

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**

**THURSDAY, FEBRUARY 4, 2021
VIA VIDEOCONFERENCE, 9:00 AM**

Michael Clemson, Chair
David H. Sutton, Vice Chair
Colleen Bentley, Secretary/Treasurer
Jeffrey Price, Director
Sumire Gant, Director



Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

**BOARD MEETING VIA VIDEOCONFERENCE
PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

ZOOM MEETING ID: 944 6088 4789 (PASSWORD: 1963)

ZOOM MEETING LINK:

<https://zoom.us/j/94460884789?pwd=NjhGUzM1OXAyY3RWVjdCM0FQV2RqUT09>

SPECIAL MEETING: BOARD OF DIRECTORS STUDY SESSION - 9 A.M.

1. Call to Order. (Michael Clemson)

Chair Clemson called the meeting to order at 9:02 a.m.

2. Roll Call. (Ivette Dubois)

Commissioners Jeffrey Price, Colleen Bentley, David Sutton and Michael

Present: Clemson

Commissioners Sumire Gant

Excused:

3. [21-009TR](#) Battery-Electric Bus Procurement. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented the staff report.

CEO McDonald provided an overview of what would be discussed, beginning with the meeting purpose, which is an information session

regarding Long Beach Transit's (LBT) Battery-Electric Bus (BEB) request for proposal (RFP) process.

Most importantly, it is a forum in which the CEO looks to answer any questions the Board may have, so that they will be better enabled to assess staff's recommendation to enter into a contract when it is brought before the Board for consideration and approval.

The BEB procurement overview discussed the RFP timeline, RFP overview, evaluation process, as well as next steps.

LBT issued the RFP seeking to purchase up to twenty, 30-35 foot BEBs with an option for an additional 20 BEBs. The exercise of the options would require staff to come back to the Board for approval.

On December 18, 2019, Staff issued a Request for Proposal, or RFP

A pre-proposal conference was held on January 7, 2020

Potential proposers' written questions and requests were due to LBT at the end of January 2020, and LBT's responses were done on February 20, 2020.

Originally, LBT gave the proposers 51 days to respond; however, with the onset of COVID-19, LBT and the proposers requested extensions to the due dates.

Final proposals were received by June 5, 2020.

The vendor selection process began in October 2020 and will conclude this month.

A staff recommendation will be brought to the Board for consideration and approval.

The RFP is divided into 11 sections.

Section 1: Notice of RFP
Section 2: Instructions to Proposers
Section 3: General Conditions
Section 4: Special Provisions
Section 5: Federal Requirements

Section 6: Technical Specifications
Section 7: Warranty and Maintenance Requirements
Section 8: Quality Assurance
Section 9: Forms and Certifications
Section 10: Sample Agreement
Section 11: Appendices

CEO McDonald provided an overview of each section.

CEO McDonald provided an overview of the evaluation process.

LBT selected a team of evaluators consisting of one representative from Fleet Maintenance; Quality Assurance; Transit Service Delivery; and TRC Engineering Services, a third-party Subject Matter Expert.

Each member was asked to review the RFP and working sessions were held to educate and inform them of the procurement and evaluation process.

Prior to the notice of Request for Proposal, LBT established evaluation criteria for appraising each proposal.

Proposals were evaluated based on the following:
Qualifications and Experience
Technical Design and Bus Operational Considerations
Customer and Community Considerations
Maintainability and Product Support; and
Pricing and Life Cycle Costs

CEO McDonald described each category.

CEO McDonald discussed the next steps:
Staff recommendation to the Board on March 25, 2021
Notice to proceed by May 2021
Receive first article bus by January 2022
Receive the remainder of BEBs July through August 2022

By March 2021, LBT will begin its BEB charging infrastructure design so by the time LBT receives the vehicles, it will have the charging infrastructure installed.

This TR-Agenda Item was received and filed.

4. Public Comment.

There were no public comments.

5. 21-010TR Adjourn. The next regular meeting will be held February 25, 2021.
(Michael Clemson)

This TR-Agenda Item was approve recommendation.

Yes: 4 - Jeffrey Price, Colleen Bentley, David Sutton and Michael
Clemson

Excused: 1 - Sumire Gant

Note:

Long Beach Transit intends to provide reasonable accommodations with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Board Secretary's Office 72 hours prior to the meeting at 562.599.8554.

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.