

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
AGENDA**

**THURSDAY, SEPTEMBER 23, 2021
VIA VIDEOCONFERENCE, 12:00 PM, 12:00 PM**

Michael Clemson, Chair
David H. Sutton, Vice Chair
Colleen Bentley, Secretary/Treasurer
Abigail Mejia, Director
Jeffrey Price, Director
Sumire Gant, Director



Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

**BOARD MEETING VIA VIDEOCONFERENCE
PURSUANT TO EXECUTIVE ORDER N-08-21 ISSUED BY
GOVERNOR GAVIN NEWSOM**

**MEMBERS OF THE PUBLIC MAY LISTEN TO THE MEETING BY DIALING
(669) 900-9128 AND ENTERING THE FOLLOWING
MEETING ID: 968 3509 4308 (PASSWORD: 1963)**

**MEMBERS OF THE PUBLIC MAY ALSO JOIN THE VIDEO CONFERENCE VIA
THE FOLLOWING ZOOM MEETING LINK:
<https://zoom.us/j/96835094308?pwd=UTFHaVUzczN4L09jYWVVIS3VaYVB0dz09>**

**PERSONS WISHING TO ADDRESS THE BOARD MUST SUBMIT PUBLIC COMMENT VIA
EMAIL OR TELEPHONE NO LATER THAN 8 A.M.,
THURSDAY, SEPTEMBER 23.**

**Public comments on agenda items may be submitted by email to board@lbtransit.com
or telephone at 562.489.8486.**

**If calling, please leave a voicemail with your name (please state it clearly), your
telephone number for a return call, and the item number on which you would like to
comment (or specify "public comment").**

**If emailing, please include your name, your telephone number for a return call, and the
item number on which you would like to comment (or specify "public comment").**

**All public comment requests need to be submitted no later than 8 a.m.,
Thursday, September 23, 2021.**

More information on this process may be found at ridelbt.com/about-us.

REGULAR MEETING – NOON

1. Call to Order. (Michael Clemson)
2. Roll Call. (Jen Flores)
3. Employee Recognition. (Jen Flores)

Employees of the Month for September 2021:

Rodney Jones, Transit Service Delivery and Planning
Richard Uy, Maintenance and Infrastructure
Jamie Cervantes, Administrative Staff

INFORMATION ITEM

4. Public Comment.
5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the Long Beach Transit (LBT) Board of Directors and will all be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR (6)

6. [21-069TR](#) Recommendation to approve the minutes of the regular session meeting held on August 26, 2021.

Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. [21-070TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

8. [21-071TR](#) Recommendation to authorize the President and CEO to enter into a contract with La Canada Design Group for Design Development through Construction Administration services for \$349,702.16. (Lisa Patton)

Suggested Action: Approve recommendation.

9. [21-072TR](#) Recommendation to authorize the President and CEO to enter into a contract with Sirius Computer Solutions, Inc., to deploy the network infrastructure at LBT's new corporate office for \$600,840, with a 10% contingency of \$60,084, for a total authorization amount not to exceed \$660,924. (Patrick Pham)

Suggested Action: Approve recommendation.

10. [21-073TR](#) Recommendation to authorize the President and CEO to enter into a three-year agreement with the City of Carson to provide Fixed Route services. (Kenneth McDonald)

Suggested Action: Approve recommendation.

11. Board Request.

12. [21-074TR](#) Adjourn. The next regular meeting will be held on October 28, 2021. (Michael Clemson)

Suggested Action: Approve recommendation.

Note:

Long Beach Transit intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Board Secretary's Office five business days prior to the meeting at 562.489.8486.

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**

**THURSDAY, AUGUST 26, 2021
VIA VIDEOCONFERENCE, 12:00 PM**

Michael Clemson, Chair
David H. Sutton, Vice Chair
Colleen Bentley, Secretary/Treasurer
Abigail Mejia, Director
Jeffrey Price, Director
Sumire Gant, Director



Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

**BOARD MEETING VIA VIDEOCONFERENCE
PURSUANT TO EXECUTIVE ORDER N-08-21 ISSUED BY
GOVERNOR GAVIN NEWSOM**

ZOOM MEETING ID: 968 3509 4308 (PASSWORD: 1963)

REGULAR MEETING – NOON

1. Call to Order. (Michael Clemson)

Chair Clemson called the meeting to order at 12:03 p.m.

2. Roll Call. (Jen Flores)

Commissioners Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and
Present: Michael Clemson

Commissioners Colleen Bentley

Excused:

Chair Request.

Chair Clemson made a request to move all information items to the end of the meeting.

No objections were made.

Agenda was reordered to accommodate the request.

3. Public Comment.

Chair Clemson read a public comment from Wayne Wright, a member of the public.

Mr. Wright stated that he was disappointed that the public did not receive a chance to comment on the upcoming service expansion to the City of Carson.

Mr. Wright expressed his expectation that there would be major changes with the Carson routes in the future.

Mr. Wright thanked LBT for installing the Operator shields on all buses.

4. 21-060TR Recommendation to adopt a resolution authorizing the President and CEO to submit a funding request to the California Department of Transportation for Senate Bill 1 State of Good Repair funds to obligate allocated funding for Long Beach Transit's capital projects in the amount of \$898,084. (Lisa Patton)

Lisa Patton, Executive Director/VP, Finance and Budget, presented the staff report.

A motion was made by Director Price, seconded by Director Mejia, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and Michael Clemson

Excused: 1 - Colleen Bentley

5. 21-062TR Recommendation to adopt a resolution authorizing the President and CEO to file an application and to execute a grant agreement with the Federal Transit Administration for \$42,864,434 under the American Rescue Plan Act (ARPA) of 2021. (Tracy Beidleman)

Tracy Beidleman, Manager, Government Relations, Capital Planning and Grants Program, presented the staff report.

Director Gant asked if the funds were already budgeted and were expected.

Ms. Beidleman confirmed the funds were included in the budget.

A motion was made by Director Price, seconded by Director Gant, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and Michael Clemson

Excused: 1 - Colleen Bentley

6. 21-063TR Recommendation to authorize the President and CEO to enter into a three-year contract with Allied Universal Security Services, for the provision of Security Officer and Transit Ambassador services at a cost of \$3,992,153 with two one-year options at \$1,410,068 for Option Year One and \$1,452,040 for Option Year Two, for a total authorization amount not to exceed \$6,854,261. (Lee Burner)

Lee Burner, Executive Director/VP, Transit Service Delivery and Planning, presented the staff report.

Director Gant stated that she was happy to be continuing with the Transit Ambassador program and hopes that the program continues to expand going forward.

Chair Clemson asked if the contract was the same level of service as the previous contract including the same number of employees and Transit Ambassadors.

Mr. Burner confirmed that the contract is the same level of service with the same amount of employees and Transit Ambassadors.

CEO McDonald clarified that there was an expansion to the contract in 2020, when four Transit Ambassadors were added to the contract.

A motion was made by Director Gant, seconded by Director Mejia, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and Michael Clemson

Excused: 1 - Colleen Bentley

7. 21-064TR Recommendation to authorize the President and CEO to enter into a three-year agreement with Nth Generation Computing, for the deployment of the Darktrace Cyber Security System, for an amount not to exceed \$234,360. (Patrick Pham)

Patrick Pham, Executive Director/VP, Information Technology, presented the staff report.

A motion was made by Director Price, seconded by Director Mejia, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and Michael Clemson

Excused: 1 - Colleen Bentley

8. 21-065TR Recommendation to authorize the President and CEO to enter into a contract with Zaretsky Engineering Solutions for building automated system upgrade services for \$365,552.43, with a contingency of \$50,000, for a total authorization amount not to exceed \$415,552.43. (Joanna Bould)

Ms. Patton presented the staff report.

Director Gant inquired why both firms were not interviewed.

Ms. Patton responded that Procurement deemed the first interview satisfactory and decided to move forward with the lowest bid.

Director Gant stated that a DBE goal should be set for every RFP that LBT issues.

Discussion ensued regarding DBE and SBE goal setting.

Vice Chair Sutton asked if any points were awarded for the interview.

CEO McDonald responded that points were not awarded for the interview, as the interview was conducted after the proposal evaluation and scoring were completed.

Vice Chair Sutton suggested that LBT staff consider adding the interview process to the awarded points criteria.

Director Gant stated there should be points awarded for an interview and it should be a policy.

A motion was made by Director Price, seconded by Director Mejia, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Sumire Gant, Abigail Mejia, Jeffrey Price, David Sutton and Michael Clemson

Excused: 1 - Colleen Bentley

9. Employee Recognition. (Jen Flores)

Employees of the Month for August 2021:

Richard Hernandez, Transit Service Delivery and Planning

Patricio Cruz, Maintenance and Infrastructure

Irma Pamplona, Administrative Staff

INFORMATION ITEM

Jen Flores, Acting Board Secretary, presented the Employees of the Month for August 2021.

10. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly report.

CEO McDonald introduced and welcomed Elizabeth Brown, who joined LBT on August 16, 2021, as Executive Director/VP, Organizational Development and Administration.

CEO McDonald reported that LBT will be implementing a mandatory vaccine policy for new permanent, temporary and contract employees, effective October 1, 2021.

CEO McDonald stated that LBT had planned to resume in-person Board meetings in September, however due to the surge in COVID-19 cases, believes that it is prudent to continue with virtual meeting while Executive Order N-08-21 is still in effect.

CEO McDonald reported that the installation of the Operator barriers has been completed and LBT will resume fare collection beginning September 17 with AquaLink service and aboard buses on September 19.

LBT began informing customers of the scheduled date of fare collection on August 16 with the installation of window clings on all LBT buses, a Hello LBT alert and an updated Call Center playback message.

In conjunction with resuming fare collection, LBT will also begin a six-month promotional fare program to encourage customers to return to riding the LBT system. Customers can purchase 30-day, 5-day or 1-day discount passes through March 2022.

CEO McDonald gave an update regarding the City of Carson service expansion. LBT will be accepting public comments about the changes between August 16 and September 16.

CEO McDonald reported that LBT has been informed that ATU, which represents LBT's Operators and Mechanics, has voted 99% in favor and 1% against, to accept the agreement. AFSCME, which represents the Supervisors, has voted 84% in favor and 16% against, to accept the agreement.

The agreements reached with each Union consist of two-year contracts with a 3.5% wage increase in each contract year: July 1, 2021 - June 30, 2022 and July 1, 2022 - June 30, 2023.

Chair Clemson thanked and commended CEO McDonald for the work put into the contract

negotiations and reaching a favorable agreement for both sides.

CEO McDonald appreciated the recognition.

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CONSENT CALENDAR (11)

Passed the Consent Calendar.

A motion was made by Vice Chair Sutton, seconded by Director Mejia, to approve Consent Calendar Item 6. The motion carried by the following vote:

Yes: 3 - Abigail Mejia, David Sutton and Michael Clemson

Abstain: 2 - Sumire Gant and Jeffrey Price

Excused: 1 - Colleen Bentley

- 11. 21-058TR** Recommendation to approve the minutes of the regular session meeting held on July 29, 2021.

REGULAR AGENDA

12 21-059TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the monthly financial report.

This TR-Agenda Item was received and filed.

13. 21-061TR Government Finance Officers Association (GFOA) Award. (Kenneth McDonald)

INFORMATION ITEM

CEO McDonald presented the staff report.

Director Gant stated that it was wonderful that LBT continues to receive this award for financial reporting.

Vice Chair Sutton congratulated LBT's financial staff.

This TR-Agenda Item was received and filed.

14. Board Request.

Director Gant welcomed Ms. Brown to LBT.

Vice Chair Sutton stated that he was excited about Ms. Brown joining LBT.

15. 21-066TR Adjourn. The next regular meeting will be held on September 23, 2021. (Michael Clemson)

The meeting adjourned at 1:13 p.m.

