



April 5, 2017  
2:00 p.m.

## **AGENDA**

**Board Budget and Finance Committee Meeting  
Riverside Transit Agency – Board Room  
1825 Third Street  
Riverside, CA 92507**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at [www.riversidetransit.com](http://www.riversidetransit.com) or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

### **ITEM**

### **RECOMMENDATION**

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>3. PUBLIC COMMENTS – NON-AGENDA ITEMS</b> Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.	<b>RECEIVE COMMENTS</b>
<b>4. <u>APPROVAL OF MINUTES – MARCH 1, 2017 COMMITTEE MEETING (P.4)</u></b>	<b>APPROVE</b>
<b>5. <u>CASH FLOW PROJECTIONS (P.7)</u></b>	<b>RECEIVE AND FILE</b>
<b>6. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 17-002 TO KIMLEY-HORN AND ASSOCIATES, INC. (KIMLEY-HORN) FOR ARCHITECTURAL &amp; ENGINEERING (A&amp;E) AND CONSTRUCTION MANAGEMENT (CM) SERVICES FOR THE PROMENADE MALL MOBILITY HUB PROJECT (P.9)</u></b>	<b>APPROVE</b>
<b>7. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 17-003 TO PSOMAS FOR ARCHITECTURAL &amp; ENGINEERING (A&amp;E) AND CONSTRUCTION MANAGEMENT (CM) SERVICES FOR THE HEMET MOBILITY HUB PROJECT (P.13)</u></b>	<b>RECEIVE AND FILE</b>
<b>8. <u>AUTHORIZATION TO AMEND PURCHASE ORDER NO. 40576 WITH THE CONVERSE PROFESSIONAL GROUP, INC. TO INCLUDE A PHASE II SUBSURFACE SITE ASSESSMENT OF PROPERTY IDENTIFIED AS COUNTY OF RIVERSIDE ASSESSOR'S PARCEL NOS. 215-152-019 AND 215-152-012 (P.17)</u></b>	<b>APPROVE</b>
<b>9. BOARD MEMBER COMMENTS</b>	
<b>10. ANNOUNCEMENTS</b>	

**ITEM**

**RECOMMENDATION**

**11. NEXT MEETING**

Wednesday, May 3, 2017, 2:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

**12. MEETING ADJOURNMENT**

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
Minutes  
March 1, 2017

**1. CALL TO ORDER**

Committee Chair Berwin Hanna called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on March 1, 2017, in the RTA Board Room.

**2. SELF INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Berwin Hanna, City of Norco
2. Director Linda Molina, City of Calimesa
3. Director Dawn Haggerty, City of Canyon Lake
4. Director Dick Haley, City of Corona
5. Board Chair Linda Krupa, City of Hemet
6. Director Anthony Kelly Jr., City of Jurupa Valley
7. Director Maryann Edwards, City of Temecula
8. Alternate Director Frank Johnston, County of Riverside, District II
9. Alternate Director Jeff Comerchero, County of Riverside, District III
10. Alternate Director Debbie Rose, County of Riverside, District V

Committee Members Absent

1. Mark Orozco, City of Beaumont

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Bob Bach, Director of Maintenance
8. Adam Chavez, Deputy Director of Maintenance
9. Jim Kneepkens, Director of Marketing
10. Rohan Kuruppu, Director of Planning
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager

**3. PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – FEBRUARY 1, 2017 COMMITTEE MEETING**

M/S/C (HALEY/JOHNSTON) approving the February 1, 2017 committee meeting minutes.

The motion carried unanimously.

Director Anthony Kelly Jr. arrived to the meeting at 2:02 p.m.

Director Maryann Edwards arrived to the meeting at 2:03 p.m.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections.

6. **QUARTERLY CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status.

7. **QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT**

Mr. Fajnor presented the quarterly natural gas procurement status report.

8. **AUTHORIZE A YOUTH SUMMER FARE OF 25 CENTS PER BOARDING FROM JUNE 1, 2017 THROUGH SEPTEMBER 4, 2017**

M/S/C (JOHNSTON/HAGGERTY) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize Agency staff to implement a youth summer fare of 25 cents per boarding on all fixed-route buses from June 1 through September 4, 2017.

The motion carried unanimously.

9. **AUTHORIZATION TO AMEND OPEN PURCHASE ORDERS AND CONTRACTS TO INCREASE SALES TAX AS A RESULT OF PASSAGE OF THE CITY OF RIVERSIDE'S MEASURE Z**

M/S/C (EDWARDS/HAGGERTY) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize staff to amend the above purchase orders to increase the sales tax as a result of passage of the City of Riverside's Measure Z.

