

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	09/14/09	Open	Action	08/31/09

Subject: Approving Work Order 2, Supplement 2, to the Contract with 4LEAF, Inc. for General Construction Management Support Services for the Bus Maintenance Facility II

## ISSUE

Whether or not to approve Work Order 2, Supplement 2, with 4LEAF, Inc, for General Construction Management Support Services

## RECOMMENDED ACTION

Adopt Resolution No. 09-09\_\_\_\_, Approving Work Order 2, Supplement 2, to the Contract with 4LEAF Inc., for General Construction Management Support Services for the Bus Maintenance Facility II Project

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	249,906
Budget Source:	Capital	Next FY:	\$	N/A
Funding Source:	Various	Annualized:	\$	N/A
Cost Cntr/GL Acct(s)	715.11.02.05	Total Amount:	\$	249,906

## DISCUSSION

On August 27, 2007, the Board awarded the contract for General Construction Management Support Services-2007 (GCMSS) for the Bus Maintenance Facility II project to 4LEAF, Inc. Pursuant to the scope of the GCMSS Contract, Consultants provided construction contract administration, inspection, material sampling and testing, survey verification, community relations support services, and other construction management related services. The services included acting as RT's representative with construction contractors and the public with respect to activities at the construction site, interpreting requirements of construction contract documents, assessing the acceptability of the contractor's work, scheduling and coordinating material sampling and testing, managing construction projects and evaluating contractor claims.

On March 5, 2008, Work Order No, 2 was issued for Project Management Support for the Compressed Natural Gas (CNG) bus fueling station project for an amount not to exceed \$96,569. On August 12, 2008, Work Order 2, Supplement 1, amended Work Order No, 2 to increase the budget by \$390,371, for a total amount of \$486,940.

RT has a continuing need for assistance from 4LEAF, Inc. This supplement provides for continued project management services required for the completion of the current phase of the project. As a result, the total value of Work Order 2, including supplements will increase from \$486,940 to \$ 736,846. The scope and term of the contract remain the same.

Approved:  
  
General Manager/CEO

Presented:  
  
Greg Gamble, Director, Construction Management  
J:\ISSUES\Approve\4LEAF - Work Order 2, Supplement 2.doc

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
6	09/14/09	Open	Action	08/31/09

Subject: Approving Work Order 2, Supplement 2, to the Contract with 4LEAF, Inc. for General Construction Management Support Services

After completion of current phase, RT will have purchased and installed CNG equipment, constructed the fueling facility and provided an access road to the CNG fueling station.

Staff recommends approval of Work Order No. 2, Supplement 2, for an amount not to exceed \$249,906 with 4LEAF, Inc. for General Construction Management Support Services.

RESOLUTION NO. 09-09\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 14, 2009

**APPROVING WORK ORDER 2, SUPPLEMENT 2, TO THE CONTRACT WITH  
4LEAF, INC. FOR GENERAL CONSTRUCTION MANAGEMENT SUPPORT  
SERVICES FOR THE BUS MAINTENANCE FACILITY II PROJECT**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, Work Order 2, Supplement 2, for an amount not to exceed \$249,906 to be issued under the Contract for General Construction Management Support Services between Sacramento Regional Transit District (therein "RT") and 4LEAF, Inc. (therein "Consultant"), whereby Consultant agrees to provide RT with continued project management services for the Compressed Natural Gas (CNG) bus fueling station project and the total consideration is increased by \$249,906 from \$486,940 to \$736,846, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute said Work Order 2, Supplement 2.

\_\_\_\_\_  
STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	09/14/09	Open	Action	08/26/09

Subject: Approving the Fourth Amendment to the Contract with Lockwood, Andrews and Newnam for the South Sacramento Corridor Phase 2 Civil, Track and Structure Design Services

## ISSUE

Whether or not to approve the Fourth Amendment to Contract for Civil, Track and Structure Design Services for the South Sacramento Corridor Phase 2 Project.

## RECOMMENDED ACTION

Adopt Resolution No. 09-09-\_\_\_\_\_, Approving 4th Amendment to Contract with Lockwood, Andrews & Newnam, Inc. for Civil, Track and Structure Design Services for the South Sacramento Corridor Phase 2 Project.

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	399,894.44
Budget Source:	Capital	Next FY:	\$	0
Funding Source:	CMAQ/TCRP/MSA/STA	Annualized:	\$	N/A
Cost Cntr/GL Acct(s) or Capital Project #:	410.03.02.03.02	Total Amount:	\$	399,894.44
Total Budget:	\$ 5,594,307.77			

Civil, Track and Structure Design Budget	\$5,194,413.33
<b>This Budget Supplement</b>	<b>399,894.44</b>
Revised Civil, Track and Structure Design Budget	5,594,307.77
Civil, Track and Structure Design Contract	5,194,413.33
<b>This Amendment 4</b>	<b>399,894.44</b>
Total Contract Amount	5,594,307.77

## DISCUSSION

On August 20, 2008, Lockwood, Andrews & Newnam, Inc. (LAN) entered into the contract for Civil, Track and Structures Design Services for the South Sacramento Corridor Phase 2 (SSCP2) Project. The SSCP2 Project is a 4.3-mile extension of the existing South Sacramento Corridor Phase I project, and will begin at Meadowview Station and end at Cosumnes River College.

On January 26, 2009, the Board approved the first amendment to the Contract to allow LAN to perform additional geotechnical, environmental and survey work prior to the rainy season and dormant season for the giant garter snake. That work allowed a more timely design process and

Approved:

  
General Manager/CEO

Presented:

  
Darryl Abansado, Director of Civil and Track Design

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	09/14/09	Open	Action	08/26/09

Subject: Approving the Fourth Amendment to the Contract with Lockwood, Andrews and Newnam for the South Sacramento Corridor Phase 2 Civil, Track and Structure Design Services

took advantage of field consultants that were mobilized, allowing RT to acquire design information in an expeditious manner.

On May 11, 2009, the Board approved the second amendment to the Contract to allow LAN to continue preliminary engineering to advance the progress of design submittal #2 of Task 1 of the Contract. On August 24, 2009, the Board approved the third amendment to continue the advanced preliminary engineering efforts.

The scope of this amendment continues design efforts necessary to advance preliminary engineering activities related to the right of way engineering for parcels identified during previous preliminary engineering efforts; additional hydraulics analysis required for submittals to flood control agencies; addressing comments related to the second submittal; and continuing activities necessary to provide coordination for the Aerial, Systems and Station design efforts.

Staff recommends Board approval of the fourth amendment to the Contract with Lockwood, Andrews & Newnam, Inc. for Civil, Track and Structure Design Services for the South Sacramento Corridor Phase 2 Project, to increase the total consideration by \$399,894.44 from \$5,194,413.33 to \$5,594,307.77.

RESOLUTION NO. 09-09-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 14, 2009

**APPROVING FOURTH AMENDMENT TO CONTRACT WITH LOCKWOOD,  
ANDREWS & NEWNAM, INC. FOR CIVIL, TRACK, AND STRUCTURE DESIGN  
SERVICES FOR THE SOUTH SACRAMENTO CORRIDOR PHASE 2 PROJECT**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Fourth Amendment to the Contract for Civil, Track and Structures Design Services Contract between the Sacramento Regional Transit District, therein referred to as "RT," and Lockwood, Andrews & Newnam, Inc., therein referred to as "Consultant," whereby the total consideration is increased by \$399,894.44, from \$5,194,413.34 to \$5,594,307.78, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said amendment.

\_\_\_\_\_  
STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

# REGIONAL TRANSIT ISSUE PAPER

Page 1 of 2

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
8	09/14/09	Open	Action	08/26/09

Subject: Authorize the General Manager/CEO to Amend and Execute Transfer Agreements

## ISSUE

Whether to delegate authority to the General Manager/CEO to amend and execute transfer agreements to conform with Board action on June 22, 2009 to eliminate transfers.

## RECOMMENDED ACTION

Adopt Resolution No. 09-09-\_\_\_\_\_ Delegating Authority to the General Manager/CEO to Amend and Execute Transfer Agreements Consistent with Board Action on June 22, 2009 to Eliminate Transfers from the RT Fare Structure.

## FISCAL IMPACT

None as a result of this action.

## DISCUSSION

The RT Board held a Public Hearing on August 25, 2008 on potential fare changes and service reductions. As part of the presentation, staff provided additional information on several other budget re-balancing strategies, including re-negotiating all existing fare and transfer agreements. Staff was subsequently directed by the General Manager/CEO to re-negotiate all fare and transfer agreements with a goal of revenue neutrality. The basic premise of the re-negotiations was that each agency should be reimbursed based on its own fare structure. Each agency sets its own fares based on its own expenditure recovery and fare generation requirements.

RT staff renegotiated transfer agreements on this basis with almost all transit partners. The status of those renegotiations is as follows:

Re-negotiated transfer agreements exist between RT and Yuba-Sutter Transit; Yolo County Transportation District; Placer County (Placer County Transit); the City of Folsom (Folsom Stage Line); El Dorado County Transit Authority; Amador County (Amador Regional Transit System), and the City of Elk Grove.

A new transfer agreement between RT and the County of Sacramento (South County Transit Link) is still in negotiation and the current agreement is set to expire October 30, 2009.

At the June 22, 2009 Board meeting, the Board delegated authority to the General Manager/CEO to execute the transfer agreement between RT and the City of Roseville. The Roseville City Council has not yet approved a re-negotiated agreement and the prior agreement expired on June 30, 2009. RT has no agreement with the City of Roseville at this time, although discussions are

Approved:

  
General Manager/CEO

Presented:

  
Chief Financial Officer

J:\F\Issue Papers ALL\2009 Issue Papers\9-14-09 Authorize GM to Amend and Execute Transfer Agreements.doc

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
8	09/14/09	Open	Action	08/26/09

Subject: <b>Authorize the General Manager/CEO to Amend and Execute Transfer Agreements</b>
--

ongoing and both RT and the City of Roseville continue to honor the terms of the expired agreement.

Transfer agreements between RT and the above-noted transit partners contain more than revenue sharing agreements. In addition to the revenue sharing agreements and related calculations, the transfer agreements contain agreements on administrative matters; routing activity within activated RT boundaries; bus stops; agency relationship/indemnification; notices; nondiscrimination; compliance with Federal, State and Local laws; and more.

The RT Board held a Public Hearing on June 22, 2009 and took action to eliminate the issuance and acceptance of transfers on the RT system. With the exception of the Yuba-Sutter transfer agreement, all of the transfer agreements provide for the transfer partners to issue and accept RT transfers, which is no longer possible in light of the Board's recent action. This inconsistency has already been addressed in the City of Elk Grove agreement (for which authority was delegated on June 22, 2009), which now provides for future reinstatement of the transfer instrument, but recognizes that RT doesn't currently provide for paper transfers. All of the other transfer agreements must be amended to remove or modify language related to the use and exchange of transfer slips. Depending on the terms of the agreement, transfers would still be effected through recognition of RT's tickets, daily, monthly, semi-monthly and group passes.

Staff seeks limited Board authorization for the General Manager/CEO to amend existing transfer agreements with RT's transfer partners as necessary to conform to the Board action on June 22, 2009, to eliminate transfers from the RT fare structure effective September 1, 2009, and, in the case of the City of Roseville, to execute an agreement in accordance with the delegation of authority given at the June 22, 2009 meeting and the decision to eliminate transfers.



RESOLUTION NO. 09-09-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 14, 2009

**DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AMEND AND EXECUTE CURRENT TRANSFER AGREEMENTS CONSISTENT WITH BOARD ACTION ON JUNE 22, 2009 TO ELIMINATE TRANSFERS FROM THE RT FARE STRUCTURE.**

WHEREAS, RT has transfer agreements with partnering agencies covering numerous issues including the recognition of various forms of fare media and the sharing of revenue resulting from such recognition, and

WHEREAS, on June 22, 2009, the RT Board took action to eliminate the issuance and use of transfers from the RT fare structure effective September 1, 2009, requiring amendment of transfer agreements with the City of Folsom, Yolo County Transportation District, Placer County, Amador County, El Dorado County Transit Authority and a new agreement with the City of Roseville.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the General Manager/CEO is authorized to execute amendments to the transfers agreements with the City of Folsom, Yolo County Transportation District, Placer County, Amador County, and El Dorado County Transit Authority to eliminate references to the issuance, use of or exchange of revenue for transfer slips between systems.

THAT, the General Manager is authorized to execute a transfer agreement with the City of Roseville in accordance with the terms described in the Issue Paper for, and the delegation granted at, the June 22, 2009 Board meeting, with the exception of those provisions dealing with the issuance, use of or exchange of revenue for transfer slips, which will be eliminated.

\_\_\_\_\_  
STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	09/14/09	Open	Action	08/24/09

Subject: Approving the Modified Job Description of Manager, Contracts and Disadvantaged Business Enterprise

## ISSUE

Whether or not to approve the Modified Job Description of Manager, Contracts and Disadvantaged Business Enterprise.

## RECOMMENDED ACTION

Adopt Resolution No. 09-09-\_\_\_\_\_, Approving the Modified Job Description of Manager, Contracts and Disadvantaged Business Enterprise.

## FISCAL IMPACT

None.

## DISCUSSION


The Federal Transit Administration (FTA) requires that the Disadvantaged Business Enterprise (DBE) program and the DBE liaison operationally report to the General Manager/CEO. During RT's recent FTA Triennial Review, the auditors issued a finding that RT's job description of Manager, Contracts and DBE did not reflect the dotted line reporting relationship to the General Manager/CEO for DBE issues. RT was instructed to provide the FTA with a corrected job description no later than September 30, 2009.

The Manager, Contracts and DBE job description has been modified to include language that identifies its direct functional reporting relationship to the Director, Procurement Services for contracts, procurement and DBE related tasks and its indirect operational reporting relationship to the General Manager/CEO for DBE related issues.

The modified job description of Manager, Contracts and DBE is attached to the Resolution as Exhibit A.

Staff recommends approval of this action.

Approved:  
  
General Manager/CEO

Presented:  
  
Donna Bonnel, Director of Human Resources  
J:\HR\Issue Papers\2009\09-14-09\09-14-09 IP.Modified Manager, Contracts & DBE Job Description.doc

RESOLUTION NO. 09-09-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 14, 2009

**APPROVING THE MODIFIED JOB DESCRIPTION OF  
MANAGER, CONTRACTS AND DISADVANTAGED BUSINESS ENTERPRISE**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective September 15, 2009, the job description of Manager, Contracts and  
Disadvantaged Business Enterprise, attached as Exhibit A, is hereby approved.

\_\_\_\_\_  
STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary



# Title: Manager, Contracts and Disadvantaged Business Enterprise

FLSA Status: Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to manage and oversee the acquisition and contract administration functions of the Procurement Services Department related to construction contracts, and professional and non-professional services. This is accomplished by reviewing, analyzing, and applying procurement policies for District, federal, state and local contracting regulations, providing project oversight and management, tracking, analyzing, and recording data, implementing and complying with all aspects of the DBE Program, overseeing the District's Small Business program and Public Information services, and developing outreach activities and technical training opportunities to DBEs and Small Businesses. Other duties include participating in leadership and team building training and projects, attending outside meetings and assuming department responsibilities in the Director's absence.

This class works under administrative direction, which includes broad management responsibility for a large program or set of related functions. This class reports to the Director of Procurement Services functionally for contract, procurement and DBE related functions; however this class reports to the General Manager/CEO operationally for DBE related issues.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Provides program, policy and procedure development, review, analysis, support and implementation by leading the development of procurement policies and DBE and other socio-economic small business contracting programs, developing procedures for proposals and bid documents, analyzing bids and proposals, the District's Disadvantaged Business Enterprise (DBE) program, and the District's pre-qualification policy, ensuring bids and contracts are in compliance with federal, state, District and local regulations, verifying and maintaining the DBE registry, maintaining and administering the Centralized File Management System and the Integrated Contract Administration System database, and making recommendations for the Small Business Development Program regarding competitiveness.	35%
2	S	Provides project oversight, technical expertise and management by verifying implementation of procurement policies and procedures,	25%



		establishing timelines and goal setting for the annual DBE and FTA reports, conducting internal audits of department procurement activities, ensuring conformance with the systems and databases, serving as the DBE Liaison Officer, gathering and analyzing statistical data as required, ensuring proposals and contracts are in compliance and available, analyzing work processes and suggesting improvements, advising management and the Board on DBE matters, facilitating training seminars, providing outreach regarding contracting opportunities to DBEs and community organizations, and serving as the liaison to the Uniform Certification Process in California.	
3	S	Provides department administration by assigning and reviewing procurements and contracts assigned to staff, training and mentoring employees, developing and implementing employee recognition programs, conducting team exercises, meetings, and performance evaluations, interviewing and selecting personnel, providing technical expertise and assistance, identifying departmental needs such as equipment and workspace, coordinating projects with other divisions and outside agencies, and serving as the department representative during audits relating to procurement, DBE and prevailing wage activities.	15%
4	S	Oversees the information tracking, data analysis and reporting by reviewing the maintenance of databases, preparing and analyzing statistical reports, DBE/Small Business utilization, and contract compliance, preparing various reports for Board approval and submittal to appropriate agencies, assigning work to staff, and developing and maintaining data regarding the Small Business Program.	15%
5	S	Provide public information services by preparing and distributing annual goal setting document to various organizations, responding to requests for information pertaining to the DBE program, competing for RT contract, scheduling and facilitating public review of the annual DBE goal setting proposals, providing technical supports regarding all aspects of the program to vendors interested in or participating in the program, planning, coordinating and conducting small business outreach events and conferences.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree in Business Administration, Public Administration or a related field.



	Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of five (5) years of experience performing contract administration, DBE compliance and/or procurement related activities, including two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



**KNOWLEDGE**

- Procurement procedures and DBE programs.
- Presentation and communication techniques.
- Audit techniques and procedures.
- DBE certification criteria, requirements, and goal setting methodology requirements.
- Federal, state, and local regulations related to procurement, contracting, and DBE.
- Federal and State laws, codes, and regulations related to prevailing wage, labor codes, apprenticeship standards, and EEO requirements.
- Federal and State public contract codes related to bidding and licensing requirements.
- Federal, State, and local third party contracting requirements, procurement procedures, and contract administration systems.
- Personnel management theory and techniques.
- Basic construction industry practices.
- Principles and practices of contract administration.
- Laws prohibiting discrimination and harassment.
- Training Techniques.

**SKILLS**

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

**ABILITIES**

- Stay current on changes to codes and regulations related to department activities.
- Interpret and apply codes, regulations, and procedures to reduce exposure of the District to potential litigation related to contract disputes.
- Manage time and meet deadlines.
- Apply complex formulas from DBE regulations to derive DBE availability statistics used in setting annual DBE goal.
- Staying current on prevailing wage codes and regulations.
- Learn District and departmental operating policies and procedures, systems and methods, and department-specific tasks and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Manage and supervise staff.
- Learn District specific procurement policies and procedures.
- Learn Department of Transportation Local Assistance Program procedures related to DBE regulations as administered by Caltrans.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Calculator, fax machine, vehicle, computer and associated hardware and software.





**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	09/14/09	Open	Action	08/31/09

Subject: Reject all Proposals for Transit Oriented/Joint Development Project at Regional Transit's Administrative Office Complex

## ISSUE

Whether or not to reject all proposals for Transit Oriented/Joint Development Project at Regional Transit's Administrative Office Complex.

## RECOMMENDED ACTION

Adopt Resolution No. 09-09-\_\_\_\_, Reject all Proposals for Transit Oriented/Joint Development Project at Regional Transit's Administrative Office Complex.

## FISCAL IMPACT

NO fiscal impact as a result of this action.

## DISCUSSION

On February 2, 2009, the Board delegated authority to the General Manager/CEO to release a Request for Proposals (RFP) for a Transit Oriented/Joint Development Project at Regional Transit's Administrative Office Complex. The RFP made clear that, to be considered, any proposal submitted had to be cost-neutral or a revenue generator for RT. RT has not allocated any funding for this project and in order for the project to be feasible it would, at a minimum, have to be accomplished at no net cost to RT. Given the economic downturn, it is not feasible for RT to secure sufficient funding for this project.

Staff released the RFP on June 10, 2009 and received one proposal on July 23, 2009 that was deemed non-responsive. The reason for the determination of non-responsiveness was that the proposal contained a statement that it was not a cost neutral transaction and/or a revenue generator for RT. Moreover, the proposal did not contain sufficient information to fully evaluate the Developer/Team Experience, Developer/Team References, and Development Scenario; and the required certifications (Receipt of Addenda, Interests and Gratuities Certification Form, and the Campaign Contribution Form).

Based on informal industry feedback, the sense is that the developers could not meet the conditions of the RFP and devise a deal structure that was economically feasible. Once the procurement is concluded by this Board action, staff will be able to conduct a survey of interested developers to discuss what feasible changes to the requirements could be incorporated to improve the number of developer responses in a future solicitation.

Staff recommends the Board reject all proposals pursuant to Procurement Ordinance Section 1.509.

Approved:

  
General Manager/CEO

Presented:

  
Chief of Facilities and Business Support Services

RESOLUTION NO. 09-09-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 14, 2009

**REJECT ALL PROPOSALS FOR TRANSIT ORIENTED/JOINT DEVELOPMENT  
PROJECT AT REGIONAL TRANSIT'S ADMINISTRATIVE OFFICE COMPLEX**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, pursuant to the RT Procurement Ordinance Section 1.509, this Board hereby  
rejects all proposals (the proposal) received for the Transit Oriented/Joint Development  
Project at Regional Transit's Administrative Office Complex.

\_\_\_\_\_  
STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary