

**CITY COUNCIL OF MONTEREY PARK
THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY OF THE FORMER
REDEVELOPMENT AGENCY, THE HOUSING AUTHORITY, THE MONTEREY PARK FINANCING
AUTHORITY AND THE MONTEREY PARK GEOLOGIC HAZARD ABATEMENT DISTRICT
AGENDA**

REGULAR CITY COUNCIL MEETING

**Wednesday
March 2, 2022
6:30 p.m.**

ASSEMBLY BILL NO. 361

These meetings will be conducted pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

Accordingly, Councilmembers will be provided with electronic meeting login information; they will not be physically present at Council Chambers.

Pursuant to City Council resolution, the public may provide public comment utilizing the methods set forth below.

Note that City Hall is currently closed to the public. You will not be admitted to City Hall.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

GENERAL INFORMATION

Documents related to an Agenda item are available to the public in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at <http://www.montereypark.ca.gov/AgendaCenter/City-Council-17>.

The public may watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

PUBLIC PARTICIPATION

In accordance with Government Code § 54953(e) and City Council resolution, remote public participation is allowed in the following ways:

Via Email (Written Communications)

Public comment will be accepted up to 24 hours before the meeting via email to mpclerk@montereypark.ca.gov. Written communications (if any) will be briefly summarized and include the name of each individual that submitted a comment; the summary will be read via prerecorded video and played during the Public Comment section of the City Council meeting. To view the full text of written communications, please visit www.montereypark.ca.gov/AgendaCenter. All written communications are provided to the City Council and filed as part of the City's administrative record.

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Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **(888) 788-0099 or (877) 853-5247** and entering Zoom Meeting ID: **289 222 5995** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Clerk’s office will be notified, and you will be in the rotation to make a public comment. Press “*6” to unmute yourself when called upon to speak. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Mayor and City Council may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

Important Disclaimer

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CALL TO ORDER Mayor

FLAG SALUTE Mayor

ROLL CALL Peter Chan, Hans Liang, Henry Lo, Fred Sornoso, Yvonne Yiu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS:

While all comments are welcome, the Brown Act does not allow the City Council to take action on any item not on the agenda. The Council may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the City Council's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

STAFF COMMUNICATIONS:

- Recreation Department
- Public Works Department
- Management Services Department

[1.] PRESENTATION

1-A. COMMISSIONS, COMMITTEES, AND BOARDS OVERVIEW

[2.] OLD BUSINESS – None.

[3.] CONSENT CALENDAR ITEM NOS. 3A-3I

3-A. MINUTES

It is recommended that the City Council consider:

- (1) Approving the minutes from the regular meeting of February 2, 2022; and
- (2) Taking such additional, related, action that may be desirable.

3-B. PURCHASE OF ONE-HUNDRED (100) DESKTOP COMPUTERS

It is recommended that the City Council consider:

- (1) Waiving bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(2) and purchase computers from Dell Marketing, LP, in an amount not to exceed \$96,000; and
- (2) Taking such additional, related, action that may be desirable.

3-C. PURCHASE AND CONVERSION OF POLICE DEPARTMENT VEHICLES

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to amend a contract (Agreement # 1855-A) with 72 Hour LLC dba National Auto Fleet Group, in a form approved by the City Attorney, for the purchase of Police Department Vehicles through 72 Hour LLC dba National Auto Fleet Group;
- (2) Authorizing the City Manager to amend the contract (Agreement # 1967-AC) with West Coast Lights and Siren, in a form approved by the City Attorney, for the conversion/up-fitting of Police Department Vehicles through West Coast Lights and Siren; and
- (3) Taking such additional, related, action that may be desirable.

3-D. AUTHORIZE THE CITY MANAGER TO EXECUTE LICENSE AGREEMENTS WITH NON-PROFIT YOUTH ATHLETIC ORGANIZATIONS FOR THEIR USAGE OF DESIGNATED STORAGE UNITS AND SNACK BARS IN CITY PARKS

It is recommended that the City Council consider:

- (1) Authorizing the City Manager, or designee, to execute license agreements, in a form approved by the City Attorney with the Monterey Park Sports Club Baseball, Manta Ray Parents Association, MPK Baseball and Softball Inc, California Amateur Softball Association, and Socal Elite Soccer Club to utilize designated storage units and snack bars in City parks; and/or
- (2) Taking such additional, related, action that may be desirable.

3-E. AWARD OF CONTRACT TO IBI GROUP FOR SPIRIT BUS FIXED-ROUTE TRANSIT SYSTEM STUDY

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to execute a Professional Services Agreement with IBI Group, in a form approved by the City Attorney, to assess the City's Fixed-Route Transit System in an amount not to exceed \$69,000; and
- (2) Taking such additional, related, action that may be desirable.

3-F. HIGHWAY SAFETY IMPROVEMENT PROJECT (HSIP) CYCLE 7 TRAFFIC SIGNAL IMPROVEMENTS PROJECT – AWARD OF CONTRACT

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to execute a public works contract, in a form approved by the City Attorney, with PTM General Engineering Services, Inc., in the amount of \$1,030,500 for the HSIP Cycle 7 Traffic Signal Improvements Project, Specification No. 2021-004;
- (2) Authorizing the Director of Public Works to approve change orders and contingency up to \$103,050 (10%) of the contract amount, for a total project cost of \$1,133,550; and
- (3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts with regards to traffic, noise, air quality or water quality.

3-G. NOTICE OF COMPLETION FOR DEMOLITION & RECONSTRUCTION OF FIRE STATION 62 SPECIFICATION NO. 2019-004

It is recommended that the City Council consider:

- (1) Receiving and filing the Notice of Completion recorded by the Public Works Director on December 22, 2021, accepting the Demolition and Reconstruction of Fire Station 62 completed by Robert Clapper Construction Services, Inc.; and
- (2) Taking such additional, related, action that may be desirable.

3-H. COUNTY OF LOS ANGELES, AWARD OF MEASURE B FUNDS

It is recommended that the City Council consider:

- (1) Receiving and filing this report; and
- (2) Taking such additional, related, action that may be desirable.

3-I. 2019 STATE HOMELAND SECURITY GRANT PROGRAM UPDATE

It is recommended that the City Council consider:

- (1) Receiving and filing this report; and
- (2) Taking such additional, related, action that may be desirable.

[4.] PUBLIC HEARING – NONE.

[5.] NEW BUSINESS

5-A. FY 2021-2022 MID-YEAR FINANCIAL REPORT

It is recommended that the City Council consider:

- (1) Receiving and filing the FY 2021-2022 Mid-Year Financial Report;
- (2) Authorizing the increase of Committed Catastrophic-Event by \$500,000 from \$4.34 million to \$4.84 million;
- (3) Authorizing an additional budget appropriation of \$1,204,740 from various funds; and
- (4) Taking such additional, related, action that may be desirable.

[6.] CITY COMMUNICATIONS (CITY COUNCIL)

[7.] FUTURE AGENDA ITEMS

[8.] CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)

ADJOURN



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3A

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Minutes

RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the minutes from the regular meeting of February 2, 2022; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,

Prepared by:

A blue ink signature of Vincent D. Chang.

Vincent D. Chang
City Clerk

A blue ink signature of Viridiana Martinez.

Viridiana Martinez
Senior Clerk Typist

Approved By:

A blue ink signature of Ron Bow.

Ron Bow
City Manager

ATTACHMENT(S):

1. Draft Minutes

ATTACHMENT 1

Draft Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
FINANCING AUTHORITY (MPFA)
HOUSING AUTHORITY (MPHA)
GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
SUCCESSOR AGENCY (SA)
REGULAR MEETING
FEBRUARY 2, 2022**

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA) and the Geologic Hazard Abatement District (GHAD) of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, February 2, 2022 at 6:30 p.m. The regular meeting was conducted pursuant to Government Code § 54953(e), as implemented by City Council Resolution. Accordingly, Council Members were provided a meeting login number and conference call number and were not physically present at Council Chambers.

PUBLIC PARTICIPATION

In accordance with Government Code § 54953 (e) and guidance from the California Department of Public Health on gatherings, remote public participation was allowed in the following ways:

Via Email

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MISSION STATEMENT

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CALL TO ORDER:

Mayor Lo called the meeting to order at 6:30 p.m.

FLAG SALUTE:

Mayor Lo led the Flag Salute.

ROLL CALL:

City Clerk Vincent Chang called the roll:

Council Members Present: Peter Chan, Hans Liang, Henry Lo, Fred Sornoso, Yvonne Yiu

Council Members Absent: None

ALSO PRESENT: City Treasurer Joseph Leon, City Manager Ron Bow, City Attorney Karl Berger, Fire Chief Matt Hallock, Police Chief Kelly Gordon, City Librarian Diana Garcia, Director of Public Works Frank Lopez, Director of Human Resources & Risk Management Christine Tomikawa, Director of Recreation & Community Services Robert Aguirre, Director of Management Services Martha Garcia, Interim Director of Community & Economic Development Steve Sizemore, Economic Development Manager Joseph Torres, Public Works Manager Chris Reyes, Acting City Planner Jon Turner, Principal Management Analyst Xochitl Tipan, Acting Recreation Supervisor Guillermo Chavez Assistant Deputy City Clerk Helena Cho, Community Communications Coordinator Randy Ishino, Senior Clerk Typist Viridiana Martinez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

PUBLIC COMMUNICATIONS

Public Speaker Disclaimer: Meetings are held virtually, and the information listed for the speakers may or may not reflect the correct spelling of their respective name.

- Abner Ramos, Monterey Park resident, shared his views on Agenda Item No. 6A.
- Ricardo Enrike, Greater Monterey Park Chamber of Commerce representative, informed the community of the upcoming Lunar New Year/Valentine's Day event hosted by the Greater Monterey Park Chamber of Commerce on Saturday, February 12, 2022, at the Barnes Amphitheater. He also shared his concerns regarding relationships between local businesses and the City.

STAFF COMMUNICATIONS

- Acting Recreation Supervisor Chavez gave an update on City events and activities. He encouraged the community to participate in the “Show the Love” Valentine’s Day activity by purchasing a love gram that will be delivered to the recipient. He also informed the community of the Movie in the Park event on March 11th at Barnes Park that will feature Disney’s Shang-Chi film.
- City Librarian Garcia gave a Powerpoint presentation on library updates. She informed the community of pop-up library services, wi-fi hotspots and Chromebook checkout, contactless passport appointments, literacy and citizenship classes via Zoom, as well as outdoor programs in Barnes Park.

1. PRESENTATION

Matters listed under presentation are for informational content and discussion only.

1A. GOODVIEWS ABATEMENT PROJECT UPDATE

Acting City Planner Turner gave a PowerPoint presentation on the hillside stabilization infrastructure project on 1688 West Garvey Avenue of the Goodviews Abatement Project.

1B. INVESTMENT PRESENTATION BY CHANDLER ASSET MANAGEMENT

City Manager Bow introduced Michael Busch, Chief Executive Officer of Urban Features Inc. and Mia Corral Brown, Senior Relationship Manager of Chandler Asset Management and Christopher McCarry, Senior Portfolio Strategist of Chandler Asset Management.

Senior Relationship Manager Mia Corral Brown and Senior Portfolio Strategist Christopher McCarry, of Chandler Asset Management gave a PowerPoint presentation and were available for questions.

2. OLD BUSINESS – None

3. CONSENT CALENDAR ITEMS NOS. 3A-3D

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

Action Taken: The City Council approved and adopted Item Nos. 3B, 3C, and 3D, on Consent Calendar, excluding Item No. 3A which was pulled for discussion and separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

Motion: Moved by Council Member Chan and seconded by Mayor Pro Tem Sornoso, motion carried by the following vote:

Ayes: Council Members: Yiu, Chan, Liang, Sornoso, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

3A. RECEIVE AND FILE STAFF REPORT SUMMARIZING RECENT ACCOMPLISHMENTS AND GOALS

The City of Monterey Park's recent accomplishments and short-term goals are summarized in the background section of the staff report as a reference. Staff recommends that City Council receive and file the staff report as a review of completed recent accomplishments and forecast upcoming goals on the horizon.

Action Taken: The City Council received and filed the staff report summarizing recent accomplishments and goals.

Motion: Moved by Council Member Chan and seconded by Council Member Yiu, motion carried by the following vote:

Ayes: Council Members: Yiu, Chan, Liang, Sornoso, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

3B. RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, SUBMIT APPLICATIONS, RECEIVE AND APPROPRIATE GRANT FUNDS FROM THE SENATE BILL 1383 LOCAL ASSISTANCE GRANT PROGRAM

CalRecycle requires all jurisdictions to adopt a Resolution that authorizes the City or designee to submit applications and execute documents related to the administration of CalRecycle grants. The City proposes to submit an application for the SB 1383 Local Assistance Grant Program. The City would receive approximately \$80,214 from the state for assistance in the implementation of SB 1383 regulations.

Action Taken: The City Council adopted Resolution No. 2022-R8 authorizing the City Manager, or designee, to apply for, submit applications, receive and appropriate grant funds from CalRecycle's SB 1383 Local Assistance Grant Program on behalf of the City on Consent Calendar.

Resolution No. 2022-R8, entitled:

RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS FOR ALL CALRECYCLE GRANTS FOR WHICH THE CITY OF MONTEREY PARK IS ELIGIBLE

3C. PURCHASE OF UTILITY TRUCK FOR WATER DIVISION

The Water Division is proposing to replace a utility vehicle that has exceeded its useful service life with a Ford F-650 Utility Truck. Staff is recommending purchase of the replacement truck through a cooperative purchase agreement with National Auto Fleet Group. An appropriation of \$173,500 is requested for this purchase.

Action Taken: The City Council waived bidding requirements pursuant to Monterey Park Municipal Code §3.20.050 (4) and authorized the purchase of a Ford F-650 Utility Truck through a Sourcewell Contract with National Auto Fleet Group; and appropriated \$173,500 in Water Operations Funds for the vehicle purchase on Consent Calendar.

3D. PURCHASE OF HYDRO JET SEWER EXCAVATOR TRUCK (VACTOR)

The South Coast Air Quality Management District (SCAQMD) is requiring the City to replace a heavy-duty service vehicle from the City's fleet per SCAQMD Rule 1196, Clean On-Road Heavy-Duty Public Fleet Vehicles. The vehicle to be replaced is unit # 113, a diesel powered Vactor hydro jet-rodder. This vehicle is used daily to clean City sewer lines from the street via manholes.

Action Taken: The City Council waived bidding requirements pursuant to Monterey Park Municipal Code §3.20.050 (4) and authorized the purchase of a 2022 CNG Vactor Truck through a Sourcewell Contract with Haaker Equipment Company; and appropriated \$552,466 for the purchase of the vehicle from the City's Sewer Collection Fund on Consent Calendar.

4. PUBLIC HEARING – None

5. NEW BUSINESS- NONE

6. CITY COMMUNICATIONS (CITY COUNCIL)

6A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AFFIRMING SUPPORT OF REPRODUCTIVE FREEDOM (Requested by Mayor Henry Lo)

Action Taken: The City Council considered adopting a resolution affirming support of reproductive freedom.

Motion: Moved by Mayor Lo and seconded by Council Member Liang, motion failed by the following vote:

Ayes: Council Members: Liang, Lo
Noes: Council Members: Sornoso
Absent: Council Members: None
Abstain: Council Members: Yiu, Chan

Council Communications:

Council Member Liang highlighted the accomplishments and goals that the City has achieved during the COVID19 pandemic. He wished everyone a good evening and stated that he had nothing to report.

Council Member Yiu gave additional comments on Item No. 1B, Investment Presentation by Chandler Asset Management. She also wished everyone a Happy Lunar New Year.

Council Member Chan wished everyone a Happy Lunar New Year and a Happy Valentine's Day.

Mayor Pro Tem Sornoso announced that he will be celebrating his third year being cancer free.

Mayor Lo expressed gratitude to the Monterey Park Police Department for the work that they do in keeping the community safe. He recognized the officers for their investigation that led to the arrest of a suspect, who had assaulted a resident on January 23, 2022.

7. FUTURE AGENDA ITEMS – None

8. CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)
None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:55 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3B

TO: The Honorable Mayor and City Council
FROM: Martha Garcia, Director of Management Services
SUBJECT: Purchase of one-hundred (100) Desktop Computers

RECOMMENDATION:

It is recommended that the City Council consider:

1. Waiving bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(2) and purchase computers from Dell Marketing, LP, in an amount not to exceed \$96,000; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City's independent auditing firm, CliftonLarsonAllen LLP, completed a cyber security audit. Among other things, the audit identified the need to replace aging/obsolete desktop computers to allow for a more secure cyber-environment. Having new hardware and software will allow the City to be in alignment with cybersecurity standards. Staff recommends the purchase of 100 desktop computers for an amount not to exceed of \$96,000.

BACKGROUND:

The City's recently completed cyber security assessment recommended that the City replace all of its aging desktop computers with new Dell computers. Purchasing computers from Dell is recommended to ensure efficient cyber security upgrades; IT management; and interoperability. Using PCs from different companies may lead to exposing the City to cyber vulnerabilities that are not present when using technology from the same manufacturer. The Information Technology (IT) Division also proposes Dell equipment due to staff's experience when dealing with computer issues and Dell's prompt and quality customer service. At this point in time with a shortage in intel processors, Dell is the only company that can currently fill an order this large in a timely manner. Dell also guarantees the best value in pricing and having availability of supplies on hand. In addition, 98% of the City's current computers are Dell. Utilizing Dell will allow for uniformity of support and for the IT department to have supplies and replacement parts that are interchangeable among all Dell desktops. Monterey Park Municipal Code § 3.20.050(2) allows for such direct purchases when only one vendor is best qualified to provide the supplies.

The American Rescue Plan Act (ARPA) of 2021 includes dedicated funds for all state, local, tribal, and territorial governments, known as the Coronavirus State and Local Fiscal recovery Funds (SLFRF). The City of Monterey Park was granted a total of \$15,043,184 in SLFRF funds. Payments will be received in two equal installments. The first installment was received in June 2021 in the amount of \$7,521,592. The IT Division was apportioned SLFRF funds, granted to the City. A portion of these funds will address cyber security upgrades.

FISCAL IMPACT:

Funds for the purchase of the 100 desktop computers are budgeted.

Respectfully submitted by:



Martha Garcia
Director of Management Services

Prepared by:



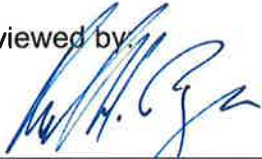
Stanley Ardon
Information Technology Manager

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3C

TO: The Honorable Mayor and City Council
FROM: Kelly Gordon, Chief of Police
SUBJECT: Purchase and Conversion of Police Department Vehicles

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to amend a contract (Agreement # 1855-A) with 72 Hour LLC dba National Auto Fleet Group, in a form approved by the City Attorney, for the purchase of Police Department Vehicles through 72 Hour LLC dba National Auto Fleet Group;
2. Authorizing the City Manager to amend the contract (Agreement # 1967-AC) with West Coast Lights and Siren, in a form approved by the City Attorney, for the conversion/up-fitting of Police Department Vehicles through West Coast Lights and Siren; and
3. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Police Department requested a budget modification for replacement and conversion/up-fitting of eight patrol vehicles that have exceeded their useful life and need replacement. Staff researched available vehicles and options and determined the Ford Police Interceptor SUV is the best replacement choice for the Police Department's needs. Staff recommends the purchase of eight Ford Police Interceptor SUV's.

BACKGROUND:

The Police Department has utilized the Ford Crown Victoria Police Interceptor sedan and the Ford Utility Interceptor SUV for the past several years. Numerous Police Interceptors have reached the end of their service life and need replacement. In the past, the Police Department was able to re-use equipment such as emergency lights, safety screens, prisoner partitions, weapons racks, etc. as older vehicles were taken out of service and new ones were placed into service. The new 2022 Ford Utility Interceptor has a different body and interior design than models being taken out of service. Consequently, the Ford Interceptor Utility SUV design does not allow for the re-use of the equipment listed above and brand-new equipment must be purchased.

Ford's 2022 Utility Police Interceptor SUV comes standard with a 3.3 liter V6 engine, 10-speed automatic transmission, all-wheel drive, air bags (including side curtain air bags for occupant safety), as well as an anti-lock braking system. Ford provides their Utility Police Interceptor SUV's with a 5-year/100,000 mile power train warranty (major engine and transmission components) and a 3-year/36,000 mile bumper to bumper warranty.

Sourcwell, a Cooperative Purchasing Agency, issued a Request for Proposal (RFP) for several vehicles including the 2022 Ford Utility Police Interceptor SUV. Several companies across the nation responded with bids. Sourcwell rated the bidders in several key areas and determined that National Auto Fleet Group was the lowest priced responsible bidder, and therefore issued the contract to National Auto Fleet Group (Contract #091521). Contract #091521 is valid from November 2021 through November 2025. The City of Monterey Park is currently a member of Sourcwell, membership #39242.

National Auto Fleet Group is able to obtain 2022 Ford Utility Police Interceptors through Sourcwell (National Auto Fleet Group) Master Vehicle Contract. Pricing is \$39,315.56 per vehicle. Pricing includes sales tax, tire fee, registration, and delivery. The total purchase price from National Auto Fleet Group is approximately \$315,000.

Delivery of Ford Utility Police Interceptors is estimated at 180-365 days from order.

West Coast Lights and Siren has been the Police Department's primary upfitting vendor for the past 15 years. The quality of their work is exceptional. West Coast Lights and Siren is the only conversion shop that does custom fabrications and has an "on-site" machine shop and welder. Being able to provide this service drastically cuts down the "turn-around" time when a vehicle is being converted and we don't have to deal with any additional vendors for the fabrication of specialty items such as weapon racks or MDC computer mounts.

West Coast Lights and Siren has estimated conversion/upfitting turnaround times of approx. 4-8 weeks from delivery.

The cost of conversion/up-fitting of a 2022 Ford Utility Police Interceptor SUV is approximately \$23,000.00 per vehicle. This price includes the purchase and installation of new equipment (push bars, consoles, prisoner seats, prisoner partition, emergency lights, electronic controls, wiring etc. This price also includes removing and reusing two-way radios, in-car camera system, Lojack, & license plate reader equipment. Pricing may vary if we chose to add/change items at the time of installation, or if items are found to need repair.

The Police Department requests to use West Coast Lights and Siren as the conversion vendor due to its availability, efficiency, and consistency of installations/conversions.

The total purchase from West Coast Lights and Siren is approximately \$184,000.

FISCAL IMPACT:

Funds for this purchase have been requested with the Mid-Year Report for Fiscal Year 2021-2022 and will be appropriated to the current budget in the amount of \$500,000.

Respectfully submitted by:



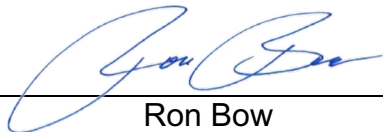
Kelly Gordon
Chief of Police

Prepared by:

Tim Wisniewski

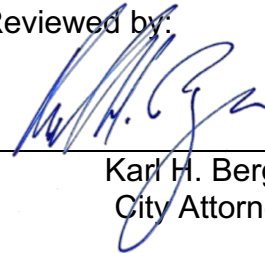
Tim Wisniewski
Police Sergeant

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. Sourcewell contract award to National Auto Fleet Group
2. National Auto Fleet Group Quote
3. West Coast Lights & Sirens Quote

ATTACHMENT 1
Sourcewell contract award to National Auto Fleet
Group

**Solicitation Number: RFP #091521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and 72 Hour LLC dba: National Auto Fleet Group, 490 Auto Center Drive, Watsonville, CA 95076 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires November 8, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
- b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. **Termination.** Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. **REQUIREMENTS.** At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

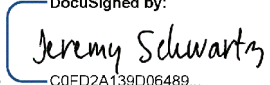
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

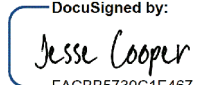
22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

72 Hour LLC dba: National Auto
Fleet Group

DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
11/4/2021 | 1:28 PM CDT
Date: _____

DocuSigned by:

By: FACBB5730C1E467...
Jesse Cooper
Title: Fleet Manager
11/4/2021 | 10:46 AM CDT
Date: _____

Approved:

DocuSigned by:

By: 7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
11/4/2021 | 1:34 PM CDT
Date: _____

RFP 091521 - Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Vendor Details

Company Name: 72 HOUR LLC

Does your company conduct business under any other name? If yes, please state: National Auto Fleet Group

Address: 490 Auto Center Drive
Watsonville, CA 95076

Contact: Jesse Cooper

Email: Jcooper@nationalautofleetgroup.com

Phone: 951-440-0585

Fax: 831-840-8497

HST#: 263297677

Submission Details

Created On: Tuesday August 24, 2021 16:34:10

Submitted On: Tuesday September 14, 2021 14:10:21

Submitted By: Jesse Cooper

Email: Jcooper@nationalautofleetgroup.com

Transaction #: d2e890de-e761-4f47-9b23-bef3d512bd76

Submitter's IP Address: 76.81.241.2

Specifications**Table 1: Proposer Identity & Authorized Representatives**

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	72 Hour LLC	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	WCAF, LLC WCDJR, LLC Alan Jay Automotive Inc	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	NAFG has numerous subsidiaries and DBA's including but not limited to: National Auto Fleet Group, Chevrolet of Watsonville, Watsonville Ford Watsonville CDJR Watsonville Fleet Group Alan Jay Chrysler Jeep Inc Alan Jay Chevrolet, Cadillac Alan Jay Buick, GMC Alan Jay Auto Outlet Clewiston Motor Company, Inc Alan Jay Chrysler Dodge Ram Jeep Alan Jay Lincoln Alan Jay Ford Alan Jay Nissan Alan Jay Toyota	*
4	Proposer Physical Address:	490 Auto Center Drive Watsonville, CA 95076	*
5	Proposer website address (or addresses):	www.NationalAutoFleetGroup.com	*
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com	*
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jesse Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com	*
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Clarke Cooper Fleet Manager 1-855-289-6572 490 Auto Center Drive Watsonville, CA 95076 ClarkeCooper@watsonvillefleetgroup.com	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	National Auto Fleet Group started as a new division of 72 Hour LLC, in the summer of 2010 in the heart of Southern California. We began our network with a single automobile dealership and have now grown our network to encompass numerous dealerships located in and outside of California. We stand by providing opportunities for advancement by hiring and promoting from within our organization. Many of the Fleet Managers who started with us in 2010 are still with us today. Through the years, we have evolved and adapted to the new technology driven trends that are revolutionizing the automotive industry today. However, our brand's fundamental core values have remained unchanged – We are committed to do right for the members. If we take care of them, they will in return take care of us. National Auto Fleet Group's operational blueprint and business philosophy has always been the "4 RIGHT's" for every member: We deliver the RIGHT vehicle, at the RIGHT time, to the RIGHT place at the RIGHT price. The integrity of our business stems on our deep family roots in the automotive industry. We are and always will be family owned and operated with our future generations already in their infant stages today. We are committed to pioneering our industry for decades to come.
10	What are your company's expectations in the event of an award?	If awarded, this would be our 5th Sourcewell Contract and we would execute as such. We will continue to serve your members and provide them with excellent customer service while continuing to advance customer satisfaction. Along with implementing new business growth strategies that will ultimately launch us into new heights once again. Furthermore, we will launch our Partner Program detailed in the attached "marketing Plan Compressed" Zip file. This next generation application will give members the power to select upfitters they would like NAFG to partner with in providing satisfactory quotes and service. We see tremendous value in building out these mutually beneficial partnerships, so we can provide 100% satisfactory turnkey solutions to the members.
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	To demonstrate NAFG's financial strength and stability, we have uploaded Bank Commitment letters under the Financial Strength Section of the online application. We have a direct line of credit of \$52,000,00.00 that we are currently utilizing with our current and past Sourcewell Contracts. However, this number is not capped as we have the freedom to extend the cap to accommodate the revolving needs of the members. Referenced below is a short register of some of our market success from awarded government contracts that encompass over \$140,000,000.00 worth of products and goods under our current Sourcewell Contract. A. City of San Diego, CA \$ 72,000,000 contract under our Sourcewell Contract 120716-NAF. B. City of San Diego, CA \$ 55,400,000 contract under our Sourcewell Contract 081716-NAF. C. Government Fleet Article Highlighting our transaction with the City of San Diego, CA procuring over 100 Police vehicles through NAFG Sourcewell Contract 120716-NAF. D. City of Los Angeles World Airports, CA Contract for \$ 24,003,500 under Sourcewell Contract 120716-NAF for the procurement of 400 vehicles. E. City of Los Angeles Harbor, CA Contract Extension to \$ 4,500,000 contract under Sourcewell Contract 120716-NAF. F. City of Los Angeles Harbor, CA Contract for \$1,500,000 under our Sourcewell Contract 120716-NAF. G. City of Los Angeles Harbor, CA Renewal for another \$ 1,500,000 under Sourcewell Contract Class 6, 7 and 8 Contract 081716-NAF. H. City of Costa Mesa, CA Contract \$1,023,220 under our Sourcewell Contract 120716-NAF. I. Blanket Contracts with the State of Maryland, MD off our current Class 6, 7 and 8 Chassis Contract 081716-NAF. J. Blanket Contracts with the State of Maryland, MD off our Current Sourcewell Contract 120716-NAF. We have also attached our Commitment Letter's for unparalleled support from leading nationally recognized upfit suppliers such as The Knapheide Manufacturing Company. Along with regional suppliers such as Brand FX and Phenix Truck Body located in Southern California serve as regional support locations, whom we often work alongside to fulfill all member needs with past, present, and future orders with NAFG. Included are also Upfitter Recommendation letters to illustrate how National Auto Fleet Group has taken a proactive interest in building mutually beneficial relationship with our upfitters. Mutuality and reciprocity relationships between body companies and our dealer's are two of the key components that help members receive what they need in a smooth and efficient fashion. In addition, the adoption of our Class 6, 7, and 8 Contract from Anne Arundel County in the state of Maryland is as an example of how National Auto Fleet Group attracts and retains new clients by demonstrating to them there's a better and more efficient way of finding turnkey solutions. Lastly, we have attached supporting documents that help emphasize and exemplify our growth since our first awarded Sourcewell Contract in 2012. We sincerely hope it helps portray our commitment to building lifelong rapport and trust with our partner upfitters and members.
12	What is your US market share for the solutions that you are proposing?	. Of our respective brands and OEM's we represent, the US market share is estimated to be 60 – 75%.
13	What is your Canadian market share for the solutions that you are proposing?	It is difficult to estimate the market share for the brands and OEM's we represent, however we estimate that it should be the same 60 -75 % of the US share.
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.

