

## Agenda

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### Call to Order

### Pledge of Allegiance

### Roll Call

### Presentations

- |  |   |
|--|---|
| 1. July 2018 Operator of the Month ~ Kelley Stieferman       | Scott Gaines<br>Transit Operator Assistant Manager    |
| 2. System Redesign Update                                    | Peter Stackpole<br>Service Planning Assistant Manager |
| 3. Pierce Transit Specific Adult Monthly Pass Recommendation | Jay Peterson<br>Transit Development Manager           |

### Public Hearing

*(Citizens wishing to provide comment will be given three minutes to comment on the public hearing topic(s). The Chair, at his or her discretion, may reduce the comment time allowed to give sufficient time for the Board to conduct business.)*

1. Proposed Fee Schedule for the Production of Public Records

### 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.)*

### 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 2, 2018
2. 2018 Second Quarter Report for Sole Source Contract Over \$10,000 and Contracts and Amendments Between \$100,000 to \$200,000
3. Minutes: Special Study Session and Regular Board Meeting Minutes of July 9, 2018
4. FS 2018-062, Authority to Execute a Sole Source Multiyear Farebox System Software Licensing and Support Agreement with Genfare, a Division of SPX Corporation

5. FS 2018-063, Amending the 2018 Capital Budget to Increase the Trolley Replacement 2018 Project Budget and Authorizing the Purchase of Three (3) Replacement Trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729
6. FS 2018-065, Authority to Execute a Master On-Call Contract with S.M. Stemper Architects, PLLC, to Provide Engineering Consulting Services

### **Action Agenda**

1. FS 2018-064, Confirmation and Assurance that the Chief Executive Officer has the Authority and Financial Capacity to Fund Project Development for the Pacific Avenue Bus Rapid Transit (BRT) Corridor  
Tina Lee, Community Development Manager
2. FS 2018-066, Authorization to Execute a Master Contract with Huitt-Zollars, Inc., for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Phase 1 Projects  
Clint Steele  
Sr. Construction Project Manager
3. FS 2018-067, Amending the 2018 Capital Budget to Add the 2018 Vanpool Expansion Project to the 2018 Capital Budget and Authorizing the Purchase of Eight (8) 2018 Chrysler Pacifica Hybrid Touring Plus Vanpool Vans, Pursuant to the Washington State Department of Enterprise Services (DES) Contract No. 05916 and the 2017-2019 Vanpool Investment Program Grant GCB2811  
Alex Mather  
Govt. & Community Relations Officer

### **Staff Updates/Discussion**

1. CEO's Report  
Sue Dreier  
Chief Executive Officer

### **Informational Board Items**

1. Chair Report  
Chair Henderson
2. Sound Transit Update
3. PSRC Transportation Policy Update  
Commissioner Mello
4. Commissioners' Comments

### **Executive Session**

1. Pursuant to RCW 42.30.110 (1)(i)(iii), to discuss with legal counsel litigation or potential litigation when public knowledge regarding the discussion could result in adverse legal or financial consequence to the Agency.

### **Adjournment**



**PIERCE TRANSIT  
NOTICE OF PUBLIC HEARING  
PROPOSED FEE SCHEDULE FOR THE PRODUCTION OF PUBLIC RECORDS**

Notice is hereby given that a public hearing will be held by Pierce Transit as part of the Board of Commissioners meeting on August 13, 2018. The meeting begins at 4:00 p.m. and is held in the Pierce Transit Training Center, Rainier Conference Room, 3720 96<sup>th</sup> Street S.W., Lakewood, Washington.

The purpose of the hearing is to allow public comment on the proposed fee schedule for the production of public records:

| Proposed Fee Schedule for Public Records  |   |
|---|---|
| <b>Charges</b>  | Pierce Transit proposes to adopt the statutory fee schedule as set forth in RCW 42.56.120 (2)(b), as set forth below. |
| <b>Copies:</b>  |   |
| 15 cents/page   | Photocopies, printed copies of electronic records when requested by the requester.                                    |
| 10 cents/page   | Records scanned from paper to an electronic document.   |
| 5 cents/each 4 electronic files or attachments  | Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.                |
| 10 cents/gigabyte   | Records transmitted in electronic format or for use of agency equipment to send records electronically.               |
| Actual cost   | Digital storage media devices.  |
| Actual cost   | Any container or envelope used to mail copies.  |
| Actual cost   | Postage of delivery charges.  |
| Actual cost   | Access records from third-party vendors.  |
| ↑ Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.   |   |
| *Two-sided documents equal 2 pages.   |   |
| * Pierce Transit waives fees for production of records if production totals less than \$2. Production of records does not include actual cost of digital storage media device, envelope, and postage. Pierce Transit charges actual costs of digital storage media device, envelope, and postage (if applicable). |   |

The Pierce Transit Board of Commissioners will consider adoption of the proposed fee schedule at their September 10, 2018 Board Meeting, and, if adopted, the proposed fee schedule will become effective September 11, 2018.

