



**SPECIAL MEETING**

**AGENDA**

**BOARD OF DIRECTORS**

**San Mateo County Transit District  
Bacciocco Auditorium - Second Floor  
1250 San Carlos Ave., San Carlos, CA**

**WEDNESDAY, MARCH 2, 2016 – 4:00 p.m.**

or immediately following the regular meeting of the Board

- 1. ROLL CALL**
- 2. AUTHORIZE DECLARATION OF AN EMERGENCY FOR THE REPAIR OF DIESEL FUEL SYSTEM COMPONENTS AT NORTH BASE AND RATIFICATION OF EMERGENCY PURCHASE ORDER TO TECHNOLOGY, ENGINEERING AND CONSTRUCTION IN THE AMOUNT OF \$24,995**
- 3. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – April 6, 2016 at 2 p.m.,  
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,  
2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070
- 4. ADJOURNMENT**

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

### **Date and Time of Board and Advisory Committee Meetings**

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be change as necessary.

### **Location of Meeting**

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

### **Public Comment**

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

### **Accessibility for Individuals with Disabilities**

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [board@samtrans.com](mailto:board@samtrans.com); or by phone at 650-508-6242, or TTY 650-508-6448.

### **Availability of Public Records**

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.



performed bi-annually to ensure that the USTs are in compliance with all State and County regulations. During this inspection, the County Inspector noted two noncompliance items (Defects) as follows:

- 1) The # 1 Diesel Tank Spill Bucket failed the drain test, rendering the spill bucket inoperative. The spill buckets are to ensure that when a fuel delivery truck removes its fill hoses, diesel fuel does not spill onto the ground.
- 2) The #5 sump for the diesel tank system contained more than a foot of water due to a leak in the secondary containment pipe. All pressurized product lines are contained in a secondary pipe (Secondary Duplex Line) to ensure that a breach in the product line does not get released into the surrounding soil.

Both Defects must be corrected within 30 days to avoid severe financial penalties and potential negative environmental impacts.

### **SCOPE OF WORK**

On January 14, 2016, the District's USTs contractor, TEC, was contacted and asked to present a remediation plan to repair the Defects. The following are TEC's recommended repairs:

- 1) Removal of the concrete surrounding #1 Diesel Tank Spill Bucket, replacement of the defective Spill Bucket and surrounding concrete replacement at a cost not-to-exceed of \$8,029.00.
- 2) Replacement of the defective section of the Secondary Duplex Line and associated penetration boots at a cost not-to-exceed of \$16,966.00.

Staff evaluated the proposal received from TEC to determine 1) adequacy of the proposed scope of remediation work, and 2) cost reasonableness compared to open market pricing. Staff has found the scope to be adequate and the cost to be fair and reasonable based upon the following factors:

- Labor rates are comparable to current contract labor rates
- Level of effort mix is acceptable based on the corresponding scope of work

TEC has provided similar services to the District, including engineering support services and in-plant quality assurance inspections. The firm possesses the depth of experience and necessary qualifications to successfully perform the proposed scope of work. Staff considers TEC to be a responsible, experienced vendor and is confident in TEC's ability to complete this project successfully. TEC is a registered public works contractor with the State of California Department of Industrial Relations

Sr. Contract Officer: Patrick May 650-508-7732  
Project Manager: Greg Moyer, Supt. Maintenance Tech Services 650-508-6252

**RESOLUTION NO. 2016-**

**BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT**

**STATE OF CALIFORNIA**

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**AUTHORIZING DECLARATION OF AN EMERGENCY FOR THE REPAIR OF DIESEL FUEL SYSTEM COMPONENTS AT NORTH BASE AND RATIFICATION OF AN EMERGENCY PURCHASE ORDER TO TECHNOLOGY, ENGINEERING AND CONSTRUCTION IN THE AMOUNT OF \$24,995**

**WHEREAS**, the San Mateo County Transit District (District) North Base Facility had a bi-annual inspection on January 13, 2016, by San Mateo County Environmental Health Department staff and two defects were noted; and

**WHEREAS**, Technology, Engineering & Construction dba TEC Accutite (TEC), the District's underground storage tank maintenance contractor, was dispatched to investigate the defects and make recommendations for the repairs; and

**WHEREAS**, repairs to these defects must be initiated and/or completed within 30 days to avoid severe financial penalties and potential negative environmental impacts; and

**WHEREAS**, California Public Contract Code Section 1102 defines an emergency as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services"; and

**WHEREAS**, California Public Contract Code Section 22050 authorizes the District to repair and take other immediate actions required to address an emergency, and requires that findings based on substantial evidence must be made that the emergency will not permit delay resulting from a competitive solicitation of bids, and that the action is necessary to respond to the emergency, by a four-fifths vote of the Board; and

**WHEREAS**, TEC has submitted a proposal in a not-to-exceed amount of \$24,995 to perform both repairs; and

**WHEREAS**, staff has carefully evaluated the proposal received from TEC and has found the proposed costs to be fair and reasonable and is confident in TEC's ability to complete this project successfully; and

**WHEREAS**, TEC has been directed by the General Manager/CEO, through staff, to perform the work; and

**WHEREAS**, the General Manager/CEO seeks Board ratification of the emergency purchase order awarded to TEC, for the North Base diesel fuel system repairs.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby:

1. Declares that an emergency exists with regard to the North Base diesel fuel system and directs staff to include relevant facts regarding the justification for the declaration of emergency in the minutes of this meeting;
2. Finds that the emergency does not permit a delay that would otherwise result from a formal solicitation for bids and action is necessary to respond to the emergency;
3. Ratifies the General Manager/CEO's issuance of an emergency purchase order in the amount of \$24,995 to TEC for the North Base diesel fuel system repairs; and
4. Authorizes the General Manager/CEO or his designee to take all other discretionary actions required to respond to said emergency, provided that the General Manager/CEO reports such actions to the Board at each monthly Board meeting until the emergency situation is resolved, with a final report to be made at the first Board meeting after the emergency is resolved.

Regularly passed and adopted this 2<sup>nd</sup> day of March, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary