



MEETING NOTICE & AGENDA

DATE: Thursday, September 16, 2021

TIME: 4:00 P.M.

PLACE: Marysville City Hall
City Council Chambers
526 "C" Street
Marysville, California

I. **Call to Order & Roll Call**

Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

All matters listed under Consent Calendar are considered routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Regular Meeting of August 19, 2021. (Attachment)
- B. Disbursement List for August 2021. (Attachment)
- C. Monthly Performance Report for August 2021. (Attachment)
- D. Amended Passenger Policies & Procedures to Reflect Title Change. (Attachment)

IV. **Reports**

- A. **Security Video Surveillance Upgrade Project Award.** Consideration of an award recommendation to repair and upgrade Yuba-Sutter Transit's video surveillance systems at various locations. (Attachment)

RECOMMENDATION: Award the video surveillance upgrade contract as recommended and authorize execution of a standard agreement as proposed.

- B. **Project & Program Updates.**

- 1. COVID-19 Impacts & Response
- 2. Next Generation Transit Facility Project
- 3. Regional Waste Management Authority (RWMA) Organizational Changes
- 4. Annual Unmet Transit Needs Hearing (On-Line at 1:00 p.m. on Tuesday, November 9, 2021)
- 5. Annual Yuba-Sutter Transit & RWMA Fiscal Audits (Week of September 20, 2021)

RECOMMENDATION: Information only.

V. **Correspondence / Information**

2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888
www.yubasuttertransit.com

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 21, 2021
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES AUGUST 19, 2021

I. Call to Order & Roll Call (4:00 pm)

Present: Bains, Blaser, Buttacavoli, Fuhrer (4:14 pm), Harris, Kirchner (for Shaw), and Micheli
Absent: Hudson and Shaw

Due to the absence of the Chair and Vice-Chair, Martin called the meeting to order and called for the selection of a temporary chair. Director Buttacavoli nominated Director Kirchner. Director Harris seconded the motion and it carried unanimously.

II. Public Business from the Floor

None.

III. Consent Calendar

Director Bains made a motion to approve the consent calendar. Director Harris seconded the motion and it carried unanimously.

IV. Reports

A. Special Service Authorization for the 2021 Sikh Parade Parking Shuttle.

Martin discussed a request for special service for the 2021 Sikh Parade parking shuttle. This service has been provided for many years except for 2020 when the event was cancelled due to the pandemic. A letter from the Sikh Temple Gurdwara is attached to the staff report requesting the service and committing to a contribution \$19,200 in lieu of passenger fares which is expected to cover the direct operating cost of the service. The parade is scheduled for Sunday, November 7, 2021 and the service is expected to include up to 22 buses operating approximately 235 hours of service.

Director Bains made a motion to authorize the operation of a parking lot shuttle service under the proposed terms and conditions. Director Harris seconded the motion and it carried unanimously.

B. State Sustainable Communities Planning Grant Authorized Agent Designation.

Martin presented the State Sustainable Communities Planning Grant Authorized Agent Designation. On June 22, 2021, Caltrans awarded Yuba-Sutter Transit just under \$200,000 in grant funds toward the \$225,000 comprehensive operational analysis project. The last transit plan was adopted in 2018 and a new plan is needed. The local match for this project of \$25,808 was included in budget and will be apportioned over the next two fiscal years. The next steps in the process include execution of a funding agreement, which requires the designation of an authorized agent, and the release of a Request for Proposals (RFP), which should come before the board later this year. Martin noted that the staff report had the resolution listed as 9-21, but it should be 10-21, and that the designated title is Executive Director, not Transit Manager.

Director Bains made a motion to adopt Resolution No. 10-21 designating the Executive Director or their designee as the authorized representative for the execution of all sustainable Communities Grant related agreement and amendments as proposed. Director Harris seconded the motion and it carried unanimously.

C. FY2021 Annual Performance Report

Martin reviewed the FY 2021 Annual Performance Report noting that the numbers have been dramatically affected by the COVID-19 pandemic. For some perspective, staff provided a three-year comparison to include pre-COVID figures. He noted that the low ridership point was in January 2021 and the trend since that time has shown a gradual increase in ridership.

D. Project & Program Updates

1. Pacific Coast Producers Seasonal Oroville Employee Shuttle Service (Ending August 20th)

Martin noted that the sponsored seasonal employee shuttle for Pacific Coast Producers in Oroville started on July 12, 2021. The service started out slow, but by the third week ridership was up to approximately 75 boardings per day. Unfortunately, this was only about one-quarter of what Pacific Coast Producers was hoping to see as they are paying the full cost of the service minus any fares received from passengers. As a result, on August 10th they submitted the required 10-day notice to terminate the service effective Friday, August 20th – two weeks short of the originally scheduled September 3rd end-date for service. Pacific Coast Producers has experienced staffing shortages and scheduling challenges made the service difficult to fill. Despite the setbacks, they are willing to consider a similar service in the future.

2. Feather River Air Quality Management District (FRAQMD) Discount Monthly Pass Program Grant Amendment to Extend the Program through March 2023

Martin reported that at their August 2nd meeting, the FRAQMD Board of Directors approved the consolidation of two grants for Yuba-Sutter Transit's Discount Monthly Pass Program for area senior, youth and persons with disabilities and extended the program through March 2023. The current grant had previously been extended through September 2021 in response to decreased sales due to the pandemic including four months when no fares were charged which left a substantial balance of funding available and the next grant was scheduled to run from October 1, 2021 through March 31, 2022. Due to this action, the program will be fully funded through March 2023 so staff will not be recommending the submission of any FRAQMD grant applications in the next cycle.

3. COVID-19 Impacts & Response (Hosting Sutter County Contracted COVID Testing Bus

Martin noted that there has been some positive ridership growth with the re-opening of schools for in-person instruction this month. Average weekday ridership on the local fixed route system is up 21 percent over the first 12 weekdays of August 2020, but it is still just 54 percent of the pre-pandemic ridership average for the same period in August 2019. This is still better than numbers for the Sacramento Commuter Service, which is increasing, but at a much slower rate. Those numbers are not expected to increase until a significant number of downtown employees return to their offices.

The free rides for COVID-19 vaccination appointments continues. While this service was scheduled to end on September 30, 2021, and usage has dropped significantly since peaking in April, staff now intends to extend it at least through December due to the recent surge in local COVID-19 cases. Even though the numbers are low, it is a good promotional tool. TSA has announced that they are extending the mask mandate through January 18, 2022.

Finally, Yuba-Sutter Transit is hosting a specially equipped bus called the "Bus Test Express" that is being operated by our contractor, Storer Transit Systems. Sutter County is contracting with Storer for this mobile COVID-19 testing lab and it will be parked in our yard at night. Renick House stated that the Bus Test Express is a 45-foot luxury coach that has been converted into a mobile testing lab. They are used for different purposes around the state and are 100 percent self-contained. The driver takes the bus and sets it up for the contracted personnel, which is LHI for Sutter County. There were approximately 150 people seen the first day and it gives employers an accessible point to send their employees that don't want to go to a clinic for testing.

Director Blaser asked as to how rapid the results come back. Renick stated that it depends on the testing that the contracted county is performing. Martin stated that the bus will be parked overnight at Yuba-Sutter Transit's facility for security reasons.

4. Next Generation Transit Facility Project

Martin reported that the Yuba-Sutter Transit now holds the title to the property at 6035 Avondale Avenue in Linda. The plan to remove the trees and vegetation from the property to improve the sightlines for law enforcement and reduce cover for homeless encampments has been put on hold. In the process of receiving bids for that work, several federally protected bushes were identified along the North Beale frontage so staff is now working to achieve much of the same short-term goal without negatively impacting the subject bushes until they can be addressed as part of the facility design and permitting process.

Director Micheli asked if the bushes could be pulled out and used as part of the landscaping of the new facility. Martin stated that they can be transplanted so that could be a possibility. Director Kirchner asked if the bushes were discovered after the sale was complete. Martin responded that this was the case and that the environmental review that was done for the purchase did not identify each plant on the property.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:21 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 16, 2021 AT 4:00 PM
IN THE MARYSVILLE CITY COUNCIL CHAMBERS.**

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF AUGUST 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,794.48	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,286.20	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 700.00	CALPERS	GASB 68 REPORTS & SCHEDULES
EFT	\$ 36,307.18	PAYROLL	PAYROLL
EFT	\$ 1,356.33	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - AUGUST
EFT	\$ 343.38	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 8/19/21
EFT	\$ 50.00	DON BLASER	BOARD MEETING 8/19/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 8/19/21
EFT	\$ 50.00	WADE KIRCHNER	BOARD MEETING 8/19/21
EFT	\$ 65.34	HARLAND CLARKE	DEPOSIT SLIPS
EFT	\$ 4,474.04	PG&E	ELECTRIC 6/14/21 - 7/13/21
EFT	\$ 29.63	PG&E	ELECTRIC #2 - JULY 21
EFT	\$ 44.34	PG&E	GAS
EFT	\$ 4,317.89	PG&E	ELECTRIC 7/14/21 - 8/12/21
EFT	\$ 49.44	PG&E	ELECTRIC #2 - AUGUST 21
EFT	\$ 1,428.13	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, CHAMBER LUNCH, TRANSIT CERT SERIES
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 180.35	PRIMEPAY	PAYROLL FEES - JULY 2021
EFT	\$ 167.47	ELAVON	MERCHANT SERVICE FEE - AUGUST
17668	\$ 264.07	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - JULY 21
17669	\$ 31,557.75	AECOM TECHNICAL SERVICES INC	RAISE GRANT CONSULTANTS - JUNE 2021
17669	\$ 14,507.00	AECOM TECHNICAL SERVICES INC	RAISE GRANT CONSULTANTS - JULY 2021
17670	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL JULY 2021
17671	\$ 415.00	CALIFORNIA TRANSIT ASSOCIATION	ANNUAL FALL CONFERENCE & EXPO
17672	\$ 178.12	FRANCOTYP-POSTALIA INC	POSTAGE RENTAL 7/13/21 - 10/12/21
17673	\$ 1,069.13	HANCOCK PETROLEUM ENGINEERING	REPAIRS ON AIR COMPRESSOR & BRACKET SUPPORT
17674	\$ 20,846.87	HUNT & SONS	BUS FUEL - DYED DIESEL
17675	\$ 542.51	PREMIER PRINT & MAIL	PRINTING - BUSINESS CARDS
17676	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - JULY 2021
17677	\$ 6,876.97	RAMOS OIL COMPANY	BUS FUEL - GAS
17678	\$ 668.24	SC FUELS	DEF FLUID
17679	\$ 481,666.30	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 6/21
17679	\$ 1,465.05	STORER TRANSIT SYSTEMS	COVID-19 ADMIN LEAVE - REVISED - 6/21
17680	\$ 450.00	STREAMLINE	WEBSITE SERVICES - AUGUST 21
17681	\$ 1,576.51	T-MOBILE	WIFI SERVICES FOR BUSES JULY 21
17682	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPY MACHINE LEASE JULY 2021
17683	\$ 1,750.00	ALLIANT NETWORKING SERVICES	IT SERVICES SEPTEMBER 2021
17684	\$ 50.00	BRUCE BUTTACAVOLI	BOARD MEETING 8/19/21
17685	\$ 371.88	COMCAST BUSINESS	TELEPHONE SERVICE AUGUST 2021
17686	\$ 316.87	COMCAST BUSINESS	INTERNET SERVICES AUGUST 2021
17687	\$ 23,000.28	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17688	\$ 107.26	FRANCOTYP-POSTALIA INC	POSTAGE RENTAL 5/16/21 - 7/12/21
17689	\$ 22,504.54	HUNT & SONS	BUS FUEL - DYED DIESEL
17690	\$ 168.00	KEITH MARTIN	VISION REIMBURSEMENT
17691	\$ 299.00	LETTER PUBLICATIONS INC	1 YR RENEWAL - TRANSIT ACCESS REPORT
17692	\$ 50.00	NICHOLAS MICHELI	BOARD MEETING 8/19/21
17693	\$ 1,059.77	PREMIER PRINT & MAIL	5000 NEWSLETTER MASTHEAD COPIES
17694	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17695	\$ 606.26	QUILL CORPORATION	JANITORIAL AND OFFICE SUPPLIES
17696	\$ 2,507.69	RAMOS OIL COMPANY	BUS FUEL - GAS
17697	\$ 2,574.82	RICHALL ELECTRIC CO	REPAIR ON PARKING LOT LIGHTS
17698	\$ 658.97	SC FUELS	DEF FLUID
17699	\$ 50.00	SHON HARRIS	BOARD MEETING 8/19/21
17700	\$ 14,278.58	STORER TRANSIT SYSTEMS	OROVILLE SHUTTLE HOURS = 217.33
17700	\$ 1,310.07	STORER TRANSIT SYSTEMS	CAMERAS FOR BUSES
17700	\$ 6,981.45	STORER TRANSIT SYSTEMS	COVID-19 ADMIN LEAVE - JULY 2021
17701	\$ 7,503.76	TEHAMA TIRE SERVICE	TUBES/TIRES
17702	\$ 950.00	TRILLIUM	WEBSCHEDULE SUBSCRIPTION 7/1/21 - 6/30/22
	\$ 711,447.08		

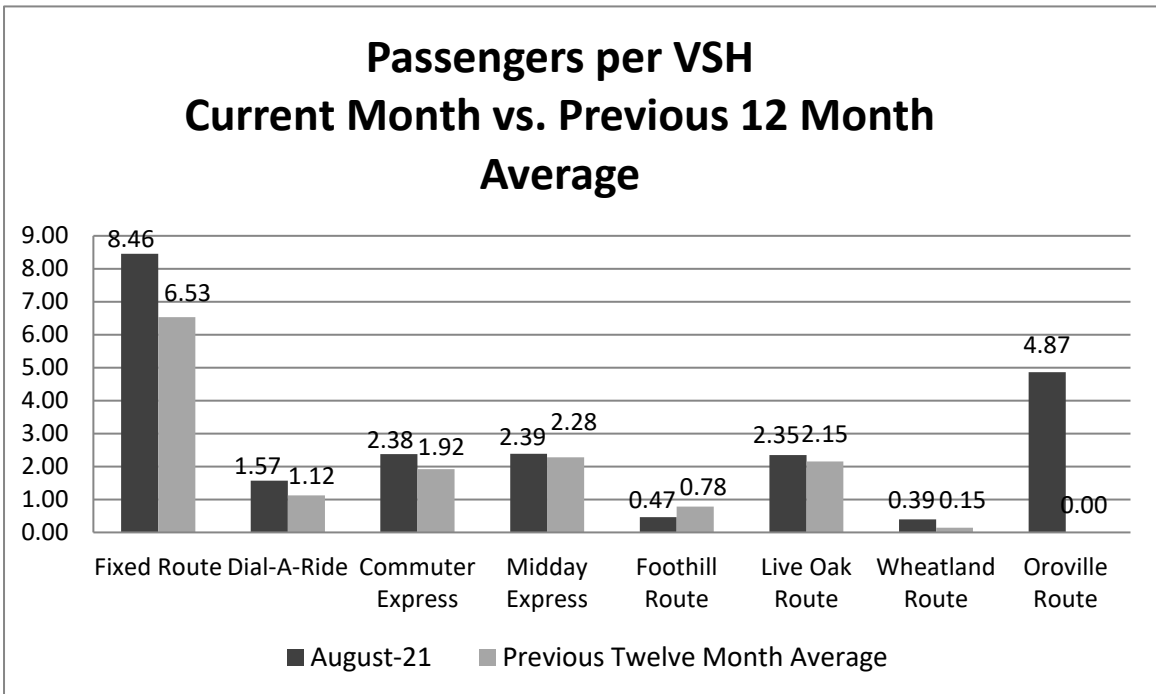
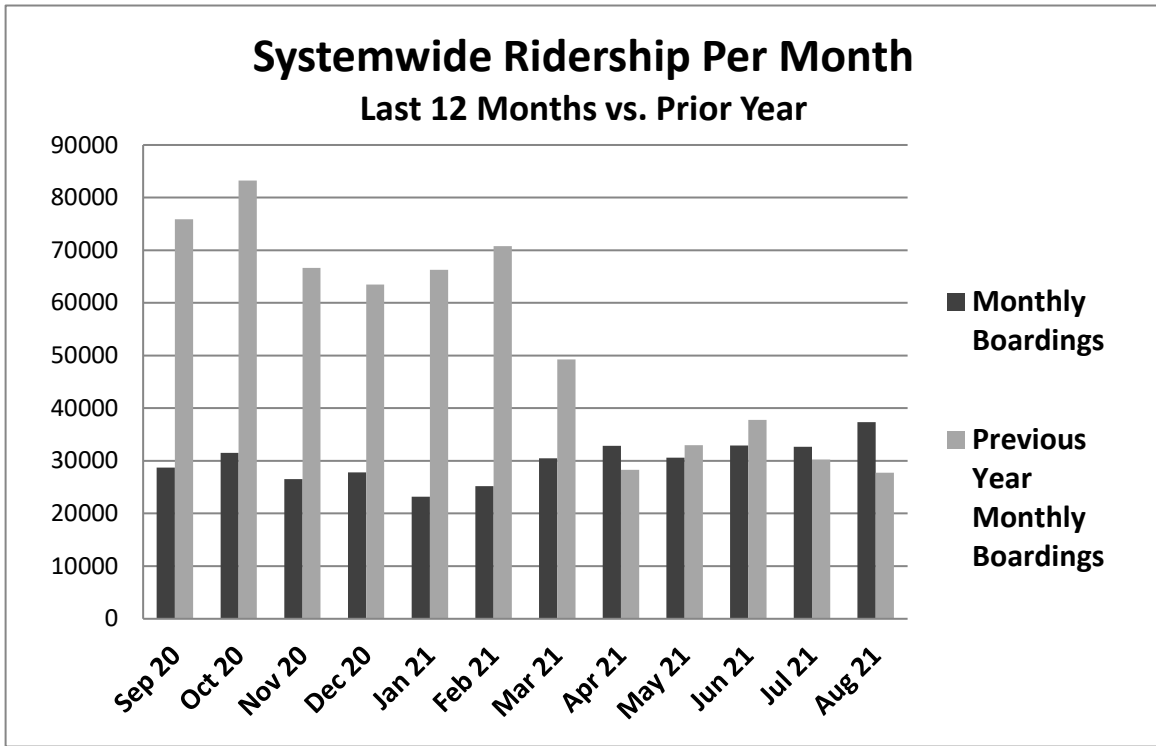
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AGENDA ITEM III - C