15	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	National Auto Fleet Group is a dealer network best categorized as "A" - Distributer/Dealer/Reseller and Dealer Partner for (15) OEM Manufacturers including Ford Motor Company, Chevrolet, RAM, GMC, Buick, Chrysler, Dodge, Jeep, Toyota, Nissan, KIA, BMW, Honda, Cadillac and Volkswagen, All orders are placed with the franchised dealer and ultimately titled directly to the member. All appropriate certification certificates and authorized DMV/Factory licenses may be found in the "Related Certification" section uploaded to this RFP. It should be noted we do not sell used equipment to members.
16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Required licenses include a Dealer's License, a Franchise issued by the Manufacture, a Department of Motor Vehicles License, as well as a Reseller's permit license. All which NAFG and Dealer Partner's hold. Please review our attachment documents in section "Related Certification" for licenses that we either solely own or are jointly owned by our partner dealers that pertain to this RFP. A list of all our licenses are below, some of which may not pertain to class 1-3 but to class 4-8. CA Certificate of Good Standing 200824810190 State of Florida License Certificates: VF/1000974/4 VF/1000950/1 VF/1046516/1 VF/1024619/2 VF/1024619/1 VF/1018615/1 VF/1021891/1 VF/1000974/3 VF/1105916/1 VF/1020705/1 VF/1000969/1 CA State Seller's Permit 101-135239 CA State Seller's Permit 245364864-00001 Department of Motor Vehicle, Vehicle Dealer/ License Number 97772 Department of Motor Vehicle, Vehicle Dealer License Number 97771 Department of Motor Vehicle, Vehicle Dealer License Number 43609 Bureau of Automotive repair Registration # ARD00296319 123120 CA State Seller's Permit 232781952-00001 City of Watsonville Business License Number 1792 City of Watsonville Business License Number 4358 Fictitious Business Names from Santa Cruz County for National Auto Fleet Group FBN: 2017-0000138 California General Resale Certificate Dun & Bradstreet Number: 023680653 Government of The District of Columbia Certificate Government of the District of Columbia Tax Registration # 7815888160711 City of Los Angeles Tax Registration Government of The District of Columbia CLEAN HANDS CERTIFICATION San Diego Freightliner Seller's Permit Commonwealth of Virginia State Corporation Commission Certificate State of Maryland Good Standing Certificate Kansas Department of Revenue for Kansas City Peterbilt New Jersey Department of Treasury Registration Certificate New Jersey Business Registration Notice of Compliance of the Canton City Codified Ordinance Employee Information Report for the State of New Jersey State of Maryland New Sales and Use tax License CA State Seller's Permit 98-037902 00006 South Carolina Department of Motor Vehicles License Number 36133 State of South Carolina Retail License Commonwealth of Kentucky Vehicle Dealer License 1583 20 100 State of West Virginia Dealer License Commonwealth of Kentucky Vehicle Dealer License 1581 20 036 State of Tennessee Vehicle Dealer License
17	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Not Applicable, none.

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	National Auto Fleet Group's received its most prestigious award for Top Placement within Ford Motor Company as the leading dealership in Government Sales. In addition, our Chevrolet brand was highly ranked and honored 4/5 consecutive years by General Motors.	*
19	What percentage of your sales are to the governmental sector in the past three years	Within our fleet division, 90% of our contracts within the past three years have been with government accounts.	*
20	What percentage of your sales are to the education sector in the past three years	Within the past 3 years 90% of our sales have been to government accounts, 20% of which are within the education sector.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We hold the State of California contract with volumes from 200 to 500 units a year over the past three years. In addition, our Sourcewell Contract's 091219, 081716 and 120716 that we have maintained over the past three years has sold combined north of 400 million of Combined Quarterly Sales.	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	National Auto Fleet Group's focus lies on the Sourcewell Contract. NAFG holds no other GSA contract, Standing Offers, or Supply Arrangements other than the State of California contract. Our annual sales volume is estimated to be north of \$200 million.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Port of Los Angeles, CA	Mr. Dave Comer	310-72-3794	*
County of Venture, CA	Mr. Jorge Brilla	805-672-2044	*
City of Austin, TX	Mr. Matt Sager	512-978-2637	*
County of San Joaquin, CA	Mr. David Myers	209-468-9745	
City of Palo Alto, CA	Ms. Danitra Bahlman	650-496-5920	

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
City of Austin	Government	Texas - TX	Purchaser	10-15 Vehicles at once, Vans and SUVs	Over 1M	*
Los Angeles Department of Water and Power	Government	California - CA	Purchaser	Over 120 Vehicles, Vans and SUVs	Over 3M	*
Port of Los Angeles	Government	California - CA	Purchaser	Over 80 Trucks, Vans and SUVs	Over 2M	*
Anne Arundel County	Government	Maryland - MD	Purchaser	Over 40 Trucks, Vans and SUVs	Over 1M	*
City of San Diego	Government	California - CA	Purchaser	Over 500 Trucks, Vans, SUV	Over 15M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	Our sales force consists of direct and an indirect sales force. Our direct sales force consists of direct employees and partner dealers, which exceeds an employee count of 300 personnel both full time and part time. Many of our sales force are spread across the US and we leverage our relationships with our larger class dealerships to service the members lower class vehicle needs as well. A cross sales force. These individuals help support our dealerships and NAFG Fleet Division directly. On the other hand, our indirect sales force made up of upfitters and partner suppliers consists of over 100 personnel with our partner network and sales force growing annually. With both direct and indirect sales force staff working together, NAFG has been able to successfully grow, maintain and service the demand of the members. As the number of your members grow, we will continuously welcome more staff to not only meet customer demand, but also to exceed customer expectations.	*

26	Dealer network or other distribution methods.	Our franchise network in Canada and the U.S. is fortunately second to none. Our 15 proposed OEMS previously mentioned, all of which have established a presence nationwide with factory stores strategically placed where all members can receive service and complete warranty repairs with their respective products. Simple put the North American and Canadian automobile supply chain network is one of the best in the world. Of the 15 brands we represent, the OEMs have put in place a dealer network across all 50 states that will allow us to best serve all members.	*
27	Service force.	The 15 manufactures we represent have thousands of service locations that would be easily accessible to all your members. Service centers and warranty repair facilities for all 15 OEMs are ample and ready to help service our members and their needs. However, Alaska and Hawaii may be exceptions as they may have farther distances between franchises where members can utilize the repair services.	*
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	The member may order their vehicles by navigating to our website, www.NationalAutoFleetGroup.com and going through the step-by-step process to generate an online quote or by calling one of our representatives at 855-289-6572 or by sending NAFG an email at Fleet@NationalAutoFleetGroup.com . Orders are then processed directly to the manufacturer who will work to supply the vehicle to the ship-to location for upfitting or end user desired delivery location.	*
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	To best demonstrate our Customer Service program, kindly reference the ZIP file "Member Walk Through" that is attached in the Additional Documents folder. Please begin with and review in order that is explained below: How Members Can Get Quotes Online: A member can obtain most quotes by visiting our website www.NationalAutoFleetGroup.com where a simple one step form is needed for registration. This is to protect the price information from nonmembers. Once a member registers they will receive an automated welcome email with a demo video on how to use our site. Members will gain access to there very own dashboard which will house all there quotes in one safe secure login. Member's can select which brand they are looking for and model year. Our site shows all the categories the brand offers such as: Cars, Vans, SUV's Trucks and Chassis Cabs. Members will then be able to drill down for the right selection by picking from the filter menu of what cab there looking for (Regular, Extended or Crew) to 2 wheel or 4 wheel drive down to the bed length there looking for. All factory options are then presented for the member to select from, this will show all current factory orderable options, taking the guess work out for the member. Once a member selects a desire build, they will see there Sourcewell Price report showing the MSRP, there contract price, the saving in real dollars and as a percentage. In the PDF example you can see a saving of \$ 9,175.96 of 22.345% to the member showing a significant savings. Members then can chose to add extra's to there order like extra keys' service manuals, sales tax and even request an upfit to be added to there quote. Lastly they will be given a complete turn key quote package to print which will include there customized Quote ID, Description and Specifications of what they built. How Members and Upfitters can Partner with NAFG: Our dedicated website www.NAFGPartner.com was built to accommodate the member who would like a certain upfitter to upfit there vehicles. It was also built for upfitters to have a place to go where they can find information on how to partner with NAFG to better serve there local members. Example of A Member with Upfit Quote: This is an example of how we use our Cab Chassis and combine them with an upfit to provide a turnkey solution for the member in a simple to follow format. ETA System for Members Walk Through: This is where members can easily come to our website, the same website they built there chassis on and track there order like they would a UPS package. We have a very simple display on our homepage "Track your order" where members can enter one of the following: Purchase Order Number, Quote ID, Upfit Quote ID or vin to easily see there in the process there particular order is in. Courtesy Confirmation Explained: After NAFG receives an order from a Member, we always like to send them a Courtesy Confirmation. This is were the member will double check some particulars on there order like, Color, Quantity, Upfit and Specification's are all correct before order placement. We also like to ask for title information at this point so we can help process the paperwork at delivery promptly. Factory Order Cut Off Notices: Here is were we like to highlight were members can access any upcoming factory order cut off dates. We walk them through the process step by step to ensure everyone knows the upcoming order cut off date, we even print this information (if known at the time) right on the cover page of there quotes. Validation Walk Through Example: To demonstrate a price validation, we show what a member would see when they build a truck on our site. At check out the member would see the Total Configured MSRP of \$ 35,730.00, A Sourcewell Price of \$ 27,331.68, Total Saving of \$ 8,398.32 or 23.505% for a 2020 F-250 followed by the pricing page which shows the Minimum Discount of at least 18.50%. As you see we provided an additional 5% discount on top of the 18.50% contract discount. This would be the case in most instances.	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Our willingness and ability to service members nationwide is unparalleled. We have dedicated staff 5 days a week, from 7am to 7pm standing by ready to assist any member help find the best solution for there needs even if helping assist them to the best Sourcewell Contract that could be a solution. We have a dedicated live chat feature on our online quote generating website in case any member has any trouble at all in building there quotes. NAFG has established a chain of suppliers who are at the ready to serve if called upon by any member. We are here to help.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We are willing and eager to soon extend our business model and network into Canada. We believe partnering with local Canadian based dealer groups is key to success in the Canadian market. NAFG's competitive pricing as well as a simple US Dollar to Canadian conversation will help NAFG expand into the Canadian market for participating Sourcewell members.	*
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	National Auto Fleet Group will handle servicing 100% of all geographic areas located in the United States. Although it is unclear what unseen obstacles we may face in Canada, NAFG is committed to building the same model to service Canada and providing the same level of customer satisfaction, service, and care as in the United States.	*

33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	NAFG will continue to service all Sourcewell Members through our 24 hour a day, 7 days a week online portal with the exclusion of Non-Profits. Unfortunately, Non-Profits are often not eligible for the same discount's government entities are qualified for. However, Non-Profits are subject to a different pricing program and will be evaluated on a case to case basis.	*
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	The only possible logistical constraints we may face is the shipping constraints for shipments arriving in Alaska, Hawaii and US Territories. For example, we often provide members in Alaska or Hawaii with vehicles that often have upfits. To circumvent this potential issue, members allow us to add these extra shipping and port costs to their quotes.	*

Table 7: Marketing Plan

Line Item	Question	Response *
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	National Auto Fleet Group encompasses a variety of marketing strategies to promote our products and services to streamline the vehicle purchasing process for government entities. Below are a few strategies used to serve as the gateway between our business and public agencies. Website and Inbound Marketing: The creation of a professional customer-focused website is one of our main features to market our products and services. The NAFG website encourages our members to interact and browse through products offered along with pricing and information about National Auto Fleet Group. Inbound marketing is created when potential members are directed to the company website. With this method, we are able to not only connect with members but to put the purchasing ability into the hands of each member. Our inbound marketing strategy attracts members by creating valuable content and experiences tailored to the needs of each individual. Examples include email campaign flyers on our products, informative and how-to videos, social media and engaging members with top-notch customer service to build brand awareness. Email Marketing: One of the main strategies used to engage current and potential members is Email Marketing. Our emails include different types of flyers that consist of information of the Sourcewell contract, promoting manufacturer brands, holiday themed flyers, discounts offered to first time buyers, important cutoff date reminders and upcoming products and events. The use of marketing campaigns plays a major role in enhancing the growth of our client database. Emails are a big part of our daily lives due to government agency employees utilizing emails as their main source of communication. We use campaigner.com as the emailing platform to reach our target members. Videos and descriptive images are used on all flyers and are compatible with a desktop or mobile device. Messages are short and to the point with links leading to the Sourcewell and NAFG homepage. The Campaigner email system allows the ability to track email activity based on open rate, unsubscribes and link clicks which is beneficial to understanding email effectiveness. Once potential members are directed to our website, they are welcomed with a wide range of options to explore an array of our products and services. They are able to register to become a member, view pricing, explore available in-stock vehicles, view how-to-videos, build a vehicle online to request an immediate quote or use our live chat assistant or call/email for live support. Face to Face Marketing Strategies: This strategy has proven to be successful in generating leads and creating lasting relationships by developing genuine connections with prospective members. National Auto Fleet Group attends several trades shows per year to engage members and put a face to the company. This in person meeting aids to build the brand by nurturing relationships between members and other vendors associated through the process. Trade shows attended include GFX, IAPPO, NIGP, ACT, CAPPO, and CASBO throughout the United States. NAFG has many opportunities to make in person presentations to propose products, services offered and to answer any questions potential members may have. These PowerPoint Presentations include topics on NAFG/Sourcewell process, how to facilitate the vehicle purchasing without bidding, informational videos, and the brands and services we provide. These meetings have been held at local cities, counties, school districts, water districts and ports. Relationship Marketing is a vital strategy used in building and maintaining long-term relationships practiced by National Auto Fleet Group on a daily basis. NAFG strives to create a positive and supportive connection with members by providing personalized and responsive customer service practices. The sales team has worked tirelessly to focus on providing outstanding customer support to create a powerful rapport with existing and new members. By going above and beyond, they have enhanced existing relationships and executed customer loyalty with repeat businesses. They strive to deviate from the "Car Salesperson" mentality which is 100% sales driven to a more product and customer service approach by instilling a sense of confidence in our clients. The goal is to regularly assist clients and address any needs and concerns even after the purchase has occurred. The strive to focus on solution selling vs. product selling develops into a mutually beneficial agreement for members and the business. Below are a few examples on successful relationship marketing from our Fleet Department: We had a member call in to request financing/lease options for a truck needed through our National Auto Fleet Group/Sourcewell vehicle contract. I contacted another Sourcewell vendor, Matt Geiselhart from NCL Gov Capital and he was happy to assist with a financing quote. The member also requested to trade in a current vehicle in their fleet and was directed to Govdeals for assistance in removing the outdated unit through an auction. The member was able to utilize three Sourcewell contracts to complete his transaction which simplified the entire process. The member was very satisfied with the amount of care and ease through his experience and became a repeat customer. By utilizing a cross-selling strategy, National Auto Fleet Group became his one stop shop to fulfill all fleet vehicle purchasing needs. "I had a member call in desperate to obtain a new truck because an employee had gotten into a serious accident and had the truck totaled. Due to covid restrictions, most manufacturers are currently experiencing microchip shortages which relays to production delays at the factory. We were able to direct buyer to our in-stock inventory on the NAFG website and member was ecstatic to locate truck to meet their needs. Instead of having to wait 30 weeks to receive the new vehicle, member was able to obtain the new truck within 3 weeks."

"I once had a member contact us two years after purchasing a vehicle from us. They had a malfunction with the liftgate on the box truck which caused a logistical nightmare. I was able to contact one of our body vendors that upfitted the lift gate installation and a service technician was able to go onsite to resolve the liftgate issue at no additional cost. The member was very impressed with the quality of our customer service even after purchase. "

"I had a member request a ¾ ton truck pricing but was unsure about their budget at the time. I took the time to go through each option with the client to provide a Sourcewell pricing quote through multiple manufacturers from Ram, Chevrolet and Ford. This empowered the member to have multiple pricing options for review to align with their budget as well as eliminating the need to shop anywhere else. "

"We work with many body companies to assist customers with the body upfitting process. One of our members called in a request to expedite a particular vehicle that was held up at one of their local body upfitters. I contacted the body company representative and put in a request to expedite the upfitting per request of the member. The body company was able to comply with the request and delivery was made sooner than expected."

Word-of-Mouth Marketing: The positive quality of service has led to more sales based on previous customers' impressions on their experience. NAFG's goal is to provide exemplary customer service throughout the entire purchasing process to encourage repeat business and advocate services to other members. NAFG has been fortunate to experience multiple instances of leads generated based solely on word-of-mouth marketing through our existing customers.

Cross-promotion: National Auto Fleet Group is currently collaborating with another Sourcewell Vendor, NCL Government Capital to promote each other's products and services. NCL Government Capital specializes in providing competitive equipment financing programs for municipalities and public education entities across the United States. As a team, NCL and NAFG produced a variety of marketing materials such as videos, flyers and info graphs to promote purchasing and leasing opportunities.

Hoglund Bus Company is another cross-promotion vendor NAFG had the opportunity to create a partnership with. Flyers were created to advertise Chassis from NAFG along with a variety of bus bodies from Hoglund Bus Company.

With cross-promotion, companies exchange knowledge and provide endorsements on websites, social media, and email campaigns. This strategy creates an influx of new leads, brand awareness, increased sales and recurrence of customers. National Auto Fleet Group will continue to create new partnerships and facilitate more cross-promotion opportunities in the near future to provide turnkey solutions for a variety of vehicle purchasing needs.

Coming in 2022, National Auto Fleet Group will be launching a NAFG Partner Website to further increase business growth. The website www.nafgpartner.com is expected to launch next year in 2022. The site encourages body upfitting companies throughout the United States to partner up with NAFG to become a preferred member. The benefits of becoming a preferred member include endorsements on website and social media avenues along with word-of-mouth referral for clients with upfitting needs. Our dedicated public relations representative will conduct phone and in person meetings to discuss the advantages of partnering up with NAFG, therefore generating more cross-promotion opportunities.

Members from government agencies are encouraged to go on the site to search for local body upfitting companies they are interested in working with. As a prerequisite in becoming a preferred vendor, they are required to advertise NAFG and the Sourcewell contract on their business website and refer their clients to purchase their cab/chassis needs through NAFG. This establishes a partnership that will generate increased sales all around. We are still currently building the website and interacting with body companies across the United States that would be interested in partnering up with NAFG.

36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Social media plays a crucial element in the way people communicate and connect with each other. LinkedIn is the go-to platform used by NAFG as it offers a variety of ways to expand our network by locating and connecting with relevant professionals in the industry. National Auto Fleet Group has utilized LinkedIn to engage current and potential members through personalized messages and posts. Personalized messages include thanking them for registering on site as well as directing them to our link to the website, LinkedIn, YouTube, Facebook and Instagram company pages. The goal is to unite with people already on our database as well as people that would benefit from our products and services. Current flyers or messages about our company are also posted on the LinkedIn site to generate and attract more business. Time is also spent on reading posts from connections and observe any needs that National Auto Fleet Group may assist with. National Auto Fleet Group has begun utilizing video marketing strategies to further promote and market products by engaging on social media channels and email flyers. Programs such as Vimeo, Video Scribe, Cartoon Animator, Adobe Animate, Illustrate, Captive, Photoshop and Movavi Video Editor Plus are employed to edit and create videos to assist in endorsing our company. The following videos were recently created by our marketing department along with outside video production companies: Explainer Video: The first video created was a 90 second explainer video about National Auto Fleet Group that used animated characters to visualize our products and services along with information on the Sourcewell awarded contract. The video has been incorporated into all our weekly email flyers and social media platforms as an informative video on our products and how to purchase vehicles off Sourcewell Government Contract. How To Videos: National Auto Fleet Group has also created step-by-step How-To videos on the process to purchase both Light Duty and Heavy-Duty vehicles off the contract. In Stock Vehicles: This video showcases our in-stock vehicles available and the process of requesting a quote. ETA Tracking System: This video was created to not only introduce but to encourage clients to self-track their vehicle status. Holiday Themed Videos: These amusing videos were created to celebrate the holidays and add humor and lightness to our company and products sold. Cross Promotion Video: This video markets our relationship with NCL Government Capital and Sourcewell to endorse EV vehicles. Videos for social media: Mini videos were created to advertise new vehicles available, pricing and cutoff date reminders. NAFG has recently introduced a newly built live chat feature on our website for customer convenience as well as improving customer service. Visitors have access to chat with a live sales representative 24 hours a day, 7 days a week. With this feature potential customers are provided with another avenue for assistance in addition to emailing and phone calls. The benefits of a live chat option include quicker response time to assist buyers in reaching a purchasing decision and answer their questions. Improving customer service will also lead to increased sales, customer loyalty and engagement. Many studies have shown a strong correlation between live chat and increase in conversion rates. Potential clients appreciate having their questions answered in real-time when trying to build a vehicle quote online and allowing the user to multi-task different projects.
37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Sourcewell's mission states: "Our commitment to service and exceeding client expectations." This statement integrates with our relationship marketing strategy with our commitment to go above and beyond for all our members. Sourcewell is a trusted brand that government entities can rely on to access a wide variety of products and services for their everyday needs. With over 40 years of partnerships and relationship building, they are the glue that connects government, education, and nonprofit agencies to companies of all sizes to offer turnkey solutions to their needs. Sourcewell is also a reliable resource for vendors by not only connecting with potential prospects but by providing valuable marketing materials readily available for download on their website. Resources and tools provided include flyers, vendor training videos along with compliance information. The Sourcewell brand integrates a thorough documentation review of all vendors prior to awarding their cooperative contracts to ensure products and services are from reputable vendors. The brand provides a sense of legitimacy of our company name and members recognize that products and services are from reliable sources that will meet their needs. Sourcewell's aim is to simplify the purchasing and procurement process of government entities by eliminating the costly bidding procedure. The process of researching the right vendor is not only stressful and time-consuming but can be expensive as well. Sourcewell has completed the bidding for government entities which simplifies the overall purchasing process by providing access to competitively bid contracts procured by a government agency. Sourcewell has provided NAFG with overwhelming opportunities to work with government agencies across the United States. The Sourcewell name represents a high standard of integrity and ethics which is a dynamic National Auto Fleet Group is proud to be part of. Sourcewell members have access to a contract that is more flexible than the standard bidding process. Sourcewell is an organization that aids government entities to stay competitive without the frustrations and issues involved with the traditional bidding process. This contract can be customized to meet the unique needs of each client. The sales team has incorporated not only this standard of integrity in their sales practice ensuring clients' purchasing needs will always be met. The cost savings and stress-free nature of the cooperative contracts favors that of the traditional bidding process. It enables vendors to work with qualifying government entities in a more efficient manner. We vow to maintain these levels of standards across the board throughout all departments within the company.

