

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

SPECIAL BOARD OF DIRECTORS MEETING

BOARD MEMBERS

DAVID HAUBERT – CHAIR
GINA BONANNO
KATHY NARUM
BRITTNI KIICK

MELISSA HERNANDEZ – VICE CHAIR
JEAN JOSEY
KARLA BROWN

Agenda Questions: Please call the Interim Executive Director at (925) 455-7566 or send an email to frontdesk@lavta.org

Documents received after publication of the Agenda and considered by the Board of Directors in its deliberation will be available for inspection only via electronic document transfer, due to the COVID-19 outbreak. See the COVID-19 provisions outlined below. Please call or email the Interim Executive Director during normal business hours if you require access to any such documents.

TELECONFERENCE

AUGUST 22, 2022 – 4:00 PM

**CORONAVIRUS DISEASE (COVID-19) ADVISORY
AND MEETING PROCEDURE**

This meeting will proceed via teleconference in accordance with Government Code Section 54953(e)(2), in order to protect the health and safety of staff, officials, and the general public. Councilmembers will not be physically in attendance, but will be available via video conference.

The administrative office of Livermore Amador Valley Transit Authority (LAVTA) is currently closed to the public and will remain closed for the duration of the Board of Directors (BOD) meeting. Consequently, there will be no physical location for members of the public to participate in the meeting. We encourage members of the public to shelter in place and access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment.

Public comments will also be accepted via email until 1:00 p.m. on Monday, August 22, 2022 at frontdesk@lavta.org. Please include “Special BOD Public Comment – 8/22/2022” 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.

This Board of Directors meeting will be conducted on the web-video communication platform, Zoom. In order to view and/or participate in this meeting, members of the public will need to download Zoom from its website, www.zoom.us.

It is recommended that anyone wishing to participate in the meeting complete the download process before the start of the meeting.

There will be zero tolerance for any person addressing the Board making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting.

How to listen and view meeting video:

- From a PC, Mac, iPad, iPhone or Android device click the link below:

<https://zoom.us/j/88236807550>

Passcode: 1362MTG

- To supplement a PC, Mac, tablet or device without audio, please also join by phone:
Dial: 1 (669) 900-6833
Webinar ID: 882 3680 7550
Passcode: 4446944

To comment by video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.

- Livestream online at: [Livermore Amador Valley Transit Authority YouTube Channel](#)

No option to make Public Comment on YouTube live stream.

How to listen only to the meeting:

- For audio access to the meeting by telephone, use the dial-in information below:

Dial: 1 (669) 900-6833

Webinar ID: 882 3680 7550

Passcode: 4446944

*Please note to submit public comment via telephone dial *9 on your dial pad. The meeting’s host will be informed that you would like to speak. If you are chosen, you will be notified that your request has been approved and you will be allowed to speak. You will then dial *6 to unmute when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will be muted.*

To submit written comments:

- Provide public written comments prior to the meeting by email, to frontdesk@lavta.org

If you are submitting public comment via email, please do so by 1:00 p.m. on Monday, August 22, 2022 to frontdesk@lavta.org. Please include “Special BOD Public Comment 8/22/2022” 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

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Board of Directors on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Unless members of the audience submit speaker forms before the start of the meeting requesting to address the board on specific items on the agenda, all comments must be made during this item of business. Speaker cards are available at the entrance to the meeting room and should be submitted to the Board secretary.
- Public comments should not exceed three (3) minutes.
- Items are placed on the Agenda by the Chairman of the Board of Directors, the Executive Director, or by any three members of the Board of Directors. Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.
- For the sake of brevity, all questions from the public, Board and Staff will be directed through the Chair.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

- A. **Minutes of the August 1, 2022 Board of Directors meeting.**
- B. **Adoption of a Resolution Declaring that Agency Meetings Will Continue to Be Held Via Teleconference**

Recommendation: Staff recommends that the Board of Directors adopt Resolution 32-2022 declaring that LAVTA meetings will continue to be held via teleconference.

5. Contract Award for SAV System Engineering Services

Recommendation: Staff recommends the LAVTA Board of Directors award a contract to WSP in the amount not-to-exceed \$280,000 for the Shared Autonomous Vehicle (SAV) System Engineering services.

6. Matters Initiated by the Board of Directors

- Items may be placed on the agenda at the request of three members of the Board.

7. Next Meeting Date is Scheduled for: September 12, 2022

8. Adjournment

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.

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

/s/ Jennifer Suda

8/17/2022

LAVTA, Executive Assistant

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

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

AGENDA

ITEM 4A



MINUTES OF THE AUGUST 1, 2022 ZOOM TELECONFERENCE
LAVTA BOARD OF DIRECTORS MEETING

1. Call to Order

Meeting was called to order by Board Chair David Haubert at 4:00pm.

2. Roll Call of Members

Members Present

David Haubert – County of Alameda (arrived at 4:12pm)

Jean Josey – City of Dublin

Melissa Hernandez – City of Dublin

Karla Brown – City of Pleasanton

Kathy Narum – City of Pleasanton

Brittini Kiick – City of Livermore

Bob Woerner (Alternate) – City of Livermore

Members Absent

Gina Bonanno – City of Livermore

3. Meeting Open to Public

No comments.

4. Consent Agenda

Recommend approval of all items on Consent Agenda as follows:

A. Minutes of the July 11, 2022 Board of Directors meeting.

B. Adoption of a Resolution Declaring that Agency Meetings Will Continue to Be Held Via Teleconference

The Board of Directors adopted Resolution 32-2022 declaring that LAVTA meetings will continue to be held via teleconference.

Approved: Josey/Brown

Aye: Brown, Josey, Narum, Hernandez, Haubert, Woerner, Kiick

No: None

Abstain: None

Absent: Bonanno

5. Interim Executive Director's Report

Interim Executive Director Tamara Edwards reported that ridership continues to climb and is 40% higher than last year. The Alameda County Fair wrapped-up and LAVTA had the popular Memorial Madden Cruiser parked on display. Interim Executive Director Tamara Edwards announced that Try Transit to School is back and will run from Monday, August 8th through Labor Day, including weekends. Interim Executive Director Tamara Edwards notified the

Board of Directors that LAVTA received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2021 Annual Comprehensive Financial Report (ACFR).

Interim Executive Director Tamara Edwards informed the Board of Directors that LAVTA did a combined grant application with CCTA and CCCTA and will be receiving a Transit and Inner City Rail Capital Program (TIRCP) grant. Currently it has not been determined how the grant funds will be split up, but the goal is to have LAVTA and County Connection run hydrogen buses on the 680 corridor. This project will put us in a better position for a second phase of funding next year for a hydrogen fueling station and hopefully a maintenance facility

The Board of Directors discussed this agenda item with staff.

6. Matters Initiated by the Board of Directors

Director (Alternate) Bob Woerner inquired if LAVTA has any plans to repurpose shelters or benches that are not currently use. Staff informed that any shelters or benches not in use are pulled and used for replacement parts and there are some in Hacienda Business Park, but they are not ours and James Paxon is not interested in removing those shelters.

Director Karla Brown requested an update to be included on the upcoming Interim Executive Directors Report for the Shared Autonomous Vehicle (SAV) and the Dublin Parking Garage. Interim Executive Director Tamara Edwards informed that at the next Board of Directors meeting they will receive a report update on the SAV project. Interim Executive Director Tamara Edwards also provided a brief update on the Dublin parking garage project.

7. Next Meeting Date is Scheduled for: September 12, 2022

8. Adjournment

Meeting adjourned at 4:24pm

AGENDA

ITEM 4B



STAFF REPORT

SUBJECT: Adoption of a Resolution Declaring that Agency Meetings Will Continue to Be Held Via Teleconference

FROM: Tamara Edwards, Interim Executive Director

DATE: August 22, 2022

Action Required

Staff requests that the Board of Directors adopt resolution 33-2022 declaring that agency meetings will continue to meet via teleconference to ensure the health and safety of the public.

Background

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things, rescinded his prior Executive Order N-29-20, effective October 1, 2021. At that point, agencies would have transitioned back to public meetings held in full compliance with the preexisting Brown Act teleconference rules. Since the Governor issued Executive Order N-08-21, the Delta variant has emerged, causing a spike in cases throughout the state. As a result, the Governor's proclaimed State of Emergency remains in effect, and state officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

On September 16, 2021, Governor signed Assembly Bill (AB) 361 into law, effective October 1, 2021, to allow agencies to use teleconferencing for public meetings during proclaimed state of emergencies without requiring the teleconference locations to be accessible to the public or a quorum of the members of the legislative body of the agency to participate from locations within the boundaries of the agency's jurisdiction. AB 361 will sunset on January 31, 2024.

Under AB 361, a local agency will be allowed to meet remotely without complying with prior Brown Act teleconference requirements when:

- The local agency holds a meeting during a state of emergency declared by the Governor, and either
 - State or local health officials have imposed or recommended measures to promote social distancing, or
 - The legislative body finds that meeting in person would present imminent risks to the health or safety of attendees.

As discussed above, state officials continue to recommend social distancing. Therefore, LAVTA can continue to conduct meetings via teleconference, as long as it meets the following emergency requirements under Government Code Section 54953(e)(2), added by AB 361:

1. The legislative body gives notice and posts agendas as otherwise required by the Brown Act, including directions for how the public can access the meeting.
2. The legislative body does not take formal action on any item whenever there is a disruption in the meeting broadcast.
3. The public is allowed to provide comment in real time.
4. The legislative body allows time during a public comment period for members of the public to register with any internet website required to submit public comment.