AUGUST 2021 PERFORMANCE REPORT

	August-21	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	31,656	25,666	58,528	50,554
Dial-A-Ride	2,254	1,550	4,953	3,243
Commuter Express	1,803	1,340	3,409	2,948
Midday Express	379	336	724	654
Foothill Route	39	63	97	215
Live Oak Route	174	156	326	379
Wheatland Route	17	6	23	7
Oroville Route	1,022	0	1,975	0
Total Ridership:	37,344	29,117	70,035	58,000
Vehicle Service Hours:				
Fixed Route	3,743.69	3,930.06	7,454.78	8,130.83
Dial-A-Ride	1,434.79	1,383.04	2,856.56	3,020.45
Commuter Express	757.92	696.47	1,468.05	1,463.85
Midday Express	158.58	147.82	308.48	310.76
Foothill Route	83.31	80.38	171.46	156.92
Live Oak Route	74.09	72.61	143.45	155.74
Wheatland Route	43.44	40.86	83.08	85.63
Oroville Route	210.06	0.00	427.39	0.00
Total VSH's:	6,505.88	6,351.24	12,913.25	13,324.18
Passengers Per Hour:				
Fixed Route	8.46	6.53	7.85	6.22
Dial-A-Ride	1.57	1.12	1.73	1.07
Commuter Express	2.38	1.92	2.32	2.01
Midday Express	2.39	2.28	2.35	2.10
Foothill Route	0.47	0.78	0.57	1.37
Live Oak Route	2.35	2.15	2.27	2.43
Wheatland Route	0.39	0.15	0.28	0.08
Oroville Route	4.87	0.00	4.62	0.00
Total Passengers Per VSH:	5.74	4.58	5.42	4.35

AUGUST 2021 PERFORMANCE REPORT



AGENDA ITEM III – D
STAFF REPORT

AMENDED PASSENGER POLICIES & PROCEDURES TO REFLECT TITLE CHANGE

Yuba-Sutter Transit's Passenger Policies and Procedures were last updated on October 19, 2017. These policies and procedures, which are posted on the agency website for reference, cover a variety of topics including how to board the bus, expected passenger behavior while on the bus and what constitutes a service animal. They also address enforcement procedures when policies and procedures are not followed including the process for appealing any decision to suspend a passenger that may result. Finally, they cover certain operational policies regarding lost and found; fare refunds and exchanges; and how to submit compliments, complaints, and suggestions.

Attached for Board consideration are the proposed amended Passenger Policies & Procedures which reflect several minor edits for form and content as well as the recent change of title from Transit Manager to Executive Director as part of the service suspension process.

Staff will be prepared at the meeting to discuss this issue in detail if so desired.

RECOMMENDATION: Adopt the amended Yuba-Sutter Transit Passenger Policies & Procedures as proposed.

9-16-21



Yuba-Sutter Transit Passenger Policies & Procedures

Revised September 16, 2021

I. Passenger Conduct

Yuba-Sutter Transit wants you to enjoy your trip and arrive safely at your destination. The following policies and procedures have been established to promote the safe, convenient and efficient provision of transit services.

Boarding the Bus

1. Passengers must pay the applicable fare; display a valid pass or transfer; and, provide acceptable proof of eligibility for any discount fare at the time of boarding. Connect Cards, passes, tickets and transfers are not valid if mutilated, damaged or changed in any manner.
2. Passengers must be able to personally lift and carry all items on board the bus in one trip. Passenger items, including utility carts, must remain firmly within passenger control at all times and not block the aisle, doorway or areas reserved for persons in wheelchairs or with other mobility aids.
3. Passengers may bring strollers onto the bus as long as children are removed from the stroller, and it is collapsed and stored in a manner that does not block aisles, doorways or areas reserved for persons in wheelchairs or with other mobility aids.
4. Bicycles are allowed inside the bus only on the last trip of the day, provided there is adequate interior space, and the front mounted bike rack is full.
5. Passengers should utilize seating when available, make use of hand rails and stanchions, and remain seated or otherwise secured until the bus comes to a full and complete stop. Federal law mandates that no passenger may remain standing in front of the standee line at the front of the bus while the bus is in motion.

Bus Etiquette

6. Passengers may not obstruct, hinder, interfere with, or otherwise disturb other passengers or the operation of the vehicle, nor engage in indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct. Verbal or physical intimidation, harassment, or annoyance of transit personnel or other passengers is strictly prohibited.
7. Passengers using wheelchairs will be allowed to board and exit the bus before other passengers. Areas of the bus designed for wheelchairs may be used by



any customer until a wheelchair needs to be secured. Customers occupying priority seating will be asked to move in order to accommodate a customer using a wheelchair. Customers with disabilities and seniors have seating priority within designated areas.

8. Passengers must maintain a reasonable standard of dress (e.g., shirt, shoes etc.) and personal hygiene that does not expose transit personnel or other passengers to unreasonable health and safety risks unless failure to comply is a result of disability, age, or a medical condition. Please avoid the use of heavily scented perfumes or colognes while riding the bus.
9. Riding the system for more than one round trip without a defined destination is prohibited.
10. Loitering or solicitation of any kind, whether verbal or through distribution or posting of written material, is prohibited in or within 50' feet of any transit facility, bus stop, or vehicle without pre-approval from Yuba-Sutter Transit management.
11. Failure to comply with any lawful instructions or directions from operating staff; damage to any transit facilities, vehicles, or equipment; and theft is prohibited.
12. Consumption of food or beverages is prohibited on all services except when drinking non-alcoholic beverages from a spill-proof container. Litter must be properly disposed of in the appropriate trash receptacles.
13. Smoking, including the use of electronic and/or vapor devices, is prohibited on board or within 20' of a public transit vehicle or facility. Lighting an incendiary device (match, lighter or torch) is also prohibited.
14. Laptops and other portable or handheld electronic devices may be used on board, provided that they do not disturb the driver or other passengers and headphones are used that limit the sound to the hearing of the individual. Please keep cell phone or other personal conversation volume to a minimum. Speaker mode may be used only if required due to disability, age or medical condition.

Service Animals

15. Animals are prohibited on the bus with two specific exceptions: 1) It is a guide, service, or signal dog as such terms are defined in California Civil Code §54.1, that has been specially trained to assist persons with disabilities, provided that it can be demonstrated that the animal is vaccinated and licensed pursuant to the provisions of applicable state and local ordinance, and is on a leash or under the effective control of the person transporting it; or, 2) It is in a completely enclosed and secured cage or carrying case small enough to fit on the person's lap. Federal Department of Transportation regulations do not recognize companion, therapy or comfort animals as service animals.



II. Enforcement Procedures

Failure to comply with these Passenger Policies & Procedures may violate one or more of the following: California Penal Codes (CPC) 594, 640 or 640.5, or Public Utilities Code (PUC) 99170. In addition to any civil and criminal penalties that may apply, violators are subject to the following penalties:

1. A passenger that does not obey verbal commands from operating staff may be denied service.
2. Minor infractions may result in a verbal warning from operating staff and, if unheeded, a written warning may be issued.
3. Multiple infractions may result in a suspension from all Yuba-Sutter Transit service for a minimum of seven (7) days.
4. Individuals who commit major infractions such as intimidation, harassment, physical abuse; causing physical injury to a driver or other passenger; or damaging transit vehicles or equipment may be subject to immediate removal from the vehicle, prolonged suspension from Yuba-Sutter Transit service, and/or criminal prosecution.

Review/Appeal of a Suspension

An initial review of any suspension may be requested within 10 days of the suspension notice. The request should include all information pertinent to the suspension. The request may be made in person at the Yuba Sutter Transit Administrative Office or in writing to:

Executive Director
Yuba-Sutter Transit Authority
2100 B Street
Marysville, CA 95901
(530) 634-6880 FAX (530) 634-6888
info@yubasuttertransit.com

The **Executive Director** will review available information to determine if the suspension from service is justified. Based on the review, the **Executive Director** will enforce or revoke the suspension. If not satisfied with the outcome, a written appeal of a suspension should be directed to:



Board of Directors
Yuba-Sutter Transit Authority
2100 B Street
Marysville, CA 95901

The Board of Directors will seek to resolve the matter in a manner mutually agreeable to all parties concerned. An individual seeking an appeal of a suspension shall have the right to present any evidence relevant to the matter. The decision of the Board of Directors is final.

III. Operational Policies

Lost and Found

If you believe you have lost an item on the bus, please contact the Yuba-Sutter Transit Administrative Office at (530) 634-6880 the following business day. Please provide a description of the item including time, location and route information for when and where it was lost. Found, non-perishable items will be kept for a maximum of 30 days and may only be picked up in-person at the Yuba-Sutter Transit Administrative Office. Yuba-Sutter Transit does not assume responsibility for any lost or found items.

Refunds and Exchanges

Yuba-Sutter Transit does not issue any refunds or exchanges for pass products, tickets, cash fares or Connect Card products. All paper fare products are non-transferable and will not be replaced if lost, stolen or destroyed. Lost, stolen or damaged Connect Cards may be replaced at the Yuba-Sutter Transit Administrative Office for a fee.

