



# Agenda

## MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

October 6, 2022

9:00 a.m.

\*Meeting will be held via webinar\*

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### ACTION RECOMMENDED

- 1. ROLL CALL
- 2. APPROVAL OF MINUTES - SEPTEMBER 1, 2022 Approve
- 3. PUBLIC COMMENTS
- COMMITTEE DISCUSSION ITEMS
- 4. [Clean Transit Advancement Campus Update \(Denis Desmond\)](#) Informational
- 5. [2022 Special Events Update \(Brent Boyd\)](#) Informational
- OTHER ITEMS
- 6. [REVIEW OF DRAFT OCTOBER 20, 2022 MTS BOARD AGENDA](#)
- 7. OTHER STAFF COMMUNICATIONS AND BUSINESS
- 8. COMMITTEE MEMBER COMMUNICATIONS AND OTHER BUSINESS
- 9. NEXT MEETING DATE: NOVEMBER 3, 2022 AT 9:00AM
- 10. ADJOURNMENT



## DRAFT MINUTES

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

September 1, 2022

[Clerk's note: Except where noted, public, staff and board member comments are paraphrased.]

1. Roll Call

Chair Fletcher called the Executive Committee meeting to order at 9:02 a.m. A roll call sheet listing Executive Committee member attendance is attached.

2. Approval of Minutes

Chair Fletcher moved to approve the minutes of the July 14, 2022, MTS Executive Committee meeting. Board Member Hall seconded the motion, and the vote was 5 to 0 in favor with Board Member Elo-Rivera and Board Member Moreno absent.

3. Public Comments

There were no Public Comments.

#### COMMITTEE DISCUSSION ITEMS

4. Clean Transit Advancement Campus (CTAC) Update (Denis Desmond)

Denis Desmond, MTS Director of Planning, presented on the CTAC update. He presented on: project need, project area, site selection, site 7 selected, environmental review status, and other project activities.

Sharon Cooney, MTS Chief Executive Officer, commented that this item will be submitted to the Board for approval at the October 20, 2022 meeting. She described the due diligence done with community outreach. Staff will be reviewing the submitted comments and noted community concern over proximity to the Chollas Creek. She listed benefits to the watershed since the construction would be held to current stormwater best management practices.

Chair Fletcher acknowledged the challenge with land acquisition and stated that the proposed site was the best option for the operation.

Board Member Sandke asked if there were themes to the community concerns. Mr. Desmond reported the public comments involved property, process and environmental concerns. Board Member Sandke asked staff to review additional opportunities to benefit adjacent areas. Ms. Cooney acknowledged the agency's funding application however, it was not approved. She explained that formal land acquisition and a completed environmental impact report would allow the agency to become more competitive for grants.

Action Taken

Informational item only. No action taken.

5. 2022 Customer Satisfaction Survey Report (Mark Olson, MTS; and Judith Mccourt, Redhill Group)

Mark Olson, MTS Director of Marketing and Communication and Judith Mccourt with Redhill Group presented on the 2022 customer satisfaction survey report. They outlined: methodology, demographics, customer profile, employment and student status, language spoken at home, income, ethnicity, age, gender, personal vehicle and smartphone availability, trip time and

transfers, trip purpose, customer longevity and frequency of use, system satisfaction, systemwide rider satisfaction, overall rider satisfaction by mode, service attributes satisfaction systemwide, service attributes by bus and trolley, service attributes by trolley line, customer service/facility attributes systemwide, customer service/facility attributes for bus and trolley, safety satisfaction, safety onboard and at stations, visible security, response time and lighting, other security, frequency of fare check by trolley line, fare check by ethnicity for trolley only, fare and PRONTO satisfaction, satisfaction with fare, PRONTO satisfaction, satisfaction with PRONTO attributes, customer subjective question priorities, and next steps.

#### PUBLIC COMMENTS

*Corinna Contreras* – Representing Climate Action Campaign, Contreras made a verbal statement to the Committee during the meeting. Contreras commended the agency for the robust survey. Contreras acknowledged an opportunity for new riders to switch from private vehicles use to public transit. Contreras also talked about the importance of retaining riders by assuring clean and frequent service. Contreras commended the agency for the data collection and opportunity for transit to improve.

#### COMMITTEE COMMENTS

Vice Chair Sotelo-Solis commended staff for the high satisfaction marks. She acknowledged the disproportionate fare check for Latinos and was concerned about unintended biases. She acknowledged the PRONTO anniversary and the Youth Opportunity Pass program and was enthusiastic about the benefits that would follow with an increased ridership. She asked if there was a question about restroom access in the survey. Ms. Mccourt replied that there was not a specific question about restrooms in the survey. Vice Chair Sotelo-Solis asked if amenity questions would be included in future surveys. Mr. Olson replied that adding that question could be part of future surveys. Vice Chair Sotelo-Solis asked when other agencies would submit similar survey results. Ms. Mccourt replied that many agencies are in the review process. Ms. Cooney added that the Federal government requires an onboard survey every five (5) years to understand rider demographics, which will be conducted by San Diego Association of Governments (SANDAG). There was a delay in the survey being conducted due to COVID.

Ms. Cooney noted that in regards to racial demographic data of those perceiving fare checks, the agency is looking to acquire a more robust data collection system. The current fare check process involves the security officer to check the entirety of the car and platform. This suggestion was recommended to the agency during the American Public Transportation (APTA) peer review of MTS's security practices. Ms. Cooney intends to also have staff take a deeper dive of those that responded to the fare check perception question to see what frequency they use MTS's services. She assured the Board that the agency is consistently looking at unconscious biases, such as through training, and that the fare check perception question was included in the survey so that the agency could look at this area further.

Board Member Salas asked about the open-ended question posed at the end of the survey. She acknowledged the differences between the percentages were not alarming. Board Member Salas reminded the Board that policymakers often think they have an idea of what constituents want but she urged the Board to be mindful of the responses from these open-ended questions.

Board Member Sandke thanked Board Member Salas for her comments. He also thanked Vice Chair Sotelo-Solis' comments on fare checking perception. He commended Al Steihler for his work. He confirmed that the full car and platform are checked for fares based on his ride along observations. He asked for more information on what the riders have thought about the changes

made by the security department, over time. Ms. Mccourt replied that she would need to look further at the previous survey done to see how much they asked about security. She did not believe there was comparable data. If this data was available she would present it to the Board.

Board Member Hall stated that security presence on the trolley was important, and would like to see more security on the system.

Chair Fletcher thanked the presenters. Ms. Cooney added that she would like to present the visible security question to the Board by age and gender. Ms. Mccourt replied that the data was available and could be presented at the Board meeting.

Vice Chair Sotelo-Solis asked what the cost was to conduct the survey. Ms. Mccourt replied that it was approximately \$74,000.

#### Action Taken

Informational item only. No action taken.

#### 6. Fiscal Year (FY) 2022 Federal Transit Administration (FTA) Triennial Review (Samantha Leslie)

Samantha Leslie, MTS Deputy General Counsel presented on FY 2022 FTA Triennial Review. She provided details on: Overview of FTA Triennial Review, areas that the FTA Triennial Review covered, how MTS prepared for Triennial Review, what findings the FTA made, Overview of Drug and Alcohol Program, background on the Drug and Alcohol Program Finding, Overview of ADA Complementary Paratransit, background on the Paratransit Finding relating to the Eligibility Appeals Process, Eligibility, Visitor Policy, and No Show and Late Cancellation Policy, how MTS resolved the findings, and next steps.

Board Member Hall asked how the agency would verify that persons applying for paratransit services would qualify if in-person appointments were not occurring. Ms. Leslie asked if he was referring to the initial assessment. Mike Wygant, MTS Chief Operating Officer for Bus clarified that during COVID, all in-person assessments were suspended, lapsing customers received service extensions, and staff launched a VIP system, where staff made their assessments at applicant's homes. In person assessment renewals have resumed and the VIP program remains for certain applicants.

Board Member Hall asked how the agency categorizes a *no show* where the vehicles do not show up for the client. Mr. Wygant replied that the passengers would not be penalized if MTS does not show up. Communication resources are available to clients to show when the vehicle has arrived. Board Member Hall asked what consequences occur to MTS drivers that are late to the pick-up window. Mr. Wygant said that the contractor is penalized and the agency's performance is affected. Board Member Hall asked if the agency has data for that claim. Mr. Wygant reported that during the pandemic, without traffic and limited passengers, the agency reported an almost 100% for on time performance.

Board Member Salas asked what the booking time frame for calling and requesting service is. Mr. Wygant replied that between one to three days of advance scheduling is needed. Board Member Salas noted the door to door shuttle service for seniors in Chula Vista. She stated that the Chula Vista pilot program has a five to six-minute booking to service turn around time. She asked staff to use the City's pilot program to make the Paratransit service more accessible. Ms. Cooney replied that the Paratransit service is complementary to the fixed route service and it is not meant to provide comparable on time performance and availability for riders with qualifying disabilities. Guidelines limit the agency from providing service that mimic rideshare services. Mr.

Wygant agreed that the agency is limited by guidelines and the fleet and driver availability also limited the agency. Board Member Salas added that the FTA needed to re-assess their micro transit modeling based on current demand. She hoped that more programs, similar to the pilot program in Chula Vista, become available.

Action Taken

Informational item only. No action taken.

OTHER ITEMS

8. REVIEW OF DRAFT September 15, 2022 BOARD AGENDA

Recommended Consent Items

6. Authorization of Remote Teleconferenced Meetings
7. Centralized Train Control (CTC) System Maintenance Agreement – Contract Amendment, Work Order Agreements (WOA) Ratification and Approvals
8. Regional Communication System (RCS) Radio Equipment – Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2622.0-22 with Motorola Solutions, Inc. for RCS Radio Equipment and Installation in the amount of \$276,103.60, inclusive of 7.750% CA tax.
9. 40-Foot Low-Floor Compressed Natural Gas (CNG) Buses – Contract Amendment  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0660.15-17 with Gillig LLC (“Gillig”), to approve a 4% increase for the purchase of thirty-eight (38) 40-foot CNG buses.
10. Sale Of 2015 Ford E450 Starcraft To San Diego State University Police Department – Contract Approval  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0753.0-23 for the sale of MTS paratransit vehicle #3975 (2015 Ford E450 Starcraft, VIN #1FD4E4FS9GDC03883) to the San Diego State University Police Department (“SDSU PD”) for \$11,400.00.
11. Investment Report – Quarter Ending June 30, 2022
12. Rail Welding Services - Contract Award  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL359.0-22, with Morrison Metalweld Process Corp. (Morrison), a Small Business (SB), in the amount of \$438,933.00, for a five (5) year period from October 18, 2022 to October 17, 2027 for rail welding services.
13. Blue Line Traction Power Substations (TPSS) Installation – Contract Change Orders
14. Fare Collection (Various Amendments) – Contract Amendments
15. Zero-Emission Bus (ZEB) Procurement Project: 60-Foot Low-Floor Electric Buses – Contract Amendment

16. Federal Transit Administration (FTA) Section 5310 Grant Application  
Action would 1) Adopt Resolution No. 22-07 agreeing to comply with all terms and conditions of the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program as set forth by the FTA and the San Diego Association of Governments (SANDAG);  
2) Authorize the Chief Executive Officer (CEO) to submit the following applications and execute any grant agreements awarded by SANDAG: a. \$600,000 in federal fiscal year (FFY) 2021 FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funding for paratransit vehicle replacement; b. \$600,000 in FFY 2022 FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funding for paratransit vehicle replacement; 3) Authorize the commitment of up to \$300,000 in local matching funds to fully fund the purchase of 7 paratransit vehicles.
17. Fiscal Year (FY) 2022-2023 California Senate Bill (SB) 1 State of Good Repair (SGR) Funding  
Action would approve Resolution No. 22-08 in order to: 1) Authorize the use of and application of the estimated \$5,095,907 in FY 2022-23 State of Good Repair funding to be used for the ongoing SD100 Light Rail Vehicle (LRV) Replacement Project; and 2) Approve the acceptance of additional FY 2022-23 SB1-SGR funding if made available to MTS.
18. America Plaza Pedestrian Enhancements Project Construction Management Services – Work Order  
Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA2497-CM04 under MTS Doc. No. G2497.0-21 with Jacobs Project Management Co. for the America Plaza Pedestrian Enhancements Project Construction Management (CM) Services in the amount of \$575,591.29.
19. San Diego State University (SDSU) Uninterruptible Power Supply (UPS) and Inverters System Replacement – Work Order  
Action would authorize the Chief Executive Officer (CEO) to execute Work Order MTSJOC311-03 to MTS Doc. No. PWL311.0-20 with HMS Construction, Inc. (HMS) in the amount of \$496,883.90 for replacing the obsolete UPS and inverters at the SDSU Station.
20. Digital Signage and Variable Message Sign (VMS) Maintenance and As-Needed Repairs - Contract Amendment  
Action would authorize the Chief Executive Officer (CEO) to: 1) Ratify Amendment No. 1 to MTS Doc. No. PWG318.0-20, with Brault, Inc., dba Electro Specialty Systems (ESS), a Small Business (SB), in the amount of \$33,787.90 to add Mid-Coast VMS maintenance during contract year 2; and 2) Execute Amendment No. 2 to MTS Doc. No. PWG318.0-20 (in substantially the same format as Attachment B), with ESS, an SB, in the amount of \$246,402.33 to add Mid-Coast VMS maintenance for remaining contract and option years.
21. Siemens Computer Aided Signaling (SICAS) S7 Components - Sole Source Contract Award
22. Parking Usage and Alternatives Market Study – Work Order  
Action would authorize the Chief Executive Officer (CEO) to execute Work Order WOA357-AE-02 under MTS Doc No. PWL357.0-22 with Chen Ryan Associates, Inc., (CRA), a Disadvantaged Business Enterprise (DBE), in the amount of \$136,864.86, to conduct a parking usage study and analysis.

23. Stormwater Management Services - Contract Amendment  
Action would authorize the Chief Executive Officer (CEO) to: 1) Ratify Amendment No. 1 to MTS Doc. No. PWG332.0-21 with SoCal Stormwater Runoff Solution Services, Inc. (SoCal), a Small Business (SB), in the amount of \$48,939.62 for the addition of (4) Bus Rapid Transit (BRT) locations and updated various inspection and maintenance services; 2) Ratify Amendment No. 2 to MTS Doc. No. PWG332.0-21, with SoCal for increases in as-needed services and filters. This is a no-cost amendment; and 3) Execute Amendment No. 3 to MTS Doc. No. PWG332.0-21 with SoCal in the amount of \$232,884.65 for additional funds to cover increased services.
24. Imperial Avenue Division (IAD) Ram Bus Maintenance Building Heating Ventilation/Air Conditioning (HVAC) Replacement – Work Order  
Action would authorize the Chief Executive Officer (CEO) to execute Work Order MTSJOC324-13 to MTS Doc. No. PWG324.0-21 with ABC General Contractor, Inc. (ABCGC) in the amount of \$378,294.06, plus an additional project contingency of \$150,000.00, for a total amount of \$528,294.06 for the removal and replacement of the HVAC units at the IAD RAM bus maintenance building.

Ms. Cooney added that several procurement items were not available to be included in the draft agenda for the Committee’s review, however they will be provided before the Board of Director’s meeting in two (2) weeks.

9. Other Staff Communications and Business

There was no Other Staff Communications and Business discussion.

10. Committee Member Communications and Other Business

There was no Committee Member Communications and Other Business discussion.

11. Next Meeting Date

The next Executive Committee meeting is scheduled for October 6, 2022, at 9:00 a.m.

7. The Committee convened to Closed Session at 10:25 a.m.

Closed Session - Conference with Labor Negotiators Pursuant to California Government Code Section 54957.6

Agency: San Diego Transit Corporation (“SDTC”)

Employee Organization: Amalgamated Transit Union, Local 1309 (“ATU”)

Agency- Designated Representative: Jeffrey M. Stumbo, Chief Human Resources Officer (EEO Officer)

The Committee reconvened to Open Session at 10:50 a.m.

Oral Report of Final Actions Taken in Closed Session

Karen Landers, General Counsel, reported the following: The Executive Committee received a report and gave instructions to negotiators.

12. Adjournment

The meeting was adjourned at 10:51 a.m.

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Chairperson  
San Diego Metropolitan Transit System

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Clerk of the Board  
San Diego Metropolitan Transit System

Attachment: Roll Call Sheet



SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
EXECUTIVE COMMITTEE

ROLL CALL

MEETING OF (DATE): September 1, 2022 CALL TO ORDER (TIME): 9:02 am  
 RECESS: 10:20am RECONVENE: 10:25am  
 CLOSED SESSION: 10:25am RECONVENE: 10:50am  
 PUBLIC HEARING: \_\_\_\_\_ RECONVENE: \_\_\_\_\_  
 ORDINANCES ADOPTED: \_\_\_\_\_ ADJOURN: 10:51am

REPRESENTING	BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
County	FLETCHER (Chair)	<input checked="" type="checkbox"/> (Vargas) <input type="checkbox"/>	9:02am	10:51am
Vice Chair	SOTELO- SOLIS	<input checked="" type="checkbox"/> (no alternate) <input type="checkbox"/>	9:02am	10:51am
City of San Diego	ELO-RIVERA	<input type="checkbox"/> (Montgomery Steppe) <input type="checkbox"/>	ABSENT	ABSENT
East County	HALL	<input checked="" type="checkbox"/> (Frank) <input type="checkbox"/>	9:02am	10:51am
SANDAG Transportation Committee	MORENO	<input type="checkbox"/> (Aguirre) <input type="checkbox"/>	ABSENT	ABSENT
Chair Pro Tem	SALAS	<input checked="" type="checkbox"/> (no alternate) <input type="checkbox"/>	9:15am	10:51am
South Bay	SANDKE	<input checked="" type="checkbox"/> (Aguirre) <input type="checkbox"/>	9:02am	10:51am

SIGNED BY THE CLERK OF THE BOARD:

/S/ Dalia Gonzalez



**Metropolitan  
Transit  
System**

## **Agenda Item No. 4**

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
EXECUTIVE COMMITTEE

October 6, 2022

**SUBJECT:**

CLEAN TRANSIT ADVANCEMENT CAMPUS UPDATE (DENIS DESMOND)

**INFORMATIONAL ONLY**

Budget Impact

None.

**DISCUSSION:**

The San Diego Metropolitan Transit System (MTS) and San Diego Association of Governments (SANDAG) are wrapping up the California Environmental Quality Act (CEQA) process for the Clean Transit Advancement Campus (CTAC) project, with a recommendation that the MTS Board of Directors approve a Mitigated Negative Declaration (MND). A Draft MND was released to the public for review and comment on July 14, 2022. Eight (8) comments were received, and staff is finalizing responses to those comments.

The Final MND document will be finished for MTS Board consideration later this month. Inclusive of approving the Final MND, the following recommendations will be brought to the MTS Board of Directors at its October 20, 2022 meeting:

- Approval of the Final MND, including the Title VI report and public comments and responses.
- Approval of a project location, designated as Site 7 in the MND.
- Approval of a resolution related to hiring personnel from the local community in the CTAC area.

Following these actions by the MTS Board of Directors, the National Environmental Protection Act (NEPA) process will commence for federal environmental clearance, and work will begin on site acquisition and project design.

/S/ Sharon Cooney

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for nine cities.





**Metropolitan  
Transit  
System**

## Agenda Item No. 5

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
EXECUTIVE COMMITTEE

October 6, 2022

**SUBJECT:**

2022 SPECIAL EVENTS UPDATE (BRENT BOYD)

**INFORMATIONAL ONLY**

Budget Impact

None.

**DISCUSSION:**

After a long hiatus due to COVID, special events are back and a recap of services provided by MTS will be presented. Events include:

- Comic-Con
- Padres baseball season (81 games)
- Concerts at Petco Park
- Opening of Snapdragon Stadium (and re-opening of Stadium Station) with SDSU football and Wave soccer
- Other events

Special events are a significant part of MTS ridership recovery action plan efforts. Staff will discuss special event strategic approach, promotional activities and ridership results to date. A roundup of upcoming events will also be summarized.