38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Our website provides a hands-on empowering approach to ordering vehicles online. Clients can search through many vehicles makes and models with the ability to customize a vehicle tailored to their specific needs of their agency. A personalized quote with pricing can be available in as little as 5 minutes depending on the complexity of the vehicle. If upfitting is needed, the buyer can list the details of the up-fit while building their vehicle on our website to receive a complete quote or a sales representative can be reached through phone, email or our new live chat feature built on our website. We have recently created and uploaded a "How-To Videos" section on the homepage of our website which highlights a step-by-step process on how to build an online quote. This informative video demonstrates how to navigate the website in how to generate a vehicle quote with or without upfitting options. It begins by explaining how to register on our website as a member and then details on how to select vehicle model and type and the factory options needed. Once a customized quote is built, clients have the option to finalize the sales transaction by submitting a purchase order to our sales team via email. This gives complete autonomy to the client to purchase vehicles without the need to speak to a sales rep. If assistance is needed, they can contact sales through email, live chat or phone. If assistance is required to build a quote, our sales rep is also available to walk a client through the e-procurement process step by step. This ensures someone is available to answer any questions if needed and empowering the client to make any future purchases on their own. Clients may also call or email the needs of the company and receive a customized vehicle quote.	*
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Table 8: Value-Added Attributes

Line Item	Question	Response *	
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	National Auto Fleet Group extends any and all product, equipment, maintenance and operating programs provided by the Manufacturer directly to Sourcewell participating entities during the quoting process. The manufacturer will provide quotes to the member based on the vehicles class and size, and geographic location. NAFG will always pass these quotes onto members and treat them like an upfit to the vehicle.	*
40	Describe any technological advances that your proposed products or services offer.	Technological accomplishments by Manufactures like Ford Motor Company and General Motors serve members by keeping many models available for members to choose from. Additionally, NAFG allows members the ability to choose to electrify their vehicle by opting into the Motive Power Systems we can still help supply this kind of an upfit. For more information, we have attached the product and pricing information within the "Upfits Available" and "All 15 Manufactures" ZIP files under the supporting documents portion of the application.	*
41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	. National Auto Fleet Group helped create the Climate Mayor Purchasing Collaborative by partnering with over 400 Mayors nationwide. This initiative was created for the benefit of members who wanted to create and sustain an all-electric fleet. We offer 100% purely electric vehicles your members to choose from. Some popular models include the Chevrolet Bolt, Ford Fusion, Ford Mustang Mach-E, as well as Ford's all electric F-150. We are confident that as more OEM's continue to manufacture new electric vehicles, we will provide them for members to select from. More information about this initiative can be found at www.Driveevfleet.org	*
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	NAFG has the California Air Resource Board (CARB) Certificate as well as the Ford Qualified Vehicle Modifier Certificate on file with some of our partner suppliers and upfitters hold these certifications and these certifications help illustrate how each vehicle conserves energy and remains energy efficient.	*
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	NAFG holds a current partnership with many suppliers some of which are veteran owned such as Pacific Truck Body located in CA. Our Ford, Chevrolet and Ram,Jeep,Dodge,Chrysler stores are jointly owned and operated by Minorities.	*
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	. National Auto Fleet Group was not only built on dedication and hard work, but also through quantifiable metrics that directly measure the results of our efforts to ensure real goals are being measured and met. Through measuring results, NAFG takes responsibility in ensuring we deliver only the best customer care to your members. NAFG offers members 24 hour website access to customer support to personally walk members through any questions they may have. No matter what the issue may be, we always think outside the box to help members find a solution.	*

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
45	Do your warranties cover all products, parts, and labor?	Each of the 15 manufactures we represent cover their own products, parts, and labor. All warranty information may be found in our attachments under the ZIP File "All 15 Manufactures".	*
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Prior to purchase, members should be aware of each manufacturer's restrictions. Such as improper use of the vehicle may result in disqualification of coverage under the OEM's warranty. An example of this may be an F-350 being used for a police related pursuit, which may void certain warranties. Although, we always welcome and encourage members to contact us for their particular warranty coverage.	*
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	In some cases, manufacturers will tow a member's vehicle to the nearest warranty repair facility in case of a breakdown and cover expenses, but prior approval is required.	*
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	This may vary from manufacturer to manufacturer. Thus, we encourage members to call in prior to purchase and inquire about their specific region and how their warranty repairs will be covered with their manufacturer.	*
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All warranties are typically passed on to the original equipment manufacturer and any upfit warranty will be passed on to the upfitter to perform.	*
50	What are your proposed exchange and return programs and policies?	If a member changes their mind, NAFG will quickly make every effort to change or cancel the order with the factory. However, once the manufacturer begins producing the vehicle, there are no changes, exchanges, or refunds available. The order is then deemed non-cancellable. This includes any upfit equipment an upfitter has ordered for the unit.	*
51	Describe any service contract options for the items included in your proposal.	NAFG offers any and all manufacturer service contracts for all members. There are several parameters in which a service contract may be customizable. These customized service contracts will be treated as add factory options and following the same discount schedule provided in the pricing file.	*

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
52	Describe any performance standards or guarantees that apply to your services	The only guarantee we can ever provide is the guarantee that we will treat and help every member that contacts with respect, integrity and professionalism.	*
53	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	NAFG and staff uphold high standards with how we provide service to the members, not only holding each other accountable but by embracing member feedback of how we can improve. Then we act upon it and implement improvements.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods?	Standard payment terms are Net 20, with a 10 – day grace period.	*
55	Describe any leasing or financing options available for use by educational or governmental entities.	. In order to provide leasing or financing options, NAFG has partnered with National Cooperative Leasing to offer leasing terms for Sourcewell members for all NAFG quotes under the Sourcewell contract. For further review, we have attached a PDF called "NCL Sample Lease" in the "Member Walk Through" Zip file.	*
56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	National Auto Fleet Group's transaction process (Purchase Order) is closely tracked, well documented, and neatly organized to monitor each transaction performed through our Sourcewell Contract. This way, NAFG may produce swift and accurate quarterly reporting.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, NAFG accepts up to \$2,500 per vehicle. However, any dollar amount higher than \$2,500 will require a P-card/ Credit Card transactional fee that would be passed onto the member	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	National Auto Fleet Group is offering Line-Item Discounts Off Manufacture Suggested Retail Price for 15 manufacturers that is detailed in the Price File. NAFG will also offer any Upfits to be added to any and all vehicles' that members wish to add. Details are located on the Price Summary Page in the Price File.	*
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	NAFG has an provided offerings from 15 Brands/OEMS and there respective percentage off vary and are detailed in the "Price File" zip Each Manufacture Range is detailed in the tabs below, here is an overview Chevrolet from -.077 to 24.45 % Ford Motor Company from -5.19 to 23.31 % GMC from 6.14 to 22.45 % Ram from 4.99 to 14.23 % Dodge from 3.09 to 9.96 % Jeep from 1.38 to 4.17 % Chrysler from 1.65 to 4.55 % Toyota from .03 to 8.98 % Honda from 1.34 to 4.9 % Nissan from -.085 to 14.61 % Buick from 2.36 to 6.08 Kia from .69 to 8.39 % BMW from 3.8 to 4.77 % Cadillac from 4.22 to 6.77 % Volkswagen from 2.17 to 2.46 %	*
60	Describe any quantity or volume discounts or rebate programs that you offer.	If clients are considering an order of 150 or more units, we encourage members to contact us for any additional discounted quotes.	*
61	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	"Open Market" products or "Sourced Goods" will be considered and treated as regular upfits. However, they may be quoted up to a 10% mark up, if applicable.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All considerations have already been taken into account in its entirety. The Price Summary Page and Price Table contained in the price file includes all considered costs. Although if a member requested a specialized quote for a unique situation that requires special training, direction, or installation, the additional costs would be added as a part of the upfit and then included inside the member's quote.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	All manufactures charge a standard "Factory Destination Charge". However, that is separate from the freight/destination cost that members may incur to ship a vehicle to and from an installer, if applicable. These subsequent locational movements may bare additional freight costs that will be outlined within the members quote for their review prior to purchase.	*
64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, shipping, and delivery terms among these regions sometimes carry additional logistical charges for added ferry, port and driver costs from both to and from the mainland. These added costs will be disclosed on the quote for members to review and approve prior to purchase.	*
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	National Auto Fleet Group already has a well-established Automobile Franchise Distribution Network that allows for swift and relatively seamless delivery to members and their end users.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	NAFG Strives to offer the best overall value to the member with each and every quote.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Sourcewell participating members are able to obtain proper pricing directly from our website, where they are able to use our user-friendly design to build and price their vehicles. The NAFG is updated daily to reflect updated manufacturer MSRP information. Our system will provide members with an accurate quote 99.99% of the time. In addition, NAFG has a stream line and organized process that calculates administrative fees and allows NAFG to give a turnaround time of 15 – 30 days for quarterly reports.
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	One of the internal metrics NAFG uses to track and measure success with the Sourcewell Contract is maintained through our website. Our website keeps a detailed log of quotes that members are generating. We oversee and keep track of how many quotes are being generated and which quotes are met with a purchase order. Every month we evaluate our sales indicators and closely monitor the volume and frequency of sales. One example is by evaluating which members are purchasing from our platform – new members or frequent members to ensure we are growing our member base. We use these metrics to measure our projected growth rate and work to exceed our expectations.
69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	NAFG will submit \$ 300 per vehicle purchased through NAFG and \$ 200 per vehicle purchased through our partner dealer Alan Jay Automotive. For the purpose of an admin fee there are no other partner dealer groups considered.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	NAFG has provided a "Model Roll Out" Charts in the "Price File" zip, but of the 15 manufacturers we represent, they have over 100 makes and models for members to choose from that range from Class 1-3 and supporting Class 4 Cab and Chassis trucks. NAFG's platforms can add any upfit of their choosing, ranging from toolboxes to Line Mechanic Bodies. Any and all upfits can be added to any one of our vehicles through one of our upfit partner suppliers or by an upfit supplier of the members choosing. NAFG and the supplier will work together to supply members with turnkey quotes.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	National Auto Fleet Group lists the makes and models of all 15 manufacturers we represent under the ZIP File "All 15 Manufacturers". These 15 OEMs make up over 100 combined makes, models, and engine combinations for members to select from along with several subtitle "Upfits" detailed for members in the price file.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
72	Automobiles	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
73	Sport Utility Vehicles	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
74	Vans	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
75	Trucks	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
76	Vehicles described in Lines 72-75 above for Public Safety applications	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
77	Conventional internal combustion models	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
78	Natural gas or propane autogas, hybrid, or alternative fuel models	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models
79	Electric powered models	☒ Yes ☐ No	15 Manufacturers totaling well above 700 makes and models

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 80. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Pricing](#) - NAFG Price File for Bid 091521.zip - Monday September 13, 2021 19:29:27
 - [Financial Strength and Stability](#) - Market Success and Financial Stability.zip - Monday September 13, 2021 19:30:12
 - [Marketing Plan/Samples](#) - Marketing Plan Compressed.zip - Tuesday September 14, 2021 11:38:30
 - [WMBE/MBE/SBE or Related Certificates](#) - Insurance and Related Documents.zip - Tuesday September 14, 2021 11:40:18
 - [Warranty Information](#) - Warranties RFP 091521.zip - Tuesday September 14, 2021 11:40:36
 - [Standard Transaction Document Samples](#) - Standard Transaction.zip - Monday September 13, 2021 19:54:48
 - [Upload Additional Document](#) - ALL 15 Makes and Upfits.zip - Tuesday September 14, 2021 11:35:54

Addenda, Terms and Conditions**PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jesse Cooper, Fleet Manager, 72 Hour LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_6_Autos_SUVs_Vans_Trucks_RFP_091521 Wed September 8 2021 06:27 PM	☒	1
Addendum_5_Autos_SUVs_Vans_Trucks_RFP_091521 Tue September 7 2021 07:28 PM	☒	2
Addendum_4_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 26 2021 05:55 PM	☒	1
Addendum_3_Autos_SUVs_Vans_Trucks_RFP_091521 Mon August 23 2021 09:47 AM	☒	1
Addendum_2_Autos_SUVs_Vans_Trucks_RFP_091521 Sun August 8 2021 09:02 PM	☒	1
Addendum_1_Autos_SUVs_Vans_Trucks_RFP_091521 Thu August 5 2021 03:58 PM	☒	1

ATTACHMENT 2

National Auto Fleet Group Quote



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (855) BUY-NJPA • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

January 27, 2022

Sergeant Tim Wisniewski
City of Monterey Park Police Department
320 W Newmark Ave
Monterey Park, Ca 91754
Delivery Via Email

Dear Sergeant Wisniewski,

In response to your inquiry, we are pleased to submit the following for your consideration:

National Auto Fleet Group will sell, service and deliver at Monterey Park, new/unused 2022 Ford Police Interceptor Utility Non-Hybrid responding to your requirement with the attached specifications for \$ 33,949.00 plus Paint, Upfit State Sales Tax, and \$8.75 tire tax (non-taxable). These vehicles are available under the Sourcewell (Formerly Known as NJPA) master vehicle contract# 091521-NAF.

	One unit MSRP	Selling Price	Total Savings	Extended units (8)	Total Savings
2022 Ford Police Interceptor Utility Non-Hybrid	41,595.00	33,949.00	18.38%	271,592.00	61,168.00
Black and White Paint		1,050.00		8,400.00	
Key Code Change		820.00		6,560.00	
Sub Total		35,819.00		286,552.00	
Sales Tax		3,402.81		27,222.44	
Tire Tax		8.75		70.00	
Transport		85.00		680.00	
Total		39,315.56		314,524.44	

Terms are net 30 days.

Delivery 120-180 Days ARO

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.

Kevin Buzzard

National Law Enforcement Sales Manager

National Auto Fleet Group / 626-457-5590 O / 714-264-1867 C / Buzzard5150@gmail.com



ATTACHMENT 3

West Coast Lights & Siren Quote



www.wcls.us
601 Columbia Ave Ste A
Riverside Ca 92507
951.779.9257

February 2, 2022

Mitchel Gonzalez: Sales Manager
West Coast Lights & Sirens
601 Columbia Ave. Unit A & B
Riverside, CA 92507
951-779-9257
Mitchel@wcls.us

Tim Wisniewski
Monterey Park Police Department

Dear Mr. Wisniewski:

West Coast Lights & Siren will upfit eight (8) Ford Utility Interceptor SUV's to Monterey Park's patrol specifications for approx. \$23,000 each. Total approx. \$184,000.

Sincerely,

Mitchel Gonzalez

Mitchel Gonzalez
Sales Manager
West Coast Lights & Sirens



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3D

TO: The Honorable Mayor and City Council
FROM: Robert Aguirre, Director of Recreation & Community Services
SUBJECT: Authorize the City Manager to execute license agreements with non-profit youth athletic organizations for their usage of designated storage units and snack bars in City parks.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute license agreements, in a form approved by the City Attorney with the Monterey Park Sports Club Baseball, Manta Ray Parents Association, MPK Baseball and Softball Inc, California Amateur Softball Association, and Socal Elite Soccer Club to utilize designated storage units and snack bars in City parks; and/or
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park has a long history of providing the community with access to a variety of youth sports with the assistance of local non-profit organizations. These local non-profit organizations utilize City facilities to manage sports leagues, clinics and competitions focused on the development of young athletes. The City would like to continue working with the athletic organizations to provide recreational and competitive sports opportunities. To manage each of these sports the organizations store maintenance and athletic equipment that is housed in storage units located at each park for easy and consistent access. Some of the organizations also utilize designated snack bars to help raise funding to support their non-profit.

The City will continue to provide dedicated spaces for the storage units to be housed and maintain the area around each unit and provide access to designated snack bars for permitted use. Each organization will continue to be responsible for securely storing their equipment; maintaining active status and in good standing as a non-profit organization; and ensuring the site stays clean and in usable condition. The City is not responsible for the storage unit or its contents. Organizations operating a snack bar will be responsible for and in compliance with all County of Los Angeles Public Health Department's health and safety standards. Even though these organizations have been active for many years and have stored equipment in City parks, the City would like to

establish a license agreement with each organization to document the usage of the spaces.

Staff is recommending City Council authorize the City Manager, or designee, to execute license agreements, in a form approved by the City Attorney to use designated storage units and snack bars in City parks.

BACKGROUND:

The City of Monterey Park provides a number of youth athletic organizations access to City parks and facilities to provide year-round leagues, clinics and competitions. These organizations store maintenance and athletic equipment at park sites for their daily usage. Some of the organizations also utilize designated snack bars to raise funds for their respective nonprofit.

- Monterey Park Sports Club Baseball is an active 501(c)(3) nonprofit that was established over 45 years ago and serves youth ages 3–17 years. The program offers recreational and competitive baseball and softball during the spring and fall seasons at La Loma Park.
- Manta Ray Parents Association is an active 501(c)(3) nonprofit that has been in existence for over 30 years and manages the Manta Ray swim team. The swim team utilizes Monterey Park pools for swim development and competitive swimming. The organization serves youth 18 years old and under year-round.
- MPK Baseball and Softball Inc. is an active 501(c)(3) nonprofit that was established in 2015 and serves youth ages 3 - 14. The program offers recreational and competitive baseball and softball during the fall and spring seasons at Garvey Ranch Park.
- California Athletic Softball Association is an active 501(c)(3) nonprofit that was established over 13 years ago and serves girls ages 7-17 years by providing player development, clinics and academies for softball.
- SoCal Elite Soccer Club is an active 501(c)(3) nonprofit established in 2018 and serves youth ages 5-18 years. The program offers player development and competitive soccer leagues at Barnes and Garvey Ranch parks.

The City would like establish license agreements with each organization to document the usage of the spaces.

FISCAL IMPACT:

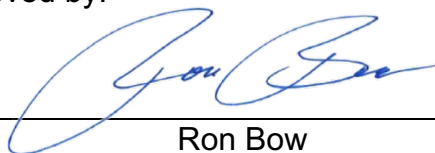
None.

Respectfully submitted by:



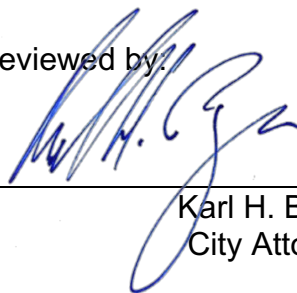
Robert Aguirre
Director of Recreation &
Community Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3E

TO: The Honorable Mayor and City Council
FROM: Frank A. Lopez, Director of Public Works / City Engineer
SUBJECT: Award of Contract to IBI Group for Spirit Bus Fixed-Route Transit System Study

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Professional Services Agreement with IBI Group, in a form approved by the City Attorney, to assess the City's Fixed-Route Transit System in an amount not to exceed \$69,000; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Staff recommends that the City Council award a Professional Services Agreement to IBI Group to assess the City's Spirit Bus transit system and to assist in the preparation of a Request for Proposals (RFP) to manage and operate the transit system. The Contract with IBI Group is for an amount not to exceed \$69,000.

BACKGROUND:

Due to the Covid-19 pandemic, the City's Spirit Bus service has been suspended since April 2020. Before its suspension, the City had been working on evaluating and modifying the fixed-route system to operate more efficiently. The Spirit Bus contractor, First Transit, agreed to a month-to-month contract, after its contract with the City expired on June 30, 2019.

In October 2021, the City released a Request for Proposal (RFP) seeking proposals from transportation, planning, and engineering consultants to evaluate the City's Fixed Route Transit System, to provide recommendations for improvements to the City's community transit services, and to assist in the preparation of a Request for Proposal (RFP) for the management and operation of the bus system.

The RFP was posted on QuestCDN, a bidding site, and on the City website and mailed to transit management consultants. Staff also contacted engineering firms that are experts in the field and received responses from three firms.

Firm	Proposal Costs
Fehr & Peers	\$69,280
IBI Group	\$58,130
Nelson/Nygaard Consulting Associates, Inc.	\$76,160

Upon review of the three proposals, staff recommends entering into an agreement with the lowest responsible bidder, IBI Group (IBI), that met all the criteria of the RFP. IBI is a highly qualified firm with professional and experienced staff able to perform transit management services. IBI provided transit consulting services to other local agencies, which includes procurement assistance and transportation/mobility studies. The firm's proposal includes a total cost of \$58,130 to complete the project within a five-month timeframe with the option to add an interactive stakeholder engagement component. The City recommends adding the community engagement option for a total contract, not to exceed amount, of \$69,000.

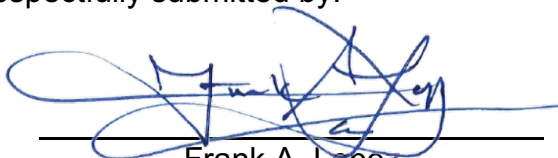
IBI's professional services will focus on conducting a transit system evaluation of the City's Spirit Bus transit system and service improvement recommendations. The assessment will look at several factors including, but not limited to, existing service conditions, overall performance, efficiency, connectivity, and the community's mobility needs. Additionally, the consultants will provide procurement assistance, including the preparation of an RFP and evaluation of proposals.

Staff conducted reference checks for IBI and received positive feedback from various local municipalities as they found IBI staff to be professional, competent and highly responsible with public funds and resources. As part of the contract, IBI Group will prepare a Request for Proposal (RFP), incorporating modifications/improvements recommended in their evaluation of the Spirit Bus (as approved by the City). Upon completion of the RFP process, a recommendation for a Transit Contractor would be presented to City Council for review and approval.

FISCAL IMPACT:

There are sufficient funds in the City's Community Transportation budget, account 2384201-5222, to award a \$69,000 contract to IBI Group.

Respectfully submitted by:



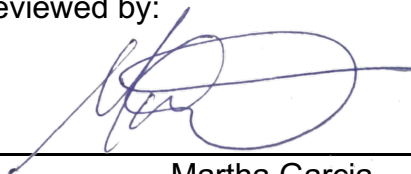
Frank A. Lopez
Director of Public Works/City
Engineer

Prepared by:



Xochitl Tipan
Principal Management Analyst

Reviewed by:



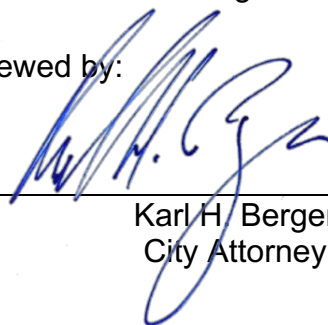
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. IBI Group Proposal

ATTACHMENT 1

IBI Group Proposal



Transportation Planning and Engineering Consultant for Spirit Bus Fixed-Route Transit System





IBI Group
18401 Von Karman Ave., Suite 300
Irvine CA 92612
tel 949 833 5588
fax 949 833 5511

December 31, 2021

Xochitl Tipan, Principal Management Analyst
320 West Newmark Ave.,
Monterey Park, Ca 91754

Submitted via email: xtipan@montereypark.ca.gov

***Transportation Planning and Engineering Consultant for
Spirit Bus Fixed-Route Transit System***

IBI Group is pleased to submit our proposal to assist the City of Monterey Park in the evaluation of Spirit Bus services and the subsequent preparation of a bid/RFP document and provide procurement assistance.

Our Team. We have assembled an experienced team of senior professionals who have planned and managed all aspects of multi-modal urban, community-based, commuter, regional, ADA paratransit and market specific (including business, hospitality and employee based) transit systems. Our project team will be led by William Delo an IBI Group Managing Principal. Our proposed Project Manager is Steve Wilks, a veteran transit/mobility expert who brings a holistic approach to the project. Steve will be assisted by David Sharfarz, a Senior Transit professional with a career background in public transportation with 45 years of experience specializing in operations planning for fixed route transit, paratransit, and rideshare service providers.

Project Understanding: Our approach to addressing prescribed evaluation objectives and procurement assistance is focused on three components:

Investigation (Initiate and Explore) – Evaluation of Spirit Bus transit services combined with a data-oriented approach to understanding specifics of ridership and route alignments.

Innovation (Expand and Express) – Create a vision for transit/mobility in Monterey Park that is informed by the project team's expertise and that incorporates and updates past ideas and planning efforts.

Solutions (Execute – Bid/RFP Document and Procurement Assistance) – Based on outcomes from the service evaluation, recommended service improvement strategies will form the foundation (Scope of Work) for the bid/RFP document and subsequent procurement assistance.

We Have an Outstanding Project Manager. Steve Wilks, IBI Group, will serve as Project Manager and lead mobility planner. He will be substantively engaged in all project tasks and will serve as the primary point of contact for City staff in all matters pertaining to this assignment. Steve is well-prepared for the role with over 40-years of professional experience in the evaluation, planning and operation of public transit systems. This has included the management of paratransit for the elderly and disability communities, working with the taxi/livery cab industry and transportation network companies (TNCs), designing SMART shuttle operations and providing creative/innovative solutions for the transportation industry including the integration of multiple modes and developing first/last mile operational and strategic solutions. His experience covers the development and assessment of new and emerging technologies/information systems relating to next-gen mobility solutions and Mobility as a Service (MaaS) platform.

Steve is currently assisting the City of El Monte in their procurement of a contractor for the operation of the City's fixed-route and Dial-a-Ride transit services. Further, he has been directly responsible for the provision of procurement assistance to the City of Lynwood, the Anaheim Transportation Network (ATN)

and the Humboldt Transit Authority (HTA) in each of their request for proposal processes for procuring a contract operator. Additional past experience has included having managed the procurement of contracted services includes his contracted work as Paratransit Coordinator for the Ann Arbor Transportation Authority to managing the procurement of contract operators for commuter and employee shuttles for Microsoft Corp in Redmond Washington.

We Provide Outstanding Service and Products. The IBI Team has a long list of satisfied clients throughout California and the West. We encourage you to contact our references and you will see that our performance on similar projects is both technically sound and well managed.

The following proposal is structured in conformance with your requirements as described in your Request for Proposal document. The proposal articulates our understanding of study objectives, identifies a proposed work plan and methodology together with a proposed schedule of work and budget and introduces our team members and corporate qualifications.

We understand that there were no addenda issued for this procurement.

This proposal shall remain in effect for ninety (90) calendar days.

As a Managing Principal of IBI Group, I certify that I am authorized to sign this letter on behalf of the firm and am able to bind the company to the proposal submitted and any contract awarded as a result of this Solicitation.

On behalf of the entire team, we thank you for the opportunity to submit this proposal and look forward to further discussing our qualifications and approach. We welcome your questions in the meantime. I may be reached at (949) 833-5588 or bdelo@ibigroup.com at your convenience. Alternatively, Steve Wilks may be contacted at: swilks@ibigroup.com.

Yours sincerely,

IBI GROUP



William Delo
Managing Principal



Steve Wilks
Associate

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 APPENDIX A: Project Team Resumes		

1. Firm Organization, Credentials and Background



IBI Group is a leading international, multidisciplinary provider of a broad range of professional services focused on the physical development of cities since 1974. Our expertise spans urban design and planning, building and landscape architecture, engineering, transportation system solutions, active transportation planning, communications networks, and software development. We have organized these services into three streams – Intelligence, Buildings and Infrastructure – to ensure a holistic approach to creating innovative, responsive, and intelligent solutions for our clients in both the public and private sectors.

Over the years, IBI Group has growth both organically and through strategic acquisitions. Today we have over 70 offices located around the world, employing more than 2,600 professionals and support staff. More than 300 of our staff architects, planners, designers, and engineers are LEED accredited. IBI Group's approach to any project balances the three pillars of sustainability: the social, environmental, and economic spheres of influence. We strive to create projects that communities can be proud of and that benefit the community now and for generations to come.

IBI Group is an ISO 9000-certified firm (Certificate Number FS 501660, Management Standard BS EN ISO 9001:2000).

Areas of Expertise

The firm has an industry leading practice in “end-to-end” design, management and operational support for public transit and paratransit systems. This assignment will be managed and staffed from our Irvine office. Our transit practice has a long track record of planning and designing effective, field-proven fixed-route and demand-responsive public transportation systems through public outreach, market research, performance analysis, and strategic visioning. We work for large and small transit systems, municipal and county governments in dozens of urban, suburban and rural communities located throughout the U.S. and Canada.

Transit Planning & Operations Services

IBI Group provides a full range of services related to the movement of people, goods and information within and between facilities. The firm's transportation planners and engineers are involved in all facets of transportation projects. IBI Group is a leader in the application of technology and information, offering intelligent transportation systems (ITS) and advanced public transportation solutions to effectively manage and operate transportation systems.

Areas of Expertise

The multi-disciplinary organization of IBI Group allows our firm to provide the City of Monterey Park with an experienced, knowledgeable, and creative team of in-house professionals. Our core practice is transportation planning, allowing us to offer a team of transportation planners and engineers who are keenly aware of the transportation issues present in Los Angeles County and the State of California. Specifically, the IBI Group team offers consulting services in the following areas specific to advances and/or alternative transit services:

- Service planning
- Transit operations planning
- Bus rapid transit (BRT)
- Transit restructuring studies
- Comprehensive Operational Analysis (COA)
- Intelligent transportation systems
- Smart Shuttles
- Microtransit and e-Hailing strategies
- Park and Ride analysis and planning
- Environmental Justice (EJ)/community-based transit plans
- RFP authoring and procurement assistance
- Transit feasibility analyses
- Short-Range Transit Plans (SRTPs)
- Long-Range Transportation Plans
- Transit Master Plan
- Transit Oriented Development
- Transportation Demand Management strategies
- First mile-Last mile solutions
- Mobility management/accessible transportation
- ADA compliant reviews
- Asset Management
- Facilities evaluation and design

Contact Information

IBI GROUP

18401 Von Karman Avenue, Suite 300, Irvine CA 92612
tel (949) 833-5588 fax (949) 833-5511

Principal-in-Charge: Bill Delo bdelo@ibigroup.com
Project Manager: Steve Wilks swilks@ibigroup.com

Financial Condition

IBI Group is in excellent financial health and no conditions exist that would impede its ability to provide the professional services for this project.

Declarations

IBI Group has no outstanding or pending complaints as determined through the Better Business Bureau or State of California Department of Consumer Affairs.

IBI Group has no conflict of interest in the completion of this Spirit Transit Service Evaluation and preparation of an RFP project.

This proposal including pricing and terms and conditions shall remain valid for 90 days from the date of submittal of the proposal to the City.

2 Scope of Work

Project Summary

The City of Monterey Park is requesting professional support to conduct a Transit System Evaluation of its *Spirit Bus Fixed-Route Transit System*, preparation of an RFP and provide procurement assistance. This opportunity comes at a time of significant challenges for public transportation, as well as exciting innovations in microtransit and personal mobility on demand (PMoD) services that are changing the look and feel of local public transportation.