For upcoming teleconference meetings, LAVTA can continue to follow the AB 361 requirements by declaring every 30 days that it has reconsidered the circumstances of the state of emergency and either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person, or (2) state or local officials continue to impose or recommend measures to promote social distancing.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 33-2022 declaring that LAVTA meetings will continue to be held via teleconference.

Attachments:

1. Resolution 33-2022 of the Board of Directors of the Livermore Amador Valley Transit Authority Declaring that Agency Meetings Will Continue to Be Held Via Teleconference

Submitted: _____

RESOLUTION NO. 33-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LIVERMORE
AMADOR VALLEY TRANSIT AUTHORITY DECLARING THAT AGENCY
MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE**

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19.; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency where state or local officials have recommended measures to promote social distancing; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED that, in order to ensure the health and safety of the public, meetings of the Livermore Amador Valley Transit Authority, its committees and subsidiary bodies, will continue to be held via teleconference in

accordance with Assembly Bill 361 and the provisions of Government Code Section 54953(e).

PASSED AND ADOPTED by the governing body of the Livermore Amador Valley Transit Authority (LAVTA) this 22nd day of August, 2022.

BY _____
David Haubert, Chair

ATTEST _____
Michael N. Conneran, Legal Counsel

AGENDA

ITEM 5



STAFF REPORT

SUBJECT: Contract Award for SAV System Engineering Services

FROM: Toan Tran, Director of Operations and Innovation

DATE: August 22, 2022

Action Requested

Staff requests that the Board of Directors award a contract to WSP in the amount not-to-exceed \$280,000 for the Shared Autonomous Vehicle (SAV) System Engineering services.

Background

To help fund LAVTA's SAV pilot project, in February 2018, the City of Dublin (COD), with support from LAVTA, was awarded an Innovative Deployments to Enhance Arterials (IDEA) Category II grant from the Metropolitan Transportation Commission (MTC) in the amount of \$385,000, to deploy an SAV on streets in the COD and/or implement transit connected vehicle applications in order to improve arterial operations and enhance safety along these corridors. LAVTA and the COD executed a Memorandum of Understanding concerning cooperation for grant-funded activities in September 2018.

As collaboration on the grant-funded activities began with preliminary systems engineering work, staff from MTC, the COD, and LAVTA identified opportunities to streamline delivery and administration of transit-focused aspects of the Project by having LAVTA procure certain project components involving deployment of the SAV. In September 2019, MTC revised the IDEA Program of Projects to add LAVTA as a partner agency to the Project in addition to the COD. In order to access program funds directly, LAVTA executed a standard Master Funding Agreement for Federal Highway Administration (FHWA) funding with MTC in November 2019.

As part of the collaboration between the COD and LAVTA on the IDEA grant and other local resources, the SAV project continued progressing. In December 2018, the User Needs Analysis which analyzed and memorialized the needs of SAV users was completed. The User Needs Analysis was followed by the development of the draft System Engineering Management Plan (SEMP) in July 2021. The SEMP defines and clarifies what items are to be developed, delivered, installed, verified, and supported for the SAV system testing and operations. It also outlines roles and responsibilities of all Project partners and other Project stakeholders along with a timeline for completion of critical tasks, the responsible parties, and how the products will be accepted and managed.

In June 2020, field testing of transit operations and safety evaluations was kicked off. Under this work, a test route was designed from the BART Station to the intersection near the Persimmon Place Shopping Center on Martinelli Way.

The key evaluation elements included: keeping the vehicle on schedule, weather impacts, vehicle speed, battery consumption and mileage, vehicle reaction to obstacles, issues requiring manual override, and various other environmental conditions. During the testing work, the SAV operated autonomously for more than 500 miles accident-free. In November 2020, LAVTA moved to deploy the SAV for public access and began offering public rides. At the conclusion of the testing in July 2021, 116 SAV passengers had taken rides.

LAVTA released a Request for Proposals (RFP) for the SAV System Engineering services on June 17, 2022, and proposals were due on July 18, 2022. Some of the key elements in the scope of work for the RFP include:

- Update User Needs Analysis
- Update and finalize the System Engineering Management Plan (SEMP)
- Develop Concept of Operations for both the SAV and Connected Vehicles (CV) systems
- Develop System Requirements for SAV and CV
- Provide Site Review and Assessment Support
- Provide Mobility Hubs Planning and Design Support
- Provide SAV and CV Procurement and Deployment Support
- Provide SAV-V2X Integration and Testing Support

To accelerate the procurement schedule to better align with the SAV service implementation timeline, staff leveraged MTC’s consultant bench by only soliciting the 21 qualified firms on the list. LAVTA received four (4) proposals from the following firms:

- Advanced Mobility Group (AMG), Walnut Creek, CA
- Iteris, Santa Ana, CA
- RS&H, Falls Church, VA
- WSP, San Francisco, CA

Discussion

In order to select a best qualified firm, proposals were rated in four categories and assigned points (100% total) as noted below.

