointment is as follows:

Race	Hispanic	White	Asian	Black	Other
Membership	50%	50%	0%	0%	0%
Actual	41.7%	40.9%	11.0%	3.5%	3.0%

The following individual has been nominated to serve by the nominating authority of the vacant seats. If approved by the Board, this appointment will serve the remainder of the July 1, 2017 - June 30, 2020 term and the subsequent term of July 1, 2020 - June 30, 2023. A brief listing of the nominee's qualifications and the nomination letter are provided.

**San Fernando Valley**

- A. Perri Sloane Goodman, San Fernando Valley Service Council, New Appointment  
Nominated by: Los Angeles Mayor Eric Garcetti  
Term Ending: June 30, 2023

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The demographic makeup of the San Fernando Valley Service Council with the appointment of this nominee will consist of four (4) Hispanic members and four (4) White members as self-identified by the members in terms of racial/ethnic identity. The gender breakdown of the Council will be five (5) men and three (3) women. There remains one additional vacant seat on this Service Council which the nominating authority is working to fill.

### **DETERMINATION OF SAFETY IMPACT**

Maintaining the full complement of representatives on each Service Council to represent each service area is important. As each representative is to be a regular user of public transit, and each Council is composed of people from diverse areas and backgrounds, this enables each Council to better understand the needs of transit consumers including the need for safe operation of transit service and safe location of bus stops.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of this recommendation supports the following Metro Strategic Plan Goal: 30 Enhance communities and lives through mobility and access to opportunity.

### **NEXT STEPS**

Staff will continue to monitor the major contributors to the quality of bus service from the customer's perspective, and share that information with the Service Councils for use in their work to plan and to implement and improve bus service in their areas and the customer experience using our bus service.

### **ATTACHMENTS**

Attachment A - Nominees Listing of Qualifications  
Attachment B - Nomination Letters

Prepared by: Conan Cheung, Sr. Executive Officer, Service Development, Scheduling and Analysis, (213) 418-3034  
Dolores Ramos, Chief Administrative Analyst, Regional Service Councils, (213) 922-1210

Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 418-3108



Phillip A. Washington  
Chief Executive Officer

## ATTACHMENT A

### NEW APPOINTEE BIOGRAPHY AND LISTING OF QUALIFICATIONS

#### **Perri Sloane Goodman, Nominee for San Fernando Valley Service Council**



Perri Sloane Goodman is a 20-year resident of Sherman Oaks and a regular transit user. Ms. Sloane Goodman has an extensive background in transit design and implementation, policy development, and community engagement as the former Transit Program Administrator for the City of West Hollywood, a position she held for nine years. Prior to that, she worked as a Director of Long Term Care Services and State Programs for Jewish Family Service of Los Angeles, and a Senior Services Program Specialist for the City of West Hollywood.

Ms Sloane Goodman holds a bachelor of arts in anthropology from the University of California Santa Cruz and a master of public administration from the University of Southern California.

APPOINTING AUTHORITY NOMINATION LETTERS



ERIC GARCETTI  
MAYOR

March 10, 2020

Mr. Gary Spivack  
Deputy Executive Officer  
Metro Regional Service Councils  
One Gateway Plaza  
Los Angeles, CA 90012

Mr. Spivack,

I hereby submit the nomination of Ms. Perri Sloane Goodman to serve as a representative on the San Fernando Valley Council, for term ending on June 30, 2020 and for the subsequent term ending June 30, 2023.

I certify that in my opinion Ms. Sloane Goodman is qualified for the work that will devolve upon her, and that I make this appointment solely in the interest of the City.

Please let me know if you need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Garcetti", followed by a horizontal line and a small mark.

ERIC GARCETTI  
Mayor

EG:cl



## Board Report

File #: 2020-0247, File Type: Contract

Agenda Number:

### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE APRIL 16, 2020

**SUBJECT: PURCHASE OF THREE 35 TON TOW TRUCKS**

**ACTION: APPROVE CONTRACT**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed price contract OP66644000 to Los Angeles Truck Centers, LLC the lowest responsive and responsible bidder for three (3) 35-ton tow trucks for a firm fixed price of \$1,069,966.24 inclusive of sales tax.

#### **ISSUE**

The existing tow truck fleet has been in operations for 17 years; due to usage and deterioration throughout the years the fleet is in need of replacement. The tow trucks are rotated between 11 operating divisions.

#### **BACKGROUND**

The tow trucks are mainly used for towing and recovery of Metro buses assigned to 11 bus operating divisions, and for training purposes at Metro's Central Maintenance Facility. These trucks are required to support directly operated bus operations throughout the Metro system which includes over 2,300 buses.

#### **DISCUSSION**

The three new tow trucks will replace trucks that have been in operation since 2003. In the last few years, these trucks have experienced reduced reliability and have now surpassed their useful life and require replacement. The purchase of these three 35-ton tow trucks will provide the Metro Bus Operations and Metro Bus Maintenance Departments with the necessary equipment for the consistent, timely and effective support and maintenance of Metro bus fleet for the next 12-15 years.

The recommended bidder, Los Angeles Truck Centers, has its operating and headquarter facility in Los Angeles County, in the city of Whittier, California. Metro's Diversity and Economic Opportunity Department (DEOD) did not establish a goal for this solicitation and a search of the Small/Disabled Veteran Business Enterprise (SBE/DVBE) directories revealed there are no certified SBE/DVBE firms that can supply these vehicles.

#### **DETERMINATION OF SAFETY IMPACT**



The approval of this recommendation will have positive impact on safety as the new tow trucks will maximize operator safety. Due to newer and more stringent emission standards, the new tow trucks will improve Metro's carbon footprint throughout Los Angeles County.

### **FINANCIAL IMPACT**

The funding of \$1,069,966.24 is included in Cost Center 3790, Maintenance Administration; Project 208604, FY20 Non-Revenue Vehicles and Equipment; Account 53106, Acquisition of Service Vehicle.

Since this is a multi-year project, the cost center manager and Chief Operating Officer will ensure that all related costs are budgeted in future Fiscal Years.

#### **Impact to Budget**

The current source of funds for this action is Transportation Development Act (TDA) Article 4. Using this funding source maximizes the project funding allocations allowed by approved provisions and guidelines.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommendation supports the following Metro Strategic Plan Goal 2) Providing outstanding trip experiences for all. New tow trucks improve safety and enhance the ability to respond to downed buses and continue delivering world-class bus service.

### **ALTERNATIVES CONSIDERED**

Staff does not recommend leasing equipment and/or contracting out tow services as this is an in-house task currently performed by ATU contract personnel. Contracting out this service would conflict with the current Metro/ATU Collective Bargaining Agreement. Additionally, the cost of towing services for one tow truck would equal or exceed the full purchase price of one tow truck in the first five years of operation.

The alternative of retaining the existing tow truck fleet for primary tow services is not recommended. Diminished reliability, high maintenance costs and frequent repairs over the past several years has rendered the use of the existing tow truck fleet a poor alternative for continued operation.

Not purchasing the recommended tow trucks will significantly reduce Metro's ability to effectively provide world-class transportation for all.

### **NEXT STEPS**

Upon Board approval, the vendor will begin the manufacturing process and provide Metro with a production schedule to identify milestones consistent with the scheduled delivery of the equipment 12 months after the award of the contract.

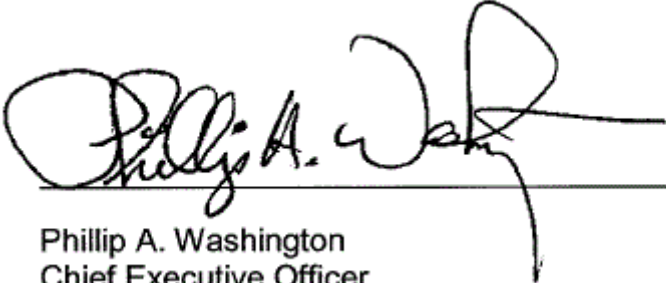
### **ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared by: Adam Robertson, Senior Director, Non-Revenue fleet Maintenance (562) 658-0231

Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 418-3108  
Debra Avila, Chief Vendor/Contract Management Officer, (213) 418-3051



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Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

## 35 TON TOW TRUCKS / CONTRACT NO. OP66644000

1.	<b>Contract Number:</b> OP66644000	
2.	<b>Recommended Vendor:</b> Los Angeles Truck Centers, LLC	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order RFIQ	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> 11/27/19	
	<b>B. Advertised/Publicized:</b> 11/29/19	
	<b>C. Pre-Proposal Conference:</b> 12/5/19	
	<b>D. Bids Due:</b> 1/8/2020	
	<b>E. Pre-Qualification Completed:</b> 1/24/2020	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> 1/8/2020	
	<b>G. Protest Period End Date:</b> 3/19/2020	
5.	<b>Solicitations Picked up/Downloaded:</b> 16	<b>Bids/Proposals Received:</b> 4
6.	<b>Contract Administrator:</b> Aryani L. Guzman	<b>Telephone Number:</b> 213-922-1387
7.	<b>Project Manager:</b> Adam Robertson	<b>Telephone Number:</b> 562-658-0231

**A. Procurement Background**

This Board Action is to approve Contract No. OP66644000 issued to procure three (3) 35-Ton Tow Trucks to support Metro's Bus Operations. Board approval of contract award is subject to resolution of any properly submitted protest.

An Invitation for Bid (IFB) No. OP66644 was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm Fixed Price.

Two (2) amendments were issued during the solicitation phase of this IFB:

- Amendment No. 1, issued December 9, 2019; to add additional site visit for potential bidders;
- Amendment No. 2, issued December 24, 2019; to revise technical requirements;

A total of four (4) Bids were received on January 8, 2020.

## **B. Evaluation of Bids**

This procurement was conducted in accordance and complies with LACMTA's Acquisition Policy for a competitive sealed bid. The four bids received are listed below in alphabetical order:

1. Los Angeles Truck Centers, LLC
2. TEC of California
3. Tow Industries Bid No. 1
4. Tow Industries Bid No. 2

All bidders were determined to be fully responsive and responsible to the bid requirements.

The firm recommended for award, Los Angeles Truck Centers, LLC, the lowest responsive and responsible bidder was found to meet all technical requirements and is in full compliance with the IFB's requirements.

## **C. Cost/Price Analysis**

The recommended bid price from Los Angeles Truck Centers, LLC has been determined to be fair and reasonable based upon adequate price competition, Independent Cost Estimate (ICE), price analysis, and competitive bids.

<b>Bidder Name</b>	<b>Bid Amount</b>	<b>Metro ICE</b>
Los Angeles Truck Centers, LLC	\$1,069,966.24	<b>\$1,110,000.00</b>
Tow Industries Bid No. 1	\$1,083,456.00	
TEC of California	\$1,147,661.90	
Tow Industries Bid No. 2	\$1,149,056.36	

## **D. Background on Recommended Contractor**

The Los Angeles Truck Centers, LLC has over 19 years of experience in providing Medium-to heavy-duty trucks, alternative fuel trucks, engines, CARB compliant trucks, and truck parts through-out California and Nevada. Los Angeles Truck Centers has its operating and headquarters facility in the Los Angeles County in the city of Whittier, California. Los Angeles Truck Centers also has operating facilities in the city of Long Beach, San Diego, Las Vegas, Ontario, Fontana, Carson, Hesperia, Sacramento, and Caruthers. Los Angeles Truck Centers is a subsidiary of Velocity Vehicle Group. Some of their customers include the Department of Justice with the Diesel and Emission Control System Contract for the Bureau of Prisons.

**DEOD SUMMARY**

**35 TON TOW TRUCKS / CONTRACT NO. OP66644000**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) did not establish a goal for this solicitation. This procurement is for the purchase of three (3) 35-ton tow trucks to replace vehicles in Metro's current fleet that supports bus operations. A search of the Small/Disabled Veteran Business Enterprise (SBE/DVBE) directories revealed there are no certified SBE/DVBE firms that can supply these vehicles.

**B. Living Wage / Service Contract Worker Retention Policy Applicability**

The Living Wage / Service Contract Worker Retention 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 is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.



## Board Report

**File #:** 2020-0248, **File Type:** Contract

**Agenda Number:** 21.

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### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE APRIL 16, 2020

**SUBJECT: PURCHASE OF THIRTY 1-TON UTILITY TRUCKS**

**ACTION: APPROVE CONTRACT**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed price contract under IFB OP67225 to Theodore Robins Ford the lowest responsive and responsible bidder for thirty (30) 1-ton utility trucks for a firm fixed price of \$1,417,782.25 inclusive of sales tax, subject to the resolution of any submitted protest(s).

#### **ISSUE**

This procurement is for the replacement of 20 Metro owned and operated one-ton utility trucks currently operating in support of Bus and Rail Operations that have exceeded the Metro vehicle replacement policy of 12 years and/or 150,000 miles. Included in this procurement are an additional ten 10 one-ton utility trucks that will support maintenance activities on the Crenshaw light rail line extension including track, traction power and signals maintenance; station custodial services; and Crenshaw Rail Facility (Division 16) facilities maintenance.

#### **BACKGROUND**

Metro currently operates a utility truck fleet of over 240 vehicles. This fleet is used to support maintenance activities of various Metro departments throughout the County including bus and rail operating divisions/facilities, custodial services, rail maintenance of way, environmental services, rail fleet services and bus stops and zones.

#### **DISCUSSION**

The 20 new utility trucks will replace trucks that have been in operation since 2000. In the last few years, these trucks have experienced reduced reliability and have now surpassed their useful life and require replacement. Ten of these utility trucks will be used for Division 16 - Crenshaw. The utility trucks are needed to support the Crenshaw light rail line operating between the Green Line at Aviation/Century and Expo Line at Exposition/Crenshaw, a distance of 8.5 miles of tandem track. The specific use of these trucks will be for track inspection, signal inspection, traction power, rail fleet

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services, and rail facilities maintenance. The purchase of these (30) 1-ton utility trucks will provide Metro the necessary equipment for consistent, timely and effective support of Metro bus and rail infrastructure for the next 12-15 years.

In addition, Metro is implementing a Non-Revenue Fleet Electric Utility Truck Pilot Project consisting of the purchase, deployment and field testing of 6 electric utility trucks. Three of the six electric utility trucks will be deployed to Metro's Maintenance of Way (Location 64) where EV chargers are currently installed and ready for use. The remaining three electric utility trucks will be deployed to Division 15's Facility Maintenance Department. The purchase and deployment of these trucks will aid in further reducing Metro's carbon footprint and advance Metro's use EV's at Rail and Bus Operating Divisions. The introduction of 6 electric utility trucks into the Non-Revenue fleet demonstrates Metro's commitment to reducing Greenhouse Gas (GHG) emissions and advancement of a comprehensive clean fuels program. Upon successful completion of the EV pilot program, Metro will accelerate the use of electric trucks in other bus and rail support locations.

### **DETERMINATION OF SAFETY IMPACT**

The purchase of new utility trucks will provide Metro with current state-of-the-art utility trucks that maximize operator safety and due to newer and more stringent emission standards, will reduce LA Metro's carbon footprint throughout Los Angeles County.

### **FINANCIAL IMPACT**

Funding of \$1,417,782.25 for 30 utility trucks is included in the Life of Project (LOP) budget of Project 208604, FY20 Non-Revenue Vehicles, and Project 860512, Crenshaw Pre-Revenue Service. The delivery of the vehicles are scheduled up to 12 months after the date of award.

#### **Impact to Budget**

The current source of funds for this action are Transportation Development Act Article 4 and Measure R bus and rail operating funds. Using these funding sources maximizes the project funding allocations allowed by approved provisions and guidelines.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommendation supports Metro Strategic Plan Goal 5) Provide responsive, accountable, and trustworthy governance within the Metro organization. New utility trucks will minimize vehicle maintenance needs, improve safety, and reduce Metro's carbon footprint.

### **ALTERNATIVES CONSIDERED**

Staff does not recommend leasing utility truck equipment as this is not feasible for the duty cycle the utility trucks endure. The alternative of retaining the existing utility trucks is also not recommended. Diminished reliability, high maintenance costs and frequent repairs over the past several years has rendered the use of these existing utility trucks a poor alternative for continued operation. Not purchasing the recommended utility trucks will significantly reduce Metro's ability to effectively

provide world-class transportation for all.

**NEXT STEPS**

Upon Board approval, the vendor will begin the manufacturing process and provide Metro with a production schedule to identify milestones consistent with the scheduled delivery of the equipment up to 12 months after the award of the contract.

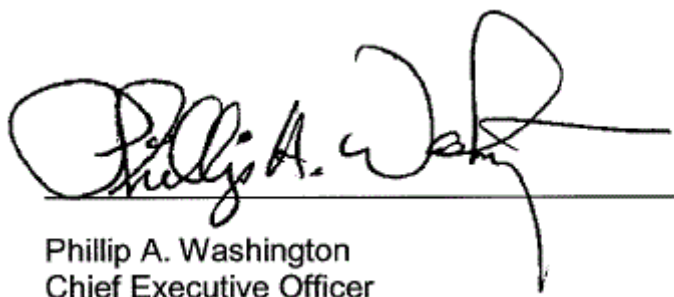
**ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared by: Adam Robertson, Senior Director Non-Revenue Fleet Maintenance, (562) 658-0231

Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 418-3108  
Debra Avila, Chief Vendor Contract Management Officer, (213) 418-3051



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Phillip A. Washington  
Chief Executive Officer



## PROCUREMENT SUMMARY

## ONE TON UTILITY TRUCKS / CONTRACT NO. OP67225000

1.	<b>Contract Number:</b> OP67225000	
2.	<b>Recommended Vendor:</b> Theodore Robins Ford	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order RFIQ	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> 12/13/19	
	<b>B. Advertised/Publicized:</b> 12/13/19	
	<b>C. Pre-Proposal Conference:</b> 12/19/19	
	<b>D. Bids Due:</b> 1/16/2020	
	<b>E. Pre-Qualification Completed:</b> 2/19/20	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> 2/5/2020	
	<b>G. Protest Period End Date:</b> 4/16/2020	
5.	<b>Solicitations Picked up/Downloaded:</b> 15	<b>Bids/Proposals Received:</b> 4
6.	<b>Contract Administrator:</b> Aryani L. Guzman	<b>Telephone Number:</b> 213-922-1387
7.	<b>Project Manager:</b> Adam Robertson	<b>Telephone Number:</b> 562-658-0231

**A. Procurement Background**

This Board Action is to approve Contract No. OP67225000 issued to procure thirty (30) One Ton Utility Trucks to support Metro's Bus and Rail Operations. Board approval of contract award is subject to resolution of any properly submitted protest.

An Invitation for Bid (IFB) No. OP67225 was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm Fixed Price.

A total of four (4) Bids were received on January 16, 2020.

## **B. Evaluation of Bids**

This procurement was conducted in accordance and complies with LACMTA's Acquisition Policy for a competitive sealed bid. The four bids received are listed below in alphabetical order:

1. Elite Auto Network
2. Fritts Ford
3. Penske Chevrolet
4. Theodore Robins Ford

All bidders were determined to be fully responsive and responsible to the bid requirements.

The firm recommended for award, Theodore Robins Ford, the lowest responsive and responsible bidder was found to meet all technical requirements and is in full compliance with the IFB's requirements.

## **C. Price Analysis**

The recommended bid price from Theodore Robins Ford has been determined to be fair and reasonable based adequate price competition and comparison to Metro's Independent Cost Estimate (ICE).

<b>Bidder Name</b>	<b>Bid Amount</b>	<b>Metro ICE</b>
Theodore Robins Ford	\$1,417,782.25	<b>\$1,505,000.00</b>
Fritts Ford	\$1,475,719.52	
Penske Chevrolet	\$1,786,148.91	
Elite Auto Network	\$2,076,522.27	

## **D. Background on Recommended Contractor**

Theodore Robins Ford has over 60 years of experience in providing Medium to heavy-duty trucks. Theodore Robins Ford has its operating and headquarters facility in Orange County in the city of Costa Mesa, California. Theodore Robins Ford has been operating since 1923. Metro has previously awarded contracts to Theodore Robins Ford and their performance has been satisfactory.

**DEOD SUMMARY**

**ONE TON UTILITY TRUCKS / CONTRACT NO. OP67225000**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) did not recommend a Small/Disabled Veteran Business Enterprise (SBE/DVBE) participation goal for this procurement. A search of the Small/Disabled Veteran Business Enterprise (SBE/DVBE) directories revealed there are no certified SBE/DVBE firms that supply these vehicles.

**B. Living Wage / Service Contract Worker Retention Policy Applicability**

The Living Wage / Service Contract Worker Retention Policy (LW/SCWRP) 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 is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.



## Board Report

File #: 2020-0249, File Type: Contract

Agenda Number: 22.

### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE APRIL 16, 2020

**SUBJECT: WASTE MANAGEMENT SERVICES**

**ACTION: APPROVE CONTRACT AWARD**

#### **RECOMMENDATION**

CONSIDER:

AUTHORIZING the Chief Executive Officer to:

- A. AWARD an indefinite delivery indefinite quantity Contract No. OP1484230003367 to American Reclamation, Inc. to provide waste management services throughout Metro B Line (Red), Metro G Line (Orange), Pasadena L Line (Gold) and various bus and rail locations within the geographical area, specified as the North Region, for a not-to-exceed amount of \$3,904,317 for the five-year base period, and \$1,571,479 for the one, two-year option term, for a combined not-to-exceed amount of \$5,475,796, effective May 1, 2020 through April 30, 2027, subject to resolution of protest(s), if any; and
- B. AWARD an indefinite quantity/delivery Contract No. OP1484240003367 to American Reclamation, Inc. to provide waste management services throughout Metro A Line (Blue), Metro C Line (Green), E Line (Expo), Gateway Headquarters Building and various bus and rail locations within the geographical area, specified as the South Region, for a not-to-exceed amount of \$3,218,989 for the five-year base period, and \$1,325,033 for the one, two-year option term, for a combined not-to-exceed amount of \$4,544,022, effective May 1, 2020 through April 30, 2027, subject to resolution of protest(s), if any.

#### **ISSUE**

The existing waste management services contract will expire on October 31, 2020. To continue providing the required integrated waste management services, two new regional contract awards are required effective May 1, 2020. This action is necessary to allow the incoming contractor sufficient time to acquire new trash and recycling bins for all Metro facilities.

#### **BACKGROUND**

On October 25, 2012, Metro Board of Directors authorized the Chief Executive Officer to award a

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seven-year, Contract No. PS11064106R to Consolidated Disposal Service, the lowest responsive and responsible bidder for waste management services in an amount not to exceed \$6,993,296 effective December 1, 2012.

To avoid service interruptions and continue providing these critical services, two (2) new contract awards are required effective May 1, 2020.

## **DISCUSSION**

The existing waste management services contract is being replaced with two new regional service contracts split geographically. This action is necessary to expand opportunities for small business participation while maintaining service efficiency and continuity.

The existing contract includes transport and recycling or disposal of solid waste from Metro facilities, provides roll-off containers and dumpsters, and submittal of monthly diversion reports. Most containers are serviced on a regular schedule while others are on an on-call as-needed basis.

Improved diversion is one of many ways that Metro is striving to reduce its environmental impact. These two new contracts are an integral part of Metro's Environmental Management System. The contractor will support the Environmental Compliance and Services unit of the Transit Project Delivery department in education and waste disposal change efforts with front-line employees at all Metro operating facilities. In addition, the contractor will provide on-going analysis of Metro's efforts to reduce landfill waste and improve in-house recycling programs to exceed waste diversion requirements.

Currently, all local government organizations in California are required to divert at least 50% of their waste from landfills. To meet this requirement, Metro's trash-hauling contractor separates and recycles suitable materials from waste materials it collects from all Metro operating, support, office, and passenger facilities. These contracts set goals to improve and exceed the 50% waste diversion requirements over the next seven-years.

The existing contract is due to expire October 31, 2020. However, the two new contracts are required effective May 1, 2020. This action is necessary to allow the outgoing contractor sufficient time to perform all necessary administrative processes associated with contract closeout, and to provide the incoming contractor ample time to acquire new trash and recycling bins for all Metro facilities.

The Diversity and Economic Opportunity Department (DEOD) established a 7% Small Business Enterprise (SBE) and 3% Disabled Veteran Business Enterprise (DVBE) goal for this solicitation. American Reclamation made a 7% SBE and 3% DVBE participation commitment for each of the North region and the South region contracts.

## **DETERMINATION OF SAFETY IMPACT**

Timely and efficient removal of trash and recycling are important elements of a safe and responsible waste management program.

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## **FINANCIAL IMPACT**

The FY20 budget for waste management services is \$941,600, contained in Cost Center 8370 - Contracts and Administration, account 50308 - Service Contract maintenance, in various Operating projects. Current waste management services contracts expire on October 31, 2020 (FY21). To allow for seamless transition to a new contractor and avoid contractual interruptions, this action will put the contract in place for FY21 implementation.

Since these are multi-year contracts, the cost center manager and Sr. Executive Officer, Maintenance and Engineering will be accountable for budgeting the all costs in future fiscal years.

### **Impact to Budget**

The current source of funding for this action are State and Local sources including sales tax and fares. Using these funding sources maximizes the project funding allocations allowed by approved provisions and guidelines.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This board action supports Strategic Goal 5: Provide responsive, accountable, and trustworthy governance within the Metro organization. Metro objectives for this contract are to increase efficiency, minimize costs, improve Metro's recycling and landfill diversion programs, reduce the amount of waste that Metro disposes and comply with all applicable Federal, State and Local laws.

## **ALTERNATIVES CONSIDERED**

Staff considered providing this service through Metro in-house staff. This would require the hiring and training of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates that this is not a cost-effective option for Metro.

## **NEXT STEPS**

Upon approval by the Board, staff will execute Contracts OP1484230003367 and OP1484240003367 with American Reclamation, Inc. to provide integrated waste management services for the North and South Regions, respectively, effective May 1, 2020.

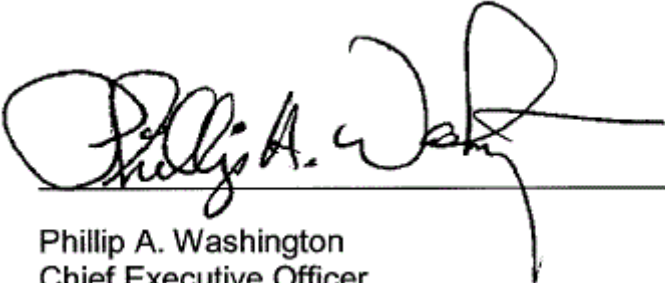
## **ATTACHMENTS**

Attachment A - Region Maps  
Attachment B - Procurement Summary  
Attachment C - DEOD Summary

Prepared by: Brady Branstetter, DEO, Facilities Maintenance, (213) 922-6767  
Lena Babayan, DEO, Facilities Maintenance, (213) 922-6765

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Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 418-3108  
Debra Avila, Chief, Vendor/Contract Management Officer, (213) 418-3051



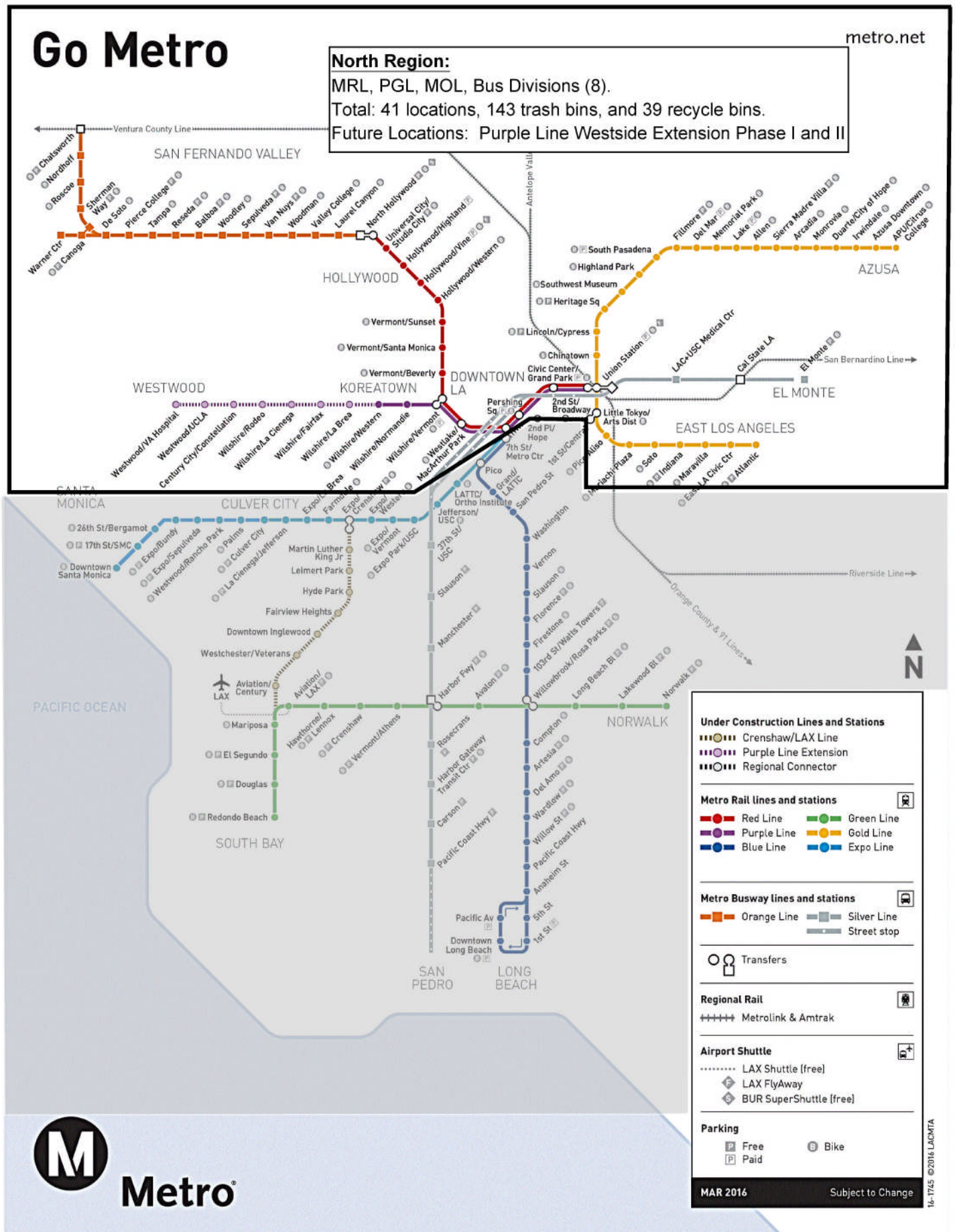
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Phillip A. Washington  
Chief Executive Officer

# ATTACHMENT A

## LIST OF SERVICE LOCATIONS

### NORTH REGION





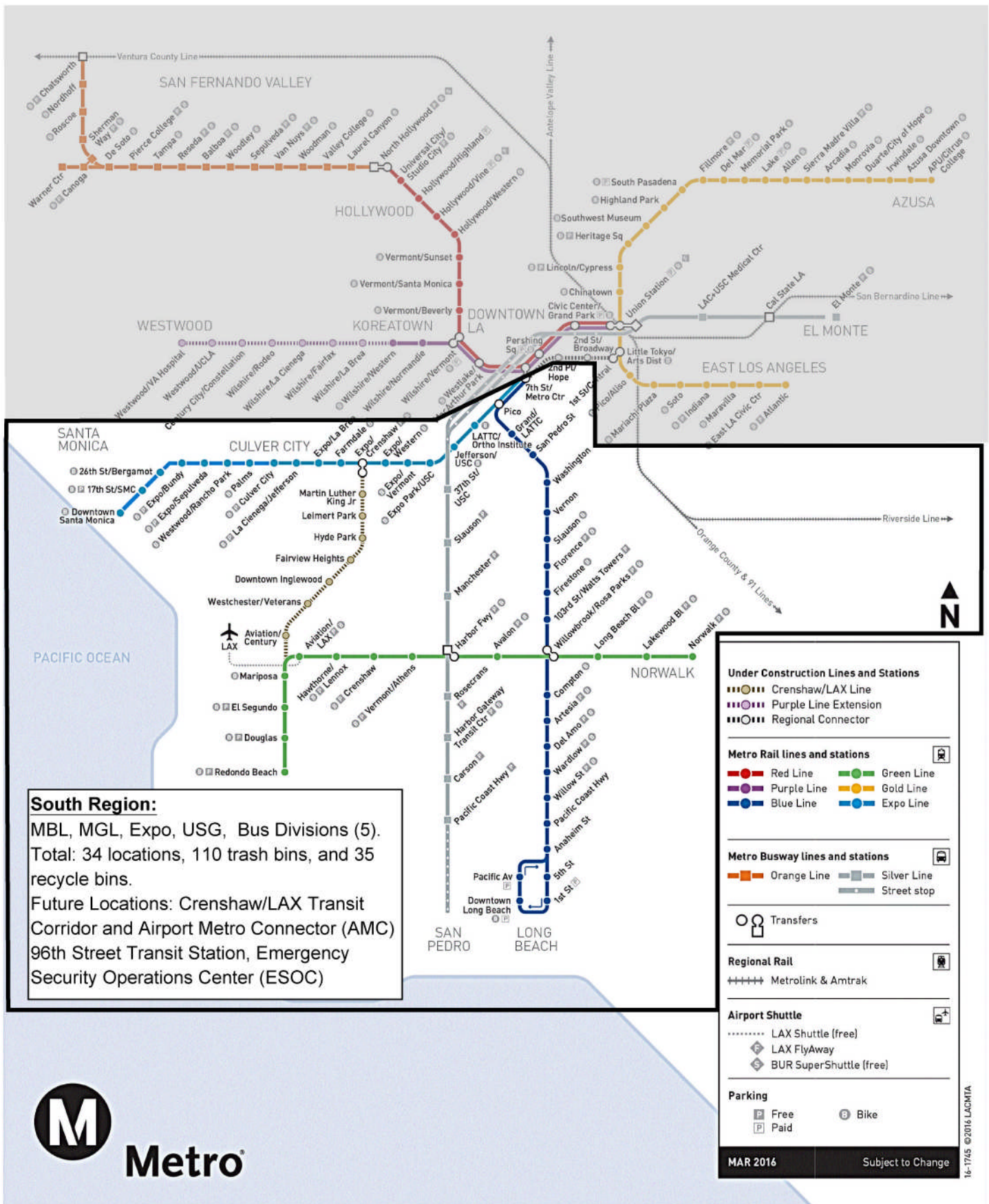
# ATTACHMENT A

## LIST OF SERVICE LOCATIONS

### SOUTH REGION

metro.net

# Go Metro



## PROCUREMENT SUMMARY

WASTE MANAGEMENT SERVICES/  
OP1484230003367 AND OP1484240003367

1.	<b>Contract Number:</b> A: OP1484230003367 (North Region) B: OP1484240003367 (South Region)	
2.	<b>Recommended Vendor:</b> A: American Reclamation, Inc. (North Region) B: American Reclamation, Inc. (South Region)	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> IFB-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	A. Issued: June 14, 2019	
	B. Advertised/Publicized: June 18, 2019	
	C. Pre-Proposal/Pre-Bid Conference: June 27, 2019	
	D. Proposals/Bids Due: July 31, 2019	
	E. Pre-Qualification Completed: December 5, 2019	
	F. Conflict of Interest Form Submitted to Ethics: December 2, 2019	
	G. Protest Period End Date: February 24, 2020	
5.	<b>Solicitations Picked up/Downloaded:</b> 19	<b>Proposals Received:</b> North Region: 2 <b>Proposals Received:</b> South Region: 2
6.	<b>Contract Administrator:</b> Rommel Hilario	<b>Telephone Number:</b> (213) 922-4654
7.	<b>Project Manager:</b> Alberto Garcia	<b>Telephone Number:</b> (213) 922-6760

**A. Procurement Background**

This Board Action is to approve the award of Contracts OP1484230003367 (North Region) and OP1484240003367 (South Region) to American Reclamation, Inc. to provide waste management services at various Metro facilities. Services include, but are not limited to, providing trash and recycling bins of various sizes, servicing trash and recycling bins at various frequencies and provide detailed reporting of trash and recycling efforts and activities. Board approval of contract awards are subject to resolution of any properly submitted protest.

On June 14, 2019, Request for Proposal (RFP) No. OP62840 was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The proposed contract type is indefinitely quantity/delivery.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on June 28, 2019, revised the Schedule of Quantities and Prices for the North and South Regions and List of Service Locations – South Region; and provided copies of the pre-bid conference material including sign-in sheets and the planholders' list;

- Amendment No. 2, issued on July 17, 2019, extended the proposal due date.

A Pre-Proposal Conference was held on June 27, 2019. A total of six participants attended representing four firms. There were 32 questions received and responses were provided prior to the proposal due date.

A total of two proposals each were received for the North and the South Regions, and are listed below in alphabetical order:

#### North Region

1. American Reclamation
2. Consolidated Disposal Services, LLC DBA Republic Services

#### South Region

1. American Reclamation
2. Consolidated Disposal Services, LLC DBA Republic Services

### **B. Evaluation of Proposals**

The Proposal Evaluation Team (PET), consisting of staff from Environmental Services, General Services, and Facility Maintenance departments, was convened and conducted a comprehensive evaluation of the proposals received.

Proposals were evaluated based on the following evaluation criteria stated in the RFP:

Phase I – Minimum Qualification Evaluation: This is a pass/fail criteria. The evaluation focused on the experience of the Prime Contractor in providing integrated waste management services. Further, state issued licenses, certifications and permits were validated. Firms that pass each Minimum Qualification shall be considered within the competitive range for further evaluation.

Phase II – Technical Evaluation: Technical proposals were evaluated in accordance with the following evaluation criteria and associated weights:

- |  |     |
|--|-----|
| • Price  | 30% |
| • Workplan   | 45% |
| • Degree of Skills – Firm and Personnel Experience | 25% |

The evaluation criteria are appropriate and consistent with criteria developed for similar waste management services procurements.

The PET reconvened and determined that all proposals passed the Phase I evaluation and were within the competitive range. The proposers were therefore invited to make oral presentations on September 13, 2019. The firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the PET's questions.

In general, each team's presentation described the composition of the team and the roles and responsibilities of each team member; explained the proposed staffing for the North and South regions as well as the basis of work assignments at each division/facility in relation to Statement of Work requirements. Further, the teams were asked to discuss that specific type of equipment proposed to be dedicated to the contract and procedures for hauling and recycling of waste.

### **Summary of Firms within the Competitive Range**

#### **American Reclamation, Inc.**

American Reclamation, Inc. (American Reclamation) is a full service, solid waste hauling company that specializes in waste collection, disposal, and recycling and diversion program. It also conducts on-site waste audits and establishes recycling programs for its clients. American Reclamation is a family-owned and operated business which has been in the waste hauling industry since 1945. Existing clientele include the Department of Public Works of the Cities of El Monte, Glendale, Burbank, Pasadena, Santa Monica and the unincorporated cities of the Los Angeles County, Los Angeles Unified School District, Bureau of Street Services of the City of Los Angeles, California Department of Transportation, Mt. San Antonio Community College, Montebello Unified School District.

#### **Consolidated Disposal Services, LLC dba Republic Services**

Consolidated Disposal Services, LLC dba Republic Services, Inc. (Republic) is located in Long Beach, California. It has been in business for over 50 years providing solid waste collection, recycling, and disposal services. Republic provides services to 2,700 municipalities nationwide, including 50 communities across Southern California. Customers consist of residential and commercial clients including single and multi-family unit residences, small business, healthcare facilities, retail establishments and construction sites. Republic is Metro's current provider for waste management services.

The following is a summary of the final scores:

### North Region

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>AMERICAN RECLAMATION</b>				
3	Price	100.0	30%	30.0	
4	Workplan	82.7	45%	37.2	
5	Degree of Skills – Firm and Personnel Experience	86.8	25%	21.7	
6	<b>Total</b>		<b>100.00%</b>	<b>88.9</b>	<b>1</b>
7	<b>CONSOLIDATED DISPOSAL SERVICES, LLC DBA REPUBLIC SERVICES</b>				
8	Price	86.7	30%	26.0	
9	Workplan	75.8	45%	34.1	
10	Degree of Skills – Firm and Personnel Experience	76.4	25%	19.1	
11	<b>Total</b>		<b>100.00%</b>	<b>79.2</b>	<b>2</b>

### South Region

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>AMERICAN RECLAMATION</b>				
3	Price	100.0	30%	30.0	
4	Workplan	82.7	45%	37.2	
5	Degree of Skills – Firm and Personnel Experience	86.8	25%	21.7	
6	<b>Total</b>		<b>100.00%</b>	<b>88.9</b>	<b>1</b>
7	<b>CONSOLIDATED DISPOSAL SERVICES, LLC DBA REPUBLIC SERVICES</b>				
8	Price	93.3	30%	28.0	

9	Workplan	75.8	45%	34.1	
10	Degree of Skills – Firm and Personnel Experience	76.4	25%	19.1	
11	<b>Total</b>		<b>100.00%</b>	<b>81.2</b>	<b>2</b>

### **C. Cost/Price Analysis**

#### **North Region**

The recommended price has been determined to be fair and reasonable based upon adequate competition, an independent cost estimate (ICE), fact finding, cost analysis, and technical evaluation. The ICE is 13% lower than the recommended award amount due to new environmental laws and restrictions and current recycling marketing conditions which differed from the existing historical pricing used to develop Metro's ICE, thus resulting in a higher recommended price.

<b>BIDDER</b>	<b>AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
American Reclamation	\$5,475,796	\$4,769,058	\$5,475,796
Consolidated Disposal Services, LLC dba Republic Services	\$6,234,293		

#### **South Region**

The recommended price has been determined to be fair and reasonable based upon adequate competition, an independent cost estimate, fact finding, cost analysis, and technical evaluation. The ICE is 20% lower than the award amount due to new environmental laws and restrictions and current recycling marketing conditions which differed from the existing historical pricing used to develop Metro's ICE, thus resulting in a higher recommended price.

<b>BIDDER</b>	<b>AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
American Reclamation	\$4,649,889.38	\$3,640,214.67	\$4,544,022
Consolidated Disposal Services, LLC dba Republic Services	\$4,962,276.61		

#### **D. Background on Recommended Contractor**

The recommended firm, American Reclamation, Inc. (American Reclamation), is headquartered in Los Angeles, CA. It is a full-service solid waste collection and recycling company that has been providing quality service in the greater Los Angeles area for over 50 years. American Reclamation runs a fleet of CNG-powered front-loading refuse collection, roll-off and long-haul flatbed trucks. In addition, it owns and operates a 4-acre major recycling facility located near the 5 and 134 freeway interchange. The facility, which diverts over 180,000 tons from the landfill each year, includes a buy-back recycling center, receipt and processing of haul loads and construction and demolition debris, recycling of commercial sector materials and e-Waste drop-off.

American Reclamation was Metro's waste collection and recycling provider during July 2002 through February 2013, and their performance was satisfactory.

## DEOD SUMMARY

**WASTE MANAGEMENT SERVICES/  
OP1484230003367 AND OP1484240003367**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) established a 7% Small Business Enterprise (SBE) goal and 3% Disabled Veteran Business Enterprise (DVBE) goal for each region in this solicitation. American Reclamation, Inc. made a 7% SBE and 3% DVBE commitment for each region.

<b>Small Business Goal</b>	<b>7% SBE 3% DVBE</b>	<b>Small Business Commitment</b>	<b>7% SBE 3% DVBE</b>
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**A1. North Region: American Reclamation, Inc. (Prime)**

	<b>SBE Subcontractors</b>	<b>% Committed</b>
1.	Urban Graffiti Enterprise, Inc.	7%
	<b>Total Commitment</b>	<b>7%</b>

	<b>DVBE Subcontractors</b>	<b>% Committed</b>
1.	Sam Scully Staffing DBE Indigo Staffing	3%
	<b>Total Commitment</b>	<b>3%</b>

<b>Small Business Goal</b>	<b>7% SBE 3% DVBE</b>	<b>Small Business Commitment</b>	<b>7% SBE 3% DVBE</b>
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**A2. South Region: American Reclamation, Inc. (Prime)**

	<b>SBE Subcontractors</b>	<b>% Committed</b>
1.	Urban Graffiti Enterprise, Inc.	7%
	<b>Total Commitment</b>	<b>7%</b>

	<b>DVBE Subcontractors</b>	<b>% Committed</b>
1.	Sam Scully Staffing DBE Indigo Staffing	3%
	<b>Total Commitment</b>	<b>3%</b>

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is not applicable on 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 is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.



## Board Report

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File #: 2020-0187, File Type: Contract

Agenda Number: 23.

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**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE  
APRIL 16, 2020**

**SUBJECT: TIRE KITS FOR LIGHT RAIL VEHICLES**

**ACTION: APPROVE CONTRACT AWARD**

**RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a 36-month, firm fixed price contract under Bid No. SD634320000 to ORX Railway Corporation the lowest responsive and responsible bidder for Tire Kits for an amount not to exceed \$2,125,956 subject to resolution of protest(s), if any.

**ISSUE**

This procurement is for the acquisition of tire kits which are required for maintaining safe and reliable operation of the AnsaldoBreda P2550 and KinkiSharyo P3010 rail fleets. This procurement is part of the on-going Light Rail Vehicles (LRV) preventive maintenance program which impacts safety, reliability and performance of rail service.

**DISCUSSION**

There are fifty (50) P2550 and one hundred eighty-five (185) P3010 cars in the Metro rail fleet currently assigned to the Gold, Blue, Expo, and Green Lines. Each vehicle is equipped with 12 steel tires. The steel tire travels on the rail and is the outside part of the wheel assembly. The tires are replaced based on mileage in accordance with the Rail Fleet Service's maintenance schedule or when they no longer meet the appropriate tolerance size requirements. Tires per vehicle are changed at the same time so that the propulsion system is not adversely affected by tires of various dimensions.

**DETERMINATION OF SAFETY IMPACT**

Safety is of the utmost importance to Metro; therefore, it is imperative to maintain the P2550 and P3010 fleets to the highest standards. Award of contract will ensure light rail Divisions have adequate inventory to repair and maintain the rail cars according to Metro Maintenance standards.

**FINANCIAL IMPACT**

The total contract amount is \$2,125,956. Funding of \$200,000 for this procurement is included in the

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FY20 budget in Rail Cost Center 3944 and 3948, Rail Fleet Services Maintenance Gold Line and Monrovia, line item 50441 - Parts - Revenue Vehicle, project 300055 - Gold Line.

Since this is a multi-year contract, the cost center manager, project manager, and executive officer will ensure that the balance of funds are budgeted in future fiscal years.

**Impact to Budget**

The current source of funds for this action include operating eligible Measure R, Measure M, Passenger Fares, and Advertising revenues. Using these funding sources maximizes project funding allocations allowed by approved provisions and guidelines.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of this recommendation supports the following Metro Strategic Plan Goal 2) Deliver outstanding trip experience for all users of the transportation system.

**ALTERNATIVES CONSIDERED**

Deferral of this contract is not recommended as tire kits are a vital component to the vehicle operation and if not properly maintained, could result in equipment failures, service delays, risk to passenger safety, with negative impact to vehicle availability and reliability.

**NEXT STEPS**

Replacement of the steel tires on the applicable light rail vehicles will proceed under the provisions of the contract.

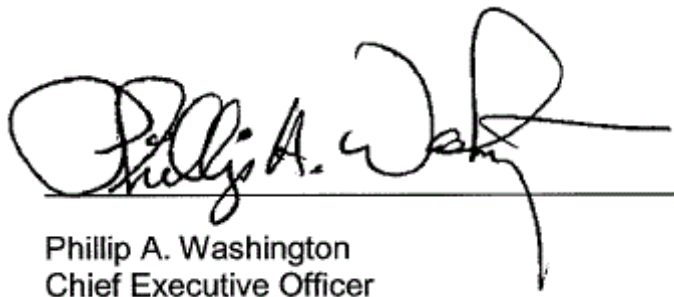
**ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared by: Michael Ornelas, Sr. Director Rail Vehicle Maintenance,  
(213) 922-3223  
Bob Spadafora, Sr. Executive Officer, Rail Fleet Services,  
(213) 922-3144

Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 418-3108  
Debra Avila, Chief Vendor/Contract Management Officer,  
(213) 418-3051



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Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

## PURCHASE OF P2550 &amp; P3010 TIRE KIT SD63432

1.	<b>Contract Number:</b> SD634320000	
2.	<b>Recommended Vendor:</b> ORX One Park Avenue, Tipton, Pennsylvania 16684	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> June 27, 2019	
	<b>B. Advertised/Publicized:</b> June 28, 2019	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> July 5, 2019	
	<b>D. Proposals/Bids Due:</b> August 27, 2019	
	<b>E. Pre-Qualification Completed:</b> December 10, 2019	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> March 12, 2020	
	<b>G. Protest Period End Date:</b> :	
5.	<b>Solicitations Picked up/Downloaded:</b> 14	<b>Bids/Proposals Received:</b> 2
6.	<b>Contract Administrator:</b> Sherri Jackson	<b>Telephone Number:</b> 213/922-1025
7.	<b>Project Manager:</b> Mary Leigh	<b>Telephone Number:</b> 213/922-5860

**A. Procurement Background**

This Board Action is to approve Contract No. SD63432000 for the procurement of 612 P2550/P3010 Tire Kits for 36 months, with two 1-year options. Board approval of the contract award is subject to resolution of any properly submitted protest.

IFB No SD63432 was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm Fixed Price (FFP).

Two amendments were issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on August 9, 2019 was to revise Pre-Qualification and Bid Opening/Closing date.

Amendment 2 issued on August 13, 2019 was to revise both the Technical Specifications and the Attachment A Pricing Sheet.

IFB No. SD63432 was released on June 28, 2019 as a competitive procurement

A total of two bids was received on August 27, 2019.

## **B. Evaluation of Bids**

This procurement was conducted in accordance and complies with LACMTA's Acquisition Policy for a competitive sealed bid. Two bids were received:

1. Penn Machine Company, LLC
2. ORX

Both ORX and Penn Machine was determined to be responsive and responsible to the IFB requirements, and capable of meeting the compliance of the technical requirements.

## **C. Price Analysis**

The recommended bid amount of \$ 2,125,956 is determined to be fair and reasonable based on an adequate and open competitive bid process. The recommended award amount is 21% lower than Metro's Independent Cost Estimate.

Low Bidder Name	Bid Amount	Metro ICE
ORX	\$2,125,956.00	\$2,691,976.00
Penn Machine Company	\$2,510,157.28	\$2,691,976.00

## **D. Background on Recommended Contractor**

The recommended firm, ORX has been in business since 1979. ORX manufactures, overhauls and repairs axles, wheels, rail trucks and all related components for various types of rail vehicles, from light and heavy rail passenger railcars, freight, locomotives to industrial and historical vehicles. ORX has national and international clients, including public transit agencies such as Bay Area Rapid Transit (BART) Southeastern Pennsylvania Transportation Authority (SEPTA) and NJ Transit. ORX has performed satisfactorily on providing parts and services for the P2000, and P2550 Light Rail Vehicles and the A650 Heavy Rail Vehicles.

**DEOD SUMMARY****PURCHASE OF P2550 & P3010 TIRE KIT SD63432****A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) established a 2% Disadvantaged Business Enterprise (DBE) goal for this solicitation. ORX exceeded the goal by making a 2.41% DBE commitment.

<b>Small Business Goal</b>	<b>2% DBE</b>	<b>Small Business Commitment</b>	<b>2.41% DBE</b>
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	<b>DBE Subcontractor</b>	<b>Ethnicity</b>	<b>% Committed</b>
1.	Transit Sourcing Services	Female Caucasian	2.41%
<b>Total Commitment</b>			<b>2.41%</b>

**B. Living Wage / Service Contract Worker Retention Policy Applicability**

The Living Wage / Service Contract Worker Retention 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 is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.



## Board Report

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File #: 2020-0137, File Type: Contract

Agenda Number: 24.

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**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE  
APRIL 16, 2020****SUBJECT: BUS ENGINE COOLING SYSTEM REBUILD KITS****ACTION: AWARD CONTRACT****RECOMMENDATION**

CONSIDER:

- A. FINDING that the procurement of Metro Bus Electric Cooling Systems under Public Utilities Code (PUC) Section 130237, as an Original Equipment Manufacturer (OEM) item, constitutes a single source procurement method for the purpose of duplicating equipment already in use; and
- B. AUTHORIZING the Chief Executive Officer to award a single source, five-year, Indefinite Delivery, Indefinite Quantity Contract No. MA66578000 to Engineered Machined Products, Inc. (EMP) for 810 kits to rebuild EMP engine cooling systems currently installed on Metro buses. The Contract three-year base amount for \$2,712,857 inclusive of sales tax, with the first one-year option in the amount of \$841,668, inclusive of sales tax, and the second one-year option in the amount of \$841,668, inclusive of sales tax for a total contract amount of \$4,396,193 subject to resolution of protest(s), if any.

(REQUIRES TWO-THIRDS VOTE)

**ISSUE**

This procurement is for the acquisition of new engine cooling system kits scheduled to be installed as part of the Central Maintenance Shops (CMS) bus midlife/engine replacement program. The proposed cooling system kit is manufactured and sold by EMP to rebuild the EMP cooling system originally installed by the bus manufacturer, New Flyer. The original cooling system installed in the New Flyer buses is proprietary to EMP and cannot be copied and duplicated by others. This procurement is required to ensure the current bus midlife/engine replacement program can continue without delays and that revenue service is not impacted.

**BACKGROUND**

The New Flyer Xcelsior 3850-4199 and 5600-6149 series buses are scheduled for refurbishment through the bus midlife program. CMS production reports project approximately 145 bus midlife refurbishments and engine replacements during the current fiscal year. In the past, CMS installed complete electric fan engine cooling systems to replace hydraulic cooling systems, requiring intense



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maintenance labor activities. Since the New Flyer Xcelsior buses came equipped with EMP electric fan engine cooling systems, the CMS evaluated rebuilding the existing EMP electric fan engine cooling system, rather than the costly replacement of the entire cooling system.

EMP is the original manufacturer of the cooling system installed in Metro's New Flyer Xcelsior bus fleet. The EMP cooling system was chosen by the manufacturer of Metro bus fleet, NFI Group, Inc. (New Flyer). The EMP proprietary cooling system technology meets or exceeds Metro standards.

### Analysis

A study was conducted to determine the reliability of each of the components of the engine cooling system. The analysis revealed a low replacement rate for the heat exchangers installed on original EMP engine cooling systems but identified a trend of increased usage of the fans and electrical components. Based on this information, CMS staff determined that the most cost-effective option was to rebuild the existing EMP engine cooling systems with the installation of a kit that includes new fans, electrical harnesses, master controller, steel frame and shroud, door seals, and related hardware, which costs about 50 percent less than the cost of purchasing the complete engine cooling system.

Engine cooling systems are also required to maintain the manufacturer specified operating temperature for the new, near-zero Cummins L9N 280 HP engine packages installed on these buses as part of the midlife refurbishment process. Buses cannot operate without properly functioning engine cooling systems. The new engine cooling system kits will be installed by Metro mechanics at the CMS during the bus midlife program activities.

### DISCUSSION

Engine cooling systems work by sending a liquid coolant through passages in the engine cylinder block, heads, and related components. As the coolant flows through the passages in the propulsion system, it transfers heat from the engine and transmission to the coolant, then the heated fluid makes its way through tubing to the radiator heat exchangers, and air flow produced by the electric fans reduce the temperature of the coolant as it passes through the heat exchangers. The engine cooling systems ensure the proper operating temperatures for the near-zero Cummins L9N engines being installed in buses as part of the midlife refurbishment program. Engine cooling systems are required for all Metro buses with internal combustion engines. In the future, different cooling systems will be required to maintain proper temperatures for electric bus energy storage, inverters, and drive systems.

The contract to be awarded is a "requirements type" agreement in which we commit to order only from the awardee, up to the specified quantity for a specific duration of time, but there is no obligation or commitment for us to order any or all of the engine cooling system kits that may be anticipated. The bid quantities are estimates only, with deliveries to be ordered and released as required. The Diversity and Economic Opportunity Department (DEOD) recommended a two percent (2%) DBE goal for this solicitation.

The EMP engine cooling system kits will be purchased, maintained in inventory, and inventory managed by Material Management. As the EMP engine cooling system kits are issued to buses being refurbished in the midlife program, the appropriate budget project numbers and accounts will

be charged.

### **DETERMINATION OF SAFETY IMPACT**

Award of this contract will result in a positive impact on safety and ensure that CMS has an adequate inventory for bus midlife refurbishments. The installation of these EMP engine cooling system kits will ensure that the bus is refurbished and maintained in accordance with Metro maintenance standards and improve on-road performance and reliability of the bus which will have a beneficial impact on system safety.

### **FINANCIAL IMPACT**

Funding of \$725,000 for these EMP engine cooling system kits is included in the FY20 budget under account 50441, Parts - Revenue Vehicle in the Central Maintenance cost center 3366 under project 203024 midlife refurbishment program and 203025 bus engine replacement project.

Since this is a multi-year contract, the cost center manager and Chief Operations Officer will ensure that all related costs are budgeted in future Fiscal Years.

#### **Impact to Budget**

The current source of funds for this action will come from Federal, TDA, Proposition C operating eligible sources. Using these funding sources maximizes the project funding allocations allowed by approved provisions and guidelines.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The procurement of EMP engine cooling system kits supports Strategic Goal 1: Provide high-quality mobility options that enable people to spend less time traveling. The installation of the EMP engine cooling system kits will maintain the reliability of the bus fleet and ensure that our customers are able to arrive at their destinations without interruption and in accordance with the scheduled service intervals for Metro bus operations.

### **ALTERNATIVES CONSIDERED**

The CMS staff considered installation of a completely new engine cooling system package to replace the existing system installed by the bus manufacturer. This alternative is not recommended since rebuilding the existing EMP engine cooling systems with the installation of a kit that includes new fans, electrical harnesses, master controller, steel frame and shroud, door seals, and related hardware can be accomplished at a cost of about 50 percent less than the cost of purchasing the complete engine cooling system.

The other alternative of not awarding this contract and procuring the EMP engine cooling system kits on an as-needed basis is not recommended since it does not provide a commitment from the supplier to ensure availability and price stability.

### **NEXT STEPS**

Metro's requirements for engine cooling system kits for the bus midlife refurbishment and near-zero Cummins L9N engine replacement program will be fulfilled under the provisions of the contract.

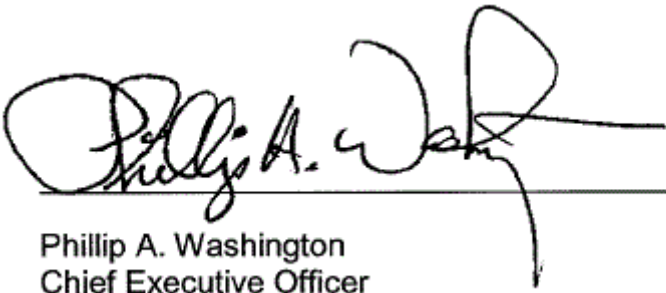
**ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared By: James D. Pachan, Superintendent of Maintenance, (213) 922-5804

Reviewed by: Debra Avila, Chief Vendor/Contract Management (213) 418-3051  
James T. Gallagher, Chief Operations Officer (213) 418-3108



Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

## PURCHASE OF EMP ELECTRIC COOLING SYSTEM KITS

CONTRACT NO. MA66578000

1.	<b>Contract Number:</b> MA66578000	
2.	<b>Recommended Vendor:</b> Engineered Machined Products, Inc. (EMP), 3111 N. 28 <sup>th</sup> Street, Escanaba, MI	
3.	<b>Type of Procurement (check one):</b> <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input checked="" type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> 11/5/19	
	<b>B. Advertised/Publicized:</b> N/A Sole Source	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> N/A	
	<b>D. Proposals/Bids Due:</b> 12/17/19	
	<b>E. Pre-Qualification Completed:</b> 12/23/19	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> 1/24/2020	
	<b>G. Protest Period End Date:</b> 4/24/2020	
5.	<b>Solicitations Picked up/Downloaded:</b> 0	<b>Bids/Proposals Received:</b> 1
6.	<b>Contract Administrator:</b> Tanya Allen	<b>Telephone Number:</b> 213/922-1018
7.	<b>Project Manager:</b> Alex DiNuzzo	<b>Telephone Number:</b> 213/922-5860

**A. Procurement Background**

This Board Action is to approve Contract No. MA66578000 for the procurement of EMP Electric Cooling System currently installed on Metro busses. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

A Request for Proposal (RFP) No. MA66578 was issued to the Original Equipment Manufacturer (OEM) Engineered Machined Products, Inc. (EMP) on November 5, 2019 in accordance with Metro's Acquisition Policy and the contract type is a not-to-exceed Indefinite Delivery, Indefinite Quantity (IDIQ).

No amendment was issued during the solicitation phase of this RFP.

## **B. Evaluation of Proposal**

This is a sole source procurement in accordance with California statute for non-competitive contract awards. EMP's proposal was found to be technically acceptable and fully responsive to all the RFP requirements. The firm recommended for award, EMP, was found to be responsive and responsible.

## **C. Cost Analysis**

In accordance with Metro's Acquisition Policy for a sole source acquisition a cost analysis was performed. The recommended proposed price has been determined to be fair and reasonable based upon fact finding, technical evaluation and cost analysis conducted by staff.

Bidder Name	Proposal Amount	Metro ICE
Engineered Machined Products (EMP)	\$4,396,193	\$3,991,275

## **D. Background on Recommended Contractor**

The recommended firm, EMP has been in business for thirty-six (36) years performing Precision Machining and Manufacturing, Engineering Services, R&D Testing, Prototypes and Aftermarket Retrofitting of Thermal Management Systems. EMP has extensive experience in supplying new and rebuilt electric cooling systems to other municipalities and companies such as WMATA, Baltimore, NYCT, NJT, Riverside, METC, Miami Dade, MESA, NFI, Gillig, Eldorado, MCI, New Flyer, Orio, CAT, Cummins and John Deere. EMP has provided satisfactory products and services to Metro.

**DEOD SUMMARY**

**PURCHASE OF EMP ELECTRIC COOLING SYSTEM KITS  
CONTRACT NO. MA66578000**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) established a 2% Disadvantaged Business Enterprise (DBE) goal for this solicitation. Engineered Machined Products, Inc., exceeded the goal by making a 2.02% DBE commitment.

<b>Small Business Goal</b>	<b>2% DBE</b>	<b>Small Business Commitment</b>	<b>2.02% DBE</b>
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	<b>DBE Subcontractor</b>	<b>Ethnicity</b>	<b>% Committed</b>
1.	Davis Freight Management	Female Caucasian	2.02%
<b>Total Commitment</b>			<b>2.02%</b>

**B. Living Wage / Service Contract Worker Retention Policy Applicability**

The Living Wage / Service Contract Worker Retention 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 is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.



## Board Report

File #: 2020-0085, File Type: Plan

Agenda Number: 25.

### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE APRIL 16, 2020

**SUBJECT: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

**ACTION: APPROVE METRO'S PUBLIC TRANSPORTATION AGENCY SAFETY PLAN  
(PTASP)**

#### **RECOMMENDATION**

APPROVE the PTASP which documents Metro's processes and activities related to Safety Management System (SMS) implementation in compliance with Federal and State regulations.

#### **ISSUE**

Metro's PTASP has been developed in accordance with Federal and State mandates that require Metro to establish and implement such a plan. The regulations require the PTASP to be approved by the Board of Directors.

#### **BACKGROUND**

The Federal Transit Administration (FTA) published the PTASP Regulation, 49 C.F.R. Part 673, on July 19, 2018. The regulation implements a risk-based SMS approach and requires Metro to have a PTASP in place no later than July 20, 2020. The PTASP is one element of FTA's comprehensive Public Transportation Safety Program. Our State Safety Oversight Agency, the California Public Utilities Commission (CPUC) adopted the requirements of FTA's regulation in its General Order 164-E, and is charged under the regulations with the review and approval of agency PTASPs.

#### **DISCUSSION**

Metro initiated the development of its PTASP in the fall of 2018. The PTASP, which is applicable to both the bus and rail mode, essentially is a document that describes the various safety programs and processes that the agency has in place to manage hazards and safety risks. The PTASP has been developed to be a top-down, data driven plan that incorporates the following four critical elements of a SMS-based approach - Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. For each of the four key components, the plan describes or references Metro's processes and procedures that have been in place at the agency that comply with the particular requirements. The plan also includes authorities, accountabilities, and responsibilities of all

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staff who play a key role in managing safety, as well as performance measures and targets to support the data-driven approach. As required by the regulation, staff provided the draft PTASP to the Metropolitan Planning Organization (MPO), the Southern California Association of Governments, to coordinate our performance measures and targets. We received positive feedback from the MPO and will continue to work collaboratively with them in the future as they set their regional performance targets. Staff also distributed the plan to all internal stakeholders for review and comments and conducted two initial training sessions to explain the details of the plan.

Staff worked with the Rail Transit Safety Branch Staff of the CPUC during the development of the PTASP and submitted the final draft PTASP for preliminary approval. Subsequent to making minor revisions and clarifications based on CPUC's feedback, we received their preliminary approval of the plan. Once the plan is in effect, staff will audit the plan to verify the processes and programs are being followed and based on trends, implement strategies for continuous safety improvement. In addition to internal audits, the PTASP will also be audited by the FTA and the CPUC at least triennially.