IBI Group is enthusiastic about this project, both for its timeliness and the opportunity it provides to critically evaluate the City's local transit system at an unusually dramatic inflection point. The evaluation will provide a foundation for the City and its residents to chart a realistic course for improvements that fit contemporary consumer preferences and expectations for local mobility and access to the regional transit network.

The Spirit Bus provides local routes that serve the need of those commuting within the city or those planning on using the bus service to connect with regional bus/rail system to Los Angeles or surrounding cities. The Spirit Bus operates five local routes: Routes 1, 2, 3, and 4 operate in loops with terminal at Monterey Park City Hall while Route 5 connects with Metrolink's rail service at California State University, Los Angeles (CSULA) campus on weekdays. In addition, the City operates a shuttle service - the LINK - from the Corporate Center to the CSULA Metrolink station.



According to the city's home page, the Spirit Bus transportation service is temporarily suspended through March 31, 2022. Further, we understand that the city had been closely monitoring the use of the Spirit Bus fixed route transportation service during the COVID-19 pandemic and report an 83% decrease in ridership due to school closures and a majority of residents staying at home. The City completed a community survey in June 2021 with close to 600 respondents. Review of results suggest a strong degree of satisfaction with the service and is used primarily for school and discretionary trip purposes. Bus routes, schedules, and wait time were cited as reasons for not using the Spirit Bus system and/or areas most in need of improvement.

IBI Group views the decline in transit ridership as an opportunity to innovate and modernize Spirit service offerings.

The city's senior transportation services for essential medical and grocery/pharmacy trips have continued to be offered through the Dial-A-Ride and Dial-A-Taxi programs.

Ridership at a Crossroads

Not only in Monterey Park but nationwide, transit ridership was devastated by the Covid-19 pandemic in 2020.

Looking ahead, *Spirit's* currently depleted transit ridership base, coupled with reasonable expectations for future recovery constitute a favorable environment for introducing systemic changes focusing on innovative service design, next-generation technologies, and enhanced integration with the regional transit network. Post-pandemic changes affecting travel needs, financial prosperity, and social outlook could enable *Spirit Bus* to reach many new potential customers looking for affordable mobility with modern service quality characteristics. Three broad areas of opportunity are foreseen:



- ✓ Flexible service design innovations including microtransit services offering “first mile-last mile” connections to the regional transit network, and personal mobility on demand (PMoD) services allowing customers to hail a ride and pay their fare using a smart phone or other mobile device.
- ✓ Applied technologies making optimal use of mobile devices and the Internet to enhance customer access to schedule information, reservations and vehicle hailing systems, vehicle locations in real-time, and simplified fare payment.
- ✓ Alternative service delivery mechanisms engaging transportation network companies (TNC), “smart” taxis, and other contract service providers.

Local Planning in a Regional Context

AllTransit is an online database that provides details on transit opportunity throughout the United States. The website explores metrics that reveal the social and economic impact of transit, specifically looking at connectivity, access to jobs, and frequency of service. According to Alltransit.com, the northern and western segments of Monterey Park that border I-10 and the City of Los Angeles have an overall performance score of 7.0, suggesting that those portions of the city have access to jobs and access via frequent public transportation services.

The city is serviced by the El Sol Shuttle, Metro-Los Angeles, Montebello Bus Lines, Spirit Bus and para-transit services, enabling most residents to be within a half mile of transit.

LA Access Services provides ADA paratransit throughout Los Angeles County.

Among Metro’s Vision 2028 Plan stated goals, for example:

“Explore opportunities for expanding access to shared, demand-responsive transportation options for everyone. The prevalence of transportation

***The planning process
should consider
opportunities to
better align Spirit
Bus services with the
regional transit
network.***

networking companies (TNCs), such as Uber and Lyft, is generating new demand-responsive travel options for many people.”¹

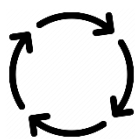
Similarly, Metrolink’s Strategic Business Plan identifies several ways to optimize station access on a line-by-line basis:

- Station access audits and strategy development through partnership with cities in targeted areas.
- Schedule and service integration review and consideration of pilots through collaboration with local transit agencies to drive mutually beneficial growth in ridership.
- Collaborate with station stakeholders to enhance station design to incorporate convenient facilities for transfer to and from ride-hailing services.
- Potential for partnerships with ride-hailing companies to pilot station access services and guaranteed ride home.²

Critical Assessment of System Performance

IBI Group recognizes the need for an analytical perspective and objective appraisal of service quality as perceived by *Spirit* customers, front line employees, as well as key stakeholders and the public. We recognize the importance of accurate findings and presenting them in an approachable way using well-defined criteria.

Charting the best course for the future requires a solid understanding of the transit system at an appropriate level of detail. Our technical approach balances a higher-level quantitative analysis with a qualitative analysis of current services and background market conditions to better understand how the existing service products respond to the 2021 operating environment. It is instructive to compare *Spirit* service attributes to modern consumer preferences and expectations for key choice criteria such as safety, travel time, cost, and availability.



Conceived in the 1970s as a “*low cost / low ridership*” solution for suburban residents without cars, the one-way loop shuttle service design emphasized area-wide coverage as the defining criterion with less concern for key service attributes that are important to users such as operating span (days/hours), schedule frequency, directness of travel, and onboard travel time. One-way operation and circuitous routing did ensure that that most residents would live within ¼-mile of a bus stop; however, other equally important service quality criteria were overlooked. As a result, long wait times and slow travel speeds made it less likely that discretionary consumers would choose *Spirit Bus*.

Changing Technology and Consumer Preferences

Advancing technologies and new business models are expanding institutional and service delivery choices for local transit providers. This is an exciting time in terms of personal mobility options, and IBI Group is a practice leader in next-generation service planning for urban and suburban fixed route transit and paratransit systems. Increasingly, the modes are converging into flexible “hybrid” services made even more convenient with the latest communications technologies for ride-hailing and reservations. New service options include on-demand

¹ Metro Vision 2028 Plan, p. 27. See: http://media.metro.net/about_us/vision-2028/report_metro_vision_2028_plan_2018.pdf

² Metrolink Business Plan, p. 40. See: <https://metrolinktrains.com/globalassets/about/agency/strategic-plan/metrolink-strategic-plan-final---full-report--r.pdf>

microtransit and personal mobility services offered by transportation network companies (TNC) such as Uber and Lyft, and “smart” taxi companies with enhanced ride-hailing and fare payment methods; as well as publicly operated flexible services operated by a growing number of California transit systems and community-based services. We appreciate the limitations of these new service modes; nevertheless, a revitalized *Spirit* transit program inevitably needs to embrace consumer preferences and expectations for the mobility services they use.

Financial Assessment

Transit financing is a perennial for California transit agencies, and particularly so for smaller municipal systems.

IBI Group recognizes the complex fiscal realities that confront the City of Monterey Park and only made worse by the pandemic.

Each year, the City collects and reports data for the National Transit Database (NTD) to the Federal Transit Administration (FTA). The NTD data includes ridership and financial information for the City’s fixed-route transit system, Spirit Bus, as well as the Dial-A-Ride program. In return, the Los Angeles County Metropolitan Transportation Authority (LACMTA) authorizes payment of Proposition A (Prop A) Discretionary Incentive funds to each participating agency in an amount equal to the Federal Funds generated for the region by each agency’s reported data. A Memorandum of Understanding (MOU) will then be approved by LACMTA after agencies successfully meet all NTD and FTA requirements in order to generate Federal 5307 funds for the LA County region. Once the MOU is executed, agencies can invoice LACMTA and receive the revenue payment

The City of Monterey Park provided FTA with NTD data during FY 2018-19 and had requested funds under this Prop A Discretionary Incentive Program in the amount of \$154,156 that will become the City’s Prop A revenue for FY 2021-22.

Preparation of Bid Document/Request for Proposal and Procurement Assistance

We can appreciate the strategic significance of this service assessment and preparation of bid/RFP document project and the City’s interest in timely performance. Sprint Bus service is operated by First Transit. First Transit’s original contract expired on June 30, 2019 and has been amended to extend the term until a new contract can be executed. Further, we understand that the City is targeting to have a new contract for the maintenance and operation of the fixed route system by the beginning of the new fiscal year – July 1, 2022.

IBI is pleased to note that our project team, led by project manager Steve Wilks, has extensive experience with service contracting to help ensure that project deliverables contain the detailed information need to craft exacting procurement specifications.

Steve is currently assisting the City of El Monte in the procurement of a service operator for the City’s fixed route and Dial-a-Ride services. Additional project experience is presented in Section 4.

Work Plan

The following work plan is structured to reflect the two key project requirements:

Phase 1: Assessment of the Spirit Bus Fixed-Route Transit System; and

Phase 2: Preparation of bid document (RFP) and provision of on-going procurement assistance.

Project Management activities apply to both Phases.

Project Management

Project management is a crucial element to ensure that a project of this size, complexity, and duration remains on schedule and on budget, while also achieving the overall project goals and objectives. The IBI Group Team will be managed by Steve Wilks, an experienced project manager, who has successfully led the completion of a range of planning projects with similar scope.

IBI Group will lead bi-weekly (in-person and via conference call) project management meetings throughout the duration of the project work program. These meetings will include attendance by appropriate members of the consultant team, tailored to the agenda topics of each meeting. These monthly project management meetings will be an integral part of our toolkit to ensuring that the project remains on schedule, and discussion topics will typically focus on key project elements, including ongoing work items, upcoming meetings and community engagement events, and the status and timeline for specific project deliverables. To ensure that each meeting is productive and includes discussion of ongoing work items, IBI Group will prepare a draft agenda prior to each meeting. The IBI Group Project Manager shall draft and submit agendas to the Project Management team no less than two days before the bi-weekly call. The IBI Group Team will prepare and submit meeting minutes and a list of action items for their dissemination no more than two days after the call.

Our history of working on a variety of complex planning projects has allowed our team to refine a tried and true approach to project management and coordination with our client project manager. We will utilize this knowledge and experience to ensure that these status meetings are productive and make substantial contributions to ensuring the project stays on schedule and on budget.

As a result of the ongoing COVID-19 pandemic and social distancing recommendations, we are prepared to use online teleconference or video conference meetings for all meetings. IBI Group offers full capability to host these meetings using the Microsoft Teams platform, which allows for screen sharing and collaboration within the virtual meeting setting.

IBI Group believes in and is committed to delivering quality services to our clients on time and within budget. Our Quality Control Policy is comprised of two elements: an organized approach to each assignment with clearly defined tasks; and systematic multi-level checking and revision of assignment deliverables prior to their release.

IBI Group's approach to quality control has been developed as part of our ISO 9001 Quality Management System. The core of the QC approach is to provide independent checks and reviews on all work and submissions. These quality checks will be included within the work plan and scheduled to ensure adequate time is allocated.

The quality control effort will be led by Bill Delo. Bill's role will be to coordinate quality checks on all elements of the study as well as reviewing all major deliverables. Steve Wilks as Project Manager will be responsible for day-to-day quality control and oversight taking into account that a fulsome quality control plan and process covers all products as well as the management of the project.

A kickoff meeting will be held to introduce project participants, get a first-hand appreciation building on our current knowledge of local transportation issues, clarify project objectives, priorities, deliverables and timelines, and finalize data requirements.

This task includes the preparation and submission (with financial claims) of monthly status reports to the client. These reports will address fiscal performance, percentage of the work complete, schedule, et cetera, and include a completed Project Schedule and Cost Monitoring form. Monthly invoices include billing by task: Task Number, Description, Task Budget, Current Invoice, YTD, and Balance. Monthly Progress Reports will include a summary of financial status, description of work completed, description of work anticipated in the following month, and description of any problems encountered and how they were resolved.

Risk Management: Having undertaken several studies similar to this initiative, Project Team members are familiar with the potential risks and problems that may occur. Key challenges may include engaging the participation of project partners. Our work plan incorporates an optional task of community engagement/consultation with a broad spectrum of stakeholders. If the city chooses to exercise this optional task, community engagement will be designed to have stakeholders participate in the ownership of study outcomes and the process.

While our demonstrated experience will attest to our ability to successfully complete this project, it is worthy to note that our team produces “implementable” plans. Key project team members bring direct “hands-on” program and service management and operations experience. Having been in the employ of public sector (transit) agencies (and having held senior administrative positions), our team understands what a public administrator needs in a plan and system evaluation and understands both political realities and sensitivities.

PHASE 1: Assessment of the Spirit Bus Fixed-Route Transit System

Spirit Bus Service Assessment and Service Improvement Recommendations

This task is multifaceted and includes:

- i. A review of background material;
- ii. An assessment of existing Spirit Bus services;
- iii. A profile of the evolving mobility landscape including industry best practices; and
- iv. The development of Service Improvement Recommendations.

i. Document Review

This subtask will focus on the review and provision of a summary of existing plans to determine the status of these plans including progress of recommendations and implementation of same. The IBI Group team is familiar with the document libraries of Montebello Transit, LA Metro, SCAG, and others in the region, the city’s General Plan and other pertinent background material.

ii. An Assessment of Existing *Spirit Bus Fixed-Route Transit System*

Our team will conduct an evaluation of the transit routes and ridership to understand and identify system performance strengths and weaknesses. Generally, our approach is to describe baseline conditions using familiar parameters that are consistent with National Transit Database (NTD)

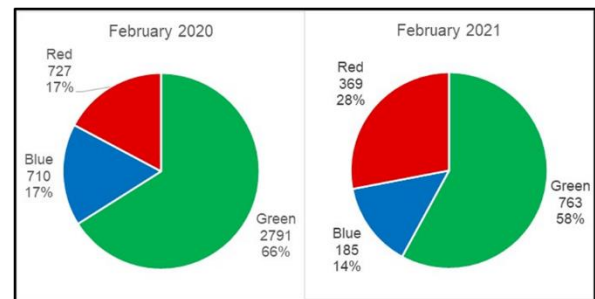
reporting requirements, TDA performance criteria, and transit industry best practices. Our assessment will look at the existing service conditions for the following:

- Route analysis – assessment of how each route is structured in terms of serving trip generators and attractors, points of interest, route length, stop spacing and headways.
- Ridership analysis – assessment of the ridership data for each route and key transfer points to determine ridership profiles. Our team will work with city staff to obtain ridership data, as available, for all trips on the Spirit fixed-routes. This analysis will also include an evaluation of operating costs and average farebox revenue.
- Network analysis – assessment of how the member jurisdiction system integration and coordinates with other modes (Montebello Bus Lines) transfer opportunities, and park-and-ride or other TDM options.



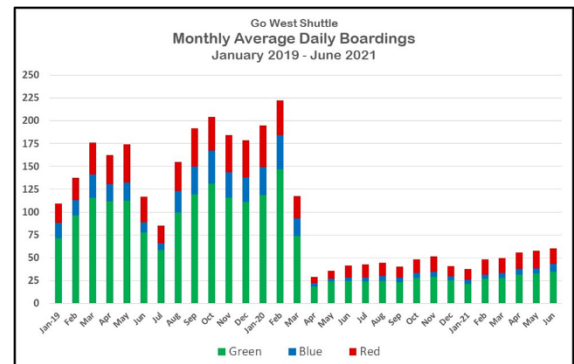
Our team will utilize this assessment of the existing Spirit system's most recent performance monitoring reports to enhance our understanding of the respective transit network but also to inform the study and member jurisdictions on ridership profiles where there are opportunities for improvements or areas of focus and making an initial assessment of appropriate strategies for further consideration.

At the system level, we will compile an historical analysis focusing on key performance indicators calculated using statistical data reported in NTD reports. This exercise will provide a snapshot of historical performance that is beneficial for trend analysis and projections going forward.



Based on available data and using spreadsheets and graphics, within this task the IBI Group team will provide:

- Boarding and loading distributions by time of day, day of week. Comparison to loading standards to show over- and under-loaded line segments.
- Vehicle running time and layover distributions by time of day, day of week. Comparison to layover standards to show the unproductive components of vehicle trips.
- Boarding passengers per vehicle service hour by line segment, by time of day, day of week. Comparison to service utilization standards to show the unproductive line segments.



- Allocated revenues and costs, revenue/cost performance and net cost per passenger by time of day, day of week. Comparison to financial standards to show the cost effectiveness of each line/line segment.

Comparison of line structure to the current travel patterns in the service area: Initial efforts would be aimed at identifying route segments/routes which fail to meet minimum effectiveness and efficiency values. Since the intention is to improve the overall performance of the transit system, we will also review the well performing routes where slight changes in running times, recovery times and headways may provide considerable savings in operating costs without significantly affecting overall performance levels. We will also review loading distributions to determine headway inconsistencies and the extent that headways can be tailored much closer to the demand to reduce operating costs without causing overcrowding or affecting the attractiveness of the service.

We understand that drivers collect and report the number of boardings per trip.

The product of this task will be the identification of services that need to be changed including:

- Poor performing services – a route or routes and schedules that are inconsistent with the service concept, do not meet the guidelines, and are deficient in terms of meeting the needs of the identified travel markets. The services would be prioritized in terms of being candidates for reduction, discontinuation or restructuring.
- Good performing services - routes and schedules that meet or exceed the guidelines and are candidates for enhancements.
 - Detailed schedule adherence information. The results will be analyzed by route, time point and time of day.
 - A color-coded map will any identify individual timepoints and segments of routes that experience consistent adherence issues.
 - A summary of findings based on the schedule adherence analysis.

Fare Structure: Our proposed work plan includes an assessment of the current Sprint Bus fare structure and rates. We will develop a fare-type analysis using farebox data as available. We will determine the present distribution of onboard cash transactions, use of pre-paid passes, low-income free passes and other fare media as applicable, supporting our analysis of fare revenue. These data provide the foundation for projections of ridership impacts arising from alternative service proposals and fare policy scenarios developed in later tasks.

Refresh Goals and Objectives: This project offers a timely opportunity for a fresh look at the mission, purpose and direction of transit system development.

The preparation of Service Improvement Strategies (and subsequent recommendations) cannot be updated without direction from the project management team and (optionally) the community as to priorities for transit development; for example, which travel markets to be served, service modes to be provided, costs to be incurred. Our technical approach will place local preferences in context of federal, state and local guidance on performance measurement and reporting. We also draw from industry best practices gleaned from the best practices review findings.

We will focus on service design standards as critical planning tools to justify and prioritize the introduction, expansion or discontinuation of whichever service mode is best suited to the service area. Where applicable, performance measures will be introduced to facilitate

implementation monitoring of service design objectives. Both quantitative and qualitative measures will be suggested:

- *Quantitative measures* focus on the efficiency of transit service with utilization standards (passengers per revenue hour passenger miles per seat mile), loading standards, schedule adherence standards, productivity standards (revenue hours per operator), financial standards (farebox recovery, subsidy per passenger).
- *Qualitative measures* focus on the effectiveness of transit service with accessibility standards for the markets to be served (route structure and coverage), span of service standards, headway standards, transferring standards, service coordination standards, new service warrants including the residential and employment densities required for service extensions.



iii. Profile of The Evolving Mobility Landscape Including Industry Best Practices

‘Mobility’ includes the continuum of possible services – motorized and active transportation options including pedestrian access, wayfinding and safety; bicycles and bikeshare/e-scooters; car rental; carshare; fixed route transit; microtransit; paratransit; parking; rideshare; and ridesource (TNC).



Further, discussion of mobility must include consideration of next-generation technologies reflecting trip discovery and planning, trip booking and e-hailing, real-time information, mobile payment, etc.

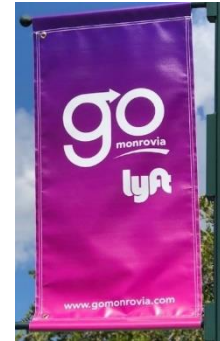
Guiding principles of mobility as indicated by the American Passenger Transportation Association (APTA) and shown in the diagram here, is the basis for addressing unmet mobility needs. The IBI team will explore alternatives such as first/last mile micro mobility, transportation network companies (TNCs), ridesharing, and others that could be utilized to meet these needs instead of making conventional service changes or expanding the existing transit services.



The IBI Group team will leverage existing research, both external and that conducted by our team members, to identify and summarize current information on first-mile/last-mile and on-demand services from similarly sized markets to Monterey Park. IBI Group team members have authored working papers on the evolving mobility landscape as well as maintaining libraries of resources. For example, [TCRP Report 221: Redesigning Transit Networks for a New Mobility Future](#), looks at the integration of bus network redesigns with new mobility options and studied the current trends and best practices in new mobility. This background will provide the IBI Group team with a running start on this task and allow us to provide an overview gleaned from existing research – both these examples as well as others, such as *TCRP Synthesis 140: Microtransit or*

General Public Demand Response Transit Services and the latest research and publications from places like the Shared-Use Mobility Center and Transit Center.

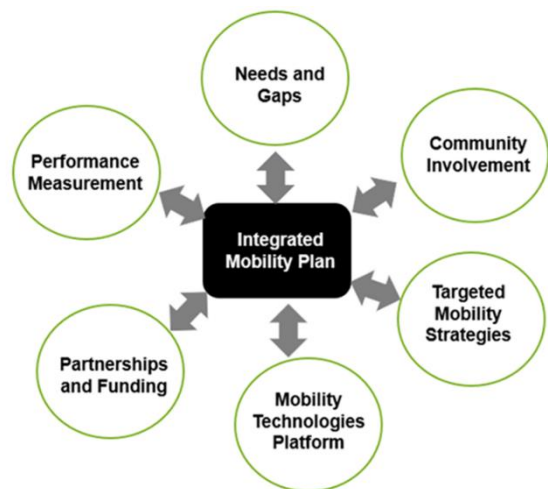
And at the local/regional level, we will profile creative, innovative solutions such as the City of Monrovia's GoMonrovia partnership with Lyft and similar initiatives of LA Metro.



iv. The Development of Service Improvement Recommendations

Improving Spirit Bus services does not only involve simply rationalizing new service. Particularly in consideration of fiscal realities, the project team must explore improvements based on better utilization of the existing resources within a well-defined hierarchy of services. Services provided by the city must have a clearly defined role. As a practical matter, we will look to achieve significant service improvements through redeployment of services in a more efficient and effective manner as well as address identified service gaps or market segments not adequately served or future service requirements.

The IBI Group team's project approach will integrate the evaluation of alternate service delivery, institutional, and financial aspects of the project with the service and capital aspects in identifying opportunities for enhanced service efficiencies and effectiveness.



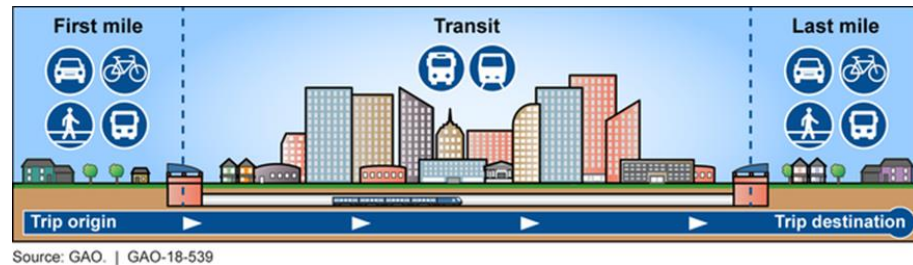
Based on the findings from previous tasks, this subtask will focus on the development of a set of transportation/mobility service strategies. Service enhancements would be aimed at improving efficiency, connectivity, capacity, service coverage and transit accessibility. The objective is to develop a set of practical and implementable service alternatives for the near term as well as a more strategic long range timeframe. Service strategies should, at a minimum, meet priority mobility needs while being efficient and sustainable. The range of potential service/mobility strategies will include, but not be limited to:

Potential services must be considered in context of delivery innovations made possible by advanced communications and vehicle location technologies.

- Fixed route, route deviation and /or flexroute services
- SMART feeder shuttles
- Service expansion to fill gaps or serve destinations not currently served
- Hybrid services that might include alternate service delivery types by day of week, time of day and/or specific geographic areas or destinations



- Shared-use mobility options that might include ride share programs such as Uber and Lyft, and/or conventional and shared ride taxi services. Of note is consideration of opportunities to incorporate advanced technologies including smart phone apps for trip booking.



Comparative summaries of the alternatives will be prepared. Summaries will include a written description of the alternative; a clear definition of the alternative's objective (intent), graphics illustrating new (as well as old) alignments and what destinations are to be served; and tables summarizing service hours coverage, revenue hours, bus pull out requirements, operating costs, capital implications, and labor agreement implications.

Given the collective experience of the IBI Group core planning team members, a good set of well thought out and workable set of alternatives will be developed for evaluation and public presentation.

For a systematic analysis to be conducted, a consistent evaluation framework must be developed. The evaluation framework will address how well each option performs for key functions such as providing the city with the ability to:

- Finance alternative service/capital plans
- Assure viable travel connections
- Maintain service quality
- Respond to evolving conditions
- Align control and financial contribution
- Function effectively within the transit service delivery network.

For each of the above (Service Alternatives and Service Area Types), service design attributes will be prepared that include estimated demand, targeted market segments, interoperability and connectivity with existing services within the project area, cost models and key performance measures.

The evaluation framework element of the matrix will convey:

Program Objectives:

- Expand the reach of the fixed route network
- Increase transit ridership
- Contribute to regional (and project area) economic development
- Actively engage in regional Smart Mobility initiatives
- Develop private and public sponsor partnerships

Implementation Strategies:

- Diversify service offerings

- Increase per capita ridership where current Metro or Montebello Transit service is frequent, and capacity is available
- Create synergies with higher capacity transit services
- Deploy technology to enhance the customer experience
- Transition marginal fixed route segments to flexible services

Financial Plan and Funding Scenarios: The purpose of the financial plan is to provide a financial road map for implementing identified alternatives and demonstrating their sustainability. IBI Group team members have significant experience with transit financial analysis and preparation of transit financial sustainability plans, including performance audit and evaluation services. Development of the financial plan will result in a phasing strategy for implementing the capital and operating services that are developed from the proposed alternatives. The team will develop a fiscally constrained financial plan based on the funding available through local (including Proposition C and Measure R Local Return funds) and opportunities to leverage federal and state funding programs.

We will create a table using specific criteria to assess existing and potential funding sources to identify viable revenue for the financial plan. The table will be spreadsheet based and will evaluate revenue sources against criteria such as eligibility, funding levels, timing, formula or discretionary, and responsible agency. The outcome of the evaluation will assist in determining those funding sources that could be viable to pay for the operating, maintenance, and capital cost requirements for the future services.

Develop annual transit operating and capital improvement budgets. This subtask will include working with the project partners to develop annual transit operating and capital improvement budgets.

Identify future equipment, facility, and infrastructure needs. A restructured and more dynamic transit/mobility services may require the necessary infrastructure to support operations and capital improvements. We will identify future equipment, technology, facility, and infrastructure needs.

Develop an implementation plan that best matches service objectives and available funding. Under financial constraints, the Service Improvement Strategies must be congruent with the available funding and the need to be self-sustaining. Whether the level of proposed transit projects drives the funding plan or vice versa, a careful balance of meeting transit customer demand with available resources is an underlying theme of the implementation plan. We will perform a financial capacity analysis to evaluate the relative financial feasibility of implementing the recommendations in the plan. Our analysis will cover the period of the study and include an assessment of the impact between the transit service structure, the cost of providing the service, and projected revenue.

Based on outcomes including the analysis of alternate delivery schemes and route alignments, capital and operating cost estimates will be developed. Included (based on previously determined ridership projections) will be revenue projections.

Final Service Assessment Report and Recommendations

The IBI team will work with the city's project management team to lay out a near-term action plan based on study outcomes including a recommended approach. The action plan will be framed out with basic detail contracting models, service plans, and program and policy

enhancements that would need to occur for the model to be implemented. This will also identify potential pilots to test models before full implementation is considered.

This is the final task in the planning process. It identifies the steps and coincident schedules necessary for the plan to successfully evolve and form the foundation (Scope of Work) for inclusion in the subsequently prepared Phase 2 bid (RFP) document.

The Action Plan will provide the following information for each priority service:

- Route structures and service levels (spans and headways) required including schematic route layouts by area.
- Operating characteristics including running time and recovery, revenue hours, vehicle and staffing requirements.
- Supporting facilities and programs required for the service.
- The most appropriate service configuration/operation based on geographic coverage and portraying planned levels of service hours and service miles.