A motion was made by Director Gant, seconded by Director Price, to approved recommendation. The motion carried by the following vote:

Yes: 4 - Sumire Gant, Abigail Mejia, Jeffrey Price and David Sutton

Excused: 2 - Colleen Bentley and Michael Clemson

Note:

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LONG BEACH TRANSIT
STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD JULY 1, 2021 TO AUGUST 31, 2021

Page 1 of 4

	Aug 2020	Aug 2021	Aug Budget	%	Year to Date FY 2021	Year to Date FY 2022	Year to Date Budget	%
OPERATING REVENUE								
Passenger Fares	\$1,873	\$5,563	\$645,604	1	\$28,222	\$7,007	\$1,215,683	1
Dial A Lift Fares	1,778	2,892	3,035	95	3,484	5,584	6,070	92
Aqua Service Fares	0	0	23,545	-	0	1,579	43,458	4
Special Event Service Revenue	0	0	0	-	0	0	0	-
Advertising Revenue	30,988	66,506	41,250	161	62,988	121,506	82,500	147
Interest & Miscellaneous	154,407	179,657	172,849	104	267,506	324,975	316,398	103
TOTAL OPERATING REVENUE	\$189,046	\$254,618	\$886,283	29	\$362,200	\$460,652	\$1,664,109	28
SUBSIDY REVENUE								
Federal	\$3,627,628	\$0	\$2,058,952	-	\$3,877,628	\$0	\$4,117,904	-
State	1,643,224	2,448,415	2,424,070	101	3,286,449	4,871,122	4,835,140	101
County	3,097,337	3,575,716	3,574,857	100	6,194,672	7,149,863	7,149,714	100
Local	6,107	517,787	517,787	100	72,591	1,329,725	1,298,782	102
TOTAL SUBSIDY REVENUE	\$8,374,297	\$6,541,917	\$8,575,666	76	\$13,431,340	\$13,350,710	\$17,401,540	77
TOTAL REVENUE	\$8,563,343	\$6,796,536	\$9,461,949	72	\$13,793,540	\$13,811,362	\$19,065,649	72
OPERATING EXPENSES								
Operations	\$4,047,674	\$3,999,869	\$4,705,851	85	\$8,405,494	\$8,078,077	\$9,535,895	85
Maintenance	1,576,599	1,962,902	1,924,493	102	3,125,622	3,833,046	3,828,358	100
Administration	1,491,952	1,798,727	1,983,390	91	3,077,403	3,288,799	3,962,546	83
Fuel & Lubricants	214,411	389,946	390,343	100	411,321	781,221	759,696	103
TOTAL OPERATING EXPENSES	\$7,330,637	\$8,151,444	\$9,004,077	91	\$15,019,840	\$15,981,143	\$18,086,495	88
NET INCOME (LOSS) BEFORE DEPR.	\$1,232,706	(\$1,354,908)	\$457,872		(\$1,226,300)	(\$2,169,781)	\$979,154	
DEPRECIATION	\$1,203,373	\$1,207,832	\$1,189,180	102	\$2,242,522	\$2,428,930	\$2,326,860	104

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2021 TO AUGUST 31, 2021**

Page 2 of 4

	Operations	Maintenance	Admin	Total	Current Month		Year to	Year to Date		
				Curr. Month	Budget	%	Date	Budget	%	
LABOR										
Operators (Union)	\$1,999,007	\$0	\$0	\$1,999,007	\$2,303,302	87	\$4,032,387	\$4,714,581	86	
Maintenance (Union)	0	501,354	0	501,354	510,178	98	1,016,169	1,036,581	98	
Salaried	271,897	315,368	567,661	1,154,926	1,295,833	89	2,317,422	2,580,051	90	
FRINGE BENEFITS										
FICA	154,699	58,870	40,556	254,125	299,669	85	510,054	606,342	84	
Pension	308,535	107,496	80,471	496,502	643,695	77	1,005,647	1,299,708	77	
Health	525,492	159,697	98,994	784,183	860,622	91	1,577,168	1,721,170	92	
Workers' Compensation	392,890	27,490	2,538	422,917	423,333	100	845,833	846,666	100	
Uniform & Tool Allowance	12,058	15,743	74	27,875	23,195	120	43,576	46,390	94	
Unemployment & Other Fringes	1,479	1,500	8,520	11,499	35,295	33	20,776	51,635	40	
SERVICES										
Advertising	0	0	89,764	89,764	70,375	128	136,366	154,750	88	
Professional & Technical	0	19,583	208,043	227,626	293,030	78	307,752	612,451	50	
Contract Maintenance	0	152,031	174,280	326,311	303,185	108	570,811	584,857	98	
Security	214,689	31,810	0	246,500	302,807	81	528,723	605,614	87	
Employment Physicals	0	0	15,127	15,127	14,166	107	23,995	28,332	85	
Other	0	2,077	369	2,446	9,978	25	5,113	19,956	26	

