

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE WHOLE**

**COMMITTEE MEMBERS**

**DAVID HAUBERT – CHAIR**  
**JEAN JOSEY**

**KARLA BROWN – VICE CHAIR**  
**EVAN BRANNING**

**DATE:** Monday, June 24, 2024

**PLACE:** LAVTA Offices, Diana Lauterbach Room  
1362 Rutan Court, Suite 100, Livermore

**TIME:** 4:00 p.m.

**TELECONFERENCE LOCATIONS**

Scott Haggerty Heritage House  
4501 Pleasanton Avenue  
Pleasanton CA. 94566

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*Agenda Questions: Please call the Front Desk at (925) 455-7555 or send an email to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

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**MEETING PROCEDURE**

This Projects and Service Committee meeting will be conducted in person and on the web-video communication platform, Zoom. In order to view and/or participate in this meeting remotely, members of the public will need to download Zoom from its website, [www.zoom.us](http://www.zoom.us).

We encourage members of the public to access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment. It is recommended that anyone wishing to participate in the meeting remotely complete the download process before the start of the meeting.

Public comments will also be accepted via email until 1:00 p.m. on Monday, June 24, 2024 at [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 6/24/2024” and the agenda item in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

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**To submit written comments:**

- Provide public written comments prior to the meeting by email, to [frontdesk@lavta.org](mailto:frontdesk@lavta.org)

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, June 24, 2024 to [frontdesk@lavta.org](mailto:frontdesk@lavta.org). Please include “Public Comment – 6/24/2024” and the agenda item to which your comment applies in the subject line. In the body of the email please include your name. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call of Members**

**3. Meeting Open to Public**

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the April 22, 2024 Meeting of the P&S Committee.**

**Recommendation:** Approval

**5. Award of On-Call Task Order #4: Hydrogen Fueling Station and Hydrogen Fuel-Cell Bus Deployment Project Management and Technical Consulting**

**Recommendation:** Staff recommends that the Projects and Services Committee approve and forward to the Board of Directors Resolution 19-2024, authorizing the Executive Director to execute on-call task order #4 with CTE for Hydrogen Fueling Station and Fuel Cell Electric Bus Deployment Project Management and Technical Consulting services.

**6. Tri-Valley Passenger Facilities Enhancement Project On-Call Task Order Contract # 2 for Project Design and Engineering**

**Recommendation:** Staff recommends that the Projects and Services Committee approve and forward to the Board of Directors Resolution 20-2024 to execute task order #2 with LAVTA's on-call contractor Kimley Horn and Associates, Inc., for a not-to-exceed amount of \$346,210 with a contingency amount of \$34,621 (10%) to be utilized at the discretion of the Executive Director.

**7. No Cost/Reduced Cost Interagency Transfer Pilot MOU**

**Recommendation:** Staff requests the Projects and Services Committee recommend the Board of Directors authorize the Executive Director to sign the No Cost/Reduced Cost Interagency Transfer Pilot MOU with MTC.

**8. Preview of Upcoming P&S Committee Agenda Items**

**9. Matters Initiated by Committee Members**

**10. Next Meeting Date is Scheduled for: August 26, 2024**

**11. Adjourn**

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

*I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.*

<u>/s/ Jennifer Suda</u>	<u>6/21/2024</u>
<u>LAVTA Administrative Services Department</u>	<u>Date</u>

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*Executive Director  
Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551  
Fax: 925.443.1375  
Email: [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

## **AGENDA**

### **ITEM 4**

**MINUTES OF THE APRIL 22, 2024**  
**LAVTA PROJECTS AND SERVICES COMMITTEE MEETING**

**1. Call to Order and Pledge of Allegiance**

Chair David Haubert called the meeting to order at 4:01pm

**2. Roll Call of Members**

**Members Present**

Jean Josey, City of Dublin

Evan Branning, City of Livermore

David Haubert, Alameda County

Julie Testa, City of Pleasanton, Alternate

**3. Meeting Open to Public**

No comments received.

**4. Minutes of the March 25, 2024 Meeting of the P&S Committee.**

Motion: Josey/Branning

Aye: Josey, Branning, Testa, Haubert

No: None

Abstain: None

Absent: None

**5. Gannett Flemming Task Order 3: Construction Management Services for Rutan Maintenance Bay Hydrogen Retrofit Project**

The Projects and Services Committee forwarded a recommendation to the Board to approve Task Order 3 with Gannett Fleming for Construction Management services for the Rutan Maintenance Bay Hydrogen Retrofit project, for a not-to-exceed amount of \$242,358 which includes a contingency amount of \$22,033 to be used at the discretion of the Executive Director.

Motion: Branning/Josey

Aye: Josey, Branning, Testa, Haubert

No: None

Abstain: None

Absent: None

**6. Las Positas College Memorandum of Understanding**

The item was discussed by Projects and Services Committee and staff. Committee Member Jean Josey inquired if part time students include middle college, dual and continuing enrollment students. Staff will get back to the Committee with further information. Committee Members also requested ridership numbers and to have the student body self-select an individual to hear from someone that benefited from the program.

The Projects and Services Committee forwarded a recommendation to the Board of Directors authorize the Executive Director to execute the fourth two-year Memorandum of Understanding with the Chabot-Las Positas Community College District for the continuation of the Las Positas College Student Transit Pass Program.

Motion: Branning/Josey

Aye: Josey, Branning, Testa, Haubert

No: None

Abstain: None

Absent: None

## **7. Youth Ride Free Summer Promotion Pilot**

Executive Director Christy Wegener provided background on the pilot program and informed that the summer campaign would roll out in June 2024 that would allow riders 18 and younger to ride free all summer. The fiscal impact to LAVTA is approximately \$15,000.

The item was discussed by Projects and Services Committee and staff. Committee Members suggested social media advertising with various other options, more intense marketing in Dublin and Pleasanton with less in Livermore, and to advertise at the elementary schools. Committee Members also requested tracked ridership numbers after the pilot is finished.

Public Comment was opened by Chair David Haubert.

Julie Hopkins, from Livermore Area Recreation and Parks District (LARPD) is representing the Smith Elementary students and is in support of the pilot program.

The Projects and Services Committee provide feedback on the proposed Youth Ride Free Summer 2024 Promotion Pilot.

This was informational only.

## **8. Preview of Upcoming P&S Committee Agenda Items**

## **9. Matters Initiated by Committee Members**

None.

## **10. Next Meeting Date is Scheduled for: May 27, 2024**

## **11. Adjourn**

Meeting adjourned at 4:35pm

## **AGENDA**

### **ITEM 5**



## STAFF REPORT

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SUBJECT: Award of On-Call Task Order #4: Hydrogen Fueling Station and Hydrogen Fuel-Cell Bus Deployment Project Management and Technical Consulting

FROM: David Massa, Capital Projects Manager

DATE: June 24, 2024

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**Action Requested**

Staff requests that the Projects and Services Committee recommend that the Board of Directors approve Resolution 19-2024, authorizing the Executive Director to execute Task Order #4 with the Center for Transportation and the Environment for project management and technical consulting services for the Atlantis Hydrogen Fueling Station Construction and Hydrogen Fuel Cell Bus Deployment project.

**Background**

LAVTA staff are preparing for the implementation of LAVTA's Innovative Clean Transit (ICT) plan, which charts the course for a 100% zero-emissions hydrogen fuel-cell electric bus (FCEB) fleet by 2034. With the anticipated arrival of LAVTA's first FCEBs in FY27, the Agency is readying the requisite infrastructure to support the hydrogen technology.

Transitioning to FCEBs from diesel electric hybrid buses involves a complex array of considerations due to the current stage of the hydrogen-powered bus industry. Critical factors include fuel storage options, dispensing methods, pressure requirements, fuel cell sizes, and communication protocols between buses and fueling stations. Each of these elements requires careful planning and integration to ensure a seamless transition and deployment. The lead times for fueling system components can extend beyond 18 months, necessitating advanced planning and coordination. Additionally, understanding the safety, codes, and standards for hydrogen fueling is crucial for ensuring the safe and consistent deployment of FCEBs. With the industry still developing, it is crucial for organizations like LAVTA to collaborate with companies that are at the forefront of technological advancements.

In 2022, LAVTA awarded its on-call zero-emissions bus consulting contract to the Center for Transportation and the Environment (CTE). CTE is a well-established nonprofit organization that has been instrumental in advancing sustainable transportation solutions in the transportation industry. With over 30 years of service, CTE has managed a portfolio of over \$530 million in research, development, and demonstration projects, aiming to bring clean, efficient, and sustainable transportation technologies into the mainstream. Their work includes collaborating with various transit authorities, including SunLine Transit in Coachella Valley, AC Transit, Orange County Transportation Authority, and vehicle

technology manufacturers. CTE's expertise in engineering, planning, and project management has contributed to the deployment of over 1,100 zero-emission vehicles and the development of numerous transition plans for fleets. By working with CTE for the fueling station construction and initial FCEB bus procurement, LAVTA can leverage CTE's extensive experience and technical services to ensure the successful implementation of innovative fuel technologies.

## **Discussion**

If approved, LAVTA will move forward with CTE to develop the next steps on constructing the Atlantis hydrogen fueling station, as well as the specifications for the initial FCEB procurement later in FY25. This is a multi-year Task Order that will be completed in phases as the transition to hydrogen fuel-cell technology occurs.

Below is a synopsis of the core services CTE will provide to LAVTA throughout the project. The complete scope of work is included as Attachment 1.

### Bus and Route Analysis Modeling

CTE's comprehensive evaluation process involves modeling and simulation to optimize the performance and efficiency of transit buses. By collecting detailed route data and simulating various operational scenarios, CTE aims to provide actionable insights to LAVTA. This data-driven approach will assist LAVTA in refining its bus specifications and operational strategies, ensuring an optimized balance between performance and cost-effectiveness.

### Hydrogen Demand Analysis

CTE will conduct a comprehensive evaluation of the energy requirements for fuel cell buses based on the modeling and LAVTA's FCEB procurement schedule. This assessment will consider various factors such as the planned service routes of LAVTA, the energy consumption patterns of the vehicles, and the operational capacity of the fueling station. The goal is to ensure that the fueling infrastructure can meet the demands of the bus routes and passenger loads of today and the future.

### Hydrogen Fuel Station and Fuel Cost Modeling

Throughout this phase CTE will utilize the findings from the Hydrogen Demand Analysis to ensure that the scope of work for the station aligns with LAVTA's service needs. A fuel cost model will be developed to assess potential fuel demand and delivery schedules, alongside identifying alternative supply sources to guarantee consistent fuel availability for the initial roll-out of FCEBs. Also, with an eye towards future needs, CTE will perform additional modeling to project future fuel consumption trends as LAVTA expands its FCEB fleet, in accordance with its Zero-Emission Bus (ZEB) Transition Plan and procurement schedule.

### Bus Procurement and Build

The bus procurement and build phase of the project involves a collaborative effort between LAVTA and CTE to oversee the procurement and production of buses from a selected OEM. This includes contract execution (assuming LAVTA purchases off an existing state or consortium contract), design approvals, and quality checks to ensure adherence to FTA's Quality Management System. Regular meetings and inspections will be scheduled to monitor

progress and maintain standards. CTE's role extends to providing expert guidance to LAVTA, ensuring that the buses meet all required inspections and audits before delivery.

#### Infrastructure Procurement, Design, and Build

This phase of the project is extremely complex including all necessary steps to procure, design, build, and installation of the hydrogen fueling infrastructure. CTE's role will be to support LAVTA in finalizing the hydrogen station's specifications, which will include storage, compression, dispensing and possibly production components. Key deliverables include:

- Preparing documents for an RFP to competitively procure the fueling station. To accomplish this CTE will utilize previous analyses, listed previously, to prepare detailed technical specifications customized to LAVTA's environment for the RFP.
- Provide ongoing support during the RFP process, including drafting addenda and assisting in proposal evaluations.

Once the RFP is awarded, the selected fueling station supplier will be responsible for all aspects related to the design and build of the hydrogen fueling station. This would include developing the site, installation plans for the station and obtaining all necessary permits.

Once the fueling station and FCEBs are delivered, the selected bus manufacturer and the fueling station supplier will commission the fueling station for operations with their buses.

#### Bus and Infrastructure Deployment

This phase involves several processes that LAVTA and CTE will follow to validate the performance of its new buses and fueling station after commissioning and acceptance testing. This includes post-delivery inspections and acceptance testing, workforce training, performance validation, and a validation test plan.

#### Deployment Validation

After revenue service of the buses begins in FY27, CTE will begin a comprehensive approach to evaluating the performance of the fuel cell electric buses deployed by LAVTA. By collecting, analyzing, and reporting on Key Performance Indicators (KPIs) over a 12-month period, they will be able to provide valuable insights into various aspects of the buses' operations.

#### **Fiscal Impact**

The funding for this project is included in LAVTA's FY25 approved capital budget. These funds will be applied over a three-year period as the various tasks progress, paid in 8 phases and 22 installments for a total cost of \$676,000.

#### **Recommendation**

Staff recommends that the Projects and Services Committee approve and forward to the Board of Directors Resolution 19-2024, authorizing the Executive Director to execute on-call task order #4 with CTE for Hydrogen Fueling Station and Fuel Cell Electric Bus Deployment Project Management and Technical Consulting services.

Attachments:

1. CTE 2024 LAVTA H2 Station & FCEB Deployment Proposal
2. Resolution 19-2024

May 3, 2024

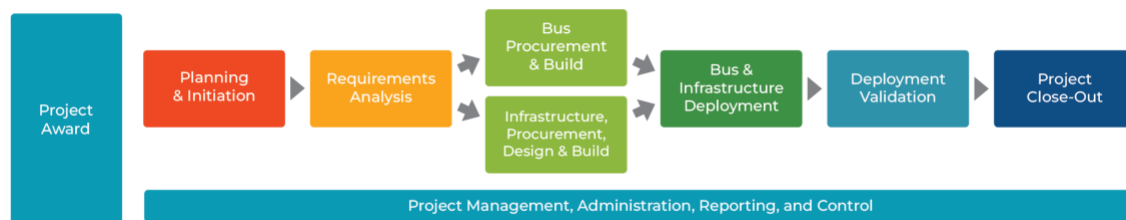
# Hydrogen Station and Bus Deployment Project Management and Technical Consulting Proposal

Submitted by:

Center for Transportation and the Environment

## Statement of Work

CTE will use its Zero-Emission Smart Deployment Methodology as a basis for a customized scope for Livermore-Amador Valley Transit Authority (LAVTA) to guide this project through the primary phases, depicted in Figure 1. CTE's methodology is designed to help agencies understand ZEB technologies and how to successfully deploy them. This Statement of Work (SOW) outlines the seven traditional steps of the deployment methods to suit LAVTA's project aims. It details the specific tasks, associated deliverables, estimated time to completion and CTE fees required to complete LAVTA's hydrogen Station project and deployment of fuel cell electric buses in revenue service on fixed routes with corresponding fueling infrastructure. This SOW also includes CTE's project controls and risk managing procedures to guide the effective and efficient management of this project. Each phase includes a brief summary of the activities included in this phase of the project and an estimated time to complete. Each phase narrative also includes a description of the services provided by CTE during that phase and the associated CTE deliverables including payment type and value. A summation table of the phases and CTE milestones can be found at the end of this SOW.



*Figure 1: CTE's Smart Deployment Methodology*

### *Phase 1: Project Planning & Initiation*

**Estimated Time to Complete:** 2 months

**Phase 1 CTE Fee Total:** \$36,000

Under Phase 1, CTE will work with LAVTA, the selected bus OEM, and other partners to finalize the project scope, approach, and timeline, and to define tasks, roles and responsibilities, and preliminary risks.

Phase 1 will result in an in-person formal kickoff of the project with all stakeholders and project team members to align the project team on tasks, assignments, timelines, and expectations to successfully meet project goals and objectives.

CTE will work with each team member during the kickoff and throughout the project refine the general schedule from the proposal to update it and incorporate specific project goals and constraints.

CTE will develop a project workbook that will outline these project goals and objectives, scope, and approach that will guide the execution of deliverables of the project. The Workbook will define the key milestones and stakeholders as well as activities and tasks, and timeline for the project.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverable	Billing Frequency	Fee
1.1	Project Kick Off Meeting Agendas, Presentations and Minutes	One-time at deliverable completion	\$30,000
1.2	Project Workbook	One-time at deliverable completion	\$6,000
		Total	\$36,000

## Phase 2: Requirements Analysis

**Estimated Time to Complete:** 3 months

**Phase 2 CTE Fee Total:** \$55,000

### *Bus and Route Analysis Modeling*

This task confirms the technical specifications for the bus and fueling equipment. CTE will evaluate the required range of the bus based on the duty cycle of scheduled routes selected for this deployment project and will determine daily fuel consumption and throughput requirements necessary to support deployment given LAVTA's fueling window. CTE will model Transit Agency's routes and a model bus to predict the range and performance of the bus on the target routes. The model uses powertrain simulation software, such as Autonomie, which was developed by Argonne National Laboratory for the heavy-duty trucking industry and modified by CTE for zero-emission transit buses. CTE will collect route data by riding selected routes on an existing in-service bus with a GPS data logger to capture time, distance, speed, acceleration, GPS coordinates, and grade. CTE will also collect data on local environmental conditions, passenger loading profiles, route planning details, and blocking schedules from the agency. CTE will use this data along with specifications for OEM options to simulate bus operations on agency routes. The results of the simulation provide the agency with information to be used as a guide for making operational decisions and to determine if any changes are required to the bus specifications, routes, or passenger service schedules in order to optimize bus operations and operating costs. CTE may also be able to arrange for a test drive of a fuel cell electric bus to confirm vehicle performance and fuel efficiency on specific routes, if the agency is in the proximity of another agency with a fleet of fuel cell electric buses.

### *Hydrogen Demand Analysis*

CTE will evaluate the required service energy of the fuel cell buses based on the duty cycles of LAVTA's planned service, vehicle energy consumption to determine daily fuel requirements,

and the necessary service capacity of the fueling station ensure sufficient throughput during LAVTA's available fueling window. This will ensure storage tanks and fuel delivery will support the anticipated routing and passenger loading requirements of the fuel cell buses. This method will inform LAVTA on paths to optimize station operations and project operating costs for the agency's first FCEB deployment and beyond. CTE's experience of processing the aforementioned data in its fuel demand analysis tool complemented by Argonne National Lab's Heavy-Duty Refueling Simulation Analysis Model as needed to develop an estimate for power requirements, mobility, and footprint of a hydrogen refueling solution, will support the development of a specification capable of supporting the FCEB deployment.

