



**PIERCE TRANSIT BOARD MEETING**  
**Training Center, Rainier Room**  
**3720 96<sup>th</sup> Street SW, Lakewood, WA**  
**July 10, 2017, 4:00 PM**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**SPECIAL BUSINESS**

- Election of Vice Chair Chair Keel

**PRESENTATIONS**

- June 2017 Operator of the Month ~ Angel Arteaga Scott Gaines  
Transit Operator Assistant Manager
- Second Quarter CTAG Report Cody Bakken, CTAG Member
- Public Transportation Safety Plan Rob Huyck  
Risk Manager

**PUBLIC COMMENT**

*(Citizens wishing to provide comment will be given three minutes to comment on any transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time allowed to allow sufficient time for the Board to conduct business.)*

**PUBLIC HEARING**

- Proposed 2017- 2022 Transportation Development Plan Darin Stavish  
Principal Planner

**CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)*

1. Approval of Vouchers, July 1, 2017

2. Minutes: Special Study Session and Regular Board Meeting of June 12, 2017
4. FS 17-047, Authority to Execute Contracts for New Original Equipment Manufacturer (OEM) Radiators with New Flyer Parts, MCI Service Parts and Western Peterbilt, LLC
5. FS 17-048, Ratification of Declaration of Emergency Related to Pierce Transit's Building 5 Fire Panel and Monitoring System
6. FS 17-049, A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute an Agreement with Port of Tacoma for Grant Funds in Support of the Downtown to Defiance Trolley
7. FS 17-050, Authority to Execute a Four Month Extension with American Custodial, Inc. (ACI), Contract No. PT-18-12 Janitorial Services
8. FS 17-051, Authority to Purchase Computer Replacements from the State Contract MNWNC-108/#058i15-003 in the Amount of \$950,000
9. FS 17-052, A Resolution Authorizing Amendment of the 2017 Capital Budget to Increase the Budget for the Building 1 Auto Shop Hoist Replacement Project

#### **ACTION AGENDA**

1. FS 17-053, A Resolution Approving a Fare Increase to SHUTTLE Fares Effective September 1, 2017, and Authorizing Amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule  
Rob Andresen-Tenace  
Specialized Transportation Manager
2. FS 17-054, Authority to Purchase Three (3) Forty-Foot Catalyst Electric Transit Vehicle Replacement Coaches From Proterra, Inc. Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Using Department of Enterprise Services (DES) Contract No. 09214  
Kevin Zinski  
Fleet Manager
3. FS 17-055, A Resolution to Amend the 2017 Capital Budget to Increase Funding for the Financial Management System Replacement Project and to Award a Contract to Superior, LLC for a Financial Management System  
Erik Solberg  
Senior Project Manager

#### **STAFF UPDATES/DISCUSSION**

- CEO's Report  
Sue Dreier  
Chief Executive Officer

#### **INFORMATIONAL BOARD ITEMS**

- Chair Report  
Chair Keel
- Sound Transit Update
- Commissioners' Comments

**EXECUTIVE SESSION**

- Review the performance of a public employee, pursuant to RCW 42.30.110 (g).

**ADJOURNMENT**



**PIERCE TRANSIT  
NOTICE OF PUBLIC HEARING  
PROPOSED TRANSIT DEVELOPMENT PLAN: 2017-2022**

Pierce Transit's draft edition of the Transit Development Plan (TDP) covering 2017-2022 has been filed with the Clerk of the Board. A copy will be available for review after July 5, 2017 at [www.piercetransit.org/documents/](http://www.piercetransit.org/documents/) or by contacting:

Darin L. Stavish, AICP, Principal Planner  
Pierce Transit – Transit Development Department  
P.O. Box 99070  
Lakewood, WA 98496-0070  
Office (Direct): 253-983-3329  
Email: [dstavish@piercetransit.org](mailto:dstavish@piercetransit.org)

A public hearing will be held as part of the Board of Commissioners' meeting on Monday, July 10, 2017. The meeting begins at 4:00 pm and is held in the Pierce Transit Training Center - Rainier Conference Room, 3720 96<sup>th</sup> Street SW, Lakewood, Washington 98499.

The public is invited to appear at the hearing to offer testimony. Written comments should be submitted to Darin L. Stavish, Principal Planner, P.O. Box 99070, Lakewood, WA 98496, no later than August 11, 2017.

The Transit Development Plan (TDP) reports on Pierce Transit's annual operating budget, capital investments, and business strategies, and is submitted to the Washington State Department of Transportation annually. This year's TDP highlights agency work accomplished in 2016; provides a general outline of services and facility changes anticipated from 2017-2022; and financial elements (both operating and capital), budgeted for 2017 plus projected for 2018-2023. Once finalized, Pierce Transit will use the TDP to guide specific development of upcoming service designs, business strategies, and budget considerations.

Registered SHUTTLE customers may obtain specialized transportation to and from the hearing by calling SHUTTLE at (253) 581-8000, Option 2, from one to five days in advance of the hearing. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

*Published in the Tacoma News Tribune and Tacoma Daily Index on June 30, 2017*

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS SPECIAL STUDY SESSION  
MINUTES**

**June 12, 2017**

**CALL TO ORDER**

Chair Keel called the Special Study Session meeting to order at 3:03 p.m.

Commissioners present:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem  
Nancy Henderson, Vice Chair of the Board, Town of Steilacoom Councilmember  
*(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)*  
Daryl Eidinger, City of Edgewood Mayor *(representing Fife/Milton/Edgewood)*  
Don Anderson, City of Lakewood Mayor *(arrived at 3:04 p.m.)*  
Marilyn Strickland, Mayor of the City of Tacoma *(arrived at 3:11 p.m.)*

Commissioners excused:

Rick Talbert, Pierce County Councilmember  
Heather Shadko, City of Puyallup Councilmember  
Ryan Mello, City of Tacoma Councilmember  
Bruce Dammeier, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

Others present:

Suzanne Thomas, Counsel with K&L Gates

**DISCUSSION/REVIEW**

After receiving consensus from the Board, Chair Keel changed the order of the agenda to hear the High Capacity Transit Needs and Purpose item prior to the Electric Bus Cost Analysis item and the Executive Session. *(Commissioner Anderson arrived at 3:04 p.m.)*

The High Capacity Transit Needs and Purpose item was discussed amongst the Board members that were present; however, no quorum was established at the time of discussion. The agenda was reordered in hopes that a quorum would be established with anticipated Board member arrival.

**High Capacity Transit Needs and Purpose**

Principal Planner Darin Stavish provided an overview of the agency's High Capacity Transit Feasibility Study. Mr. Stavish's overview noted the purpose, goals, objectives and evaluation measures of the study.

The study began in February 2017 and is of the 14-mile corridor along Pacific Avenue and State Route 7 between downtown Tacoma and Spanaway. The route is currently served by Pierce Transit's Route 1, which has the highest ridership in the system with nearly 6,000 boarding's per weekday. The study will involve gathering public input, identifying current and projected conditions along the corridor, and identifying a preferred mode (e.g., bus rapid transit). The study is intended to identify cost-effective enhancements that will increase ridership, better connect the southern end of Pierce Transit Spanaway service area to Downtown Tacoma, support local and regional project stimulation goals, and improve safety for corridor users. *(Commissioner Strickland arrived at 3:11 p.m. and a quorum was established.)*

A short discussion ensued with regards to whether the study would include interface with Pierce County's future development and employment plans and how the study fits into the agency's Strategic Plan. Mr. Stavish stated that the agency is working in partnership with the City of Tacoma, Pierce County, Washington State DOT, and other agencies and that there are Pierce County members on the study team. Mr. Stavish also noted that the study is meeting the needs of the agency's passengers and providing service quality.

### **Electric Bus Cost Analysis**

Fleet Manager Kevin Zinski provided an overview of the agency's electric bus cost analysis as it seeks to diversify its fleet. Mr. Zinski's overview touched on costs, charging stations and other details.

Pierce Transit is planning to purchase three 40-foot electric buses and associated infrastructure, including chargers. A \$2.55 million federal grant is supporting this purchase, with a required 15 percent match for the buses and a 10 percent match for charging facilities. The agency expects to have electric buses on the road in spring 2018.

A discussion ensued with regards to the cost comparisons and savings, cost per gallon equivalent comparisons, practicality of the charging stations, the market credibility of Proterra and whether other transit agencies are utilizing the Proterra buses. Mr. Zinski stated that the estimates are over a 12-year life cycle.