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2021 TO AUGUST 31, 2021**

Page 3 of 4

				Total	Current Month		Year to	Year to Date	
	Operations	Maintenance	Admin	Curr. Month	Budget	%	Date	Budget	%
MATERIALS & SUPPLIES									
Fuel & Lubricants	\$0	\$389,946	\$0	\$389,946	\$390,343	100	\$781,221	\$759,696	103
Fleet Parts & Supplies	0	302,663	0	302,663	250,662	121	527,815	474,718	111
Other Materials & Supplies	0	83,727	16,045	99,773	51,902	192	144,560	101,613	142
UTILITIES	0	128,511	52,287	180,798	139,398	130	303,946	271,121	112
CASUALTY/LIABILITY COSTS	0	3,576	390,404	393,980	408,801	96	779,636	817,602	95
PURCHASED TRANS. SERVICE									
Dial A Lift	57,423	0	0	57,423	61,735	93	111,539	121,788	92
Aqua Service	61,665	0	0	61,665	171,789	36	117,039	345,173	34
MISC. EXPENSES									
Dues & Subscriptions	0	0	14,717	14,717	15,000	98	25,196	30,000	84
Taxes, Fees	0	5,983	0	5,983	12,061	50	12,704	24,122	53
Training, Travel & Meetings	0	0	7,485	7,485	25,000	30	9,419	50,000	19
Schedules & Tickets	0	0	0	0	7,083	-	0	14,166	-
Safety & Misc. Items	0	3,014	14,755	17,769	11,916	149	122,540	23,832	514
Recruitment Advertising	0	0	15,300	15,300	23,150	66	15,382	50,050	31
Other	36	42,407	1,337	43,780	46,574	94	88,355	93,530	94
TOTAL OPERATING EXPENSES:	\$3,999,869	\$2,352,847	\$1,798,727	\$8,151,444	\$9,004,077	91	\$15,981,143	\$18,086,495	88

**LONG BEACH TRANSIT
BALANCE SHEET**

Page 4 of 4

	Balance at 08/31/21	Balance at 07/31/21	Balance at 08/31/20
<u>ASSETS</u>			
Cash and Investments	60,978,306	66,697,621	71,212,402
Receivables			
Federal	0	0	3,408,380
State	4,899,215	3,963,172	750
County	8,281,149	4,603,934	2,860,040
Local	2,982,455	2,850,029	21,441
Miscellaneous	829,022	1,307,738	2,640,849
Materials & Supplies Inv.	2,838,603	2,762,348	2,462,575
Net Capital Assets	94,754,984	94,820,997	91,947,332
Other Assets	23,788,515	24,415,614	23,345,881
TOTAL ASSETS	<u>199,352,250</u>	<u>201,421,452</u>	<u>197,899,651</u>
<u>LIABILITIES AND CAPITAL</u>			
Trade Payables	2,591,800	2,428,770	3,935,122
Accrued Payroll Liabilities	6,524,578	5,299,080	5,620,213
Net Pension Liability (GASB 68)	34,700,421	34,700,421	33,013,550
Compensated Absence Liabilities	3,270,468	3,267,736	3,499,583
Estimated Liabilities	57,400,659	59,266,114	56,787,504
Deferred Credits	18,432,242	18,604,983	18,267,056
Long-Term Notes Payable	4,568,863	4,660,812	0
TOTAL LIABILITIES	<u>127,489,030</u>	<u>128,227,916</u>	<u>121,123,028</u>
Federal Capital Contributions	311,440,287	311,149,830	309,516,125
State Capital Contributions	105,863,173	105,803,173	99,813,146
Local Capital Contributions	104,315,285	103,433,319	99,582,895
Accumulated Earnings (Losses)	(449,755,526)	(447,192,786)	(432,135,543)
TOTAL CAPITAL	<u>71,863,219</u>	<u>73,193,536</u>	<u>76,776,622</u>
TOTAL LIABILITIES AND CAPITAL	<u>199,352,250</u>	<u>201,421,452</u>	<u>197,899,651</u>



Board Agenda Item No. 08 September 23, 2021

RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with La Cañada Design Group for Design Development through Construction Administration services for Long Beach Transit's new corporate office building.

STAFF REPRESENTATIVE

Lisa Patton, Executive Director/VP, Finance and Budget

BACKGROUND

In 2020, Long Beach Transit (LBT) purchased a building located at 4801 Airport Plaza Dr. for its corporate offices (LBTCO) and leasing spaces.

In April 2021, LBT engaged La Cañada Design Group (LCDG) to provide Space Programming and Schematic Design services for the floors that LBT will be occupying in the new building, which is the 7th and 8th floors, and part of the 1st floor, which includes Board of Director spaces such as Board chamber and Board conference room. The Space Programming and Schematic Design phase, which fell below the threshold amount requiring Board approval, was completed in June 2021.

The next steps of the project is final Design and Construction services for those same floors previously noted. LBT intends to occupy the building as soon as practicable.

This scope for this phase includes:

7th and 8th Floors

- Limited corridor and office remodel (certain walls, doors, ceilings, lights and HVAC registers)
- Power/data supply to new workstation layout
- Remodel of pantries and Mother's Room
- New copy/print areas
- Drinking fountains and restroom remodel for ADA compliance
- New signage/graphics
- Access control door closers
- Upgraded lighting/controls for Title 24 compliance and efficiency

1st Floor

- Board chamber remodel (modified board dais and seating, ceiling, flooring, doors, lighting and HVAC registers)
- Creation of Board conference room and kitchenette (cabinetry, power/data, doors, lighting, flooring and exhaust)



Board Agenda Item No. 08 September 23, 2021

- Creation of Board audio/visual room (power/data, doors, flooring, lightning, HVAC unit)
- Drinking fountains and restroom remodel for ADA compliance
- New signage/graphics
- Access control door closers

PROCUREMENT

In December 2020, LBT solicited a Request for Qualifications (RFQ) for architectural and engineering services and received a total of eight qualified proposals.

The proposals were evaluated based on the following criteria:

- Performance Record
- Experience and Qualification
- Program Management/Proposal Merit
- Key Personnel
- Technical Approach/Logic of Project Plan

The total amount of possible points for the technical evaluation was 100. The evaluation committee, comprised of representatives of LBT's property management company and leasing agents Newmark Knight Frank; LBT's relocation management consultant and property owner's advocate Relocation Strategies; as well as LBT staff, conducted interviews with all eight proposers. The top three firms had scores of 76.40, 72.60, and 70.40 points.

La Cañada Design Group, located in Pasadena, California, received the highest score of 76.40. The purchasing department met with the LCDG to confirm their understanding of the scope of work and discuss their proposed pricing. La Canada Design Group was found to be qualified and their pricing has been determined to be fair and reasonable.

DBE/SBE PARTICIPATION

A Disadvantaged Business Enterprise (DBE) goal of 10% was established for this contract. LCDG, Inc. will use three (3) California Unified Certification Program DBE certified firms to complete the scope of work as follows:

- Design Syndicate of Los Angeles, California will provide interior design services for 25% of the contract cost;
- SKA Design of Pasadena, California will provide graphic and signage design services at 6% of the contract costs; and
- IEM of San Pedro, California will provide cost-estimating services at 6.5% of contract the costs.

The total DBE participation is 37.5% of the overall contract costs.



Board Agenda Item No. 08 September 23, 2021

ALTERNATIVES CONSIDERED

Staff did not consider any alternatives, as this current phase reflects the minimum LBT will do to get the building in a state where LBT can successfully move in and also allow for future staff growth.

BUDGETARY/FISCAL IMPACT

Funds for this project at a total authorization not to exceed \$365,302.16 have been identified and approved in a prior year capital budget.

STAFF RECOMMENDATION

Staff is recommending LBT's Board of Directors to authorize the President and CEO to enter into a contract with La Canada Design Group for Design Development through Construction Administration services for \$365,302.16.

A handwritten signature in blue ink that reads "K. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer



Board Agenda Item No. 09 September 23, 2021

RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with Sirius Computer Solutions, Inc., to deploy the network infrastructure at LBT Corporate Office.