### ***Hydrogen Fuel Station and Fuel Cost Modeling***

CTE will use the energy consumption requirements determined during the Hydrogen Demand Analysis to confirm the stations scope of work matches LAVTA's existing service requirements. CTE will then develop a fuel cost model to evaluate the potential fuel demand, fuel delivery frequency, and identify backup sources of supply to ensure fuel reliability for this initial deployment of FCEBs. In addition, CTE will also conduct modeling to look at what LAVTA can expect in future years in regards to fuel consumption once additional FCEBs are deployed in the Agency's fleet as denoted by LAVTA's ZEB Transition Analysis and updated procurement timeline.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverable	Billing Frequency	Fee
2.1	Bus and Route Analysis Modeling Presentation	One-time at deliverable completion	\$29,000
2.2	Hydrogen Fuel Station and Fuel Cost Modeling Presentation	One-time at deliverable completion	\$13,000
2.3	Review Documentation of Facility Upgrades to Safely Work on FCEBs	One-time at deliverable completion	\$13,000
		Total	\$55,000

### ***Phase 3: Bus Procurement and Build***

**Estimated Time to Complete:** 12 months

**Phase 3 CTE Fee Total:** \$32,000

In this phase of the project, LAVTA and CTE support contracting and configurations development for bus procurement from the selected bus OEM from the selected state contract. LAVTA will execute procurement contracts with the selected bus OEM. The selected bus OEM will submit their final design for LAVTA approval before proceeding with production. LAVTA and CTE will participate in a pre-production meeting at the selected bus OEM's facility to confirm the design, and review quality control, quality assurance, and production procedures that will be in place for this order. Once the buses enter the production line, LAVTA and CTE will meet with the selected bus OEM regularly during the bus build to track progress. The phase will end with the delivery of the buses.



CTE offers to provide a first article pre-delivery inspection. If needed, CTE will engage the services of external vendors to complete the periodic inspections, resident inspections, or Buy America audits. The goal of the inspection is to ensure that the buses are ready to be delivered. LAVTA will approve buses for delivery and will conduct post-delivery acceptance inspections. These efforts are consistent with both the Inspection and Test and Inspection and Test Status elements of FTA's Quality Management System.

Throughout this phase of the project, CTE will provide guidance and oversight to LAVTA on bus manufacturing and design.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverables	Billing Frequency	Fee
3.1	CTE Review of Technical Specification and Bus Configuration Review/Comments	One-time at deliverable completion	\$21,000
3.2	CTE Review of Bus Contract	One-time at deliverable completion	\$10,000
3.3	Inspection Reports (Optional)	TBD based on final inspection scope	\$50,000
3.4	Pre-Award Buy America Audits (Optional)	One-time at deliverable completion	\$8,000
3.5	Post-Delivery Buy America Audits (Optional)	One-time at deliverable completion	\$8,000
		Total	\$97,000

#### *Phase 4: Infrastructure Procurement, Design, and Build*

**Estimated Time to Complete:** 12 months

**Phase 4 CTE Fee Total:** \$135,000

This phase of the project includes all necessary steps to procure, design, build, and install the hydrogen fueling infrastructure. CTE will assist LAVTA as it finalizes the specifications for the hydrogen fueling station, including production, if specified, compression, storage, and dispensing. This includes the preparation of necessary documents required for competitive procurement of fueling station through a Request for Proposals (RFP). CTE will review and evaluate the existing modeled fuel demands and conceptual design previously provided to LAVTA by a third party. CTE will leverage the existing analysis to draft the technical specifications for the hydrogen fueling station to be included in the RFP. CTE will support LAVTA throughout the RFP process, drafting addenda as needed and assisting in the technical evaluation of proposals.

The selected fueling station supplier will be responsible for the design and build of the hydrogen fueling station. CTE will work with LAVTA to provide administrative oversight and technical reviews during the design, construction, and installation process for the hydrogen refueling



station. The fueling station supplier will develop site and installation plans for the station and obtain all necessary permits.

CTE will also assist LAVTA in establishing and coordinating a third-party, independent safety review of preliminary fueling station design plans prepared by the vendor. The review will be conducted by the American Institute of Chemical Engineers Center for Hydrogen Safety, and cost of conducting this review will be the responsibility of the vendor.

CTE will also work with the hydrogen fueling station supplier and the selected bus OEM to provide a seamless fueling interface that will meet LAVTA's requirements for refueling its fleet. CTE and the fueling station supplier will work with LAVTA and local utilities to provide the necessary utilities to operate the station.

Once the site preparation for the station is complete, the fueling station supplier will install and commission the equipment, during which CTE will coordinate weekly communication meetings and provide project overview and recommendations. CTE will organize and coordinate with LAVTA, the selected bus OEM, and the fueling station supplier to conduct first-responder and employee safety and operations training.

Additionally, LAVTA has begun a project to upgrade its Rutan Court site for maintenance facility upgrades to support the first set of FCEBs. CTE shall support LAVTA to ensure the maintenance facility requirements are addressed in the project design to engineer mechanical, electrical, and detection/alarm systems in maintenance facilities.

Once the fuel cell electric buses are delivered, the selected bus OEM and the fueling station supplier will commission the fueling station for operations with their buses.

As referenced in the narrative above, CTE will provide guidance, oversight and coordination to LAVTA throughout the station design and build.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverables	Billing Frequency	Fee
4.1	Refueling Station RFP Procurement Support, Technical Evaluation, and Selection of Station Supplier	Twice: one \$25,000 payment at RFP publishing, and one \$25,000 payment at provider selection	\$50,000
4.2	Station Design/Build Support and Technical Advisory	Monthly installments over 12-month period	\$60,000
4.3	Facility Modification Design/Build Support and Technical Advisory	Monthly installments over 3-month period	\$15,000
		Total	\$125,000

## Phase 5: Bus and Infrastructure Deployment

**Estimated Time to Complete:** 6 months

**Phase 5 CTE Fee Total:** \$35,000

After bus and station commissioning, LAVTA will conduct post-delivery inspections and acceptance testing. LAVTA staff will receive the necessary training to operate and maintain the vehicles and fueling station. Once buses and the fueling station have completed testing and acceptance by LAVTA as outlined in the previous phase, CTE will work with LAVTA and the selected bus OEM to validate the performance and operation of the buses and station through CTE's performance validation approach. CTE will develop a validation test plan to compare with modeled performance and determine if any operational changes are needed. The plan will provide for operating buses along the plan route(s) under controlled conditions (ambient temperature, HVAC load, passenger load, traffic patterns, etc.).

CTE will conduct the on-site validation testing based on the aforementioned plan and provide a validation test report to LAVTA. The report will include operational metrics such as: fuel economy (miles per kilogram), auxiliary load power draw (kW), fuel dispensed (kilograms), fueling rate (kilograms per minute), and initial and final state of fill as well as qualitative assessments of any issues that occur during validation. CTE will use the test results to support LAVTA finalizing the deployment strategy and schedules based on real world performance. This phase will close with the buses entering revenue service.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverables	Billing Frequency	Fee
5.1	Validation Test Plan	One-time at deliverable completion	\$5,000
5.2	Validation Test Report	One-time at deliverable completion	\$30,000
5.3	Updates to Operating and Fueling Recommendations Document as Needed	--	--
		Total	\$35,000

## Phase 6: Deployment Validation

**Estimated Time to Complete:** 12 months

**Phase 6 CTE Fee Total:** \$95,000

After revenue service of the buses begins, CTE will collect, analyze, and report on Key Performance Indicators (KPIs) as a method of deployment validation to help track and understand the performance of the fuel cell electric buses for a period of 12 months. These metrics will allow LAVTA and FTA to fully understand operational metrics to determine if the projected benefits have been realized from the deployment of the fuel cell electric buses,

including impact on emissions, reductions in fuel consumption and cost, reductions in maintenance and costs, and any potential increase in ridership.

CTE will conduct a reporting workshop with LAVTA to determine the KPIs they wish to capture and the procedures for collecting data. CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverables	Billing Frequency	Fee
6.1	Deployment Validation KPIs Workshop Agenda, Presentation and Meeting Minutes	One-time at deliverable completion	\$13,000
6.2	Data Collection and Reporting Plan and KPI Dashboard Development (where applicable)	One-time at deliverable completion	\$10,000
6.3	Monthly or Quarterly KPI Reports	Monthly or quarterly installments over a 12 month period	\$72,000
		Total	\$95,000

### Phase 7: Project Close Out

**Estimated Time to Complete:** 2 months

**Phase 6 CTE Fee Total:** \$11,000

After the data collection period is over, CTE will issue a final report summarizing project results, findings, and lessons learned. LAVTA will close out the project with FTA.

CTE's deliverables and associated fees and billing frequency for this phase of the project are included in the table below.

ID	Deliverables	Billing Frequency	Fee
7.1	Final Report	One-time at deliverable completion	\$11,000
		Total	\$11,000

### Phase 8: Project Management, Administration, Reporting, and Control

**Estimated Time to Complete:** 3 years

**Phase 7 CTE Fee Total:** \$222,000

CTE will manage the entire deployment project including deployment planning; bus specification development; fuel station supplier selection; infrastructure planning and procurement support; and final deployment. Project management will include but is not limited to the following activities:

- *Coordinating regular meetings and information sharing between project partners and stakeholders* — CTE will coordinate regular, timely and appropriate meetings with the

needed staff. This will include recurring status meetings, as well as focused workshops and other events. Meeting coordination includes detailed agendas, meeting minutes and follow-up. These meetings and communications reduce effort required from agency's staff, increase transparency, and ensure that the agency's interests and goals are prioritized and fulfilled throughout the project term.

- *Advocating for the transit agency's interests* – CTE will act as an advocate and advisor solely focused on LAVTA's interests and concerns. CTE's 25 years of expert experience in electric vehicle technology is crucial when considering the unique requirements of fuel cell electric bus system planning, design, and construction. CTE's unbiased experience and broad network of industry contacts results in rapid and impartial guidance, helping transit agencies select the technology that will best suit their needs and avoid pitfalls of electric bus implementation without being beholden to the bus manufacturer. CTE has proven experience in ensuring transparency on the capabilities, operation, and maintenance of fuel cell electric buses, and ensuring that the final buses meet all specifications and service requirements.
- *Technical Advisory*– CTE provides technical advisory services throughout the project to ensure that agency staff understand the differences in technology and the best practices for deploying and operating ZEBs. CTE will advise LAVTA on ZEB technology best practices, key deployment strategies; ZEB supplier terms and conditions; fueling strategy, oversight of bus manufacturing and design; construction and installation of charging stations; and ZEB training, operations, and maintenance.
- *Tracking project tasks, risks, budget and timeline* — CTE will develop and maintain the project schedule, and ensure that all milestones and deliverables are completed effectively and on time. CTE will also rigorously track and drive the resolution of project risks and action items to ensure project success. The Risk and Action Item Mitigation Plan (detailed below) ensures timely resolution of critical path tasks and active mitigation of project risks.