### **DETERMINATION OF SAFETY IMPACT**

Approval of this recommendation will have a positive impact on the safety of Metro's patrons and employees.

### **FINANCIAL IMPACT**

Since all the programs and processes described in the PTASP are currently in place, there is no financial impact as a result of approving this plan.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Recommendation supports strategic plan goal # 1 "Provide high-quality mobility options that enable people to spend less time traveling" and goal # 5 "Provide responsive, accountable, and trustworthy governance within the Metro organization." Programs and processes described in the PTASP support the specific actions and initiatives described to advance Goal 1 and Goal 5 in the strategic plan.

### **ALTERNATIVES CONSIDERED**

The Board may elect not to approve the PTASP. However, this action is not recommended because such action will subject Metro to regulatory enforcement action by the FTA which could include withholding of federal funds for non-compliance with the FTA's Public Transportation Safety Program.

### **NEXT STEPS**

Upon Board approval, staff will conduct training to implement the PTASP for all affected stakeholders and make the plan effective July 1, 2020 to coincide with the beginning of FY21. Metro will also certify to the FTA on an annual basis that it has established and implemented its PTASP as required by their regulations. Staff will provide the Board-approved plan to the CPUC, as required by the



regulations, for their final written approval.


**ATTACHMENTS**

Attachment A - Presentation

Attachment B - Public Transportation Agency Safety Plan (PTASP)

Prepared by: Vijay Khawani, Executive Officer, Risk, Safety, and Asset Management, (213)  
922-4035

Reviewed by: Kenneth Hernandez, Chief Risk, Safety and Asset Management Officer, (213)  
922-2990



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Phillip A. Washington  
Chief Executive Officer

Attachment B:

[http://libraryarchives.metro.net/DB\\_Attachments/200401\\_Attachment%20B%20-%20PTASP.pdf](http://libraryarchives.metro.net/DB_Attachments/200401_Attachment%20B%20-%20PTASP.pdf)



# Public Transportation Agency Safety Plan (PTASP)



Operations, Safety, and Customer Experience Committee

April 16, 2020

Item # 25

# Public Transportation Agency Safety Plan (PTASP)

- PTASP required by FTA and CPUC
  - Explains Metro's Safety Processes
  - Data-driven approach to manage hazards
  - Includes performance measures and targets (Coordinated with MPO)
  - Draft plan coordinated with internal stakeholders and provided training
- Based on Safety Management System (SMS) Principles

Four Components to SMS:

1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

# Safety Management System Components

## Safety Management Policy

- Assigns authorities, accountabilities, and responsibilities for all Metro staff
- Integration with Emergency Management
- SMS Documentation and Records

## Safety Risk Management

- Safety Hazard Identification
- Safety Risk Assessment
- Safety Risk Mitigation

## Safety Assurance

- Safety Performance Monitoring and Measurement
- Management of Change
- Continuous Improvement

## Safety Promotion

- Safety Training Program
- Safety Communication

# Metro's Safety Performance Measures

## BUS AND RAIL MEASURES AND TARGETS

Performance Measures	Targets
Fatalities	0
Fatality Rate per 100000 Revenue Miles	0
Reportable Injuries	≥5% Reduction of previous year's NTD reported numbers
Reportable Injuries Rate per 100000 Revenue Miles	Based on Total Reported Injuries
Reportable Safety Events	≥5% Reduction of previous year's NTD reported numbers
Reportable Safety Events Rate per 100000 Revenue Miles	Based on Total Reported Safety Events
System Reliability Rail (mean distance between major mechanical failures)	≥ 5% Increase in System Reliability based on previous year's NTD reported numbers

# Safety's Plan Forward

Deadline for PTASP: July 20, 2020.

## Steps:

1. Safety staff has reviewed and commented on initial draft (3 weeks)
2. Other affected stakeholders comment period (1 month)
3. Submit draft to (MPO) SCAG for comments (2 weeks)
4. Submit draft to CPUC for preliminary approval.
5. Presentation to Board for approval (April 2020).
6. Submit Final PTASP to CPUC for written approval (April 2020)
7. Role out PTASP effective July 1, 2020





**Metro**

## Board Report

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**File #:** 2020-0100, **File Type:** Oral Report / Presentation

**Agenda Number:** 38.


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**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE  
EXECUTIVE MANAGEMENT COMMITTEE  
APRIL 16, 2020**

**SUBJECT: ORAL REPORT ON COVID-19 SERVICE UPDATE**

**RECOMMENDATION**

RECEIVE oral report on COVID-19 Service Update.



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Phillip A. Washington  
Chief Executive Officer



# **COO Oral Report COVID-19 - Service Update**

# Workforce, PPE & Corporate Safety

## Workforce

- Available Operations workforce continues to be impacted by Stay at Home Order, school closures, and health concerns
- 21 confirmed COVID-19 cases as of April 9, 2020 (13 employees, 6 contractors & 2 vendors)

## Operational Changes

- Mandated use of bus operator barriers
- Implemented use of rear-door boarding

## Personal Protective Equipment (PPE)

- As of Thursday, April 9, 2020, Metro distributed the following quantities of PPE to staff:
  1. Gloves (pairs): 400,000
  2. Masks: 69,000
  3. Hand sanitizer dispensers: 2 per division
- Additional quantities of PPE have been ordered to replenish inventory
- PPE availability is being managed by minute-by-minute by VCM & Operations within the Incident Command System (ICS)

## Corporate Safety Guidance

- COVID-19 Checklist for detection and management
- COVID-19 Case notification form & clean-up procedure
- COVID-19 Confirmed case log



# Cleaning Regimes

## Increased Cleaning Regimes & Hand Sanitizer Dispensers

- Strengthened cleaning regimes in addition to regular cleaning activities on all vehicles, stations & terminals
- Focus cleaning efforts on high touchpoint areas, and at operating Divisions & locations
- Cleaning vehicles multiple times a day, prior to the start of and at the end of revenue service
- Continued use of Corporate Safety approved disinfectants & cleaning materials
- Distributing hand sanitizer dispensers to major transit stations and transfer points, Union Station; operating Divisions & locations – 85 locations

# Transit Service Delivery Plan

## Outlook

- Continue to conserve Operations workforce, resources and manage public funds responsibly
- We ask everyone to continue limiting travel to only essential trips, maintain physical distance from others, wash hands frequently and use other good hygiene practices
- Recommend that customers wear face coverings and/or masks while riding Metro
- Instructed operators to use discretion when picking up passengers to allow for adequate social distancing
- Tailoring special service plan to be congruent with essential travel demand -- *Enhanced Sunday Plan* begins Sunday, April 19, 2020

# Ridership & Enhanced Sunday Schedule Plan

## Ridership Levels

- Bus is down 65%
- Rail is down 75%



3.25.20

## Enhanced Sunday Schedule/Plan Goals

- Provide for orderly rebuild-up of service levels
- Protect principles established by NextGen planning

## Additional Operations Considerations

- Respond to availability of operating & maintenance workforces
- Reduce cleaning loads
- Reduce costs when possible

# COVID-19 Rail Service Plan

## Light Rail

- Enhanced-Sunday headways and spans
- A, Expo and Gold – 12-min during 6am-6pm; 20-min during other periods; last train departure from terminals at midnight
- Green – 12-min during 4am-9am & 3pm-6pm; 15-min during 9am-3pm; last train departure from terminal at midnight

## Heavy Rail

- Enhanced-Sunday headways and spans
- Red and Purple – 12-min (6 minutes at the trunk) during 6am-6pm; last train departure from terminals at midnight

## Weekends

- Current weekend frequencies – 12-min starting at 10 am; with last departure from terminals at midnight

# COVID-19 Bus Service Plan

## Bus

- Weekday: Enhanced-Sunday headways and spans
- Sunday base + weekday only lines
- Add Rapid service not typically operated on Sundays
- Increase extra-board operator assignment ratio (OAR) from 1.18 to 1.67
- Weekends: Current Sunday service for Sat & Sun



# Revenue Service Hours (RSH) Comparison

## Bus

(Directly Operation &  
Contract Services)

- Annual Bus RSH Reduction: 29%

## Rail

- Annual Rail RSH Reduction: 14%



# Mobility on Demand & MicroTransit Demonstrations

## Mobility on Demand

- No changes
- Review contract every 30 days

## MicroTransit

- Initiate minimum preparation work with contractor
- Review situation every 30 days

# Cost Information

## Assumptions

- *Enhanced Sunday Schedule Plan maintains all Operator & Maintenance Personnel assignments*
- Considerations going forward:
  1. Customer travel patterns and volumes
  2. Current workforce availability/leave impacts
  3. Affordability of overtime for essential functions
  4. Need to maintain strengthened cleaning regimes
  5. Maintaining adequate cleaning materials, sanitizer/dispensers, and PPE for frontline staff

## Next Steps

- Review forecasted attrition impacts
- Review new FFCRA impacts on workforce
- Review potential utilities and parts savings

# Station Partial Entrance Closures

## Rationale

- Consider partial station closures to reduce touchpoints, maintenance resources, cleaning supplies and required PPE while maintaining access to all rail stations
- Close specific entrances at some grade-separated stations which have more than one access point
- ADA Access to remain open

## Locations

- Station partial entrance closure location list & communications plan is in development and scheduled to be finalized by *Sunday, April 19, 2020*

# Operations Personnel - Thank You