/S/ Sharon Cooney

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

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# 2022 SPECIAL EVENTS UPDATE

**Executive  
Committee Meeting**  
October 6, 2022

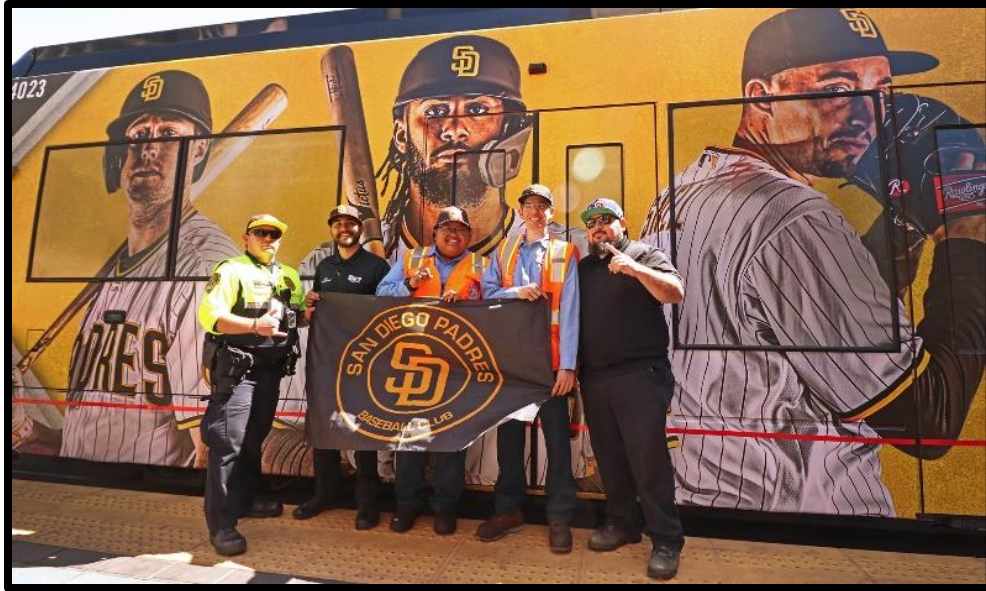


# Presentation Outline

- Padres Season Recap
- Petco Concerts
- Return of Comic-Con
- Snapdragon Stadium Opening
- Special Operations
- Upcoming Events



# Padres Season



- First full-season with capacity crowds since 2019
- First season with Mid-Coast
- Special MTS/Padres co-marketing partnership to increase ridership to games



# Padres Season



## Publicity

- Trolley wraps
- Bus wraps
- 2.3M impressions with Padres “First Pitch” on-air placements
- Digital and social ads
- Leveraged Padres comms channels
  - E-newsletters to season ticket holders
  - Take transit/MTS message on 20 gameday push notifications on MLB Ballpark App

# Padres Season

Promotional Video

Video Will Be Played Here



# Padres Season



**Take the  
Green Line or the  
UC San Diego Blue Line  
Trolley to Petco Park!**



**LEGEND**  
★ Petco Park Stop  
★ Board / Transfer Here

[sdmts.com](http://sdmts.com)

## Trolley Operations Plan

- Extra service on all three lines
- Extension of 15-minute service post-game for all night games
- No extra pre-game service
- Most ridership is on Green Line, but we get significant passenger loads on all lines

# Padres Season

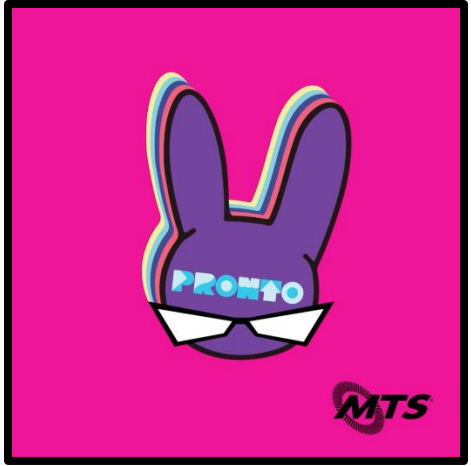
## Ridership Results

- Big games and sellouts: **6k – 7k fans** (15% of gate)
- Other games (weekday day games, etc): **4,500**



# Petco Park Concerts

- March 5: Garth Brooks
- July 27: Red Hot Chili Peppers
- August 27: Grupo Firme
- August 28: Stadium Tour (Motley Crue/Def Leppard)
- Sept 17-18: Bad Bunny



LOCAL  
MTS to expand service for  
Red Hot Chili Peppers  
concert Wednesday



# Big Bay Boom (July 4)

- Carried about 8k; all clear one hour after event
- Changing travel patterns show that Santa Fe Depot is now dominant location (instead of Seaport Village)



# Comic-Con



- First large-scale Comic-Con since 2019
- Big push to educate passengers due to system changes
  - New fare system
  - New Special Event Line (Mid-Coast)
  - Different parking options
    - Stadium Station closed (5,000 spots)
    - Tecolote, Balboa, Nobel new options

# Comic-Con

## Education Efforts

- Cosplay safety
- Employees on-site
  - Passenger Support Representatives, Security, Rail Supervisors, Facilities
- Signage throughout system
- Know before go messages

**MTS**  
**Special Event Line** ★  
**BOARD HERE**  
 Thursday, July 21- Sunday, July 24  
 Service to Convention Center, Santa Fe Depot, Old Town

Imperial Ave  
 ← TO Comic-Con & PETCO Park →  
 PARKING STRUCTURE  
 CREDIT TOWER  
 MTS OFFICE BUILDING  
 SPECIAL EVENT LINE to Balboa Ave

sdmts.com

**COMIC-CON 2022**  
 SAN DIEGO COMIC CON INTERNATIONAL  
**MTS Take One**  
 Post Until 07/24/22

Comic-Con returns to downtown San Diego July 20 – 24. MTS passengers should expect higher than normal passenger volumes throughout the Trolley system, and a few adjustments to normal Trolley operations.

**Special Event Line** ★

**NEW!** A special Trolley line will operate between the Balboa Avenue Transit Center and 12th & Imperial Transit Center every 15 minutes, Thursday through Sunday to help with extra Comic-Con passengers.

The Special Event Line will serve UC San Diego Blue Line stations between Balboa Avenue and Santa Fe Depot, and then will continue along the Green Line path between Santa Fe Depot and 12th & Imperial (see map on interior).

**CURRENT RIDERS:**

- If transferring at 12th & Imperial, look for signs that differentiate between Special Event and Green Line boarding zones, and double check the headway signs. MTS staff will also be on site directing passengers.
- Listen for on board announcements at Old Town for service north to Balboa or east to Santee.

**COMIC-CON RIDERS:**

- Service to the Convention Center and 12th & Imperial will be provided on both the Special Event and Green Line Trolleys; or you can take the UC San Diego Blue Line or Orange Line to 12th & Imperial.
- For service to the Orange Line or Southbound Blue Line, take any Trolley from Convention Center to 12th & Imperial and transfer.
- For Blue Line service north of Balboa, take the Special Event Line and transfer at Tecolote, Clairemont or Balboa Avenue.

**Contact Us:** If you have an issue or questions, please contact us:

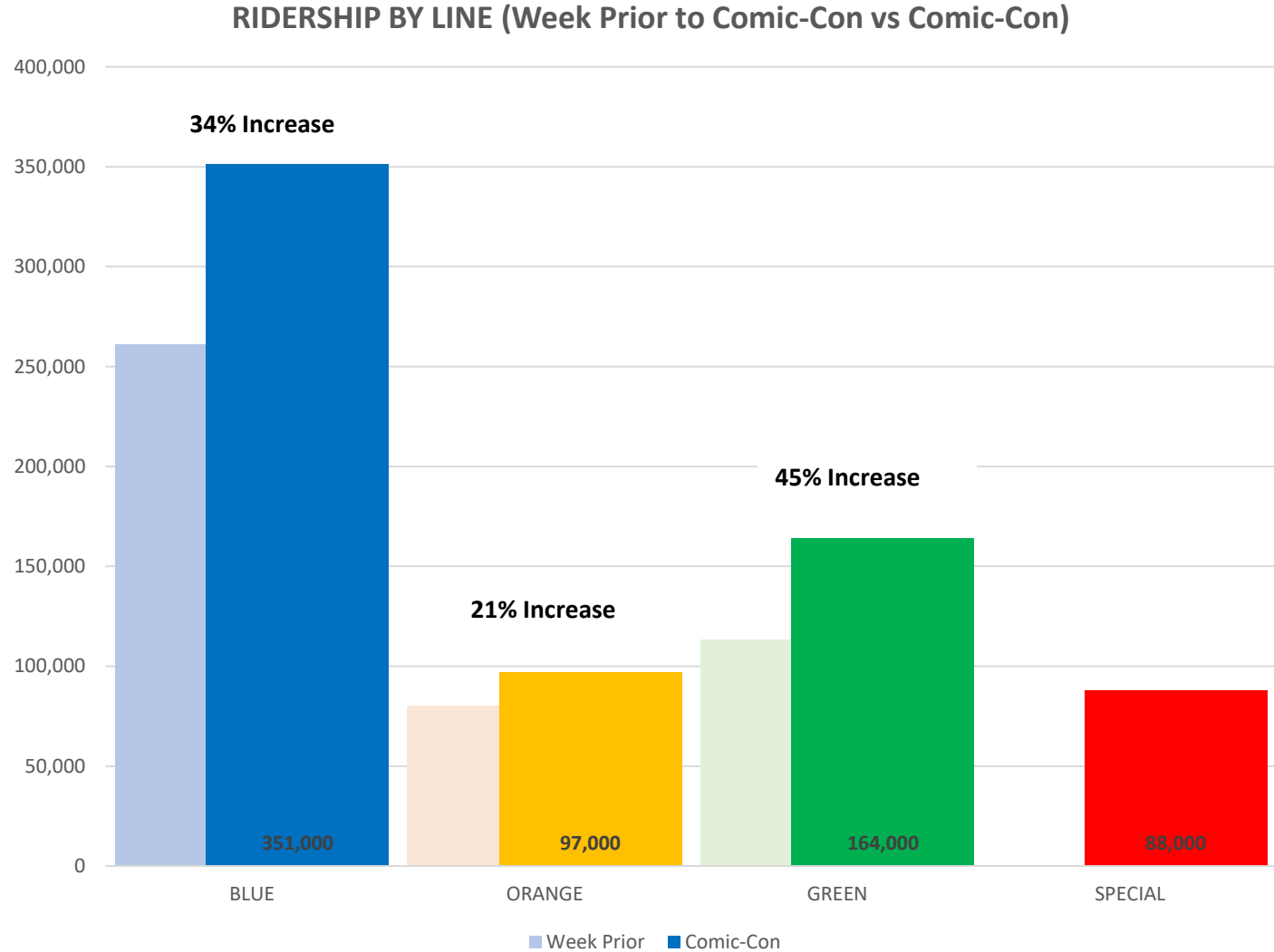
<b>MTS Security</b>	24/7	<b>Text 619-318-1338</b> <b>Call 619-595-4960</b>
<b>Customer Service</b>	Weekdays 8 a.m. to 5 p.m.	<b>619-557-4555</b> or use our online form at <a href="http://sdmts.com">sdmts.com</a>
<b>PRONTO Support Center</b>	Weekdays 7 a.m. to 7 p.m. and Saturdays 10 a.m. to 2 p.m.	<b>619-595-5636</b>
<b>Information &amp; Trip Planning</b>	Weekdays 5:30 a.m. to 8:30 p.m. and weekends 7 a.m. to 7 p.m.	<b>619-233-3004</b>

Continued inside



# Comic-Con

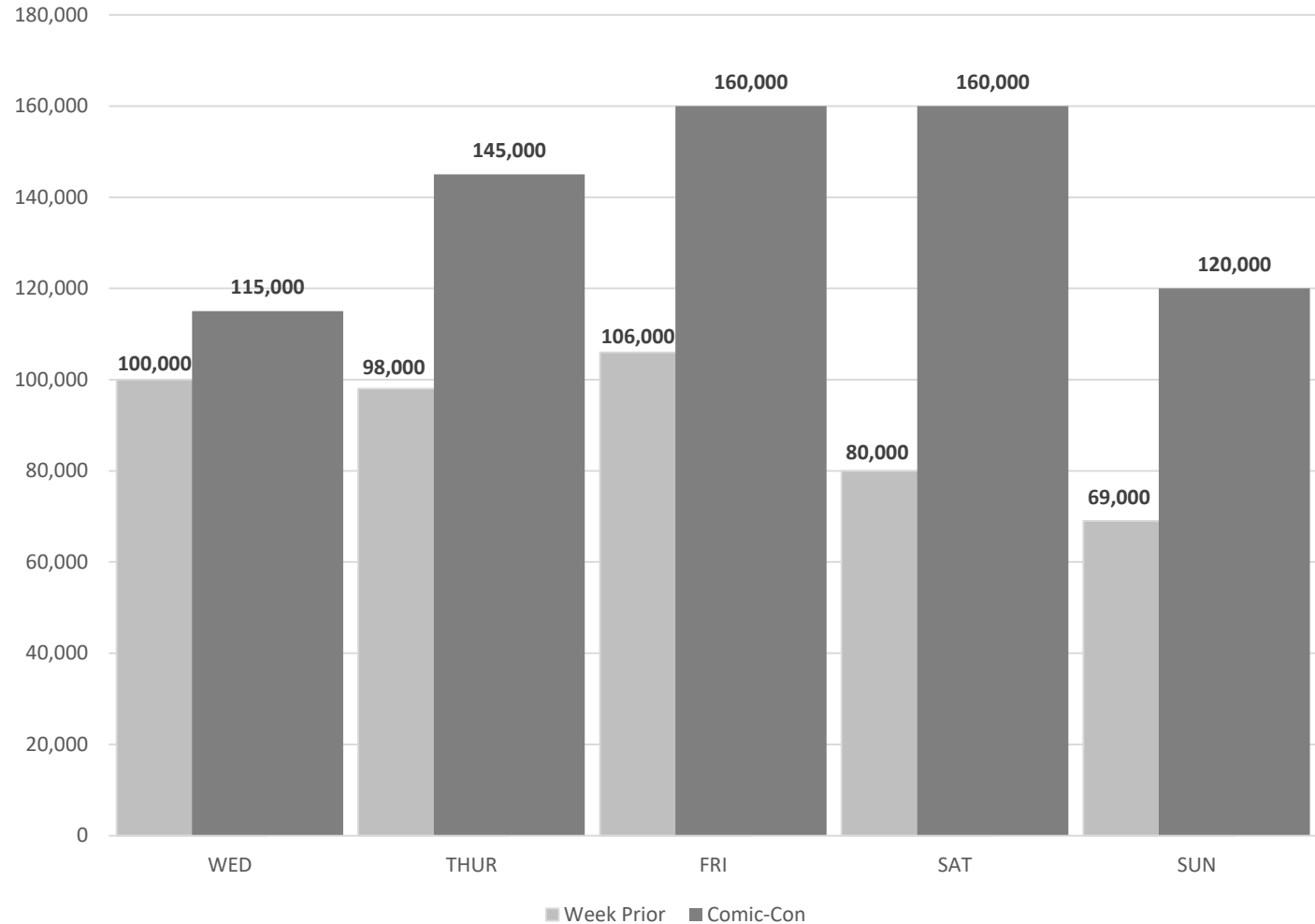
- Estimated increase of 246,000 passengers over five days
- Stations with highest increases:
  - Old Town
  - Balboa Ave
  - Fashion Valley
  - San Ysidro
  - Palomar Street



# Comic-Con

- Estimated increase of 246,000 passengers over five days
- Stations with highest increases:
  - Old Town
  - Balboa Ave
  - Fashion Valley
  - San Ysidro
  - Palomar Street

RIDERSHIP BY DAY (Week Prior to Comic-Con vs Comic-Con)





# Comic-Con

## Significant effort from all departments

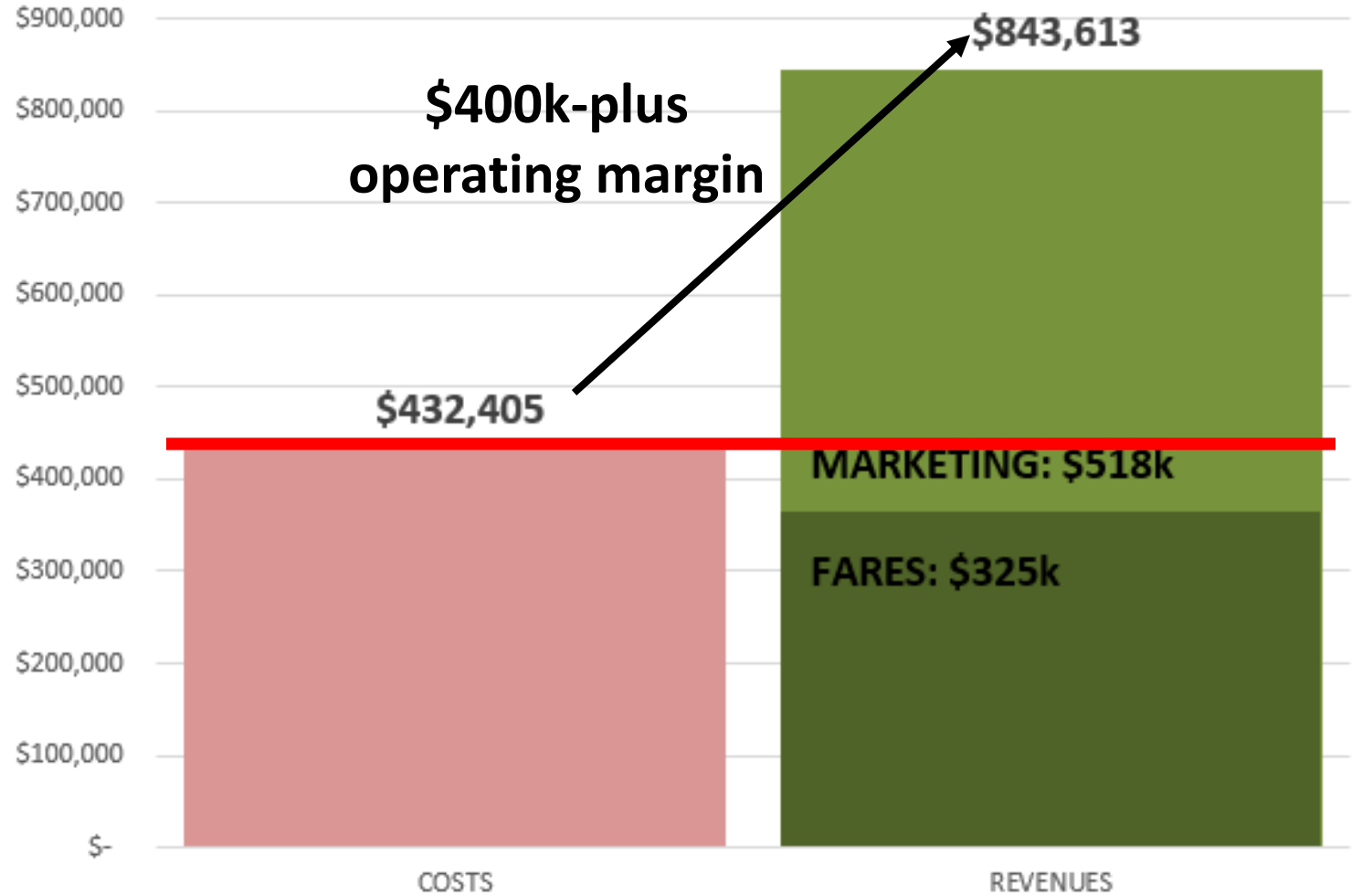
- Transportation, (4,300 hours)
- Security (3,200 hours)
- MOW (1,600 hours)
- Station Ambassadors (960 hours)
- Facilities (500 hours)
- LRV Maintenance (500 hours)
- **TOTAL = Over 11,000 hours**



# Comic-Con



## Comic-Con Costs & Revenues



# Stadium Station



Had been closed since fall 2020

Significant work required by capital projects, facilities, revenue, and marketing to reopen station.

- New signage
- Painting
- Cleaning
- Connections

Reopened temporarily on August 20, and permanently on September 3.

# Snapdragon Stadium



## Major Events So Far:

- SDSU Football (9/3, 9/10, and 9/24)
- Wave Soccer (9/17 and 9/30)

## Will be the site for many other events:

- SDSU Football (four more games)
- Wave Soccer (playoff game)
- Rugby team
- Concerts
- Monster Jam

# Snapdragon Stadium



- Trolley operations varies based on event.
- SDSU-related events have heavy ridership from SDSU, and Stadium-SDSU shuttle established for pre and post event.
- Non-SDSU related events, heavy demand from west, so extra service provided.

# Snapdragon Stadium



## ESTIMATED RIDERSHIP

### SDSU Football

- 9/3: 7,000 (sold out)
- 9/10: 6,500
- 9/24: 6,000

### Wave Soccer

- 9/17: 7,000-plus (sold out)
- 9/30: 4,000 (16k attendance)

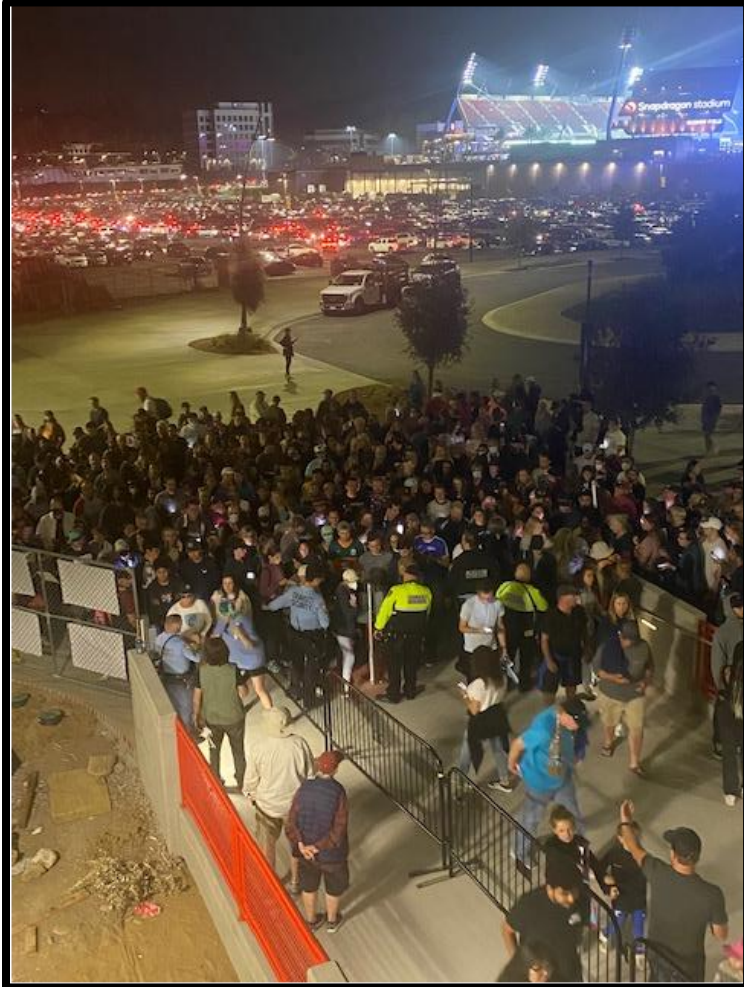


# Snapdragon Stadium

SDSU Station, September 3 (Pre-event)

Video Will Be Played Here

# Snapdragon Stadium



## Challenges

- Different special event audience than Padres and much different for various events
- Many had not taken transit since the last Aztecs game in 2019
- Checking fares for all passengers leaving and entering station
- Shift educational focus after first game from service to purchasing fare
- Challenges with cell service outside of stadium



# Special Operations

- Trolley is available to charter (for a fee)
- Recent operations include:
  - UCSD Baseball to SDSU (for game)
  - Dinner in White



# Since March 2022...

## 130-plus special events

- **Five** days of Comic-Con
- **Five** major Snapdragon Stadium Events
- **Six** Petco Park Concerts
- **81** Padres Games
- **40-plus** other events including Oktoberfest, SDSU OAT concerts, Viejas concerts, and other Snapdragon events
- Estimated **750,000** total ridership