OPTIONAL TASK – Conduct Interactive Stakeholder Engagement: Understanding user and stakeholder needs as well as getting ‘buy-in’ to any service improvement strategies is important. IBI Group brings extensive experience with stakeholder engagement through our decades of work in engaging with a diverse group of stakeholders with varying needs. The IBI Group team places an emphasis on transit’s effectiveness in serving the vulnerable and underserved population and that will be a core focus of our approach. Given uncertainty with COVID, we are able to conduct all meetings virtually, as necessary.

PHASE 2: Bid Document/RFP & Procurement Assistance

1. Prepare Bid Document/RFP

This task includes the authoring of the Scope of Work for a transit service operating contract bid document or Request for Proposals (RFP). It is our understanding that the City will provide ‘boiler plate’ material reflecting common City of Monterey Park procurement requirements.

In addition to Scope of Work, reflecting terms and conditions of fixed-route transit operations, the RFP will also reflect:

- i. Compliance with Federal procurement requirements (FTA Circular Compliance).

Complementing the FTA contracting compliance requirements, we will

also work with city staff in providing guidance as articulated in FTA’s “Best Practices Procurement Manual” (BPPM). The BPPM provides suggested procedures, methods, and examples to advise a recipient how it might conduct its third party procurements in compliance with Federal laws and regulations and FTA Circular 4220.1F guidance. These procedures,

FTA C 4220.1F - Third Party Contracting Guidance

This circular provides contracting guidance for recipients of federal assistance awarded by the Federal Transit Administration (FTA) when using that federal assistance to finance its procurements (third party contracts). This revision incorporates the procurement provisions of the Moving Ahead for Progress in the 21st Century Act (MAP 21), Pub.L., 112-141, July 2012, and includes the most current available guidance for the Federal public transportation program as of the date of publication. This circular cancelled FTA Circular 4220.1E, “Third Party Contracting Requirements,” dated 06-19-03.

methods, and examples are based on the Federal acquisition process, U.S. Comptroller General Decisions, and "Best Practices" of recipients of FTA assistance and others in the industry, and FTA encourages recipients to adopt them as needed.

http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html

- ii. Include/validate requirements for data management and reporting including key performance indicators (KPIs), data reporting metrics for NTD reports; etc.

We understand and have reviewed a select number of driver "daily trip sheets" of manually written ridership (by fare type), mileage, etc. that we assume then get transcribed into a database. This functionality could be marginally automated through the use of on-board tablets for (manual) data entry. Further, this capability is standard protocol for most small urban transit systems and is often a capability provided by the contractor. We will discuss the prospect of incorporating this capability in the RFP process.

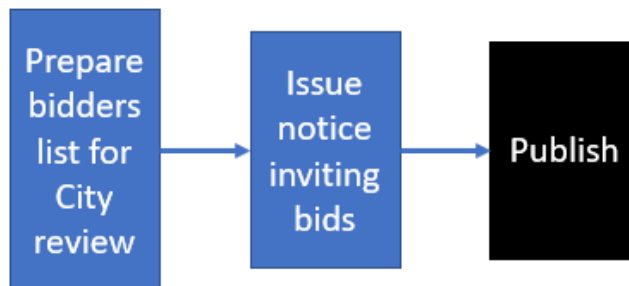
In the absence of incorporating any enhanced technology, we will incorporate language relating to a quality check or standards processes. It may be prudent to have bidders suggest how they will comply, in terms of operational processes. While imperative that the RFP identify KPIs, it is important that the RFP not be too prescriptive in terms of how bidders are to comply.

- iii. Include measures for performance monitoring including but not restricted to on-time performance. Again, it is our experience that an RFP process is not too prescriptive in terms "how" a contractor is to meet or comply with functional requirements or a scope of work. A preferred approach may be to give bidders the latitude to propose how they will meet functional requirements. For example, an RFP may specify the requirement to ensure on-time performance, specifics of how a proponent will accomplish this monitoring and recording function may be left to their discretion. It is our experience that few will rely on manually recording on a daily trip sheet.

These three key elements of the core review/ modify the draft RFP task speak to the need to prepare the draft RFP document through a lens of; (a) performance based criteria; and (b) future opportunities to leverage technology to address monitoring functions such as on-time performance (i.e., use of GPS/real-time vehicle tracking info., etc.).

Further, it will be important to discuss the structure and bid requirements specifically regarding price/cost proposals (vs. technical/management proposals) and options for each to be submitted separately (separate envelopes or documents uploaded to bid platform site).

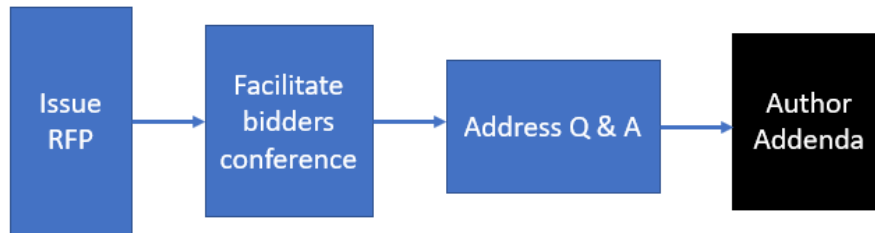
A. RFP Issuance



The initial phase of this task includes:

1. Preparation of a bidders list for City review.

2. Providing the content for the City to issue a notice inviting bids.
3. Providing content and suggested lists, sites, industry publications, etc. for the publication of the invitation to bid.



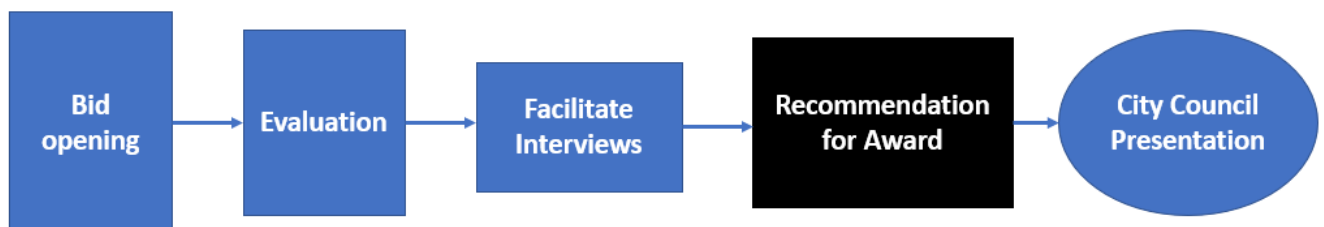
The next phase is that of issuing the RFP document, facilitating bidders conference, address questions and answers and subsequently author any addenda (as required).

Participate in Pre-Bid Meeting: IBI will participate in a pre-proposal meeting with prospective bidders and assist the City in presenting information and responding to technical questions. We will be responsible for preparing sign-in sheets, presentation material, and authoring meeting minutes.

Review Pre-Bid Questions and Prepare Addendum. We will review questions from prospective bidders that are both received in writing during the bidding process (with a predetermined “cut-off” date for written questions) and questions presented at the pre-bid meeting/conference call and prepare, in coordination City officials (Transportation Operations Manager), appropriate responses. As required, we will develop content for City issued addenda.

It is important to discuss ‘how’ the RFP will be distributed. Options range from distribution via email, upon request to using a bid platform such as PlanetBids. The latter provides for a central depository for all RFP documents, requires bidders to register, and enables electronic submissions. Conversely, there are advantages to having bid submissions in hard copy/binders.

B. Post-RFP / Evaluation & Award



The bid opening will be undertaken in compliance with the City’s Purchasing policies and procedures. As previously discussed, we will work with the City in determining most appropriate format for bid submissions.

Evaluation Matrix: This task will include the preparation of an evaluation matrix for the review and evaluation of proposals. For illustrative purposes, an example of an evaluation matrix and scoring, is presented below.

In short, the evaluation process will result in an impeccable paper trail, well documenting an objective process for contractor selection.

Example of evaluation matrix/proposal scoring:

A	Total Possible Points	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Eval 7	Eval 8	Total Score	Avg. Score
Relevant Experience	20	15	17	16	0	15	20	15	16	114.00	14.25
Management & Ops. Plan	24	18	12	20	10	5	24	18	19	126.00	15.75
Aability to Hire & Retain Personnel	24	15	8	20	10	5	22	15	18	113.00	14.13
Cost Proposal	24	15	12	18	6	10	18.48	16.5	13	108.98	13.62
MOD Applications	5	5	2	3	5	5	5	3.5	5	33.50	4.19
DBE	3	3	2	3	3	3	0	1.5	3	18.50	2.31
TOTAL	100	71	53	80	34	43	89.48	69.5	74	513.98	64.25
B	Total Possible Points	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Eval 7	Eval 8	Total Score	Avg. Score
Relevant Experience	20	10	15	13	0	10	20	10	9	87.00	10.88
Management & Ops. Plan	24	10	10	18	10	10	22	14	15	109.00	13.63
Aability to Hire & Retain Personnel	24	10	15	20	10	8	20	15	9	107.00	13.38
Cost Proposal	24	18	15	19	12	12	20.8	20	19	135.80	16.98
MOD Applications	5	3	2	5	5	5	5	3	3	31.00	3.88
DBE	3	3	2	3	3	3	3	2.5	3	22.50	2.81
TOTAL	100	54	59	78	40	48	90.8	64.5	58	492.30	61.54
C	Total Possible Points	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Eval 7	Eval 8	Total Score	Avg. Score
Relevant Experience	20	18	15	17	15	15	19	14	17	130.00	16.25
Management & Ops. Plan	24	15	15	22	0	15	23	15	18	123.00	15.38
Aability to Hire & Retain Personnel	24	15	22	21	15	15	24	15	15	142.00	17.75
Cost Proposal	24	20	20	22	24	20	24	24	21	175.00	21.88
MOD Applications	5	2	2	2	5	5	3	2.5	3	24.50	3.06
DBE	3	3	2	3	3	3	3	2	3	22.00	2.75
TOTAL	100	73	76	87	62	73	96	72.5	77	616.50	77.06
D	Total Possible Points	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Eval 6	Eval 7	Eval 8	Total Score	Avg. Score
Relevant Experience	20	18	15	18	15	18	18	15	18	135.00	16.88
Management & Ops. Plan	24	22	22	22	24	22	22	14	23	171.00	21.38
Aability to Hire & Retain Personnel	24	22	24	23	15	22	21	17	23	167.00	20.88
Cost Proposal	24	24	24	21	18	18	23.2	23	24	175.20	21.90
MOD Applications	5	5	2	3	5	5	1	2	5	28.00	3.50
DBE	3	3	3	3	3	3	0	1.5	3	19.50	2.44
TOTAL	100	94	90	90	80	88	85.2	72.5	96	695.70	86.96
SCORING SUMMARY											
	Total Possible Points	A	B	C	D						
Relevant Experience	20	14.25	10.88	16.25	16.88						
Management & Ops. Plan	24	15.75	13.63	15.38	21.38						
Aability to Hire & Retain Personnel	24	14.13	13.38	17.75	20.88						
Cost Proposal	24	13.62	16.98	21.88	21.90						
MOD Applications	5	4.19	3.88	3.06	3.50						
DBE	3	2.31	2.81	2.75	2.44						
TOTAL	100	64.25	61.54	77.06	86.96						

Interviews and Award: IBI Group will facilitate proposer interviews and the drafting of a letter recommending contract award. For illustrative purposes, an example of an interview evaluation matrix and scoring, is presented below.

CONTRACTOR NAME:			
Interview Evaluation Criteria	Maximum Points	Awarded Points	Comments
Relevant Experience, Staff Qualifications & Corporate Support	25		
Cost proposal, operator compensation structure methodology. Will proposed compensation structure allow to hire and retain driving personnel	25		
Staffing plan helps address seasonal and event-driven nature of operations and ability to draw upon outside resources to meet fluctuations in the needs for labor force	25		
Q&A Discussion	25		
TOTAL SCORE	100		
Comments:			

Best and Final Offer (BAFO): We will assist the City and requesting proposers to submit a best and final offer (BAFO), as applicable.

City Council Agenda Report and Presentation: We will work with City staff in the preparation of their Staff Report for City Council's award of contract. IBI is prepared to prepare the initial draft Agenda Report. IBI will make presentation to City Council that will include an overview of the solicitation process, evaluation and final recommendation of selected contractor.

3 Schedule

We understand that time is of the essence and that the City desires to start the new contract to maintain and operate the fixed-route system by the beginning of the new fiscal year – July 1, 2022.

The following presents the project schedule reflecting the timeframe presented in the RFP. Assuming a Notice to Proceed in early to mid-January, we will complete the service evaluation by the end of February 2022 and prepare the bid document/RFP by the end of March. April and early/mid-May will be spent advertising the RFP, evaluating submissions and contract award.

Tasks	Month											
	2022											
	January	February	March	April	May	June						
Project Management	on going for duration of project											
Kick-Off Meeting	■											
Weekly/Bi-Weekly Reporting	■	■	■	■	■	■	■	■	■	■	■	■
PHASE 1: Service Assessment												
Service Improvement Recommendations												
PHASE 2: RFP/Procurement Assistance												
Pre-RFP												
Prepare RFP Document (& ancillary material)			■	■	■	■	■	■	■	■	■	■
RFP Issuance												
Bidders list, Invitation to bid			■	■	■	■	■	■	■	■	■	■
Issue RFP												
Pre-Bid Meeting												
Q&A - Content for Addenda												
Post-RFP												
Evaluation												
Interviews & BAFO												
Award / Staff Report / City Council Presentation												

4 Project Experience

The following projects provide a sample of the relevant experience IBI Group brings to the City of Monterey Park's Sprint Bus Service Evaluation and preparation of RFP project. This range of projects cover the continuum of key functionalities required for successful outcomes of this Transit Service Evaluation including:

- The evaluation of existing services;
- Survey research, consultation and outreach;
- Financial analysis, capital and operating cost projections and asset management;
- Demographic profiles, travel demand estimation and travel demand management;
- Regulatory compliance including R/C ratios, service (and design) standards, performance measures, etc.;
- Social justice;
- State and Federal procedures including regulatory and legislative compliance and funding programs;
- Community collaboratives; and
- Reengineering/alternate delivery scenarios.

Further, these projects reflect a range of regional, urban, and small urban environments as well as multimodal transport services.

City of West Covina – Evaluation of GO West Shuttle Services (work-in-progress):

Comprehensive evaluation of services including the review of transit (fixed route and dial-a-ride/on-demand/paratransit) service needs and requirements and development of service improvement options to best meet mobility needs, review of current transit policies and procedures; and the development of an action plan to guide the implementation of transit service improvements over the next 5+ year period.



City of El Monte, CA. Procurement Assistance, Fixed-Route and Dial-a-Ride Transit Services (work-in-progress):

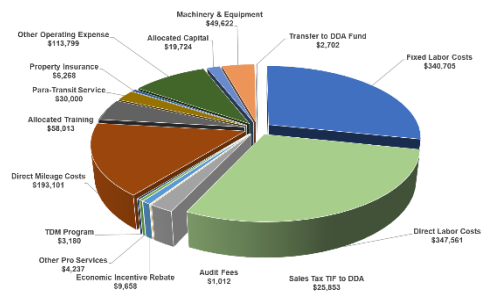
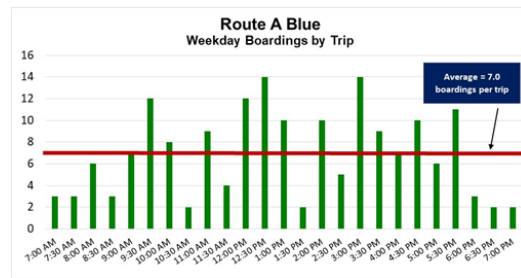
Assisting the City of El Monte in the procurement of a contractor for the operation of their municipal transit services. Responsibilities have included the review/editing of the RFP instrument, facilitating the pre-proposal meeting, developed an evaluation framework, authored responses to questions, evaluated proposals, and will be participating in bidder interviews (early January 2022), will participate in negotiations of Best and Final Offers (BAFO), and will be assisting city staff in their staff report to City Council, and will be making a presentation to City Council (targeting for early February 2022).



Comprehensive Operational Analysis, Short Range Transit Studies, Transit Development Plans:

City of Duarte, CA; Morongo Basin Transit Authority, CA; Visalia Transit, CA; City of Tracy, CA; City of Elk Grove, CA; Glenwood Springs, CO; Niagara Regional Transit, ON. Comprehensive evaluation of services including the review of transit (fixed route and dial-a-ride/on-demand/paratransit) service needs and requirements and development of service improvement options to best meet mobility needs, review of current transit policies and procedures; and the development of an action plan to guide the implementation of transit service improvements over the next 5+ year period.





Transit Shuttle/Circulator Feasibility Studies: Fountain Valley, City of Tustin, City of Vernon. Feasibility of a local transit circulator and other microtransit solutions addressing the transportation/mobility needs of city residents, the business community and visitors to the City. First/last mile solutions providing connectivity to higher capacity transit services.



City of Lynwood, CA. Procurement Assistance, Municipal Transit Services. Assisted the City of Lynwood in the procurement of a contractor for the operation of their municipal transit services. Responsibilities have included the authoring of the RFP instrument, facilitating the pre-proposal meeting, developed an evaluation framework, authored responses to questions, evaluated proposals, and participated in proponent interviews.

Orange County Transportation Authority (OCTA), CA - Evaluation of Paratransit Business Model and Contract Structure: Work plan included: (1) Evaluated Potential Paratransit Delivery Models - Consideration of Alternate Service Delivery Scenarios; (2) Developed and Evaluated Alternative Structures for Vendor Contracts, focusing on a general assessment of alternative contractor payment structures; and (3) Developed a Scope of Work for ACCESS Request for Proposals (RFP). Included in the work plan and subsequent deliverables was the review and inclusion of FTA Third Party Contracting regulations.

Los Angeles - Access Services, (AS):

access

- (a) Needs Analysis and Related Services:** For Los Angeles County's CTSA, retained to provide professional services for the review of alternate organizational models and software/telecom requirements for the delivery paratransit services throughout Los Angeles County.
- (b) Regional Integration of Paratransit Resources:** Retained to identify and subsequently enable local dial-a-ride agencies and other third-party entities to transmit their unused paratransit capacity into the existing Uniform Scheduling System (USS) operated by AS. Resulting framework was an Internet-based electronic "marketplace" – enabling participating agencies to buy and sell the demand for and available capacity on their respective paratransit or dial-a-ride services.

Anaheim Transportation Network/Anaheim Resort Transportation – Service Evaluation and Capacity Building Plan: Comprehensive evaluation and outreach efforts resulting in an enhanced passenger transportation system as part of Anaheim's short and long-range transportation solutions.



Responsible for the preparation of the Anaheim Resort Transportation's "ART 2035," a plan to guide the future of ART services including the feasibility of alternate service delivery scenarios, financial/fiscal analysis, ridership estimation, and deployment of advanced technologies.

a) ATN Cost Allocation Model: As an adjunct to the *Capacity Building Plan* project, developed a comprehensive working/iterative Cost Allocation Model (ATN Formula Funding Allocation Options) to address a range of development types/land-use categories, and alternate approaches including business valuation and trip generation (cost distribution based on the daily number of vehicle trips precipitated by the properties).

b) Anaheim Transportation Network/Anaheim Resort
Transportation - Anaheim CtrCity Microtransit Conceptual Plan: Profiling Existing Conditions -. A discussion of the CtrCity service area and existing transportation resources serving the area; Microtransit: State of the Industry. An overview of the microtransit and ride-share industries; Destination District / Downtown Shuttle Case Studies; Demand / Ridership Estimates. Commentary on high-level demand/ridership estimates based on the review of trip generation rats from various development types; Alternate Delivery Concepts / Scenarios. Discussion of alternate delivery schemes for servicing the CtrCity service area; and CtrCity Conceptual Plan. A preferred plan articulating service delivery type, operating characteristics and preliminary cost estimates.



c) Contractor Procurement Assistance: Providing over 9 million annual trips with a fleet of 80 clean-fuel buses, assisted the Anaheim Transportation Network (ATN) with the procurement of a contract operator. Assistance included the preparation of an evaluation framework, evaluation of proposals, participating on the review committee for contractor interviews and contract award.

Alternate Mobility Service Strategies - Next Generation Mobility - Metropolitan Tulsa Transit Authority (MTTA), Tulsa, OK. Currently evaluating Nightline and Sunday transit services, identifying Next-Gen mobility best practices/opportunities; identifying Guiding Principles, Objectives, Service Standards, and an Evaluation Framework for alternate mobility deployment; Developing recommendations and a blueprint for implementation.

First and Last Mile Strategies Study - Central Ohio Transit Authority (COTA), Columbus, OH –
 Development of first and last mile strategies to address connectivity to major trip attractors and generators, expand personal mobility for COTA customers and provide a blueprint for collaborative implementation of mobility solutions. Work program includes a comprehensive analysis of existing conditions, best practices, current and emerging technologies, and opportunities for the deployment of potential pilot projects. Resulting menu of first-last mile service alternatives and service area types, included a dynamic working model to present scalable *service design options* reflecting a range of ridership estimates, levels of service (frequency) annual costs, revenue, costs per trip, and subsidies per trip.



Mobility-On-Demand Strategic Plan - Humboldt County Association of Governments (HCAOG), Eureka, CA. (Work-in-progress) Developing a shared vision for mobility-on-demand concepts and deployments in Humboldt County. Work plan includes an analysis of exiting conditions, identification of unmet



needs, next-generation mobility best practices including current and emerging technologies, and opportunities for the deployment of potential pilot projects.

5 Qualifications of Proposed Personnel



The following introduces our core project team comprised of mobility professionals from IBI Group.

IBI Group hereby assures the City of Monterey Park that no key staff included in our proposal will be removed or reassigned without prior approval. Project team resumes are provided in Appendix A.

Bill Delo, Principal-in-Charge with IBI Group brings close to 20-years of experience in transportation planning and traffic engineering. His primary role will be that of Quality Assurance and Control (QA/QC) Officer and he will be directly responsible to the city for the relevance, accuracy and timeliness of all project deliverables.

Steve Wilks, an IBI Associate will serve as Project Manager and transit/mobility subject matter expert. He will be substantively engaged in all project tasks and will serve as the primary point of contact for City of Monterey Park staff in all matters pertaining to this assignment. Steve is well-prepared for the role with over 40-years of professional experience in the planning and operation of public transit systems and a particular focus on community and paratransit services. This has included the management of paratransit for the elderly and disability communities, working with the taxi/livery cab industry and transportation network companies (TNCs), designing SMART shuttle operations and providing creative/innovative solutions for the transportation industry including the integration of multiple modes and developing first/last mile operational and strategic solutions. His experience covers the development and assessment of new and emerging technologies/ information systems relating to next-gen mobility solutions and Mobility as a Service (MaaS) platform.

Included in his experience is approximately ten years of direct project experience with public transit agencies, which has led to a comprehensive and intimate understanding of management strategies and the functional requirements of administration, operations and service delivery. His experience covers the evaluation of operational performance, management practices, data management and reporting, and compliance with pertinent regulations and legislation within a paratransit operating environment.

Steve was the principal analyst in the evaluation of service performance and author of transit/mobility strategies in similar engagements for the Cities of West Covina, Duarte and Arcadia.

Further, he has been responsible for conducting a variety of service and program evaluations, review of alternate delivery frameworks, strategic, operational, service and policy planning including quality planning facilitation through the successful conduct of consultative sessions in workshop and focus group settings.

Steve is currently assisting the City of El Monte in the procurement of a contractor for the operation of their municipal transit services. Responsibilities have included the review/editing of the RFP instrument, facilitating the pre-proposal meeting, developed an evaluation framework, authored responses to questions, evaluated proposals, and will be participating in bidder interviews (early January 2022), will participate in negotiations of Best and Final Offers (BAFO),

and will be assisting city staff in their staff report to City Council, and will be making a presentation to City Council (targeting for early February 2022).

Steve assisted the City of Lynwood in the procurement of a contractor for the operation of their municipal transit services. Responsibilities have included the authoring of the RFP instrument, facilitating the pre-proposal meeting, developed an evaluation framework, authored responses to questions, evaluated proposals, and participated in proponent interviews.

Steve was the project manager and was directly responsible for the provision of procurement assistance to both the Humboldt Transit Authority (HTA) and the Anaheim Transportation Network (ATN) in each of their request for proposal processes for procuring a contract operator.

Steve was retained by the Orange County Transportation Authority (OCTA) to undertake an *Evaluation of Paratransit Business Model and Contract Structure* study. While the focus was on the contract structure of OCTA's Access paratransit services, the work program included broader based research into transit industry best practices in the contracting of transit/ paratransit services, regulatory/legislative compliance, and included developing and evaluating alternative structures for vendor contracts and the development of a scope of work for an RFP.

Additional direct experience with having managed the procurement of contracted services includes his contracted work as Paratransit Coordinator for the Ann Arbor Transportation Authority to managing the procurement of contract operators for commuter and employee shuttles for Microsoft Corp in Redmond Washington.

David Sharfarz, a Senior Transit professional with IBI group with a career background in public transportation with 45 years of experience as staff and consultant to transit systems, local and regional governments, not-for-profit service providers, and private sector clients. He specializes in operations planning for fixed route transit, paratransit, and rideshare service providers; vehicle and crew scheduling; financial and program planning and evaluation; organizational development; customer research and engagement; grant initiatives and compliance assessments.

Jason Rosenblum, a transportation/mobility planner and will serve as a researcher for analysis, review and data collection for this project. Jason has 7 years of collegiate planning experience. Jason specializes in multi-modal transit and spatial data analysis within the field geographic information science.

Since joining IBI earlier in the year, Jason has had a hand in numerous transportation projects, including the North San Fernando proposed BRT Alignments study, the San Clemente Arterial Study, and numerous site and transit assessment reports.

6 References

Anaheim Transportation Network/Anaheim Resort Transportation:

- a) Service Evaluation and Capacity Building Plan
- b) ATN Cost Allocation Model
- c) Anaheim Transportation Network/Anaheim Resort Transportation - Anaheim CtrCity Microtransit Conceptual Plan
- d) Contractor Procurement Assistance

Reference:

Diana Kotler, Executive Director
Anaheim Transportation Network
714-563-5287
dkotler@atnetwork.org

City of El Monte, CA. Procurement Assistance, Fixed-Route and Dial-a-Ride Transit Services

Reference:

Sarah Zadok, Transportation Operations Manager
City of El Monte
3990 Arden Dr.
El Monte CA. 91731
626-580-2217
szadok@elmonteca.gov

City of Lynwood, CA. Procurement Assistance, Municipal Transit Services

Reference:

Lorry Hempe, Public Works Special Projects Manager
Public Works Department
City of Lynwood, 11330 Bullis Road
Lynwood, CA 90262
(310) 603-0220, ext. 500
lhemp@lynwood.ca.us

Orange County Transportation Authority (OCTA), CA - Evaluation of Paratransit Business Model and Contract Structure

Reference:

Jack Garate, Department Manager, Paratransit Services
Orange County Transportation Authority
714-560-5387
jgarate@octa.net

Specialized Transportation Strategic Plan

Reference:

Brian Lane, Senior Transit Planner
San Diego Association of Governments (SANDAG)
P: (619) 699-7331
E: Brian.lane@sandag.org

7 Additional Statements

IBI Group agrees to the following Additional Statements, per the requirement identified in the City's RFP document:

- i. Consultant shall adhere to all federal laws, state, and local laws and regulations.
- ii. Consultant shall allow authorized federal, state, county, and the City's official's access to place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to the Project. All relevant records shall be retained for at least three years.
- iii. Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.
- iv. Consultant shall comply with the California Labor Code.

8 Cost Proposal

Presented below is our proposed fee structure including the allocation of resources by task to complete this project. Based on the anticipated levels of effort as presented, we propose to complete this Transit Service Evaluation and RFP preparation and procurement assistance project for a total cost (not-to-exceed limit) of \$58,130 inclusive of professional fees and direct expenses.

Cost Categories	Hourly Rate	Project Administration & Reporting		PHASE 1 *		PHASE 2						Total (All Tasks)	
				Service Assessment/ Improvement Recommendations	Pre-RFP		RFP Issuance		Post-RFP				
					Prepare RFP & ancillary material	Issue RFP		Evaluation					
						Pre-Bid Mtg.		Interviews & BAFO					
						Q & A		Award					
Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
William Delo - Managing Principal	\$ 260.00	8	\$2,080	6	\$1,560	0	\$0	2	\$520	2	\$520	18	\$4,680
Steve Wilks - Project Manager	\$ 200.00	12	\$2,400	32	\$6,400	32	\$6,400	32	\$6,400	32	\$6,400	140	\$28,000
David Sharfarz - Senior Transit Planner	\$ 260.00	0	\$0	60	\$15,600	0	\$0	0	\$0	0	\$0	60	\$15,600
Jason Rosenblum -	\$ 200.00	0	\$0	20	\$4,000	12	\$2,400	8	\$1,600	8	\$1,600	48	\$9,600
Subtotal - Professional Fees		20	\$4,480	118	\$27,560	44	\$8,800	42	\$8,520	42	\$8,520		\$57,880
Other Direct Costs (ODCs)													
Transportation/Mileage													\$150
Printing/Reprographics/Delivery													\$100
Subtotal - ODCs:													\$250
TOTAL													\$58,130

* OPTIONAL: Community Engagement: Scope to be discussed with City officials, to be undertaken at current hourly rates.

APPENDIX A: Project Team Resumes

William Delo AICP Director

Mr. Delo is a Director of IBI Group and a Transportation Planner with 20+ years of experience in transportation planning, multi-modal planning, active transportation, and traffic engineering. Mr. Delo is an experienced project manager. His transportation planning experience includes the preparation of multi-modal plans, complete streets plans, first/last mile plans, and conceptual design efforts. He has also led a variety of creative and inclusive community engagement efforts as part of his planning projects.

Representative Experience

Anaheim Transportation Network/Anaheim Resort Transportation – Service Evaluation and Capacity Building Plan – Principal-in-Charge of IBI Group's comprehensive evaluation and outreach efforts resulting in an enhanced passenger transportation system as part of Anaheim's short and long-range transportation solutions.

Principal-in-Charge of subsequent ATN/ART contract to develop the *Anaheim CtrCity Microtransit Conceptual Plan*, having led to ART's deployment of the FRAN service.

SR-41/Ave 9 Sustainable Transportation Study, Fresno, CA – Project manager for this multi-modal sustainable transportation study identifying recommendations for the SR-41 and Avenue 9 corridors in Fresno and Madera Counties.

OCTA Active Transportation Plan, Orange County, CA – Project Manager for IBI Group's effort to prepare the first ATP for Orange County. Project elements included identification of pedestrian priority areas, regional bikeways, and pedestrian and bikeway design toolboxes. Project involved extensive and creative community engagement efforts.

Purple Line First/Last Mile Plan, Los Angeles, CA – Project Manager for this project involving the planning, community engagement, and preliminary engineering efforts for first/last mile active transportation improvements at four proposed Purple Line subway stations in West Los Angeles.

Metro First and Last Mile Strategic Plan, Los Angeles, CA – Mr. Delo was the deputy project manager for this study effort focused on developing a set of First/Last Mile guidelines and policies for Metro and SCAG.

Coast Highway Corridor Study, Oceanside, CA – Project manager for this study that determined the feasibility of implementing a road diet with roundabouts for this 3.5 mile corridor.

Metro Transit Supportive Planning Toolkit, Los Angeles, CA – Mr. Delo was the project manager for this Metro-led effort to create a web-based countywide toolkit of TOD policies, plans, and strategies.

Orange and Los Angeles Intercounty Transportation Study, Orange/Los Angeles Counties, CA – Mr. Delo was the project manager for this multi-modal transportation study analyzing

Education

B.A. (Environmental Analysis and Design),
University of California, Irvine, CA, 2000

Experience

2001–Present

IBI Group, Irvine, CA, Transportation
Planner/Associate

2000–2001

Civic Solutions, Inc. (City of Santa Monica, City of
Ontario, City of Rancho Santa Margarita),
Assistant Planner

1999–2000

Orange County Transportation Authority,
Orange, CA, Assistant Transportation Analyst

Memberships

American Planning Association

Association of Pedestrian and Bicycle
Professionals

Registrations

Certified Planner, American Institute of Certified
Planners #019993



transportation issues and needs along the border between Orange and Los Angeles Counties.

Arroyo Seco Parkway National Scenic Byway Corridor Management Plan, Los Angeles, CA – Mr. Delo was Deputy Project Manager and task lead for the transportation analysis for this project that involved the preparation of the Arroyo Seco Parkway Corridor Management Plan for Caltrans District 7.

College Connector Streetcar Feasibility Study, Fullerton, CA – Mr. Delo was the transportation task lead evaluating alignment options, ridership demand, physical constraints, and transit technologies for this streetcar feasibility study. The proposed alignments would link Downtown Fullerton with Cal State Fullerton.

Kern COG HOV-BRT Feasibility Study, Kern County, CA – Mr. Delo was the project manager for this study, which examined the feasibility and demand for high-occupancy vehicle (HOV) lanes and bus rapid transit (BRT) services in Bakersfield and Kern County.

Kern COG Commuter Rail Feasibility Study, Kern County, CA – Mr. Delo was the deputy project manager for this study, focused on evaluating the need for and feasibility of implementing commuter rail services within Kern County.

Riverside Reconnects Streetcar Feasibility Study, Riverside, CA – Mr. Delo was the transportation task lead for IBI Group on this study evaluating the transportation and economic feasibility for a streetcar service linking West Riverside, Downtown Riverside, and the University of California, Riverside. The feasibility study evaluated alignment options, ridership demand, physical constraints, and transit technologies.

IBC Trails Feasibility Study, Irvine, CA – Mr. Delo was the Project Manager of this feasibility study, examining the potential for implementation of multi-use trails along rail and flood control channels.

VTa TOD Station Access Studies, San Jose, CA – Project manager for two light rail station access studies for VTA in San Jose. Examining strategies to improve bicycle and pedestrian access to the Tamien and Blossom Hill light rail stations.

West Carson TOD Specific Plan, West Carson, CA – IBI Principal in Charge overseeing the development of the mobility and infrastructure elements for this Specific Plan.

Figueroa Corridor Streetscape Plan, Los Angeles, CA – This project proposes to recreate the streetscape along Figueroa Street in Los Angeles between the Financial District/Staples Center and Exposition Park/USC. Primary project elements include a separated and protected bike lane, pedestrian improvements, and streetscape improvement. Mr. Delo was the task leader for the traffic analysis and traffic design portions of the work effort.

West Athens/Westmont TOD Specific Plan, West Athens, CA – IBI Principal in Charge overseeing the development of the mobility and infrastructure elements for this Specific Plan.

Orem State Street Corridor Master Plan, Orem, UT – Transportation task lead, examining the feasibility of implementing a multi-way boulevard with high capacity transit along State Street.

Metro Gold Line Foothill Extension Bus Interface and Parking Garages, Arcadia to Azusa, CA – Mr. Delo managed IBI Group's efforts as a subconsultant on this project. IBI was responsible for the identification of possible refinements to bus operations and the development of conceptual designs for six park-and-ride facilities that will serve the proposed light rail stations along this extension of the Metro Gold Line.

Crenshaw-LAX Light Rail Bicycle Station Access Study – Mr. Delo led the completion of an assessment of potential strategies for improving bicycle connections to three Inglewood light rail stations.



Steven Wilks Associate

Combined with academic studies in Urban Planning, Steve has over forty years of professional experience in the planning and operation of public transit and next-gen mobility services including microtransit, shuttles, paratransit and other community-based transport. This has included the management of paratransit for the elderly and disability communities, working with the taxi/livery cab industry and transportation network companies (TNCs), designing SMART shuttle operations and providing creative/innovative solutions for the transportation industry including the integration of multiple modes and developing first/last mile operational and strategic solutions.

His experience covers the development and assessment of new and emerging operational (e-hailing) and technologies/information systems relating to next-gen mobility solutions and Mobility as a Service (MaaS) platform. Further, Steve has managed various operational and technology projects that have included procurement processes on behalf of several transit agencies, including schedule and budget control, identification of technical specifications, authoring RFP documents, vendor evaluations and negotiations.

Complementing his operating experience, Steve has been responsible for conducting a variety of service and program evaluations (including COAs and SRTPs), review of alternate delivery frameworks, strategic, operational, service and policy planning including quality planning facilitation through the successful conduct of consultative sessions in workshop and focus group settings.

Steve has been engaged by private and public-sector clients throughout North America and the United Kingdom.

Representative Experience

Procurement Assistance: Currently assisting the City of El Monte in their procurement of a contractor for the operation of the City's fixed-route and Dial-a-Ride transit services. Additionally, have been directly responsible for the provision of procurement assistance to the City of Lynwood, the Anaheim Transportation Network (ATN) and the Humboldt Transit Authority (HTA) in each of their request for proposal processes for procuring a contract operator. Additional past experience has included having managed the procurement of contracted services includes his contracted work as Paratransit Coordinator for the Ann Arbor Transportation Authority to managing the procurement of contract operators for commuter and employee shuttles for Microsoft Corp in Redmond Washington.

Transit Service Evaluations - Short Range Transit Studies: City of West Covina, City of Duarte, CA; City of Arcadia, CA; Morongo Basin Transit Authority, CA; Visalia Transit, CA; City of Tracy, CA; Porterville Transit, CA; City of Glenwood Springs, CO. Review of transit service needs and requirements and development of service improvement options to best meet mobility needs, review of current transit policies and procedures; and the development of an action plan to guide the implementation of transit service improvements over the next 5+ year period.

Transit Shuttle/Circulator Feasibility Studies: Fountain Valley, City of Tustin, City of Vernon. Feasibility of a local transit circulator and other microtransit solutions addressing the transportation/mobility needs of city residents, the business community and visitors to the City. First/last mile solutions providing connectivity to higher capacity transit services.

Education

Bachelor of Applied Arts (Urban Planning),
Ryerson University, 1978

International Politics, McMaster University, 1977

Experience

1995–Present

IBI Group, Associate, Irvine, California

1993 – 1995

Transportation Management Inc. (TMI), Senior Consultant (1994 & 1995: Paratransit Coordinator management contract with Ann Arbor Transportation Authority (AATA), Ann Arbor, MI

1989 - 1993

Hickling Corporation, Toronto, Ontario, Manager of Practice in Disability & Ageing

1986 - 1989

WheelTrans Department & Corporate Planning, Toronto Transit Commission, Toronto, Ontario, Policy Analyst

1982 - 1986

Edmonton Transit/ DATS, City of Edmonton, Alberta, Planning Supervisor

1981 - 1982

BC Transit, Victoria, British Columbia, Custom Transit Planner

1978 - 1981

Transportation Systems Design Department & Edmonton Transit, City of Edmonton, Alberta, Transportation Planner



Anaheim Transportation Network/Anaheim Resort Transportation – Service Evaluation and Capacity Building Plan – Project manager and principal author of comprehensive evaluation and outreach efforts resulting in an enhanced passenger transportation system as part of Anaheim's short and long-range transportation solutions. Responsible for the preparation of the Anaheim Resort Transportation's "ART 2035," a plan to guide the future of ART services including the feasibility of alternate service delivery scenarios, financial/fiscal analysis, ridership estimation, and deployment of advanced technologies. Key study outcomes included the development of microtransit delivery scenarios within a framework of first-last mile strategies and the development of a comprehensive working *Cost Allocation Model* reflecting a range of development types/land-use categories, and alternate approaches including business valuation and trip generation).

Subsequent ATN/ART contract to develop the *Anaheim CtrCity Microtransit Conceptual Plan*, having led to ART's deployment of the FRAN service.

First and Last Mile Strategies Study - Central Ohio Transit Authority (COTA), Columbus, OH – Project Manager responsible for the analysis of exiting conditions, best practices, current and emerging technologies, and opportunities for the deployment of potential pilot projects.

Analysis of Mobility Options - Regional Transit Service (RTS), Rochester, NY - Responsible for the analysis of best practices, current and emerging technologies, development of conceptual alternatives/service modes, evaluation framework/analysis and opportunities for the deployment of potential pilot projects including service planning.

North San Diego County CA Transit (NCTD) 2020 Mobility Plan, San Diego, CA – Responsible for service planning and financial analysis specific to community-based transit services: substitution of non-traditional service for marginal fixed routes in lower density areas for marginal fixed routes. The NCTD Mobility Plan included transit access to Camp Pendleton.

Mobility-On-Demand Strategic Plan – Humboldt County Association of Governments (HCAOG), Eureka, CA - Developing a shared vision for mobility-on-demand concepts and deployments in Humboldt County. Work plan includes an analysis of existing conditions, identification of unmet needs, next-generation mobility best practices including current and emerging technologies, and opportunities for the deployment of potential pilot projects.

(Chicago) Regional Transportation Authority (RTA) – ADA Paratransit Innovation Study – Project manager for this recently awarded study to undertake a comprehensive analysis of innovations to enhance paratransit service efficiencies, effectiveness and the customer experience. Work plan includes the identification of challenges to future sustainability, identification and analysis of potential innovations, literature review and state of practice, modeling and analysis of potential innovations, and the development of an action plan including the identification of potential pilot projects.

OCTA Go Local Step Two Detailed Transit Service Planning - Project Manager responsible for further refinement of the Go Local Step One concepts of Subregion 2 and Subregion 5 and evaluate each service's viability to provide community based transportation solutions for First/Last Mile - Metrolink station connectivity. Subsequently retained to develop a sketch up ridership estimation tool for new bus transit systems.

SANDAG Short-Distance Vanpool Feasibility Study & Pilot Project, San Diego, CA – Evaluate the feasibility of vanpool or similar services to address first and last-mile service for transit riders. Steve was the Project Manager for this transportation study addressing marketing study, operations plan, pilot project plan, implementation and monitoring/evaluation of a six-month pilot project.

Santa Barbara County Association of Governments (SBCAG), TDA Triennial Performance Audit, Santa Barbara, CA – As a Subconsultant to PMC, responsible for the review of the County's SMOOTH and Easy Lift CTSAs including evaluating their effectiveness and recommending key performance measures and providing a commentary on ITS applications.

San Diego Association of Governments (SANDAG) – Specialized Transportation Strategic Plan – 2035 – Sub consultant on this recently awarded contract. Primary responsibility for the development of operational and service delivery strategies.

David Sharfarz

Senior Transportation Consultant

Mr. Sharfarz has a career background in public transportation with 45 years of experience as staff and consultant to transit systems, local and regional governments, not-for-profit service providers, and private sector clients. He specializes in operations planning for fixed route transit, paratransit, and rideshare service providers; vehicle and crew scheduling; financial and program planning and evaluation; organizational development; customer research and engagement; grant initiatives and compliance assessments.

Representative Experience

Microtransit / Mobility-on-Demand / Paratransit

Columbus OH First Mile-Last Mile Vehicular Strategies – Lead service planner on IBI team retained by COTA to develop implementation plan for pilot projects introducing mobility-on-demand and microtransit services to complement recently restructured fixed route network. Prepared prototypical service plans for inner city neighborhoods, suburban communities, and outlying semi-rural areas.

Arcadia CA Alternative Service Plan – Lead service planner on IBI team retained to design and assist with implementation of new municipal fixed & flexible route feeder services supporting the opening of LA Metro Gold Line LRT extension to Azusa.

Anaheim CA Resort Transit Capacity Building Study – Lead planner on IBI team retained by the Anaheim Transit Network (ATN) partnership to develop next-generation plan for surface transportation services in and around the Disneyland resort and Platinum Triangle.

Tracy CA Service Restructuring – Lead service planner on IBI team retained to redesign TRACER fixed route and complementary paratransit services including microtransit and mobility-on-demand service options.

Tustin CA Microtransit Alternatives – Lead service planner on IBI team retained to assess the feasibility of microtransit and mobility-on-demand service as supplemental local transportation in a suburban Orange County municipality.

Laguna Beach CA Transit Development Plan – Lead service planner on IBI team retained to conduct an operational review of municipal fixed route, festival trolley and paratransit services; and assess viability of microtransit service models.

Vernon CA First-Last Mile Service Plan - Lead service planner on IBI team retained to assess viability of supplemental transportation services in the industrial City of Vernon CA.

Addison County VT System Evaluation – Retained by rural transit agency to conduct service evaluation, prepare recommendations and provide implementation support leading to improved system of fixed and flexible routes, demand response and volunteer services.

Education

Master of Arts, Chinese Studies

School of Asian & Near Eastern Studies
Washington University, St. Louis, MO, 1990

Master of Public Administration

Rockefeller College of Public Policy
State University at Albany, Albany, NY, 1976

Bachelor of Arts, Political Science

City University of New York – Brooklyn College
Brooklyn, NY, 1974

Experience

2009–Present

IBI Group, Boston, MA
Senior Transportation Consultant

2000 - 2009

Nelson\ Nygaard Consulting Associates, Anchorage
AK / Boston, MA
Principal

1989 - 2000

Transportation & Logistics, Denver CO
Principal

1988 - 1989

Bi-State Development Agency/Metro, St. Louis, MO
Manager, Service Development

1986 - 1988

Municipality of Anchorage Transit Department,
Anchorage, AK,
Manager of Planning and Special Projects

1984 - 1986

DKS Associates, Oakland, CA
Senior Transportation Planner

1981 - 1984

Central Contra Costa Transit Authority, Concord CA
Manager of Service Development and Operations
Planning

1978 - 1981

Rochester-Genesee Regional Transportation
Authority, Rochester, NY
Planning Manager (1978-79)
Paratransit Project Manager (1979-81)

1976 - 1978

Central NY Regional Transportation Authority,
Syracuse, NY
Rural Transit Project Director

1976

PEACE Inc., Syracuse NY
Procurement & Transportation Officer



Transit Planning and Evaluation

San Gabriel Valley Gold Line Phase 2A Bus Interface Plan – Task leader for bus planning on multi-disciplinary design/engineering team assisting the Gold Line Construction Authority with the extension of LA Metro's LRT line from Pasadena to Azusa, California.

Crenshaw/LAX LRT Bus Interface Plan – Task leader for bus planning on multi-disciplinary design/engineering team assisting the Los Angeles Metropolitan Transportation Authority (LAMTA) with implementation of Metro's planned Crenshaw/LAX LRT line in west LA.

Yuma AZ Short Range Transit Plan – Lead service planner on IBI team retained to assist YMPO and YCIPTA with development of a FY 2021-2026 SRTP for YCAT fixed route, paratransit and vanpool services.

North San Diego County CA Transit Mobility Plan – Lead fixed route service planner on IBI team retained to develop five-year Service Plan and two-year Business Plan for multi-modal provider of commuter rail, LRT, fixed-route bus and paratransit services.

Morongo Basin CA Short Range Transit Plan - Lead service planner on IBI team retained to develop a FY 2020-2024 operating and capital plan for MBTA serving Twentynine Palms, Yucca Valley and Palm Springs CA.

Porterville CA Short-Range Transit Plan - Lead service planner on IBI team retained by the Tulare County Association of Governments to develop a FY 2018-2022 SRTP for the municipal transit system.

Visalia CA Transit Short-Range Transit Plan – Lead service planner on IBI team retained by the City to develop a FY 2017-2021 SRTP for the municipal transit system.

Elk Grove CA Transit Comprehensive Operations Analysis – Lead service planner on IBI team retained to conduct a systemic review of E-Tran system operating local and commuter services in metro Sacramento CA.

San Diego CA Bayfront Shuttle Studies – Lead service planner on teams retained for successive service development projects for the Port of San Diego; including *Big Bay Shuttle Enhancement Study*; *Big Bay Shuttle Demonstration Evaluation*; and *Cabrillo Shuttle Feasibility Study*.

Transit Operations Planning

Orange County CA Go Local Service Plans – Lead service planner on IBI team retained to develop service designs and operating schedules for transit shuttle and circulator routes serving cities of Anaheim, Brea, Buena Park, Fullerton, La Habra, Placentia, Yorba Linda, Aliso Viejo and Mission Viejo.

Columbus OH Task Order Transit Planning & Scheduling – Retained as technical resource for COTA Planning and Scheduling departments during the implementation planning phase of its Transit System Redesign (TSR) project; previously IBI team task leader for TSR evaluation of existing conditions.

Los Angeles Downtown DASH Service Scheduling & Runcutting – Provided production scheduling and run cutting support to LADOT contract service provider (Veolia) of high frequency DASH shuttle bus system in Downtown Los Angeles.



Jason Rosenblum AICP CANDIDATE Transportation Planner

Mr. Rosenblum is a Transportation Planner of IBI Group's Irvine office with project experience ranging from specific area plans to citywide parking occupancy analysis. He has expertise in transportation, alternatives evaluation, urban design, land use, and transit planning, as well as a strong background in geographic information science, including geospatial analysis. Mr. Rosenblum also has specific planning experience related to active transportation, parking/curb management, and complete streets. Mr. Rosenblum has expertise in community outreach in both public and private planning sectors. Mr. Rosenblum is an American Institute of Certified Planners Candidate, and is projected to become a Certified Planner in 2021.

Representative Experience

OCTA Freeway BRT Concept Study, Orange County, CA –

Developed the Purpose and Need Report to study the introduction of Freeway BRT in Orange County on the Interstate 5 and State Route 55. Analyzed data and created high-level GIS maps related to existing conditions and no build scenarios regarding demographics and travel conditions. Thoroughly aggregated data related to prior studies from OCTA, Caltrans, and others. Conducted a freeway BRT peer review to study takeaways from existing freeway BRT in Los Angeles, San Diego, Minneapolis, and Ontario.

Caltrans Orange County Freeway-Arterial Transit Enhancement

Study, Orange County, CA – Lead as deputy project manager for OC FATES. Developed the Purpose and Need Report, lead the parametric analysis for to determine best corridor scenarios for enhanced transit, and will lead the development of service alternatives for freeway bus rapid transit on high-performing freeways in Orange County. Leading project management tasks such as PDT meetings and client check-ins.

Metro Orange Line Sepulveda Station First Last Mile Plan, Los

Angeles, CA – Conducted a walk audit of the Metro Orange Line Sepulveda Station. Analyzed, consolidated, and visualized all barriers, strengths, and observed behaviors within a half mile radius of the station. Analyzed and documented existing site conditions for a wide range of pedestrian and bicyclist factors. Created an in-depth first last mile improvements map based upon corridor-specific treatments.

Metro Purple Line Extension First Last Mile Plan, Los Angeles and

Beverly Hills, CA – Created and prioritized actionable pedestrian and bicyclist improvements to mitigate the first last mile dilemma. Analyzed the existing site conditions for four future Purple Line extension stations based upon LA Metro's First and Last Mile Strategic Plan. Created point of interest, land use, key access corridor, pedestrian shed maps, among other data in a spatial network for the alignment initial report.

Irvine Business Complex (IBC) Trails Feasibility Study and

Implementation Plan, Irvine, CA – Created the final report and performed the opportunities/constraints analysis for the IBC Trails study, which focuses on potential active transportation and linear park

Education

Master of Urban & Environmental Planning,
Arizona State University, AZ, 2018

Bachelor of Science in Urban Planning, Arizona
State University, AZ, 2017

Experience

2018 – Present

IBI Group, Irvine, CA, Transportation Planner

2017 – 2018

City of Mesa, AZ, Planning Intern

2017

City of Tempe, AZ, Community Development and
Planning Intern

2016

Flood Control District of Maricopa County, AZ,
Planning and Project Management Intern

Memberships

American Planning Association



amenities in a residential growth area. Assisted the City in outreach efforts to solicit public feedback on potential trail characteristics. Created GIS maps for numerous transportation characteristics such as ADT, transit routes, level of stress, and bike/ pedestrian collisions. Prioritized the implementation of trails in a three-term strategy by weighing design components, cost estimates, and avenues for funding.

City of Orange Parking Standards and Regulations Assessment, Orange, CA – Conducted a full revision of City of Orange off-street parking regulations. Revision included an analysis of current City of Orange code, six peer cities, the ITE Parking Generation Handbook, and independent field studies. Proposed a new parking rate for every land use in the City of Orange, and justified each recommended rate based on multiple factors. Consolidated all data into a final report.

Rancho San Antonio Preserve Access Study, Midpeninsula Regional Open Space District, CA – Analyzed and evaluated a host of multimodal Transportation Demand Management strategies that would benefit the open space Preserve to mitigate their parking demand and supply constraints by improving Preserve access. TDM strategies were evaluated by scoring strategies based upon numerous factors to rank the strategies most suitable for the region. Documented current conditions, existing parking demand, and extensive public input to effectively determine the most suitable TDM strategies.

City of Hermosa Beach Parking Study, Hermosa Beach, CA – Analyzed occupancy and inventory counts for on-street parking on a street by street basis for multiple varying times of week throughout the entire city. Analyzed off-street public and private parking occupancy and inventory counts. Analyzed land use patterns in conjunction with occupancy reaching over maximum capacity and made specific recommendations to City Staff to lessen parking demand for peak times and events.

Parking Demand and Generation Study for the City of Costa Mesa, Costa Mesa, CA – Created a report for the City of Costa Mesa that assessed the delta between traditional office and creative office, assessed the efficiency of shared parking between office use and event use, and determined if a mix of uses created additional parking demand by administering parking inventory counts at comparative site locations.

On-Street Parking and Intersection Turning Movement Study for the North San Fernando Bus Rapid Transit Corridor, San Fernando Valley, CA – Researched recent EIS reports and traffic studies of new developments along proposed alignments of the future North San Fernando BRT line. Consolidated reports and findings into quantitative data for analysis. Studied segments of on-street parking requirements for multiple locations within the San Fernando Valley. Study included an analysis of existing parking restrictions among all segments of the potential alignment.





City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3F

TO: The Honorable Mayor and City Council
FROM: Frank A. Lopez, Director of Public Works / City Engineer
SUBJECT: Highway Safety Improvement Program (HSIP) Cycle 7 Traffic Signal Improvements Project – Award of Contract

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a public works contract, in a form approved by the City Attorney, with PTM General Engineering Services, Inc., in the amount of \$1,030,500 for the HSIP Cycle 7 Traffic Signal Improvements Project, Specification No. 2021-004; and
2. Authorizing the Director of Public Works to approve change orders and contingency up to \$103,050 (10%) of the contract amount, for a total project cost of \$1,133,550; and
3. Taking such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts with regards to traffic, noise, air quality or water quality.

EXECUTIVE SUMMARY

On December 1, 2021, The City Council adopted a resolution approving the design and plans for the HSIP Cycle 7 Traffic Signal Improvements Project and authorized the solicitation of bids. The deadline for the submittal of bids was February 8, 2022. Seven bids were received. Staff completed the review of the bids and recommends that the contract be awarded to PTM General Engineering Services, Inc in the amount of \$1,030,500. A 10% contingency of \$103,050 is requested for a total project cost of \$1,133,550. This project is currently funded by HSIP grant funds in the amount of \$832,500 and Measure R Funds in the amount of \$301,050 for a total of \$1,133,550.

BACKGROUND

A safety analysis was recommended and conducted by the City's traffic engineering consultant KOA Corporation to improve safety and operation at three intersections Garfield and Emerson, Garfield and Hellman, and Hellman and Alhambra with subsequent street and signal improvements recommended. The HSIP Cycle 7 Traffic

Signal Improvements project includes installation of flashing yellow arrow left-turn phasing as well as improvements to bring crosswalks and ADA ramps into compliance with appropriate standards.