CTE's project management fees will be split into years and invoiced in monthly installments.

Project Management	Billing Frequency	Fee
(7.1) Year 1	Monthly installments over a 12 month period	\$108,000
(7.2) Year 2	Monthly installments over a 12 month period	\$72,000
(7.3) Year 3	Monthly installments over a 12 month period	\$42,000
	Total	\$222,000

## Project Administration, Reporting & Control

CTE will guide the entire project by the control and risk management procedures detailed below. CTE's centralized management of the work program will enable team members to concentrate on exceeding project goals and ensure production of deliverables in a clear and well-coordinated manner. Details of CTE's processes for ensuring the efficient accomplishment of these tasks are as follows.

### Collaboration Tools

CTE will use e-mail to share project files and communications, coordinate tasks, track issues, and maintain project calendars.

### Communications Plan

Team members will participate in weekly or bi-weekly conference calls to discuss project status and current issues. Meeting minutes will be taken and shared to ensure open access to proceedings. Online video conferencing will be employed when team members desire a presentation format to share status updates. CTE will schedule additional conference calls with team members as needed.

### Reporting Plan

CTE will provide LAVTA with quarterly summaries of project status and activities, as well as Quarterly Management Reports (QMRs). The QMRs provide a summary of project status, progress, and accomplishments of the previous quarter and projections for the remainder of the project. The QMR will be structured to allow LAVTA to easily incorporate the information into the required FTA Quarterly Report submitted by LAVTA. The QMR will document project progress and activities as well as describe any known risks and plans for mitigation.

CTE will compile the QMRs with input from team members. CTE will provide team members with a QMR template that will include:

- Summary narrative of accomplishments by task/milestone during the period
- Estimated % completion and expected completion dates of task/milestone
- Significant events affecting progress and discussion of project variances
- Remaining activities and expected completion dates

CTE will also compile a Final Management Report at the end of the project to summarize the project accomplishments, realized benefits, and lessons learned.

### Risk and Action Item Management and Mitigation Plan

CTE provides strong and engaged oversight of project progress through the suite of management controls and procedure outlined above. CTE's management method allows us to anticipate and manage potential risks and ensures quick recognition of any unexpected project risks that arise. All identified risks are documented; assigned to project team members for research, analysis, and resolution; and tracked through the project. Risks and related tasks are prioritized to ensure that

project team members remain focused on the right activities at the right time. Critical issues that remain unresolved or proposed solutions that impact project timeline, scope, budget or resources are escalated to LAVTA management for immediate attention.

### Schedule Control Plan

CTE will be responsible for maintaining the overall schedule with input from team members.

Team members will report schedule status for their assigned tasks during the regular team calls. If the actual progress for a task is determined to be behind the planned schedule, CTE will work with LAVTA to develop appropriate corrective action based on the schedule variance, the amount of work remaining, the impact on other tasks, and impact on the overall schedule.



## CTE Deliverables

Task ID	Task Name	Billing Frequency	Milestone Deliverable	Total Task Value	Cost per Installment (\$)	Total Amount of All Installments
<b>1</b>	<b>Project Planning</b>			<b>\$36,000</b>		
		One-time at deliverable completion	Project Kick Off Meeting Agendas, Presentations and Minutes		\$30,000	\$30,000
		One-time at deliverable completion	Project Workbook		\$6,000	\$6,000
<b>2</b>	<b>Requirements Analysis</b>			<b>\$55,000</b>		
		One-time at deliverable completion	Bus and Route Analysis Modeling Presentation		\$29,000	\$29,000
		One-time at deliverable completion	Hydrogen Fuel Station and Fuel Cost Modeling Presentation		\$13,000	\$13,000
		One-time at deliverable completion	Review Documentation of Facility Upgrades to Safely Work on FCEBs		\$13,000	\$13,000
<b>3</b>	<b>Bus Procurement and Build</b>			<b>\$97,000</b>		
		One-time at deliverable completion	CTE Review of Technical Specification and Bus Configuration Review/Comments		\$21,000	\$21,000
		One-time at deliverable completion	CTE Review of Bus Contract		\$10,000	\$10,000
		TBD based on final inspection scope	Inspection Reports		\$50,000	\$50,000
		One-time at deliverable completion	Pre-Award Buy America Audits		\$8,000	\$8,000
		One-time at deliverable completion	Post-Delivery Buy America Audits		\$8,000	\$8,000
<b>4</b>	<b>Infrastructure Procurement, Design, and Build</b>			<b>\$125,000</b>		
		Twice: one \$25,000 payment at RFP publishing, and one \$25,000 payment at provider selection	Refueling Station RFP Procurement Support and Technical Evaluation, and Selection of Station Supplier		\$25,000	\$50,000
		Monthly installments over 12-month period	Station Design/Build Support and Technical Advisory		\$5000	\$60,000





		Monthly installments over 3-month period	Facility Modification Design/Build Support and Technical Advisory		\$5,000	\$15,000
<b>5</b>	<b>Bus and Infrastructure Deployment</b>			<b>\$35,000</b>		
		One-time at deliverable completion	Validation Test Plan		\$5,000	\$5,000
		One-time at deliverable completion	Validation Test Report		\$30,000	\$30,000
		--	Updates to Operating and Fueling Recommendations Document as Needed		--	--
<b>6</b>	<b>Deployment Validation and Key Performance Indicators</b>			<b>\$95,000</b>		
		One-time at deliverable completion	KPI Workshop Agenda, Presentation and Meeting Minutes		\$13,000	\$13,000
		One-time at deliverable completion	Data Collection and Reporting Plan and KPI Dashboard Development (where applicable)		\$10,000	\$10,000
		Monthly or quarterly installments over a 12-month period	Monthly or Quarterly KPI Reports		\$6,000	\$72,000
<b>7</b>	<b>Project Close Out</b>			<b>\$11,000</b>		
		One-time at deliverable completion	Final Report		\$11,000	\$11,000
<b>8</b>	<b>Project Management, Administration, Reporting, and Control</b>			<b>\$222,000</b>		
		Monthly installments over 12-month period	Year 1		\$9,000	\$108,000
		Monthly installments over 12-month period	Year 2		\$6,000	\$72,000
		Monthly installments over 12-month period	Year 3		\$3,500	\$42,000
<b>Total CTE Budget</b>				<b>\$676,000</b>	<b>--</b>	<b>\$676,000</b>

## References

Name	Organization	Title	Phone	Email
Cliff Thorne	Orange County Transportation Authority	Director of Maintenance and Motorist Services	(714) 560-5975	<a href="mailto:cthorne@octa.net">cthorne@octa.net</a>
James Beck	Gold Coast Transit District	Director of Operations and Maintenance	(805) 587-8898	<a href="mailto:jbeck@gctd.org">jbeck@gctd.org</a>
Sal Llamas	Alameda-Contra Costa Transit District	Director of Maintenance	(510) 891-7215	<a href="mailto:sllamas@actransit.org">sllamas@actransit.org</a>

**RESOLUTION NO. 19-2024**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING A TASK ORDER TO THE CENTER FOR TRANSPORTATION  
AND THE ENVIRONMENT FOR PROJECT MANAGEMENT AND  
TECHNICAL CONSULTING FOR THE ATLANTIS FUELING STATION  
CONSTRUCTION AND HYDROGEN FUEL CELL BUS PROJECT**

**WHEREAS**, LAVTA requires the services of a consulting firm with expertise in hydrogen technologies to develop preparing for the implementation of the Agency's Innovative Clean Transit (ICT) plan, including constructing the hydrogen fueling station and procuring hydrogen fuel cell buses; and

**WHEREAS**, LAVTA has previous experience with Center for Transportation and the Environment (CTE) having utilized them to develop the agency's ZEB plan (RFP #2016-04); and

**WHEREAS**, LAVTA is currently utilizing CTE for On-Call Zero Emissions Bus Consulting Services (RFP #2022-05) to assist with the agency's pursuit of Low-No grant and Transit and Intercity Rail Capital Program funding to fully construct the Atlantis Facility; and

**WHEREAS**, CTE's staff are recognized as experts throughout the transportation industry for having successfully developed numerous zero emissions projects; and

**WHEREAS**, CTE and LAVTA staff have negotiated a detailed scope of work for the Hydrogen Fueling Station and Hydrogen Fuel-Cell Bus Deployment Project Management and Technical Consulting project at a firm fixed fee of \$676,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority that the Executive Director may enter into a task order contract with Center for Transportation and the Environment for \$676,000 for the project management and technical consulting for the Hydrogen Fueling Station and Hydrogen Fuel-Cell Bus Deployment project; and

**BE IT FURTHER RESOLVED** that the Board of Directors authorizes the Executive Director to expend a 10% contingency amount not to exceed \$67,600, for a total authorized amount not to exceed \$743,600; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute a task order with CTE in a form approved by LAVTA's Legal Counsel.