### **EXECUTIVE SESSION**

At 3:30 p.m. the regular meeting was recessed into Executive Session for approximately 30 minutes for the purposes of discussing matters relating to Union Negotiations, pursuant to RCW 42.30.140 (4)(b) and for matters relating to litigation, pursuant to RCW 42.30.110 (1)(i). It was noted that no formal action or final disposition would occur in open session following the executive session.

At 4:00 p.m. Chair Keel extended the executive session 5 minutes. The extension was announced to attendees.

### **RECONVENE TO OPEN SESSION**

At 4:05 p.m. the regular meeting was convened and adjourned.

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Kristol Bias  
Records Coordinator/Deputy Clerk of the Board

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Kent Keel, Chair  
Board of Commissioners

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**June 12, 2017**

**CALL TO ORDER**

Chair Keel called the meeting to order at 4:07 p.m.

Commissioners present:

Kent Keel, Chair of the Board, City of University Place Mayor Pro Tem  
Don Anderson, City of Lakewood Mayor  
Nancy Henderson, Vice Chair of the Board, Town of Steilacoom Councilmember  
(*representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom*)  
Daryl Eidinger, City of Edgewood Mayor (*representing Fife/Milton/Edgewood*)  
Marilyn Strickland, Mayor of the City of Tacoma

Commissioners excused:

Rick Talbert, Pierce County Councilmember  
Ryan Mello, City of Tacoma Councilmember  
Heather Shadko, City of Puyallup Councilmember  
Bruce Dammeier, Pierce County Executive

Staff present:

Sue Dreier, Chief Executive Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Assistant to the CEO/Clerk of the Board  
Kristol Bias, Records Coordinator/Deputy Clerk of the Board

**SPECIAL BUSINESS**

**Appointment to Executive Finance Committee**

Chair Keel noted that due to his recent appointment to the Sound Transit Board, there is now a vacancy on the agency's Executive Finance Committee. The Sound Transit meeting date conflicts with the Executive Finance Committee meeting date and it is necessary to fill the position on the Executive Finance Committee so that the Committee is restored to its full complement. Chair Keel noted as information that the Executive Finance Committee meets the fourth Thursday of each month at 3:00 p.m. at the Piece Transit Administrative Building.

Chair Keel appointed Commissioner Henderson to serve on the Executive Finance Committee, effective June 22, 2017.

Commissioners Anderson and Strickland **moved** and seconded to confirm the Chair's appointment of Commissioner Henderson to the Executive Finance Committee, effective June 22, 2017.

Motion **carried**, 5-0.

## **PUBLIC COMMENT**

Chair Keel provided direction for participating in public comment and the following individuals spoke:

- Tammie Cox, Tacoma, reported her experience with passengers smoking in and around bus shelters, cigarettes being discarded into sewage drains around bus shelters, inappropriate behavior from riders on the bus in front of children, and non-service animals being brought onto buses. Ms. Cox noted that her experience with witnessing strollers being left in the middle of the bus aisles has improved. She concluded her comment with expressing her desire for additional security officers around bus stops.
- Betsy Elgar, Lakewood, provided comment.
- Cinderella Helga, Lakewood, reported her experience with the 48 Route bus being late. Ms. Helga also submitted written comments to the Clerk of the Board, expressing her desire for the return of various bus stops and bus routes with regards to the recent new service implementation.

## **CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)*

Commissioners Strickland and Anderson **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 5-0.

1. Approval of Vouchers, June 1, 2017  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Voucher CK Nos. 355971 through 356525  
Advance Travel CK Nos. 1210 through 1212  
Wire Nos. 1958 through 1977  
Total \$6,386,245.10
2. Minutes: Special Study Session and Regular Board Meeting of May 8, 2017
3. FS 17-040, Approved Resolution No. 17-021, authorizing the Chief Executive Officer to enter into and execute a multi-year contract with Lamar Transit for Transit Advertising Sales and Placement Services for a term of five (5) years



4. FS 17-041, Approved Resolution No. 17-022, authorizing the Chief Executive Officer to enter into and execute a Memorandum of Agreement, in substantially the same form as attached hereto as Exhibit A, with Pierce County for Pierce Transit to manage and expend federal CMAQ funds in the amount of \$230,000 to provide a Trip Reduction Support Services Program to employers and/or residents in Pierce County for the term of March 1, 2017 – December 31, 2020
5. FS 17-042, Approved Resolution No. 17-023, authorizing amendment of the 2017 Capital Budget to add the Base Lot Lighting Upgrades project in the amount of \$399,750.00
6. FS 17-044, Authorized the Chief Executive Officer to enter into and execute a two year contract extension for natural gas with Cost Management Services, Inc. effective November 2018 – October 2019

### **PUBLIC HEARING**

**Proposal to increase SHUTTLE fares by 50 cents, increasing the Shuttle cash fare from \$1.25 to \$1.75, and to increase the monthly pass from \$45 to \$63, effective September 1, 2017**

Specialized Transportation Manager Rob Andresen-Tenace gave a presentation reviewing the agency's proposed SHUTTLE fare increase.

In late 2015 the Board adopted a policy to incrementally bring SHUTTLE fares to the rates of fixed-route fares. Most surrounding agencies also have this policy in place. The tentative plan is to propose another 25-cent increase in spring 2018, bringing SHUTTLE fares to \$2.00.

The Board is expected to vote on the 50-cent increase at its July 10, 2017 Board meeting.

Commissioner Strickland inquired whether there has been any impact on bus ridership since the last SHUTTLE fare increase. Mr. Andresen-Tenace stated that there has been a decline; however, the decline is in line with other transit agencies.

Chair Keel provided instructions for the public hearing to citizens.

At 4:29 p.m., the public hearing was opened and citizens were given two minutes to comment. The following individual(s) commented:

- Tammie Cox, Tacoma, provided comment opposing the fare increase. Ms. Cox expressed that although she is not eligible for SHUTTLE service, she believes that SHUTTLE fares are already high and trip time lengths are too long.
- Susan Rogers, Spanaway, provided comment opposing the fare increase due to personal financial hardship. Ms. Rogers also expressed her desire for more buses to run in the evenings.
- Sylvia Lester, provided comment opposing the fare increase due to personal financial hardship.

- John Merideth, Spanaway, provided comment opposing the fare increase. Mr. Merideth also inquired as to the cost per ride for SHUTTLE and how much of the cost is being subsidized by taxpayers.
- Roy Magee, Lakewood, provided comment opposing the fare increase due to many SHUTTLE riders being on a subsidized income.
- Debby Wilson, Tacoma, provided comment opposing the fare increase.
- Cindy Skarvold, Tacoma, provided comment opposing the fare increase.
- Douglas Creek, Tacoma, provided comment opposing the fare increase due to personal financial hardship.
- Teresa Hershberger, Tacoma, provided comment opposing the fare increase and reported on her experience working with individuals that are on limited incomes. Ms. Hershberger expressed that raising SHUTTLE fares would give individuals less access to the community.
- Teresa Hershberger, provided interpreted comment on behalf of Nancy Tyson, Tacoma, opposing the fare increase due to being on a limited income.
- Adrian Nelson, provided interpreted comment on behalf of Kendyl Hair, Tacoma, opposing the fare increase due to being on a limited income.
- Cinderella Helga, Lakewood, provided comment opposing the fare increase.
- David Howe, Lakewood, provided comment opposing the fare increase and expressed his desire to speak to someone in further detail following the Board meeting with regards to his opposition.
- Adrian Nelson, supplemented Kendyl Hair's prior comment on behalf of Ms. Hair with regards to opposing the fare to include a suggestion on collecting fares riders have at the time of boarding as opposed to raising the rates.
- Jane McNeal, provided interpreted comment on behalf of Carie Howie opposing the fare increase due to being on a limited income.
- Adrienne Navarretts, Tacoma, provided comment opposing the fare increase. Mr. Navarretts stated he is a Clover Park Technical College student who rides with many of the persons providing public comment opposing the fare increase and spoke in support of those individuals on limited incomes to aid in their voices being better represented.
- Janet Flores, Tacoma, provided comment opposing the fare increase due to being on a limited income. Ms. Flores stated she has been a SHUTTLE rider for 19 years and would be housebound without the service.