Compliments, Complaints and Suggestions

Compliments, complaints or suggestions regarding the personnel or services of Yuba-Sutter Transit or its contract service provider may be submitted by phone at (530) 634-6880; by email to info@yubasuttertransit.com; or in person or in writing at the Yuba-Sutter Transit Administrative Office at 2100 B Street, Marysville, CA 95901.

AGENDA ITEM IV – A
STAFF REPORT

SECURITY VIDEO SURVEILLANCE UPGRADE PROJECT AWARD

Background

Yuba-Sutter Transit has budgeted \$75,000 in FY 2020-21 State of Good Repair (SGR) funds for the Transit Video Surveillance Upgrade Project. SGR funding is derived from State Senate Bill 1 (SB1) passed in 2017 with the intent of providing additional revenues for transit infrastructure repair and service improvements. At the May 2020 meeting, the Board approved the FY 2020-21 project list for SGR funds which included this Video Surveillance Upgrade Project.

The scope of this project includes upgrades to the surveillance systems that were installed in 2013 and 2014 at three park & ride lots that are served by Yuba-Sutter Transit's Sacramento commuter service – Plumas Lake, McGowan Parkway and Bogue Road. These surveillance systems have served their purpose well for many years with a lower number of vandalism incidents compared to the period before they were installed, but they are difficult and expensive to manage and are now unreliable and largely useless in researching new incidents.

Several of the system components rely on solar and lead acid rechargeable batteries for power, but the batteries have exceeded their useful life and no longer last through the night to capture the early morning hours when commuters are arriving. Additionally, the digital video recorders (DVR) hard drives are in poor condition and the operating systems are becoming corrupted resulting in vandalism incidents not being captured on video. In summary, after seven to eight years of operation, the video surveillance systems need to be substantially replaced and/or refreshed.

The goals of this project as stated in the attached Request for Proposals (RFP) are as follows:

1. Increase uptime/reliability of the surveillance systems.
2. Improve the effectiveness of video captured to better to identify vehicles and/or people.
3. Maintain current video coverage of lot and increase coverage where necessary.
4. Provide remote access capabilities to reduce staff time required to review, retrieve, and share video with law enforcement.
5. Reduce ongoing maintenance efforts required to maintain an operating system.
6. Maintain ongoing system costs at a reasonable level.

Where possible, the surveillance systems will tap into power at the light poles for constant power or to charge batteries during the nighttime hours. In addition, the systems are to be enhanced to improve the effectiveness of the captured video and license plate recognition is proposed to be added to better assist law enforcement. To reduce the staff time needed to check the operability of systems and retrieve video, cellular connections are to be added to allow for remote access to the systems.

Optional contract items include repairing and upgrading the surveillance system at the existing Operations, Maintenance and Administration Facility which can be included as part of this project if there is sufficient budget. The surveillance system at this facility was part of the 2011 remodel and a few of the 16 cameras have quit working and need to be replaced. Additionally, there is a need for additional surveillance capabilities at both entrance gates as well as along the perimeter of the property to better project agency assets during non-operational hours.

The RFP was released on August 13th and proposals were due on September 3rd. Four proposals were received, and staff is in the process of reviewing these proposals and coordinating with Caltrans which owns the Bogue Road Park & Ride Lot as well as Yuba County which owns the McGowan Parkway and Plumas Lake Park & Ride Lots to determine how the improvements may impact on-site energy usage, light poles and existing trees and vegetation.

Staff will be prepared to discuss the proposal review process and the overall project in detail at the meeting and provide a recommendation for award.

RECOMMENDATION: Award the video surveillance upgrade contract as recommended and authorize execution of a standard agreement as proposed.

Attachment

9-16-21



Request for Proposals

Yuba-Sutter Transit Video Surveillance Upgrade Project

August 13, 2021

Release Date: August 13, 2021

Proposal Due Date & Time: 4:00 p.m. on Friday September 3, 2021

Contract Award (Tentative): September 16, 2021

Notice of Request for Proposals

The Yuba-Sutter Transit Authority (Authority) is seeking proposals from qualified firms to upgrade the video surveillance systems at three commuter park & ride lots utilized by Yuba-Sutter Transit. This project includes maintenance/replacement of expired equipment and power sources as well as upgrades to enhance the effectiveness and accessibility of the surveillance systems.

Proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Friday, September 3, 2021 for the Yuba-Sutter Transit Video Surveillance Upgrade Project. Proposals can be sent electronically by email or by mail. Proposals received after the date and time specified above shall be considered late proposals and shall be returned to the proposer unopened.

Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject any and all proposals, in whole or in part. The budget for this project is \$75,000. All proposals shall be subject to all applicable State and Federal laws. The award to be let under this solicitation is subject to the terms of a financial assistance agreement between Yuba-Sutter Transit. A pre-proposal walk through of the sites will be held at 9:00 am on Thursday August 19, 2021 starting at the Authority's maintenance and operations facility at 2100 B St, Marysville. After a project introduction, and tour of the site security needs, a site visit/walk through of the three park & ride lots will follow.

Proposals are due September 10th by 4:00 pm. Proposal documents can be found at <https://www.yubasuttertransit.com/contract-opportunities>. Submitted documents shall be clearly marked "Yuba-Sutter Transit Video Surveillance Upgrade Project" and shall be mailed or emailed to:

Yuba-Sutter Transit
ATTN: Adam Hansen, Planning Program Manager
2100 B Street
Marysville, CA 95901

Email: Adam@yubasuttertransit.com

Questions should be directed to Adam Hansen, Planning Program Manager at (530) 634-6880, FAX (530) 634-6888 or by email at adam@yubasuttertransit.com. Responses may be posted online and shared with other prospective vendors.

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Introduction

The Authority is the sole provider of public transit service in Yuba and Sutter Counties under a joint powers agreement between Sutter and Yuba Counties and the Cities of Marysville and Yuba City. Operated and maintained by a private service contractor, Yuba-Sutter Transit provides four distinct services within the urbanized and rural areas of the counties as listed below:

- Urban fixed route service in the cities of Yuba City and Marysville and the unincorporated communities of Linda and Olivehurst.
- Urban demand responsive Dial-A-Ride service, which includes service to seniors and persons with disabilities and complementary paratransit service as required by the Americans with Disabilities Act (ADA).
- Weekday peak hour and midday commuter service to downtown Sacramento.
- Limited rural route deviation service consisting of three separate routes between Marysville/Yuba City and the Yuba County foothills, Live Oak and Wheatland. The Live Oak and Wheatland services are operated by contract with the Cities of Live Oak and Wheatland.

The Authority currently operates a fleet of 51 buses ranging in capacity from 16 to 57 passengers. Annual ridership has increased significantly over the organization's 40+ year history, providing 932,951 passenger trips on all services in FY 2019.

The commuter service from the Yuba-Sutter Region consists of 23 daily schedules split between the SR 70 and SR 99 corridors to provide service to downtown Sacramento. The commuter service uses 57 passenger over the road coach style MCI buses to serve two locations in Sutter County (Sam's Club & the Bogue Road Park & Ride) and three locations in Yuba County (Yuba County Government Center, McGowan Park & Ride, and Plumas Lake Park & Ride). The commuter service operates Monday-Friday from 5:20 am to 6:35 pm. In FY2019 the service provided 134,301 trips.

Background

The Authority received Proposition 1B funds through the California Transit Security Grant Program to install the surveillance systems in 2013-2014. The surveillance systems were installed at three locations to reduce vandalism and theft to vehicles left at park & ride lots to carpool or use the commuter service to downtown Sacramento. The Bogue Road Park & Ride lot in Sutter County is located on the northeast corner of Bogue Road and State Route 99. The McGowan Park & Ride lot in Olivehurst, is located on the northeast corner of McGowan Parkway and Powerline Road and the Plumas Lake Park & Ride lot is located east of SR 70 at the Feather River Boulevard interchange. Additionally, The Yuba-Sutter Transit maintenance and operations facility located at 2100 B St in Marysville was remodeled in 2011 and security cameras were installed on the facility. However, the system has limited visibility along the perimeter of the bus parking areas and main entrances/exits and main gates. Coverage of these key areas is desired.

Installing the surveillance camera systems have had a significant impact on the frequency of theft and vandalism at the park & ride lots and restored the public's trust and allowed for them to be highly utilized over the past few years. As the systems have aged, a number of issues have impacted their reliability. The main issues is that the solar/battery power system on many of the systems have not been able to maintain constant power throughout nighttime hours causing the systems to shut off and restart constantly. Insufficient power has led to software and hardware issues with the network recording devices (NVR).

The surveillance systems at the park & ride lots have been able to capture much of the nefarious behavior that has taken place there but are often unable to identify the perpetrator due to view angle, height of pole or quality of video. This project aims to address these issues to better enable the surveillance systems to assist law enforcement in apprehending those responsible.

Retrieval of video currently requires a Yuba-Sutter Transit employee to travel to each of the three park & ride lots with a mobile computer using network credentials to connect to a wired or wireless connection to view and download video. At the Plumas Lake and McGowan Parkway park & ride lots, the wireless connection is not always reliable and has been difficult to troubleshoot due to the inaccessibility of the NVR. The NVR at each of these locations are located approximately 15 ft off the ground. If the NVR malfunctions or freezes, the wireless connection would not work and the video could not be retrieved. The Bogue Road Park & Ride has NVRs in boxes that are at ground level and accessible for troubleshooting and repair. This greatly decreases the cost and amount of effort required to maintain the system.

Project Goals

The surveillance system equipment, power sources and networking equipment at the three park & ride lots range from 6 to 8 years old and are in need of maintenance, upgrades and reconfiguration to better meet the system's needs. The following are the main goals the project is designed to achieve.

1. Increase uptime/reliability of the surveillance systems.
2. Improve the effectiveness of video captured to better be able to identify vehicles and/or people.
3. Maintain current video coverage of lot and increase coverage where necessary.
4. Provide remote access capabilities to reduce staff time required to review, retrieve, and share video with law enforcement.
5. Reduce ongoing maintenance efforts required to maintain operating system.
6. Maintain ongoing system costs at a reasonable level.

Scope

The description of the current equipment at each site and suggested scope is an effort to show how achieving the goals of the project is feasible. However, potential firms should not be limited by the scope or see each item in the scope as a requirement for the project but should submit a proposal that creatively and effectively achieves the goals of the project. The descriptions and scope outlined below coupled with the site visit should provide sufficient information for each firm to propose a solution that utilizes equipment that has not reached its useful life while replacing equipment that has. It is also

anticipated that some reconfiguration is needed to achieve the desired outcomes. The following description of each site and equipment is provided to provide a history, identify the condition of current assets and describe potential modifications. Yuba-Sutter Transit currently utilizes T-Mobile as their cellular service provider. Each T-Mobile sim card with unlimited data costs \$30.56 per month.

Tasks labeled as optional will only be completed if budget allows. Proposals should provide costs to complete all work in the scope. The project budget is \$75,000.

Plumas Lake Park & Ride

Plumas Lake Park & Ride has a video monitoring system that was installed in 2013 consists of a central pole with NVR and three cameras with three satellite cameras installed at various locations throughout the lot. The satellite cameras transmit point-to-point back to the NVR (which is powered by continuous power) where it is recorded and can be wirelessly retrieved from the NVR through a local area network (LAN). Each pole is powered by four 12V 55 A.H. deep cycle batteries which are charged by a Tycon System solar kit with a Solarland 120W panel that operates at 17.2V at 6.98 amps (<https://tyconsystems.com/>). The solar and batteries were designed to last throughout the night so that commuters parking in the early morning hours would have surveillance. However, as the batteries have aged, they no longer last throughout the night, especially during winter months. Figure 1 shows current camera layout.



Figure 1 Plumas Lake camera set up with solar.

The central NVR was replaced December 2018 with a fanless computer from Rugged Science (<https://www.ruggedscience.com/>). Specifications of the NVR are provided below. The NVR runs ExacqVision software which records video triggered by motion which is transmitted wirelessly with Hautespot Networks equipment which went out of business in 2018.

Rugged Science NVR Specifications: Model # ECS-9000-4G

- Fanless: -25 – 70C operating temperature range
- 7th gen. i5-7500T CPU
- 8GB DDR4 RAM
- Wi-Fi kit installed
- (4) GbE LAN Ports
- (2) internal 2.5" SSD drive bays

Recent Maintenance

- In April 2021 the main hard drive to the NVR crashed and has been replaced, but it has not yet been reconfigured.
- The batteries were removed from main control box in 2019 because they failed and there is constant power available.
- The north west pole is not broadcasting video and is not operational and the PoE switch was removed for use when the PoE switch on main pole failed.

Plumas Lake Park & Ride Scope

1. Replace batteries or hook up to constant power. The light poles with shaded heads are on photocell and can be potentially used for continuous power (See Attachment A). The Plumas Lake Park & Ride lot is owned and maintained by Yuba County. Plans to access continuous power will be coordinated with Yuba County Public Works and will be subject to their approval.
2. Relocate camera system located at the northwest corner of lot and move equipment to front of lot where more activity takes place. This equipment can be used if needed near the entrance of the lot. See goal #3.
3. Install camera/equipment to read license plates as vehicles enter and exit park & ride lot. The current camera system has been able to document instances of criminal activity at the lot but unable to identify the perpetrators as they enter or exit the lot.
4. Lower service boxes containing equipment that requires access so that it can be reached with an 8 ft ladder for repairs and maintenance.
5. Add cellular modem to transmit requested video to the cloud or back to the Yuba-Sutter Transit facility located at 2100 B St, Marysville, CA 95901. The intent is to enable Yuba-Sutter Transit staff to request and review video of an incident or verify the systems are working without having to travel to the park & ride locations.

McGowan Park & Ride

The McGowan Park & Ride has a video monitoring system installed in 2013 is similar to the Plumas Lake Park & Ride except that Ubiquiti antennas and equipment were used to network the cameras. The system consists of a central NVR pole with three cameras and three satellite cameras installed at various location throughout the lot. The satellite cameras transmit point-to-point back to the NVR where it is recorded and can be wirelessly retrieved from the NVR through a local area network (LAN). Each pole is powered by four 12V 55 A.H. deep cycle batteries which are charged by a Tycon System solar kit with a Solarland 120W panel that operates at 17.2V at 6.98 amps (<https://tyconsystems.com/>). The solar and batteries were designed to last throughout the night so that commuters parking in the early morning hours would have surveillance. However, as the batteries have aged, they no longer last throughout the night, especially during winter months.



Figure 2 McGowan camera pole setup.

McGowan Park & Ride Scope

1. Replace batteries on 3 poles or hook up to constant power if available (See Attachment B). The McGowan Park & Ride lot is owned and maintained by Yuba County. Plans to access continuous power will be coordinated with Yuba County Public Works and will be subject to their approval.
2. Add camera to central pole facing west as there is a blind spot with no coverage at this time.
3. Modify the existing systems that are located at the south entrance and north exit with cameras that will enable license plate identification. The current camera system has been able to document instances of criminal activity at the lot but unable to identify the perpetrators as they enter or exit the lot.
4. Lower service box containing NVR so that it can be reached with a 8 ft ladder for repairs and maintenance if box is utilized.
5. Add cellular modem to transmit requested video to the cloud or back to the Yuba-Sutter Transit facility located at 2100 B St, Marysville, CA 95901. The intent is to enable Yuba-Sutter Transit staff to request and review video of an incident or verify the systems are working without having to travel to the park & ride locations.

Bogue Road Park & Ride Background

Yuba-Sutter Transit installed three poles with two cameras on each pole, a solar panel and box containing four 12V 55 A.H. deep cycle batteries, NVR, a PoE switch and a Victron Energy MPPT 75/15 charge controller. Each pole contains a stand along DVR. Yuba-Sutter Transit owns the poles but the park & ride lot is owned and maintained by the California Department of Transportation. Since the lot is owned by Caltrans, additional work outside of the three poles will require an encroachment permit. Yuba-Sutter Transit staff will assist in obtaining an encroachment permit from Caltrans if needed.

Bogue Road Park & Ride Scope

1. Hook up to continuous power or replace batteries in existing boxes on poles and add additional solar capacity if needed. Lot is owned and maintained by Caltrans which means plans to connect to continuous power will need to go through the encroachment permit process. Authority staff will assist the contractor with obtaining the encroachment permit.
2. Consolidate NVR to one device or replace all three NVR devices for video retention.
3. Add camera to pole #1 (closest to bus stop shelter) to enhance coverage of the lot. Currently the parking to the west of pole# 1 is not under video surveillance (See Attachment C).
4. Add cellular modem to transmit requested video back to the Yuba-Sutter Transit facility located at 2100 B St, Marysville, CA 95901. The intent is to enable Yuba-Sutter Transit staff to request and review video of an incident or verify the systems are working without having to travel to the park & ride locations.
5. Optional: install camera/equipment to read license plates as vehicles enter and exit the lot. The proposal should try to cover main ingress and egress locations as covering them all may prove to be difficult and const prohibitive.

Maintenance and Operations Facility (2100 B St, Marysville)

The following scope is needed at the current transit maintenance and operations facility to enhance the current surveillance system to provide additional surveillance coverage and signage to minimize the occurrence of vandalism and theft. The current 16 camera system that feeds into a G4-XLAHD DVR which was installed in 2011. Twelve volt dome and fish eye cameras are hardwired into the technology room and camera feed is displayed in dispatchers office. This surveillance system needs to be brought back into a state good repair or replaced. Additionally, to improve response to unauthorized access, additional cameras are proposed to be added to the system which must be able to alert staff when unauthorized persons access the facility during non-business hours.

1. Optional: Install cameras along the northwest fence of the bus parking area (See Attachment D). System must be configurable to allow for motion detection and notification of necessary individuals during hours when the facility is not in operation.
2. Optional: Install camera at main gate to monitor ingress and egress of vehicles.
3. Optional: Install camera to monitor south gate and employee parking lot.
4. Optional: Install camera on south side of building to identify vehicles through license plate recognition.
5. Optional: Install camera on front awning to monitor front public and employee doors and vehicle parking.
6. Optional: Replace cameras currently not operational on Yuba-Sutter Transit's existing 16 camera surveillance system. Proposal should provide price to replace the six cameras that are not currently working or replace and an hourly rate to troubleshoot the system if other issues are causing the cameras not to function.

Specifications

- All cameras should have the following specifications at a minimum:
- Cameras should have 5 MP image resolution or better.
- IP67 rating to protect against dust and environmental elements for outdoor cameras
- IK8 vandal resistant rating or above
- Day and night viewing and recording capability
- Capability to produce video at minimum 24 FPS
- Motion detection either as a camera option or an option on the management interface
- Capability to perform computer vision analytics
- Full range of camera models: bullet, fisheye, dome, mini-dome
- Ability to integrate with a remotely managed viewing station
- Ability to support AES256 encryption standards
- UL / CUL 62368-1 certification for audio/video, information and communication technology equipment
- Ability to store and search for license plates or vehicle by color
- Ability to clip and share video quickly

Installation and Configuration

- Yuba-Sutter Transit is looking for a “turnkey” solution. The vendor will be responsible for all camera hardware, licensing, mounting, and configuration of equipment.
- The vendor will be responsible for coordinating with Yuba-Sutter Transit staff in configuring the networking equipment and provide credentials and passwords.
 - Cameras will be placed in an appropriate VLAN at each site and will use DHCP for addressing.
- Vendor shall supply camera specifications including: manufacturer, model, description, any special maintenance requirements.
- Vendor to configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
- Vendor to configure the motion detection sensitivity (where appropriate)
- Vendor to configure each camera’s identification and description (using a naming scheme that incorporates building and location, scheme to be approved by staff before setup begins).
- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal.
- The field of view on all cameras is to be coordinated and confirmed with staff.

Deliverables

The selected firm has 90 days to complete the project after notice to proceed is issued.

At the conclusion of the project, the contractor will be required to train staff on use of the system. The documentation associated with the project is required. The contractor shall provide data sheets for

each Park & Ride lot that has the following information: Asset location, asset name, model, serial number, IP address, license information, warranty information and specifications. Data for each Park & Ride lot should include username and password for local area networks, NVR access or access to cellular network/modem. Any keys, codes or tools needed to access or service the systems shall be provided to Yuba-Sutter Transit.

References

Please provide information on the number and locations of where similar security systems are installed, number of years in business, and contact information for three clients that have a system installed similar to the one being proposed.

Proposal

The proposal shall contain the following elements.

1. Cover letter which includes:
 - Firm name, address, contact information and brief history.
 - Description of project manager experience
2. List of three references that have similar surveillance systems that includes a brief description of the project.
3. Scope: Description of plan to address the goals of this project which includes proposed equipment, layout, system capabilities and operation. This should include specification sheets for key equipment to be used.
4. Cost sheet broken down by each of the three Park & Ride lot locations and main facility.
 - Costs should be broken down by site and by component.
 - Hardware
 - Licensing/subscription costs (initial and any ongoing costs)
 - Installation
5. Warranty and Support: Description of warranty provided for hardware that meets or exceeds the two years requested and description of the level of on-site and remote service to be provided.
 - The option with pricing to continue annual support after the two-year period has ended.
 - The vendor shall provide firmware/software upgrades to system during the warranty period.

Pre-Proposal Meeting

There will be a non-mandatory, but strongly encouraged, pre-proposal meeting held August 19th at 9:00 am starting at the Maintenance and Operations Facility. After a project introduction, and tour of the site security needs at the maintenance and operations facility, a site visit/walk through of the three park & ride lots will follow. At approximately, 9:30 am potential vendors can accompany staff to the Bogue Road Park & Ride followed by the McGowan Park & Ride and lastly to the Plumas Lake Park & Ride lot.

Potential vendors will have the opportunity to view inside the boxes (Bogue Road Park & Ride only), inspect existing equipment, examine locations for power availability, ask questions and discuss the specifics of the project. It is encouraged to attend as this RFP only contains objectives and it is up to the proposer to develop a proposal to meet those objectives. Questions asked during the pre-proposal meeting will be recorded, answered and will be posted on the Yuba-Sutter Transit website by close of business on Friday, August 20th. Questions can continue to be submitted to the Project Manager until 5:00 pm on August 27th. The final questions and answers will be posted online by close of business on Monday, August 30th.

Instructions to Proposers

General

All proposals will be controlled by the Terms and Conditions contained herein. Contractor terms and conditions that may be included as a part of other documents submitted as a part of the proposal are waived and will have no effect either on the proposal, or any contract which may be awarded as a result of the proposal when in conflict with those of this document. The attachment of any other terms and conditions may be grounds for rejection of the proposal.

Compliance with Laws: Yuba-Sutter Transit will comply with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal regulatory requirements associated with the funding provided for this project. These regulations, orders, circulars, and directives include, without limitation, the following: 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local, and Indian Tribal Governments"; and FTA Circular No. 4220.1E, "Third Party Contracting Requirements." Further, Yuba-Sutter Transit will require the appropriate debarment certification form from all contractors and Yuba-Sutter Transit certifies that it will not knowingly enter into any transaction with a contractor, subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State agency.

Contractor specifically agrees to the conditions set forth in the above paragraph by signature of the required "Transmittal Letter" described herein.

Yuba-Sutter Transit invites and encourages participation in this procurement by disadvantaged business enterprises.

Due Date

Sealed proposal received by mail or electronic copy received via email, must be delivered and received at the following address at or before 4:00 p.m. PST on Friday, September 3, 2021.

Yuba-Sutter Transit
ATTN: Adam Hansen, Planning Program Manager
2100 B Street
Marysville, CA 95901

Email: Adam@yubasuttertransit.com

Proposal Evaluation

Proposals shall be prepared in accordance with the requirements contained in this RFP. Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to reject any or all proposals on the basis of responsiveness and/or cost; to award this contract to a single overall vendor on all items; or, to make an

award on the basis of individual tasks/deliverables or groups of tasks/deliverables, whichever shall be considered to be the best value to Yuba-Sutter Transit. Award may be made on the basis of the initial proposals submitted without any negotiations or discussions.

Yuba-Sutter Transit shall evaluate all proposals using the factors listed below and shall select the proposal that represents, in the sole opinion of Yuba-Sutter Transit, the "best value" to Yuba-Sutter Transit. Pursuant to applicable purchasing guidelines, Yuba-Sutter Transit will make an award to the responsible vendor whose proposal is deemed the most advantageous to Yuba-Sutter Transit with price and other factors considered. Accordingly, Yuba-Sutter Transit may not necessarily make an award to the proposer with the highest technical ranking nor award to the proposer with the lowest price proposal if doing so would not be in the overall best interest of Yuba-Sutter Transit.

Contractor Selection

The contractor selection process will begin with the evaluation of proposals based on the following criteria:

Technical Approach

Technical factors regarding the specific system capabilities proposed to be used by the contractor will be considered and they must be tailored to the specific requirements of this RFP. Technical factors should be explained sufficiently to support meaningful comparison and discrimination between competing systems (15 points).

Qualifications, Experience and Past Performance of the Proposer

Contractors will be evaluated on their qualifications and experience in the successful delivery of similar projects. Yuba-Sutter Transit will contact references to verify accuracy and ascertain the proposer's record in delivering quality surveillance systems that meet the needs of their clients (5 points).

Price

Price will be evaluated on the basis of being the most advantageous to Yuba-Sutter Transit. Proposers are to provide detailed cost breakdown of cost per camera, power systems, networking equipment and any other hardware. Price should also include installation labor, cost for warranty (if any) along with any applicable sub-contractor costs for the completion of the project. Reoccurring costs should be calculated out for first 5 years of system operations (5 points for initial costs, 5 points for reoccurring costs).

Assignment

The selected Contractor may not assign or subcontract its rights or obligations under the Contract without the prior written permission of Yuba-Sutter Transit, and no such assignment or subcontract will be effective until approved in writing by Yuba-Sutter Transit. Notwithstanding the foregoing, Contractor may assign its right to receive the payments from Yuba-Sutter Transit without such consent; however, Yuba-

Sutter Transit shall not be under any obligation to pay any third party unless Contractor and/or its assignee have given Yuba-Sutter Transit at least thirty (30) days' notice of such assignment.

Prevailing Wage

Selected contractors and subcontractors will be required to pay appropriate prevailing wages as set by the State of California Department of Industrial Relations. All project work to be done under this solicitation shall be completed to the satisfaction of the contracting authority staff.

Protest Procedures

Yuba-Sutter Transit has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting Yuba-Sutter Transit. Any protest filed by a proposer in connection with this RFP must be submitted in accordance with Yuba-Sutter Transit's written procedures.

Cancellation

Yuba-Sutter Transit reserves the right to cancel this solicitation at any time before the Contract is fully executed and approved on behalf of Yuba-Sutter Transit.

Questions

Questions regarding the requirements or terms of this RFP should be referred to Adam Hansen, Planning Program Manager, in writing by email, fax or U. S. mail:

Yuba-Sutter Transit
ATTN: Adam Hansen, Planning Program Manager
2100 B Street
Marysville, CA 95901

Telephone: 530-634-6880

Fax: 530-634-6888

adam@yubasuttertransit.com

Questions and responses from the pre-proposal meeting will be posted on the Authority's website by close of business on Friday, August 20th. Questions regarding the requirements or terms of this RFP received after August 20th but before Friday, August 27, 2021 will have responses posted by close of business on Monday, August 30, 2021 as an addendum to this RFP. No questions received after Friday, August 27th will receive official responses.

Terms and Conditions

General

1. Acceptance and Rejection: Yuba-Sutter Transit reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the proposer, to accept any item in the proposal. If a unit price or extended price is obviously in error and the other price is obviously correct, the incorrect price will be disregarded.
2. Time for Consideration: Unless otherwise indicated in the proposal, the offer shall be valid for 90 days from the due date of the solicitation.
3. Payment Terms: Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Yuba-Sutter Transit is responsible for all payments under the contract.
4. Funding Requirements: Any contract or subcontract to be funded in whole or in part using funds provided under this Agreement will require the contractor and its subcontractors, if any, to:
 - (a) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, Drug-Free Workplace, and Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local and Indian Tribal Governments."
 - (b) Maintain at least the minimum state-required Workers' Compensation Insurance for those employees who will perform the work or any part of it.
 - (c) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing work associated with this Agreement or any part of it.
 - (d) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
 - (e) Permit Yuba-Sutter Transit, SACOG and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.
 - (f) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 28.

5. Specifications: Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items or work offered by the proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Deviations must be explained in detail in the proposal or on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer or implying that any such deviation will be acceptable to Yuba-Sutter Transit.

6. Award of Contract: Qualified proposals will be evaluated and acceptance made of the best value proposal to Yuba-Sutter Transit as determined upon consideration of such factors as: price offered; the quality of the articles offered; the general reputation and performance capabilities of the proposer; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Yuba-Sutter Transit, within its sole and exclusive discretion, to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Yuba-Sutter Transit or the proposer, Yuba-Sutter Transit reserves the right to accept any items or groups of items on a multi-item proposal.

Yuba-Sutter Transit reserves the right to make partial, progressive or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; or other factors deemed by Yuba-Sutter Transit to be pertinent or peculiar to the purchase in question.

7. Governmental Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify Yuba-Sutter Transit at once, indicating the specific regulation which required such alterations.

Yuba-Sutter Transit reserves the right, within its sole and exclusive discretion, to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

8. Exceptions: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a proposer's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a proposer may be grounds for rejection of the proposal. The proposer specifically agrees to the conditions set forth in this paragraph by affixing his name and signature on the proposal Transmittal Letter.

9. Confidentiality of Proposals: Access to government records is governed by the California Public Records Act (Gov. Code 6250 et seq.). Except as otherwise required by the California Public Records Act, Yuba-Sutter Transit will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a proposer believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification

by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. The Price Proposal and its contents shall not be considered proprietary information.

10. Clarifications/Interpretations: Any and all questions regarding this document must be addressed to Adam Hansen, Planning Program Manager. Any and all revisions to this document shall be made only by written addendum issued by Yuba-Sutter Transit. The Vendor is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications, regardless of their source, shall be of no force or effect.

11. Situs: The place of all contracts, transactions, agreements, their situs and forum, shall be Yuba County, California, wherein all matters shall be determined, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement of this Request for Proposal, or any contract which may be awarded as a result of this solicitation.

Insurance

During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverage requirements (the comprehensive general liability insurance shall include broad form property damage insurance):

1. Minimum Coverage (as applicable) - Insurance coverage shall be with limits not less than the following:

(a) Comprehensive General Liability - \$1,000,000/occurrence and \$2,000,000/aggregate, including ongoing and completed operations coverage

(b) Automobile Liability - \$1,000,000/occurrence (general) and \$1,000,000/ occurrence (property) (include coverage for hired and non-owned vehicles)

(c) Professional Liability/Malpractice/Errors and Omissions - \$1,000,000/occurrence and \$2,000,000/aggregate (if any engineer, architect, attorney, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)

(d) Workers' Compensation - Statutory Limits/Employers' Liability - \$1,000,000/ accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. Yuba-Sutter Transit, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)

3. Any available insurance proceeds in excess of the specified minimum limits and coverage set forth above shall be available to the Authority as an additional insured. All coverage available shall be as broad

as the coverage afforded to the named insured and nothing in any agreement with the Authority shall limit or lessen the coverage afforded to the Authority as an additional insured to the extent coverage would be available to the named insured under the policy in question. All insurance policies required to be carried shall provide for severability of interests; shall provide that an act or omission of any of the named or additional insured's shall not reduce or avoid coverage to the other named or additional insured's and shall afford coverage for all claims based on acts, omissions, injury or damage which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy. All insurance shall be primary and non-contributory.

4. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis.

5. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and Yuba-Sutter Transit reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement are available throughout the performance of this Agreement.

6. Any deductibles or self-insured retentions must be declared to and are subject to the approval of Yuba-Sutter Transit.

7. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Yuba-Sutter Transit or after ten (10) days for delinquent insurance premium payments.

8. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by Yuba-Sutter Transit.

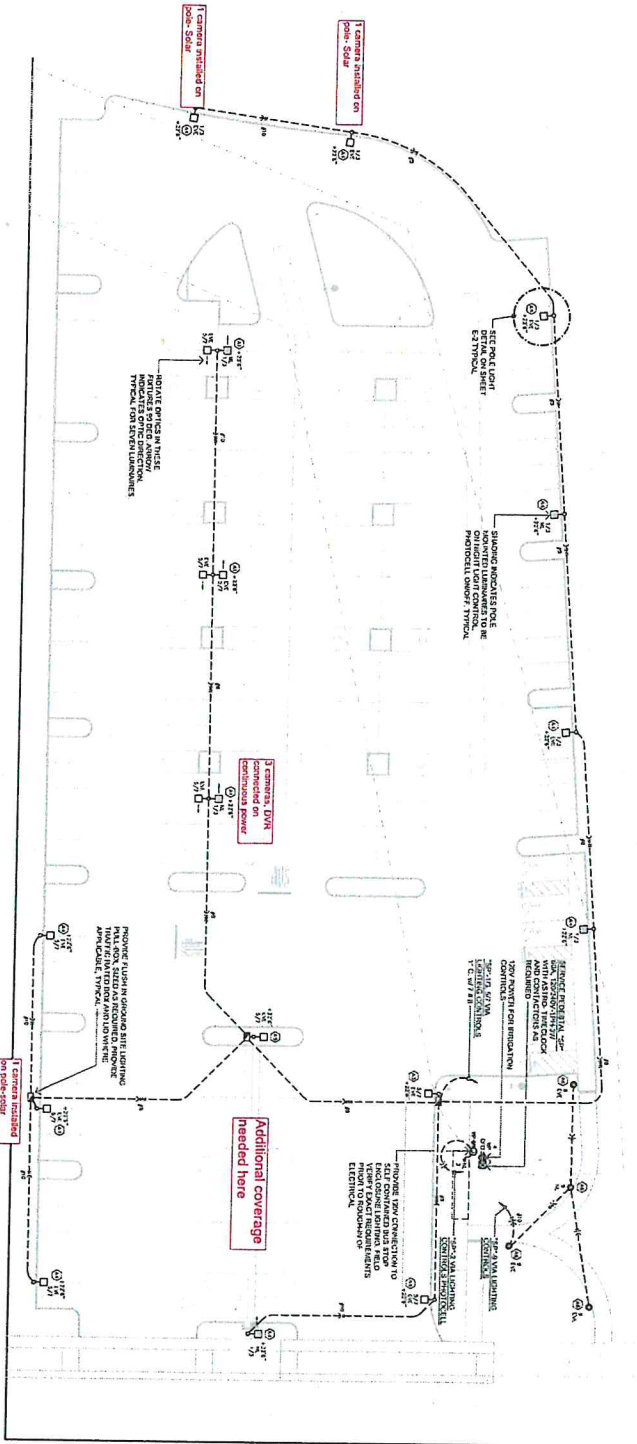
9. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.

10. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects Yuba-Sutter Transit, its officers, agents, employees and volunteers. Any insurance maintained by Yuba-Sutter Transit shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

11. The insurer shall waive all rights of subrogation against Yuba-Sutter Transit, its officers, employees, agents and volunteers.

12. Prior to commencing services pursuant to this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of Yuba-Sutter Transit before work commences. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

13. During the term of this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.



1 SITE ELECTRICAL PLAN
SCALE: 1"=20'

FIXTURE SCHEDULE

TYPE	DESCRIPTION	MANUFACTURER	VOLTS	LUMENS	VA	INSTALLING	REMARKS
A1	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	
A2	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	
A3	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	
A4	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	
A5	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	
A6	TRAY POLE MOUNTED 250W LED LIGHT FIXTURES	4500 250W 250W 250W	200V	(1) 2500LM	307	POLE MOUNT 250W 250W 250W	

