

PIERCE TRANSIT BOARD MEETING
Training Center, St. Helens Room
July 11, 2011
4:00 P.M.

AGENDA

Page No.

CALL TO ORDER

ROLL CALL

APPROVAL OF VOUCHERS

PRESENTATION

APTA 2011 Bus Safety & Security Excellence Award
(Gold Award for Security)

Lynne Griffith, CEO

PUBLIC COMMENT

ACTION AGENDA

- | | |
|--|---|
| 1. Authority to Execute a Contract for CNG Project Oversight Management Services with Project Dimensions | Gisela Ratajski, Director of Procurement, Warehouse & Administrative Services |
| 2. Authority to Execute a Contract for Printing "The Bus Stops Here" Booklet | Scott Morris, Director of Public Affairs |
| 3. Authority to Initiate the Reorganization of Non-Bargaining Unit Personnel | Lynne Griffith |

INFORMATIONAL/DISCUSSION BOARD ITEM

Sound Transit Update

Commissioners Thomas, Fey, & McCarthy

STAFF/POLICY DISCUSSION

EXECUTIVE SESSIONS

1. *Pursuant to RCW 42.30.110(i)(iii): Litigation or legal risks of a proposed action or current practice that the Agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.*
2. *Pursuant to RCW 42.56.110(1)(g): To review the performance of a public employee. However, subject to RCW 42.30.140, when the Board elects to take final action setting the salary of an individual employee, that action shall be taken in a meeting open to the public.*

ADJOURNMENT

FACT SHEET

TITLE: Authority to Execute a Contract for CNG Project Oversight Management Services with Project Dimensions
DEPARTMENT: Executive
ORIGINATOR: Lynne Griffith

PRECEDING ACTION: Resolution No. 10-033, Adoption of the 2011 Agency Budget

COORDINATING DIVISION: Facilities Maintenance, Procurement

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

2011 Budget Amount	Required Expenditure	Impact
N/A	\$199,165.00	N/A
	10% Cont. <u>19,916.00</u>	
	Total \$219,081.00	

Explanation: The required expenditure will initially be funded from reserves and will be submitted for coverage under our property damage policy with WSTIP.

BACKGROUND: This resolution requests authority to execute a contract for CNG Project Oversight Management Services with Project Dimensions.

On February 28, 2011, Pierce Transit experienced an explosion at its CNG Fueling Station resulting in damage to equipment and preventing fueling at the facility until equipment and associated construction can be replaced. Due to the technical complexity of the repair project, the number of outside agencies and interests involved, and the lack of in-house capacity, the Federal Transit Administration recommended and the insurance carrier thought it might be useful to contract with a project management team with experience in CNG facilities to coordinate and oversee all facets necessary to bring the station back on line.

In response to these recommendations, a scope of work was developed and a request for qualifications was advertised for an experienced project management oversight firm with engineering background. As a result of our advertising, four responses were received. An evaluation committee consisting of staff and a representative from Sound Transit reviewed and evaluated the submittals. As a result, we found that two responses reflected the necessary qualifications. Those firms were interviewed by the committee. The team assembled by Project

Dimensions was determined to be the team that most closely meets our requirements. Staff began fee negotiations with Project Dimensions and has arrived at a project budget of \$199,165.00 plus a 10% contingency that is considered to be fair and reasonable. The firm's background is extensive with an excellent reputation and the team assigned to this project is well qualified and capable to perform all phases of the work required. Staff therefore recommends execution of a contract with Project Dimensions.

ALTERNATIVES: The alternative would be not to award the contract to Project Dimensions and to negotiate with the next ranked firm; another alternative would be to reject all submittals received and to resolicit, however it is unlikely that better results would be achieved. In addition, the delay caused by resolicitation would unnecessarily delay the project.

RECOMMENDATION: Authorize execution of contract for CNG Project Oversight Management Services with Project Dimensions.

RESOLUTION NO. 11-

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing Execution of a Contract for CNG Project Oversight Management
Services with Project Dimensions

WHEREAS, on February 28, 2011, Pierce Transit experienced an explosion at its compressed natural gas (CNG) fueling station; and

WHEREAS, the explosion resulted in damage to equipment and related construction, preventing fueling operations at the site; and

WHEREAS, it has been recommended that a project oversight management team be employed to oversee the restoration of the facility due to the technical complexity of the project and the number of outside agencies and interests involved; and

WHEREAS, a request for qualifications was issued for a qualified project management team; and

WHEREAS, four submittals for CNG Project Oversight Management services were submitted in response to notice duly published in the manner required by law; and

WHEREAS, at the time and place specified in the notice, all proposals which were received were duly opened and analyzed by Pierce Transit staff; and

WHEREAS, the proposals were evaluated in accordance with published criteria; and

WHEREAS, two proposals were eliminated from further competition; and

WHEREAS, interviews were conducted with the two remaining proposers; and

WHEREAS, the qualifications of Project Dimensions were found to most closely meet Pierce Transit's requirements; and

WHEREAS, extensive negotiations were conducted with Project Dimensions resulting in a cost proposal of \$199,165.00 plus a 10% contingency for a total amount not to exceed \$219,081.00, which is considered to be fair and reasonable; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to accept said proposal.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

1 Section 1. The proposal of Project Dimensions is hereby accepted as indicated subject to
2 execution of a written contract. Pierce Transit, at its sole discretion, reserves the right to revoke the acceptance
3 of this proposal at any time prior to execution of the written contract.

4 Section 2. The Chief Executive Officer is hereby authorized to execute a contract therefor on
5 behalf of Pierce Transit. Term of contract shall be for one year without optional contract years. Said contract is
6 to be substantially in the form of the document on file in the office of the Clerk of the Board and by this
7 reference incorporated herein as though fully set forth.

8 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
9 on the 11th day of July 2011.

Claudia Thomas, Chair
Board of Commissioners

ATTEST:

Treva Percival, CMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Execute a Contract for Printing "The Bus Stops Here" Booklet DEPARTMENT: Human Resources and Technology

ORIGINATOR: Alberto Lara

PRECEDING ACTION: Resolution No. 10-033, Adoption of 2011 Agency Budget

COORDINATING DIVISION: Marketing, Purchasing

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Bid tabulation and Resolution

BUDGET INFORMATION

2011 Budget Amount	Required Expenditure	Impact
\$68,150.00	\$60,672.00	\$1,835.50
	Tax <u>\$5,642.50</u>	Under budget
	\$66,314.50	

Explanation: The budget and expenditure are for the October 2011 edition of the booklet.

BACKGROUND: This resolution seeks authority to execute a contract to print "The Bus Stops Here" booklet with Consolidated Press.

Pierce Transit has produced "The Bus Stops Here" booklet three times per year for the past several years. The booklet contains all Pierce Transit's bus schedules and other passenger information. It is distributed to our customers and used for selected target mailings where service improvements are being made. The current contract expires on July 31, 2011. Staff developed specifications for a new one-year contract with four one-year options. Bidders were required to provide firm pricing for the first printing. Certified paper mill price increases or decreases will be applied to the paper portion of the cost for each printing thereafter. The Seattle-Tacoma-Bremerton consumer price index (CPI) will be applied to the non-paper portion of the cost for future contract years.

Four bids were received on June 15, 2011, in response to our advertising (see attached bid tabulation). The bid evaluation is based on four ascending quantities of a 168 page book, a reduction of 24 pages from previous printings, with the option of adding resource and schedule pages if needed.

Consolidated Press submitted the low responsive and responsible bid. They have printed "The Bus Stops Here" booklet in the past; staff is familiar with the company and their ability to successfully perform the work required under this contract. Staff recommends the contract be awarded accordingly.

ALTERNATIVES: The alternative would be to reject bids and solicit pricing for individual printings three times each year; however, continuity of quality and price advantages gained from a longer term one year commitment would be lost.

RECOMMENDATION: Authorize execution of a contract for printing "The Bus Stops Here" booklet with Consolidated Press.

PIERCE TRANSIT - BID TABULATION

PT-32-11 PRINTING OF BUS SCHEDULE BOOKLETS

ADDENDA: #1, 6/9/11

BID OPENING: Wednesday, 6/15/11, 2:00pm

BIDDER -->		Consolidated Press		Eagle Webb Press*		Rotary Offset Press**		Signature Graphics***	
Product	Qty/M	Price/M	Total	Price/M	Total	Price/M	Total	Price/M	Total
Print TBSH Booklet Cover, 16 Resource Pages, 152 Schedule Pages	90	\$ 413.44	\$ 37,209.60	\$ 496.889	\$ 44,720.01	\$ 555.44	\$ 49,989.60	\$ 575.72	\$ 51,814.80
	110	\$ 400.21	\$ 44,023.10	\$ 474.964	\$ 52,246.04	\$ 531.73	\$ 58,490.30	\$ 557.53	\$ 61,328.30
	125	\$ 391.88	\$ 48,985.00	\$ 462.880	\$ 57,860.00	\$ 518.64	\$ 64,830.00	\$ 542.29	\$ 67,786.25
	140	\$ 385.49	\$ 53,968.60	\$ 451.600	\$ 63,224.00	\$ 508.50	\$ 71,190.00	\$ 534.58	\$ 74,841.20
	160	\$ 379.20	\$ 60,672.00	\$ 440.206	\$ 70,432.96	\$ 498.41	\$ 79,745.60	\$ 526.54	\$ 84,246.40
OPTION - ADD/DELETE Resource Pages 8 page section	90	\$ 35.44	\$ 3,189.60	\$ 4,595.00	\$ 413,550.00	\$ 586.76	\$ 52,808.40	\$ 29.94	\$ 2,694.60
	110	\$ 33.53	\$ 3,688.30	\$ 5,330.00	\$ 586,300.00	\$ 561.71	\$ 61,788.10	\$ 28.99	\$ 3,188.90
	125	\$ 32.51	\$ 4,063.75	\$ 5,879.00	\$ 734,875.00	\$ 548.18	\$ 68,522.50	\$ 28.20	\$ 3,525.00
	140	\$ 31.71	\$ 4,439.40	\$ 6,429.00	\$ 900,060.00	\$ 537.56	\$ 75,258.40	\$ 27.80	\$ 3,892.00
	160	\$ 30.87	\$ 4,939.20	\$ 7,161.00	\$ 1,145,760.00	\$ 526.56	\$ 84,249.60	\$ 27.38	\$ 4,380.80
Schedule Pages 8 page section	90	\$ 15.18	\$ 1,366.20	\$ 864.63	\$ 77,816.70	\$ 565.58	\$ 50,902.20	\$ 11.51	\$ 1,035.90
	110	\$ 14.46	\$ 1,590.60	\$ 1,009.26	\$ 111,018.60	\$ 541.65	\$ 59,581.50	\$ 11.15	\$ 1,226.50
	125	\$ 13.98	\$ 1,747.50	\$ 1,117.94	\$ 139,742.50	\$ 528.74	\$ 66,092.50	\$ 10.85	\$ 1,356.25
	140	\$ 13.67	\$ 1,913.80	\$ 1,224.06	\$ 171,368.40	\$ 518.59	\$ 72,602.60	\$ 10.69	\$ 1,496.60
	160	\$ 13.33	\$ 2,132.80	\$ 1,367.42	\$ 218,787.20	\$ 508.06	\$ 81,289.60	\$ 10.53	\$ 1,684.80
Schedule Pages 16 page section	90	\$ 21.40	\$ 1,926.00	\$ 1,693.90	\$ 152,451.00	\$ 576.38	\$ 51,874.20	\$ 21.59	\$ 1,943.10
	110	\$ 20.83	\$ 2,291.30	\$ 1,977.42	\$ 217,516.20	\$ 552.13	\$ 60,734.30	\$ 20.91	\$ 2,300.10
	125	\$ 20.44	\$ 2,555.00	\$ 2,100.48	\$ 262,560.00	\$ 539.03	\$ 67,378.75	\$ 20.34	\$ 2,542.50
	140	\$ 20.18	\$ 2,825.20	\$ 2,398.57	\$ 335,799.80	\$ 528.74	\$ 74,023.60	\$ 20.05	\$ 2,807.00
	160	\$ 19.90	\$ 3,184.00	\$ 2,679.62	\$ 428,739.20	\$ 518.08	\$ 82,892.80	\$ 19.75	\$ 3,160.00
ALERTION FEES Post-scripting Time Computer Operator Time Digital Proof 24" x 36" Digital Color Proof 24" x 36"									
	Hour	\$ 60.00		\$ 75.00		\$ 60.00		\$ 50.00	
	Hour	\$ 60.00		\$ 75.00		\$ 60.00		\$ 50.00	
	Each	\$ 10.50		\$ 15.00		\$ 15.00		\$ 10.00	
	Each	\$ 40.00		\$ 50.00		\$ 20.00		\$ 20.00	
Other									
Other									
Paper (Specified) Cover (Sappi, Somerset) Resource Pgs (Weyerhaeuser, Lynx) Schedule Pgs (Powell River, Catalyst)									
		Sappi Somerset		Sappi Somerset		Spicers Somerset		Hansol Titan Gloss	
		Domtar Lynx		Domtar Lynx		Weyerhaeuser Lynx		Domtar Lynx Opaque	
		Catalyst Electrabrite		Catalyst Electrabrite		Powell River Catalyst		Catalyst Electrabrite	
Project Manager Named		Ramona Hjort (sp?)		Kim Sanders		Katrina Minton-Davis		Suzanne Kuhns	

Comments:

*Did not complete matrix
establishing basis for
paper \$ adjustments

Possible error - Add/Delete
pricing appears to be total and
not per thousand as requested.

** Options - listed different
price for add than for delete;
noted add above, delete is less \$

Possible error - Add/Delete
pricing appears to be total book
and not just add/delete as
requested.

***Included paper samples

RESOLUTION NO. 11-

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Execution of a Contract for Printing "The Bus Stops Here" Booklet

WHEREAS, by Resolution No. 10-033, approved on the 13th of December 2010, the Board of Commissioners of Pierce Transit adopted the budget for 2011; and

WHEREAS, the budget includes funds for printing of "The Bus Stops Here" booklet; and

WHEREAS, the bids for printing "The Bus Stops Here" booklet have been submitted in response to notice duly published in the manner required by law; and

WHEREAS, at the time and place specified in the notice, the received bids were duly opened, read and analyzed by Pierce Transit staff; and

WHEREAS, the bid submitted by Consolidated Press dated June 15, 2011, to provide said printings of "The Bus Stops Here" booklet described in Specification No. PT-32-11 at pricing included in the bid is the most responsive and responsible bid received, considered to be fair and reasonable, and is by this reference incorporated herein; and

WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to accept said bid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

Section 1. The bid of Consolidated Press for printing of "The Bus Stops Here" booklet is hereby accepted as indicated subject to execution of a written contract. Pierce Transit at its sole discretion, reserves the right to revoke the acceptance of this bid any time prior to execution of the written contract.

Section 2. The Chief Executive Officer is hereby authorized to execute a contract therefor on behalf of Pierce Transit. The term of the contract shall be for one (1) year with options for four (4) additional one-year periods. Said contract is to be substantially in the form of the document on file in the office of the Clerk of the Board and by this reference incorporated herein as though fully set forth.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 11th day of July, 2011.

Claudia Thomas, Chair
Board of Commissioners

ATTEST:

Treva Percival, CMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Initiate the Reorganization of Non-Bargaining Unit Personnel

DEPARTMENT: Board Directed Project and Accompanying Agency Leadership Realignment

ORIGINATOR: Lynne Griffith

PRECEDING ACTION: N/A

COORDINATING DIVISION: N/A

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Resolution and Proposed Alignment

BUDGET INFORMATION

2011 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

BACKGROUND: Pierce Transit Board of Commissioners ("Board") has directed that an overall reduction of Agency personnel must accompany a reduction in service due to the economic conditions facing the Agency, which have been previously documented in public hearings. To that end, the Chief Executive Officer and the Board agree that implementing these components is critical to the Agency mission.

The Agency has undertaken a project that involved the Board, customers, community stakeholders, and employees in identifying Agency opportunities and challenges to achieve the Board directed reductions. In order to provide the best possible service in a reduced system, the Chief Executive Officer must have the ability to align the Agency leadership as needed. Part of such alignment involves the potential reorganization of non-bargaining unit employees, including their job descriptions and job classifications.

The project and the reorganization will consist of the alignment of the Agency's work in support of the strategic direction provided by the Board. Necessarily, there will be development of job descriptions and pay structures among non-bargaining unit employees to support the priorities established by the Board.

The proposed new organization is incorporated in the exhibit attached to the proposed resolution.

ALTERNATIVES: The alternative is to not adopt the resolution, in which case the Board directive of service and personnel reduction will not occur.

RECOMMENDATION: Adopt the proposed Resolution to implement the development and implementation of the above stated directive, vision, and priorities.

RESOLUTION NO. 11-

A RESOLUTION of the Board of Commissioners of Pierce Transit
Authorizing the Initiation of the Board Directed Reorganization of Non-Bargaining Unit Personnel and
Accompanying Agency Leadership Realignment

WHEREAS, the Board of Commissioners of Pierce Transit has directed that Agency non-bargaining unit personnel must be reduced and reorganized; and

WHEREAS, Pierce Transit has initiated and completed a series of public hearings to engage the Board of Commissioners, customers, community stakeholders, and employees in identifying challenges confronting the Agency; and

WHEREAS, the Board of Commissioners of Pierce Transit has determined that the best interests of the Agency will be served by Chief Executive Officer action to realign the leadership of the Agency to better facilitate and to effect greater efficiencies and the Board directive to reduce and reorganize non-bargaining unit personnel; and

WHEREAS, the Pierce Transit Code provides organizational and administrative practices and procedures governing the alignment of non-bargaining unit employees, including without limitation job descriptions and classifications; and

WHEREAS, the organizational realignment is best effected by the alignment of the Agency's work in support of the direction provided by the Board of Commissioners; and

WHEREAS, such realignment will require the development of job descriptions and pay classifications among non-bargaining unit employees that support the priorities established by the Board of Commissioners; and

WHEREAS, the leadership alignment set forth in the attachment to this Resolution and incorporated by reference herein and the Board of Commissioners of Pierce Transit being otherwise fully advised in the matter;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

Section 1. The Chief Executive Officer of Pierce Transit is hereby authorized to proceed with implementation of the leadership alignment attached to this Resolution.

Section 2. The Chief Executive Officer of Pierce Transit is hereby authorized to present at a later date to the Board of Commissioners recommendations regarding the revisions to job descriptions or pay

1 classifications in order to support the Board of Commissioners' directive to improve efficiencies and productivity
2 of the Agency.

3 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
4 on the 11th day of July 2011.

Claudia Thomas, Chair
Board of Commissioners

ATTEST:

Treva Percival, CMC
Clerk of the Board