On December 1, 2021, the City Council adopted a resolution approving the design and plans for the HSIP Cycle 7 Traffic Signal Improvements project and authorizing solicitation of bids. Staff opened bids on Tuesday, February 8, 2021 and has completed the review of all bids submitted. The bids are listed in the table below:

RANK	BIDDER	BASE BID AMOUNT
1	PTM General Engineering	\$1,030,500
2	California Professional Engineering	\$1,048,000
3	Elecnor Belco Electric	\$1,086,740
4	Crosstown Electrical & Data	\$1,145,668
5	Comet Electric	\$1,169,479
6	Alfaro Communications Construction	\$1,177,777
7	KDC Inc Dba Dynaelectric	\$1,250,502

While bids came in higher than originally expected due in part to the shortage and increase in material costs, the bid submitted by PTM General Engineering Services, Inc. is the lowest responsive bid from a responsible bidder. PTM's contractor's license was verified with the California State Contractor's License Board to be current, active and in good standing. Registration with the California Department of Industrial Relations (DIR) was verified. PTM is finalizing work on the Garfield and Graves traffic signal improvements and has performed well and been responsive. Nevertheless, staff also contacted references to confirm that the contractor provided good quality work.

FISCAL IMPACT

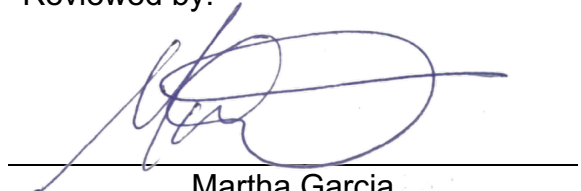
The FY2022 budget includes HSIP funds in the amount of \$832,500 (CIP No. 96004) and Measure R Local Return Funds in the amount of \$301,050 for a total budget of \$1,133,550.

Respectfully submitted & prepared by:



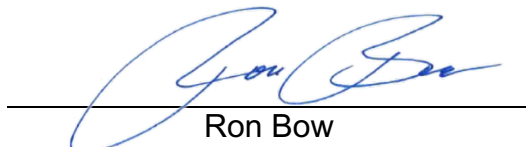
Frank A. Lopez
Director of Public Works
City Engineer

Reviewed by:



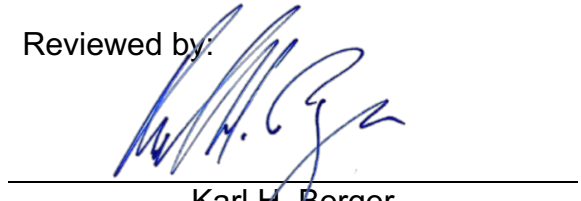
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENTS

1. PTM General Engineering Services, Inc. Bid Proposal

ATTACHMENT 1

PTM General Engineering Services, Inc. Bid Proposal

BID SCHEDULE For Traffic Signal Improvements Project, HSIP Cycle 7 Federal Project No: HSIPL-5231(016) Specification No. 2021-004					
No.	Bid Item Description	Quantity	Unit	Unit Cost	Total Cost
1	TRAFFIC SIGNAL MODIFICATIONS AT HELLMAN AVE, ALHAMBRA AVE, & ALMANSOR ST	1	LS	\$ 358000 -	\$ 358000 -
2	TRAFFIC SIGNAL MODIFICATIONS AT GARFIELD AVE AND EMERSON AVE	1	LS	\$ 317000 -	\$ 317000 -
3	TRAFFIC SIGNAL MODIFICATIONS AT GARFIELD AVE & HELLMAN AVE	1	LS	\$ 354000 -	\$ 354000 -
4	FURNISH AND INSTALL CONSTRUCTION PROJECT INFORMATION SIGN	2	EA	\$ 750 -	\$ 1500 -
TOTAL BID AMOUNT IN NUMBERS					\$1,030,500. -
TOTAL BID AMOUNT IN WRITING: <i>One Million Thirty Thousand Five Hundred Dls</i>					

In the case of discrepancies in the amount of bid, unit prices shall govern over extended amounts, and words shall govern over figures.

Full compensation for the items listed to the right as Items A, B, C, D and E are considered as inclusive in each Bid Item listed above in the Base Bid Schedule as applicable, and no additional and/or separate compensation will be allowed.

- A. Mobilization / Demobilization
- B. Traffic Control
- C. NPDES, WVECP, and Best Management Practices (BMPs), Public Convenience and Safety
- D. Construction Staking by Land Surveyor
- E. Clearing and Grubbing

The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.

The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.

All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.

A bid is required for the entire work, that the quantities set forth in the Bid Schedule are to calculate total bid amount, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

Bidder shall provide a bid amount for each bid item listed below. Failure to provide a bid for each bid item shall render the bid non-responsive



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3G

TO: The Honorable Mayor and City Council
FROM: Frank A. Lopez, Director of Public Works/City Engineer
SUBJECT: Notice of Completion for Demolition & Reconstruction of Fire Station 62
Specification No. 2019-004

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing the Notice of Completion recorded by the Public Works Director on December 22, 2021 accepting the Demolition and Reconstruction of Fire Station 62 completed by Robert Clapper Construction Services, Inc.; and
2. Taking such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Pursuant to City Council Resolution No. 11701, the Public Works Director recorded the Notice of Completion for the Demolition and Reconstruction of Fire Station 62 on December 22, 2021 (final recording date is January 21, 2022). The project is now complete, and the work was inspected and approved by the Building Official and City Engineer.

BACKGROUND:

On July 13, 2020, the City executed a contract with Robert Clapper Construction Services, Inc. for the Demolition and Reconstruction of Fire Station 62 in the amount of \$5,128,000. On December 10, 2021, the construction of the project was finalized. The work included demolition of the existing residential house and fire station buildings, construction of new fire station and back house building, site grading, minor concrete and paving offsite, and landscaping work.

The final cost of the project was \$5,720,455, which included change order work necessitated by unforeseen field conditions, the COVID pandemic's impact to material sourcing and costs, and changes in design encountered during construction. The change order work included installation of a larger storm water detention infiltration system, addition of a new fire station alerting system, and replacement of a failing existing block wall.

FISCAL IMPACT:

The project was funded by Fire Suppression/Medic Development Impact Fees (DIF) authorized by Monterey Park Municipal Code Chapter 3.110; Capital Improvement Project (CIP) reserve funds (General Fund); Measure R funds; and Measure M funds (CIP 92002). The final cost of the project was \$5,720,455.

Respectfully submitted by:



Frank A. Lopez
Director of Public Works
City Engineer

Prepared by:



Ulises Benavente
Civil Engineering Assistant

Reviewed by:



Matt Hallock
Fire Chief

Reviewed by:



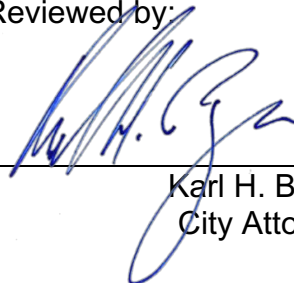
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. Notice of Completion

ATTACHMENT 1

Notice of Completion

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20220082021



Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

01/21/22 AT 11:30AM

Pages:
0002

FEES :	0.00
TAXES :	0.00
OTHER :	0.00
PAID :	0.00



LEADSHEET



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01

DAR - Mail (Intake)



THIS FORM IS NOT TO BE DUPLICATED

RECORDING REQUESTED BY:

FRANK A. LOPEZ, CITY ENG.

WHEN RECORDED MAIL TO:

FRANK A. LOPEZ, CITY ENGINEER

CITY OF MONTEREY PARK

320 West Newmark Avenue

Monterey Park, California 91754

21844294



Batch Number: 13088634



NOTICE OF COMPLETION

1. The CITY OF MONTEREY PARK is the Owner of the property hereinafter described.
2. The full address of the City is:

CITY OF MONTEREY PARK
320 West Newmark Avenue
Monterey Park, CA 91754
3. The nature of the title is:

Fee
4. A work of improvement on the property hereinafter described was completed on December 10, 2021.
5. A work of improvement on the property hereinafter described was accepted by the Director of Public Works / City Engineer on December 10, 2021.
6. The name of the Contractor for such work of improvement was:

ROBERT CLAPPER CONSTRUCTION SERVICES, INC.
2223 NORTH LOCUST AVENUE
RIALTO, CA 92377
7. The property on which said work of improvement was completed: 2001 S. Garfield Ave, Monterey Park, CA.
8. Description of work: Demolition and reconstruction of Fire Station 62 (Contract #2179-A).

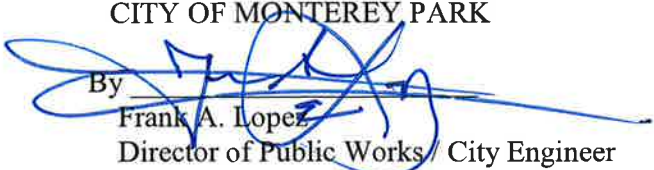
FRANK A. LOPEZ, declares as follows: That he is the Director of Public Works / City Engineer for the City of Monterey Park, the municipal corporation that executed the foregoing Notice as Owner of the aforesaid interest or estate in the property therein described; that he makes this verification on behalf of said corporation; that he has read said notice and knows the contents thereof, and that the facts therein stated are true.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

DATED: 12/22/2021

CITY OF MONTEREY PARK

By


Frank A. Lopez

Director of Public Works / City Engineer



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3H

TO: The Honorable Mayor and City Council
FROM: Matthew Hallock, Fire Chief
SUBJECT: County of Los Angeles, Award of Measure B Funds

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park Fire Department (Department) staff applied for Measure B funds in 2021. Staff was notified by the Measure B Advisory Board (MBAB) on February 7, 2022, that both applications were recommended for funding. The total grant amount for the two proposed projects is \$110,601. A final determination was made by the Board on February 21, 2022. This one-time grant will be used to procure two monitor/defibrillators and one automated chest compression device. The equipment will replace dated units, currently on apparatuses.

BACKGROUND:

Voters in the County of Los Angeles (County) approved Measure B, in November of 2002, which imposes a special tax on building improvements. Monies collected are awarded and distributed for the countywide system of trauma centers, emergency medical services, and bioterrorism.

Per the July 17, 2017, Board motion, the MBAB provides guidance and/or recommendations to the Board on unallocated Measure B dollars. The Board has sole and final discretion on the allocation of funds. Monies are allocated annually, with the proposal process beginning April 1 through July 15. The MBAB reviews and ranks all applications. In 2021 52 projects were received and reviewed, 28 were recommended for funding.

Department staff applied for two projects in 2021, each individually ranked and recommended for funding by the MBAB. The one-time

award will assist the Department in updating vital equipment on its apparatuses. The total amount awarded is \$110,601.

FISCAL IMPACT:

The City will receive \$110,601 for purchase of MPFD equipment.

Respectfully submitted by:



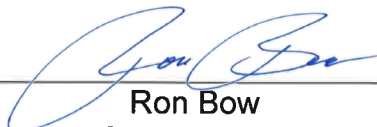
Matthew Hallock
Fire Chief

Prepared by:



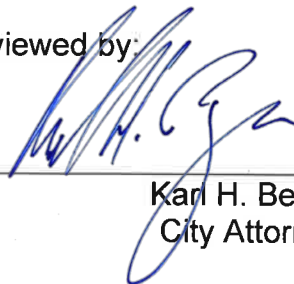
Angela Loera
Principal Management Analyst

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. City of Monterey Park Proposed Measure B Projects

ATTACHMENT 1
City of Monterey Park Proposed Measure
B Projects

**ZOLL Medical Corporation**

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Quote No: Q-25436 Version: 10

Monterey Park Fire Department
320 Newmark Avenue
Monterey Park, CA 91754-2818

ZOLL Customer No: 118942

Andrew Respicio
9095662106
arespicio@montereypark.ca.gov

Quote No: Q-25436
Version: 10

Issued Date: February 17, 2022
Expiration Date: March 31, 2022

Terms: NET 30 DAYS

FOB: Shipping Point
Freight: Free Freight

Prepared by: Bryan Pank
EMS Territory Manager
bpank@zoll.com
+1 6179016565

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1		601-2231112-01	X Series Advanced Monitor/Defibrillator - 12-Lead ECG, Pacing, SpO2, SpCO, EtCO2, BVM, NIBP, CPR Expansion Pack, Remote View Includes: TBI Dashboard, 4 trace tri-mode display monitor/ defibrillator/ printer, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5in (16.5cm) diagonal screen. Accessories Included: MFC cable and CPR connector, A/C power cord, One (1) roll printer paper, 6.6 Ah Li-ion battery, Operators Manual, Quick Reference Guide, and One (1)-year EMS warranty. Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • Interpretative 12-Lead ECG (Full 12 ECG lead view with both dynamic and static 12-lead mode display. 12-Lead OneStep ECG cable - includes 4-Lead limb lead cable and removable precordial 6-Lead set) • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Cable included. (Accuvent disposable sensors sold separately) • Welch Allyn NIBP with Smartcuff. 10 foot Dual Lumen hose and SureBP Reusable Adult Medium Cuff • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® • EtCO2 Oridion Microstream Technology. Microstream tubing set sold separately •	2	\$44,519.25	\$35,673.86	\$71,347.72

**ZOLL Medical Corporation**

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011

Fax: (978) 421-0015

Email: esales@zoll.com

Monterey Park Fire Department
Quote No: Q-25436 Version: 10

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
2	949804	8707-000502-01	X Series Accessory Carry Case - Printer Chute with Single Zipper	2	\$535.34	\$0.00	\$0.00
3		8000-0580-01	Six hour rechargeable Smart battery	4	\$519.75	\$421.00	\$1,684.00
4	904375	8000-001392	Masimo rainbow® RC-4 - 4FT, Reusable EMS Patient Cable	2	\$252.35	\$184.22	\$368.44
5		8000-000371	rainbow® DCI® SpO2/SpCO/SpMet Adult Reusable Sensor with connector (3 ft)	2	\$870.35	\$676.00	\$1,352.00
6	949804	8000-0895	Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs	2	\$157.50	\$133.87	\$267.74
7	949804	8000-002005-01	Cable Sleeve, Propaq / X Series, ZOLL Blue	2	\$52.45	\$40.91	\$81.82
8		8000-001128	Accuvent Flow Tube (Box of 10)	2	\$643.75	\$531.25	\$1,062.50
9		8778-89044-WF	X Series - Worry-Free Service Plan - 4 Years On-Site At Time of Sale Includes: Annual preventive maintenance, 27% discount on new cables, 27% discount on additional lithium SurePower Batteries, discount on parameter upgrades, Lithium-ion SurePower II Battery replacement upon failure, and accidental damage coverage (see comments). Shipping and use of a Service Loaner during repairs, no charge shipping. Extended warranty is a continuation of the EMS One Year Product Limited Warranty. • ACCIDENTAL DAMAGE COVERAGE Includes one case replacement per year per device. This coverage excludes devices that are deemed beyond repair and/or catastrophic damage. • BATTERY REPLACEMENT PROGRAM - Batteries must be maintained per ZOLL's recommended maintenance program. - Batteries are replaced upon failure, one for one, throughout the term of the ExpertCare Service contract, should the SurePower battery or SurePower Charger display a fault. - Batteries must be evaluated and confirmed of failure through ZOLL Technical Support and/or an on-site field service technician.	2	\$6,750.00	\$6,075.00	\$12,150.00
10		7900-9902	ZOLL ALS Equipment M & E Series Trade In Allowance (EMS Group) See Trade Unit Considerations.	1		(\$1,654.25)	(\$1,654.25)
11		8700-0730-01	AutoPulse® System with Pass Thru Includes: Backboard, User Guide, Quick Reference Guide, Shoulder Restraints, Backboard Cable Ties, Head Immobilizer, Grip Strips, In-service Training DVD, and one year warranty.	1	\$11,324.85	\$10,995.00	\$10,995.00

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Monterey Park Fire Department
Quote No: Q-25436 Version: 10

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
12		8700-0706-01	LifeBand 3 pack Single-use chest compression band (3 per package)	2	\$386.25	\$375.00	\$750.00
13		8700-0752-01	AutoPulse Li-Ion Battery	3	\$849.75	\$825.00	\$2,475.00
14		8700-000850-40	AutoPulse Quick Case - Blue All-in-one carrying case and patient moving sheet for the Autopulse Resuscitation System.	1	\$509.85	\$0.00	\$0.00
15		8700-0753-01	AutoPulse SurePower Charger Includes User Guide and U.S Power Cord. Standard one (1) year warranty. U.S. Tests, Charges and automatically verifies battery charge level	1	\$2,363.85	\$0.00	\$0.00
16		8700-0717-01	AutoPulse Hygiene Barrier	1	\$12.36	\$11.76	\$11.76

Subtotal: \$100,891.73

Estimated Tax: \$8,587.62

Total: \$109,479.35

Trade Unit Considerations

Trade-In values valid through March 31, 2022 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Applicable tax, shipping & handling will be added at the time of invoicing.
2. All purchase orders are subject to credit approval before being accepted by ZOLL.
3. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
4. All discounts from list price are contingent upon payment within the agreed upon terms.
5. Place your future accessory orders online by visiting www.zollwebstore.com.



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Monterey Park Fire Department
Quote No: Q-25436 Version: 10

Order Information (to be completed by the customer)

☐ Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

☐ Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

☐ Yes PO Number: _____ PO Amount: _____
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

☐ No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

Monterey Park Fire Department

Authorized Signature:

Name: _____
Title: _____
Date: _____



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: Consent Calendar No. 3I

TO: The Honorable Mayor and City Council
FROM: Matthew Hallock, Fire Chief
SUBJECT: 2019 State Homeland Security Grant Program Update

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing this report, and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City received a total of \$106,444 in 2019 State Homeland Security Grant Program (2019 SHSP) funds and contingency or de-obligated funds for the Monterey Park Fire Department (Department). The Department identified two projects, for specialized hydraulic tools, costing \$86,444 in total to be paid for by the 2019 SHSP. The tools are used in emergency circumstances to extract victims from vehicles. Currently, the Department does not possess the specialized equipment. Instead, firefighters must rely on more labor-intensive gear that can prolong victim extraction.

The 2019 SHSP performance period expired on February 28, 2022. Due to time constraints and the vendor purchasing process, staff procured the equipment in accordance with Section 9 of the Budget Resolution (Resolution No. 12251, adopted June 16, 2021). The alternative was to forfeit the purchase and return the \$86,444 to the County of Los Angeles for redistribution to another agency.

To obtain the best price for the purchase, staff solicited bids from the following companies: Diamondback Fire & Rescue Inc., L&N Curtis & sons, Inc., HURST, and AMKUS Rescue Systems (the manufacturer of the hydraulic tools). Staff was informed by AMKUS that the local AMKUS dealer for the City of Monterey Park is Diamondback Fire & Rescue Inc. The other two vendors are not suppliers and therefore did not provide bids. In an effort to secure another bid staff contacted The Fire Store; however, no response was received.

BACKGROUND:

The City of Monterey Park initially received a total of \$56,444 in 2019 SHSP funds. The agreement between the City and County of Los Angeles (grant distributor) was executed on March 15, 2021, with funded projects for training, procurement of hydraulic tools, and Community Emergency Response Team (C.E.R.T.) equipment.

On December 15, 2021, the City Council was notified of additional cost-savings or de-obligated funds received by the Fire Department in the amount of \$50,000 for the purchase of additional hydraulic tools. In total, the Fire Department received \$86,444 to procure specialized hydraulic tools.

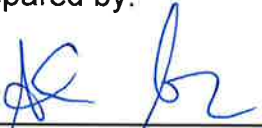
FISCAL IMPACT:

The City received a total of \$106,444 in 2019 SHSP funds.

Respectfully submitted by:


Matthew Hallock
Fire Chief

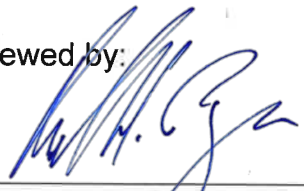
Prepared by:


Angela Loera
Principal Management Analyst

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
City Attorney

ATTACHMENT:

1. Fire Department – 2019 SHSP Project List
2. Diamondback Fire & Rescue Inc. - Quotes

ATTACHMENT 1

Fire Department – 2019 SHSP Project List

City of Monterey Park
2019 SHSP Projects

Project #	Project Title	Funding Source	Discipline	Solution Area	Total Budgeted
018	US&R Equipment	HSGP-SHSP	FS	Equipment	\$ 36,444.00
045	CERT Equipment for Cities of Downey, La Habra Heights, Los Angeles, Long Beach, Monterey Park, and San Gabriel	HSGP-SHSP	FS	Equipment	\$ 20,000.00

Totals \$ 56,444

De - Obligated Funds

Project #	Project Title	Funding Source	Discipline	Solution Area	Total Budgeted
018	US&R Equipment	HSGP-SHSP	FS	Equipment	\$ 50,000.00

Totals \$ 50,000

2019 SHSP TOTAL: \$ 106,444

ATTACHMENT 2

Diamondback Fire & Rescue Inc. - Quotes



**DIAMONDBACK
FIRE & RESCUE**

Estimate #1112022-3



Date: 1/11/2022

Diamondback Fire & Rescue, Inc.

Fire Apparatus Solutions

1762 S Sycamore Ave

Rialto, CA 92376

909-879-7354

DIAMONDBACKFIRECA@GMAIL.COM

Customer: Monterey Park Fire Dept

Contact: Richard Tullius

Part Description	PART NUMBER	Qty	Parts Each	Extended Total	LIST
COMBI (TOOL ONLY) NEXT GEN MODEL	ICT716	1	\$ 11,340.00	\$ 11,340.00	\$12,600.00
			\$ -	\$ -	
CUTTER (TOOL ONLY) NEXT GEN MODEL	IC750LB	1	\$ 10,631.70	\$ 10,631.70	\$11,813.00
			\$ -	\$ -	
SPREADER (TOOL ONLY) NEXT GEN MODEL	IS320LB	1	\$ 11,907.00	\$ 11,907.00	\$13,230.00
EXTENDED REACH TIPS - AMK-24, AMK-30CRT & ION Spreaders (1 Pair) (REQUIRED)	KS0029-KIT	1	\$ 963.90	\$ 963.90	\$1,071.00
			\$ -	\$ -	
RAM (TOOL ONLY) NEW TELESCOPIC RAM	ITR500	1	\$ 9,166.50	\$ 9,166.50	\$10,185.00
CHAIN PKG QUICK ADJUST AMK-24/30CRT, ION SPREADERS (OPTIONAL ACCESSORY)	K-CHAIN24-30		\$ 898.20	\$ -	\$998.00
			\$ -	\$ -	
BATTERY KIT OPTIONS: AMKUS RECOMMENDS USING 9AH OR HIGHER FOR NEXT GEN TOOLS			\$ -	\$ -	
ION FLEXVOLT BATTERY CHARGER - 120V (4 Bay Fast Charger) (OPTIONAL ACCESSORY)	ICHRG-4FAST		\$ 311.40	\$ -	\$346.00
SINGLE DEWALT 60V 12 AH BATTERY	IBATTFV-12	4	\$ 383.40	\$ 1,533.60	\$426.00
			Sub-Total	\$ 45,542.70	
			Tax	\$ 4,326.56	
			Misc	\$0.00	
			Freight	included	
			Total	\$49,869.26	

Estimate Created By: Jennifer Rodriguez

Office: (909) 879-7354

Cell: (909) 301-3983

Email: JennFasfire@gmail.com

Address: 1762 S SYCAMORE AVE

RIALTO, CA 92376



City Council Staff Report

DATE: March 2, 2022

AGENDA ITEM NO: New Business No. 5A

TO: The Honorable Mayor and City Council
FROM: Martha Garcia, Director of Management Services
SUBJECT: FY 2021-2022 Mid-Year Financial Report

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing the FY 2021-2022 Mid-Year Financial Report;
2. Authorizing the increase of Committed Catastrophic-Event by \$500,000 from \$4.34 million to \$4.84 million;
3. Authorizing an additional budget appropriation of \$1,204,740 from various funds; and
4. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City's Mid-Year Report compares the revenues and expenditures occurring during the first six months of the fiscal year against budgeted amounts to determine appropriate adjustments; provides links between the City budget, the financial records, and the independent financial audit and; compares revenues earned and expenses made during the first six months of the Fiscal Year (FY) 2021-2022 against the FY 2020-2021 figures.

BACKGROUND:

General Fund Revenues

The City receives revenues from taxation, State or Federal intergovernmental transfers, and user charges. The following table depicts a comparison of FY 2020-2021 Mid-Year revenues received versus FY 2021-2022 Mid-Year revenues received.

General Fund Revenues	Mid-Year FY20-21 12/31/2020	Mid-Year FY21-22 12/31/2021	Percent Difference 2021 VS 2022	Budget Update FY21-22	Percent Revenue to Date
Property Tax	5,154,738	4,997,793	-3%	20,133,826	25%
Sales Tax	3,282,728	3,197,830	-3%	9,508,660	34%
Transient Occupancy Tax	471,090	608,959	29%	1,522,398	40%
Utility User Tax	1,149,641	1,619,240	41%	2,800,000	58%
Business License Tax	99,238	203,437	105%	915,000	22%
Other Tax	606,412	204,396	-66%	1,220,000	17%
Licenses & Permits	471,473	611,231	30%	1,279,060	48%
Service Charges & Fees	2,833,693	2,317,186	-18%	6,511,388	36%
Other Revenue	1,259,310	2,057,603	63%	4,047,335	51%
TOTAL	15,328,323	15,817,676	3%	47,937,667	33%

Total General Fund revenue collections are at 33% of total estimated revenues with half of the year complete. This is below 50% because certain revenues have a delay in when they are received by the City; specifically, it only represents four months of Sales Tax revenue, four months of Franchise Fee revenue, and approximately 25% of property tax revenue. Because the City has a diverse revenue basis for total General Fund revenues, changes to a specific revenue source will not have profound impacts overall.

General Fund Expenditures

All departmental expenses are under the 50% budget mark with total FY 2021-22 expended at 39% of budget.

	Budgeted	YTD Expended 12/31/2021	YTD Percentage 12/31/2021
City Attorney	\$ 649,100	\$ 208,903	32.18%
City Clerk	463,954	178,454	38.46%
City Council	219,041	92,651	42.30%
City Manager	1,116,035	385,299	34.52%
City Treasurer	30,763	10,226	33.24%
Community CIP*	120,000	120,000	100.00%
Community Development	1,105,833	329,710	29.82%
Fire	12,509,469	5,888,076	47.07%
HR & Risk Management	487,042	148,795	30.55%
Library	2,304,048	826,427	35.87%
Management Services	2,619,243	855,455	32.66%
Non-Department	1,736,375	571,915	32.94%
Police	18,868,415	7,569,743	40.12%
Public Works	3,204,095	988,047	30.84%
Recreation & Community	2,261,569	513,566	22.71%
YTD Total	\$ 47,694,981	\$ 18,687,265	39.18%

*Community CIP has been expensed at 100% for the construction of Fire Station 62.

The City is monitoring its revenues closely and is controlling its expenditures in a prudent and fiscally responsible manner.

Proposed Mid-Year Budget Changes:

General Fund – Budget Augmentation

- Police department additional overtime funds in the amount of \$50,000.
- Classification and compensation study in the amount of \$50,000.
- Salary and benefits for Senior Planner position effective April 1, 2022, in the amount of \$47,740.
- Additional funds for plumbing services and supplies in the amount of \$10,000.
- Funds in the amount of \$50,000 to implement the City's Trip Hazard Program.
- Replacement batteries in the amount of \$15,000 for the Bruggemeyer Library Uninterrupted Power System.

ARPA Fund – Budget Augmentation

- Additional funding in the amount of \$500,000 to replace aging police vehicles.
- Replacement of 19 air conditioning units for a total cost of \$250,000.

The City was allocated \$15 million of ARPA funds for COVID-19 pandemic recovery efforts. The City received half of its allocation (\$7,521,592) in June 2021 with the remaining amount to be received in June 2022. City Council has approved the budget appropriation of \$6.2 million and through December 31, 2021, \$1.2 million has been expended.

DESCRIPTION	BUDGET APPROPRIATION	MID-YEAR APPROPRIATION REQUEST	YTD EXPENDED	AVAILABLE BUDGET
COMMUNITY LITERACY ENHANCEMENTS	132,000	0	6,060	125,940
COVID19 RESPONSE AND PREVENTION	325,000	0	7,905	317,095
CYBER SECURITY AND TECHNOLOGY	1,221,000	0	53,617	1,167,383
PUBLIC SAFETY VEHICLES	1,250,000	500,000	0	1,750,000
REPLACEMENT OF A/C UNITS	0	250,000	0	250,000
SECURITY SURVEILLANCE CAMERA SYSTEM	1,312,127	0	826,650	485,477
STAFFING	1,935,710	0	271,828	1,663,882
TOTAL	6,175,837	750,000	1,166,060	5,759,777

Internal Service Funds:

- Shop funds in the amount of \$40,000 to cover increased costs for vehicle repair parts.
- Shop funds in the account of \$50,000 to cover increased and unanticipated costs for vehicle maintenance and repairs.
- Technology funds for salary and benefits for Information Technology Technician position effective June 1, 2022, in the amount of \$10,370.

Enterprise Funds – Budget Augmentation

- Water funds in the amount of \$25,000 for consulting services related to new Water Conservation Ordinance/ AMI Meter Installation Bid.
- Water funds in the amount of \$52,000 for public outreach/education costs related to new water conservation ordinance.
- Water funds in the amount of \$40,000 for unanticipated expenditures in water service.
- Refuse funds in the amount of \$25,000 for consulting services to meet new state mandate - SB 1383.

Proposed Mid-Year Staffing Changes

Department	Position	FTE	Salary & Benefits
Police	Add Full-Time Evidence Officer	1	0.00
Police	Delete Part-Time Evidence Officer	(1)	0.00
Police	Add Full-Time Animal Services Officer	1	0.00
Police	Delete Part-Time Animal Services Officer	(1)	0.00
Police	Add Full-Time Community Services Officer	1	0.00
Police	Delete Part-Time Community Services Officer	(1)	0.00
Community Development	Add Full-Time Senior Planner*	1	47,740.00
Management Services	Add Full-Time Information Technology Technician**	1	10,370.00
Total FTE		2	

*New Senior Planner position budgeted to begin effective April 1, 2022.

**New Information Technology Technician position budgeted to begin effective June 1, 2022.

General Fund Balance

The City Council has established an Unrestricted General Fund Balance of a minimum of two months of the General Fund regular revenues or operating expenditures, as recommended by the Government Finance Officers' Association (GFOA).

The City's Unrestricted General Fund Balance represents the available resources to provide funding for future contingencies such as earthquakes, civil unrest, economic fluctuations, major infrastructure repairs and investment in capital for improved productivity and efficiencies. Inadequate reserves increase financial risk, negatively impact cash flow, and reduce the City's ability to attract and sustain economic development and growth.

The City's General Fund balance committed for catastrophic events is established at \$4,340,000. The City Council may wish to increase or decrease this amount, with the goal of providing an amount equivalent to 15 to 20 percent of the City's annual operating budget for the General Fund. This range should be sufficient to allow for a quick and decisive municipal response to events such as natural disasters, catastrophic accidents, or other declared emergency incidents. The City Council may, by the affirming vote of three members, change the amount of this commitment and/or the specific uses of these monies.

The City is recommending a \$500,000 increase each year for the next four years to increase the overall Committed Catastrophic Event reserves to 15 percent of the City's annual General Fund operating budget or \$6.3M. At this time, the City is requesting to increase its Committed-Catastrophic amount by \$500,000 from \$4.3M to \$4.8M for the year ending 6/30/2022, to secure higher unrestricted reserves in the event of a catastrophic occurrence.

FISCAL IMPACT:

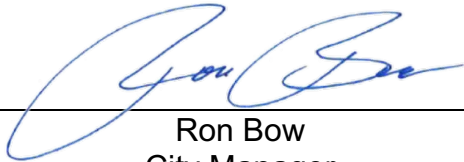
The City is requesting a mid-year budget augmentation in the amount of \$222,740 from the General Fund, \$750,000 from ARPA funds, \$90,000 from Shop funds, \$10,370 Technology funds, \$117,000 from Water funds and \$25,000 from refuse funds to add staff, purchase police vehicles and various other services and commodities. Total budget augmentation request equals \$1,204,740.

Respectfully submitted by:



Martha Garcia
Management Services Director

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. Mid-Year Budget Report Fiscal Year 2021-2022

ATTACHMENT 1
Mid-Year Budget Report
Fiscal Year 2021-2022

City of
Monterey Park
Management Services Department



MID-YEAR BUDGET REPORT
FISCAL YEAR 2021-2022

Table of Contents

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General Fund Balance.....	11-13
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Overview

The City's Mid-Year Report compares the revenues and expenditures during the first six months of the fiscal year against budgeted amounts to determine appropriate adjustments; provides links between the City budget, financial records, and the independent financial audit; and compares revenues earned and expenses made during the first six months of the Fiscal Year (FY) 2021-2022 against the FY 2020-2021 figures.

This information is provided in the following format:

- The starting point is the FY 2020-2021 ending fund balances, which is also the beginning Available Fund Balance for the FY 2021-2022. Combining the beginning Available Fund Balances with the estimated revenues, transfers, and appropriations adopted in the Budget and this report, provides the estimated ending fund balances.

As a result of a comprehensive review, adjustments are recommended where actual receipts and disbursements are materially different from the budgeted amounts. Although budget adjustments are recommended across several City funds, typically the emphasis of the Mid-Year Budget Report is directed at the General Fund. The General Fund is deemed to be the most critical as it provides most services commonly associated with government (i.e., public safety, recreation, parks, building, public works, planning, etc.) and is limited primarily by tax-generated revenues.

The Mid-Year Report is based on the completed Annual Comprehensive Financial Report (ACFR) or audited financial statements. This year, the completion of the ACFR has been met with many delays most due to COVID 19 impacts. The ACFR is expected to be presented to City Council on March 16, 2022.

Summary of Key Points

- The COVID-19 pandemic continues to bring unprecedented economic and social challenges in Fiscal Year 2020-21. Overall, the City experienced revenue losses over \$6.1 million during calendar year 2021. Recent increases observed in sales tax and transient occupancy tax revenues indicate that the economy is recovering from the financial impacts of COVID-19. However, with continued supply chain issues and the public's hesitancy towards travel, the economy still has a way to go to return to pre-pandemic levels.

Through the Federal American Rescue Plan (ARPA), the City was allocated \$15 million for COVID-19 pandemic recovery efforts. Half of the City's allocation was received in June 2021 with the remaining amount to be received in June 2022. As the

economy continues to recover from the uncertainty of COVID-19, the City deployed its first ARPA distribution towards governmental services aiding the community's recovery, including rehiring part-time and full-time staff to its pre-pandemic levels, investing in public safety and cyber security.

- Proposed Mid-Year Budget Changes

General Fund – Budget Augmentation

- Police department additional overtime funds in the amount of \$50,000.
- Classification and competition study in the amount of \$50,000.
- Salary and benefits for Senior Planner position effective April 1, 2022, in the amount of \$47,740.
- Additional funds for plumbing services and supplies in the amount of \$10,000.
- Funds in the amount of \$50,000 to implement the City's Trip Hazard Program.
- Replacement batteries in the amount of \$15,000 for the Bruggemeyer Library Uninterrupted Power System.

ARPA Fund – Budget Augmentation

- Additional funding in the amount of \$500,000 to replace aging police vehicles.
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Internal Service Funds:

- Shop funds in the amount of \$40,000 to cover increased costs for vehicle repair parts.
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Enterprise Funds – Budget Augmentation

- Water funds in the amount of \$25,000 for consulting services related to new Water Conservation Ordinance/ AMI Meter Installation Bid.
- Water funds in the amount of \$52,000 for public outreach/education costs related to new water conservation ordinance.
- Water funds in the amount of \$40,000 for unanticipated expenditures in water service.
- Refuse funds in the amount of \$25,000 for consulting services to meet new state mandate - SB 1383.

- Proposed Mid-Year Staffing Changes

Department	Position	FTE	Salary & Benefits
Police	Add Full-Time Evidence Officer	1	0.00
Police	Delete Part-Time Evidence Officer	(1)	0.00
Police	Add Full-Time Animal Services Officer	1	0.00
Police	Delete Part-Time Animal Services Officer	(1)	0.00
Police	Add Full-Time Community Services Officer	1	0.00
Police	Delete Part-Time Community Services Officer	(1)	0.00
Community Development	Add Full-Time Senior Planner	1	47,740.00
Management Services	Add Full-Time Information Technology Technician	1	10,370.00
Total FTE		2	

- The City's General Fund balance committed for catastrophic events is established at \$4,340,000. These funds should be sufficient to allow for a quick and decisive municipal response to events such as natural disasters, catastrophic accidents, or other declared emergency incidents. The City has prepared a strategic plan to increase the Committed Catastrophic Event reserves to 15 percent of the City's annual General Fund operating budget or \$6.3M by FY 2024-2025. The plan would consist of Council approval to commit \$500,000 per fiscal year to catastrophic events for the next 4 years. At this time, the City is requesting to increase its Committed-Catastrophic amount by \$500,000 from \$4.34M to \$4.84M for the year ending 6/30/2022, to secure higher unrestricted reserves in the event of a catastrophe.

Mid-Year Budget Changes

General Fund Revenues:

	Unaudited FY20-21	Mid-Year FY20-21 12/31/2020	Adopted Budget FY21-22	Mid-Year FY21-22 12/31/2021	Budget Update FY21-22
Property Tax	20,656,585	5,154,738	20,133,826	4,997,793	20,133,826
Sales Tax	9,063,297	3,282,728	8,563,084	3,197,830	9,508,660
Transient Occupancy Tax	953,200	471,090	1,982,568	608,959	1,522,398
Utility User Tax	2,931,943	1,149,641	2,800,000	1,619,240	2,800,000
Business License Tax	734,217	99,238	915,000	203,437	915,000
Other Tax	1,276,160	606,412	1,220,000	204,396	1,220,000
Licenses & Permits	1,115,614	471,473	1,279,060	611,231	1,279,060
Service Charges & Fees	5,086,038	2,833,693	6,511,388	2,317,186	6,511,388
Other Revenue	3,620,843	1,259,310	4,047,335	2,057,603	4,047,335
TOTAL	45,437,898	15,328,323	47,452,261	15,817,676	47,937,667

Property Tax:

The City receives its property tax revenue from L.A. County during the months of December/January and April/May. These months coincide with the first and second installments paid to L.A. County by the property owners. The City received \$5M in the month of December. The City is on track to receive the estimated revenue of \$20.1M for FY2021-2022.

Sales Tax:

The California Department of Tax and Fee Administration (CDTFA) issues monthly disbursements to the City after the quarter's end. As of December 31, 2021, the CDTFA has distributed to the City four of the twelve monthly disbursements; a total of \$3.2M. With the increase in gas prices and the reopening of retail stores and restaurants, the 1% Bradley Burns is expected to generate \$9.5M revenue for the City for the current Fiscal Year.

Transient Occupancy Tax:

As of December 31, 2021, the City has received two of the four quarterly Transient Occupancy Tax (TOT) disbursements for a total of \$608,959. This revenue includes the TOT from the newly opened Courtyard by Marriott. The updated estimated revenue is \$1.5M.

Utility User Tax:

As of December 31, 2021, the City has received \$1.6M of its FY 2021-2022 estimated Utility User Tax (UUT) revenues and is on track to receive the total estimated amount of \$2.8M.

Business License Tax:

City business licenses are renewed each calendar year. Business owners are given until January 31 to renew their business license for the current calendar year without any penalties. The City is expecting most business license revenues to be received in the month of January; thus, up-to-date figures are not reflected in this report. The City anticipates staying on target to realize its projected FY 2021-2022 revenues.

Other Tax:

This category consists of property transfer tax and franchise tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and County share the tax equally. Franchise tax is collected by the City on gas, electric, and cable television utilities for the privilege of using City streets public property. Revenues received by the City as of December 31, 2021, are \$204,396. Projected FY2021-2022 revenues are on target to be realized.

Licenses and Permits:

Permits help to regulate the safety and establish minimum standards for construction in our homes, business, and community. Other licenses and permits issued by the City include, but are not limited to, yard sale, fireworks and tobacco retail. The City is on target to realize its projected FY 2021-2022 revenues.

Services Charges:

This category includes charges for fee-supported City services. As of December 31, 2021, the City has received \$2.3M of its FY 2021-2022 estimated Service Charge revenues. The City is on target to realize or exceed its projected FY 2021-2022 revenues.

Other Revenue:

Interest income, rentals, and fines are included revenues in the Other Revenue category. As of December 31, 2021, the City has received \$2M of its FY 2021-2022 estimated revenues. The City is on target to realize its projected FY 2021-2022 revenues.

General Fund Expenditures:

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
51 Salary & Benefits	31,333,255	0	31,333,255	13,958,539	17,374,716	45%
52 Services	5,872,892	12,000	5,884,892	2,057,440	3,827,452	35%
53 Commodities	1,265,100	112,000	1,377,100	382,436	994,664	30%
54 Internal Service Chg	8,544,724	0	8,544,724	2,137,034	6,407,690	25%
55 Capital Improvement	0	120,000	120,000	120,000	0	100%
56 Debt Service	435,010	0	435,010	31,816	403,194	7%
Expense Total	47,450,981	244,000	47,694,981	18,687,265	29,007,716	39%

As part of the mid-year process, departments were asked to review their current budgets and determine if any adjustments should be proposed in this report. Since departments have been asked to closely monitor their budgets and spend only what is necessary, the City's overall General Fund expense total at Mid-Year is 39%.

The City is recommending a budget adjustment for the following:

General Fund

- The Police Department has not had an increase in overtime since 2008-2009 despite permanent salaries increasing several times. The department's overtime budget is currently underfunded. In an effort to maintain minimum staffing levels and patrol services it is imperative to appropriate an additional \$50,000 in overtime.
- The City of Monterey Park has not updated the classification specifications (a.k.a. job descriptions) through a comprehensive study for some time. Updated and

appropriate job descriptions are a foundational to recruitment efforts and filling critical vacancies with candidates who possess skills sets to assist the City and departments. Conducting a compensation study will assist the City with evaluating our current salary and benefits for compaction issues and for the City to see how competitive we are with other agencies as part of recruitment efforts.

The current job market is competitive and conducting a classification and compensation study will provide the City with valuable information to compete for highly skilled candidates and enhance the City's ability to provide services for Monterey Park. The cost for the classification and compensation study is expected not to exceed \$50,000.

- A Senior Planner position is necessary to ensure that development applications are processed in a timely manner, and that current planning staff are trained to follow division policy and provide timely and efficient customer service. Salary and benefits for a Senior Planner to begin effective April 1, 2022, is \$41,740.
- Funds are requested to cover increased costs for plumbing services and supplies. Staff has had to resolve several plumbing issues that have incurred major expenditures including the repair of the old basement pump, Police Department locker areas, and jail waste line issues. The requested amount would be used to cover year-to-date expenditures and estimated costs for services through the end of FY 2021-22, including the replacement of the City's commercial drain cleaning machine for an additional cost not to exceed \$10,000.
- Funds in the amount of \$50,000 are requested to implement the City's Trip Hazard Program. The Trip Hazard Program is being developed to provide the tools necessary to recognize, assess and control hazards that may result in a slip, trip or fall. The goal of this program is the prevention of injuries resulting from slips, trips and falls.
- Funds are requested to purchase 92 replacement batteries for the Bruggemeyer Library Uninterrupted Power System (UPS). The need to replace these batteries was determined during staff's annual maintenance check in July 2021. The current budget includes \$15,000. An additional budget augmentation of \$15,000 is needed to cover the cost of the batteries for a total not to exceed amount of \$30,000.

Other Funds

- ARPA Funds

The City was allocated \$15 million of ARPA funds for COVID-19 pandemic recovery efforts. The City received half of its allocation (\$7,521,592) in June 2021 with the remaining amount to be received in June 2022. City Council has approved the budget appropriation of \$6.2 million and through December 31, 2021, \$1.2 million has been expended.

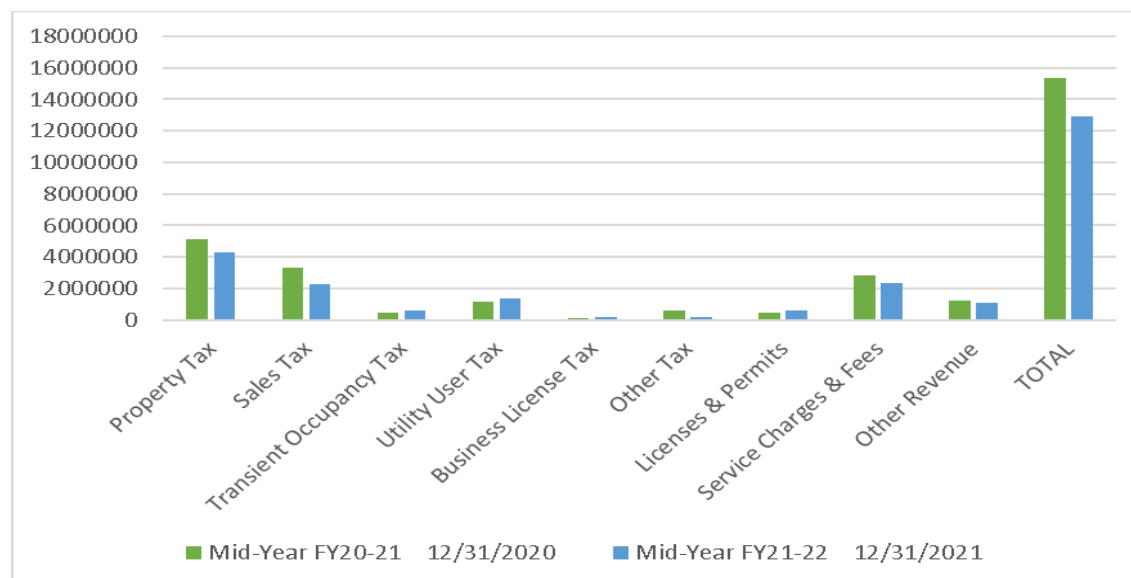
DESCRIPTION	BUDGET APPROPRIATION	MID-YEAR APPROPRIATION REQUEST	YTD EXPENDED	AVAILABLE BUDGET
COMMUNITY LITERACY ENHANCEMENTS	132,000	0	6,060	125,940
COVID19 RESPONSE AND PREVENTION	325,000	0	7,905	317,095
CYBER SECURITY AND TECHNOLOGY	1,221,000	0	53,617	1,167,383
PUBLIC SAFETY VEHICLES	1,250,000	500,000	0	1,750,000
REPLACEMENT OF A/C UNITS	0	250,000	0	250,000
SECURITY SURVEILLANCE CAMERA SYSTEM	1,312,127	0	826,650	485,477
STAFFING	1,935,710	0	271,828	1,663,882
TOTAL	6,175,837	750,000	1,166,060	5,759,777

- The Police Department has numerous high-mileage vehicles that have exceeded their useful life and need replacement. At the November 3, 2021, Council Meeting, City Council approved the purchase of police vehicles in the amount of \$1.1 million. Additional funding in the amount of \$500,000 is needed to replace additional aging police vehicles.
 - Funds are requested to cover unanticipated costs for the replacement of 19 air conditioning units. The units are over 30 years old and have surpassed their end of service life. Staff determined it was most cost-efficient to replace the units as the costs to repair and maintain them far exceed the cost of new equipment. The requested amount of \$250,000 would be used to cover these expenditures in addition to costs for future maintenance and repairs of the City's remaining AC units.
- Internal Service Funds
 - Shop Funds in the amount of \$40,000 are requested to cover increased costs for vehicle repair parts. Additional funds are requested based on year-to-date expenditures and encumbrances surpassing the originally estimated budget.
 - Shop Funds in the amount of \$50,000 are requested to cover increased costs for vehicle maintenance and repairs due to significant increase in traffic collision repairs and related expenditures.

- An Information Technology (IT) Technician is necessary to begin the transition of bringing the information technology services in-house. Salary and benefits for an IT Technician to begin effective June 1, 2022, is \$10,370 from the Technology fund.
- Enterprise Funds
 - Water funds in the amount of \$25,000 are requested for consulting services related to new Water Conservation Ordinance/ AMI Meter Installation Bid. These projects were not budgeted for in FY 2021-2022.
 - Water funds in the amount of \$52,000 are requested for public outreach/education costs related to new water conservation ordinance.
 - Water funds in the amount of \$40,000 are requested for unanticipated expenditures in water service. This funds water services from another purveyor when a City well is down for repair or maintenance. Requested amount would be used to cover year-to-date expenditures and estimated costs for services through the end of the Fiscal Year.
 - Refuse funds in the amount of \$25,000 are requested for consulting services to meet new state mandate - SB 1383.

General Fund Overview

Revenues are currently 33% collected and expenditures are 39% spent. This reflects the fact that not all revenues and expenditures occur evenly throughout the fiscal year. Significant variances are discussed later in the report, but in general, this trend is consistent with prior years. As reflected on the following chart, collecting approximately 33% of the General Fund revenues by the mid-point of the fiscal year is consistent with prior year trends.



General Fund Revenues:

Total General Fund revenue collections are at 33% of total estimated revenues with half of the year complete. This is below 50% because certain revenues have a delay in when they are received by the City; specifically, it only represents four months of Sales Tax revenue, four months of Franchise Fee revenue, and approximately 25% of property tax revenue. The table below presents a comparison of the top revenue accounts. Because the City has a diverse revenue basis for total General Fund revenues, changes to a specific revenue source here will not have profound impacts overall. Table shown on next page.

General Fund Revenue Table

General Fund Revenues	Mid-Year FY20-21 12/31/2020	Mid-Year FY21-22 12/31/2021	Percent Difference 2021 VS 2022	Budget Update FY21-22	Percent Revenue to Date
Property Tax	5,154,738	4,997,793	-3%	20,133,826	25%
Sales Tax	3,282,728	3,197,830	-3%	9,508,660	34%
Transient Occupancy Tax	471,090	608,959	29%	1,522,398	40%
Utility User Tax	1,149,641	1,619,240	41%	2,800,000	58%
Business License Tax	99,238	203,437	105%	915,000	22%
Other Tax	606,412	204,396	-66%	1,220,000	17%
Licenses & Permits	471,473	611,231	30%	1,279,060	48%
Service Charges & Fees	2,833,693	2,317,186	-18%	6,511,388	36%
Other Revenue	1,259,310	2,057,603	63%	4,047,335	51%
TOTAL	15,328,323	15,817,676	3%	47,937,667	33%

- **Property Tax** – Property tax is the City’s largest revenue source representing 42% of the General Fund FY 2021-22 Estimated Revenue. Property tax revenue received is 3% lower than at the same time last year and budgeted revenues are expected to be met.
- **Sales Tax** – Sales tax is the City’s second largest revenue source representing 20% of the General Fund FY 2021-22 Adopted Budget. Sales tax is 3% lower than at the same time last year and budgeted revenues are expected to be met.
- **Transient Occupancy Tax** – Revenues are 29% more than the previous fiscal year, estimated revenue of \$1.5M has been updated to reflect projected revenue at mid-year.
- **Utility User Tax** – Revenues are 41% more than at mid-year from the previous fiscal year.

- **Business License Tax** - Business owners are given until January 31, to renew their business license for the current calendar year without any penalties. The City is expecting most business license revenues to be received in the month of January. Thus, budgeted revenues are expected to be met.
- **Licenses and Permits** - Revenues are 105% more than at mid-year from the previous fiscal year. Budgeted revenues are expected to be met or exceed forecasted revenue.
- **Other Taxes** - While revenues are 66% less than prior year at midyear, the City expects projected revenue to be realized and will continue to monitor this funding source.
- All other estimated funds are expected to be realized by end of year.

General Fund Expenditures:

All departmental expenses are under the 50% budget mark with total FY 2021-22 expended at 39% of budget.

	Budgeted	YTD Expended 12/31/2021	YTD Percentage 12/31/2021
City Attorney	649,100	208,903	32.18%
City Clerk	463,954	178,454	38.46%
City Council	219,041	92,651	42.30%
City Manager	1,116,035	385,299	34.52%
City Treasurer	30,763	10,226	33.24%
Community CIP	120,000	120,000	100.00%
Community Development	1,105,833	329,710	29.82%
Fire	12,509,469	5,888,076	47.07%
HR & Risk Management	487,042	148,795	30.55%
Library	2,304,048	826,427	35.87%
Management Services	2,619,243	855,455	32.66%
Non-Department	1,736,375	571,915	32.94%
Police	18,868,415	7,569,743	40.12%
Public Works	3,204,095	988,047	30.84%
Recreation & Community	2,261,569	513,566	22.71%
YTD Total	47,694,981	18,687,265	39.18%

General Fund Balance

The City Council has established an Unrestricted General Fund Balance of a minimum of two months of the General Fund regular revenues or operating expenditures, as recommended by the Government Finance Officers' Association (GFOA).

Unrestricted General Fund Balance:

Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently.

Catastrophic Event - The City of Monterey Park's General Fund balance committed for catastrophic events is established at \$4,340,000. The City Council may wish to increase or decrease this amount, with the goal of providing an amount equivalent to 15 to 20 percent of the City's annual operating budget for the General Fund. This range should be sufficient to allow for a quick and decisive municipal response to events such as natural disasters, catastrophic accidents, or other declared emergency incidents. The City Council may, by the affirming vote of three members, change the amount of this commitment and/or the specific uses of these monies.

The City has prepared a plan to increase the Committed Catastrophic Event reserves to 15 percent of the City's annual General Fund operating budget or \$6.3M. At this time, the City is requesting to increase its Committed-Catastrophic amount by \$500K from \$4.3M to \$4.8M for the year ending 6/30/2022.

Working Capital - The City's General Fund balance committed for the purpose of working capital for the delivery of City services during periods of severe operational budget deficits and to mitigate the effects of major economic uncertainties resulting from unforeseen change in revenues and/or expenditures is established at \$3M. The City Council may wish to increase or decrease this amount, with the goal of providing an amount equivalent to 10-15 percent of the City's annual operating budget for the General Fund. This range serves as a sufficient cushion, safeguarding the City's fiscal health against fluctuations in revenues and costs due to economic volatility. City Council approval shall be required before expending any portion of this committed fund balance. Access to these funds will be reserved for economic emergency situations.

Economic Development - The City's General Fund balance committed for the purpose of economic development for the delivery of the Potrero Grande Street Improvement Project is established at \$1,886,927. City Council approval shall be required before expending any portion of this committed fund balance.

Assigned Fund Balance

Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

- *Encumbrances* – materials and services on purchase order and contracts which are unperformed
- *Reappropriations* – appropriated by the Council for specific projects or programs that were not completed and not encumbered by year end
- *Infrastructure Maintenance Projects* – amounts to be transferred to the General CIP Fund for such projects in the subsequent fiscal year adopted budget

Unassigned Fund Balance

These are residual positive net resources of the General Fund in excess of what can properly be classified in one of the other four categories.

Amounts held in Reserve

Funding of General Fund balance targets will come generally from one-time revenues, one-time expenditure savings, excess fund balance (e.g., unused or reversed assignment or commitments), and revenues in excess of projected expenditures. The total goal range for the City's unrestricted fund balance (includes Commitments and Assignments of fund balance) is 50% of General Fund expenditures.

Conclusions

The City has strong reserves and a diverse revenue stream, which are important as we continue to face the challenges associated with the impacts of COVID-19. The City has implemented a strategic plan to increase the Committed Catastrophic Event reserves to 15 percent of the City's annual General Fund operating budget or \$6.3M. At this time, the City is requesting to increase its Committed-Catastrophic amount by \$500K from \$4.3M to \$4.8M for the year ending 6/30/2022, to secure higher unrestricted reserves in the event of a catastrophic occurrence.

The City is monitoring its revenues closely and is controlling its expenditures in a prudent and fiscally responsible manner. The City is requesting a mid-year budget augmentation in the amount of \$222,740 from the General Fund, \$750,000 from ARPA funds, \$90,000 from shop funds, \$10,370 technology funds, \$117,000 from water funds and \$25,000 from refuse funds to add staff, purchase police vehicles and various other services and commodities.