The motion carried unanimously.

10. **AUTHORIZATION TO ENTER INTO AGREEMENT NO. 16-057 WITH YORK RISK SERVICES GROUP, INC. (YORK) FOR THIRD PARTY ADMINISTRATOR SERVICES OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE CLAIMS**

M/S/C (COMERCHERO/MOLINA) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize staff to enter into Agreement No. 16-057 with York Risk Services Group, Inc. for Third Party Administrator Services of The Agency's Liability and Vehicle Physical Damage Insurance Claims for a five-year period in the amount of \$349,708 which includes the contingency of \$31,791.

The motion carried unanimously.

11. **BOARD MEMBER COMMENTS**

Comments were made by Director Maryann Edwards, Director Dick Haley, Director Anthony Kelly Jr., Director Linda Molina, Chair Linda Krupa, Director Dawn Haggerty and Committee Chair Berwin Hanna.

12. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

13. **NEXT MEETING**

Wednesday, April 5, 2017, 2:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

14. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:45 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 5, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Cash Flow Projections

Summary: The Agency develops cash flow projections for the entire fiscal year representing weekly increments. Due to the size of the report, it is difficult to portray the entire fiscal year.

The attached report represents actual cash performance through late-March 2017 with projections through May 2017. This reporting period covers the first eleven months of FY17.

There are no cash flow issues anticipated during this reporting period. The Riverside County Transportation Commission's Budget and Implementation Committee unanimously approved the Agency's request for an advance of funds. The full Commission is expected to approve the advance at their April meeting. RCTC staff has informed us that the funds will be provided by the end of April.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY16/17 Cash Flow Projection**

	Actual										
1	General Account	3/24/2017	3/31/2017	4/7/2017	4/14/2017	4/21/2017	4/28/2017	5/5/2017	5/12/2017	5/19/2017	5/26/2017
2	Est. Cash, Beg Balance (Book)	(279,762)	177,831	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>										
4	LTF Operating - recurring						9,528,905				
5	LTF OPEB										
6	FET Credit										
7	RIN's Credit	38,728			35,056				35,000		
8	LCFS										95,000
9	CalPERS CERBT Disbursement	88,364				81,359			85,000		
10	Farebox	129,985	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
11	Total Other Farebox	3,405	313,915	331,182	45,253	73,398	32,595	59,084	16,050	213,399	625
12	Total Other Local	3,252	5,000	5,000	5,000	5,000	10,305	5,000	5,000	9,500	5,000
13	FTA Operating	19,488	8,911			29,986			27,500		
14	Capital - Local, State	256,178		28,237	29,347	5,000	5,000	5,000	5,000	60,862	5,000
15	Echo - FTA Capital	946,657		35,000	35,000	281,839	35,000	35,000	35,000	35,000	35,000
16	Transfer from Investment to Gen Acct.	2,118,569	3,204,137	1,617,658	817,343	1,195,314		2,324,746	778,450	2,633,556	896,375
17	<b>Disbursements:</b>										
18	Payroll = Net+Tax	(1,999)	(850,000)		(860,000)		(870,000)		(880,000)		(890,000)
19	A/P Wires	(225,877)	(2,635,558)	(194,650)	(17,000)	(217,380)	(557,000)	(2,338,830)	(17,000)	(2,862,317)	(57,000)
20	A/P Checks	(217,832)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
21	Capital Expenditures	(2,701,326)	(55,000)	(1,682,451)	(55,000)	(1,419,517)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
22	Transfer to Investment from Gen Acct.		(84,236)	(104,975)			(8,094,806)				
23	Transfer to OPEB Trust Acct.										
24	Actual Ending Book Balance / Targeted Minimum Balance	177,831	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25 **LAIF Account:**

26	Beginning balance	104,766	104,766	104,766	104,766	105,353	105,353	105,353	105,353	105,353	105,353
27	Quarterly Interest Income				587						
28	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
29	Ending balance	104,766	104,766	104,766	105,353	105,353	105,353	105,353	105,353	105,353	105,353

30 **County Pool Account:**

31	Beginning balance	5,779,625	3,911,056	3,911,056	2,294,418	2,294,418	1,165,306	1,165,306	1,165,306	1,165,306	1,165,306
32	Quarterly Interest Income			1,020							
33	Transfers to/from Gen Acct.	(1,868,569)	-	(1,617,658)	-	(1,129,112)	-	-	-	-	-
34	Ending balance	3,911,056	3,911,056	2,294,418	2,294,418	1,165,306	1,165,306	1,165,306	1,165,306	1,165,306	1,165,306

35 **CalTrust Account:**

36	Beginning balance	50,202,358	49,952,358	46,832,457	46,974,694	46,157,351	46,091,149	54,185,955	51,897,458	51,119,008	48,485,452
37	Quarterly Interest Income			37,262				36,250			
38	Transfers to/from Gen Acct.	(250,000)	(3,119,901)	104,975	(817,343)	(66,202)	8,094,806	(2,324,746)	(778,450)	(2,633,556)	(896,375)
39	Ending balance	49,952,358	46,832,457	46,974,694	46,157,351	46,091,149	54,185,955	51,897,458	51,119,008	48,485,452	47,589,077

<i>Restricted</i>	43,294,719	43,374,230	41,866,556	41,866,556	40,737,444	40,737,444	40,765,370	40,765,370	40,765,370	40,765,370
<i>Available for Operating</i>	10,851,292	7,524,049	7,557,322	6,740,566	6,674,364	14,769,170	12,452,747	11,674,297	9,040,741	8,144,366
Avg Operating expenses per month =>	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000
No. of months Oper Cash On Hand =>	1.74	1.20	1.21	1.08	1.07	2.36	1.99	1.87	1.45	1.30



RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA 92507

April 5, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
Rohan Kuruppu, Director of Planning

SUBJECT: Authorization to Award Agreement No. 17-002 to Kimley-Horn and Associates, Inc. (Kimley-Horn) for Architectural & Engineering (A&E) and Construction Management (CM) Services for the Promenade Mall Mobility Hub Project

Summary: In the spring of 2015, the Agency completed a conceptual site plan for expanding the existing bus stop and building a Mobility Hub at the Promenade Mall in the City of Temecula. This plan was endorsed by the Temecula City Council's Mall Subcommittee, Forest City Inc. (mall management company) and the Agency's Board of Directors. The mobility hub will enable the Agency to meet the future transit needs of this important regional destination.

At the March 23, 2017 Board of Directors meeting, the Board authorized staff to enter into a Memorandum of Understanding (MOU) with Forest City Inc., for bus stop improvements, on-going operations and maintenance at the Promenade Mall. The Promenade Mall has been a significant regional destination and transfer point for Agency buses since the late 1990's.

The current bus stop, with the capacity to accommodate two to three small to mid-size buses, is located on Ring Road and is adjacent to the East Parking Garage of the Mall. It is currently served by six Routes: 55, 79, 202, 206, 208, and 217 and, because of current space constraints, it is a challenge to make service frequency improvements and reasonably timed transfer connections. In addition to several accessibility concerns, this capacity constraint is limiting the Agency's ability to fully implement the recommendations of the 10-Year Operating Plan that resulted from the most recent Comprehensive Operational Analysis (COA).

The six routes currently serving the Mall include local routes catering to shoppers and students and regional routes serving commuters who use the Mall as a park-and-ride location. Average ridership at this stop is 380 passengers per-day. Increasing the vehicle capacity at this location will allow the Agency to implement the COA recommendations and realign Routes 23, 24, and 61 which will increase ridership at this stop to nearly 600 passengers per-day. Upon completion, the Project will provide the space to add trips and improve frequencies, access, and transfer opportunities.

The proposed improvements consist of the following:

- increase the current vehicle capacity of two to three small and mid-size buses to four to six small and mid-size buses
- widen nearby sidewalk areas to improve accessibility
- add a new sidewalk to connect the bus stop to the northeast area of the mall
- add a restroom facility to be used by Agency operators
- increase the number of shelters and benches from one to five, and
- add improved lighting within the project area.

Additionally, a new bus stop will be constructed at the south entrance of the mall to accommodate community shuttles. This community shuttle stop will be served by the same routes noted above and will also be shared with local privately operated shuttles.

On January 23, 2017 staff issued Request for Proposal (RFP) No. 17-002 for Architectural and Engineering (A&E) and Construction Management (CM) Services for the Promenade Mall Mobility Hub Project. The requirement was for a qualified and licensed consultant to provide A&E and CM Services, including construction documents in sufficient detail to permit competitive bidding by General Contractors. The consultant will also provide construction administration and management services for oversight during the construction phase of the project.

The procurement was publicly advertised in a newspaper of general circulation and notices were posted on the Agency's website along with a copy of the RFP document. The Agency also sent notices of the contracting opportunity to the local Chambers' of Commerce of those cities that are members of the Joint Powers Agreement.

On February 27, 2017, the Agency received proposals from the following vendors:

- Michael Baker International, Temecula, CA
- Kimley-Horn and Associates, Inc., San Diego, CA

- STV, Inc., Rancho Cucamonga, CA
- TKE Engineering, Inc., Riverside, CA

An evaluation committee representing staff from the planning and purchasing departments evaluated the proposals in accordance with federal Brooks Act procedures which precludes the use of price as an evaluation criterion. Proposals were scored in the three general areas listed as evaluation criteria in the RFP documents: qualifications and related experience, staffing and project organization, and an understanding of the Agency's requirements for the project.

The next step in a Brooks Act procurement is to begin negotiations with the highest technically ranked firm. These negotiations continue until a fair and reasonable price is negotiated. Should negotiations fail to result in a fair and reasonable price, the process moves to the next highest technically ranked firm until mutually agreeable terms and conditions have been negotiated. After the evaluation committee carefully reviewed all proposals, Kimley-Horn was determined to be the highest technically ranked firm.

The committee met with the principal staff from Kimley-Horn to discuss the project and negotiate pricing. During that meeting, it was clear that Kimley-Horn had a good understanding of the project's overall scope and the work to be performed. The evaluation committee has a high level of confidence in the project team assembled by Kimley-Horn. Members of the project team have performed similar services for other transit properties.

Based on the evaluation committee's final technical evaluation along with the outcome of the negotiations with Kimley-Horn, staff has determined Kimley-Horn to be the best value for the Agency.

Fiscal Impact:

This item is included in the Board approved capital budget. Funding to cover this request is in the form of Federal Transit Administration (FTA) Sections 5309, 5339, Transportation Uniform Mitigation Fee (TUMF), and California Proposition 1B Security funds. In addition to the base contract amount for the project, staff also recommends the project include a ten-percent contingency to be utilized in the event of unforeseen circumstances. Such use would be subject to a future change order or amendment to the proposed contract if necessary. A complete funding profile is shown below:

Funding Source

FTA Section 5309	FTA Section 5339	Prop 1B	TUMF	Total
\$299,393.78	\$200,606.22	\$120,000.00	\$86,935.26	*\$706,935.26

(\*includes contingency amount of \$64,266.84)

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 17-002 to Kimley-Horn and Associates, Inc. for A&E and Construction Management Services for the Promenade Mall Mobility Hub Project in the amount of \$642,668.42 with a ten-percent contingency of \$64,266.84 for a not-to-exceed project total of \$706,935.26.

RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA 92507

April 5, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
Rohan Kuruppu, Director of Planning

SUBJECT: Authorization to Award Agreement No. 17-003 to Psomas for Architectural & Engineering (A&E) and Construction Management (CM) Services for the Hemet Mobility Hub Project

Summary: Today, about 150,000 people reside in the Hemet-San Jacinto Valley, a rapidly growing area in western Riverside County. According to City of Hemet (City) staff, the population of Hemet is projected to increase from 81,520 residents in 2014 to 123,420 residents in 2040, a 51 percent increase.

With population growth comes increased demand for transit services in the area. The City is currently developing a Downtown Specific Plan (Plan). The City's Plan has identified a need for an intermodal Mobility Hub to meet the projected demand for local and regional transit.

The Plan is slated for adoption in the spring of 2017 and identifies the City owned 14.5 acre site for the City of Hemet Mobility Hub, as noted in the graphic below. The Mobility Hub will be central to the Hemet Civic Center to the south, the County Administrative Center to the north, and the Hemet Valley Hospital complex to the east. A substantial portion of this site will be available for transit supportive land uses that could be developed through public-private partnerships. The Plan envisions a transit oriented development that will include housing, retail, office, public spaces and entertainment venues.



The proposed Hemet Mobility Hub will address current and future mobility, sustainability and efficiency needs of the City and the Agency. It will have the capacity to anchor Routes 27, 31, 32, 33, 42, 74, 79, 212 and 217 that currently serve the Hemet-San Jacinto Valley, the future Metrolink rail service and other modes planned for this site.

#### Key objectives of the Hemet Mobility Hub Project

##### Phase 1- Conceptual Plan

- Task 1 – Existing Conditions/Site Analysis
- Task 2 – Workshop Sessions
- Task 3 – Summary Report

##### Phase 2- Architectural and Engineering

- Task 1 – Plans, Specifications & Estimates (PS&E)
- Task 2 – Construction Administration and Mgmt

On January 30, 2017 staff issued Request for Proposal (RFP) No. 17-003 for Architectural and Engineering (A&E) and Construction Management (CM) Services for the Hemet Mobility Hub Project. The requirement was for a qualified and licensed consultant to provide A&E and CM Services to develop a conceptual plan for the Hemet Mobility Hub Project. Once the conceptual plan is approved,

the consultant will produce construction documents in sufficient detail to permit competitive bidding by General Contractors. The consultant will also provide construction administration and management services for oversight during the construction phase of the project.

The procurement was publicly advertised in a newspaper of general circulation and notices were posted on the Agency's website along with copies of the RFP document. The Agency also sent notices of the contracting opportunity to the local Chambers' of Commerce of those cities that are members of the Joint Powers Agreement.

On March 7, 2017 the Agency received proposals from the following vendors:

- IBI Group, Irvine, CA
- Kimley-Horn and Associates, Inc., San Diego, CA
- Psomas, San Diego, CA

An evaluation committee representing staff from the planning and purchasing departments evaluated the proposals in accordance with federal Brooks Act procedures which precludes the use of price as an evaluation criterion. Proposals were scored in the three general areas listed as evaluation criteria in the RFP documents: qualifications and related experience, staffing and project organization, and an understanding of the Agency's requirements for the project.

The next step in a Brooks Act procurement is to begin negotiations with the highest technically ranked firm. These negotiations continue until a fair and reasonable price is negotiated. Should negotiations fail to result in a fair and reasonable price, the process moves to the next highest technically ranked firm until mutually agreeable terms and conditions have been negotiated. After the evaluation committee carefully reviewed all proposals, Psomas was determined to be the highest technically ranked firm.

The committee met with the principal staff from Psomas to discuss the project and negotiate pricing. During that meeting, it was clear that Psomas had a good understanding of the project's overall scope and the work to be performed. The evaluation committee has a high level of confidence in the project team assembled by Psomas. Psomas has performed design consulting work for the Agency on a number of successful projects over the years including the Corona Transit Center, the recent Downtown Riverside bus stops project and the upcoming RapidLink bus stops project.

Based on the evaluation committee's final technical evaluation along with the outcome of the negotiations with Psomas, staff has determined Psomas to be the best value for the Agency.

Fiscal Impact:

This item is included in the Board approved capital budget. Funding to cover this request is in the form of Federal Transit Administration (FTA) Section 5309 and Transportation Uniform Mitigation Fee (TUMF) funds. In addition to the base contract amount for the project, staff is also recommending to include a ten-percent contingency as shown below to be utilized in the event of unforeseen circumstances. Such use would be subject to a future change order or amendment to the proposed contract if necessary. A complete funding profile is shown below:

Funding Source		
FTA Section 5309	TUMF	Total
\$516,974	\$269,559	*\$786,533

(\*includes contingency amount of \$71,503)

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to award Agreement No. 17-003 to Psomas for A&E and Construction Management Services for the Hemet Mobility Hub Project in the amount of \$715,030 with a ten-percent contingency of \$71,503 for a not-to-exceed project total of \$786,533.



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 5, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Amend Purchase Order No. 40576 with The Converse Professional Group, Inc. to Include a Phase II Subsurface Site Assessment of Property Identified as County of Riverside Assessor's Parcel Nos. 215-152-019 and 215-152-012

Summary: At the February 23, 2017 Board of Directors meeting, the Board authorized staff to enter into a Purchase and Sale Agreement (Agreement) with the City of Riverside for the transfer of real property located at 4015 and 4085 Vine Street in the City of Riverside. These two parcels along with two adjacent parcels owned by the Riverside County Transportation Commission (RCTC) will become the home of the Agency's new mobility hub which will replace the now-closed Downtown Riverside Transit Center. The conveyance of the RCTC parcels was previously approved by the Board at its December 15, 2016 Board of Directors meeting.

The Agreement with the City calls for the transfer of the two parcels for the sum of one-dollar (\$1.00) plus one-half the cost of reasonable and customary title and escrow fees. In addition, as part of staff's due diligence, the Board also authorized staff to contract with an environmental consulting firm to complete a Phase I Environmental Site Assessment (Phase I ESA) of the subject properties. On March 20, the Agency received the preliminary Phase I ESA report.

While the report did not identify any specific *Recognized Environmental Conditions* (RECs) in connection with the subject properties, the consultant's review of historical documents revealed that the above referenced parcels were at one time used as an auto repair, auto wrecking and machine shop business. Because of these prior uses, the consultant is recommending a Phase II Subsurface Site Assessment of these parcels to determine if the historical uses have impacted the subsurface of the property.

Fiscal Impact:

The cost for the Phase II Subsurface Site Assessment is \$14,944.76. Sufficient funds to cover this request are included in the Agency's capital budget in the form of State Transit Assistance funds (STA).

Recommendation:

Approve and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to amend Purchase Order No. 40576 with The Converse Professional Group, Inc. to include a Phase II Subsurface Site Assessment for property identified as County of Riverside Assessor's Parcel Nos. 215-152-019 and 215-152-012 in the amount of \$14,944.76.