# But it's not just about ridership...



# But it's not just about ridership...

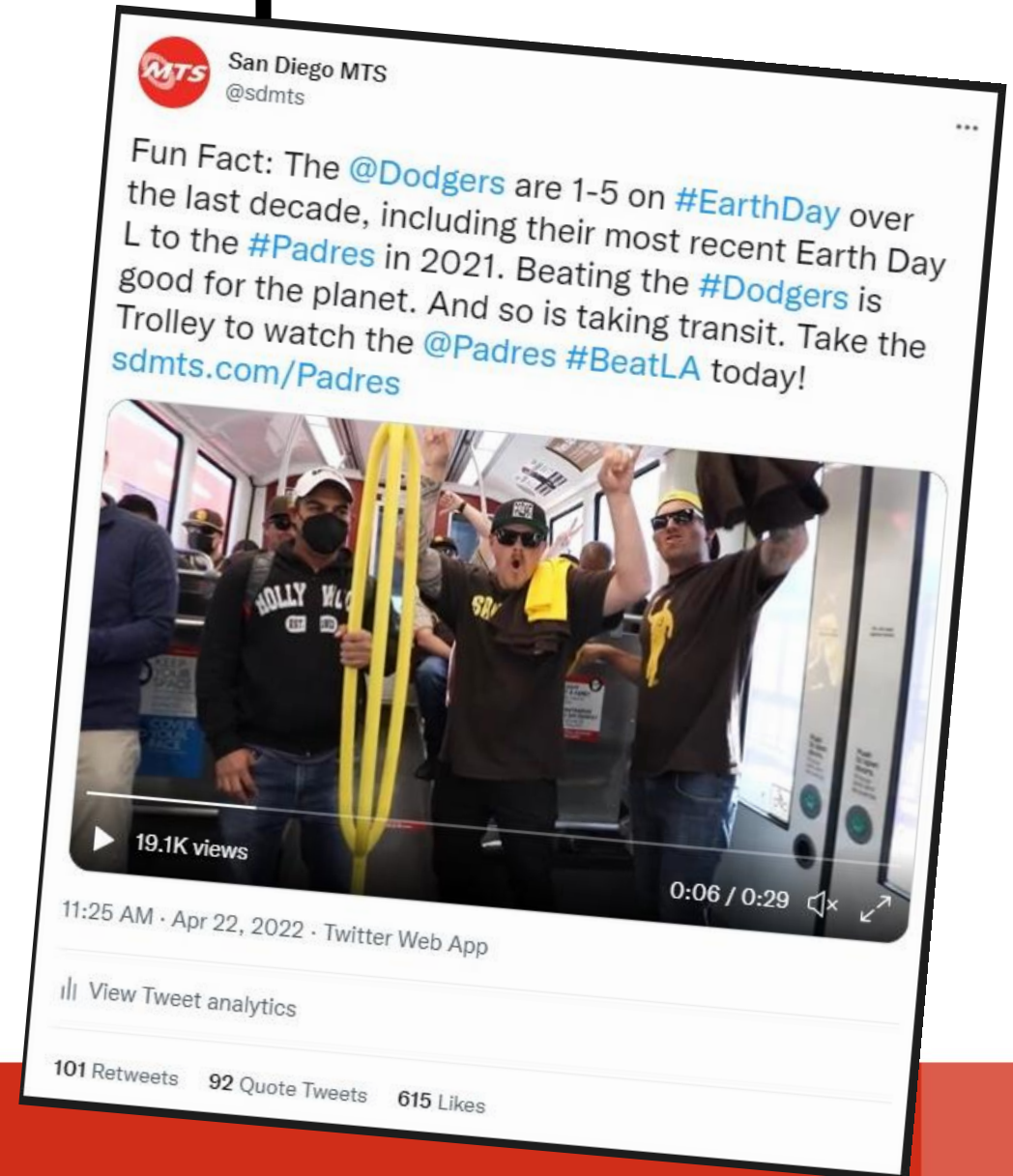


# But it's not just about ridership...



# But it's not just about ridership...

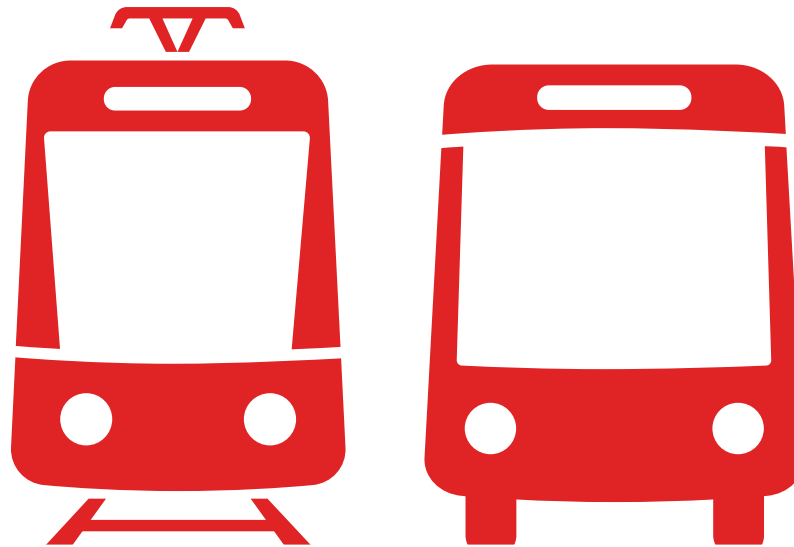
- Three of top five impression posts for MTS in 2022 were special events
- Over 340,000 impressions and nearly 12,000 engagements on 70 posts
- MTS Web Sites:
  - **Padres:** 15,000-plus unique visitors (average 2:37 viewing)
  - **Snapdragon:** 6,000 unique views (average 3:11)
  - **Comic-Con:** 12,000 unique visitors (average 4:16)
  - **Big Bay Boom:** 3,700 unique visitors



# Upcoming Special Events

- SDSU football (10/8, 11/5, 11/12, and 11/26)
- Potential Padres playoffs (Oct 14-15)
- Wave playoff (Oct 16)
- Elton John Concert (Nov 9)
- SDSU Basketball (starting November)
- Holiday Bowl (Dec 28)
- Monster Trucks (Jan 7-8 and 14-15)

# Questions/Discussion







**Metropolitan  
Transit  
System**

## Draft Agenda

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

9:00 a.m.

\*Meeting will be held via webinar\*

To request an agenda in an alternative format or to request accommodations to facilitate meeting participation, please email the Clerk of the Board, [ClerkoftheBoard@sdmts.com](mailto:ClerkoftheBoard@sdmts.com) at least two working days prior to the meeting. Meeting webinar/teleconference instructions can be accessed under '[Meeting Link and Webinar Instructions](#).' Click the following link to access the meeting: <https://zoom.us/j/98288032362>

Para solicitar la agenda en un formato alternativo o para solicitar acomodaciones de participación, por favor mande un correo a la Secretaria de la Junta, [ClerkoftheBoard@sdmts.com](mailto:ClerkoftheBoard@sdmts.com) al menos dos días hábiles antes de la reunión. Instrucciones para ingresar a la junta virtual están disponibles bajo '[Meeting Link and Webinar Instructions](#).' Use este enlace para acceder la reunión virtual: <https://zoom.us/j/98288032362>

**ACTION  
RECOMMENDED**

1. Roll Call
2. Approval of Minutes - September 15, 2022 Approve
3. Public Comments - Limited to five speakers with three minutes per speaker. Others will be heard after Board Discussion items. If you have a report to present, please give your copies to the Clerk of the Board.



CONSENT ITEMS

6. [Authorization of Remote Teleconferenced Meetings](#) Approve  
Action would authorize remote teleconferenced meetings for any public meetings held by MTS, including all Brown Act committees, for the next thirty (30) days pursuant to Assembly Bill (AB) 361 and make the following findings: 1) The MTS Board has considered the current circumstances of the COVID-19 pandemic and its impact in San Diego County; and 2) State or local officials continue to recommend measures to promote social distancing. On September 23, 2021, County of San Diego Public Health Officer, Wilma J. Wooten, M.D., M.P.H., issued a recommendation supporting the use of teleconferencing for attendance at public meetings as “a social distancing measure that may help control transmission of the SARS-CoV-2 virus.”
7. [Fiscal Year \(FY\) 2023 Transportation Development Act \(TDA\) Claim](#) Approve  
Action would adopt Resolution Nos. 22-09, 22-10, and 22-11 approving FY 2023 TDA Article 4.0, 4.5, and 8.0 claims.
8. [Innovations in Transportation, Inc. \(INIT\) Automated Passenger Counting \(APC\) Software – Sole Source](#) Approve  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2685.0-23 with INIT, in the amount of \$143,533.76 for 5 years of APC software and maintenance support.
9. [Hewlett Packard Enterprise \(HPE\) Server Equipment Purchase and Maintenance Support– Contract Award](#) Approve  
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2641.0-22 with Nth Generation Computing, Inc., in the amount of \$603,967.01, for a period of five (5) years for the provision of HPE server equipment and maintenance support.
10. [Traction Power Substation \(TPSS\) Yard #2 And Yard #4 – Engineering Design Services – Work Order](#) Approve  
Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA354-AE-04 under MTS Doc. No. PWL354.0-22 with Mott MacDonald (MM) in the amount of \$224,069.22 to provide design services for electrical load capacity analysis to address the underlying causes, and prevent future recurrences of thermal overload failures to the TPSS Yard # 2 and Yard # 4.
11. [Americans With Disabilities Act \(ADA\) Paratransit Client Certification Services – Contract Award](#) Approve  
Action would authorize the Chief Executive Officer (CEO) to: 1) Execute MTS Doc. No. B0742.0-22 with Medical Transportation Management, Inc. (MTM), a Woman Owned Business Enterprise (WBE), for the provision for (ADA) paratransit client certification services for eight (8) years, for a total of \$5,124,750.47; and 2) Authorize the CEO to exercise an option for the addition of a Customer Care Representative (CCR) position during the term of the contract at a cost of \$430,043.67, for an overall contract total not-to-exceed \$5,554,794.14.

12. [2022 Transit and Intercity Rail Capital Program \(TIRCP\) Grant Award: Zero-Emission Transit Enhancement Project](#)

CLOSED SESSION

24.

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS

30. [Clean Transit Advancement Campus Site Selection \(Denis Desmond\)](#) Action

REPORT ITEMS

45. [Fiscal Year \(FY\) 2022 Annual Performance Monitoring Report and Service Performance Reports \(Denis Desmond, Neomi Woods, Mike Wygant, Wayne Terry\)](#) Informational
46. [Operations Budget Status Report for August 2022 \(Gordon Meyer\)](#) Informational

OTHER ITEMS

60. [Chair Report](#) Informational
61. [Chief Executive Officer's Report](#) Informational
62. [Board Member Communications](#) Informational
63. [Additional Public Comments Not on the Agenda](#)  
If the limit of 5 speakers is exceeded under No. 3 (Public Comments) on this agenda, additional speakers will be taken at this time. If you have a report to present, please furnish a copy to the Clerk of the Board. Subjects of previous hearings or agenda items may not again be addressed under Public Comments.
64. [Next Meeting Date](#): November 10, 2022 at 9:00am
65. [Adjournment](#)



**Metropolitan  
Transit  
System**

**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/6/2022**

## **Agenda Item No. 6**

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

SUBJECT:

AUTHORIZATION OF REMOTE TELECONFERENCED MEETINGS

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize remote teleconferenced meetings for any public meetings held by MTS, including all Brown Act committees, for the next thirty (30) days pursuant to Assembly Bill (AB) 361 and make the following findings:

- 1) The MTS Board has considered the current circumstances of the COVID-19 pandemic and its impact in San Diego County; and
- 2) State or local officials continue to recommend measures to promote social distancing. On September 23, 2021, County of San Diego Public Health Officer, Wilma J. Wooten, M.D., M.P.H., issued a recommendation supporting the use of teleconferencing for attendance at public meetings as “a social distancing measure that may help control transmission of the SARS-CoV-2 virus.” (Attachment A)

### Budget Impact

None with this action.

DISCUSSION:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending the teleconferencing rules set forth under the Ralph M. Brown Act (Brown Act), Government Code Section 54950 et seq. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, clarifying the suspension of the teleconferencing rules set forth in the Brown Act, noting that those provisions would remain suspended through September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which allows legislative bodies subject to the Brown Act to continue meeting by teleconference, provided they make certain findings, including that meeting in person would present imminent risks to the health or safety of attendees. AB 361 requires that certain findings be made by the legislative body every 30 days.



The purpose of this agenda item is for the MTS Board of Directors to make findings supporting the continuation of a teleconference option for Board or committee members and for teleconference attendance by members of the public at MTS Board and committee meetings consistent with the requirements of AB 361.

AB 361 added subdivision (e) to Government Code section 54953 (emphasis added), providing for streamlined teleconference attendance at public meetings subject to the Brown Act, subject to the governing board making specified findings:

**(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:**

**(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.**

**(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.**

**(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.**

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

**(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:**

**(A) The legislative body has reconsidered the circumstances of the state of emergency.**

**(B) Any of the following circumstances exist:**

**(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.**

**(ii) State or local officials continue to impose or recommend measures to promote social distancing.**

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

\*\*\*

The circumstances set forth in Government Code section 54953(e)(1)(A) and (e)(3) still apply and support the continuation of a teleconference option for Board or committee members and for teleconference attendance by members of the public at MTS Board and committee meetings for the upcoming 30-day period. Staff recommends that the Board make the following findings:

- 1) The MTS Board has considered the current circumstances of the COVID-19 pandemic and its impact in San Diego County; and
- 2) State or local officials continue to recommend measures to promote social distancing. On September 23, 2021, County of San Diego Public Health Officer, Wilma J. Wooten, M.D., M.P.H., issued a recommendation supporting the use of teleconferencing for attendance at public meetings as "a social distancing measure that may help control transmission of the SARS-CoV-2 virus." (Attachment A) That recommendation remains in effect.

/S/ Sharon Cooney\_\_\_\_\_

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

Attachment: A. September 23, 2021 County of San Diego Health Officer Teleconferencing Recommendation



# County of San Diego

**NICK MACCHIONE, FACHE**  
AGENCY DIRECTOR

**HEALTH AND HUMAN SERVICES AGENCY**  
PUBLIC HEALTH SERVICES

**WILMA J. WOOTEN, M.D.**  
PUBLIC HEALTH OFFICER

## HEALTH OFFICER TELECONFERENCING RECOMMENDATION

COVID-19 disease prevention measures, endorsed by the Centers for Disease Control and Prevention, include vaccinations, facial coverings, increased indoor ventilation, handwashing, and physical distancing (particularly indoors).

Since March 2020, local legislative bodies—such as commissions, committees, boards, and councils—have successfully held public meetings with teleconferencing as authorized by Executive Orders issued by the Governor. Using technology to allow for virtual participation in public meetings is a social distancing measure that may help control transmission of the SARS-CoV-2 virus. Public meetings bring together many individuals (both vaccinated and potentially unvaccinated), from multiple households, in a single indoor space for an extended time. For those at increased risk for infection, or subject to an isolation or quarantine order, teleconferencing allows for full participation in public meetings, while protecting themselves and others from the COVID-19 virus.

Utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease. This recommendation is further intended to satisfy the requirement of the Brown Act (specifically Gov't Code Section 54953(e)(1)(A)), which allows local legislative bodies in the County of San Diego to use certain available teleconferencing options set forth in the Brown Act.

September 23, 2021

A handwritten signature in blue ink that reads "Wilma J. Wooten, MD".

Wilma J. Wooten, M.D., M.P.H.  
Public Health Officer  
County of San Diego





**Metropolitan  
Transit  
System**

**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/6/2022**

## **Agenda Item No. 7**

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

**SUBJECT:**

FISCAL YEAR (FY) 2023 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors adopt Resolution Nos. 22-09 (in substantially the same format as Attachment A), 22-10 (in substantially the same format as Attachment B), and 22-11 (in substantially the same format as Attachment C) approving FY 2023 TDA Article 4.0, 4.5, and 8.0 claims.

**Budget Impact**

The FY 2023 TDA claims would result in the approval of \$131,431,112 in TDA funds for MTS to be utilized in the FY 2023 operating and capital budgets.

**DISCUSSION:**

The TDA provides one-quarter percent of the state sales tax for operating and capital support of public transportation systems and non-motorized transportation projects. The San Diego Association of Governments (SANDAG), as the designated Regional Transportation Planning Agency, is responsible for the allocation of TDA funds to the region's cities, the County, and transit operators. At its April 22, 2022 meeting, the SANDAG Board of Directors approved the revised San Diego County Auditor's estimate of \$131,431,112 for the FY 2023 TDA apportionment.

A Master Memorandum of Understanding (MOU) exists between SANDAG, MTS, and the North County Transit District (NCTD) with respect to the functions and responsibilities transferred to SANDAG as a result of Senate Bill 1703 (Peace, 2003). Pursuant to the MOU, both transit agencies transfer TDA funding to SANDAG annually to pay for the administrative and planning functions as a result of the consolidation. The MOU is updated as circumstances change. For FY 2023, \$2,783,160 in funding will remain with SANDAG for transferred administrative and planning functions.



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

A total of \$131,431,112 is estimated to be allocated to MTS for FY 2023. This includes \$123,635,281 in TDA Article 4.0 claims, \$90,012,233 of which will fund operating activities, and the remaining \$33,623,048 will fund the Capital Improvement Program (CIP); \$6,583,082 in Article 4.5 claims to fund the MTS Access Paratransit services; and \$1,212,749 in Article 8.0 claims to fund the ferry/commuter express services. Actual revenue for MTS will be dependent on regional TDA sales tax receipts meeting the regional estimate, allowing MTS to receive up to the claimed amounts. If regional revenue does not meet the estimate, MTS could receive less than these claimed amounts.

Therefore, staff recommends that the MTS Board of Directors adopt Resolution Nos. 22-09 (in substantially the same format as Attachment A), 22-10 (in substantially the same format as Attachment B), and 22-11 (in substantially the same format as Attachment C) approving FY 2023 TDA Article 4.0, 4.5, and 8.0 claims allocating \$131,431,112 in TDA revenues for MTS.

/S/ Sharon Cooney

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

Attachments: A. Resolution No. 22-09  
B. Resolution No. 22-10  
C. Resolution No. 22-11

SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
AUTHORIZING RESOLUTION

Resolution No. 22-09

Resolution Approving Fiscal Year (FY) 2023 Transportation Development Act, Article 4.0

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

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2023 TDA claim, and

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2023 TDA Article 4.0 MTS TDA claim of \$123,635,281; \$90,012,233 of the 4.0 TDA claim will be used for operating activities, and the remaining \$33,623,048 will be used to fund capital.

PASSED AND ADOPTED by the Board of Directors this 20<sup>th</sup> day of October 2022,  
by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Chairperson  
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

\_\_\_\_\_  
Clerk of the Board  
San Diego Metropolitan Transit System

\_\_\_\_\_  
General Counsel  
San Diego Metropolitan Transit System

SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
AUTHORIZING RESOLUTION

Resolution No. 22-10

Resolution Approving Fiscal Year (FY) 2023 Transportation Development Act, Article 4.5

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

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2023 TDA claim, and

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2023 TDA Article 4.5 MTS TDA claim of \$6,583,082. The allocation will be used to fund the MTS Access Paratransit services.

PASSED AND ADOPTED by the Board of Directors this 20<sup>th</sup> day of October 2022,  
by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Chairperson  
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

\_\_\_\_\_  
Clerk of the Board  
San Diego Metropolitan Transit System

\_\_\_\_\_  
General Counsel  
San Diego Metropolitan Transit System

SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
AUTHORIZING RESOLUTION

Resolution No. 22-11

Resolution Approving Fiscal Year (FY) 2023 Transportation Development Act, Article 8.0

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

WHEREAS, consistent with the intent of consolidating all transit funding for MTS-area operators, the San Diego Association of Governments (SANDAG) approved the MTS FY 2023 TDA claim, and

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board of Directors does hereby approve the FY 2023 TDA Article 8.0 MTS TDA claim of \$1,212,749. The allocation will be used to fund the ferry/commuter express services.

PASSED AND ADOPTED by the Board of Directors this 20<sup>th</sup> day of October 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Chairperson  
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

\_\_\_\_\_  
Clerk of the Board  
San Diego Metropolitan Transit System

\_\_\_\_\_  
General Counsel  
San Diego Metropolitan Transit System



**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/06/2022**

## Agenda Item No. 8

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

**SUBJECT:**

INNOVATIONS IN TRANSPORTATION, INC. (INIT) AUTOMATED PASSENGER COUNTING (APC) SOFTWARE – SOLE SOURCE

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2685.0-23 (in substantially the same format as Attachment A) with INIT, in the amount of \$143,533.76 for five (5) years of APC software and maintenance support.

Budget Impact

The total cost of the project shall not exceed \$143,533.76. This project will be funded by the Information Technology (IT) Department Operating Budget: 661010-571250.

Description	Annual Cost
YR 1 – APC Software and Maintenance 10/1/22-9/30/23	\$27,034.80
YR 2 – APC Software and Maintenance 10/1/23-9/30/24	\$27,846.37
YR 3 – APC Software and Maintenance 10/1/24-9/30/25	\$28,681.68
YR 4 – APC Software and Maintenance 10/1/25-9/30/26	\$29,542.38
YR 5 – APC Software and Maintenance 10/1/26-9/30/27	\$30,428.53
<b>Total</b>	<b>\$143,533.76</b>

**DISCUSSION:**

Background

MTS utilizes INIT’s APC vehicle software, Data Validation Module (DVM) and MOBILE statistics on its Light Rail Vehicles (LRV) for reporting ridership to the Federal Transportation Administration (FTA) and sending real-time occupancy data to Variable Message Signs (VMS). MTS has utilized APC unit installs for its ridership counting method since around 2011. INIT’s ‘co-pilot’ or main Central Processing Unit (CPU) that manages the APC system is currently



installed on 159 LRVs (38 on the SD100s, 76 on the S70s, and 45 on the SD9s). Usage varies slightly overtime as new LRVs are put into service and old LRVs are decommissioned.

The software and hardware are manufactured through INIT which are proprietary; therefore, they are not available through any other vendors. The APC software and hardware suites are critical for MTS, as FTA funding relies on reported ridership data. MTS staff has considered researching a possible replacement for the future, but due to INIT's APC 'co-pilot' being currently installed on 159 LRVs and additional APC units are being installed on new SD9s going into service, it would be cost prohibitive for the agency to replace the entire system.

Staff's Independent Cost Estimate (ICE) is based on past purchase history with consideration for the agency's expanded usage and the new functionality of real-time APC to support the Mid-Coast VMS capacity. In comparison with the ICE \$144,035.00 and the offer received, staff has determined that the agreed upon cost is fair and reasonable.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. G2647.0-23 (in substantially the same format as Attachment A) with INIT, in the amount of \$143,533.76 for five (5) years APC software and maintenance support.

/S/ Sharon Cooney

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. Draft Agreement MTS Doc No. G2685.0-23  
B. Cost Proposal



# Metropolitan Transit System

## STANDARD AGREEMENT FOR

MTS DOC. NO. G2685.0-23

### INIT AUTOMATED PASSENGER COUNTER (APC) SOFTWARE

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Innovations in Transportation, Inc. Address: 424 Network Station  
Chesapeake, VA 23320

Form of Business: Corporation  
(Corporation, Partnership, Sole Proprietor, etc.) Email: [rstaib@initusa.com](mailto:rstaib@initusa.com)

Telephone: (757) 413-9100

Authorized person to sign contracts	<u>Roland Staib</u>	<u>President &amp; CEO</u>
	Name	Title

The Contractor agrees to provide services as specified in the conformed Contractor's Bid/Pricing Forms (Exhibit A), and in accordance with the Standard Agreement, including Standard Conditions (Exhibit B), and Forms (Exhibit C).

The contract term is for the five (5) years of software maintenance and support effective October 1, 2022 through September 30, 2027.

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$143,533.76 without the express written consent of MTS.