STAFF REPRESENTATIVE

Patrick Pham, Executive Director/VP, Information Technology

BACKGROUND

Long Beach Transit (LBT) conducts its operation from three locations in Long Beach:

1. LBT1, the current administrative headquarters, located at 1963 E. Anaheim St.;
2. LBT2, which serves as a maintenance facility and bus garage/parking lot, located at 6860 Cherry Ave.; and
3. Transit & Visitor Information Center (TVIC), located at 130 E. First St.

To occupy LBT's corporate offices (LBTCO), the following information technology (IT) services must be in place for LBT to conduct business:

- Internet access
- Interconnectivity between LBTCO and LBT's current network
- Telephone service
- Network connectivity to each office and desk for staff to connect their computers, printers, and telephone equipment

LBT needs to deploy equipment to connect the network infrastructure within LBT's occupied space and manage the network traffic from endpoints, such as computer workstations, phones and printers to allow LBT staff to access LBT's software applications, the Internet and cloud-based applications.

LBT needs a firm experienced in the deployment of network infrastructure to supply, physically install, and provide initial configuration to the equipment and software to support the new network deployment for the corporate office.

The contracted services include software licenses, equipment, and services required to assess, plan, prepare and deploy the new network infrastructure, knowledge transfer to LBT staff, and post deployment support.

PROCUREMENT

LBT issued a Request for Proposal (RFP) to multiple firms nationwide and received three qualified proposals.

The proposals were evaluated based on the following criteria:

- Proposed Product Quality
- Understanding of technical requirement of Scope of Work



Board Agenda Item No. 09 September 23, 2021

- Firm Experience, Qualifications and Warranty
- Price

The total amount of possible points for the technical evaluation was 60. Pricing made up an additional 40 points, for a total of 100 points.

The combined technical score and overall cost resulted in the selection of Sirius Computer Solutions, Inc., which received the highest score of 86 points.

Sirius Computer Solutions, Inc., headquartered in San Antonio, Texas, with offices in Irvine and Los Angeles, California, was found to be responsive and compliant by LBT's Purchasing department at a cost of \$600,840 for a five-year contract. Due to complexity of the project, staff is requesting a 10% contingency in the amount of \$60,084, for unforeseen issues.

DBE/SBE PARTICIPATION

A Small Business Enterprise (SBE) goal of 19% was established for this procurement. Sirius Computer Solutions, Inc., was responsive. Sirius Computer Solutions, Inc., has committed to use Mobilematics, Inc. for supplies. Mobilematics, Inc. is SBE certified by the State of California Department of General Services and will provide 20% of the overall contract cost.

ALTERNATIVES CONSIDERED

There is no alternative to the network deployment, as this is the required foundation for LBT's network infrastructure.

BUDGETARY/FISCAL IMPACT

Funds for this project at a total authorized amount not to exceed \$660,924, including a 10% contingency have been included in the previously approved Fiscal Year 2021 capital budget. Local funds will be utilized for this procurement.

STAFF RECOMMENDATION

Staff is recommending LBT's Board of Directors to authorize the President and CEO to enter into a contract with Sirius Computer Solutions, Inc., to deploy the network infrastructure at LBT's new corporate office for \$600,840, with a 10% contingency of \$60,084, for a total authorization amount not to exceed \$660,924.

A handwritten signature in blue ink that reads "K. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer



Board Agenda Item No. 10 September 23, 2021

RECOMMENDATION ACTION

To authorize the President and CEO to enter into a service agreement with the City of Carson to provide fixed route bus service.

STAFF REPRESENTATIVE

Kenneth A. McDonald, President and CEO

BACKGROUND

The City of Carson is seeking to have fixed route bus service provided to the residents of Carson through an agreement with Long Beach Transit (LBT).

As a result of the COVID-19 pandemic, on March 28, 2020, the City of Carson made the decision to suspend its transportation service, the Carson Circuit, to ensure the safety of its customers during the pandemic. During that time, the City took the opportunity to consider alternate transportation service options to support a broader section of its community not being served by the Carson Circuit.

Carson Circuit

Prior to March 28, 2020, the Carson Circuit was a fixed route bus service operated Monday through Saturday. The Carson Circuit provided seven bus routes around the City of Carson and provided bus connections to other neighboring municipal transit agencies. There was a North-South Shuttle route that traveled throughout Carson starting and ending at the Harbor Gateway Transit Center.

