



## **VALLEY TRANSPORTATION SERVICES**

### **Meeting of Board of Directors**

9:00 am July 17, 2013

**299 W. Foothill Blvd., Ste. 202**

**Upland, CA 91786**

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### **AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment for Items not on the Agenda\*
4. Comments by Board Members
5. Approve Minutes\*\*Page 2  
Action: Approve minutes of June 19, 2013 Board Meeting
6. Pomona Valley Workshop (PVW)  
Presentation by: Karen Jones, Executive Director
7. CEO Report  
Information: Update by Beth Kranda
8. Manager Reports  
Information: Update by Kimberly Perez, Travel Training Manager & Kiosha Nelson, Program Administrator
9. Maintenance Facility \*\*Page 5  
Action: 1. Authorize staff to release a Request for Proposals (RFQ) soliciting architectural and engineering services sufficient to deliver the VTrans Vehicle Maintenance Facility as outlined in the Vehicle Maintenance Facility Business Plan.  
2. Authorize the CEO to sign a contract for the architectural and engineering services provided that the cost does not exceed the contract authority granted by the Board.
10. Finance Committee member appointments\*\*Page 11  
Action: Board Chair shall appoint 1 new member to the Finance Committee
11. Valley Transportation Services financial statements through June 30, 2013  
Receive and file
12. Adjourn

\* Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda, or to any matter not on the agenda within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker, unless modified by the Board Chair. By law, no action may be taken on any item raised during public comment on items not on the agenda, although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

\*\* Attachments

Note: The Board may take action on any matter, however listed on this Agenda, and whether or not listed on this Agenda, to the extent permitted by applicable law.

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Jessica Jacquez at [jjacquez@vtrans.us.com](mailto:jjacquez@vtrans.us.com) for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting, should telephone or otherwise contact Jessica Jacquez as soon as possible and may be reached at [jjacquez@vtrans.us.com](mailto:jjacquez@vtrans.us.com), or by telephone at 909 981 5099.

**DATE: July 17, 2013**  
**TO: Valley Transportation Services Board of Directors**  
**FROM: Beth Kranda, CEO**  
**RE: Minutes of the June 19, 2013 Board Meeting**

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**MINUTES**

1. Call to Order – meeting called to order at 9:04 a.m.
  
2. Roll Call –  
Directors Present –  
Dennis Hansberger  
Mike Bair  
Jacquelin Amsler  
Floyd Petersen  
Sam Spagnolo  
Penny Lilburn  
Mitch Alderman (Ex-Officio)  
Directors Absent –  
None  
Others Present –  
Beth Kranda – CEO  
Jessica Jacquez – Administrative Manager  
Kimberly Perez – Travel Training Manager  
Denise Ante-Contreras – Travel Trainer  
Brenda Ramirez – OmniTrans  
Jennifer Gore – Miller & Owen (via Skype)  
Phil McGuire – Paratransit, Inc.  
Kiosha Nelson – Program Administrator  
Marcus Garcia – Travel Trainer
  
3. Public Comment for Items not on the Agenda  
No public comment
  
4. Comments by Board Members  
Director Amsler stated that she attended a community services council and identified a possible project partner.

5. Approve Minutes  
Action: Approve minutes of May 22, 2013 Board Meeting  
Motion by Director Bair, seconded by Director Petersen to approve the May 22, 2013 minutes.  
Passed: Unanimous
  
6. CEO Report  
Beth Kranda updated the Board on recent activities including the progress of the maintenance plan. Ms. Kranda notified the Board that staff has found an ideal location and will be bringing details forward next month.
  
7. FY 2013-2014 Budget\*\*Page 4  
Action: Adopt FY 2013-2014 Budget  
Motion by Director Petersen, seconded by Director Bair to adopt the FY 2013-2014 budget and forward back to the finance committee to examine if VTrans should temporarily set aside a higher amount in reserves.  
Passed: Unanimous
  
8. Amendment to Miller Consulting contract\*\*Page 9  
Action: Approve Amendment No. 2 to contract between VTrans and Miller Consulting  
Motion by Director Spagnolo, seconded by Director Amsler to approve Amendment No. 2 to the contract.  
Passed: Unanimous
  
9. Amendment to Miller & Owen contract\*\*Page 12  
Action: Approve Amendment No. 2 to contract between VTrans and Miller & Owen  
Motion by Director Petersen, seconded by Director Bair to approve Amendment No. 2 to the contract.  
Passed: Unanimous
  
10. Amendment to Paratransit, Inc. contract\*\*Page 15  
Action: Approve Amendment No. 3 to contract between VTrans and Paratransit, Inc.  
Motion by Director Petersen, seconded by Director Amsler to approve Amendment No. 3 to the contract.  
Passed: Unanimous
  