**PASSED AND ADOPTED** this 1st day of July 2024

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Evan Branning, Chair

**ATTEST:**

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Christy Wegener, Executive Director

**APPROVED AS TO FORM:**

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Michael Conneran, Legal Counsel

## **AGENDA**

### **ITEM 6**

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

STAFF REPORT

SUBJECT: Tri-Valley Passenger Facilities Enhancement Project  
On-Call Task Order Contract # 2 for Project Design and Engineering

FROM: David Massa, Capital Projects Manager

DATE: June 24, 2024

### Action Requested

Staff requests that the Finance and Administration Committee recommend that the Board authorize LAVTA's Executive Director to execute task order #2 with Kimley-Horn & Associates, Inc., to perform design, engineering, project management and coordination services for the LAVTA Tri-Valley Passenger Facilities Enhancement project (Project) pursuant to the terms of LAVTA's existing on-call Engineering Services Contract (Agreement #1019, RFP #2021-04) for \$346,210, with a 10% contingency to be used at the Executive Director's discretion.

### Background

In February 2021, LAVTA applied for \$2,043,000 in discretionary transit funding from the Alameda County Transportation Commission's 2022 Comprehensive Investment Program for the Project. The Project proposed to construct significant improvements to passenger amenities at three high ridership stops served by LAVTA's premium Rapid service that had been redesigned in 2016: the East Dublin/Pleasanton BART station, Las Positas College, and Lawrence Livermore and Sandia National Labs (LLNL).

In March 2021, the Metropolitan Transportation Commission (MTC) announced new federal funding available for programming for the Safe and Seamless Mobility Quick Strike Program, a one-time competitive regional grant program funded by the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). MTC requested that County Transportation Agencies, including Alameda CTC, nominate eligible projects that could satisfy MTC's programming requirements. Because LAVTA and Alameda CTC staff agreed the Project was eligible for federal funding and could meet MTC program requirements, Alameda CTC recommended the Project receive federal instead of local discretionary funding. In June 2021, a total of \$2,000,000 in CRRSAA funding for the Project was programmed by the California Transportation Commission.

Following a lengthy federal process, in June 2023 the Federal Transit Administration (FTA) obligated the following funds for the Project, which are included in the FY2025 capital budget:

Phase/Milestone	FTA (70%)	TDA (30%)	Total
Final Design (PS&E)	\$182,000	\$78,000	\$260,000

Construction (Incl. Equipment)	\$1,818,000	\$785,000	\$2,603,000
<b>Total</b>	<b>\$2,000,000</b>	<b>\$863,000</b>	<b>\$2,863,000</b>

Following recommendations in the Tri-Valley Hub Network Integration Study, the Project focuses on improving passenger amenities at three high-ridership transit facilities (hubs) at East Dublin Pleasanton BART, Las Positas College and LLNL. These upgrades to improve the transit experience will include premium bus shelters, enhanced lighting, modern real time wayfinding signs, benches, trash cans, and bicycle racks. These new, and much needed, improvements will complement bus service and enhance bus to rail transfers at the East Dublin Pleasanton BART station.

The improvements proposed for the East Dublin/Pleasanton BART station, Las Positas College, and LLNL will invest in long-lasting, high-quality, modern infrastructure to support sustainable modes of transportation in the Tri Valley for many years to come. Outmoded and insufficient existing passenger facilities will be replaced, including many assets which are at the end of their useful life.

The next step is to begin the design of the facilities improvements and propose the plans to work with the three property owners. Once the plans are approved, the plans and specifications for the procurement of equipment and construction services will then be developed to implement the Project beginning in late 2024.

### **Discussion**

Kimley-Horn is one of LAVTA's on-call engineering services firms. Kimley-Horn's proposal in response to the solicitation for on-call engineering firms in 2021 was ranked highest by the evaluation committee in the areas of both civil and traffic engineering. In accordance with state law, on-call firms receive work associated with the discipline they scored highest in the proposal evaluations. Kimley-Horn has extensive experience working in the Tri-Valley and has satisfactorily provided similar design and engineering services for other LAVTA bus stop projects such as similar Rapid-style improvements along North Canyons Parkway in Livermore and Santa Rita Road in Pleasanton.

The complete Kimley Horn proposal is included as Attachment 1.

### **Budget**

In late 2020, the cost for project engineering, project management and coordination were originally estimated at 9% of the Project budget or \$260,000. Since then, labor costs have grown and at this time the best LAVTA was able to negotiate was 12% of the Project budget, or \$346,210. Based on the proposed scope of work, Kimley Horn will provide the work for a firm fixed price fee of \$346,210. With a standard 10% contingency in place, the total budget for this portion of the Project to be provided for under this task order is \$380,831.

### **Next Steps**

Upon executing the task order with Kimley Horn, LAVTA will issue a Notice to Proceed.

**Recommendation**

Staff recommends that the Projects and Services Committee approve and forward to the Board of Directors Resolution 20-2024 to execute task order #2 with LAVTA's on-call contractor Kimley Horn and Associates, Inc., for a not-to-exceed amount of \$346,210 with a contingency amount of \$34,621 (10%) to be utilized at the discretion of the Executive Director.

**Attachment:**

1. Kimley Horn Proposal: LAVTA Passenger Facilities Enhancements
2. Resolution 20-2024





June 10, 2024

David Massa  
Manager of Capital Projects  
Livermore Amador Valley Transit Authority  
1362 Rutan Drive, Suite 100  
Livermore, CA 94551

**Subject: Proposal to Provide Professional Engineering Services for Passenger Facility Enhancements at Three Hub Locations**

Dear Dave:

Kimley-Horn is pleased to submit this proposal to provide professional engineering services for passenger facility improvements at three hub locations. As directed and based on our field visits to the three sites, our proposal includes the scope and fee to produce the detailed design package that includes the desired improvements at each of three passenger facilities. Attached is our detailed Scope of Services, Schedule and Fee for this work. Additionally, we have included post design services including design services during construction (i.e., construction support) as part of this scope and fee.

Thank you for the opportunity to submit our proposal for this exciting project. If you have any questions, please do not hesitate to contact me at (510) 350-0217 (office), (510) 393-6232 (cell) or via email at [kevin.aguigui@kimley-horn.com](mailto:kevin.aguigui@kimley-horn.com).

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Kevin Aguigui", with a stylized flourish at the end.

Kevin Aguigui, P.E., CSEP  
Senior Project Manager/Vice President

## PROJECT UNDERSTANDING AND ASSUMPTIONS

Kimley-Horn proposes the following scope of services below which would be to complete the designs and provide construction support services for the enhancement of the passenger facilities which include the following three hub locations:

- East Dublin BART station
- Las Positas College
- Lawrence Livermore Lab

These enhancements will add a variety of enhancements and amenities to improve the transit experience, including, but not limited to, custom shelters, real-time transit signs, static transit signs, custom benches, trash cans, and bicycle racks.

Based on our field visits to each of the sites, we have tailored our scope based on our understanding of the desired enhancements. Our scope includes the following high level assumptions.

- Enhancements at three (3) hubs
- Custom shelters at two hubs (Las Positas and Lawrence Livermore Lab)
- Real-time Transit Signs at all three hubs
- Custom-style benches at all three hubs
- Custom-style trash receptacles at all three hubs
- Removal of existing shelters, benches, trash cans and other existing amenities

The number of other amenities at these station locations will be determined based on field assessments and further discussions with LAVTA as the design progresses.

It is assumed that no new PG&E service points will be necessary, and that real-time signs will be powered either through new solar hardware, or through the use of an existing electrical connection.

Kimley-Horn will create plans, technical specifications, and an opinion of probable construction costs (PS&E), and LAVTA will provide the front-end specifications ("boiler plate") with input from Kimley-Horn.

Our scope assumes that any environmental clearance for this work is being handled by others and is not accounted for within this scope.

## SCOPE OF SERVICES

The scope for this initial effort consists of the following tasks:

- Project Management and Meetings
- Data Gathering
- Prepare Concept Designs
- Prepare PS&E Documents
- Design Services During Construction/Construction Support

Each of these tasks is described below.

## Task 1 - Project Management and Meetings

Kimley-Horn will conduct project management services under this initial scope, beginning with the execution of the contract and ending with the completion of the PS&E documents (Task 4). This includes project management activities as described below, attendance at virtual and in-person meetings with LAVTA staff, and quality assurance/quality control activities.

We anticipate one initial kick-off meeting with LAVTA to review the project goals, discuss the proposed approach and schedule, and up to three (3) meetings after each of the design submittals. Kimley-Horn will submit invoices to LAVTA every month, which will include progress against total budget.

### *Deliverable:*

- Monthly invoices
- Project schedule and monthly updates
- Meeting agendas and notes

## Task 2 – Data Gathering

The Kimley-Horn team will perform field reconnaissance at the three station locations. Kimley-Horn will conduct topographic surveys at the Las Positas College and Lawrence Livermore Lab sites, and for the purposes of this design work, our team will assume that all proposed improvements will be located within public right-of-way and that no right-of-way acquisition is necessary. Additional assumptions for the survey include:

- At no time shall traffic lanes be closed, unless approved in advance
- Right of way will not need to be resolved
- Survey control information will be provided including locations and descriptions of existing survey monument(s) and/or local control(s) used

Kimley-Horn will request utility information from utility owners at each of the locations. Utility plat maps received from the utility owners will be combined with information gathered in the field from readily-visible utilities. This information will be shown on the project base map and used to identify potential utility conflicts. Kimley-Horn will coordinate with utilities throughout the design process.

### *Deliverable:*

- Field notes and photos summary

## Task 3 – Prepare 35% Concept Designs

Kimley-Horn will prepare the 35% Concept Designs based on the field walkthroughs and discussions with LAVTA. We will have a meeting with LAVTA prior to engaging on these concept designs to confirm the assumptions on the designs.

The conceptual and architectural design drawings will be layout and concept exhibits. These designs will be used to engage stakeholders and provide guidance leading into the basis of design. Up to two shelter layouts will be prepared.

A preliminary estimate of construction costs will be prepared for the concept designs. Technical specifications will not be prepared at this design level.

Once completed, the 35% concept plan will be submitted for review and approval by LAVTA. We will submit the Concept Designs in electronic format (PDF) to LAVTA for review and comment. Once approved, our team will begin preparing the PS&E documents for the project.

#### *Deliverable*

- Summary memorandum – Basis of Design
- 35% Concept Designs

### Task 4 – Prepare PS&E Documents

Upon receiving comments on the Concept Designs, Kimley-Horn will incorporate the comments and prepare the PS&E documents. The design stages for the PS&E documents will be at the 65%, 95% and 100% design levels.

#### Task 4.1 – Prepare 65% PS&E Documents

This task includes preparation of plans, technical specifications, and opinions of probable construction cost (PS&E) at the 65% design level. The designs will include the preferred shelter design from the Concept Designs, and will include amenity placements, design details for the amenities (e.g., Rapid sign foundations), new sidewalk conforms to public and private sidewalks if applicable, and electrical design for the new shelters if added to the project (i.e., solar-powered next bus signs). Our scope assumes that no changes will be needed to existing storm drain systems as well as no right of way acquisitions.

Our scope of services and fee includes the following assumptions of sheet types and numbers.

- Cover sheet with Location Map - 1 sheet
- General Notes and Abbreviations - 1 sheet
- Horizontal Control - 2 sheets
- Demo sheets – 3 sheets
- Layout sheets - 3 sheets
- Electrical, Lighting and Communications - 3 sheets
- Architectural Sheets - 4 sheets
- Architectural Details - 2 sheets

Individual demolition plans will not be developed. Demolition will be shown on the improvement plan sheets.

Kimley-Horn will develop the standalone technical specifications, based on the Caltrans 2023 Standard Specifications. It is assumed that LAVTA will provide the front-end specification ("boiler plate").

Kimley-Horn will prepare an updated opinion of probable construction cost.

We anticipate that LAVTA, the local cities (as applicable), Las Positas College and BART (if applicable) will provide one set of non-conflicting comments on the 35% PS&E in a written format, or Kimley-Horn will schedule a meeting with LAVTA to discuss the comments.

For each deliverable, documents will be provided in electronic format (Microsoft Word and PDF) to LAVTA for review and comment.

#### *Deliverables*

- 65% Plans, Technical Specifications and Estimates
- Comments Response Table

#### Task 4.1 – Prepare 95% PS&E Documents

This task includes preparation of plans, technical specifications, and opinions of probable construction cost (PS&E) at the 95% design level. The designs will include custom shelter and amenity placements, design details for the amenities (e.g., real-time sign foundations), new sidewalk conforms to public and private sidewalks if applicable, and electrical design for the new shelters if added to the project (i.e., solar-powered signs). Our scope assumes that no changes will be needed to existing storm drain systems as well as no right of way acquisitions.

Our scope of services and fee includes the following assumptions of sheet types and numbers.

- Cover sheet with Location Map - 1 sheet
- General Notes and Abbreviations - 1 sheet
- Horizontal Control - 2 sheets
- Demo sheets – 3 sheets
- Layout sheets - 3 sheets
- Drainage and Utility Plan - 2 sheets
- Electrical, Lighting and Communications - 3 sheets
- Architectural Sheets - 4 sheets
- Architectural Details - 2 sheets
- Construction details (curb ramps, sidewalks, foundation details) – 3 sheets

Kimley-Horn will develop the standalone technical specifications, based on the Caltrans 2023 Standard Specifications. It is assumed that LAVTA will provide the front-end specification ("boiler plate").

As necessary, Kimley-Horn will apply for permits including those that may be needed from BART or the Las Positas College. It is assumed that permit fees are not included as part of this scope and fee, and that all permits will be no-cost permits or will be covered by others.

Kimley-Horn will prepare an updated opinion of probable construction cost.

We anticipate that LAVTA, the local cities (as applicable), Las Positas College and BART (if applicable) will provide one set of non-conflicting comments on the 95% PS&E in a written format, or Kimley-Horn will schedule a meeting with LAVTA to discuss the comments.

For each deliverable, documents will be provided in electronic format (Microsoft Word and PDF) to LAVTA for review and comment.

#### *Deliverable*

- 95% Plans, Technical Specifications and Estimates
- Comments Response Table

#### Task 4.2 – Prepare 100% PS&E

Upon receipt of comments on the 95% PS&E documents, Kimley-Horn will revise the 95% PS&E documents and prepare the 100% PS&E documents. We will prepare a comments response table that will summarize the comments received and their corresponding responses and disposition of each comment.

Kimley-Horn will prepare and submit the 100% PS&E documents including the technical specifications and opinion of probable construction cost.

Kimley-Horn will work with the local cities (as applicable), Las Positas College and BART (if applicable) to apply for and submit for required encroachment/construction permits. It is assumed that the permits will be no fee permits and any associated permit fees are not included in this scope/fee.

#### *Deliverable*

- 100% Plans, Technical Specifications and Estimates
- Comments Response Table

#### Task 4.3 – Prepare Final (Bid Ready) Documents

Upon receipt of comments on the 100% PS&E documents, Kimley-Horn will prepare the Final PS&E documents which will include full sized (24"x36") signed and sealed plans, signed and sealed Technical Specifications, and the final Opinion of Probable Construction Cost.

#### *Deliverable*

- Comments Response Table
- Final PS&E documents (signed and sealed)

### Task 5 – Post Design and Construction Support Services

Kimley-Horn will provide post design and construction support and coordination services upon completion of the designs. This includes, but is not limited to, attendance at the pre-bid meetings, responses to contractor questions on the bid documents, preparation of bid addendums, attendance at the pre-construction meeting, preparation of contract change orders (if necessary), reviews of product submittals, responses to Request for Information (RFI), reviews of shop drawings, and field review meetings (as necessary).

#### Deliverables:

- Preparation of procurement documents (e.g., addendums, etc.)
- Reviews of product and other contractor submittals
- Reviews of shop drawings
- Responses to RFIs
- Conducting field meetings
- Reviews of contractor progress reports
- Review of punchlist and attendance at the punchlist walkthrough

## SCHEDULE

We will begin work immediately upon receipt of a Notice to Proceed. We anticipate completing the deliverables per the schedule outlined in the table below. Kimley-Horn will work with LAVTA to prepare a detailed schedule using the timelines identified below.

Deliverable	Timeline
Concept Designs and Estimate	Within four weeks of NTP
65% PS&E Documents	Within four weeks of receiving comments on the Concept Designs
95% PS&E Documents	Within five weeks of receiving comments on the 65% design documents
100% PS&E Documents	Within three weeks of receiving comments on the 95% design documents
Final PS&E Documents	Within two weeks of receiving all comments on the 100% PS&E documents

## FEE PROPOSAL

We propose to perform the Scope of Services outlined above for a firm fixed price not to exceed \$346,210. This fee includes direct expenses such as in-house duplicating, telephone, postage, and in-house plan printing. Other direct expenses including subconsultants, mileage, meals, and plan production are included as direct expense line items.

Services other than those set forth in the Scope of Services shall constitute extra services. Extra services, shall be performed only with LAVTA's authorization.

Task	Fee
Task 1: Project Management and Coordination	\$42,420
Task 2: Data Gathering	\$36,630
Task 3: 35% Concept Designs	\$41,050
Task 4: PS&E Documents	\$178,810
Task 5: Bid Support/Construction Support	\$47,300
TOTAL:	\$346,210

**RESOLUTION NO. 20-2024**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING TASK ORDER CONTRACT #2 TO KIMLEY HORN FOR TRI-  
VALLEY PASSENGER FACILITIES ENHANCEMENT PROJECT DESIGN  
SERVICES**

**WHEREAS**, LAVTA requires the services of a civil engineering firm to develop plans and specifications for the Tri-Valley Passenger Facilities Enhancement project (Project), including providing design and project management services; and

**WHEREAS**, Kimley-Horn & Associates, Inc. (Kimley Horn) was awarded an On-Call Engineering Services contract by LAVTA (RFP #2021-04) covering the term of the work to be performed; and

**WHEREAS**, Kimley-Horn was the highest-ranking on-call engineering firm in the disciplines of both civil and traffic engineering; and

**WHEREAS**, Kimley Horn and LAVTA staff have negotiated a detailed scope of work for the Project at a firm fixed fee of \$346,210;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore Amador Valley Transit Authority that the Executive Director may award a task order to Kimley-Horn & Associates, Inc. for \$346,210 for engineering services for the Tri-Valley Passenger Facilities Enhancement Project; and

**BE IT FURTHER RESOLVED** that the Board of Directors authorizes the Executive Director to expend a 10% contingency amount not to exceed \$34,621, for a total authorized amount not to exceed \$380,831; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute a task order with Kimley-Horn in a form approved by LAVTA's Legal Counsel.

**PASSED AND ADOPTED** this 1st day of July 2024

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Evan Branning, Chair

**ATTEST:**

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Christy Wegener, Executive Director



**APPROVED AS TO FORM:**

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Michael Conneran, Legal Counsel

## **AGENDA**

### **ITEM 7**

## STAFF REPORT

SUBJECT: No Cost/Reduced Cost Interagency Transfer Pilot MOU

FROM: Christy Wegener, Executive Director

DATE: June 24, 2024

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### Action Requested

Forward a recommendation to the Board to authorize the Executive Director to sign the No Cost/Reduced Cost Interagency Transfer Pilot MOU with MTC.

### Background

On November 15, 2021, the Fare Integration Task Force, a special committee of the Clipper Executive Board, consisting of transit operators, MTC, and county transportation agencies, adopted a Bay Area Transit Fare Policy Vision Statement which called for “no-cost and reduced cost transfers for transit users transferring between different transit agencies beginning in 2024, coinciding with the rollout of the Next Generation Clipper® system/Clipper® 2.”

On March 27, 2023, the Fare Integration Task Force endorsed a No-Cost and Reduced Cost Interagency Transfer Pilot Program (“Pilot Program”), which would provide free and reduced-price transfers beginning with the launch of the Clipper® 2 in 2024 and continuing for at least 18 months, with an automatic extension to a total of 24 months if sufficient funding is available.

The Pilot Program will allow for transfer credit of up to \$2.75 when transferring between transit providers in the Bay Area within a two-hour window. This will result in free bus-to-bus transfers Bay Area wide, and a fare credit when transferring to regional rail systems like BART or Caltrain. The objective of the Pilot Program is to remove the fare barriers to inter-agency transfers and encourage more regional transit ridership.

### Discussion

The launch of Pilot Program requires the execution of an MOU between transit operators and MTC. The MOU is included as Attachment 1 and details guiding principles for the pilot, describes program mechanics, including revenue distribution strategies, and codifies consent to participate in the pilot. MTC is requesting that operators execute the MOU by August 31.

### Fiscal Impact

There is no fiscal impact associated with this action. Per the MOU, LAVTA will be compensated for new transfers that occur from other transit systems to Wheels bus routes.

**Recommendation**

Staff requests the Projects and Services Committee recommend the Board of Directors authorize the Executive Director to sign the No Cost/Reduced Cost Interagency Transfer Pilot MOU with MTC.

**Attachments:**

1. No Cost/Reduced Cost Interagency Transfer Pilot MOU

## **NO-COST AND REDUCED COST INTERAGENCY TRANSFER PILOT PROGRAM PARTICIPATION MEMORANDUM OF UNDERSTANDING**

This No-Cost and Reduced Cost Interagency Transfer Pilot Program Participation Memorandum of Understanding (the “MOU”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”), by and among the Metropolitan Transportation Commission (“MTC”) and the following transit operators participating in the No-Cost and Reduced Cost Interagency Transfer (referred to herein individually as an “Operator” or collectively as the “Operators”):

Alameda-Contra Costa Transit District (“AC Transit”); Golden Gate Bridge Highway and Transportation District (“GGBHTD”); the San Francisco Bay Area Rapid Transit District (“BART”); the City and County of San Francisco, acting by and through its Municipal Transportation Agency (“SFMTA”); the San Mateo County Transit District (“SamTrans”); the Santa Clara Valley Transportation Authority (“VTa”); the Peninsula Corridor Joint Powers Board (“Caltrain”); Central Contra Costa Transit Authority; City of Fairfield, as the operator of FAST; City of Petaluma; Eastern Contra Costa Transit Authority; Livermore/Amador Valley Transit Authority; Marin County Transit District; Napa Valley Transportation Authority; Solano County Transit; Sonoma County Transit; Sonoma-Marín Area Rail Transit (“SMART”); Vacaville City Coach; Western Contra Costa Transit Authority; San Francisco Bay Area Water Emergency Transportation Authority; City of Santa Rosa; and City of Union City.

MTC and the Operators are referred to herein collectively as the “Parties” or individually as a “Party”.

### **ARTICLE I No-Cost and Reduced Cost Interagency Transfer Pilot Program**

1. The Bay Area Transit Fare Coordination & Integration Study & Business Case (FCIS), completed in September 2021, developed goals for a regional fare system that will improve the passenger experience and promote higher ridership across the region’s 22 different transit operators that participate in the Clipper® fare payment system. The FCIS found that implementing no-cost and reduced cost transfers would drive an increase of 27,000 daily trips.
2. On November 15, 2021, the Fare Integration Task Force, a special committee of the Clipper Executive Board, consisting of transit operators, MTC, and county transportation agencies, adopted a Bay Area Transit Fare Policy Vision Statement which called for “no-cost and reduced cost transfers for transit users transferring between different transit agencies beginning in 2024, coinciding with the rollout of the Next Generation Clipper® system/Clipper® 2.”
3. On March 27, 2023, the Fare Integration Task Force endorsed a No-Cost and Reduced Cost Interagency Transfer Pilot Program (“Pilot Program”), which would provide free and reduced-price transfers beginning with the launch of the Clipper® 2 account-based system in 2024 and continuing for at least 18 months, with an automatic extension to a total of 24 months if sufficient funding is available.
4. The Pilot Program would provide a discount equivalent to the single-ride Clipper fare for amounts up to the region’s highest local bus/light rail transit fare, currently \$2.50. When making a trip on fixed-route transit that requires transferring between participating Operators, riders would pay the full fare on the first Operator used. Any transfer to another Operator within two hours of the first boarding is free up to a per-transfer limit equal to the region’s

- highest local transit fare (currently \$2.50). Should the highest local bus/light rail transit fare increase above \$2.50 during the Pilot Program, the amount of the discount offered will increase to match the new highest local transit fare.
5. To ensure equitable benefits for paratransit users, the Pilot Program may be extended to a subset of cross-jurisdictional paratransit trips, to be determined by MTC and Operator staff at the earliest opportunity, which may occur after the Pilot Program has commenced.
  6. The Pilot Program is designed with a goal of strengthening, standardizing, and clarifying transfer discounts between Operators.
  7. The Pilot Program is expected to generate new trips for Operators.
  8. The Pilot Program is designed to mitigate negative impacts to Operator revenues.
  9. Project staff will continue to engage with Operators and executives to share Pilot Program findings, project updates, and to collect feedback from Operators about the program.
  10. MTC and project staff will proactively seek input from Operators prior to the conclusion of the 24 month pilot period in order to inform decision making by MTC and Operators regarding the continuation of the Pilot Program beyond the pilot period.

## **ARTICLE II**

### **Transfer Rule Details**

The Pilot Program would implement the following transfer rules for riders using Clipper on fixed-route transit:

1. For the purposes of the Pilot Program, an inter-agency transfer occurs when a rider boards a transit vehicle and then subsequently boards another transit vehicle operated by a different Operator within a two-hour (120 minute) period at a minimum (180 minutes if trips begin on Golden Gate Transit, SMART, or Sonoma County Transit).
2. When making an inter-agency transfer, full-fare Adult customers using Clipper will receive a fare discount in an amount that is the lesser of two values: (a) the value of the single-ride Clipper fare for each trip(s) taken after the first Operator, or (b) the value of a single-ride Clipper fare for the region's highest local transit fare, currently \$2.50 at the time of the execution of this agreement.
3. Clipper customers using discount fare categories (Senior, Youth, Clipper START, Disabled/Regional Transit Connection (RTC)) would be subject to a discount limit proportional to the fare charged. For example, a rider transferring to a service on which that rider is entitled to a 50% Senior discount would receive a free transfer for amounts up to \$1.25.
4. For customers taking trips with three or more Operators, discounts would be applied on each additional operator used during the 120-minute window (180 minutes on GG Transit, Sonoma County Transit, and WETA) as described in Article II. 1-3 above, so that the customer only pays the equivalent of one full fare during that period.
5. For customers transferring to or from the SFMTA's Cable Car service, no transfer discount will be offered.

6. The discount is applied to the fare paid *after* making the transfer and cannot result in a negative fare for that segment.

### **ARTICLE III Operator Responsibilities**

Each Operator agrees to:

1. Participate in the Pilot Program for a minimum of 18 months, and for up to 24 months if sufficient funding is available to extend the Pilot Program.
2. Provide in-kind staff and administrative support needed to successfully deliver and administer the Pilot Program at the Operator, including marketing.
3. Facilitate the payment of an upfront allocation and up to two supplemental payments to offset fare revenue impacts to the Operator by MTC as described in Article IV.
4. Partner with MTC, other Operators, and/or their designated third-party consultants for the Pilot Program to organize evaluation and research activities such as surveys or similar research methods over the course of the Pilot.
5. Ensure compliance with any Operator obligations under the Federal Transit Administration's Title VI Circular and/or the Operator's own Title VI policies.
6. Work with MTC, other Operators, and/or their designated third-party consultants to identify additional funds (if needed) to extend the Pilot Program to at least 24 months.
7. Subject to Pilot Program findings, work with MTC, other Operators, and/or their designated third-party consultants to develop a funding model that can support continuation of the policies described in Article II on a permanent basis while continuing to maintain and expand transit service to customers.

### **ARTICLE IV MTC Responsibilities**

MTC agrees to:

1. Administer the Pilot Program for a minimum of 18 months, and for up to 24 months if sufficient funding is available to extend the Pilot Program.
2. Provide in-kind staff and administrative support needed to successfully deliver and administer the Pilot Program, including customer support, financial management, fare rule implementation, public information, communications, marketing, and technology support/operations.
3. Prior to the launch of the Pilot Program, offset foregone fare revenue by making an upfront allocation to each Operator based on the Operator's share of FY 2018-19 Transit Fare Revenues as reported to State Controller's Office (SCO), amounting to a total of \$11 million across all Operators.

4. Prior to the launch of the program, work in partnership with Operators to support compliance with the Federal Transit Administration's Title VI Circular and/or the Operator's own Title VI policies
5. Provide regular updates to the Fare Integration Task Force on the status of the Pilot Program.
6. No later than 12 months following program launch, conduct an evaluation of the Pilot Program, including its effects on travel behavior, revenue, and customer experience. The evaluation will include an assessment of funding available to extend the Pilot Program beyond 18 months.
7. Work with Operators and/or their designated third-party consultants to identify additional funds (if needed) to extend the program to at least 24 months.
8. Provide each Operator with supplemental funds to offset foregone fare revenue, based on an estimate of each Operator's "adjusted foregone fare revenue" as defined in subsection 9. MTC will allocate supplemental payments up to two times during the Pilot Program, amounting to a total of at least \$11 million. The first supplemental payment will occur 18 months after program launch. The second supplemental payment will occur at the conclusion of the Pilot Program or no later than 24 months after program launch, whichever is sooner.
9. Estimate "adjusted foregone fare revenue" for fixed-route services based on the number of actual inter-agency transfer trips in Clipper transaction data. Each Operator is responsible for the first \$0.50 discount of gross fare on each transfer, adjusted commensurately to discounted fare categories. The remaining foregone fare revenue will be adjusted to deduct an estimate of the increase in fare revenue generated by the Pilot Program. For each Operator, the percent increase in transfer trips, in excess of the growth of non-transfer trips, will be considered evidence of new trips generated by the Pilot Program. The percent of transfer trips and non-transfer trips in FY 2023-24 will be considered as the baseline. Supplemental data may be factored into the baseline or Pilot Program data for reasonable adjustments as needed on a case-by-case basis. If it is determined by an Operator that changes in a specific paratransit fare are required due to the Pilot Program's changes to fixed-route fares, Operators will also be reimbursed at the same rate for foregone paratransit fare revenue, where applicable.
10. Subject to Pilot Program findings, work with Operators and/or their designated third-party consultants to develop a funding model that can support continuation of this policy on a permanent basis while continuing to maintain and expand transit service to customers.

## **ARTICLE V**

### **Indemnification**

- A. Mutual Indemnification.** No Party to this MOU (including any of its directors, commissioners, officers, agents or employees) shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by any other Party under or in connection with this Agreement. Pursuant to Government Code Section 895.4, each Party agrees to fully indemnify and hold other Parties harmless from any liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by such indemnifying Party under or in connection with this MOU and for which such indemnifying Party would otherwise be liable.
- B. Operator Indemnification of MTC.** Notwithstanding the provisions of Subsection A above, each Operator shall indemnify, hold harmless, and defend MTC (including any of its directors,



commissioners, officers, agents or employees) from any and all claims or liability resulting from any action or inaction on the part of such Operator relating to its responsibilities under or in connection with this MOU.

- C. MTC Indemnification of Operators. Notwithstanding the provisions of Subsection A above, MTC shall indemnify, hold harmless, and defend each Operator (including any of its directors, commissioners, officers, agents or employees) from any and all claims or liability resulting from any action or inaction on the part of MTC under or in connection with this MOU.

## **ARTICLE VI**

### **Term**

The term of the MOU shall begin upon the Effective Date and continue until June 30, 2027, unless terminated by written agreement of the Parties. The Pilot Program will launch concurrently with the launch of the Next Generation Clipper system. The 18-24 month Pilot Program period will commence when the Next Generation Clipper system launches.

## **ARTICLE VII**

### **Changed Circumstances**

Any Party may initiate informal discussions among the Parties concerning the provisions of this MOU, based on its assessment that changes in other factors external to the MOU indicate that it would be in the best interests of one or more Parties to consider revisions to the MOU. If a majority of Parties agree, the Parties will then jointly evaluate the changed circumstances to determine what, if any, revisions to the MOU are necessary or desirable. Any agreed-upon changes shall require an amendment to the MOU approved and executed by all Parties.

## **ARTICLE VIII**

### **Legal Representation and Common Interest**

The Parties recognize a mutuality of interest, and a need for joint cooperation in legal matters relating to the No-Cost and Reduced Cost Interagency Transfer Pilot Program. In furtherance of this common interest, any communications among Parties and counsel for any of the Parties shall be confidential and protected from disclosure to any third party by each and every privilege – including, but not limited to, the attorney-client privilege, the attorney work product privilege, and the pooled information privilege – notwithstanding the dissemination of the communications and work product among Parties by the counsel that made the information available in the first instance. If information covered by the privileges is requested by a third party pursuant to a subpoena or other discovery request, then counsel receiving the request shall notify in a timely fashion the counsel who disclosed the information so that the privileges against disclosure may be asserted.

Should any Party withdraw from or otherwise terminate its participation in the MOU, such withdrawal or termination shall not impair the privileges that protect any information that has been shared prior to such action. Any Party that withdraws or terminates its participation in the No-Cost and Reduced Cost Interagency Transfer Pilot Program shall promptly return all privileged materials that the Party has received.

**ARTICLE VIII**  
**Confidential Information**

Either MTC or an Operator (the “Receiving Party”) may, in the course of carrying out its responsibilities under this MOU, have access to proprietary or confidential information owned by the other Party (“the Disclosing Party”), the disclosure of which to third parties may damage the Disclosing Party. Such proprietary or confidential information must be held by the Receiving Party in confidence and used only in performing its responsibilities as provided in the MOU. The Receiving Party shall exercise at least the same standard of care it would use to protect its own proprietary or confidential information.

**SIGNATURES ON SUBSEQUENT PAGES**

IN WITNESS WHEREOF, this Amendment has been duly authorized and executed by the Parties hereto on the dates specified below by their duly authorized representatives.

**Metropolitan Transportation Commission**

\_\_\_\_\_  
Name: Andrew B. Fremier  
Title: Executive Director

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

**Alameda-Contra Costa Transit District**

Approved as to form:

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Name: Michael A. Hursh

Title: General Manager

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

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Jill A. Sprague, General Counsel

**Golden Gate Bridge, Highway and  
Transportation District**

Approved as to form:

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Name: Denis J. Mulligan  
Title: General Manager

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Kimon Manolius, General Counsel

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

**San Francisco Bay Area Rapid Transit District**

Approved as to form:

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Name: Robert M. Powers

Title: General Manager

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

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Jeana Zelan, Interim General Counsel

**City and County of San Francisco  
Municipal Transportation Agency**

Approved as to form:  
David Chiu, City Attorney

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Name: Jeffrey Tumlin  
Title: Director of Transportation

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Lilian Levy, Deputy City Attorney

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

**San Mateo County Transit District**

Approved as to form:

\_\_\_\_\_  
Name: April Chan

Title: General Manager/CEO

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

\_\_\_\_\_  
Joan L. Cassman, General Counsel

**Santa Clara Valley Transportation Authority**

Approved as to form:

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Name: Carolyn Gonot  
Title: General Manager/Chief Executive Officer  
Date: \_\_\_\_\_

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Victor Pappalardo, Deputy General Counsel



**Peninsula Corridor Joint Powers Board**

Approved as to form:

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Name: Michelle Bouchard

Title: Executive Director

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

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James Harrison, General Counsel

**Central Contra Costa Transit Authority**

Approved as to form:

\_\_\_\_\_  
Name: William Churchill

Title: General Manager

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

\_\_\_\_\_  
Julie Sherman, General Counsel

**City of Fairfield**  
**FAST**

Approved as to form:

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Name: David Gassaway  
Title: City Manager

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David Lim, City Attorney

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

**City of Petaluma**

Approved as to form:

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Name: Peggy Flynn  
Title: City Manager

---

Eric W. Danly, City Attorney

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

**Eastern Contra Costa Transit Authority**

Approved as to form:

\_\_\_\_\_  
Name: Rashidi Barnes

Title: Chief Executive Officer

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

\_\_\_\_\_  
Eli Flushman, General Counsel

**Livermore/Amador Valley Transit Authority**

Approved as to form:

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Name: Christy Wegener

Title: Executive Director

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

---

Michael N. Conneran, General Counsel

**Marin County Transit District**

Approved as to form:

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Name: Nancy E. Whelan

Title: General Manager

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

---

Kerry Gerchow, County Counsel

**Napa Valley Transportation Authority**

Approved as to form:

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Name: Kate Miller

Title: Executive Director

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

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Osman Mufti, General Counsel



**Solano County Transit**

Approved as to form:

\_\_\_\_\_  
Name: Beth Kranda  
Title: Executive Director

\_\_\_\_\_  
Bernadette Shilts Curry, County Counsel

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

**City of Santa Rosa**

Approved as to form:

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Name: Maraskeshia Smith

Title: City Manager

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

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Samantha W. Zutler, Interim City Attorney

**Sonoma-Marin Area Rail Transit District**

Approved as to form:

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Name: Eddy Cumins  
Title: General Manager

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Thomas Lyons, General Counsel

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

**City of Vacaville**  
**Vacaville City Coach**

Approved as to form:

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Name: Brian McLean  
Title: Director of Public Works

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Melinda C. H. Stewart, City Attorney

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

**Western Contra Costa Transit Authority**

Approved as to form:

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Name: Robert Thompson  
Title: General Manager

---

Michael N. Conneran, General Counsel

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

**San Francisco Bay Area Water Emergency  
Transportation Authority**

Approved as to form:

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Name: Seamus Murphy

Title: Executive Director

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

---

Steve Miller, General Counsel

**Sonoma County Transit**

Approved as to form:

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Name: Bryan Albee

Title: Transit Systems Manager

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

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Jeremy Fonseca, General Counsel

**City of Union City**

Approved as to form:

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Name: Joan Malloy

Title: City Manager

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

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Kristopher J. Kokotaylo, City Attorney



## **AGENDA**

### **ITEM 8**

LAVTA COMMITTEE ITEMS - July 2024 - November 2024

Projects & Services Committee

July - Cancelled	Action	Info
August	Action	Info
Minutes	X	
On Call Task Order Contract Award Kimley Horn: Cloud Based TSP		
Design Services	X	
Purchase of Cradlepoint R1900 5G Cellular based Routers	X	
September	Action	Info
Minutes	X	
October	Action	Info
Minutes	X	
Service to DHS and EHS - Final Recommendation		X
Marketing Plan Presentation		X
Wheels Access Contract Award	X	
November	Action	Info
Minutes	X	
Fixed Route Ridership Report		X