The City of Carson and LBT entered discussions and subsequent negotiations to provide fixed route transit services to the City of Carson. The new service will expand transportation access for Carson residents, connecting major hubs such as California State University, Dominguez Hills (CSUDH), the Harbor UCLA Medical Center and the SouthBay Pavilion, and:

- Improves connections to key activity centers and destinations in the City of Carson
- Delivers more direct and bi-directional services within Carson
- Complements existing transit services distributed by other transit providers
- Enhances regional connectivity for Carson residents to high-capacity transit like Metro's J (Silver) and A (Blue) lines
- Sustains greater opportunity, availability, and accessibility to jobs within and outside the City of Carson
- Increases the number of transit service hours delivered in the City of Carson
- Supplies more frequent transit services for residents



Board Agenda Item No. 10 September 23, 2021



LBT Routes	Service Span			Frequency of Service (Headway in Minutes)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
2	5:05AM - 7:30PM	10:15AM - 6:00PM	No Service	40	40	No Service
4	5:15AM - 7:45PM	10:35AM - 5:45PM	No Service	40	40	No Service
8	5:10AM - 7:50PM	10:30AM - 5:50PM	No Service	40	40	No Service

The proposed service was presented at the City of Carson’s July 20, 2021 Council meeting. The Council unanimously approved a motion for the City Manager to negotiate an agreement with LBT to provide fixed-route services to the City of Carson.

LBT and the City of Carson partnered on an extensive public outreach effort to inform and educate Carson residents on the details of the new service. Information on the proposed service was posted on the LBT and City of Carson websites, including social media postings.



Board Agenda Item No. 10 September 23, 2021

Additionally, letters were sent to the residents, businesses and area elected officials communicating the service and proposed new bus stops in the new service area.

Public comments on the service were solicited for 30 days from August 16 – September 16, 2021. A virtual public workshop was held on September 8, 2021.

On September 7, 2021, the Carson City Council met at a regularly scheduled meeting and voted unanimously to approve the service agreement with LBT.

Upon approval of the LBT Board of Directors, service implementation may begin as early as the week of September 26, 2021.

BUDGETARY/FISCAL IMPACT

The initial service agreement is planned for a three-year period. The service will be funded through the City of Carson's Proposition A Local Return allocation and/or eligible Proposition C allocations.

The base service agreement provides a flat annual rate of \$1,770,000 for a 12-month period. The total compensation for the initial three-year term of services shall not exceed \$5,310,000.

STAFF RECOMMENDATION

Staff is recommending LBT's Board of Directors to authorize the President and CEO to enter into a three-year agreement with the City of Carson to provide Fixed Route services.

A handwritten signature in blue ink that reads "K. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer



Board Agenda Item No. 10 September 23, 2021

RESOLUTION OF LONG BEACH TRANSIT

Resolution authorizing the President and CEO to enter a service agreement with the City of Carson to provide fixed route bus service to the City of Carson.

WHEREAS, Long Beach Transit (LBT), is a non-profit corporation Long Beach Transit (LBT) is a nonprofit corporation that was established in 1963 and operates a public transit system with a wide range of services including fixed-route bus service, demand-response paratransit, water taxi service and special seasonal services; and

WHEREAS, the City of Carson desires to enter into an agreement with LBT to provide fixed route bus service to the residents of the City of Carson; and

WHEREAS, at a City of Carson Council meeting on July 20, 2021, LBT presented a proposal to provide fixed route bus service; and

WHEREAS, LBT engaged a robust 30-day public review period to invite comments from the public on the proposed service; and

WHEREAS, at a City of Carson Council meeting on September 7, 2021, the City Council voted unanimously to execute an agreement with LBT to provide fixed route bus service.

NOW THEREFORE, BE IT RESOLVED that LBT President and CEO, or his/her designee, be authorized to execute all required documents with the City of Carson for the provision of fixed route bus service.

CERTIFICATION

The undersigned duly appointed Secretary/Treasurer certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the LBT Board of Directors held on September 23, 2021.

Colleen Bentley
Secretary/Treasurer, Board of Directors

Date