11. Valley Transportation Services financial statements through May 31, 2013  
Receive and file
  
12. Adjourn – Meeting adjourned at 9:59 a.m.

Approved on July 17, 2013

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Dennis Hansberger, Chair

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Jacquelin Amsler, Secretary of the Board

**DATE:** July 17, 2013  
**TO:** Valley Transportation Services Board of Directors  
**FROM:** Ryan Graham, Planner  
**RE:** VTrans Maintenance Facility

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**Discussion:**

In June 2013, the Board authorized VTrans to begin implementation of the Vehicle Maintenance Facility Business Plan. One of the first steps in doing so is the procurement of a consultant team to provide architectural design, permitting and construction support services during the delivery of the project.

Staff is requesting authorization from the Board to release a Request for Qualifications (RFQ), which will serve as the means by which VTrans solicits interest in the project and evaluates potential consultants based on qualifications. The key feature of an RFQ is that it asks respondents to provide their qualifications in an effort to demonstrate that the firm is competent and has the experience and resources to deliver the project as specified by VTrans. VTrans staff developed the RFQ in collaboration with SANBAG staff and its consultant staff. Further, the RFQ has been reviewed by VTrans Counsel and determined to be sufficient for the purposes of retaining the desired professional services.

The proposed RFQ is attached to this agenda item. The essential performance criteria included in the RFQ is that the architect be sufficiently capable of assisting VTrans to deliver a maintenance facility that meets VTrans electrical and mechanical needs, including exhaust and lubrication systems; full ADA compliance; and, sufficient office space to meet administrative needs.

It is anticipated that the prime on the contract will either be an architect or a general contractor that retains an architect to support. The prime for the project will coordinate any necessary engineering sub-disciplines. Among the engineering disciplines that may be required are electrical, mechanical, and structural. It is anticipated that these engineering disciplines should also be capable of providing any assistance required for fire, life and safety as well as any basic civil engineering, survey or security requirements that may arise throughout the full development and implementation of the project.

**Fiscal Impact:**

Current staff activities are consistent with the Fiscal Year 13/14 Budget and the Vehicle Maintenance Facility Business Plan.

**Recommendations:**

- a. Authorize staff to release a Request for Proposals (RFQ) soliciting architectural and engineering services sufficient to deliver the VTrans Vehicle Maintenance Facility as outlined in the Vehicle Maintenance Facility Business Plan.
- b. Authorize the Chief Executive Officer to sign a contract for the architectural and engineering services provided that the cost does not exceed the contract authority granted by the Board.

**Attachments:**

- a. Vehicle Maintenance Facility Request for Qualifications

## **VTrans Maintenance Facility RFP Criteria**

### Executive Summary

Valley Transportation Services, Inc, aka, "VTrans" is seeking to build a vehicle maintenance facility in a pre-existing building located at 1044 Brooks Street, Ontario, Ca. to service non-profit and human service agency vehicles, with the intent to establish a one-stop shop capable of providing comprehensive vehicle maintenance services. VTrans is seeking architectural, engineering and construction services based on the following performance specifications:

- The facility will be approximately 6,500 square feet and includes 2 maintenance bays.
- The facility will need electricity sufficient to handle 400 amps.
- The facility will need the installation of overhead reals for fluids and lubricants used in the maintenance industry.
- The facility will have overhead or in-ground exhaust systems.
- The facility will be fully ADA-compliant and include two ADA-compliant restroom facilities.
- The facility will have office space capable of handling an administrative staff of 4-6.

The architect or architect team will provide full range of architectural, engineering, design and construction support services. The intent is for the team to prepare architectural and engineering plans and specifications to VTrans to facilitate the procurement of the permits required to construct a desired maintenance facility in the City of Ontario, CA. The selected team must be able to directly provide or provide through the use of sub-consultants licensed design professionals licensed in California to deliver a fully permitted project that can subsequently be released for bid by contractors. The team must be licensed, bonded and insured in California. All insurance documents must be provided prior to the commencement of work on the project.

The team should have worked together in a similar capacity on other similar projects and be able to provide examples of such projects. At least three prior project references and contacts shall be provided by the firm for VTrans to use in the evaluation of qualifications.

All architectural, engineering and/or design services will be provided as needed and only to the degree required for the development and construction of the VTrans' Vehicle Maintenance Facility. All work performed by engineers shall meet the standards as set forth in the 2010 California Building Code, update to the building code or any additional municipal building code adopted by the City that supersedes the 2010 California Building Code.

At the outset, it is intended that the selected team will develop plans in a CADD format to be determined by VTrans (AutoCAD is recommended), and will submit the following:

- 15% Plans and Program Document
- 60% Plans and Equipment Manual (this phase could be optional but 90% will need to cover all the bases)
- 90% Permit Plans, outline specifications, and calculations (energy, structural)

- 100% Issue for Bids and Final Specifications

If the Architect or Team has an alternative strategy for providing the needed services that deviates from the above suggestion, the Architect or Team can provide those suggestions for VTrans to review and consider at its sole discretion.

Below is discussion of the disciplines that may require contribution to this project. This list may not be fully inclusive of everything that is required to deliver the VTrans Vehicle Maintenance Facility. Alternatively, the list may be too inclusive. Following selection of Architect and/or Team's qualifications, VTrans will develop a contract for services to be provided for delivery of the Vehicle Maintenance Facility that looks at these discipline requirements on a task order type basis.

#### Survey

- Document as-built conditions for site, architecture, structure and all utilities
- Measure site and make visual inspection of the existing structures and utilities

#### Architecture

Site will require assessment for accessible parking and path of travel. Surfaces, ramps, stairs, doors and signage will be required.

The building will need to meet required code standards for accessibility and have the following program spaces:

- ADA-compliant entrance/exit ramp
- Offices for 1 supervisor
- General office space for 3-5 administrative staff
- Two ADA-compliant Restrooms
- Break room with sink and refrigerator

The architecture team will need to include in their services:

- Licensed Architect in the State of California to Sign and Seal plans and specifications for building permit
- Site survey
- Space programming for area requirements
- Office equipment and furnishing needs Interior design concepts
- Material and finishes design
- Project kick-off meeting to more thoroughly assess VTrans building needs and project scope.
- Up front assessment of the engineering needs required to deliver VTrans' project scope.
- Time and materials sufficient to meet with VTrans and City staff during project development and application process, building department application and during construction of the maintenance facility.



### Vehicle Maintenance Facility Equipment

The vehicle maintenance facility will provide full services to the maintenance of the VTrans fleet and VTrans' human service agency partners, including normal checks for fluids, brake services, engine inspection and build, tire rotation, etc. The equipment planner will provide the following services:

- Space planning for vehicle bays, parts storage, and equipment as compressors, transformers for efficient and safe flow of vehicles, personnel and materials
- Coordinate structural requirements to support equipment from the building structure (such as the floor slab, walls and beams).
- Vehicle exhaust review
- Coordinate all utilities
- Selection of vehicle maintenance equipment

### Civil

- Evaluation of the existing site utilities and paved surfaces
- Provide design for utilities to the building as water, gas, power, sewage, vehicle waste, etc.

### Structural

- Evaluation of the existing structure to meet new design loads from architecture and equipment
- Design of structural systems for building and equipment
- Calculations Signed and Sealed by a Professional Engineer in the State of California for securing a building permit

### Electrical

- Evaluate existing power, communication and lighting conditions for site and building
- Design to meet general power requirements within the building
- Provide lighting design for site and building
- Provide communication systems design (data, teleconference, alarms)

### Mechanical

- Evaluate existing ventilation and conditioning
- Design to meet general conditioning, ventilation and vehicular exhaust

### Plumbing

- Evaluate existing plumbing systems (water, sewage, storm water, drainage, fire water etc.)
- Design to meet current performance criteria
- Provide utilities for equipment as compressed air

### Security

- Provide card activated locks at doors
- Provide cameras and infrastructure
- Coordinate with VTrans existing security system for seamless integration and connectivity

#### Fire and Safety Suppression

- Provide alarms (visual and audible)
- Provide design for fire sprinkler system and/or modifications (a performance specification)

#### Contractor

- Licensed, Bonded and Insured in the State of California
- Documented experience completing a project of this size and scope

#### Other

- Insurance Requirements
  - Architect E&O minimum (\$1M/\$1M)

**DATE:** July 17, 2013  
**TO:** Valley Transportation Services Board of Directors  
**FROM:** Beth Kranda, CEO  
**RE:** Finance Committee member appointments

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**Discussion:**

Currently, the Finance Committee consists of two members. The VTrans Bylaws state that the Finance Committee shall consist of 3 members, one of which is the Treasurer. To date, the third committee member has not been appointed.

During the June 19, 2013 Board meeting, the Board requested that staff to bring this item forth to fill the vacancy.

**Fiscal Impact:**

There is no fiscal impact to the budget

**Recommendations:**

Staff recommends that the Board Chair appoints 1 additional member to the Finance Committee.