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







INIT Innovations in Transportation Inc  
 424 Network Station  
 Chesapeake, VA23320

Telephone 757-413-9100  
 Fax 757-413-5019  
 E-mail AR@initusa.com  
 Web www.initusa.com

METRO - San Diego  
 1255 Imperial Ave, Suite 1000  
 San Diego, CA 92101

## Pro forma, on-account invoice

Voucher No :  
 Date .....: 9/12/2022  
 Customer No: 000103  
 Project No ...: 15-150-05

Order of .....:  
 Order No .....:  
 Your Reference :

Our Reference .....: RAK  
 Direct dialing .....: 304  
 E-Mail:  
 arakebrandt@initusa.com

Pos.	Description	Total price
1	1-Extended Maintenance Oracle 10/1/22-9/30/23	1,664.76
2	2-APC SW and Maintenance support for LRV's Vehicle Fleet: 38 LRV SD100 11 S70 65 S70 45 SD 9  159 @ \$159.56 each  10/1/22 - 9/30/23	25,370.04
3	3-Added APC Real time software maintenance  10/1/22-9/30/23	0.00
Subtotal		27,034.80
Net sum		27,034.80
Sales balance		27,034.80
Sales tax San Diego non taxable on 27,034.80		Sales tax San Diego no 0.00
<b>Sum in USD</b>		<b>27,034.80</b>



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Web [www.initusa.com](http://www.initusa.com)

METRO - San Diego  
1255 Imperial Ave, Suite 1000  
San Diego, CA 92101

Terms of payment . . . . : Net 30 Days

Canadian HST #: 86894 5676 RT0001



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 424 Network Station  
 Chesapeake, VA23320

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 Fax 757-413-5019  
 E-mail AR@initusa.com  
 Web www.initusa.com

METRO - San Diego  
 1255 Imperial Ave, Suite 1000  
 San Diego, CA 92101

## Pro forma, on-account invoice

Voucher No :  
 Date .....: 9/12/2022  
 Customer No: 000103  
 Project No ...: 15-150-06

Order of .....:  
 Order No .....:  
 Your Reference :

Our Reference .....: RAK  
 Direct dialing .....: 304  
 E-Mail:  
 arakebrandt@initusa.com

Pos.	Description	Total price
1	1-Extended Maintenance Oracle 10/1/23-9/30/24	1,714.72
2	2-APC SW and Maintenance support for LRV's Vehicle Fleet: 38 LRV SD100 11 S70 65 S70 45 SD 9  159 @ \$164.35 each  10/1/23 - 9/30/24	26,131.65
3	3-Added APC Real time software maintenance  10/1/23-9/30/24	0.00
Subtotal		27,846.37
Net sum		27,846.37
Sales balance		27,846.37
Sales tax San Diego non taxable on 27,846.37		0.00
<b>Sum in USD</b>		<b>27,846.37</b>



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Web [www.initusa.com](http://www.initusa.com)

METRO - San Diego  
1255 Imperial Ave, Suite 1000  
San Diego, CA 92101

Terms of payment .....: Net 30 Days

Canadian HST #: 86894 5676 RT0001



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 Chesapeake, VA23320

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 Fax 757-413-5019  
 E-mail AR@initusa.com  
 Web www.initusa.com

METRO - San Diego  
 1255 Imperial Ave, Suite 1000  
 San Diego, CA 92101

## Pro forma, on-account invoice

Voucher No :  
 Date .....: 9/12/2022  
 Customer No: 000103  
 Project No ...: 15-150-07

Order of .....:  
 Order No .....:  
 Your Reference :

Our Reference .....: RAK  
 Direct dialing .....: 304  
 E-Mail:  
 arakebrandt@initusa.com

Pos.	Description	Total price
1	1-Extended Maintenance Oracle 10/1/24-9/30/25	1,766.16
2	2-APC SW and Maintenance support for LRV's Vehicle Fleet: 38 LRV SD100 11 S70 65 S70 45 SD 9  159 @ \$169.28 each  10/1/24 - 9/30/25	26,915.52
3	3-Added APC Real time software maintenance  10/1/24-9/30/25	0.00
Subtotal		28,681.68
Net sum		28,681.68
Sales balance		28,681.68
Sales tax San Diego non taxable on 28,681.68		Sales tax San Diego no 0.00
<b>Sum in USD</b>		<b>28,681.68</b>



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424 Network Station  
Chesapeake, VA23320

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Fax 757-413-5019  
E-mail [AR@initusa.com](mailto:AR@initusa.com)  
Web [www.initusa.com](http://www.initusa.com)

METRO - San Diego  
1255 Imperial Ave, Suite 1000  
San Diego, CA 92101

Terms of payment .....: Net 30 Days

Canadian HST #: 86894 5676 RT0001



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 424 Network Station  
 Chesapeake, VA23320

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 Fax 757-413-5019  
 E-mail AR@initusa.com  
 Web www.initusa.com

METRO - San Diego  
 1255 Imperial Ave, Suite 1000  
 San Diego, CA 92101

## Pro forma, on-account invoice

Voucher No :  
 Date .....: 9/12/2022  
 Customer No: 000103  
 Project No ...: 15-150-08

Order of .....:  
 Order No .....:  
 Your Reference :

Our Reference .....: RAK  
 Direct dialing .....: 304  
 E-Mail:  
 arakebrandt@initusa.com

Pos.	Description	Total price
1	1-Extended Maintenance Oracle 10/1/25-9/30/26	1,819.14
2	2-APC SW and Maintenance support for LRV's Vehicle Fleet: 38 LRV SD100 11 S70 65 S70 45 SD 9  159 @ \$174.36 each  10/1/25 - 9/30/26	27,723.24
3	3-Added APC Real time software maintenance  10/1/25-9/30/26	0.00
Subtotal		29,542.38
Net sum		29,542.38
Sales balance		29,542.38
Sales tax San Diego non taxable on 29,542.38		0.00
<b>Sum in USD</b>		<b>29,542.38</b>



INIT Innovations in Transportation Inc  
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Telephone 757-413-9100  
Fax 757-413-5019  
E-mail [AR@initusa.com](mailto:AR@initusa.com)  
Web [www.initusa.com](http://www.initusa.com)

METRO - San Diego  
1255 Imperial Ave, Suite 1000  
San Diego, CA 92101

Terms of payment .....: Net 30 Days

Canadian HST #: 86894 5676 RT0001





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 Chesapeake, VA23320

Telephone 757-413-9100  
 Fax 757-413-5019  
 E-mail AR@initusa.com  
 Web www.initusa.com

METRO - San Diego  
 1255 Imperial Ave, Suite 1000  
 San Diego, CA 92101

## Pro forma, on-account invoice

Voucher No :  
 Date .....: 9/12/2022  
 Customer No: 000103  
 Project No ...: 15-150-09

Order of .....:  
 Order No .....:  
 Your Reference :

Our Reference .....: RAK  
 Direct dialing .....: 304  
 E-Mail:  
 arakebrandt@initusa.com

Pos.	Description	Total price
1	1-Extended Maintenance Oracle 10/1/26-9/30/27	1,873.72
2	2-APC SW and Maintenance support for LRV's Vehicle Fleet: 38 LRV SD100 11 S70 65 S70 45 SD 9  159 @ \$179.59 each  10/1/26 - 9/30/27	28,554.81
3	3-Added APC Real time software maintenance  10/1/26-9/30/27	0.00
Subtotal		30,428.53
Net sum		30,428.53
Sales balance		30,428.53
Sales tax San Diego non taxable on 30,428.53		Sales tax San Diego no 0.00
<b>Sum in USD</b>		<b>30,428.53</b>



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Web [www.initusa.com](http://www.initusa.com)

METRO - San Diego  
1255 Imperial Ave, Suite 1000  
San Diego, CA 92101

Terms of payment .....: Net 30 Days

Canadian HST #: 86894 5676 RT0001



**Metropolitan  
Transit  
System**

**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/06/2022**

**Agenda Item No. 9**

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

**SUBJECT:**

HEWLETT PACKARD ENTERPRISE (HPE) SERVER EQUIPMENT PURCHASE AND  
MAINTENANCE SUPPORT– CONTRACT AWARD

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2641.0-22 (in substantially the same format as Attachment A) with Nth Generation Computing, Inc., in the amount of \$603,967.01, for a period of five (5) years for the provision of HPE server equipment and maintenance support.

Budget Impact

The total budget for this project shall not exceed \$603,967.01 (inclusive of 7.75% sales tax). This project is funded by the Information Technology (IT) Operating Budget 661010-571250 and Capital Improvement Program (CIP) 1007100501 – MTS Server Refresh.

Funding Source	Description	Subtotal
CIP: 1007100501 <b>MTS Server Refresh</b>	Hardware, Initial Install and Set-up, (inclusive of Sales Tax 7.75%); Hardware License (non-taxable)	\$514,408.01
661010-571250 <b>IT Operating Budget</b>	Maintenance Support (non-taxable)	\$89,559.00
<b>Grand Total:</b>		<b>\$603,967.01</b>

**DISCUSSION:**

MTS is refreshing Closed-Circuit Television (CCTV) and VMware servers as part of its ongoing maintenance and updating of server infrastructure. It is critical to refresh the CCTV servers as MTS Security relies heavily on these systems to monitor its extensive camera network and provide additional support during security incidents. In addition, it is important to replace aging VMware servers to effectively support virtualization which allows the Information Technology



Department to run more than one (1) virtual system on a single server. The resulting benefits include economies of scale and greater efficiency.

On August 18, 2022, MTS issued an Invitation for Bid (IFB) to procure ten (10) HPE Configuration-to-Order (CTO) servers for the CCTV server refresh (Group A) and one (1) frame (chassis) with six (6) blade servers for the VMware server refresh (Group B). The servers were to include a 60-month support license with call center troubleshooting.

A total of four (4) bids were received on the due date of September 14, 2022. Below is a summary of the bids received, inclusive of delivery charges and CA sales tax:

<b>Bidder Name</b>	<b>Disadvantage Business Enterprise (DBE) Small Business (SB) Minority Business Enterprise (MBE) Certifications</b>	<b>Overall Bid Total</b>
Nth Generation	None	\$603,967.01
Draycor Inc.	None	\$742,864.65
Logix Service, Inc.	SB & DBE	\$790,469.24
Hypertec USA, Inc.	None	\$3,199,443.34
<i>MTS Independent Cost Estimate (ICE)</i>		<i>\$862,444.00</i>

MTS staff has deemed Nth Generation Computing, Inc. the lowest responsive and responsible bidder and the bid submitted has been determined to be fair and reasonable by a comparison of bids received and MTS's ICE.

Therefore, staff recommends that the MTS Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc No. G2641.0-22 with Nth Generation Computing, Inc. for the provision of HPE server equipment and maintenance support in the amount of \$603,967.01.

/S/ Sharon Cooney  
Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

Attachments: A. Draft Agreement MTS Doc. No. G2641.0-22  
B. Bid Price Form



# Metropolitan Transit System

**STANDARD AGREEMENT  
FOR  
MTS DOC. NO. G2641.0-22  
HPE SERVER REFRESH**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 in the State of California by and between San Diego Metropolitan Transit System (“MTS”), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Nth Generation Computing, Inc. Address: 17055 Camino San Bernardo  
San Diego, CA 92127

Form of Business: Corporation  
 (Corporation, Partnership, Sole Proprietor, etc.) Email: [bids@nth.com](mailto:bids@nth.com)

Telephone: (858) 451-2383

Authorized person to sign contracts Joyce Russell EVP/CFO  
 Name Title

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

The contract term is for the initial equipment purchase with an expected deliver three months after purchase order (PO) issuance and order confirmation with (5) years of support effective November 1, 2022 through October 31, 2027.

Payment terms shall be net 30 days from invoice date. The total cost of this contract (inclusive of CA 7.75% sales tax) shall not exceed \$603,967.01 without the express written consent of MTS.

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





**GROUP A - CCTV SERVER REFRESH - BID FORM**

MTS DOC. NO. G2641.0-22

**Bidder Name: Nth Generation Computing, Inc.**

Cooperative Purchasing Program ref. number: (e.g.GSA, NASPO, CMAS, OMNI reference) if applicable: \_\_\_CA NASPO ValuePoint Contract #7-15-70-34-002.

\*Please specify the reference number of the Cooperative Purchasing Agreement used as the basis of your bid (if applicable).

ITEM	PART NUMBER	ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	EXT. PRICE	
1	P19718-B21	HPE ProLiant DL380 Gen10 12LFF NC Configure-to-order Server	10	EA	\$ 1,332.00	\$ 13,320.00	
2	P19718-B21 ABA	HPE DL380 G10 CTO Mod-X 12LFF WO NIC	10	EA	\$ -	\$ -	included
3	P23549-L21	Intel Xeon-Silver 4210R (2.4GHz/10-core/100W) FIO Processor Kit for HPE ProLiant DL380 Gen10	10	EA	\$ 655.00	\$ 6,550.00	
4	P00920-B21	HPE 16GB (1x16GB) Single Rank x4 DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit	20	EA	\$ 510.00	\$ 10,200.00	
5	P00920-B21 OD1	Factory Integrated	20	EA	\$ -	\$ -	included
6	826687-B21	HPE DL38X Gen10 2SFF Premium HDD Front NVMe or Front/Rear SAS/SATA Kit	10	EA	\$ 222.00	\$ 2,220.00	
7	826687-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
8	P18422-B21	HPE 480GB SATA 6G Read Intensive SFF SC Multi Vendor SSD	20	EA	\$ 449.00	\$ 8,980.00	
9	P18422-B21 OD1	Factory Integrated	20	EA	\$ -	\$ -	included
10	819201-B21	HPE 8TB SAS 12G Business Critical 7.2K LFF SC 1-year Warranty 512e Multi Vendor HDD	90	EA	\$ 850.00	\$ 76,500.00	
11	819201-B21 OD1	Factory Integrated	90	EA	\$ -	\$ -	included
12	R2U55C	NVIDIA Quadro P2200 Graphics Accelerator for HPE	10	EA	\$ -	\$ -	
13	R2U55C OD1	Factory Integrated	10	EA	\$ -	\$ -	
14	P01366-B21	HPE 96W Smart Storage Lithium-ion Battery with 145mm Cable Kit	10	EA	\$ 126.00	\$ 1,260.00	
15	P01366-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
16	804338-B21	HPE Smart Array P816i-a SR Gen10 (16 Internal Lanes/4GB Cache/SmartCache) 12G SAS Modular Controller	10	EA	\$ 2,681.00	\$ 26,810.00	
17	804338-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
18	629135-B22	HPE Ethernet 1Gb 4-port FLR-T BCM5719 Adapter	10	EA	\$ 288.00	\$ 2,880.00	
19	629135-B22 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
20	865414-B21	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	20	EA	\$ 325.00	\$ 6,500.00	
21	865414-B21 OD1	Factory Integrated	20	EA	\$ -	\$ -	included
22	E5Y43A	HPE OneView for ProLiant DL Server including 3yr 24x7 Support FIO Bundle Physical 1-server LTU	10	EA	\$ 527.00	\$ 5,270.00	
23	867809-B21	HPE Gen10 2U Bezel Kit	10	EA	\$ 54.00	\$ 540.00	
24	867809-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
25	733662-B21	HPE 2U Large Form Factor Easy Install Rail Kit	10	EA	\$ 140.00	\$ 1,400.00	
26	733662-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
27	826706-B21	HPE DL380 Gen10 High Performance Heat Sink Kit	10	EA	\$ 142.00	\$ 1,420.00	
28	826706-B21 OD1	Factory Integrated	10	EA	\$ -	\$ -	included
29	HU4A6A5	HPE 5Y Tech Care Essential Service	10	EA	\$ -	\$ -	included
30	HU4A6A5 SVN	HPE One View w/1lo Support	10	EA	\$ 162.00	\$ 1,620.00	
31	HU4A6A5 WAH	HPE DL38x Gen10 Support	10	EA	\$ 5,370.00	\$ 53,700.00	
Total Equipment Sub-Total						\$ 219,170.00	
San Diego Sales Tax (7.75%)						\$ 12,698.38	
Shipping						\$ -	included
<b>(BASIS OF AWARD) GRAND TOTAL (All Inclusive of all charges e.g Tax etc.):</b>						\$ 231,868.38	

**BIDDER ACCEPTS RESPONSIBILITY FOR ACCURACY AND PRESENTATION OF THE ABOVE NUMBERS.**



## GROUP B - IAD VMWARE SERVER REFRESH - BID FORM

MTS DOC. NO. G2641.0-22

**Bidder Name: Nth Generation Computing, Inc.**

Cooperative Purchasing Program ref. number: (e.g.GSA, NASPO, CMAS, OMNI reference) if applicable: CA NASPO ValuePoint Contract #7-15-70-34-002.

\*Please specify the reference number of the Cooperative Purchasing Agreement used as the basis of your bid (if applicable).

ITEM	PART NUMBER	ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	EXT. PRICE
1	P06011-B21	HPE Synergy 12000 Configure-to-order Frame with 10x Fans	1	EA	\$ 6,355.00	\$ 6,355.00
2	P22139-B21	HPE Synergy 480 Gen10 Plus Base Chassis Configure-to-order Compute Module	6	EA	\$ 2,357.00	\$ 14,142.00
3	P36924-B21	Intel Xeon-Gold 5318Y 2.1GHz 24-core 165W Processor for HPE	12	EA	\$ 2,038.00	\$ 24,456.00
4	P06035-B21	HPE 64GB (1x64GB) Dual Rank x4 DDR4-3200 CAS-22-22-22 Registered Smart Memory Kit	72	EA	\$ 1,885.00	\$ 135,720.00
5	P36676-B21	HPE Synergy 480 Gen10 Plus without Drive Front Cage Kit	6	EA	\$ 190.00	\$ 1,140.00
6	P21410-B21	HPE NS204i-d Gen10 Plus NVMe PCIe3 x4 M.2 OS Boot Device	6	EA	\$ 1,246.00	\$ 7,476.00
7	876449-B21	HPE Synergy 4820C 10/20/25Gb Converged Network Adapter	6	EA	\$ 641.00	\$ 3,846.00
8	P13771-B21	HPE Trusted Platform Module 2.0 Gen10 Plus Black Rivets Kit	6	EA	\$ 59.00	\$ 354.00
9	872108-B21	HPE Gen10 TPM 1.2 FIO Setting	6	EA	\$ 1.00	\$ 6.00
10	P37274-B21	HPE Synergy 480 Gen10 Plus CPU Front Heat Sink Kit	6	EA	\$ 288.00	\$ 1,728.00
11	P37275-B21	HPE Synergy 480 Gen10 Plus CPU Rear Heat Sink Kit	6	EA	\$ 321.00	\$ 1,926.00
12	867796-B21	HPE Virtual Connect SE 100Gb F32 Module for Synergy	2	EA	\$ 14,352.00	\$ 28,704.00
13	882251-B21	HPE Synergy 100GbE/4x25GbE/4x32GbFC QSFP28 Transceiver	4	EA	\$ 3,862.00	\$ 15,448.00
14	876852-B21	HPE Synergy 4-port Frame Link Module	2	EA	\$ 1,354.00	\$ 2,708.00
15	798096-B21	HPE 6x 2650W Performance Hot Plug Titanium Plus FIO Power Supply Kit	1	EA	\$ 2,696.00	\$ 2,696.00
16	804938-B21	HPE Synergy Frame Rack Rail Kit	1	EA	\$ 131.00	\$ 131.00
17	804943-B21	HPE Synergy Frame 4x Lift Handles	1	EA	\$ 99.00	\$ 99.00
18	872957-B21	HPE Synergy Composer2 Management Appliance	2	EA	\$ 3,810.00	\$ 7,620.00
19	R3P67AAE	HPE Synergy 32Gb Fibre Channel Upgrade E-LTU	2	EA	\$ 1,830.00	\$ 3,660.00
20	453154-B21	HPE BladeSystem CClass Virtual Connect 1G SFP RJ45 Transceiver	2	EA	\$ 260.00	\$ 520.00
21	845406-B21	HPE 100Gb QSFP28 to QSFP28 3m Direct Attach Copper Cable	2	EA	\$ 418.00	\$ 836.00
22	HU4A3A5 ZVS	HPE SY480 Gen10 Plus Support	6	EA	\$ 8,061.00	\$ 48,366.00
23	HU4A3A5 WJN	HPE Synergy 1200 Frame Supp	1	EA	\$ 4,202.00	\$ 4,202.00
24	HU4A3A5 Z1Q	HPE Synergy Composer2 Support	2	EA	\$ 1,886.00	\$ 3,772.00
25	HU4A3A5 Z1R	HPE Synergy VC SE 100Gb F32 Module Supp	2	EA	\$ 4,492.00	\$ 8,984.00
26	K2Q47A	HPE Multi Fiber Push On to 4 x Lucent Connector 15m Cable	4	EA	\$ 684.00	\$ 2,736.00
27	487655-B21	HPE BladeSystem c-Class 10GbE SFP+ to SFP+ 3m Direct Attach Copper Cable	1	EA	\$ 174.00	\$ 174.00
28	HA124A1 5ZM	HPE Synergy First Frame Startup SVC	1	EA	\$ 11,201.00	\$ 11,201.00
29	H5UP2A1 003	HPE DC 50 Pack Integrat and Depl SVC	1	EA	\$ 13,034.00	\$ 13,034.00
Total Equipment Sub-Total						\$ 352,040.00
San Diego Sales Tax (7.75%)						\$ 20,058.63
Shipping						\$ -
<b>(BASIS OF AWARD) GRAND TOTAL (All Inclusive of all charges e.g Tax etc.):</b>						<b>\$ 372,098.63</b>

**BIDDER ACCEPTS RESPONSIBILITY FOR ACCURACY AND PRESENTATION OF THE ABOVE NUMBERS.**

# BID SUMMARY

HPE Server Refresh  
MTS Doc No G2641.0-22

		Nth Generation
<b>Group A - CCTV Server Refresh</b>		
<b>Group A Subtotal</b>	\$	219,170.00
<b>Sales Tax</b>	\$	12,698.38
<b>Shipping</b>	\$	-
<b>Group B - VMWare Server Refresh</b>		
<b>Group B Subtotal</b>	\$	352,040.00
<b>Sales Tax</b>	\$	20,058.63
<b>Shipping</b>	\$	-
<b>Overall Total</b>	<b>\$</b>	<b>603,967.01</b>





**Metropolitan  
Transit  
System**

**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/06/22**

## **Agenda Item No. 10**

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS

October 20, 2022

**SUBJECT:**

TRACTION POWER SUBSTATION (TPSS) YARD #2 AND YARD #4 – ENGINEERING  
DESIGN SERVICES – WORK ORDER

**RECOMMENDATION:**

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA354-AE-04 (in substantially the same format as Attachment A) under MTS Doc. No. PWL354.0-22 with Mott MacDonald (MM) in the amount of \$224,069.22 to provide design services for electrical load capacity analysis to address the underlying causes, and prevent future recurrences of thermal overload failures to the TPSS Yard # 2 and Yard # 4.

**Budget Impact**

The total budget for this project will not exceed \$224,069.22. This project is funded by the Capital Improvement Project (CIP) 2005118601 – Substation Replacement.