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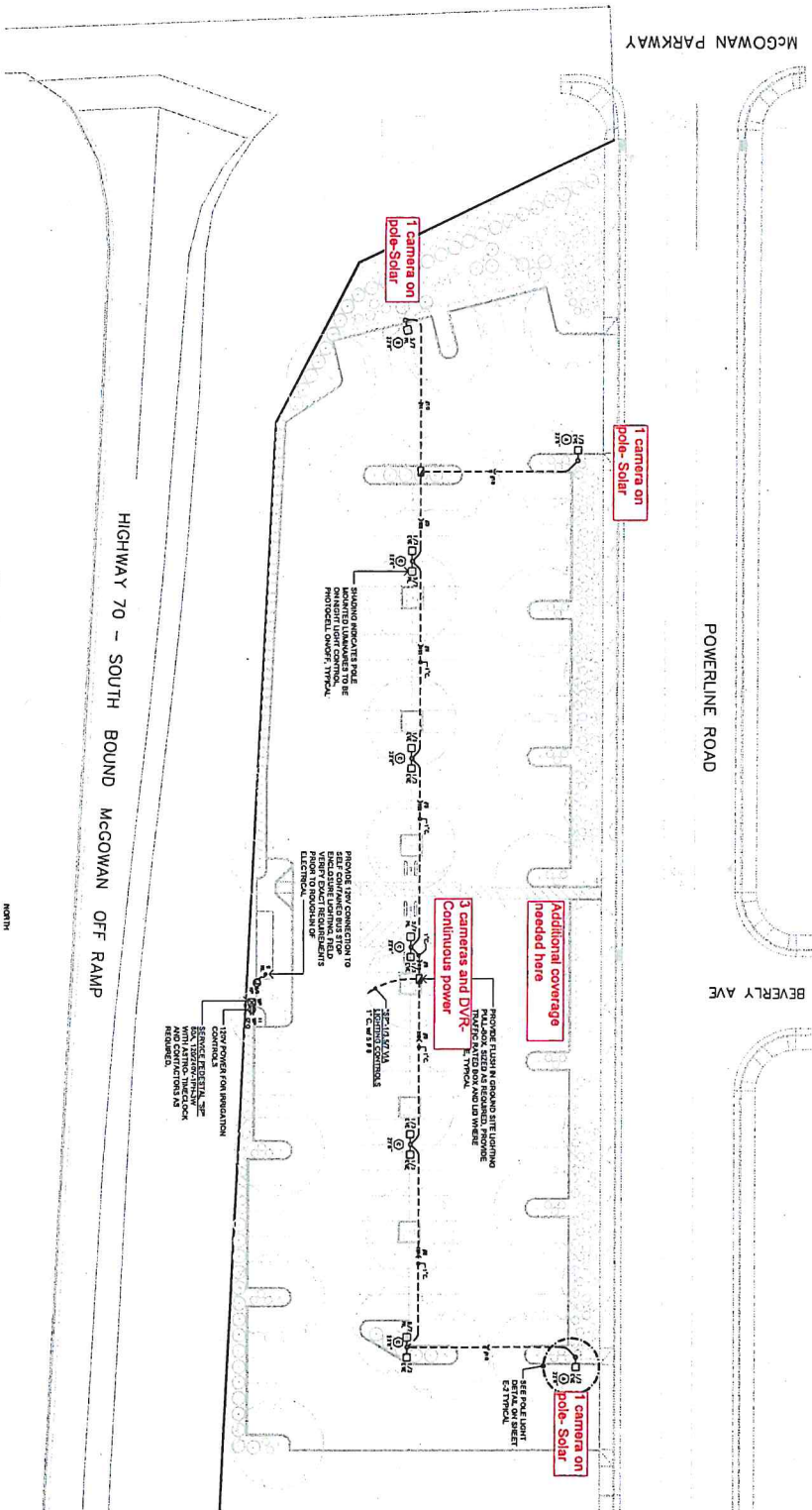
SITE ELECTRICAL PLAN

PLUMAS LAKE PARK & RIDE

YUBA COUNTY, CALIFORNIA

UP LIGHT
ELECTRICAL ENGINEERING & ARCHITECTURE
2000 B STREET, SUITE 200
YUBA, CALIFORNIA 95994
TEL: 530.886.1234
WWW.UPLIGHT.COM

DATE: 08/11/2023	DRAWN: AS SHOWN	CHECKED: JAMES H. COOPER
DESIGN: JAMES H. COOPER	PROJECT: PLUMAS LAKE PARK & RIDE	SHEET: E-1



1 SITE ELECTRICAL PLAN
SCALE: 1" = 25'

FIXTURE SCHEDULE

ITEM	DESCRIPTION	MANUFACTURER	QUANTITY	VA	LOADING	REMARKS
A	SHIELD POLE MOUNTED 20W SITE LIGHTING LUMINAIRE	UTRONA	20W	0120W/4H	20W	POLE ARM Q
B	SHIELD POLE MOUNTED 20W SITE LIGHTING LUMINAIRE	UTRONA	20W	0120W/4H	20W	POLE ARM Q
C	SHIELD POLE MOUNTED 20W SITE LIGHTING LUMINAIRE	UTRONA	20W	0120W/4H	20W	POLE ARM Q

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DATE: 10/24/21
SCALE: AS SHOWN
DRAWN: JLP
JOB: 0111
SHEET: E-1
OF: 20/21

REGISTERED ELECTRICAL ENGINEER
No. 11892
Exp. 03/31/25
UP LIGHT SYSTEMS COMPANY, INC.
1400 S. 10TH AVENUE, SUITE 100
YUBA, CALIFORNIA 95904

Project: **POWERLINE ROAD PARK & RIDE**
McGOWAN PARKWAY TO NORTH OF 14TH AVENUE
YUBA COUNTY, CALIFORNIA

REVISIONS

NO.	DATE	DESCRIPTION

UP LIGHT
ELECTRICAL SYSTEMS
1400 S. 10TH AVENUE, SUITE 100
YUBA, CALIFORNIA 95904
TEL: 530.782.1111 FAX: 530.782.1112
WWW.UPLIGHT.COM



Attachment C

Base Station - Solar Power
NVR with 2 - 5MP Arecont Cams

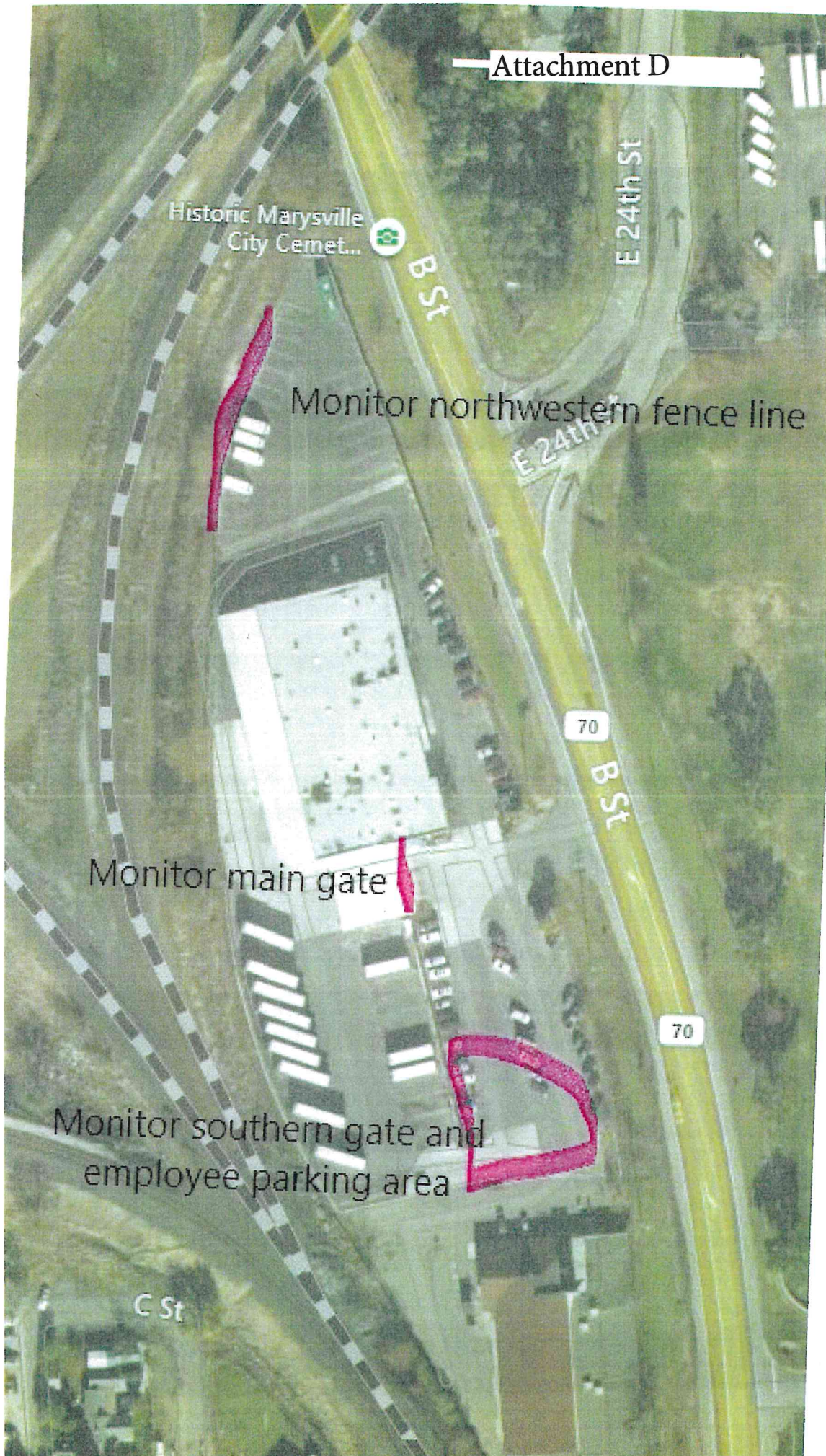
Base Station - Solar Power
NVR with 2 - 5MP Arecont Cams

Additional coverage
needed here

Base Station - Solar Power
NVR with 2 - 5MP Arecont Cams

Google earth

1285 Bogua Rd, Yuba City, CA 96991, USA



Historic Marysville
City Cemet...



B St

E 24th St

Monitor northwestern fence line

E 24th St

70

B St

Monitor main gate

70

Monitor southern gate and
employee parking area

C St