- Robert Wardell, Tacoma, provided comment opposing the fare increase.
- Jordan Samuelson, Tacoma, provided comment opposing the fare increase, speaking in support of those individuals that are on limited incomes. Mr. Samuelson expressed that with raising the fares, individuals would have an even harder time making ends meet.
- Nathan, provided comment opposing the fare increase.
- Julia Bartess, provided comment opposing the fare increase, speaking in support of those individuals that are on limited incomes.

At 5:00 p.m., the public hearing was closed.

Commissioner Strickland extended a thank you to the attendees for attending the meeting and to those that shared their thoughts. She challenged agency staff to come back to the Board at a future meeting and provide further explanation to the public as to why SHUTTLE costs are expensive. She also encouraged staff to think of new and innovative ways on how the agency could reduce the overall costs to provide this service, such as partnering with other agencies.

Chair Keel extended his support to Commissioner Strickland's comment and shared with meeting attendees that he has an adult child that is wheelchair bound and personally understands some of the challenges that individuals face.

## **ACTION AGENDA**

### **1. FS 17-043, A Resolution Adopting the 2017-2021 Strategic Plan and Repealing the 2015-2020 Strategic Plan Adopted by Resolution No. 15-022**

Commissioners Strickland and Eidinger **moved** and seconded to approve Resolution No. 17-024, adopting Pierce Transit's 2017-2021 Strategic Plan as presented in Exhibit A and repealing Resolution No. 15-022, the agency's 2015-2020 Strategic Plan.

Lean Administrator Samantha Einarson presented on the item. Ms. Einarson noted that a major change in leadership since 2015 spurred a need for an updated Strategic Plan.

The new Strategic Plan will serve as the agency's guide for the next five years. This plan was developed over the last several months by a team of staff from all levels of the organization and sets a new vision for Pierce Transit as "Your Preferred Transportation for Today and Tomorrow."

If adopted, agency division-level and department-level leaders will work with staff to develop goals and objectives to align with the agency's.

Commissioner Strickland and Chair Keel shared their excitement for the Strategic Plan, its focus on ridership, and that they are looking forward to next steps.

Motion **carried**, 5-0.

2. **FS 17-045, A Resolution Amending the 2017 Capital Budget to Include Line Items for the Following: the Purchase of Real Property Located at 9622 40th Avenue SW, Lakewood, Washington, to Make Improvements to Said Property, and to Integrate the Subject Property into the Base Master Plan**

Commissioners Strickland and Eidinger **moved** and seconded to Approve Resolution No. 17-025 amending the 2017 Capital Budget to include line items for the following: 1) \$1,535,000 for the purchase of real property located at 9622 40th Avenue SW, Lakewood, Washington; 2) \$400,000 for necessary improvements to said property, and 3) \$50,000 for the integration of the property into the Base Master Plan.

Senior Planner Janine Robinson presented on the item. Ms. Robinson noted that the budget amendment request is due to the agency being at bus lot and office space capacity at its current location. Ms. Robinson noted the proposed amendments to the 2017 Capital Budget include two new projects with regards to acquisition of property and Vanpool staff and fleet relocation and one existing project update with regards to the agency's Base Master Plan. The amendment includes funds for improvements that will occur before the agency moves into the property.

A short discussion ensued with regards to whether the southern part of the new proposed property is included in the agency's Base Master Plan and if so, what its future use is. Ms. Robinson clarified that the southern part of the new proposed property is currently a storm pond and is included in the agency's base master plan with its future use being parking.

Motion **carried**, 5-0.

3. **FS 17-046, Authority to Amend Task Orders 2, 3, 4, 5 and 6 with Gray and Osborne Engineers for Additional Engineering Services**

Commissioners Strickland and Keel **moved** and seconded to authorize the execution of Task Order Nos. 2, 3, 4, 5 and 6 to the Master On-Call Agreement with Gray and Osborne for Architect/Engineering Services in an amount not to exceed \$89, 469.41, for a new total amount of \$677,059.01 including contingency.

Senior Project Manager Clint Steele presented on the item. Mr. Steele provided background, noting that on July 11, 2016, the Board of Commissioners approved a budget amendment to the 2016 capital budget to include the four Transit Center and Park and Ride renewal projects related to this item (SR 512, 72<sup>nd</sup> St., Tacoma Mall and Tacoma Community College). As Gray and Osborne worked on the initial part of the project, agency staff asked the consultants to provide additional engineering services outside of the original scope of work.

Amendments to these task orders will allow for additional consultant assistance on items such as low-impact development, right-of-way and storm water plans.

A discussion ensued with regards to where individuals currently park at the Tacoma Park and Ride and whether there have been any safety issues with individuals crossing the road. Mr. Steele stated that there is no parking associated with the Tacoma Park and Ride. Individuals are utilizing the Tacoma Mall parking lot and crosswalk to cross the street.

Commissioner Strickland stated that the City of Tacoma is trying to make the sidewalks more pedestrian friendly and make the Transit Centers more attractive in hopes to improve bus ridership.

Continued discussion ensued with regards to the movement of the property line. Mr. Steele noted that the agency is waiting on a letter from the City of Tacoma for the property exchange.

Motion **carried**, 5-0.

*(Commissioner Anderson left the meeting at 5:31 p.m.)*

## **STAFF UPDATES/DISCUSSION**

### **CEO's Report**

Chief Executive Officer Sue Dreier reported on the following items:

- The agency is keeping an eye on the Federal landscape with cuts to small starts/new starts and TIGER funding. These are the type of capital investment funding Pierce Transit would be looking towards to help fund the Bus Rapid Transit Project.
- The Downtown to Defiance Trolley recently launched at the beginning of June with a significant public ridership turnout. The trolley will continue to run through September 3, 2017.
- Bus ridership is up two percent since the agency's comprehensive ridership rollout in March.

## **INFORMATIONAL BOARD ITEMS**

### **Chair Report**

Chair Keel extended a reminder to Board members to turn their comments into the Human Resources department with regards to Chief Executive Officer Sue Dreier's annual performance evaluation. He also noted that he will be reaching out to each Board member individually over the next two weeks with regards to the importance of Board meeting attendance.

### **Sound Transit Update**

Commissioner Strickland reported that there are no new items to report with regards to Sound Transit other than the items that have been out in the press with regards to the continued progress on the car tab schedule and Mercer Island agreement. She also noted that Sound Transit has plans to increase its number of certifying contractors as it plans to continue to move forward with the Sound Transit 3 expansion of the regional public transit system.

### **Commissioners' Comments**

The commissioners had no items to report.

### **ADJOURNMENT**

Commissioners Strickland and Henderson moved and seconded to adjourn the meeting at 5:41 p.m.

Motion **carried**, 5-0.

### ***Handouts Provided:***

- Pierce Transit Major Capital Initiatives Update – June 12, 2017

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Kristol Bias  
Records Coordinator/Deputy Clerk of the Board

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Kent Keel, Chair  
Board of Commissioners

## FACT SHEET

TITLE: Authority to Execute Contracts for New Original Equipment Manufacturer (OEM) Radiators with New Flyer Parts, MCI Service Parts and Western Peterbilt, LLC

DIVISION: Fleet Maintenance

ORIGINATOR: Kevin Zinski, Fleet Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Fleet Maintenance, Purchasing

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

None

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### BUDGET INFORMATION

2017 Budget Amount  
\$6,352,334.00

Required Expenditure  
\$1,475,239.26 over five year term  
across all vendors

Impact  
None

Explanation: The 2017 budget includes funds for repair supplies – other, which includes radiators.

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### BACKGROUND:

The Invitation to Bid (IFB) was released on May 11, 2017 and was posted on the eBids website, advertised on Pierce Transit's website, Tacoma Daily Index, Daily Journal of Commerce, Transit Talent and the Office of Minority & Women's Business Enterprise (OMWBE). Twenty (20) vendors downloaded the bid documents. A public bid opening was held on June 8, 2017 with no vendors attending. Four (4) bids were received. All four (4) bids were reviewed and a bid tabulation sheet was created to determine the lowest bidder. The bid tabulation was analyzed for the possibility for single award; however it was in the best interest of Pierce Transit to award to multiple vendors for the best pricing for each brand of radiator. Pierce Transit purchases radiators for regular maintenance of our vehicles. Pierce Transit replaces approximately one hundred (100) radiators per year and not having a contract in place for radiators could result in higher costs for Pierce Transit. Staff proposes to award to

three (3) vendors: New Flyer Parts; MCI Services and Western Peterbilt, LLC. Some vendors were not able to provide every radiator specified in the bid which is also a factor in awarding to multiple vendors; Pierce Transit is unable to award to a single bidder. The estimated annual amount would be \$256,563.35 with an estimated total amount over five years of \$1,282,816.75 not to exceed \$1,475,239.26 which includes a fifteen percent (15%) contingency. This is an estimated amount based on the bid documents that state "The quantities shown in these specifications represent approximate annual usage to be used only for bid evaluation and shall not be considered a guaranteed quantity." The attachment to the contract shows the part numbers with the bid pricing.

The term of these Contracts will be two (2) years with three (3) optional one-year extensions.

#### ALTERNATIVES:

An alternative is to reject all bids. This is not recommended as a solution. It is in the best interest of Pierce Transit to award to multiple vendors and lock in contract pricing.

Another alternative is to refurbish radiators. Pierce Transit did send out a bid for refurbishing the radiators and the cost came back at \$1,257,811.50, and with a fifteen percent (15%) contingency that total would be \$1,446,483.23. Having them refurbished is not enough of a cost savings and does not provide the same OEM warranty as the new ones do, OEM is a one (1) year warranty and refurbished is six (6) months. It is in the best interest of Pierce Transit to purchase brand new OEM radiators.

#### RECOMMENDATION:

Authorize execution of multi-year contracts for OEM Radiators to New Flyer Parts; MCI Services and Western Peterbilt, LLC, in a total amount not to exceed \$1,475,239.26 for all three vendors.



## FACT SHEET

TITLE: Ratification of Declaration of Emergency Related to  
Pierce Transit's Building 5 Fire Panel and Monitoring  
System

DIVISION: Maintenance

ORIGINATOR: Larry McCarty, Facilities Maintenance  
Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Facilities Maintenance, Purchasing, Project Management Office

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

Exhibit A, Emergency Declaration

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### BUDGET INFORMATION

2017 Budget Amount  
\$0

Required Expenditure  
\$32,095

Impact  
(\$32,095)

Explanation: N/A

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### BACKGROUND:

Staff seeks ratification of the Chief Executive Officer's Declaration of Emergency made on July 2, 2017 in response to failed fire detection devices in Building 5.

The fire panel in Building 5 failed and is no longer functioning as designed, which has disabled the fire system. This is considered a significant safety issue that is need of immediate replacement and was therefore deemed an emergency. The Agency has disabled certain equipment, is working with the prior manufacturer to patch a temporary repair, and has temporarily instituted a fire watch to ensure the safety of the building occupants which is a temporary measure to ensure safety. This panel and the associated devices must be replaced as the manufacturer no longer supports them.

Therefore, in accordance with RCW 39.04.280 and Pierce Transit Procurement Procedures adopted on April 14, 2008 by the Board of Commissioners, the Chief Executive Officer has declared the existence of an emergency allowing suspension of competitive bid procedures and execution of contracts necessary to complete the repair work needed to restore the facility to a safe condition. Although competitive bid processes have been suspended, the Chief Executive Officer will ensure that all other Public Work rules and regulations are adhered to and will keep the Board informed of any contracts executed to remedy the emergency.

Pierce Transit is working with SimplexGrinnell, a vendor on State Contract No. 03115, and has finalized a contract in the amount of \$32,095 to provide and install a new Fire Alarm Panel, replace existing Remote Annunciator, Heat Detectors, Smoke Detectors and add relay modules for elevator, sprinkler, and smoke ducts. They will utilize all existing Horn/Strobes and Strobes and will program, test and obtain final inspection.

#### ALTERNATIVES:

The alternative would be not to ratify the Chief Executive Officer's finding of an emergency. However, the current condition of the fire monitoring system has resulted in a real, immediate threat to the proper performance of essential functions as well as a material loss or damage to property. The failed fire monitoring panel creates a situation where our automated monitoring is compromised. Declaration of an emergency has allowed staff to move forward with a new vendor on an expedited basis.

#### RECOMMENDATION:

Ratify the Chief Executive Officer's Declaration of Emergency Related to the failed fire panel in Building 5.

## MEMO

**TO:** Sue Dreier, Chief Executive Officer

**FROM:** Larry McCarty, Facilities Maintenance Manager

**DATE:** June 2, 2017

**SUBJECT:** Request to Declare An Emergency Status to Exempt Competative Bidding Requirements

The fire panel that monitors the fire detection devices in building 5 located at 3720 96<sup>th</sup> Street SW Lakewood, WA 98499 has failed and is no longer functioning as designed. This disables our fire system and we have temporarily instituted a fire watch to ensure the safety of the building occupants.

I am requesting that a Declaration of Emergency Status be approved per RCW 39.04.280  
The excerpt below from the RCW states the definition of emergency that I believe applies:

(3) For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

I believe the current condition of the fire monitoring system has resulted in a real, immediate threat to the proper performance of essential functions as well as a material loss or damage to property. The failed fire monitoring panel creates a situation where our automated monitoring is compromised. The use of a fire watch is a temporary measure to ensure safety. This panel and the associated devices need to be replaced as they are no longer supported by the manufacturer.

The preliminary estimate for replacement of the fire panel, monitoring devices, and the installation is approximately \$32,000.00.

**Approved Declaration of Emergency for replacement of the failed fire monitoring system in Building #5 located at 3720 96<sup>th</sup> Street Lakewood, WA**

Authorized by: 

**Title: Chief Executive Officer**

## FACT SHEET

**TITLE:** A Resolution Authorizing the Chief Executive Officer to Enter Into and Execute an Agreement with Port of Tacoma to Receive Grant Funds in Support of the Downtown to Defiance Trolley

**DIVISION:** Community Development

**ORIGINATOR:** Barb Hunter, Grants Administrator

**PRECEDING ACTION:** NA

**COORDINATING DEPARTMENT:** Community Development

**APPROVED FOR SUBMITTAL:**

\_\_\_\_\_  
Chief Financial Officer

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

Proposed Resolution  
Exhibit A, Agreement with Port of Tacoma

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### BUDGET INFORMATION

2017 Budget Amount  
N/A

Required Expenditure  
\$0

Impact  
N/A

**Explanation:** This agreement awards \$2000 toward the operation of the Downtown to Defiance Trolley on Third Thursdays during June, July and August, in order to provide trolley service to Art Mingle patrons and further the goals of the Downtown to Defiance Trolley project.

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### BACKGROUND:

The Downtown to Defiance Trolley season is from June 2 – September 3, 2017. The trolley operates on Fridays, Saturdays, Sundays, and on the third Thursday of each month during the season. The pilot is operated with support from many trolley partners including the City of Tacoma, Point Ruston, Travel Tacoma/Pierce County, South Sound Together, and Metro Parks Tacoma. The Port of Tacoma's Community Economic Development Investment Fund is a \$35,000 annual fund established by the Port to support economic projects sponsored by local public agencies in Pierce County. In an effort to continue to build partnerships for the Downtown to Defiance pilot, staff submitted a grant application for funding to be used toward the cost of operating the Third Thursday service. The Port selected our project to provide an investment from the Port Economic Development Fund of \$2,000. This amount will fund

approximately 13 of the 100 hours of service that will be operated on those Thursdays. Per our policies, this request is to authorize the Chief Executive Officer to accept these funds from the Port of Tacoma.

ALTERNATIVES:

Do not approve the acceptance of these funds in an agreement with Port of Tacoma as written. However, Downtown to Defiance Trolley service has been scheduled to operate on the Third Thursdays during the 2017 summer season. If this agreement is not accepted, Pierce Transit will be responsible for covering the full cost of these additional days and hours of service.

RECOMMENDATION:

Approve Resolution 17-026 authorizing the Chief Executive Officer to enter into and execute an agreement with the Port of Tacoma to receive grant funds in support of the Downtown to Defiance Trolley.

**RESOLUTION NO. 17-026**

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Chief Executive Officer to Enter Into and Execute an Agreement with Port of Tacoma to Receive Grant Funds in Support of the Downtown to Defiance Trolley

WHEREAS, Pierce Transit has interest in working with the Port of Tacoma to provide Downtown to Defiance Trolley service for the Third Thursday Art Mingle activities; and

WHEREAS, the Port of Tacoma makes available to community organizations their Economic Development Grant to further projects focusing on economic development in Pierce County; and

WHEREAS; the operation of Downtown to Defiance Trolley service on the third Thursdays of June 15, July 20 and August 17 of 2017 will support increased trolley ridership as well as increased patronage of businesses and entertainment in downtown Tacoma, along Ruston Way, in the City of Ruston, at Point Ruston and Point Defiance Park and Zoo; and

WHEREAS, this service provides three additional days of trolley service during the summer 2017 season thereby furthering the economic vitality and visitor outreach goals of the trolley; and

WHEREAS, Pierce Transit has received support for the Downtown to Defiance Trolley from City of Tacoma, Point Ruston, Travel Tacoma/Pierce County, South Sound Together, and Metro Parks Tacoma; and

WHEREAS, to accommodate inclusion of riders taking part in Third Thursday Art Mingle activities, Pierce Transit has included these days of service in the Downtown to Defiance Trolley schedule; and

WHEREAS, the Port of Tacoma has selected the Downtown to Defiance Trolley to receive a \$2,000 investment from the Port Community Economic Development Investment Fund; and

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

Section 1. The Board of Commissioners authorizes the Chief Executive Officer to enter into and execute an agreement with the Port of Tacoma to accept \$2,000 in investment funds to support a portion of the Downtown to Defiance Trolley service operating on Third Thursday Art Mingle days.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 10th day of July, 2017.

PIERCE TRANSIT

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Kent Keel, Chair  
Board of Commissioners

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ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

AGREEMENT BETWEEN PIERCE TRANSIT  
AND THE PORT OF TACOMA  
REGARDING A SUMMER TROLLEY  
CONNECTING DOWNTOWN TACOMA WITH POINT DEFIANCE

This Agreement (AGREEMENT) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2017 by and between Pierce Transit, a transit authority within the State of Washington, and the **PORT OF TACOMA**, a Washington municipal corporation (the “Port”), (collectively “Parties”) in consideration of the mutual covenants contained herein. The Parties hereby recite and agree as follows:

**RECITALS**

1. The Port is charged by state statute with a mission of furthering economic development. To that end, the Port has adopted a Port Community Economic Development Policy by which the Port administers its monetary support of economic projects sponsored by local public agencies in Pierce County.
2. Pierce Transit, in partnership with the City of Tacoma, Point Ruston, Travel Tacoma, Metro Parks and South Sound Together will pilot a “Downtown to Defiance” trolley service connecting downtown Tacoma to Point Defiance during the Summer of 2017. Pierce Transit has not operated regular bus service along this corridor since 1991. The service will run from June 2, 2017 until September 2, 2017 from 10:30 a.m. until 8:30 p.m. on Fridays through Sundays. The trolley will provide access to many destinations along the route and will aim to support economic development by carrying passengers roundtrip from the hotel, shopping and museum district in downtown Tacoma, along Schuster Parkway to parks, waterfront restaurants and entertainment along Ruston Way, Point Ruston and into Pt. Defiance Park and Zoo.
3. Pierce Transit requested and the Port agrees to provide an investment from the Port Community Economic Development Investment Fund of \$2,000, expressly as specified herein. This additional funding from the Port will help to underwrite a portion of the additional expense associated with providing additional trolley service on the three “Third Thursdays Art Mingle” days during the Summer of 2017.
4. The Port finds the requested contribution meets the Port’s Community Economic Development Policy criteria as follows:

This is a project that promotes tourism and is intended to assist tourists (from outside of Pierce County) as they explore the Tacoma waterfront, businesses and parks.

**NOW, THEREFORE**, in consideration of the mutual benefits and covenants described herein, the Parties agree as follows:

**1. SCOPE OF WORK**

Pierce Transit’s Downtown to Defiance Trolley (“Project”) consists of the following:



- Trolleys will run from 10:30 a.m. to 8:30 p.m. Friday, Saturday and Sunday from June 2 to September 3. The service is designed to highlight attractions in the area as well as boost economic activity to visitors from outside the area.
- Support from the Port of Tacoma will allow Pierce Transit to extend trolley operations by 13 of the 100 hours needed to operate service on the three Third Thursdays Art Mingle Days throughout this summer period.

## **2. PORT'S CONDITIONAL AGREEMENT TO CONTRIBUTE FUNDS**

Subject to the terms herein, the Port agrees to contribute to Pierce Transit an investment from the Community Economic Development Investment Fund for the Project in the amount of \$2,000.

Further conditions of the Port's funding are as follows:

In the event Project costs are higher than projected, Pierce Transit assumes any excess Project costs.

The Port's annual Project contribution shall be allocated and specifically identified in the Port's 2017 budget.

The Port's distribution of funds is contingent on Pierce Transit obtaining full committed funding by June 30, 2017 for the complete Project scope and the contents of this AGREEMENT remain unchanged.

Port payments will be made within thirty days of Pierce Transit's submittal of written proof to the Port of actual Project expenses.

## **3. TIMEFRAME/PROJECT SCHEDULE**

Pierce Transit is on schedule to run the extended Third Thursday service on June 15, July 20 and August 17.

## **4. PIERCE TRANSIT'S PROJECT FINANCIAL SUMMARY**

Total Project Cost: \$405,804

Source of Funds: Pierce Transit, City of Tacoma, Metro Parks Tacoma, Point Ruston and a South Sound Together Grant.

**5. ABANDONMENT.** If the Project is abandoned, then this AGREEMENT shall be of no further force or effect.

**6. ASSIGNMENT.** Neither Party to this AGREEMENT shall have the right to convey, assign, apportion or otherwise transfer any and all of its rights, obligations, conditions and interests under this AGREEMENT, without the prior written approval of the other.

7. **THIRD PARTY BENEFICIARIES.** This AGREEMENT is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person shall have any right or cause of action based upon any provisions of this AGREEMENT.

8. **EQUAL DRAFTING.** This AGREEMENT has been reviewed and revised by legal counsel for both parties, and no presumption or rule construing ambiguity against the drafter of the document shall apply to the interpretation or enforcement of this AGREEMENT.

9. **SEVERABILITY.** If any provisions of this AGREEMENT are determined to be unenforceable or invalid pursuant to a final decree or judgment by a court of law with jurisdiction, then the remainder of this AGREEMENT not decreed or adjudged unenforceable or invalid shall remain unaffected and in full force and effect to the extent that the primary purpose of this AGREEMENT can be preserved.

10. **MODIFICATION.** This AGREEMENT may not be modified except by mutual agreement reduced to writing in a formal amendment hereto and approved by each Party's governing body.

11. **TERMINATION.** This AGREEMENT shall terminate upon completion by both Parties of their respective obligations hereunder, or on December 30, 2018 unless terminated earlier.

12. **GOVERNING LAW.** This AGREEMENT shall be governed exclusively by the laws of the State of Washington both as to interpretation and performance without recourse to any principles of Conflicts of Laws. Any action at law, suit in equity or judicial proceeding for the endorsement of this AGREEMENT or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington

13. **NOTICES.** All notices given pursuant to this AGREEMENT shall be deemed delivered to the respective party on the date that it is personally delivered to the address(es) set forth below, or on the date that it is successfully sent by email transmission to the email addresses set forth below:

Pierce Transit:	Attention: Barb Hunter, Grants Administrator PO Box 99070 Lakewood WA 98496 Email: bhunter@piercetransit.org
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Port:	Port of Tacoma PO Box 1837 Tacoma, Washington 98406 Attention: Evette Mason Email: emason@portoftacoma.com
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14. **ENTIRE AGREEMENT.** This AGREEMENT constitutes the entire agreement of the parties, supersedes all previous oral or written understandings, and incorporates all prior discussions and agreements pertaining to this subject matter. The Parties participated equally in

any negotiations and the process leading to execution of this AGREEMENT. If a dispute should arise with regard to the meaning or interpretation of any provision hereof, there shall be no presumption of draftsmanship as to such provision.

## **15. LEGAL RELATIONS.**

A. Independent Municipal Governments. The Parties hereto are independent governmental entities and nothing herein shall be construed to limit the independent government powers, authority or discretion of the governing bodies of each Party. It is understood and agreed that this AGREEMENT is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. No employees or agents of any Party shall be deemed, or represent themselves to be, employees of any of the other Party.

B. Legal obligations. This AGREEMENT does not relieve either Party of any obligation or responsibility imposed upon it by law.

C. Timely Performance. The requirements of this AGREEMENT shall be carried out in a timely manner according to a schedule negotiated by and satisfactory to the Parties.

D. Recording. A copy of this AGREEMENT shall be recorded in the Office of the Pierce County Auditor as provided by law, or shall be posted to each Parties' web site.

**16. RECORDS AND AUDIT.** During the term of this AGREEMENT, and for a period not less than six (6) years from the date of termination, records and accounts pertaining to the work of this AGREEMENT and accounting therefore shall be kept by each Party and shall be available for inspection and audit by representatives of either Party and any other entity with legal entitlement to review said records. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claims, or audit finding has been resolved, even though such litigation, claim, or audit continues past the six-year (6) retention period. This provision is in addition to and is not intended to supplant, alter or amend records retention requirements established by applicable state and federal laws.

**17. LIMITS OF FINANCIAL OBLIGATIONS/PROPERTY OWNERSHIP.** Except as provided above, each Party shall finance its own conduct of responsibilities under this AGREEMENT. No ownership of property will transfer as a result of this AGREEMENT.

## **18. INDEMNIFICATION AND HOLD HARMLESS.**

A. Pierce Transit releases the Port from, and shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of Pierce Transit and/or its agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to Pierce Transit's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in

whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

B. Pierce Transit shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to Pierce Transit's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

C. The Port releases Pierce Transit from, and shall defend, indemnify, and hold Pierce Transit and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the Port and/or its agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of Pierce Transit or its agents, employees, and/or officers.

D. The Port shall defend, indemnify, and hold Pierce Transit and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of Pierce Transit or its agents, employees, and/or officers.

E. Each Party specifically assumes liability for actions brought by its own employees against the other Party and for that purpose each Party specifically waives, as respects the other parties only, any immunity under the Worker's Compensation Act, RCW Title 51.

E. The Parties recognize that this waiver was the subject of mutual negotiation. In the event any Party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this AGREEMENT against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party.

F. No liability shall attach to any of the Parties by reason of entering into this AGREEMENT except as expressly provided herein.

H. The provisions of this Article shall survive any termination or expiration of this AGREEMENT.

PIERCE TRANSIT:

PORT OF TACOMA:

\_\_\_\_\_  
Sue Drier, CEO

Date:\_\_\_\_\_

\_\_\_\_\_  
John Wolfe, CEO

Date:\_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Port Legal Counsel

## FACT SHEET

TITLE: Authority to Execute a Four-Month Extension with American Custodial, Inc. (ACI), for Janitorial Services, Contract No. PT-18-12 Janitorial Services

DIVISION: Maintenance

ORIGINATOR: Larry McCarty, Facilities Maintenance Manager

PRECEDING ACTION: Authority of Execute a Contract for Industrial Janitorial Services (EFC Meeting August 16, 2012, ratified on August 30, 2012)

COORDINATING DEPARTMENT: Facilities Maintenance, Purchasing

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS: N/A

None

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### BUDGET INFORMATION

2017 Budget Amount  
\$293,000

Required Expenditure  
\$74,107

Impact  
\$0

Explanation: The current contract expires on August 31<sup>st</sup>, 2017 and there are no additional options to extend the contract. Due to the current timeline, The RFP process will not be concluded in time to have a new contract in place prior to the August 31, 2017 expiration date. This extension will result in a total contract cost increase of \$61,756 for the four-month period, with a 20% contingency of \$12,351.20 for a total approved amount of \$74,107.20. This amount is within the total 2017 approved budget.

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### BACKGROUND:

Request for Proposal for Contract No. PT-18-12 was solicited on June 4<sup>th</sup>, 2012. Five (5) proposals were received and the Contract was awarded to American Custodial, Inc. ("ACI" or "ACI Custodial Services") on September 1, 2012. Pierce Transit found adequate price competition existed. The award was determined that the Services proposed by ACI Custodial Services best met Pierce Transit's Specifications at a competitive cost. ACI Custodial Services pricing was fair and reasonable and it was in the best interest of the Agency to award the custodial contract to ACI Custodial Services.

This contract is for custodial services located at multiple sites and for 24/7 operations. The locations included in the scope are the bus base maintenance buildings numbers 1-3, (7, 8 West base), the Tacoma Dome Station, and the Commerce bus turnaround facility including Theater Square.

The request to extend the contract for an additional four (4) month period is to allow for adequate time to conduct Requests for Proposals to be advertised, hold a pre-proposal walkthrough, answer any questions or requests for clarifications from proposers, review proposals, and hold review meetings before making recommendation to the Board for contract award. To allow for adequate time to incorporate that information and complete the competitive bidding process, staff requests that the Board authorize a four month contract extension with ACI.

ALTERNATIVES:

The alternative is to try and compress the procurement process time. This is not recommended due to the large scope of work and the need to allow adequate time for proposers to understand the scope clearly, and the highly visible nature of the facilities impacted.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a four-month contract extension with American Custodial, Inc., for janitorial services in an amount not to exceed \$74,107.

## FACT SHEET

TITLE: Authority to Purchase Computer Replacements  
from Dell Computers Using State Contract MNWNC-  
108/#05815-003

DIVISION: Finance

ORIGINATOR: Erik Solberg, Senior Project Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Project Management

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

None

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### BUDGET INFORMATION

2017 Budget Amount  
\$1,016,213

Required Expenditure  
\$950,000

Impact  
None

Explanation: N/A

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### BACKGROUND:

Staff seeks authority to purchase replacement computers and deployment services from Dell Computers based on State Contract MNWNC -108/#05815-003 in the amount of \$950,000.

Pierce Transit uses desktop and laptop computers throughout the agency to support job functions. The normal replacement schedule for this equipment is four years. The last replacement cycle occurred between 2012 and 2013. The existing hardware is past its useful life, is no longer supported, and is experiencing increasing failure rates. In addition, many of the core software systems are being upgraded and require upgraded hardware to support the new software versions.



The 2017 Agency budget includes funds for computer replacements. Staff recommends proceeding with the purchase of replacement computers and deployment services in the amount of \$950,000.

ALTERNATIVES:

- 1) Don't replace computers. End users will lose productive time due to equipment high failure rates and fewer staff available for repairs. Core systems being upgraded will not operate on existing hardware.

RECOMMENDATION:

Authorize purchase of replacement computers from Dell in the amount of \$950,000, using Washington State contract MNWNC -108/#05815-003.

## FACT SHEET

TITLE: A Resolution Authorizing Amendment of the 2017  
Capital Budget to Increase the Budget for the Building 1  
Auto Shop Hoist Replacement Project

DIVISION: Finance

ORIGINATOR: Clint Steele, Sr. Project Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENTS: Budget, Project Management Office, Transit Development

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

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Chief Executive Officer

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General Counsel

ATTACHMENTS:

Proposed Resolution

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### BUDGET INFORMATION

2017 Current Budget Amount  
\$359,218

New Budget Amount  
\$440,918  
\$ 16,340 contingency  
\$457,258

Impact  
\$98,040

Explanation: This amendment adds \$98,040 to the current budget for unforeseen conditions and expenses related to this project.

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### BACKGROUND:

The Capital Budget includes \$359,218 to remove two 1980 vintage in-ground hydraulic hoists and replace them with new hoists. The original estimate was based on a recently bid project for the removal of in-ground hoists and the creation of new hoist pits at \$50,000 per hoist for construction only. The low bid came in at \$111,670.00 for two hoists, which was \$11,670 over the professional estimate for construction. Additionally, there are several unforeseen conditions that are driving the costs for this project up significantly, including:

- Instead of concrete that is 8 inches thick as indicated on the original as-built drawings, concrete was up to 24 inches thick in many areas.
- Not shown on the as-built drawings was 4 inch thick trench box shoring left in the ground during the construction of the original hoist pits. This shoring is in the way of constructing the new hoist pits and has to be removed.
- The contractor cut through electrical conduit not buried at the depth indicated on the drawings.

These discoveries create a situation where the contractor will need to spend approximately two to three additional weeks with heavy equipment removing and addressing these unforeseen latent conditions. The added scope has impacted the Architect's time as well. The estimated cost of \$98,040 is for the additional work for the contractor and includes an anticipated contract amendment for A/E consulting services.

#### ALTERNATIVES:

There are no other alternatives. To not approve the budget increase would affect completion of this project and a contract has already been awarded for the construction of both pits.

#### RECOMMENDATION:

Approve Resolution No. 17-027, authorizing amendment of the 2017 Capital Budget by adding \$98,040 to the existing budget of \$359,218 for a total revised budget of \$457,258.

**RESOLUTION NO. 17-027**

A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Amendment of the 2017 Capital Budget to Increase the Budget for the Building 1 Auto Shop Hoist Replacement Project

WHEREAS, by Resolution No. 14-067, approved on the 8<sup>th</sup> day of December 2014, the Board of Commissioners of Pierce Transit adopted the 2015 Agency Budget; and

WHEREAS; the 2015 Budget included the replacement of two Building 1 Auto Shop hoists; and

WHEREAS, on April 17, 2017 a contract was awarded to General Mechanical to perform the work to remove and replace two Auto Shop hoists; and

WHEREAS, bids for this project came in higher than professionally estimated; and

WHEREAS, latent conditions have been discovered that require additional work outside of the scope of the awarded contract; and

WHEREAS, those latent conditions require the contract with General Mechanical to be increased to address the additional scope of work; and

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

The Board of Commissioners authorizes Pierce Transit to amend the 2017 Capital Budget by \$98,040.00 to address additional scope needed for the project to replace two existing hoists in the Building 1 Auto Shop with new hoists.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 10th day of July, 2017.

PIERCE TRANSIT

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Kent Keel, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

## FACT SHEET

**TITLE:** A Resolution Approving a Fare Increase to SHUTTLE Fares Effective September 1, 2017, and Authorizing Related Amendments to Pierce Transit Code Chapter 3.72 – Fare Schedule

**DIVISION:** Service Delivery & Support

**ORIGINATOR:** Rob Andresen-Tenace, Specialized Transportation Manager

**PRECEDING ACTION:** Resolution No. 15-072 Authorizing Amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule.

**COORDINATING DEPARTMENT:** Service Delivery & Support

**APPROVED FOR SUBMITTAL:**

\_\_\_\_\_  
Chief Financial Officer

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

Proposed Resolution  
Exhibit A, Proposed Code Amendment (redlined)  
Exhibit B, Proposed Code Amendment (clean version)

### BUDGET INFORMATION

2017 Budget Amount

Required Expenditure  
N/A

Impact  
\$5,400

Explanation: Assumes fare increase is implemented in September 2017. Estimated additional revenue of approximately \$5,400.

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### BACKGROUND:

In December 2015, the Board adopted a fare policy to incrementally increase SHUTTLE fares to reach parity with fixed route adult cash fares.

The Fare increase adopted at that meeting went into effect in March of 2016. A public hearing was held at the June 12, 2017 Board of Commissioners meeting to allow the public to comment on the proposed revision. The specific proposed fare revision was to increase the cost of a cash ride fare from \$1.25 to \$1.75, to increase the cost of one ride tickets sold to human service agencies from \$1.25 to \$1.75, and to increase the Monthly Pass from \$45.00 to \$63.00.

Staff recommends that SHUTTLE fares be increased 50-cents and related changes to the Pierce Transit Fare Code Chapter 3.72 – Fare Schedule as shown in Exhibits A (redlined) and B (clean), be approved effective September 1, 2017.

ALTERNATIVES:

1. Do not revise fares. This is not recommended as the Fare Policy directs Pierce Transit to reach fare parity between SHUTTLE and the fixed route fare.
2. Revise the fare by 25¢ instead of the requested increase of 50¢. This is not recommended as it would extend the time before fare parity is reached and require an additional year of increases.

RECOMMENDATION:

Approve Resolution No. 17-028, approving a 50-cent fare increase to SHUTTLE fares effective September 1, 2017 and authorizing related amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule.

**RESOLUTION NO. 17-028**

A RESOLUTION of the Board of Commissioners of Pierce Transit Approving a Fare Increase to SHUTTLE Fares, Effective September 1, 2017, and Authorizing Related Amendments to Pierce Transit Codes Chapter 3.72 – Fare Schedule

WHEREAS, the Revised Code of Washington 36.57A.090 provide the Board of Commissioners the authority to set fare; and

WHEREAS, Pierce Transit conducted a comprehensive fare study in 2012 which included focus groups with riders, transit operators and service supervisors; and

WHEREAS, results of the study recommended more frequent review of fares; setting a farebox recovery goal; and having the SHUTTLE fare equal the adult fixed route cash fare; and

WHEREAS, Pierce Transit provided public notice, conducted a public hearing, and received comments on the proposed fare revisions; and

WHEREAS, Pierce Transit adopted a Fare Policy at its December 2015 Board of Commissioners meeting that it was the intent of the Agency to achieve parity between its SHUTTLE fare and adult fixed route cash fare over time. The SHUTTLE fare will achieve parity when the ratio of the cash SHUTTLE fare to the cash adult fixed route bus fare is one to one; and

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

Section 1. The Board of Commissioners authorizes a fare increase to SHUTTLE fares effective September 1, 2017; and

Section 2. The Board of Commissioners further authorizes related amendments to Pierce Transit Code Chapter, 3.72 – Fare Schedule as presented in Exhibit A.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 10th day of July, 2017.

PIERCE TRANSIT

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Kent Keel, Chair  
Board of Commissioners

1 ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC

5 Clerk of the Board



## **EXHIBIT A**

### **Proposed Code Amendment (redlined)**

#### **3.72.030 – Tickets**

- A. Full-fare tickets shall be two dollars per ticket.
- B. Youth tickets shall be one dollar per ticket
- C. Discounted tickets shall be one dollar per ticket.
- D. SHUTTLE tickets shall be one dollar and ~~seventy~~twenty-five cents per ticket

(Res. No. 15-030, § 1(Exh. A), 6-8-2015; Res. No. 15-072, § 1(Exh. B), 12-14-2015; Ord. No. 17-015, § 1(Exh. A), 4-10-17)

#### **3.72.050 - SHUTTLE service fares.**

- A. The cash fare shall be one dollar and ~~seventy~~twenty-five cents.
- B. The monthly pass shall be ~~sixty-three~~forty-five dollars.
- C. One personal care attendant traveling with a SHUTTLE customer shall ride for free.
- D. Accompanying companions may travel with SHUTTLE customers for the same fares as described in subsections A. and B. of this section.

(Res. No. 15-030, § 1(Exh. A), 6-8-2015; Res. No. 15-072, § 1(Exh. B), 12-14-2015)

## **EXHIBIT B**

### **Proposed Code Amendment (clean version)**

#### **3.72.030 – Tickets**

- A. Full-fare tickets shall be two dollars per ticket.
- B. Youth tickets shall be one dollar per ticket
- C. Discounted tickets shall be one dollar per ticket.
- D. SHUTTLE tickets shall be one dollar and seventy-five cents per ticket

(Res. No. 15-030, § 1(Exh. A), 6-8-2015; Res. No. 15-072, § 1(Exh. B), 12-14-2015; Ord. No. 17-015, § 1(Exh. A), 4-10-17)

#### **3.72.050 - SHUTTLE service fares.**

- A. The cash fare shall be one dollar and seventy-five cents.
- B. The monthly pass shall be sixty-three dollars.
- C. One personal care attendant traveling with a SHUTTLE customer shall ride for free.
- D. Accompanying companions may travel with SHUTTLE customers for the same fares as described in subsections A. and B. of this section.

(Res. No. 15-030, § 1(Exh. A), 6-8-2015; Res. No. 15-072, § 1(Exh. B), 12-14-2015)

## FACT SHEET

TITLE: Authority to Purchase Three (3) Forty-Foot Electric Catalyst Transit Vehicle Replacement Coaches From Proterra, Inc. Pursuant to Washington State Heavy-Duty Mass Transit Vehicles Department of Enterprise Services (DES) Contract No. 09214

DIVISION: Fleet Maintenance

ORIGINATOR: Kevin Zinski, Fleet Manager

PRECEDING ACTION:

COORDINATING DEPARTMENT: Finance, Procurement, PMO, Fleet Maintenance

APPROVED FOR SUBMITTAL:

\_\_\_\_\_  
Chief Financial Officer

APPROVED FOR AGENDA:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

ATTACHMENTS:

None

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### BUDGET INFORMATION

Funding Source	Required Expenditure	Impact
LoNo Grant \$2,550,788	\$3,005,878	\$0
Local Funds \$905,972	<u>\$450,882</u> 15% Contingency	
	\$3,456,760 Total Expenditure	

Explanation: N/A

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### BACKGROUND:

The Agency budget for 2017 includes funding for three (3) forty-foot catalyst transit vehicle replacement coaches. The buses being replaced are currently 15-years old with average mileage of 676,000. Replacement is consistent with Pierce Transit's Replacement Policy. These vehicles are becoming more unreliable and expensive to maintain.

The State of Washington has established vehicle contracts currently available to Pierce Transit; and the Agency has received three (3) formal assignment options. Staff has reviewed the contracts available and has identified vehicles appropriate for our intended purpose.

Staff recommends, in accordance Pierce Transit Code Section 3.12.050, the purchase of coaches competitively procured by DES instead of engaging in Pierce Transit's own procurement, which would be duplicative of the DES procurement process and contracts.

Staff has thoroughly reviewed the updated pricing received from Proterra, Inc. and are satisfied that pricing for the DES contract is fair and reasonable, remains competitive in the market place. In addition, pre-award Buy America information has been received from Proterra, Inc. which exceeds the Buy America regulations for American assembly and content.

Pierce Transit is the recipient of an FTA Lo-No grant in the amount of \$2,550,788 for the purchase of two battery-electric 40-foot transit buses with charging infrastructure with a required local match of 15%. Proterra, Inc. is named as a funding partner in the grant. Expected delivery in second quarter 2018 with anticipated in-service beginning third quarter of 2018.

The total price quoted by Proterra for the DES option is \$3,005,878 for three buses which includes: the base price per bus of \$759,000; additional options/upgrade selected by Pierce Transit for \$152,891; Lo-No Discount of -\$10,000; additional manuals and spare parts for \$8,147; training for \$15,248; , and \$276,810 in sales tax.

#### ALTERNATIVES:

Develop specifications and solicit bids through a Pierce Transit administered procurement; however, in the past the Agency has not been able to achieve the deep discounts offered in the state contracts due to statewide purchasing volume.

This alternative would also require Pierce Transit to return the Lo-No grant funding as Proterra, Inc. is specifically named as a funding partner.

#### RECOMMENDATION:

Authorize the purchase of three (3) electric forty-foot catalyst transit vehicle replacement coaches from Proterra, Inc., pursuant to Washington State heavy-duty mass transit vehicles Department of Enterprise Services (DES) Contract No. 09214.

## FACT SHEET

**TITLE:** A Resolution to Amend the 2017 Capital Budget to Increase Funding for the Financial Management System Replacement Project and to Execute a Contract with Superion, LLC, for a Financial Management System

**DIVISION:** Finance

**ORIGINATOR:** Erik Solberg, Senior Project Manager

**PRECEDING ACTION:** N/A

**COORDINATING DEPARTMENT:** Project Management, Procurement

**APPROVED FOR SUBMITTAL:**

\_\_\_\_\_  
Chief Financial Officer

**APPROVED FOR AGENDA:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
General Counsel

**ATTACHMENTS:**

Proposed Resolution

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### BUDGET INFORMATION

Original Budget Amount  
\$1,010,000

Required Expenditure  
Contract Amount: \$1,213,951  
Use Tax: \$120,182

Impact  
(\$541,957)

20% Contingency on professional services only: \$152,824

3<sup>rd</sup> Party vendor conversion and interface fees: \$65,000

Total: \$1,551,957

**Explanation:** Increase the Financial Management System project budget in the amount of \$541,957. The original budget was an estimate based on research into the typical cost of replacing an enterprise financial management system. The amended amount is higher than the original estimate due to a few services that were not included in the original estimate.

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### BACKGROUND:

Pierce Transit's current financial management system is antiquated and does not meet current and future needs through improved technologies.

A Request for Proposals (RFP) was released on December 06, 2016. Proposals were due by February 7, 2017. Pierce Transit received five (5) proposals and conducted interviews/demos with the top two (ranked and scored) firms.

Based on the established criteria the Evaluation Committee found that three (3) of the Proposers were out of competitive range for continued consideration. The five –year costs of the solutions ranged from \$1.6 to \$3.6 million. Each of the five proposers proposed both an on-premises and hosted solution. After the demos were conducted, Pierce Transit's Evaluation Committee determined that Superior, LLC, proposed the best solution to meet the Agency's Financial Software needs and subsequently asked Superior, LLC, to submit their Best and Final Offer.

With the selection of Superior, LLC, the decision of either an on-premises or hosted solution was the next logical step. Pierce Transit's Information Technology (IT) department calculated approximate hard and soft on-premises versus hosted costs, resulting in negligible differences between the cost of the two options. Pierce Transit staff recommend a hosted solution for the following reasons:

- 1) Mobility of application: Users can log in from anywhere and access all aspects of the program. Changes are saved and synced.
- 2) Minimized overhead: no software on users machines and easier to scale.
- 3) Automatic updating and patching: Reduce the need for IT personnel to spend days working on software or server upgrades. Hosted solutions push out automatic updates, freeing up staff for other projects.
- 4) Increased productivity: Increased collaboration between departments and employees by utilizing shared services and collaborative tools.
- 5) Minimized risks: Vendor controlled security and backend management.

### **Project Budget Amendment**

The original capital budget for this project was estimated at \$1,010,000. The proposed cost by the selected vendor for all products and services is \$1,334,133 including use tax. This is an increase of \$324,132 over the original estimate. Maintenance and hosting fees in the amount of \$451,795 (total for years 2-5) will be included in the Agency's operating budget.

To cover additional risks inherent in technology projects, staff recommends an additional contingency of 20% on the professional services costs offered by Superior, LLC, equating to \$152,824.

In addition to the funding increase above, the project budget requires an additional increase in the amount of \$65,000 for third parties to convert data in the current financial management system and provide interface development for the enterprise asset management system.

Pierce Transit staff recommends a total increase of \$541,957 to the project budget to cover Superior, LLC implementation costs, third-party costs, and contingency funds.

### **ALTERNATIVES:**

- 1) Pierce Transit continues to use the current legacy financial management system. This alternative is not recommended as Pierce Transits current financial management system is antiquated and does not meet current and future needs through improved technologies.

- 2) Re-release RFP in the hopes that a less costly alternative that meets our needs is proposed. This alternative is not recommended as Pierce Transit already received adequate responses and was able to select a system that meets the scope requirements of this project. Additionally, the cost of the solution provided by Superion is on the lower end of those proposed.

RECOMMENDATION:

Approve Resolution No. 17-029 amending the 2017 Capital Budget to increase funding for the Financial Management System Replacement Project budget from \$1,010,000 to \$1,551,957 and authorizing the Chief Executive Officer to enter into and execute a contract with Superion, LLC, of a Financial Management System.

## RESOLUTION NO. 17-029

1 A RESOLUTION of the Board of Commissioners of Pierce Transit to Amend the 2017 Capital Budget to Increase  
2 Funding for the Financial Management System Replacement Project and to Execute a Contract with Superion,  
3 LLC, for a Financial Management System  
4

5 WHEREAS, by Resolution No. 16-047, approved on the 12<sup>th</sup> day of December 2016, the Board of  
6 Commissioners of Pierce Transit adopted the 2017 Agency Budget; and

7 WHEREAS; the 2017 Agency Budget includes funds for the replacement of Pierce Transit's current  
8 financial management system; and

9 WHEREAS, the software replacement will allow staff to take advantage of needed functionality  
10 making tasks much more efficient and cost effective; and

11 WHEREAS, Superion, LLC's proposal to deliver and install their OneSolution Financial Software and  
12 provide implementation services for the amount of \$1,213,951 has been evaluated by staff, is considered fair  
13 and reasonable and is by this reference incorporated herein; and

14 WHEREAS, use tax in the amount of \$120,182 is required to cover Superion, LLC contract costs; and

15 WHEREAS, Pierce Transit has determined that contingency reserve in the amount of \$152,824 is  
16 prudent to protect against potential project risk; and

17 WHEREAS, Pierce Transit has determined that third-party conversion and interface development  
18 services in the amount of \$65,000 are required to ensure successful integration of the new software solution;  
19 and

20 WHEREAS, projected total project expenditures require an amendment of the 2017 Capital Budget to  
21 increase the project budget in the amount of \$541,957; and

22 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce Transit to  
23 execute a contract for a Financial Management System with Superion, LLC, and provide for funding for use  
24 tax, adequate contingency reserve, and third-party conversion and interface development services; and

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

26 Section 1. amend the 2017 Agency Budget to increase the financial management system  
27 replacement project budget in the amount of \$541,957; and

28 Section 2. authorize the Chief Executive Officer to enter into and execute a contract with Superion,  
29 LLC, for a Financial Management System.  
30



1 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on  
2 the 10th day of July, 2017.

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4  
5  
6 \_\_\_\_\_  
7 Kent Keel, Chair  
8 Board of Commissioners  
9

10 ATTEST/AUTHENTICATED  
11

12 \_\_\_\_\_  
13 Deanne Jacobson, CMC  
14 Clerk of the Board