Evaluation Criteria - % Weight (100% Best)	Scoring
Complete and thorough conformance with the terms and requirements of this RFP	Pass/Fail
Company Qualifications, Experience & References: Prior experience history and qualifications of Consultant in providing like services, including specific experience of the team and key personnel to complete the Scope of Work	45 points
Understanding of and Response to Proposal Requirements: Proposal demonstrates clear understanding of service requirements and addresses all proposal requirements adequately, including the technical work plan and the required submissions.	35 points
Written/oral communication/presentation: As evidenced in the submitted proposal and interviews, if held.	20 points
Total Points	100 points

In addition to LAVTA staff, the evaluation committee also included representatives from our project and funding partners at BART, the COD, Alameda County Transportation Commission (ACTC), and MTC. The committee reviewed the technical proposals to determine the relative strengths of each firm. Below is a summary of the scoring.

Firm	Total Points (Avg/ 100 points max)
WSP	91.1
Iteris	82.8
AMG	82.5
RS&H	73.1

All four proposers were deemed both responsive and responsible, capable of carrying out the contracts. WSP was the only proposer that ranked first or tied for first in all three evaluation criteria. Given the disparity of the scores between the firms, it's unlikely that the interview alone will help the other firms surpass WSP. As a result, the optional interviews were not conducted.

WSP's proposal received the highest average score because it demonstrated a clear understanding of the SAV Project, including what critical steps are needed to complete it on time and within budget. The evaluation committee noted that the previously completed projects by WSP within the last five years found to be in close alignment with the SAV Project. WSP also provided several references, and LAVTA staff checked each reference by interviewing project managers. LAVTA staff received very positive feedback from all references.

Below are some of the key elements noted by the evaluation committee regarding the WSP proposal:

Under the Company Qualifications, Experience and References category, the evaluation committee noted that WSP showed strong qualifications and experience. It provided the most relevant and comprehensive experience encompassing the full lifecycle of CV and AV project implementation, with a thoughtful composition for the proposed team.

Under the Understanding of and Response to Proposal Requirements category, it was highlighted that WSP demonstrated a thorough understanding of the project and provided a clear and easy-to-follow technical work plan. Others mentioned that WSP provided a realistic project plan, which included a schedule. Additionally, it was mentioned that WSP's proposal addressed all proposal elements with detailed technical workplan responses (i.e. Proposed schedule, additional meetings, public outreach, etc.).

Under the Written/Oral Communication/Presentation category, the evaluation committee was impressed by WSP's clear, concise and to-the-point proposal. It was mentioned that WSP provided the best presentation out of the four submitted proposals. WSP clearly articulated relevant experience and the value of the contract. Finally, it was indicated that WSP provided visually clear graphics, a clean report design, and the proposal was well-written to effectively convey their approach.

LAVTA staff evaluated WSP's cost proposals and determined the costs were fair and reasonable.

Based on the evaluation committee’s input, review of cost proposals, and follow-up interviews of the references provided by WSP, LAVTA staff is confident that WSP is the best candidate of the four submitted RFP proposals to complete the requested Project tasks, and recommends awarding the SAV System Engineering Services contract to WSP.

Fiscal Impact

The total budget of \$280,000 includes 10 percent for contingency. Funding for this project is included in the fiscal year 2022-23 approved budget.

Recommendation

Staff recommends the LAVTA Board of Directors award a contract to WSP in the amount not-to-exceed \$280,000 for the Shared Autonomous Vehicle (SAV) System Engineering services.

Attachment:

1. Resolution 34-2022

Approved: _____

RESOLUTION 34-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING SAV SYSTEM ENGINEERING SERVICES CONTRACT**

WHEREAS, LAVTA requires the services of qualified firms to provide engineering support services for the shared autonomous vehicles (SAV) project; and

WHEREAS, the agency issued Request for Proposals (RFP) for SAV System Engineering Services RFP 2022-02; and

WHEREAS, four bids were received and the evaluation committee determined WSP as the most qualified and highest rated proposer; and

WHEREAS, LAVTA intends to enter into contract with WSP to provide a wide range of engineering support services as outlined in the RFP; and

WHEREAS, the project is funded with MTC IDEA grant and is included in the fiscal year 2022-23 approved budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board authorizes the Interim Executive Director to enter contract with WSP for the SAV system engineering services in the amount not to exceed \$280,000; and

PASSED AND ADOPTED this 22nd day of August 2022.

David Haubert, Chair

Attest:

Tamara Edwards, Interim Executive
Director