**DISCUSSION:**

Within MTS's light-rail maintenance yard, there are several TPSS that power the trolleys. On December 1, 2021, two (2) rectifier-transformers burned up due to the thermal overload failure at the Yard #2 TPSS. On January 14, 2022, using the direct award method, MTS issued Work Order, WOA1951-AE-74 (refer to Attachment B), to MM under MTS Doc. No. G1951.0-17 in the amount of \$97,654.80 to provide engineering services to evaluate the thermal overload failure. MM has completed its evaluation and has recommended more study and design to fully address the thermal overloading.

Since the issuance of Work Order WOA1951-AE-74, MTS has entered into a new master Architectural and Engineering (A&E) agreement, PWL354.0-22, with MM, as the previous agreement has expired. Thus, additional design services for this project need to be issued under the new AE master agreement.



Further, staff would like to address Yard #4 TPSS, which has been de-commissioned for many years. Staff would like to re-commission Yard #4 TPSS to ensure there is adequate electrical load capacity in the yard.

Under this proposed WOA354-AE-04, MM would provide conceptual system modifications and upgrades that include alternating current (AC) coordination studies for both Yard #2 TPSS and Yard #4 TPSS, development of TPSS model and simulations, DC capacity and short circuit studies, develop TPSS and OCS system recommendations, and a final report describing MM's findings. This work is necessary to ensure that future system failures are averted, so as not to disrupt trolley operations and services.

On September 15, 2021, MTS issued a solicitation for On-Call A&E Design Services by Requesting Statements of Qualifications (RFSQ) from firms with expertise in a variety of A&E design and related consulting services separated into the following three (3) categories:

- Category A: Comprehensive/Full Service - Five (5) prime contracts
- Category B: Small Business (SB) Set Aside - Three (3) prime contracts awarded to a certified SB or a Disadvantage Business Enterprise (DBE) certified firm (which is also considered to be an SB)
- Category C: Specialty Prime – Up to Five (5) specialty service contracts

As a result of the RFSQ, seven (7) firms were selected to perform various A&E services. For projects requiring A&E Services, work orders will be issued to these firms.

MTS staff reviewed the approved A&E firms in Category A, and utilizing a direct award process, selected MM to perform the requisite services since MM had previously completed an evaluation of the thermal overload failures to the TPSS Yard #2. After a thorough review by the committee members, the total estimated cost of \$224,069.22 was determined to be fair and reasonable. For this Work Order, MM will not utilize subcontractors.

Therefore, staff recommends that the Board of Directors authorize the CEO to Work Order No. WOA354-AE-04 (in substantially the same format as Attachment A) under MTS Doc. No. PWL354.0-22 with MM in the amount of \$224,069.22 to provide design services for electrical load capacity analysis to address the underlying causes, and prevent future recurrences of thermal overload failures to the TPSS Yard #2 and Yard #4.

/S/ Sharon Cooney  
Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [Sharon.Cooney@sdmts.com](mailto:Sharon.Cooney@sdmts.com)

Attachments: A. Draft Work Order MTS DOC No. WOA354-AE-04  
B. Executed Work Order WOA1951-AE-74, to MTS Doc No. G1951.0-17



# Metropolitan Transit System

October 20, 2022

MTS Doc. No. PWL354.0-22  
Work Order No. WOA354-AE-04

Mr. Farhad Nourbakhsh  
Vice President  
Mott MacDonald, LLC  
401 B Street, Suite 1520  
San Diego, CA 92101

Dear Mr. Nourbakhsh:

Subject: WORK ORDER WOA354-AE-04, TO MTS DOC. NO. PWL354.0-22, GENERAL  
ENGINEERING SERVICES FOR MTS YARD ISSUES

This letter shall serve as our agreement for Work Order WOA354-AE-04 to MTS Doc. No. PWL354.0-22, for engineering services for MTS Yard Issues.

### SCOPE OF SERVICES

Provide design services for electrical load capacity analysis to address the underlying causes, and prevent future recurrences of thermal overload failures to the TPSS Yard #2 and Yard #4. Work provided under this Work Order will be performed in accordance with the attached Scope of Services (Attachment A).

### SCHEDULE

The Scope of Services, as described above, shall be for a period of four (4) months from the date of the Notice to Proceed.

### PAYMENT

Payment shall be based on actual costs in the amount not to exceed \$224,069.22 without prior authorization of MTS (Attachment B).

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

Sincerely,

Accepted:

Sharon Cooney  
Chief Executive Officer

\_\_\_\_\_  
Mr. Farhad Nourbakhsh, Vice President  
Mott MacDonald, LLC

Date: \_\_\_\_\_

Attachments: A - Scope of Services  
B - Negotiated Fee Proposal



**ATTACHMENT A  
SCOPE OF SERVICES**

**WORK ORDER TITLE: MTS - Yard Issues**

**I. PROJECT DESCRIPTION**

Light rail service in San Diego (also referred to as "The Trolley") is operated by San Diego Trolley, Inc. (SDTI), a subsidiary of Metropolitan Transit System (MTS), on four lines with a total of 62 stations and 65 miles of rail.

The MTS Trolley system has two light-rail maintenance yards for the electrified trolley system known as Yard A and Yard C. Both these facilities are located near the MTS HQ.

The mainline interface to Yard A is via three consecutive track connections to the Blue line (between Imperial Junction and Barrio Logan substations) and one-track connection on the Green line between 12th & Imperial and Gaslamp Quarter Station.

The associated traction power substation that supports the mainline tracks are Imperial Junction TPSS and Barrio Logan

TPSS (for the Blue Line) and Imperial Junction TPSS and Front Street A&B TPSS (for the Green Line). The MTS Yard A maintenance facility is sectioned into three separate areas that are fed by three separate DC breakers (and associated feeders) from the Yard 2 TPSS. These three separate DC supplies have associated separate disconnect switches that are mounted locally on the OCS poles.

This work order is a continuation of the work being completed under MTS - Yard Issues Work Order WOA1951-AE-74.

**II. EXPECTED RESULTS**

MTS have requested for Mott MacDonald's (MM) assistance in providing system solutions to a thermal overload failure that resulted in the rectifier-transformer at the Yard 2 TPSS being taken off-line. MM is to evaluate the circumstances of the events to-date and provide conceptual system modifications and upgrades to address the underlying causes and to prevent future recurrences of failure.

**III. SCOPE OF WORK**

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

**Task 1.0 Project Management and Coordination**

This task includes management and administration activities that will be provided by the Consultant consistent with the technical scope of services and with the requirements of MTS. Project Management includes the management and leadership effort required to successfully guide the team through the scope of services. Project Management also includes meeting Mott MacDonald's assurance and quality control (QA/QC) process to ensure that deliverables are correct, timely and appropriate. The Consultant team's Project Manager (PM) will be the single point of contact with MTS regarding task administration and will be responsible for all aspects of the project, including the quality of the design and the delivery of the project milestones within schedule and budget.

Assumptions:

- The scope described above is currently being completed under MTS Work Order WOA1951-AE-74. This work order extends the duration of this task to cover the anticipated time required to complete the additional modeling and analysis work described in Task 3, which is four months.

### **1.1 Project Administration**

Consultant will perform administrative functions associated with the on-going management of the contract Work Order as it relates to the work herein. Activities include but are not limited to routine contract administration, setting up four team meetings, preparing meeting agendas, taking and distributing meeting minutes, developing and tracking action items, scheduling activities, reproducing and distributing deliverables, monitoring budget and task order closeout, among other activities.

*Assumptions:*

- *The scope described above is currently being completed under MTS Work Order WOA1951-AE-74. This work order extends the duration of this task to cover the anticipated time required to complete the additional modeling and analysis work described in Task 3, which is four months.*

### **1.2 Project Controls**

Consultant will monitor and report budget, schedule, and technical performance. Consultant shall prepare and distribute monthly project status reports.

*Assumptions:*

- The scope described above is currently being completed under MTS Work Order WOA1951-AE-74. This work order extends the duration of this task to cover the anticipated time required to complete the additional modeling and analysis work described in Task 3, which is four months.

### **1.3 Quality Assurance**

Consultant will define planned and systematic actions that provide adequate confidence to Consultant management and MTS that an activity or service consistently fulfills the requirements for its intended purpose and the quality standards of MTS. Quality review shall be provided by competent individuals to ensure adequacy of reports and deliverables consistent with professional formats.

*Assumptions:*

- The scope described above is currently being completed under MTS Work Order WOA1951-AE-74. This work order extends the duration of this task to cover the anticipated time required to complete the additional modeling and analysis work described in Task 3, which is four months.

### **Task 2.0 Short Term Solutions**

No additional work included in this work order.

### **Task 3.0 Intermediate Solutions**

The scope for this task includes the following items and the related deliverables:

#### **3.1 AC Coordination Study**

Conduct an AC Coordination Study to confirm adequate protection in support of obtaining an additional SDG&E feed to allow Yard 4 substation to be brought online. Technical memo to be provided to summarize output of AC Coordination Study, including short circuit study, AC breaker protection settings and evaluation suitability of existing breakers. An arc flash study is not included in this memo.

*Assumptions:*

- It is assumed that MTS will provide the necessary information pertaining to existing and planned MTS systems and will coordinate with SDG&E to provide necessary information to support this effort. Mott MacDonald to submit a formal information request summarizing the necessary information. Required information is expected to include but is not limited to fault currents from SDG&E and previous Yard 4 breaker settings.

### 3.2 Development of Traction Power Model and Simulation Runs

Develop a traction power simulation model of Yard A and surrounding mainline in TRAIN, MM's in-house traction power simulation and analysis program. The model will be developed using the vehicle that will create the highest anticipated load. See Appendix A for all required input data.

- Review data received from MTS, including data for the MTS fleet vehicle with the highest load, track and catenary data for the yard and adjacent mainline sections, traction power sub-station (TPSS) data for all substations feeding into the sections being studied, configurations of all new and refurbished substations, and any available transformer and substation reports.
- Conduct a workshop with MTS to confirm the data received and agree upon any assumptions to be made and operational scenarios to be evaluated.
- Conduct a presentation of output data from TRAIN and issue the corresponding technical report.
- Incorporate data, findings, and agreed upon assumptions into TRAIN model.
- Run the simulations using the developed TRAIN model to evaluate a maximum of four different operational scenarios with the configuration agreed upon by MTS to support recommissioning of Yard 2 Traction Power Supply System (TPS) and introduction of Yard 4 TPS.
- Conduct a substation sizing study to evaluate replacement of existing Yard Substations 2 and 4 with a future single unit to suit future loading. MTS to provide a future Yard operating scenario to use as a basis for evaluating the substation load demand. The sizing study output will include:
  - 1) Transformer/rectifier rating
  - 2) Substation building footprint
  - 3) Options for substation building locations located within MTS Yard property limits

Consultant to include a summary of the substation sizing recommendations in the simulation technical report.

Assumptions:

- MTS will provide all input data described in Appendix A to the MM design team. MM will not finalize TRAIN model until all input data is received and verified.
- MM will not begin operational simulations until TRAIN model is confirmed per previous bullet and operational assumptions are agreed upon by MTS.
- It is assumed that MTS will provide the necessary information pertaining to existing and planned MTS systems. Mott MacDonald to submit a formal information request summarizing the necessary information.

### **3.3 DC Coordination and Short Circuit Study (MATLAB Model)**

Conduct a DC coordination and short circuit study, including updating the MATLAB model for the short circuit study undertaken as part of Work Order WOA1951-AE-74 Task 2 for the agreed TPS configuration. Mott MacDonald to produce a technical memo to summarize the DC coordination and short circuit study results.

Assumptions:

- It is assumed that MTS will provide the necessary information pertaining to existing and planned MTS systems. Mott MacDonald to submit a formal information request summarizing the necessary information.

### **3.4 Develop Traction Power Recommendations**

Analyze the simulation results to develop recommendations for final feeding configurations to suit desired positive and negative sectionalization of Yard A and the mainline. The recommended configuration will maximize mainline and yard operational capacity under safe and stable operating conditions.

### **3.5 Develop Catenary Recommendations**

Develop recommendations for catenary improvements to support the traction power updates and to address any identified weak points within the existing catenary installation. Provide recommendations for as-built drawing updates based on existing MTS documentation and field observations.

Recommendations to be summarized in a catenary technical memo, including redlines of existing MTS documentation as necessary to define as-built updates.

### **3.6 Presentation to MTS**

Present the findings of the simulations and the recommended actions to MTS. This task includes the preparation of a short Powerpoint presentation summarizing the results and meeting attendance.

### **3.7 Prepare Reports**

Prepare the corresponding reports and recommendation drawings for review and comment. Section VI. SCHEDULE OF SERVICES / MILESTONES / DELIVERABLES lists all deliverables that will be prepared under this task.

## **IV. PERIOD OF PERFORMANCE**

The period of performance shall be as follows:

Task 1.0 – NTP+4 months

Task 3.0 – NTP+4 months

## **V. DELIVERABLES**

The intermediate recommendations and findings under Task 3.0 shall be provided to MTS within the timeframe for Task 3.0 outlined in Schedule of Services/ Milestones/ Deliverables and shall be transmitted prior to the presentation. Following the presentation, MTS shall provide formal comments



within 7 days, and MM shall address the comments and finalize the reports and recommendations within 7 days.

**VI. SCHEDULE OF SERVICES/MILESTONES/DELIVERABLES**

See Project Schedule as shown in Attachment C.

or

A. Tasks Schedule

<b>Task</b>	<b>Begin/End Dates</b>
1.0 Project Management and Coordination	NTP / Completion of work
2.0 Short Term Solutions	N/A
3.0 Intermediate Solutions	NTP / NTP + 4 months

B. Milestones/Deliverables Schedule

<b>Milestone/Deliverable</b>	<b>Due Date</b>
<u>Task 1.0</u> Meeting agendas, meeting minutes, action items, updated project schedule, progress reports, QA/QC documentation	Monthly
<u>Task 2.0</u> No work under this amendment	N/A
<u>Task 3.0</u> AC Coordination Study Technical Memo, DC Coordination and Short Circuit Study Technical Memo, Catenary Technical Memo, and TRAIN Simulation Results Technical Report	4 months

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

Vehicle, track, catenary and TPSS data as described under the scope items and in Appendix A. Regular updates regarding active TPSS performance.

**VIII. SPECIAL CONDITIONS**

The scope of this work order does not include updates to as-built drawings or the preparation of engineering plans, specifications, and cost estimates for the recommended upgrades.

**IX. MTS ACCEPTANCE OF SERVICES:**

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

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

**X. DEFICIENT WORK PRODUCT:**

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

- Revising provided documents

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

**XI. DELIVERABLE REQUIREMENTS**

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

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

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

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

**XII. PRICING**

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

**XIII. ADDITIONAL INFORMATION**

List additional information as applicable to the specific Work Order scope of services.

**XIV. PREVAILING WAGE**

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

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


# A. APPENDIX A – MODELING METHODOLOGY AND REQUIRED INPUT DATA

The Mott MacDonald design team will build a model of the traction power system and analyze its performance under various operational scenarios using their proprietary, in-house traction power simulation software known as TRAIN. The team will use MATLAB for the DC coordination and short circuit study. The following summarizes the general methodology and necessary data for conducting the TRAIN and MATLAB modeling.

## Vehicle Data

A complete model of the MTS traction system (for the section being simulated) will need to be built in TRAIN before the traction simulations can be performed. The extent of the TRAIN model will accommodate for two substations bordering the substations of interest. The study will be focused on the Green and Blue Line from the perspective of stub end feeding and by-pass feeding from the green to the blue lines. For the rolling stock, input data to TRAIN is as follows:

### Rolling Stock data

- Train mass, length, auxiliary power and rotating mass factor
- Acceleration and deceleration rates, including jerk rate if applicable.
- Train motor characteristics (braking and motoring) including how the performance varies with varying line voltage
- Train resistance to motion curves (inside and outside of tunnels)
- Passenger movement on and off trains at stations

Confirmation will be required from MTS on which type of rolling stock will be modeled. Note that the MM budget has included for modelling of one vehicle type only: the simulation of more than one vehicle type would lead to an increase in costs.

## Wayside Data

For the infrastructure model in TRAIN, the following inputs would be required for all lines, prior to the commencement of this study

### Line data

- Track layout
- Station positions
- Speed limits
- Gradients
- Signaling data
- Timetable (or trains per hour to model)
- Junction modelling characteristics including clearance times and distances
- OCS electrical properties including what wear to model
- Running rail electrical properties including rail to ground resistance and any negative return feeders and cross bond information.

### TPSS data

- Number and size of transformer rectifiers
- Number, size and length of track feeders and negative return cables
- No load and nominal voltage
- Position of track feeder connections
- Normal sectioning diagram

It is anticipated that a workshop will be carried out with the MTS team to agree on:

- input data to the model,
- assumptions to be made for the modelling
- rolling stock to be modelled
- service perturbations to be modelled

To ensure that the input data received and any associated assumptions to the input data are consistent with MTS's expectations the information gathered and concluded at the workshop will be collated and submitted to MTS for either further discussions or confirmation. The confirmation of scope may include requirement for more effort than currently envisaged: Mott MacDonald will confirm or adjust the price ceiling, with MTS agreement, at this point.

### **Preliminary Model Construction Assumptions**

The preliminary assumptions used during TRAIN model construction are as follows:

- Simulation studies will be conducted over a 3.5-hour simulation window with the use of the peak service frequency (which is understood to correspond to a 7.5-minute service frequency on the blue line).
- It is understood that the Normal operating condition shall have All TPSS in operation and for Contingency operations one TPSS will be taken out of service, by-pass feeding would have Tie Switches closed and DC Breakers Open.
- MM will, as part of the data gathering exercise, confirm with MTS that no additional service perturbations of Train bunching scenarios are envisaged for modelling.
- The traction power system will be evaluated using the criteria given in the relevant engineering standards and on the criteria given in the MTS Specifications.
- The simulation study will accommodate for a zone of influence of a minimum of two TPSSs between the mainline and Yard A traction electrification system.
- All simulation studies will be carried out with regenerative braking disabled. Clarification will be required from MTS on this issue.

### **Run Simulations**

Outputs from the TRAIN program will include:

Plots - Virtually anything about any train, substation, or line to be plotted out of the TRAIN program throughout the simulation. Typical plots from a simulation include:

- OCS maximum and minimum voltage against stationing;
- Running rail maximum touch voltage against stationing;
- TPSS busbar voltage against time
- TPSS instantaneous rectifier current against time;
- TPSS RMS (over any time period) rectifier current vs time;
- TPSS instantaneous track feeder current against time;
- TPSS RMS (over any time period) track feeder current vs time

Individual Values - The simulations will take cognizance of the following specific outputs:

- Worst-Case 15 Minute RMS Power Demand
- Worst-Case Minimum and Maximum Instantaneous Train Voltage
- Worst-Case Maximum Rail to Ground Voltage
- Worst-Case Transient and Steady State Contact Wire Temp
- Worst-Case Transient and Steady State Messenger Wire Temp
- Worst-Case Positive and Negative Feeder Cable Temperature

The output of the simulation studies and conclusions drawn will be subject to a peer review / independent checking by MM traction power staff independent of the project and the modelling.

### **Findings**

Following a review and analysis of the simulation outputs, Mott MacDonald will prepare a simulation report which encompasses the findings/conclusions from the study and any recommendations envisaged. The findings of the first stage of modeling will be presented to MTS in the form of a PowerPoint presentation. Mott MacDonald will prepare presentation materials and will participate in any MTS discussions that are required for refinement of the model.

MM will conduct a final set of simulation runs based on the output of MTS presentation / workshop of the simulation findings

## B. APPENDIX B – INITIAL FINDINGS

From the initial information provided by MTS, and from the field investigations undertaken by MM on 12/6/2021 and 12/7/2021, the following history and observations have been noted.

### TPSS History

The sequence of events associated with the loss of the Yard rectifier-transformer (as detailed by MTS) is listed below:

- 10/16, Yard 2 substation AC main tripped, 172-3 tripped transformer overtemp 2nd stage.
- 10/17, Yard tied into mainline, Yard 2 offline
- 10/18, Yard 2 when placing online blew the transformer.
- 10/20, Yard 2 transformer grounded, Tagged out, locked out
- 10/26, started repairs
- 11/3 and 11/4, continued work on Yard 2
- 11/8, did a complete inspection of all safety devices in Yard 2, everything tested good
- 11/10, placed Yard 2 online. Total of 6 feeder switches closed and PVC cone removed
- Sub Status: Online feeding/ tie through (Front St./ Imperial Junction Transfer/ Barrio)
- 11/18, isolated mainline feeding yard, Yard 2 supplying yard
- 11/19, powered down Yard A for contractor maintenance in the yard
- 11/25, blew second transformer, only putting out 315 volts
- 12/8, meggered transformer
- 12/9, removed transformer from Yard 2 for rewind

### Evaluation of Existing OCS Configuration and Connections

On 12/6/21 and 12/7/21, a field walk was taken to evaluate the existing OCS condition, and develop an accurate understanding of the as-built installation. Having been briefed on the temporary jumper configuration, special attention was paid to the regions where the jumpers have been installed, with a focus on the condition of the OCS in those areas. From the discussion prior to the field walk, there was concern that the yard contact wire may be in a state of excessive or accelerated wear, which may be contributing to inordinately high current draw to offset the increased system resistance. At the west yard entrance, toward the Front Street substation, there was indication that the contact wire has been running hot and it appeared scorched. Overheating to the point of annealing is a possibility, which would increase the wire's resistivity. Combined with the small wire cross section and single jumper cable to allow Front Street substation to feed into the yard, the opportunity for a wire failure due to overloading is a serious risk. A previous guy wire failure is symptomatic of this issue, and it must be noted that the repair of that guy wire failure has resulted in a temporary condition of having only single insulation between the mainline and yard contact wire runs. Prior to any alteration to the feeding scheme that might result in these wire runs being on separate electrical circuits, it will be necessary to restore the second level of insulation in the guy wire.

At the east yard entrance, where the incident of extreme arcing took place on the morning of 12/2/21, there were no indications from ground level that the contact wire itself was in a state of disrepair, but wire level inspections are necessary to assess whether any replacements are needed. Similar to the west end, the feed on the east end is being forced through a narrow section of contact wire, with supplemental jumpers to bypass the previous section insulators. This increases the risk of overloaded cables, and requires attention to ensure adequate ampacity within the catenary to allow the substations to meet the yard demands.

In addition to any future changes to the feeding arrangement, it will be advisable to carry out a wire-level inspection throughout the most traveled wire runs. Any aged wire showing significant wear should be replaced, and possibly up-sized if indicated by a load flow study. Likewise, all continuity jumpers at the turnouts should be evaluated to confirm that they are adequately sized to support the demand, and remain in good condition with robust connections. Ground level observations confirmed single jumpers that appears to be appropriately sized, but cycles of overloading and extreme temperatures may have detrimentally affected some of the jumpers, further impacting the ability to effectively distribute power within the overhead system.

#### **Troubleshooting of the Yard Rectifier-Transformer Failure**

It is understood from MTS that they have scheduled for the yard rectifier transformer to be returned back to the supplier (manufacturer) for diagnostics and rewind.

If this transformer can be recovered it provides an opportunity of reusing the Yard 2 TPSS to supplement Option 1 above.

To answer the question as to whether the Yard 2 rectifier transformer can and should be recovered, a full troubleshooting and diagnostic assessment (via electrical testing) is required from the supplier to outline what has caused the failure and how this will be mitigated in the future.

#### **Interaction Between Yard A and Yard C TPSS and Traction Electrification Systems**

It is understood from MTS that there is a pole mounted switch in the yard that enables the Yard A TPSS to be coupled with the Yard C TPSS. This switch is currently open and MTS would prefer to keep the two systems apart (separate). Any future assessments / analysis should therefore treat the two substations as separate unless otherwise directed by MTS.

**ATTACHMENT B  
NEGOTIATED FEE PROPOSAL**



# Work Order Estimate Summary

Att.A, AI 10, 10/20/22

**MTS Doc. No.** PWL354.0-22  
**Work Order No.** WOA354-AE-04  
**Attachment:** B

**Work Order Title:** MTS - Yard Issues

**Project No:**

**Table 1 - Cost Codes Summary (Costs & Hours)**

Item	Cost Codes	Cost Codes Description	Total Costs
1		MTS - Yard Issues	\$224,069.22

Totals = \$224,069.22

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

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	Task 1	Project Management and Coordination	96.0	\$25,691.40
2	Task 2	Short Term Solutions		
3	Task 3	Intermediate Solutions	1,080.0	\$198,377.82
4				
5				
6				

Totals = 1,176.0 \$224,069.22

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

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
				Mott MacDonald, LLC	1,176.0	\$224,069.22

Totals = 1,176.0 \$224,069.22



# Metropolitan Transit System

January 14, 2022

MTS Doc. No. G1951.0-17  
Work Order No. WOA1951-AE-74

Mr. Farhad Nourbakhsh  
Vice President  
Mott MacDonald, LLC  
401 B Street, Suite 1520  
San Diego, CA 92101

Dear Mr. Nourbakhsh:

Subject: WORK ORDER WOA1951-AE-74, TO MTS DOC. NO. G1951.0-17, GENERAL  
ENGINEERING SERVICES FOR MTS YARD ISSUES

This letter shall serve as our agreement for Work Order WOA1951-AE-74 to MTS Doc. No. G1951.0-17, for engineering services for MTS Yard Issues.

### SCOPE OF SERVICES

Provide system solutions to a thermal overload failure that resulted in the rectifier-transformer at the Yard 2 traction power substation (TPSS) being taken off-line. Due to the exigent nature of the services, site visits and data gathering for the project commenced on December 1, 2021. Work provided under this Work Order will be performed in accordance with the attached Scope of Services (Attachment A).

### SCHEDULE

The Scope of Services, as described above, shall be for a period of four (4) weeks from the date of the Notice to Proceed.

### PAYMENT

Payment shall be based on actual costs in the amount not to exceed \$97,654.80 without prior authorization of MTS (Attachment B).

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

Sincerely,

Sharon Cooney  
Digitally signed by Sharon Cooney  
DN: cn=Sharon Cooney, o=San Diego  
Metropolitan Transit System, ou,  
email=sharon.cooney@sdmts.com, c=US  
Date: 2022.02.01 06:28:43 -0800

Sharon Cooney  
Chief Executive Officer

Accepted:

DocuSigned by:  
*Farhad Nourbakhsh*  
63B7A54E0F32482...  
Farhad Nourbakhsh, Vice President  
Mott MacDonald, LLC

Date: 07 February 2022

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



# **ATTACHMENT A SCOPE OF SERVICES**

MTS Doc. No. G1951.0-17

Work Order No. WOA1951-AE-74

**WORK ORDER TITLE: MTS - Yard Issues****I. PROJECT DESCRIPTION**

Light rail service in San Diego (also referred to as "The Trolley") is operated by San Diego Trolley, Inc. (SDTI), a subsidiary of Metropolitan Transit System (MTS), on four lines with a total of 62 stations and 65 miles of rail.

The MTS Trolley system has two light-rail maintenance yards for the electrified trolley system known as Yard A and Yard C. Both of these facilities are located near the MTS HQ.

The mainline interface to Yard A is via three consecutive track connections to the Blue line (between Imperial Junction and Barrio Logan substations) and one-track connection on the Green line between 12th & Imperial and Gaslamp Quarter Station.

The associated traction power substation that supports the mainline tracks are Imperial Junction TPSS and Barrio Logan TPSS (for the Blue Line) and Imperial Junction traction power substation (TPSS) and Front Street A&B TPSS (for the Green Line).

The MTS Yard A maintenance facility is sectioned into three separate areas that are fed by three separate DC breakers (and associated feeders) from the Yard 2 TPSS. These three separate DC supplies have associated separate disconnect switches that are mounted locally on the OCS poles.

**II. EXPECTED RESULTS**

MTS have requested for Mott MacDonald's (MM) assistance in providing system solutions to a thermal overload failure that resulted in the rectifier-transformer at the Yard 2 TPSS being taken off-line. MM is to evaluate the circumstances of the events to-date and provide conceptual system modifications and upgrades to address the underlying causes and to prevent future recurrences of failure.

**III. SCOPE OF WORK**

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

**Task 1.0 Project Management and Coordination**

This task includes management and administration activities that will be provided by the Consultant consistent with the technical scope of services and with the requirements of MTS. Project Management includes the management and leadership effort required to successfully guide the team through the scope of services. Project Management also includes meeting Mott MacDonald's assurance and quality control (QA/QC) process to ensure that deliverables are correct, timely and appropriate. The Consultant team's Project Manager (PM) will be the single point of contact with MTS regarding task administration and will be responsible for all aspects of the project, including the quality of the design and the delivery of the project milestones within schedule and budget.

### **1.1 Project Administration**

Consultant will perform administrative functions associated with the on-going management of the contract Work Order as it relates to the work herein. Activities include but are not limited to routine contract administration, setting up four team meetings, preparing meeting agendas, taking and distributing meeting minutes, developing and tracking action items, scheduling activities, reproducing and distributing deliverables, monitoring budget and task order closeout, among other activities.

### **1.2 Project Controls**

Consultant will monitor and report budget, schedule and technical performance. Consultant shall prepare and distribute monthly project status reports.

### **1.3 Quality Assurance**

Consultant will define planned and systematic actions that provide adequate confidence to Consultant management and MTS that an activity or service consistently fulfills the requirements for its intended purpose and the quality standards of MTS. Quality review shall be provided by competent individuals to ensure adequacy of reports and deliverables consistent with professional formats.

### **Task 2.0 Investigations and Short Term Solutions**

The scope for this task includes field visits as required and requested by MM staff along with investigation into the reported and observed issues with the substations and DC distribution infrastructure. It is anticipated that the specific areas of investigation may develop in response to ongoing findings and events. MM intends to investigate the following activities to support the task of identifying the root causes of the substation issues, and moving towards a safe and reliable interim configuration:

- Evaluate the original condition at time of failure, and the current condition incorporating the measures already implemented to address the substation issues.
- Propose additional upgrades or modifications to the substations and distribution infrastructure to improve the safety and reliability of the system
- Evaluate the relay settings of the DC feeder breakers to assess suitability for the current configuration
- Conduct a preliminary short circuit study to assess the safety of the current configuration

Additional studies, such as an AC coordination study to support bringing the Yard 4 substation online, or an in-depth modeling exercise to accurately capture the dynamic demand of the system, may be warranted based on the findings of this task. Such additional studies would be conducted under a future task order.

Evaluation of the over-load (stage 1 over-temp) issues associated with Yard C will be considered in this task order in terms of identification and evaluation of the underlying causes.

## **IV. PERIOD OF PERFORMANCE**

The period of performance shall be as follows:

Task 2.0 – NTP+3 weeks (for Yard A consideration)

Task 2.0 – NTP+4 weeks (for Yard C consideration)

**V. DELIVERABLES**

The recommendations and findings under Task 2.0 shall be provided to MTS within the timeframe for Task 2.0 outlined in Schedule of Services/ Milestones/ Deliverables. Delivery of these items shall be via Technical Memo.

**VI. SCHEDULE OF SERVICES/MILESTONES/DELIVERABLES****A. Tasks Schedule**

<u>Task</u>	<u>Begin/End Dates</u>
1.0 Project Management and Coordination	From NTP through completion of work
2.0 Short Term Solutions	From NTP through 4 weeks

**B. Milestones/Deliverables Schedule**

<u>Milestone/Deliverable</u>	<u>Due Date</u>
Task 2.0 Recommendation Memo	4 weeks after NTP

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

Vehicle, track, catenary and TPSS data as described under the scope items and in Appendix A. Regular updates regarding active TPSS performance.

**VIII. SPECIAL CONDITIONS**

Not Applicable.

**IX. MTS ACCEPTANCE OF SERVICES:**

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

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

**X. DEFICIENT WORK PRODUCT:**

Throughout the construction management and/or implementation phases associated with the services rendered by the Contractor, if MTS finds any work product provided by Contractor to be deficient and the deficiently delays any portion of the project, Contractor shall bear the full

burden of their deficient work and shall be responsible for taking all corrective actions to remedy their deficient work product including but not limited to the following:

- Revising provided documents

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

**XI. DELIVERABLE REQUIREMENTS**

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

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

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

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

**XII. PRICING**

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

**XIII. ADDITIONAL INFORMATION**

List additional information as applicable to the specific Work Order scope of services.

**XIV. PREVAILING WAGE**

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

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


Attachments: Appendix A - Modeling Methodology and Required Input Data  
Appendix B – Initial Findings

## APPENDIX A – MODELING METHODOLOGY AND REQUIRED INPUT DATA

The following summarizes the general methodology and necessary data for conducting the TRAIN and MATLAB modeling.

### Vehicle Data

A complete model of the MTS traction system (for the section being simulated) will need to be built in TRAIN before the traction simulations can be performed. The extent of the TRAIN model will accommodate for two substations bordering the substations of interest. The study will be focused on the Green and Blue Line from the perspective of stub end feeding and by-pass feeding from the green to the blue lines. For the rolling stock, input data to TRAIN is as follows:  
Rolling Stock data

- Train mass, length, auxiliary power and rotating mass factor
- Acceleration and deceleration rates, including jerk rate if applicable.
- Train motor characteristics (braking and motoring) including how the performance varies with varying line voltage
- Train resistance to motion curves (inside and outside of tunnels)
- Passenger movement on and off trains at stations

Confirmation will be required from MTS on which type of rolling stock will be modeled. Note that the MM budget has included for modelling of one vehicle type only: the simulation of more than one vehicle type would lead to an increase in costs.

### Wayside Data

For the infrastructure model in TRAIN, the following inputs would be required for all lines, prior to the commencement of this study

#### Line data

- Track layout
- Station positions
- Speed limits
- Gradients
- Signaling data
- Timetable (or trains per hour to model)
- Junction modelling characteristics including clearance times and distances
- OCS electrical properties including what wear to model
- Running rail electrical properties including rail to ground resistance and any negative return feeders and cross bond information.

#### TPSS data

- Number and size of transformer rectifiers
- Number, size and length of track feeders and negative return cables
- No load and nominal voltage
- Position of track feeder connections
- Normal sectioning diagram



It is anticipated that a workshop will be carried out with the MTS team to agree on:

- input data to the model,
- assumptions to be made for the modelling
- rolling stock to be modelled
- service perturbations to be modelled

To ensure that the input data received and any associated assumptions to the input data are consistent with MTS's expectations the information gathered and concluded at the workshop will be collated and submitted to MTS for either further discussions or confirmation. The confirmation of scope may include requirement for more effort than currently envisaged: Mott MacDonald will confirm or adjust the price ceiling, with MTS agreement, at this point.

### Preliminary Model Construction Assumptions

The preliminary assumptions used during TRAIN model construction are as follows:

- Simulation studies will be conducted over a 3.5-hour simulation window with the use of the peak service frequency (which is understood to correspond to a 7.5-minute service frequency on the blue line).
- It is understood that the Normal operating condition shall have All TPSS in operation and for Contingency operations one TPSS will be taken out of service, by-pass feeding would have Tie Switches closed and DC Breakers Open.
- MM will, as part of the data gathering exercise, confirm with MTS that no additional service perturbations of Train bunching scenarios are envisaged for modelling.
- The traction power system will be evaluated using the criteria given in the relevant engineering standards and on the criteria given in the MTS Specifications.
- The simulation study will accommodate for a zone of influence of a minimum of two TPSSs between the mainline and Yard A traction electrification system.
- All simulation studies will be carried out with regenerative braking disabled. Clarification will be required from MTS on this issue.

### Run Simulations

Outputs from the TRAIN program will include:

Plots - Virtually anything about any train, substation, or line to be plotted out of the TRAIN program throughout the simulation. Typical plots from a simulation include:

- OCS maximum and minimum voltage against stationing;
- Running rail maximum touch voltage against stationing;
- TPSS busbar voltage against time
- TPSS instantaneous rectifier current against time;
- TPSS RMS (over any time period) rectifier current vs time;
- TPSS instantaneous track feeder current against time;
- TPSS RMS (over any time period) track feeder current vs time

Individual Values - The simulations will take cognizance of the following specific outputs:

- Worst-Case 15 Minute RMS Power Demand

- Worst-Case Minimum and Maximum Instantaneous Train Voltage
- Worst-Case Maximum Rail to Ground Voltage
- Worst-Case Transient and Steady State Contact Wire Temp
- Worst-Case Transient and Steady State Messenger Wire Temp
- Worst-Case Positive and Negative Feeder Cable Temperature

The output of the simulation studies and conclusions drawn will be subject to a peer review / independent checking by MM traction power staff independent of the project and the modelling.

### Findings

Following a review and analysis of the simulation outputs, Mott MacDonald will prepare a simulation report which encompasses the findings/conclusions from the study and any recommendations envisaged.

The findings of the first stage of modeling will be presented to MTS in the form of a PowerPoint presentation. Mott MacDonald will prepare presentation materials and will participate in any MTS discussions that are required for refinement of the model.

MM will conduct a final set of simulation runs based on the output of MTS presentation / workshop of the simulation findings

## APPENDIX B – INITIAL FINDINGS

From the initial information provided by MTS, and from the field investigations undertaken by MM on 12/6/2021 and 12/7/2021, the following history and observations have been noted.

### TPSS History

The sequence of events associated with the loss of the Yard rectifier-transformer (as detailed by MTS) is listed below:

- 10/16, Yard 2 substation AC main tripped, 172-3 tripped transformer overtemp 2nd stage.
- 10/17, Yard tied into mainline, Yard 2 offline
- 10/18, Yard 2 when placing online blew the transformer.
- 10/20, Yard 2 transformer grounded, Tagged out, locked out
- 10/26, started repairs
- 11/3 and 11/4, continued work on Yard 2
- 11/8, did a complete inspection of all safety devices in Yard 2, everything tested good
- 11/10, placed Yard 2 online. Total of 6 feeder switches closed and PVC cone removed
- Sub Status: Online feeding/ tie through (Front St./ Imperial Junction Transfer/ Barrio)
- 11/18, isolated mainline feeding yard, Yard 2 supplying yard
- 11/19, powered down Yard A for contractor maintenance in the yard
- 11/25, blew second transformer, only putting out 315 volts
- 12/8, meggered transformer
- 12/9, removed transformer from Yard 2 for rewind

### Evaluation of Existing OCS Configuration and Connections

On 12/6/21 and 12/7/21, a field walk was taken to evaluate the existing OCS condition, and develop an accurate understanding of the as-built installation. Having been briefed on the temporary jumper configuration, special attention was paid to the regions where the jumpers have been installed, with a focus on the condition of the OCS in those areas. From the discussion prior to the field walk, there was concern that the yard contact wire may be in a state of excessive or accelerated wear, which may be contributing to inordinately high current draw to offset the increased system resistance. At the west yard entrance, toward the Front Street substation, there was indication that the contact wire has been running hot and it appeared scorched. Overheating to the point of annealing is a possibility, which would increase the wire's resistivity. Combined with the small wire cross section and single jumper cable to allow Front Street substation to feed into the yard, the opportunity for a wire failure due to overloading is a serious risk. A previous guy wire failure is symptomatic of this issue, and it must be noted that the repair of that guy wire failure has resulted in a temporary condition of having only single insulation between the mainline and yard contact wire runs. Prior to any alteration to the feeding scheme that might result in these wire runs being on separate electrical circuits, it will be necessary to restore the second level of insulation in the guy wire.

At the east yard entrance, where the incident of extreme arcing took place on the morning of 12/2/21, there were no indications from ground level that the contact wire itself was in a state of disrepair, but wire level inspections are necessary to assess whether any replacements are needed. Similar to the west end, the feed on the east end is being forced through a narrow section of contact wire, with supplemental jumpers to bypass the previous section insulators.

This increases the risk of overloaded cables, and requires attention to ensure adequate ampacity within the catenary to allow the substations to meet the yard demands.

In addition to any future changes to the feeding arrangement, it will be advisable to carry out a wire-level inspection throughout the most traveled wire runs. Any aged wire showing significant wear should be replaced, and possibly up-sized if indicated by a load flow study. Likewise, all continuity jumpers at the turnouts should be evaluated to confirm that they are adequately sized to support the demand, and remain in good condition with robust connections. Ground level observations confirmed single jumpers that appears to be appropriately sized, but cycles of overloading and extreme temperatures may have detrimentally affected some of the jumpers, further impacting the ability to effectively distribute power within the overhead system.

### **Troubleshooting of the Yard Rectifier-Transformer Failure**

It is understood from MTS that they have scheduled for the yard rectifier transformer to be returned back to the supplier (manufacturer) for diagnostics and rewind.

If this transformer can be recovered it provides an opportunity of reusing the Yard 2 TPSS to supplement Option 1 above.

To answer the question as to whether the Yard 2 rectifier transformer can and should be recovered, a full troubleshooting and diagnostic assessment (via electrical testing) is required from the supplier to outline what has caused the failure and how this will be mitigated in the future.

### **Interaction Between Yard A and Yard C TPSS and Traction Electrification Systems**

It is understood from MTS that there is a pole mounted switch in the yard that enables the Yard A TPSS to be coupled with the Yard C TPSS. This switch is currently open and MTS would prefer to keep the two systems apart (separate). Any future assessments / analysis should therefore treat the two substations as separate unless otherwise directed by MTS.

# **ATTACHMENT B**

## **NEGOTIATED FEE PROPOSAL**

# Work Order Estimate Summary

<b>MTS Doc. No.</b>	G1951.0-17
<b>Work Order No.</b>	WOA1951-AE-74
<b>Attachment:</b>	B

**Work Order Title:** MTS - Yard Issues

**Project No:** TBD

**Table 1 - Cost Codes Summary (Costs & Hours)**

Item	Cost Codes	Cost Codes Description	Total Costs
1		MTS - Yard Issues	\$97,654.80

Totals = \$97,654.80

**Table 2 - TASKS/WBS  
Summary (Costs &**

MT

Item	TASKS/WBS	TASKS/WBS Description	Labor Hrs	Total Costs
1	Task 1	Project Management and Coordination	46.0	\$9,982.38
2	Task 2	Investigation and Short Term Solutions	394.0	\$87,672.42
3	Task 3	Intermediate Solutions - Deferred		
4	Task 4	Permanent Solutions/Recommendations - Deferred		
5				
6				

Totals = 440.0 \$97,654.80

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

(If Applicable, Select One)				Consultant	Labor Hrs	Total Costs
DBE	DVBE	SBE	Other			
				Mott MacDonald, LLC	440.0	\$97,654.80

Totals = 440.0 \$97,654.80

# Work Order Estimate Summary

MTS Doc. No.: **G1951.0-17**  
 Work Order No.: **WOA1951-AE-74**

Consultant/Subconsultant: **Mott MacDonald, LLC**

Total Hours = **440**  
 Total Costs = **\$97,654.80**

Attachment: **B**

Work Order Title: **MTS YARD ISSUES**

Item	TASKS/WBS	TASKS/WBS Description	ODCs (See Attachment)	Personnel										Total Hours	Totals		
				Contract Manager	Engineer 4	Engineer 4 (Rail/Systems)	Principal Engineer (Rail and Transit)	Principal Engineer (Rail and Transit)	Principal Engineer (Rail and Transit)	Senior CAD	Senior Project Engineer (Rail/Systems)	Senior Project Engineer (Rail/Systems)	Admin			CAD	
1	Task 1	Project Management and Coordination	N/A	Fairad	Emily	Khushali	Pete	David	David	Kwaku	John	Abe	Cody	Raquel	Jessica		
				4	4	2	2	2	4	4	4	8	8	18	\$3,565.14		
				4	2	2	2	4	4	4	8	8	18	\$3,565.14			
				4	2	2	2	4	4	4	8	8	18	\$2,852.10			
Subtotals (Hours) =				12	6	81	32	6	12	80	16	37	8	16	46	\$9,992.38	
Subtotals (Costs) =				\$3,614.28	\$1,696.50	\$12,384.90	\$9,048.00	\$282.75	\$282.75	\$16,965.00	\$21,636.80	\$1,426.08	\$8,869.64	\$1,917.76	\$1,426.08	394	\$87,672.42
2	Task 2	Investigation and Short Term Solutions	N/A	13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
Subtotals (Hours) =				13	66	81	32	1	60	80	16	37	8	16	394	\$87,672.42	
Subtotals (Costs) =				\$3,916.47	\$8,215.02	\$12,384.90	\$9,048.00	\$282.75	\$16,965.00	\$21,636.80	\$1,426.08	\$8,869.64	\$1,917.76	\$1,426.08	394	\$87,672.42	
3	Task 3	Intermediate Solutions - Deferred	N/A	13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
				13	66	81	32	1	60	80	80	16	37	8	16	394	\$87,672.42
Subtotals (Hours) =				13	66	81	32	1	60	80	16	37	8	16	394	\$87,672.42	
Subtotals (Costs) =				\$3,916.47	\$8,215.02	\$12,384.90	\$9,048.00	\$282.75	\$16,965.00	\$21,636.80	\$1,426.08	\$8,869.64	\$1,917.76	\$1,426.08	394	\$87,672.42	
4	Task 4	Permanent Solutions/Recommendations - Deferred	N/A	25	66	81	38	1	60	92	37	8	32	32	440	\$97,654.80	
				25	66	81	38	1	60	92	37	8	32	32	440	\$97,654.80	
				25	66	81	38	1	60	92	37	8	32	32	440	\$97,654.80	
				25	66	81	38	1	60	92	37	8	32	32	440	\$97,654.80	
Subtotals (Hours) =				25	66	81	38	1	60	92	37	8	32	32	440	\$97,654.80	
Subtotals (Costs) =				\$7,529.75	\$8,215.02	\$12,384.90	\$10,744.50	\$282.75	\$16,965.00	\$24,862.32	\$8,869.64	\$1,917.76	\$2,852.16	\$97,654.80			
Percentage of Total (Hours) =				6%	15%	18%	9%	1%	21%	8%	7%	7%	84%				
Percentage of Total (Costs) =				8%	8%	13%	11%	25%	9%	3%	3%	3%	80%				

**Totals (Summary) =**  
 Total (Hours) = 440  
 Total (Costs) = \$97,654.80  
 Percentage of Total (Hours) = 84%  
 Percentage of Total (Costs) = 80%

Work Order Estimate Summary

Contract No: G1951.0-17  
 Task Order No. WOA1951-AE-74  
 Attachment: B

Consultant/ Subconsultant: Mott MacDonald, LLC  
 Work Order Title: MTS YARD ISSUES

TASKS/WBS (1-5)

ODC Item	Description	Unit	Unit Cost	Task 1 - Project Management and Coordination		Task 2 - Project Management and Coordination		Task 3 - Intermediate Solutions - Deferred		Task 4 - Permanent Solutions/Recommendations - Deferred		Task 5 -	
				Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Travel - Airfare	ea	\$600.00			3	\$1,800.00						
2	Hotels - 3 people, 1 night	ea	\$167.00			3	\$501.00						
3	Per Diem - site visit days	ea	\$64.00			5	\$320.00						
4	Mileage	ea	\$65.00			6	\$390.00						
5													
6													
7													
8													
9													
10													
				Subtotal =		Subtotal =	\$3,011.00	Subtotal =		Subtotal =		Subtotal =	

TASKS/WBS (6-10)

ODC Item	Description	Task 6 -		Task 7 -		Task 8 -		Task 9 -		Task 10 -		Totals	
		Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
1	Travel - Airfare											3	\$1,800.00
2	Hotels - 3 people, 1 night											3	\$501.00
3	Per Diem - site visit days											5	\$320.00
4	Mileage											6	\$390.00
5													
6													
7													
8													
9													
10													
				Subtotal =		Subtotal =		Subtotal =		Subtotal =		Subtotal =	\$3,011.00





DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/6/2022

Agenda Item No. 11

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

October 20, 2022

SUBJECT:

AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT CLIENT CERTIFICATION SERVICES – CONTRACT AWARD

RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to:

- 1) Execute MTS Doc. No. B0742.0-22 (in substantially the same format as Attachment A) with Medical Transportation Management, Inc. (MTM), a Woman Owned Business Enterprise (WBE), for the provision of ADA paratransit client certification services for eight (8) years, for a total of \$5,124,750.47; and
2) Authorize the CEO to exercise at their discretion the option for an additional Customer Care Representative (CCR) position during the term of the contract at a cost of \$430,043.67, for an overall contract total not-to-exceed \$5,554,794.14.

Budget Impact

The total cost of this project shall not exceed \$5,554,794.14. This project is funded by the Regional ADA Certification Operating Budget 856012-571140 as follows:

Table with 5 columns: Year, One-time fixed costs (equipment and startup), Cost for optional Customer Care Representative (CCR), Cost for applications, Total Amount. Rows include Year 1-8, Subtotals, and Grand Total.



DISCUSSION:

The Americans with Disabilities Act of 1990 (ADA) requires public transit operators that provide fixed-route service to provide complementary paratransit service to individuals with disabilities who cannot use fixed-route bus or rail service. MTS contracts with a third-party contractor to assist MTS in the certification of riders on MTS’s complementary paratransit service (also known as MTS Access). This certification process involves potential applicants completing an application, having their medical provider complete a medical certification, and attending an in-person assessment. An eligibility determination is then made based on their functional abilities to use the fixed route system. Eligibility for MTS Access can be classified as Unconditional, Conditional, Trip-by-Trip, Temporary, or Ineligible. If an applicant is not satisfied with their eligibility determination, MTS processes and reviews appeals. MTS also offers a stream-lined process to review eligibility requests from visitors traveling to MTS’s service area. Except for riders with a temporary eligibility or for visitors, applicants are reevaluated every three (3) years for potential recertification. In addition to these certification services, MTS also utilizes a contractor to assist MTS in processing long form applications for seniors, individuals with disabilities and individuals with a Medicare card (SDM) reduced fare program, as well as reviewing applications for the PRONTO EXTEND program.

MTS currently contracts with MTM to perform these ADA Certification Services (See MTS Doc No. G1901.0-16 and related amendments). MTS’s current contract for ADA Certification Services expires on November 30, 2022 and thus MTS seeks to re-solicit these services. MTS Board Policy No. 52, “Procurement of Goods and Services”, requires a formal competitive process for procurements of service contracts over \$100,000.00. On April 5, 2022, MTS issued a Request for Proposals (RFP). A single proposal was received by the due date of May 16, 2022, from MTM.

To ascertain that the solicitation was not restrictive, MTS contacted all the firms that had downloaded the RFP on PlanetBids or had expressed interest, and asked for their reasons for not submitting a proposal. The results indicated they did not submit a proposal due to their own internal business reasons. Therefore, MTS determined that competition was adequate, neither the RFP nor MTS’ procurement processes played a role in their decision not to propose, and staff proceeded with this as a competitive solicitation.

On June 2, 2022 the proposal was evaluated on the following:

Evaluation Criteria	Possible Points
Qualifications of the Firm	40
Staffing, Organization, and Management Plan	20
Work Plan - Understanding of Project and ADA requirements	20
Cost and Price	20
<b>Total Score</b>	<b>100</b>

The selection committee scored MTM’s proposal as follows:

	Technical Score	Cost Score	Total Score
Maximum RFP Points	70.00	30.00	100.00
MTM's Points	54.67	30.00	84.67

MTM's initial proposal was in the amount of \$5,554,794.07, and a separate \$150 each for the cost per appeal. Cost per appeal may vary depending how many appeals are submitted. On June 13, 2022, MTS requested MTM to provide clarifications in order to further evaluate the proposal and to submit a Revised Proposal.

On June 16, 2022, MTM provided their revised proposal at \$5,554,794.14 and eliminated the \$150 cost per appeal by absorbing the cost as part of the monthly cost. By doing so, the cost per month is now all inclusive (application process and any appeals). In addition, MTM's cost proposal also provided the option of a CCR position. MTM proposes to manage the call volume for certification questions using one (1) CCR. If call volume increases, MTM shall notify MTS of the need to add a second CCR position. MTS may exercise the option for the additional CCR position during the term of the contract for a not-to-exceed price of \$430,043.67.

Further cost/price analysis was performed to determine fair and reasonable pricing by comparing with MTS's Independent Cost Estimate (ICE) at \$6,274,635.23 which is 11.47% higher than MTM's proposal, whose costs are in line with market rates. Based on this analysis, staff deems MTM's proposal to be fair and reasonable.

In conclusion, based on MTM's successful history with MTS, and over 13 years' experience with large transit agencies in cities such as Los Angeles, Washington D.C., Austin, and Phoenix, the overall risk assessment is determined to be low.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to:

- 1) Execute MTS Doc. No. B0742.0-22 (in substantially the same format as Attachment A) with MTM, a WBE, for the provision for ADA paratransit client certification services for eight (8) years, for a total of \$5,124,750.47; and
- 3) Authorize the CEO to exercise at their discretion the option for an additional CCR position during the term of the contract at a cost of \$430,043.67, for an overall contract total not-to-exceed \$5,554,794.14.

/S/ Sharon Cooney

Sharon Cooney  
Chief Executive Officer

Key Staff Contact: Julia Tuer, 619.557.4515, [Julia.Tuer@sdmts.com](mailto:Julia.Tuer@sdmts.com)

Attachments: A. Draft Agreement, MTS Doc. No. B0742.0-22  
B. Scope of Work  
C. Cost Form



# Metropolitan Transit System

## STANDARD AGREEMENT FOR MTS DOC. NO. B0742.0-22

### ADA ELIGIBILITY CERTIFICATION SERVICES

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: <u>MTM Transit, LLC</u>	Address: <u>16 Hawk Ridge Circle</u>
	<u>Lake St. Louis MO 63367</u>
	<u>City State Zip</u>
Form of Business: <u>S Corporation</u> (Corporation, Partnership, Sole Proprietor, etc.)	Email: <u><a href="mailto:amacia@mtm-inc.net">amacia@mtm-inc.net</a></u>
Telephone: <u>314-495-4953</u>	
Authorized person to sign contracts	<u>Alaina Macia</u> <u>President and CEO</u>
	<u>Name Title</u>

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

The contract term is for eight (8) years effective December 1, 2022 through November 30, 2030. Payment terms shall be net 30 days from invoice date. The contract amount is \$5,119,585.28, plus the one-time fixed costs of \$5,165.19. When the need is identified by MTM, MTS shall authorize the additional Customer Care Representative (CCR) position, for a not to exceed total cost of \$430,043.67. The total cost of this contract shall not exceed \$5,554,794.14 without the express written consent of MTS.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	MTM TRANSIT, LLC
By: _____ Sharon Cooney, Chief Executive Officer	By _____
Approved as to form:	
By: _____ Karen Landers, General Counsel	Title: _____



# 1. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

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## 1.1. INTRODUCTION

MTS is looking for a Contractor to provide ADA Certification services for eight (8) years, from December 1, 2022 to November 30, 2030.

## 1.2. BACKGROUND

In crafting the Americans with Disabilities Act (ADA), Congress recognized that even when a fixed route transit system is fully accessible, there will be some individuals whose disabilities prevent them from using the system. Congress therefore created a “safety net” to ensure that these individuals have transportation available to them on the same basis as individuals using fixed route systems. The Federal Transit Administration’s (FTA) regulations implementing this requirement to provide “complementary paratransit service” can be found at 49 CFR. Part 37, Subpart F. Complementary paratransit service shall be provided “to the ADA paratransit eligible individuals described in [49 CFR § 37.123(e)].” (See 49 CFR § 37.123(a)).

Eligibility for complementary paratransit is directly related to the functional ability of individuals with disabilities to use fixed route transit services. Eligibility is not based on a diagnosis or type of disability. Individuals with the same diagnosis or disability can have very different functional abilities to use fixed route services. Similarly, eligibility is not based on the type of mobility aids that individuals use. Use of a wheelchair does not imply automatic eligibility, for example, since many individuals who use wheelchairs are able to use fixed route services for many or all of their trips. Nor is ADA paratransit eligibility based on age, income, or whether or not individuals can drive or have access to private automobile transportation. The regulations define criteria for determining whether individuals with disabilities are ADA paratransit eligible based on their ability to use fixed route services. Appendix D to 49 CFR § 37.123 breaks eligibility types into three categories, which are described further in FTA Circular 4710.1, Chapter 9.

FTA Circular 4710.1 can be found here:

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_FTA\\_ADA\\_Circular\\_C\\_4710.1.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_FTA_ADA_Circular_C_4710.1.pdf)

49 CFR Part 37 can be found here:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d315855e2f2c9f940970f4c191349c12&rqn=div5&view=text&node=49:1.0.1.1.27&idno=49>

## 1.3. MTS

MTS is responsible for the planning, developing and the operation of fixed route bus and light rail trolley services, transporting people with physical, cognitive, and visual disabilities on a daily basis within the San Diego area which covers approximately 570 square miles. All MTS buses and trolleys are equipped with features that provide system accessibility, such as low floor easy to board buses and trolleys equipped with lifts/ramps, audio announcements, designated priority seating areas for people with disabilities, enhanced signage, kneeling buses, and hand rails. MTS also provides the MTS Access complementary paratransit service for customers with disabilities who are functionally unable to use the MTS fixed route bus and trolley services.

MTS Access is a public transportation paratransit service only for customers with disabilities who are unable to use the bus or trolley system. Concerns such as age, distance to bus stop,

lack of bus service and overcrowded buses or trolleys, or inconvenience are not the basis of MTS Access eligibility determination. Legal standards for MTS Access eligibility require a finding of a disability and a conclusion that the disability makes the customer unable to use MTS' fixed route services. In some cases, eligibility may be conditional depending on the features/condition of the nearest fixed route boarding and deboarding transit stops. Contractor shall have experience and expertise interpreting the legal standard for complementary paratransit eligibility under Federal law, and shall make accurate eligibility decisions consistent with the ADA and MTS' philosophy.

Complementary paratransit is intended to be comparable to service available on fixed route services, including shared rides and trip times. Complementary paratransit is not an individual taxi service. However, because of its more individual, origin-to-destination nature, MTS Access trips average 2.0 passengers per trip and cost \$45.00 per person/trip as compared to 25 passengers per trip and \$3.00 per person/trip on fixed route. Therefore, in order to serve as many passengers as possible and operate public transit in the most cost-effective way, Contractor shall make a reasoned evaluation of each application and grant eligibility only to those individuals who meet the legal standard. MTS requires contractor to conduct 100% in person assessments with no automatic renewals. Normal certification period is for three years except for Temporary and Visitor certifications.

For more information on MTS Access service, please refer to <http://www.sdmts.com/rider-info/accessibility>.

Future projections are shown in *Attachment 1 – Cost Proposal*. Based on the recent impacts of the COVID-19 pandemic, the approximate number of individuals who may apply for certification or re-certification during the contract term is not definitive but an estimated projected amount.

During calendar year 2019, a total of 2,921 applications were received:

- A. 1,315 were new certifications;
- B. 1,044 were re-certifications;
- C. 562 applications were incomplete.

Of the 2,359 determinations made:

- A. 1,208 were given unconditional eligibility;
- B. 713 were given conditional;
- C. 289 were given temporary;
- D. 149 were found ineligible.

Volumes have dropped approximately 50% since the COVID-19 pandemic began in March 2020. Assessment volumes have returned to near pre-COVID levels. *Attachment 2 shows the data from the most recent six months (June 2021 – November 2021)*.

In the event that the number of completed applications (applications which have been processed and there is no missing/required information) varies by more than fifteen (15%) percent in any fiscal year (July – June) in either direction from MTS' projection, MTS and the Contractor shall negotiate new rates and both parties shall amend the contract in writing.

#### 1.4. GEOGRAPHIC AREA OF RESPONSIBILITY

The Contractor will be responsible for client certification evaluations for the entire service areas in *Attachment 3 - MTS Access Service Area Map*.

#### 1.5. MTS RESPONSIBILITIES

- A. Administering and monitoring contract agreement.
- B. Assisting with training programs for fixed-route service and fare structure information.
- C. Providing maps showing fixed-route service areas by time of day for weekdays, Saturdays, Sundays, and holidays.
- D. Provide the existing application form (*See Attachments 4.1, 4.2, 4.3, 4.4*).
- E. Approval of any modifications to the application form requested by the Contractor.
- F. Approval of the Appeals Board composition.
- G. Paying Contractor per agreement.
- H. Determining compliance with contract requirements.
- I. Final approval of eligibility determinations
- J. Provide office space for assessments to be conducted, including phones and internet connection.
- K. Provide applicant transportation services to assessments if needed per FTA regulations at no cost to applicant.

#### 1.6. CONTRACTOR RESPONSIBILITIES

- A. Establish overall certification procedures which conform to all Department of Transportation (DOT), FTA, and ADA guidelines and requirements.
- B. Establish certification criteria in order to determine in which category the client qualifies: Unconditional, Conditional, Temporary, Visitor, or Not Eligible.
  - i. For more information on the levels of eligibility, please refer to *Attachment 5 - MTS Access Rider's Guide*.
  - ii. MTS may require explanations for any month with an unusual percentage change in any eligibility category
- C. MTS and the Contractor will work together to ensure all appropriate safety measures for staff and applicants are in place.
- D. Provide a certification process which mirrors the following steps:
  - i. Client submits application to Contractor either through mail or online.
  - ii. Contractor reviews application
  - iii. Contractor assists client in scheduling an in-person. Client is responsible for initiating contact with Contractor to schedule assessment.
  - iv. Contractor will conduct in-person assessment to gather relevant information to make an appropriate eligibility determination. This may also include a functional assessment.
  - v. Contractor shall make an eligibility recommendation to MTS within 14 days of the assessment being conducted unless awaiting additional information from the applicant. The 14-day window will commence once all paperwork has been received.
  - vi. MTS shall have two business days to review the eligibility recommendation and shall make one of the following decisions:

- a) MTS agrees with Contractor's determination. The client's certification shall be processed as determined by the Contractor.
  - b) MTS disagrees with Contractor's determination and MTS provides its own determination. MTS shall retain the right of final decision in all eligibility determinations.
  - c) MTS needs more information regarding Contractor's determination.
    - 1. MTS will ask for clarification about the Contractor's decision.
    - 2. Contractor shall respond within one business day with clarifications.
    - 3. MTS and Contractor may have a call to discuss the application.
    - 4. MTS will make a final determination based on the follow up provided by Contractor.
  - vii. If MTS does not review the eligibility recommendation within two business days, the Contractor will complete the client's certification as determined by Contractor to assure compliance with the ADA 21-day regulations.
- E. Make continuing revisions or enhancements to the MTS client certification applications form, subject to MTS' approval, for improved clarity and ease of use.
- F. Reproduce a sufficient number of copies of the MTS certification application form, and any other necessary client information and assume responsibility and costs for distribution to clients requesting a mailed application.
- G. Ensure all written materials are available in alternative formats, as required by the ADA. Examples of alternative formats include large print documents, braille, and voice recordings.
- H. All printed and electronic materials are to be available at the minimum in English and Spanish. Additionally, Contractor must have the ability to produce applications in additional languages upon request.
- I. Ensure the MTS certification application is available online for download and the capability for online submissions by applicant and healthcare provider. Download format should also include large print and in Spanish.
- J. Assist clients and advocates with certification applications. Additionally, applications that are incomplete after 21 days will require a follow-up phone call and offer of assistance. Assistance can also be provided via web demonstration.
- K. Monitor applications for completion. A history of all communications must be tracked in the client's history and available for review online.
- L. Contractor shall provide staff with experience and expertise adequate to approve eligibility decisions consistent with MTS guidelines and ADA/FTA regulations, while ensuring evaluations are completed within the FTA guideline of 21 calendar days upon receipt of a completed application.
- M. Conduct in-person functional assessments on MTS clients that choose to appeal their eligibility determination. These assessments and appeals must be conducted and all actions taken within the 60-day guideline established by the FTA Regulations.
- N. Conduct in-person assessments for 100% of applicants (New and Re-Certifications).



- O. Process certification applications based on submission and professional verification. Contractor shall mail out paper applications to applicants who request them. If necessary, duplicates will also be mailed as needed. The Contractor is responsible for the cost of postage.
- P. Contractor shall establish the capability to accept and store a photo of the applicant. Photos should be passport-style photos, but Contractor shall also be able to receive electronic photos from smart phones, email, the MTS Transit Store, etc. In these cases, contractor shall crop the photo appropriately.
- Q. Establish procedures for the transfer of data to the service operators on a daily basis. This transfer of data shall include, at a minimum, eligibility information and photographs. An electronic data transmission method is preferred.
- R. Store all data electronically. Documents that are not submitted electronically must be scanned or imported into the online database, along with their original signatures, in accordance with the Electronic Signatures in National and Global Commerce Act (ESIGN), then shredded.
- S. Submit documented billings for services on a monthly basis. The Contractor must submit a monthly invoice to MTS by the eight (8<sup>th</sup>) day of each month. The invoice must be accompanied by all of the supporting monthly documents and reports. Late bills will be paid less 2.5% of the invoice total.
- T. Track certification expirations and mail renewal notices to clients with expiring eligibility dates. It is the responsibility of the Contractor to mail out recertification notices 60 days before the applicant's expiration date. The notice will instruct the applicant to either call the toll-free number or go online to begin their recertification process. Once contacted by the recertifying applicant (or representative), a recertification application package will be mailed out. For applicants that submit their original certification documents online, a supplemental recertification notification may be sent by email, but a paper copy must also be mailed. All eligibility determinations need to be made in writing.
- U. Contractor will be responsible for providing an 800-phone number for the program. A new contractor will take possession of the existing 800 number from the current vendor.
- V. Mail out notification of Certification letters, which will include a copy of *Attachment 5 - MTS Access Riders Guide*. For applicants who are deemed Conditionally eligible, Contractor must include an informational flier explaining Conditional eligibility, examples of Conditional eligibility, and how to book a trip on MTS Access.
- W. Contractor is responsible for all printing and mailing materials, including postage.
- X. Per federal regulations (49 CFR §37.125(g)), the appeal process must include an opportunity for the applicant to be heard and to present information and arguments. Contractor will provide relevant information to the Appeals board. MTS will be responsible for administering the Appeals board process.
- Y. During the term of this Agreement, including any extensions thereof, MTS may choose to implement changes to the ADA paratransit certification processes or forms described herein for the benefit of MTS and its ADA program. In such event, MTS shall provide Contractor

with a description of the changes to be implemented, including any modification of the Contractor's requirements and responsibilities related to such change and the timing thereof. The Contractor will make all necessary modifications and adjustments subject to MTS final approval.

Z. Contractors personnel will follow the same holiday schedule as MTS.

AA. In the event a situation occurs which requires the suspension of in-person assessments contractor will follow MTS established Virtual In-Person (VIP) assessment program. A copy of the information sheet is attached as *Attachment 6.1 - Application Request Info Sheet*. A copy of the program is included as *Attachment 6.2 - New Virtual ADA Certification Process for MTS Access*.

BB. Travel Training: Contractor will be responsible for administering a travel training program in accordance with *Attachment 7 - Travel Training Program Outline*. Contractors personnel should be trained and qualified travel trainers.

CC. Seniors, Disabled and people on Medicare (SDM Program): MTS operates a discounted fare program for its fixed-route system in accordance with state and federal regulations. Contractor will be responsible for the review of and eligibility determinations of applicants that submit the MTS long form.

- i. Receive SDM Long Forms via one of the following methods:
  - a. Mail
  - b. Drop-off
- ii. Date stamp to indicate date received.
- iii. Enter applicant information into database system. Applicant information includes some of the following:
  - a. Name
  - b. Date of birth
  - c. Address
  - d. Phone number
  - e. Signature dates
  - f. Physician name/contact information
  - g. Disability information
- iv. Review application to determine completion of information.
- v. Review application for presence of a qualifying disability, and/or transit-impairment(s) as it relates to MTS's qualifying standards for SDM Reduced Fare.
  - a. See *Attachment 8 – SDM APP* for specifications regarding eligibility decisions.
- vi. Complete any follow up physician phone calls, as needed.
- vii. Make eligibility determination.
- viii. Generate eligibility determination letter.
- ix. Mail eligibility letter along with required enclosure(s).
- x. Enter applicant information and eligibility determination into MTS Reduced Fare database.
- xi. Determinations will be made within 15 business days of receiving a completed application.

- xii. Contractors will maintain records of all applications and their dispositions on a monthly basis, including documentation of all actions taken and factors used to make determination.
- xiii. Contractors will offer the same language assistance as specified under MTS Access eligibility requirements.

Prior Years Application data:

<u>FY</u>	<u>Apps</u>
FY18	2,127
FY19	1,886
FY20	1,260
FY21	729
FY22	737 YTD

- DD. MTS has the option to request contractor provide eligibility/certification services for additional programs that MTS may adopt in the future. If/when this occurs, the scope of work and costs will be negotiated at that time.
- EE. Contractor shall review and approve/deny applications for the MTS PRONTO EXTEND foster program as part of the contract and the cost shall be included. This is for a quantity not to exceed of 100 applications per month.
- FF. Contractor shall assist MTS in conducting an annual review of all documents, materials, forms, policies, and procedures to ensure compliance will all FTA/ADA/Federal/State regulations.
- GG. When the Contractor determines a need for an additional CCR, the Contractor shall provide MTS with a recommendation/justification and a list of job duties for the additional CCR position. MTS shall review and if in concurrence, MTS shall authorize the additional staffing.

MTS shall have 30 calendar days to make a decision and provide the Contractor with a response. The Contractor shall have 45 calendar days to fill the position, if MTS authorizes the additional staff. Note: The Contractor is aware of this critical position being filled as soon as possible and should plan accordingly in all interviews, including but not limited to, considering second and third considered candidates.

MTS shall waive LDs for these 75 calendar days from the day of submittal to MTS.

MTS is a reasonable partner. If the recommendation/justification of the additional CCR position is denied by MTS, the Contractor may request a meeting with MTS within 10 calendar days to discuss the decision in good faith.

**1.7. MTS AND CONTRACTOR SPECIFIC RESPONSIBILITIES**

- A. Office Space: MTS will provide office space for assessments to be conducted, including phones and internet connection. MTS and Contractor will agree that service will be provided at MTS, Imperial Avenue Division, located at 100 16th Street, San Diego, CA 92101.

- B. Contractor will provide a secure internet-based eligibility system. MTS will provide a sufficient number of telephone lines for onsite personnel to handle the volume of telephone calls.
- C. Contractor is responsible for providing a TTD/TTY telephone line. The telephone lines must be staffed by operator's bilingual in both English and Spanish, and the line must be accessible during normal business hours (weekdays from 8:00 a.m. to 5:00 p.m., PST). The Contractor must have a provider that offers translation services (such as Language Line) to any customer who may need it. An email address must be provided for ease of communication.
- D. The contractor is responsible for scheduling transportation with the paratransit operators to and from the interview sites within the MTS service area for in-person assessments and appeals. Contractor is required to maintain records of the applicants and assessments provided. Transportation will be provided by MTS Access at no cost to the contractor or the applicant.
- E. Certification Staff. The Contractor shall employ a project manager, Mobility Assessment Evaluators, and any other staff members deemed necessary to accomplish the required tasks and be consistent with MTS's direction and the ADA. Staff qualifications should specifically include experienced healthcare professionals who have been properly trained to conduct paratransit evaluations and use the eligibility standards identified in the 49 CFR §37.123 and §37.125. Spanish interpreters and sign language interpreters must be provided upon request, at Contractor's expense.
- F. Phone System. The Contractor will be required to maintain a toll-free telephone number, accessible throughout the United States, for MTS ADA certification evaluation services. Telephone calls regarding MTS must be segregated from other calls using a phone tree or other method to provide standalone data for MTS ADA certification evaluation services. The Contractor is also required to have a secure fax number. Additionally, the Contractor is required to assist over the telephone any applicants who are unable to complete the paper application. Contractor must have a phone system that can track maximum hold times and abandoned calls by hour of the day. At no point should a customer get a busy signal when calling the Contractor. Contractor will notify the MTS Project Manager by email of any interruptions with the phone service, planned or unplanned and when all interruptions have been resolved

Contractor is responsible for purchasing and configuring any software required to fulfill the requirements under this RFP at no additional cost to MTS. Contractor is responsible for all implementation and ongoing costs related to the software.

Contractor will keep MTS informed of the phone statistics by providing a report showing all the statistics indicated in the RFP, including but not limited to total call volumes, not just the percentages. The report will be provided with each monthly invoice as well as reported at the MTS Accessible Services Advisory Committee (ASAC) meetings. Contractor shall send the reports to the MTS Project Manager for review first before finalizing with the telephone vendor.

Contractor takes full responsibility and liability for, and indemnifies MTS from all costs related to proposed software.

- G. Customer Service Staff. MTS expects that the customer service staff will present a polished and professional image at all times. The Contractor needs to staff based upon incoming phone traffic to ensure that ninety-five (95%) percent of phone calls are answered within three (3:00) minutes and ninety-nine (99%) are answered within five (5:00) minutes, and that abandoned calls are less than five (5%) percent. Both performance standards would be measured on a daily basis.
- H. Training Program. The Contractor's training program for staff involved in this contract shall include sufficient hours of instruction on the requirements of the ADA, different types of disabilities and the functional characteristics of each, the fixed-route system and the skills needed to understand and use it, area complementary paratransit services and MTS' four-service zone structure and any other MTS services and the policies and procedures related to each service. MTS staff is available to assist with training, including area transit services and fare structures. The Contractor shall also provide staff with sensitivity training for working with people with disabilities.
- I. Certification Guide. Contractor shall have a certification guide. The guide shall describe the steps that are required of the certifier from the time of receipt of the application. It shall include instructions for addressing ambiguous applications and the criteria that will be used in determining whether an applicant should be interviewed over the telephone or in-person. The certification guide should include general information on the program and the limited nature of ADA eligibility.
- J. Interview Guide. The Contractor is required to have an interview guide that provides guidelines on handling applicants with cognitive, physical, and visual disabilities. While the interview will primarily be structured on questions and answers from the interview guide, suggestions for how simple functional tests can be included in the interview should also be included (e.g., the ability to count change for those who have cognitive disabilities).
- K. Appeals Process. Contractor will provide relevant information to the Appeals board. MTS will be responsible for administering the Appeals board process. MTS conducts a two-stage appeal process.

Step 1: Contractor will perform a full function assessment on the applicant and recommend to MTS to either uphold or modify the original determination. Contractor will notify the applicant of the determination.

Step 2: If applicant is not satisfied with the outcome of the full functional assessment determination, applicant can request to continue the appeal to the MTS Access Eligibility Appeal Board. Appeals Board will contact the applicant to schedule an appeal hearing. Applicant will be notified in writing within 30 days.

- L. Social Security and MediCal Data Collection. Contractor is required to request of each applicant their Social Security and MediCal numbers on all applications for ADA paratransit eligibility. MTS will use Social Security and MediCal numbers to apply for reimbursement from the State of California for a portion of the subsidized cost of eligible medical trips.

- M. Email Data Collection. Contractor is required to request of each applicant their email address. Email addresses will be used to communicate various types of information to all certified clients.
- N. Customer Comments/Complaints. All applicants and other individuals contacting the Certification Contractor (both by local personnel and call center staff) wishing to make a comment on the ADA eligibility Certification process shall be referred by the Contractor staff to MTS' Customer Service department at (619) 557-4555. Comments received by the MTS Customer Service department will be tracked and forwarded to the Contractor for investigation. All comment responses must be submitted to the Customer Service department within ten (10) business days.

If complaints are received by the Contractor at their customer service telephone number, Contractor staff shall collect the details and begin processing immediately. Contractor must also send the detailed information of the complaint to the MTS Customer Service Department within one hour of receiving the complaint. MTS Customer Service will process and track every complaint that comes into the system and Contractor customer service performance will be evaluated via this database. It is critical that no complaints received directly by the Contractor go unreported to MTS.

## 1.8. RECORD KEEPING

All reports will be coordinated with the operators and maintained in an electronic format that is compatible with that of the operators.

- A. Certification Notification. The Contractor must notify the client of the finding of its certification review. The Contractor must make arrangements with the MTS Paratransit Contract Provider for the daily update of files for notification of additions, deletions, and any other change of client status. Contractor should have the ability to either send out this information via email, or have it downloaded directly from their website. Currently, data is downloaded is sent to the Contractor through an SFTP site, and manually entered into Trapeze, the software used to schedule trips on MTS Access. MTS will require a file format that is capable of being imported into Trapeze directly.
- B. Certification Reports. All certifications will be documented in a certification report. The report should be concise and informative, with information limited to the functional ability to use fixed-route transit, rather than extensive disability related information. Information should also facilitate identification of candidates for travel training, conditional eligibility, feeder service, etc.
- C. Monthly Reports. The Contractor is required to provide monthly status reports on eligibility certifications. The information will be provided on a system wide basis. The reports will include, at a minimum: certifications by eligibility category, the number of denials, changes in categories, interview no-shows and cancellations, elapsed time between receipt of application and determination notification, cost breakdown by category, and phone reports showing daily average and maximum hold times, abandoned calls, and total phone calls for the MTS Access ADA certification program. The monthly report shall be submitted with the invoice. No payment shall be made without a complete and accurate monthly report submitted to MTS. MTS reserves the right to add additional report requirements as necessary

- D. Client Records and Data Storage. Data must be backed up daily. Contractor shall provide to MTS at least weekly data set updates for the client list. Additional redundancies will be necessary to ensure the security of client records. This includes having a disk mirroring system in place, in which the logical disk volumes are replicated onto separate physical hard disks in real time. To ensure the continuous availability of the data, additional offsite downloads and storage of client information must be done every week. Contractor shall provide data storage sufficient to store all MTS Access passenger data and maintain fast connection via the Internet. Contractor will need to have redundancy in their data infrastructure to ensure no loss of data, and should have emergency backup power to continue operations when there is a power outage.
- E. Online Functionality. The Contractor will need to maintain a secure website that will provide the general public with the ability to apply for paratransit service, and for healthcare professionals to provide the verification information. MTS will also need functionality to review the case history and eligibility determination of its clients. The website must be accessible and available to work with screen reading software for people with visual impairments (e.g. JAWS). The site must also display a toll-free telephone line that will allow applicants to call and request an application package to be mailed to them. The vendor must be able to receive the paperwork, track it, scan and upload any paper documentation into the applicant file for review. Contractor should have the ability to send out email blasts to all certified riders to assist MTS in communicating relevant information to all clients.

Contractor will make all efforts to ensure that server maintenance, upgrades and back-ups occur during non-business hours or between 5pm to 6am. In the event that the website is down during business hours, Contractor will notify the MTS Project Manager immediately, and with as much notice as possible for all planned web/server/system upgrades, maintenance and service. In the event the website is offline for any period longer than five (5) minutes during business hours, Contractor will continue to answer all calls and utilize paper back-up methods of capturing the data. Once the system is online, the data will be transferred online as soon as possible to accurately capture all date and time stamps of client interactions. Once all online functions have been restored and the website is up, a confirmation email will be sent to the MTS Project Manager.

- F. Web Accessible File Storage and Retrieval. Applicant files, verification form(s), notification letters, client history, rider profiles, and any other relevant documents must be stored and accessible online by MTS staff. MTS staff must be able to download client files along with the entire active database via the contractor's website. Any paper applications, verification forms, or other paper client documents must be scanned, uploaded, and organized on the website.

Contractor shall give release to MTS) and ride providers to view limited passenger information (Passenger Name, Pick-Up Address, Mailing Address, Phone Number, Eligibility Determination, Eligibility Dates, and Emergency Contact Information) for certified passengers. At no other point should Health Insurance Portability and Accountability Act (HIPAA) protected medical information, social security numbers, or MediCal numbers be shared. This information should be available to the Contract Administrator at each Agency and to the Contractor Management staff at each location.

- G. Digital Download of Daily Rider Profiles. Updates to client records (address changes / recertifications / expirations / photos etc.) must be downloadable by the MTS Access service

providers on a daily basis. Any changes to this "Rider Profile" must be tracked and reported as they change to keep the service providers database in sync with the Contractors database. This file must be available digitally as well for automated importing into scheduling software. The digital download will include profile updates of basic client information, including: pick up addresses, mailing addresses, phone numbers, emergency contact information, mobility devices, PCA status, photo, and status of rider (active, deceased, inactive).

- H. Data Security. Contractor is solely responsible for data security. Since the information gathered from customers is sensitive in nature the Contractor is responsible for keeping the information secure. If a breach in security occurs the Contractor is responsible for all associated costs of notifications and cleanup of breached data. Contractor is fully liable for any claim of identity theft.

It shall be the Contractors responsibility to enforce and follow the HIPAA Privacy and Security Rules; protect the privacy of individually identifiable health information; ensure security of electronic protected health information; and enforce the confidentiality provisions of the Patient Safety Rule which protect identifiable information being used to analyze patient safety events and improve patient safety.

Additional HIPAA information is available on line at:

<http://www.hhs.gov/ocr/privacy/index.html>

## 1.9. OUTREACH

- A. Meeting Attendance. The project manager or other responsible management individual will be required to attend quarterly meetings of the ASAC and any other advisory or Board of Directors meetings, as requested by MTS. The Contractor representative will be required to provide periodic updates on the status of the eligibility certification process.

Contractor will need to be available for meetings with MTS on a monthly basis to discuss the contract performance.

- B. Community Education. To educate the community on the availability of the ADA paratransit service and the mechanics of the eligibility certification process, the Contractor may be asked to conduct periodic certification information presentations to community groups.

## 1.10. POTENTIAL FUTURE SERVICES (OPTIONS)

Functional assessment. MTS at its sole discretion may in the future add a functional assessment component to assist evaluators with making eligibility determinations.

## 1.11. LIQUIDATED DAMAGES

### General

Liquidated damages (LDs) requirements are appropriate if the parties to a contract may reasonably expect to incur damages in the form of increased project costs resulting from the late completion of the contract or task/requirement, and if the extent or amount of such damages would be difficult or impossible to determine after the delay has occurred. Accordingly, any LDs for this contract shall be at a specific rates shown below, will be specified in the third party contract, and will comply with any other special LD restrictions FTA might



impose. Any LDs recovered shall be credited to the Project account involved unless the Federal Government permits otherwise.

Specific Requirements:

Contractor will provide timely, accurate, and reliable certification services and determinations consistent with MTS guidelines and ADA regulations. This includes completing all applications with twenty-one calendar (21) days, as required by ADA. The goal of these services is to provide comprehensive and accurate eligibility determinations of applications in an efficient manner. Contractor shall take all action necessary to accomplish this goal, while minimizing the cost of the services to MTS.

Contractor will strive to maintain or exceed the standards in the provision of ADA eligibility certification services as described in its proposal response. LDs may be assessed by MTS in the event that Contractor fails to perform and damages are sustained by MTS and the public, whom it serves. LDs are a reasonable estimate of damages intended to compensate MTS for real economic damages and are not intended to be a penalty to Contractor. If the Contractor fails to inform MTS of excusable reason, MTS shall notify the Contractor of impending LDs which shall be deducted from the Contractor's monthly invoice. The LDs will be capped at 10% of the total contract amount.

Rates

MTS has established a liquidated damage rates:

- A. LDs may be assessed at 10% of the total monthly invoice if MTS does not agree with 10% or more of the Contractor's determinations reviewed by MTS during that calendar month.
- B. LDs may be assessed, at a rate of one hundred (\$100) dollars per calendar day for each completed application that is not processed with notice sent to the applicant within the twenty-one (21) calendar day period required by the ADA.
- C. LDs may be assessed at the rate of seventy-five (\$75) dollars per occurrence of a failure to transfer information to the paratransit operators within one (1) calendar day of the certification, or change of the status, of a passenger. Any continued failure to transmit information to the paratransit operators within three (3) calendar days of the certification, or change of the status, of a passenger may result in a cure notice.
- D. LDs may be assessed at the rate of ten thousand (\$10,000) dollars per occurrence for any security breach, hacking of online files, or identity theft which results in the unauthorized viewing of confidential client files (this excludes family member(s) allowed to assist clients in completing the application process). In addition, contractor will incur all costs associated with rectifying a breach in data including notifications to all persons with compromised data. This includes filing police reports, providing affected clients with up to 12 free credit reports, one per month, in the 12 months from the date of the police report, as well as listing clients in the California Department of Justice's Identity Theft Victim Registry, and paying restitution to any victims. This LD does not fall under the 10% LD capped limit.
- E. LDs may be assessed at the rate of seventy-five (\$75) dollars per business day where 95% of phone calls are not answered within three (3) minutes, and 99% of phone calls are not answered within five (5) minutes.

LDs may be assessed at the rate of seventy-five (\$75) dollars per business day where abandoned calls exceed five (5%) percent.

- F. Liquidated damages may be assessed at the rate of seventy-five (\$75) dollars per paper application that is incorrectly entered into the database

LDs Appeal Process

If the Contractor feels liquidated damages are being imposed unjustly, the Contractor can file an appeal with the Contract Officer within twenty four (24) hours of the notification of impending liquidated damages. The letter must provide details of the situation and why the Contractor feels the liquidated damages are unjust. The Contract Officer shall review the situation, and if necessary, meet with the Contractor to provide an opportunity to state their reasons why liquidated damages should not be assessed. The Contract Officer shall render a decision.

If the Contractor feels the decision is not acceptable and the situation warrants further consideration, appeal reconsideration may be filed with the Manager of Procurement. The Manager of Procurement shall review the reconsideration, and a final determination shall be made. The decision of the Manager of Procurement shall be final. No other appeals shall be heard for this particular incident.

**1.12. DISENTANGLEMENT**

A. Disentanglement Process:

The Disentanglement Process for this Agreement shall begin on any of the following dates:

- i. the date designated by MTS, not earlier than sixty (60) days prior to the end of current term, that MTS has elected not to exercise option year/s (if any);
- ii. the date MTS notifies Contractor that no funds or insufficient funds have been appropriated so that the Agreement shall be terminated for convenience;
- iii. the date any Termination Notice is delivered, if MTS or Contractor elects to terminate any or all of the services pursuant to the Agreement.

Contractor shall be required to perform its disentanglement obligations on an expedited basis, as determined by MTS, if MTS terminates the Agreement for cause.

Contractor shall be required to provide full cooperation. Information shall be complete and detailed to enable MTS or designee to fully assume and continue a smooth transition with no interruption of services.

B. General Obligations:

- i. All services related to Disentanglement shall be deemed a part of the base services and shall be performed by Contractor at no additional cost to MTS. Contractor's obligation to provide the services shall not cease until Disentanglement is satisfactory to MTS, and delivered in writing.

- ii. Contractor shall provide all information regarding the services, including data conversion, files, interface specifications, training staff assuming responsibility, and related professional services.
- iii. Contractor shall provide for the prompt and orderly conclusion of all work including documentation of work in process to assure an orderly transition to MTS or designee.

C. Licenses to Proprietary Software:

For any software programs developed for use under the Agreement, with the exception of any pre-existing proprietary software developed by Contractor for uses not exclusive to this Contract, Contractor shall provide a nonexclusive, nontransferable, fully-paid, perpetual, irrevocable, royalty-free worldwide license to MTS or designee, at no charge, to use, copy, and modify in order to allow for services to continue.

Contractor also shall provide MTS with a copy of each program, in media as requested by MTS, together with object code, source code, and appropriate documentation.

D. Delivery of Documentation:

Contractor shall deliver to MTS or designee all documentation and data related to the service, in format as requested by MTS, and Contractor shall destroy all copies not turned over to MTS, all at no cost to MTS.

**1.13. PAYMENT TERMS**

Unless otherwise stated in the scope of work, services performed will be paid to the Contractor within thirty (30) days after performance. **Advanced Payment is Not Allowable.**

**1.14. INVOICES**

Monthly invoices must be sent to the MTS Accounting Department, via email, at [ap@sdmts.com](mailto:ap@sdmts.com). The Contractor must submit a monthly invoice to MTS by the eight (8<sup>th</sup>) day of each month. Late bills will be paid less 2.5% of the invoice total.

All invoices must have the Purchase Order and contract number clearly displayed to ensure timely payment. Contractor must include complete supporting monthly documents and reports for that month. Incomplete/incorrect invoices will be sent back to Contractor for correction. If the correction is not received by the 8<sup>th</sup> of the month the invoice will incur the late charge stated above. The net 30 payment terms will re-start once the corrected invoice is received by MTS.

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

**PROPOSER'S NAME: MTM Transit**

**ADA Eligibility Certification Services RFP (B0742.0-22)**

**Proposers to fill out grey cells only**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total
avg applicants / month	201	205	209	213	218	222	226	235	
avg applicants / year	2,412	2,460	2,508	2,556	2,616	2,664	2,712	2,820	
incomplete / month	48	49	50	51	52	53	54	55	
incomplete / year	576	588	600	612	624	636	648	660	
cost per est. application (automatically calculated)	233.29	238.70	242.07	245.62	248.21	252.12	256.22	254.95	
cost per month for application process (fixed cost)*	46,892.01	48,933.48	50,593.11	52,317.40	54,108.93	55,970.41	57,904.64	59,912.13	
cost per appeal (fixed unit cost)									
<b>Total Costs for Applications</b>	<b>562,704.08</b>	<b>587,201.76</b>	<b>607,117.32</b>	<b>627,808.80</b>	<b>649,307.16</b>	<b>671,644.92</b>	<b>694,855.68</b>	<b>718,945.56</b>	<b>5,119,585.28</b>
office space / month (to be provided by MTS)									0.00
one time equip costs	5,165.19								5,165.19
one time start up	-								0.00
<b>Year 1 Total</b>	<b>567,869.27</b>								
<b>OVERALL TOTAL</b>									<b>5,124,750.47</b>

*\*Billing for cost per month for application process shall be a fixed monthly cost, based on the estimates provided by MTS. Per the RFP, in the event that the number of completed applications varies by more than fifteen (15%) percent in any fiscal year (July – June) in either direction from MTS' projection, MTS and the Contractor shall negotiate new rates and both parties shall amend the contract in writing.*

**Option Customer Care Representative (CCR) position**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total
<b>Annually</b>	\$46,632.40	\$48,507.17	\$50,458.13	\$52,488.37	\$54,601.13	\$56,799.78	\$59,087.81	\$61,468.88	<b>430,043.67</b>
<b>Monthly</b>	\$3,886.03	\$4,042.26	\$4,204.84	\$4,374.03	\$4,550.09	\$4,733.32	\$4,923.98	\$5,122.41	

**Overall contract total not-to-exceed \$ 5,554,794.14**



**Metropolitan  
Transit  
System**

**DRAFT FOR EXECUTIVE COMMITTEE REVIEW DATE: 10/6/2022**

**Agenda Item No. 12**

**MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS**

October 20, 2022

**SUBJECT:**

**2022 TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) GRANT AWARD: ZERO-EMISSION TRANSIT ENHANCEMENT PROJECT**

**AGENDA ITEM WILL  
BE PROVIDED  
BEFORE BOARD  
MEETING**

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for nine cities.

