



**SCOPE CHANGES SUBCOMMITTEE OF THE
TECHNICAL ADVISORY COMMITTEE OF THE MOBILE SOURCE
AIR POLLUTION REDUCTION REVIEW COMMITTEE**

AGENDA

Thursday, September 1, 2022 at 12:30 p.m.

Pursuant to Assembly Bill 361, the Scope Changes Subcommittee meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

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Audience will be allowed to provide public comment through telephone or Zoom connection during public comment periods

PUBLIC COMMENT WILL STILL BE TAKEN

Subcommittee Members

Jason Farin, representing Riverside County Board of Supervisors
Minh Le, representing County of Los Angeles
Kelly Lynn, representing San Bernardino County Transportation Authority
Tim Olson, Air Pollution Control Expert
Derek Winters, representing California Air Resources Board

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't Code Section 54954.3(a)). If you wish to comment on an agenda item or during the public comment period, please "raise your hand" on Zoom or dial *9 on your phone. All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes each.*

CALL TO ORDER

- Roll Call

CONSENT CALENDAR

ACTION CALENDAR

1. [Consider 5-Month No-Cost Term Extension by the City of Brea, Contract #ML18100 \(\\$56,500 - Install EV Charging Stations\)](#) Ravenstein

The City requests to extend contract term to December 30, 2025 – approximately a 5-month extension – due to longer than expected time for Southern California Edison (SCE) to energize the stations.
2. [Consider Modified Locations for Some Stations and One-Year Term Extension by City of Indian Wells, Contract #ML18036 \(\\$50,000 - Install EV Charging Stations\)](#) Ravenstein

The City requests to install all stations at the Indian Wells Golf Resort. Additionally, the City requests a one-year term extension because their contractor’s ability to obtain the necessary equipment has been challenged by supply issues.
3. [Consider 33-Month No-Cost Term Extension by City of Whittier, Contract #ML18047 \(\\$113,910 - Purchase 5 Heavy-Duty Near-Zero Emission Vehicles\)](#) Ravenstein

The City requests a 33-month extension due to supply chain issues, loss of in-house labor, and cost increases associated with the COVID-19 pandemic.
4. [Consider 25-Month Term Extension by City of Riverside, Contract #MS16110 \(\\$300,000 – Expand Existing CNG Stations and Modify Maintenance Facility\)](#) Ravenstein

The City requests a 25-month term extension due to major staffing shortages and extended time to receive supplies and materials as a result of the COVID-19 pandemic. The MSRC Contracts Administrator recommends an 8-month term extension, coupled with a reduced contract scope and value, eliminating the installation of the additional dispensers at the Acorn Street station and reducing the total contract value by \$30,000.

5. Consider 20-Month No-Cost Term Extension by the City of San Fernando, Contract #ML18083 (\$20,000 – Traffic Signal Synchronization)

Ravenstein

The City requests a 20-month term extension due to staff turnover in key positions and lack of staff availability associated with the COVID pandemic. The MSRC Contracts Administrator recommends denial because no work has been completed and the City has incurred no noncancellable expenses.

OTHER BUSINESS

- 6. **Any member of the Subcommittee, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Gov't Code Section 54954.2)*

PUBLIC COMMENT PERIOD - (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Subcommittee's authority that is not on the agenda. Speakers may be limited to three (3) minutes each.

ADJOURNMENT

Next Meeting: Date: Thursday, October 6, 2022, 12:30 p.m., location TBD

Americans with Disabilities Act and Language Accessibility

Disability and language-related accommodations can be requested to allow participation in the MSRC-TAC meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Alejandra Vega at (909) 396-2264 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to avega@aqmd.gov

Pursuant to SB 343

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the Agenda is posted, are available by contacting Alejandra Vega at (909) 396-2264 or send the request to avega@aqmd.gov

Contacts: Cynthia Ravenstein, MSRC Contracts Administrator – (909) 396-3269
Ray Gorski, MSRC Technical Advisor – (909) 396-2479
Alejandra Vega, MSRC Administrative Liaison – (909) 396-2264

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Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

A countdown timer may be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

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- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for Video Zoom on a SMARTPHONE:

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of your screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.

MSRC-TAC Scope Changes Agenda Item No. 1

DATE: September 1, 2022

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Five-Month Term Extension by City of Brea, Contract #ML18100

SYNOPSIS: The City of Brea requests to extend the contract term to December 30, 2025 – approximately a five-month term extension - due to longer than expected time for Southern California Edison (SCE) to energize the stations. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

ATTACHMENTS: Contractor’s letter requesting extension

DISCUSSION:

Contractor: City of Brea

Project Title: Install Electric Vehicle Charging Infrastructure

MSRC Funding: \$56,500

Project Term: October 29, 2020 to July 28, 2025

Current Request: Five-month term extension

Previous Requests: Increase stations from 13 to 24; 7-month term extension

Project Description: The City was awarded \$56,500 under the MSRC’s FYs 2016-18 Local Government Partnership Program towards the installation of 13 Level II limited access charging stations at one of its parking structures. Subsequently, the MSRC approved increasing the number of chargers from 13 to 24. To date, the City has completed installation of the chargers, although they have yet to be energized. Nothing has been paid to date on this contract.

Previous Requests: Prior to the contract’s execution, the City indicated that there was an opportunity in which Tesla would install Tesla Superchargers as well as 24 Level II chargers in the City’s parking structure. The Level II chargers would meet the J1772 standards, allowing the ability for any EV to use these chargers. MSRC funds would be applied solely towards the Level II chargers—not towards any proprietary equipment. The City requested, and the MSRC approved, approval to increase the number of stations from 13 to 24. Later, the City indicated that they had experienced setbacks with obtaining necessary SCE approval for construction work to continue, but the hurdle had been cleared and the project was ready to move forward.

The City requested a seven-month term extension; this modification was processed administratively.

Contract Request: The City indicates that installation of the subject stations is complete, except that the stations still need to be energized by SCE. SCE has provided a tentative energization date of October 6, 2022. SCE is indicating that this site is more complicated than average, with very long runs from the primary source and significant logistics associated with getting the utility equipment to the back side of the garage. Because SCE has not yet been able to provide a firm completion date, the City requests an extension to December 31, 2025 to allow for making the site operational and fulfilling the MSRC's required three-operational period. This would be an extension of approximately five months.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.



August 18, 2022

Leah Alfaro
MSCR Contracts Administration
21865 Copley Drive
Diamond Bar, CA 91765

Subject: Extension Request to MSRC Proposal #PON2019-10-13
Contract #ML18100

Dear Alfaro,

The City of Brea has finished the construction of the twenty-four (24) Level II EV stations located at 175 S. Madrona Avenue, Brea CA in early August 2022 and the contractor is currently working on addressing all the punch list items for this project. Currently, SCE has given a tentative energization date of October 6, 2022 for this project. This date is subject to change beyond the City's control, since SCE has indicated this site is one of their more complex sites to build from their normal standard SCE builds. They also have indicated that with the very long runs from their primary source and the logistics of getting the utility equipment to the backside of the garage this adds complexity for scheduling and installation. SCE is indicated they are fully committed to making this site operational, but due to the complexity and challenges of this site it has created further delay with a firm date. The City of Brea is requesting an extension from the operational date of 7/28/2022 to be now 12/31/2022 and have a 3-year operational requirement to be changed to 12/31/2025. If an extension is not granted staff would need to receive approval from the City Council to use general funds to cover the charges this grant would not be reimbursing. The City of Brea appreciates your consideration for this extension to continue to utilize the grant funds that were allocated for this project.

Sincerely,

Brian M. Ingallinera
Environmental Services Coordinator
(714) 990-7672

Briani@cityofbrea.net

City Council

Cecilia Hupp

Mayor

Glenn Parker

Mayor Pro Tem

Christine Marick

Council Member

Marty Simonoff

Council Member

Steven Vargas

Council Member

MSRC-TAC Scope Changes Agenda Item No. 2

DATE: September 1, 2022

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Modified Locations for Some Stations and One-Year Term Extension by City of Indian Wells, Contract #ML18036

SYNOPSIS: The City requests to install all stations at the Indian Wells Golf Resort. Additionally, the City requests a one-year term extension because their contractor's ability to obtain the necessary equipment has been challenged by supply issues. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

ATTACHMENTS: Contractor's letter requesting modifications

DISCUSSION:

Contractor: **City of Indian Wells**

Project Title: Install EV Charging Infrastructure

MSRC Funding: \$50,000

Project Term: August 8, 2018 to May 7, 2023

Current Request: Change some station locations and one-year term extension

Previous Requests: Two-year term extension

Project Description: The City was awarded \$50,000 under the MSRC's FYs 2016-18 Local Government Partnership Program to install five publicly accessible Level II charging stations at two locations within the City of Indian Wells. The charging equipment has been ordered, but no ground has been broken and nothing has been paid to date under this contract.

Previous Requests: The City indicated that the COVID-19 pandemic and staffing changes had caused the design and construction of the charging stations to be delayed. They projected that the stations would probably be installed by the end of 2021, but it might slip to early 2022. In order to fulfill the Local Government Partnership Program's three-year operational requirement, the City requested a two-year term extension. The MSRC approved the request in June 2021.

Contract Request: While the contract calls for station installations in two locations, in the City's assessment there is greater need at the Indian Wells Golf Resort than there is at City Hall (the other likely location identified). They also envision that the stations would get greater exposure in the Golf Resort location. Therefore, the City requests to install all five stations in that location. Furthermore, the City states that their contractor has encountered difficulties in obtaining the necessary equipment, and this has further delayed the project. They request an additional one-year term extension to allow fulfillment of the required five-year operational period.

In response to an inquiry from the MSRC Contracts Administrator, the City attests that they would be responsible to pay for the station equipment already ordered if they were to cancel the project at this time.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

August 9, 2022

Attn: Leah Alfaro, Contracts Assistant
MSRC Contract Administration
21865 Copley Drive
Diamond Bar, CA 91765

Re: Modification and Extension Request for Contract No. AB 2766/ML18036

Dear Ms. Alfaro,

The City of Indian Wells would like to ask for a formal modification and extension to the grant pertaining to the above-mentioned Contract, No. AB 2766/ML18036.

The City is requesting a modification related to the location. The City would like to install all five (5) level II type EV charging stations at one location; the Indian Wells Golf Resort, 44-500 Indian Wells Lane as opposed to the two locations listed in the original contract. There is more need at the Golf Course, as well as exposure. More customers will see the signage explaining the source of the funding for the charging stations.

We anticipate that the level II type EV chargers will be installed by the end of 2022. The construction schedule currently has installation beginning November 24, however it is possible it could go into early 2023. With that being the case, we are respectfully requesting an additional 1-year extension – to May 7, 2023 - for the implementation. The reason for the delay is the fact that the contractor's ability to obtain the necessary equipment has been challenged by supply issues. With that said the contractor does have them on order and the EV charging stations will be installed no later than the requested extension of May 7, 2023. Without the extension, the City would have to take on the unanticipated cost of the five charging stations. Combine that with the City's \$9 million loss in revenue from the pandemic, the cost would be significant.

Please consider this modification and extension for your approval. If additional information or documentation is required, please feel free to reach out to Jill Moon (jmoon@indianwells.com) who is currently overseeing this program. Thank you for your time and consideration.

Sincerely,



Ken A. Seumalo, P.E.
Director of Public Works

MSRC-TAC Scope Changes Agenda Item No. 3

DATE: September 1, 2022

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: 33-Month Term Extension by City of Whittier, Contract #ML18047

SYNOPSIS: The City requests a 33-month term extension due to supply chain issues, loss on in-house labor, and cost increases associated with the COVID pandemic. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

ATTACHMENTS: Contractor's letter requesting modifications

DISCUSSION:

Contractor: City of Whittier

Project Title: Purchase 5 Heavy-duty Near-Zero Emission Vehicles

MSRC Funding: \$113,910

Project Term: August 8, 2018 to April 7, 2026

Current Request: 33-month term extension

Previous Requests: None

Project Description: The City was awarded \$113,910 under the MSRC's FYs 2016-18 Local Government Partnership Program towards the purchase of 5 heavy-duty near-zero emission vehicles. 3 vehicles have been placed into service and \$45,564 has been paid to date on this contract.

Contract Request

The City states that:

- 3 of the 5 vehicles have been delivered and placed into service;
- the 4th vehicle is expected to be delivered in October 2022; and
- For the 5th and final vehicle, delivery is anticipated June 2023.

The COVID pandemic has caused supply chain issues, loss on in-house labor, and cost increases which have delayed the project. The City requests a 33-month extension to complete the project, which includes a 6-month contingency for unanticipated delays with the final vehicle. They note that if the order for the final vehicle were to be canceled, they will not be able to replace it for many years, if at all, and will continue to use their current 1990 diesel vehicle.

Furthermore, the City has indicated that they would definitely incur substantial penalties if the order for either the fourth or fifth vehicle were to be cancelled. The fourth vehicle is far advanced in the fabrication process, and the City has previously experienced heavy penalties after cancelling a vehicle order in a similar situation. Although the fifth vehicle has not progressed as far, the purchase agreement specifies that if the City cancels their order, the City is liable for all costs incurred by the vendor up to the point of cancellation and any lost profits as a result. The vendor has estimated that this penalty could exceed \$50,000.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.



City of Whittier

13230 Penn Street, Whittier, California 90602-1772
(562) 567-9999

August 9, 2022

South Coast Air Quality Management District
Mobile Source Air Pollution Reduction Review Committee
21865 Copley Dr.
Diamond Bar, CA 91765
MSRC Contract # ML18047

Dear Leah Alfaro,

Subject: Contract Extension Request

Attached is a Contract Extension Request in conjunction with MSRC contract # ML18047 with the City of Whittier. The contract is for the purchase of five (5) On-Road Heavy-Duty Near Zero Emission Compressed Natural Gas (CNG) Vehicles.

Please feel free to contact me with any questions or concerns.

Sincerely,

Jay Nossett,
Fleet Manager, City of Whittier
(562) 567-9548
jnossett@cityofwhittier.org

CONTRACT EXTENSION REQUEST

Contract No. ML18047

City of Whittier

August 9, 2022

**The Contract Period is 92-months from the date of execution.
The obligation is 60-months after the last vehicle has been delivered and placed into service.**

Contract No. ML18047 was executed on August 8, 2018 and pertains to the purchase of five (5) On-Road Heavy-Duty Near Zero Emission Compressed Natural Gas (CNG) Vehicles.

1. Length of Extension Requested:

Extension requested to December 30, 2023. Last vehicle regarding this grant has already been ordered with an estimated June 23, 2023 delivery date. This date is subject to chassis and component availability/delays. An additional 6-month contingency should allow for supply chain and parts availability interruptions. The obligation will be 5-years after the final vehicle has been placed in-service.

2. New Project Schedule:

The following depicts anticipated delivery dates and in-service dates for each vehicle pertaining to this grant.

Vehicle No.	Vehicle Type	Anticipated Vehicle Delivery Date	Anticipated Vehicle In-Service Date
1	Heavy-Duty Dump Truck	October 2022	November 2022
2	Crane Truck	Delivered	Truck is In-Service
3	Street Sweeper	Delivered	Truck is In-Service
4	Large Dump Truck	Delivered	Truck is In-Service
5	Large Service Truck	June 2023	August 2023

3. Project Completion Status:

Currently, 3 of the 5 vehicles this grant pertains to have been delivered and are in-service (1 has not been invoiced yet).

The 4th vehicle is currently at the body builder and is expected to be delivered in October 2022 (prior update was July 2022, recently updated to October 2022).

The 5th and final vehicle is scheduled to arrive in June 2023. Final report will be submitted shortly afterward.

4. Reason for Delay:

COVID 19 disrupted many different aspects in the normal avenues of acquiring these vehicles.

- Disruptions in manufacturers parts and supply chains. Even body manufacturers are having steel supply issues.
- Loss of in-house labor. The City of Whittier lost thousands of working hours to COVID.
- Cost increases.

5. Consequences of Denial:

Product cost increases have placed additional strains on local governments. The City of Whittier is in a better financial position than some other agencies, however, they are no different facing increased acquisition costs. Costs for all products across the board have risen dramatically due to inflation and supply chain delays. An example is the last vehicle in this grant. The estimated cost to procure this vehicle was originally \$215,000. The actual cost due to the current climate is \$483,957.

If this request was to be denied, the City would incur a financial penalty for cancelling the orders for Vehicle #1 and Vehicle #5. The penalty would be substantial for Vehicle #1, because it is too far advanced in the fabrication process. In the past, the City incurred cost penalties during another vehicle acquisition. In that example, the vehicle chassis was completed, but the body had not yet been started. The City had to pay for the chassis (\$148,298, tax included) and a penalty which included the cost to have the chassis shipped from South Dakota to California (\$10,720). The City also incurred the cost of having this chassis frame extended and towed to a different body vendor in Fresno (\$3,177). Total penalty cost \$13,897.

The contractor providing vehicle #5 has stated that the City would incur a penalty for canceling the order of this vehicle. It is stated in the contract that the City will be liable for all costs incurred up to the point of cancellation and any lost profits due to the cancellation. The contractor would not be specific, but currently, this could be in the \$50,000 to \$100,000 range.

This funding is vital to assist with the procurement of all vehicles in this grant and furthering the City of Whittier reach clean air goals.

Summary:

After the past few years of disruptions, the City of Whittier has all vehicle pertaining to this grant either in-service or on order. All outstanding items are scheduled to be delivered within the year and any remaining time requested is for contingency pertaining to product delays.

MSRC-TAC Scope Changes Agenda Item No. 4

DATE: September 1, 2022

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: 25-Month Term Extension by City of Riverside, Contract #MS16110

SYNOPSIS: The City requests a 25-month term extension due to major staffing shortages and extended time to receive supplies and materials as a result of the COVID-19 pandemic. This project is part of the FYs 2014-16 Alternative Fuel Infrastructure Program.

FINANCIAL IMPACT: If the MSRC follows the recommendations of the MSRC Contracts Administrator, the contract value would be reduced by \$30,000 and that amount would revert to the AB2766 Discretionary Fund.

RECOMMENDATIONS: The MSRC Contracts Administrator recommends an **8-month** term extension, coupled with a reduced contract scope and value, eliminating the installation of the additional dispensers at the Acorn Street station, and reducing the total contract value by \$30,000. The MSRC-TAC Scope Changes Subcommittee will also review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

ATTACHMENTS: Contractor's letter requesting modifications

DISCUSSION:

Contractor: **City of Riverside**

Project Title: Expand Existing CNG Stations and Modify Maintenance Facility

MSRC Funding: \$300,000

Project Term: October 6, 2017 to February 5, 2026

Current Request: 25-month term extension

Previous Requests: Change dispenser locations, reallocate \$30,000 between stations and one-year term extension

Project Description: The City was awarded \$300,000 to expand two existing CNG stations and to modify their vehicle maintenance facility. Of this amount, originally \$30,000 was allocated for the expansion of the Acorn Street station, \$195,000 was allocated for the expansion of the Lincoln Avenue station, and \$75,000 was allocated for modification of the maintenance facility. The MSRC approved reallocating \$30,000 from the Lincoln Avenue station to the Acorn Street station, in concert with changing the installation location for two (2) two-hose dispensers from Lincoln Avenue to Acorn Street. To date, the maintenance facility modifications, the expansion

of the Lincoln Avenue station, and the installation of storage spheres at the Acorn Street station have all been completed. \$71,250 has been paid to date on this contract (for maintenance facility modifications).

Previous Requests: The contract specified the addition of three (3) two-hose dispensers at the Lincoln Avenue station. As a result of updated projections of fueling needs for the two subject locations, the City requested to reduce this and add only one (1) two-hose dispenser at the Lincoln Avenue station, but also to add two (2) two-hose dispensers to the Acorn Street station. Project-wide, the total number of dispensers added would not change. In accordance with the above change, the City further requested that \$30,000 be reallocated from the funding for the Lincoln Avenue station to the funding for the Acorn Street station. The City also indicated that the station expansions had been delayed because no proposals were received in response to the original RFP issuance. The City requested a one-year term extension to allow sufficient time to complete the expansions and to fulfill the five-year operational requirements. In November 2019, the MSRC considered and approved the City's requests. The contract modification to effectuate the change was fully executed in February 2020.

Contract Request: The City states that the scope change approved by the MSRC delayed the completion of the design phase for the project. Furthermore, they indicate that due to the COVID-19 pandemic, the City experienced major staffing shortages, and the time to receive supplies and materials has increased drastically. This extended the bid process as well as the delivery for the CNG storage spheres for the Acorn Street station, but the installation of those spheres was completed in December 2020. The expansions to the Lincoln Avenue station were completed in October 2021. The proposed RFP for the final phase—the additional dispensers for the Acorn Street station—has been submitted to the City's purchasing department, but not yet released. The City estimates that the installation of these dispensers will be completed by March 2023. Therefore, they request a 25-month term extension to allow fulfillment of the required five-year operational period.

August MSRC-TAC Scope Changes Subcommittee Consideration: At their August 4, 2022 meeting, the Scope Changes Subcommittee wanted additional information concerning why the additional dispensers at the Acorn Street station were delayed. This included, but was not necessarily limited to, desiring answers to the following:

- Has there been a change in the level of demand for natural gas at the Acorn Street station? In other words, was the installation of the dispensers delayed due to a perception that the need was not that great/not growing as quickly as originally anticipated?
- The City cited staffing shortages as a major contributing factor to the delay of the dispensers. Have staffing shortages in all relevant departments now been resolved, or will they continue to impact the project?

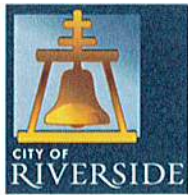
Given that the contract was not in immediate danger of expiration, and in the interests of making decisions based on more detailed information, the Subcommittee recommended that action on the request be deferred for a month while this information was sought.

City Responses/Additional Information: In response to the information requests, the City has indicated the following:

- The fuel demand at the Acorn Street station has remained fairly consistent with months that are above average. The City does not view this as a factor in the delay.
- With respect to staffing shortages:
 - During the COVID-19 pandemic, a lot of projects were extremely delayed due to the lack of staffing. The Bids/RFPs were not reviewed as quickly by Purchasing, the plans took a lot longer to be reviewed and approved, many people were out sick for long periods of time, contractors were also taking longer submitting design plans, and it took longer to receive supplies for the projects.
 - The original Grant Coordinator (Monique Gordon) left the City and the Deputy Director stepped in to manage this grant until a new person was hired. This also was delayed due to COVID-19 and the lack of staffing in Human Resources. The new staff member started in October of 2020.
 - Currently Purchasing is still extremely understaffed and in the recruitment process.
 - The Building & Safety Division is also understaffed and in the recruitment process for plan checkers.
 - The Fleet Operations Manager left in April 2022 and the position still has not been filled.
- With respect to why the addition of the Acorn Street dispensers wasn't pursued simultaneously with the other project elements such as the storage spheres, it's thought that this was due these dispensers being a newer element (added with the previous modification).

Recommendations: For the elements of the project which are already complete, an 8-month contract term extension would suffice to allow the City to fulfill its five-year operational requirements. Despite previously being granted an extension, the City has not yet issued an RFP for the additional dispensers for the Acorn station. It also appears likely that staffing issues would continue to impact progress. Therefore, given the MSRC's direction to minimize extensions when there has been minimal progress, the MSRC Contracts Administrator continues to recommend approval of an **8-month** term extension, coupled with a reduced contract scope and value, eliminating the installation of the additional dispensers at the Acorn Street station, and reducing the total contract value by \$30,000. Not only is \$30,000 the amount that the City previously asked to be reallocated when they requested to change the location of these dispensers, but it is also extremely close to the proportional value of the dispensers in comparison to the storage spheres, based on their estimated cost.

The MSRC-TAC Scope Changes Subcommittee will further review the request and their recommendations will be brought forward at the MSRC-TAC meeting.



General Services Department

City of Arts & Innovation

July 15, 2022

Cynthia Ravenstein
MSRC Contracts Administrator
South Coast Air Quality Management / MSRC
(909) 396-2036
CRavenstein@aqmd.gov

Dear Ms. Ravenstein:

The City of Riverside's Alternative Fuel Program has been extremely successful in providing clean fuels, public access and convenient City consumption of Compressed Natural Gas (CNG), propane, and electric vehicle charging infrastructure.

The City of Riverside (City) Fleet Management Division was awarded MS16110 on November 1, 2017. On October 22, 2019, the City submitted a request for revisions to the scope of work as well as an extension. On February 7, 2020, the scope of work modifications and extension request was approved.

The City would like to formally request an additional 25 month extension as noted below:

Proposed Project Revisions:

1. Extension of the CNG station expansion located at 8095 Lincoln Ave. in-service date from 2/5/21 to 10/5/21 in order to meet the 5-year operational requirement.
2. Extension of the CNG station expansion located at 5951 Acorn St. in-service date from 2/5/21 to 3/5/23 in order to meet the 5-year operational requirement.

The following table demonstrates the portions of the project that have already been completed:

A - MAINTENANCE FACILITY MODIFICATION	COMPLETION STATUS/DATE
INSTALL METHANE DETECTION SYSTEM	COMPLETE – October 2018
B - LINCOLN STATION EXPANSION	
ONE (1) TWO-HOSE DISPENSER	COMPLETE – October 2021
FUELING ISLAND WITH CANOPY	COMPLETE – October 2021
CREDIT CARD READER	COMPLETE – October 2021
C - ACORN STATION EXPANSION	
FOUR (4) CNG STORAGE SPHERES	COMPLETE – December 2020
TWO (2) TWO-HOSE DISPENSERS	ESTIMATED COMPLETION – March 2023



General Services Department

City of Arts & Innovation

Justifications:

The proposed project extension for revision 1 is due to many contributing factors. On July 2, 2019, Riverside City Council approved a vendor to complete the expansion of the alternative fuel island located on Lincoln Avenue. On July 30, 2019, the notice to proceed was completed and the design phase of the project was underway. On October 22, 2019, a request to change the scope of work for this project was submitted and was fully approved on February 7, 2020. This change to the scope delayed the completion of the design phase for this project. As a result of the Covid-19 Pandemic, the City of Riverside has experienced major staffing shortages and the time to receive supplies and materials has increased drastically, causing additional delays. On May 10, 2021, the station expansion at Lincoln Avenue broke ground and was completed on October 7, 2021.

The proposed project extension for revision 2 is also due to many contributing factors. Due to the City of Riverside experiencing major staffing shortages, the Bid process for the four CNG spheres took longer than anticipated. City Council approved the purchase of the four CNG spheres on April 21, 2020; however, it took a significant amount of time for the spheres to arrive on site. The installation for the four additional CNG spheres at the Acorn Street location was completed on December 14, 2020. The scope of work for station expansion located at Acorn Street had also been revised and approved on February 7, 2020, causing a delay in the project. This revision included two dual-hose dispensers. On June 21, 2022 the Request For Proposals (RFP 2194) for this project have been submitted to the Purchasing department however staffing shortages are causing a delay in the review process. This last portion of the project is estimated to be completed by March 7, 2023

While no funds are currently encumbered for the two remaining dispensers, if this extension is not approved, the City will not be able to fully complete the previously approved scope of work, and the public will not receive the full benefit of this project.

Please feel free to contact me if you have any questions or require additional information.

Respectfully submitted,

Shari Call
General Services, Deputy Director
scall@riversideca.gov

MSRC-TAC Scope Changes Agenda Item No. 5

DATE: September 1, 2022

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: 20-Month Term Extension by City of San Fernando, Contract #ML18083

SYNOPSIS: The City requests a 20-month term extension due to staff turnover in key positions and lack of staff availability associated with the COVID pandemic. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: If the MSRC follows the MSRC Contracts Administrator’s recommendation and denies the request, the contract will be terminated and \$20,000 will revert to the AB 2766 Discretionary Fund.

RECOMMENDATIONS: The MSRC Contracts Administrator recommends denial because no work has been completed and the City has incurred no noncancellable expenses. The MSRC-TAC Scope Changes Subcommittee will also review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

ATTACHMENTS: Contractor’s letter requesting modifications

DISCUSSION:

Contractor: City of San Fernando

Project Title: Traffic Signal Synchronization

MSRC Funding: \$20,000

Project Term: November 2, 2018 to November 1, 2022

Current Request: 20-month term extension

Previous Requests: None

Project Description: The City was awarded \$20,000 under the MSRC’s FYs 2016-18 Local Government Partnership Program towards the synchronization of 35 signalized intersections and reconfiguration of traffic lanes to allow dual turning lanes along six major arterials. No work has been completed and nothing has been paid to date on this contract.

Contract Request: The City states that there have been multiple changes in the Director of Public Works position, so that the City Manager requested staff to defer action on this complex project until a permanent Director was on board. Also, there was a reduction in availability of

staff due to numerous retirements and the effects of the COVID pandemic. The City requests a 20-month extension to complete the project. They have offered to provide additional progress reporting, every 1.5 months, until the project gets up to speed.

Recommendations: Given the MSRC's direction to minimize extensions when there has been negligible progress, the MSRC Contracts Administrator recommends denial because no work has been completed and the City has incurred no noncancellable expenses. Additionally, past experience with traffic signal synchronization projects has shown them to be particularly prone to delay, which interjects some doubts as to whether this full scope of work can now be completed in only 20 months. If the MSRC follows this recommendation and denies the request, the contract will be terminated and \$20,000 will revert to the AB 2766 Discretionary Fund.

The MSRC-TAC Scope Changes Subcommittee will also review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
JOEL FAJARDO

VICE MAYOR
HECTOR A. PACHECO

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SYLVIA BALLIN

COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER
MARY MENDOZA

August 22, 2022

Leah Alfaro
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

SUBJECT: Project Extension Request

Ms. Alfaro:

The City's project to Implement Traffic Signal Synchronization, Contract # ML18083, has a project deliverable date of October 25, 2022.

The following is the required information for requesting a term extension:

- The City is requesting an additional 20 months (June 25, 2024) to complete the project.
- New Project Schedule (attached)
- Currently no work has been completed on the project.
- The project has been delayed due to several changes in the Director of Public Works position; five since 2017. In addition, the City Manager requested staff not to proceed with project, due to its complexity, until a permanent Director was on board. Also, the reduction and availability of staff due to numerous retirements and the effects of the COVID pandemic delayed the project.
- Though no expenses have occurred on the project. The denial of the City's extension request would prevent a very important project from being implemented in San Fernando, thus causing the residents traffic delays, congestion, and additional air pollution.
- Additional Considerations: City recommends additional intermittent reporting, via email, every 1.5 months until progress on project gets up to speed.

PUBLIC WORKS
DEPARTMENT

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CALIFORNIA
91340

(818) 898-1222

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CONTACT

Subject
Page 2 of 2

Based on the information provided above, the City of San Fernando respectfully requests a project extension for the Traffic Signal Synchronization Project through June 25, 2024.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth Jones", with a long horizontal flourish underneath.

Kenneth Jones, MPA
Public Works Management Analyst

City of San Fernando - Public Works Department - Engineering Division

San Fernando Citywide Traffic Signal Synchronization Project - Project ID. F9313

Revised Project Schedule - August 22, 2022

No.	Task	Duration	2022				2023												2024							
			Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.						
	Operational Plan	1 months																								
	RFP for Design, Award Contract	2 months																								
	Design Engineering	6 months																								
	Coordination with City of LA/Metro	6 months																								
	Advertise and Award Const. Contract	2 months																								
	Construction	6 months																								
	Project Completion	1 month																								