Specialized transportation for disabled persons to and from the hearing can be obtained by calling SHUTTLE at 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.

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Deanne Jacobson  
Clerk of the Board

*Published in the Tacoma Daily Index and Tacoma News Tribune on August 2, 2018.*

## SECOND QUARTER 2018

Report to Board of Commissioners

Sole Source Over \$10,000

Contracts and Amendments - \$100,000 to \$200,000

| Sole Source Over \$10,000 |   |           |           |
|---------------------------|---|-----------|-----------|
| Name                      | Explanation   | Amount    | Eff. Date |
| King 5 Media              | This is for production and broadcast of two feature stories to be broadcast on King 5's "Evening" television show, production and broadcast of 30 second Pierce Transit ads on King 5's Premium streaming broadcast service, and production and distribution of targeted emails. These advertisements serve as a means to promote Pierce Transit services, grow ridership, inform and educate about Pierce Transit. | \$39,100  | 4/4/18    |
| Tacoma News Tribune       | This provides advertising services, including print and online advertising in The Tacoma News Tribune and other publications by The News Tribune/McClatchy, including advertising space on TNT's websites and digital platforms. This advertising is geo-targeted to Pierce County and aims to promote Pierce Transit services, grow ridership, inform and educate about Pierce Transit.                            | \$100,000 | 4/12/18   |
| Remix Software            | Remix is a software package which allows planners to plan routes, do cost estimation, pull in other data layers and produce materials that can be shared with the public. It replaces the tedious documentation work of network design with an interactive, visually attractive interface.  | \$89,000  | 4/19/18   |

| Sole Source Over \$10,000 |  |           |           |
|---------------------------|--|-----------|-----------|
| Name                      | Explanation  | Amount    | Eff. Date |
| Franklin Covey            | This is an extension of the Franklin Covey All Access Pass which provides a curricula of various leadership and employment training courses that help drive strategic initiatives, develop leaders, and build skills and capabilities across the organization in a flexible way that helps overcome challenges and concerns. | \$22,000  | 4/20/18   |
| Conduent                  | This is for an enhancement to the existing proprietary Conduent CAD/AVL system so that it can utilize cellular for data transmission instead of analog radio. No other vendor is authorized to work on this system.  | \$147,659 | 4/30/18   |
| Lloyd Robinson Consulting | This is for extension of the current contract for executive coaching and consulting which utilizes the Hogan Leadership Assessment.  | \$25,000  | 6/26/18   |

| Contracts and Amendments - \$100,000 to \$200,000 awarded from 4/1/18– 6/30/18 |   |              |           |
|--|---|--------------|-----------|
| Name   | Explanation   | Amount       | Eff. Date |
| The News Tribune   | Agreement for Print and Online Advertising                | \$100,000.00 | 4/2/18    |
| Simon & Company  | PT-08-18 Contract for Federal Government Liaison Services | \$198,000.00 | 6/1/18    |

**Sole Source:** A circumstance when the vendor is the sole provider of licensed or patented goods or services, or has specialized knowledge or skill needed for a project when there is limited time and vendors with the expertise.

**Amendments:** Master agreements sometimes have amendments. This could be due to time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships and/or added costs.

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
SPECIAL STUDY SESSION MINUTES  
July 9, 2018**

**CALL TO ORDER**

At 3:07 p.m., Chair Henderson called the meeting to order without a quorum of the Board.

**ROLL CALL**

Commissioners present:

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*)  
Victoria Woodards, Mayor of City of Tacoma  
Ryan Mello, City of Tacoma Councilmember

Commissioners excused:

Bruce Dammeier, Pierce County Executive  
Rick Talbert, Pierce County Councilmember  
Kent Keel, Chair of the Board, City of University Place Mayor  
Don Anderson, City of Lakewood Mayor  
Robin Farris, Puyallup City Council

Staff present:

Sue Dreier, Chief Executive Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Clerk of the Board

**DISCUSSION**

The members present received a presentation on the following topics:

- Efficiency vs. Coverage in Transit Planning
- Service Area Expansion Considerations
- Revenue Increase Scenarios

The members present examined and discussed information relative to the above-mentioned topics but no final disposition on any matter occurred.

**ADJOURN**

Chair Henderson adjourned the meeting at 3:52 p.m.

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Deanne Jacobson  
Clerk of the Board

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Nancy Henderson, Chair  
Board of Commissioners

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
MINUTES**

**July 9, 2018**

**CALL TO ORDER**

Chair Henderson called the meeting to order at 4:10 p.m.

**PLEDGE OF ALLEGIANCE**

For those attendees who chose to participate, Chair Henderson led attendees in the pledge of allegiance.

**ROLL CALL**

Commissioners present:

Nancy Henderson, Chair of the Board, Town of Steilacoom Councilmember  
*(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)*  
Daryl Eiding, Vice Chair of the Board, City of Edgewood Mayor  
*(representing Fife/Milton/Edgewood)*  
Victoria Woodards, Mayor of City of Tacoma  
Don Anderson, City of Lakewood Mayor  
Ryan Mello, City of Tacoma Councilmember

Commissioners excused:

Bruce Dammeier, Pierce County Executive  
Rick Talbert, Pierce County Councilmember  
Kent Keel, Chair of the Board, City of University Place Mayor  
Robin Farris, Puyallup City Council

Staff present:

Sue Dreier, Chief Executive Officer  
Dana Henderson, General Counsel  
Deanne Jacobson, Clerk of the Board

**SPECIAL BUSINESS**

1. FS 18-054, Election of Vice Chair

Commissioner Woodards nominated Commissioner Mello for Vice Chair.

Chair Henderson nominated Commissioner Eiding for Vice Chair.

After no other nominations were given, nominations were closed.

Upon voice vote for Commissioner Mello to be elected Vice Chair, the motion



**failed, 2-3**, with Commissioners Anderson, Eiding, and Henderson dissenting.

Upon voice vote for Commissioner Eiding to be elected Vice Chair, the vote results were, **3-2**, with Commissioners Mello and Woodards dissenting.

General Counsel Henderson interjected a point of order citing Section 2.08.080 of the Bylaws, and noted that when there are five members present, a majority vote must have at least four affirmative votes. She provided a few suggestions on how to proceed.

Commissioner Mello noted that he would like to nominate Commissioner Eiding.

Upon voice vote to elect Commissioner Eiding Vice Chair, the motion **carried**, 5-0.

## **PRESENTATIONS**

### **1. Community Transportation Advisory Group (CTAG) Second Quarter Update**

CTAG Chair Cody Bakken provided an update on the business that the CTAG has been conducting.

Chair Henderson thanked CTAG Chair and the members of the CTAG for their work and efforts of being the eyes and ears of the community.

## **PUBLIC COMMENT**

Chair Henderson provided directions for participating in public comment and the following individuals spoke:

1. Tammy Cox, Lakewood, requested bus service on Nyanza Avenue and noted she would like to see an alternative for the Route 512. She requested more police presence at the Lakewood Town Center and reported that buses are overcrowded and people are asking for free rides and disrespecting drivers and passengers.
2. Fred Baker, Puyallup, representative of the Tacoma Tide Beep Ball Club, a softball team of visually impaired players, requested SHUTTLE service for his club during playing months.

## **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 Eiding and Anderson **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 5-0.

1. Approval of Vouchers, July 2, 2018  
Operating Fund #10  
Self-Insurance Fund #40  
Capital Fund #90  
Voucher CK Nos. 363118 through 363606  
Wire Nos. 2241 through 2259  
Total \$6,211,246.56
2. Minutes: Regular Board Meeting of June 11, 2018.
3. FS 18-055, approved Resolution No. 18-024, adopting the 2018-2023 Transit Development Plan as presented in Exhibit A.
4. FS 18-056, ratified the Declaration of Emergency and related contract with General Mechanical to conduct the emergency welding repairs for CNG Compressor No. 1.
5. FS 18-057, authorized the CEO to enter into and execute a lease agreement for the property located at 104th Street Court South in Lakewood with Jenco Development Company, LLC, for a five-year period.
6. FS 18-058, authorized the CEO to enter into and execute a purchase agreement with CDWG for the purchase of the replacement network core switches, using Washington State Cisco NASPRO Contract AR-233-01114.

### **ACTION AGENDA**

**1. FS 18-059, Adoption of the Locally Preferred Alternative (LPA) for the Proposed Pacific Avenue/SR 7 Corridor Bus Rapid Transit BRT Project**

Community Development Administrator Kim McGilvery presented on the item, reviewing the three elements of the LPA: Mode, Termini, and Alignment.

Upon inquiry from Commissioner Anderson, Ms. McGilvery confirmed that today's action on this item does not appropriate any funds, does not declare lane configuration, and does not determine a schedule of a phasing of construction.

Commissioners Anderson and Woodards **moved** and seconded to approve Resolution No. 18-025, adopting the Locally Preferred Alternative (LPA) for the proposed Pacific Avenue/SR 7 Corridor Bus Rapid Transit (BRT) Project for 1) Mode, 2) Termini, and 3) Alignment as presented in Exhibit A.

Motion **carried**, 5-0.

**2. FS 18-060, Authorizing the Terms and Conditions of the Collective Bargaining Agreement with the International Association of Machinists and Aerospace Workers Union, District 160, for the Period of May 1, 2018 Through December 31, 2021**

Labor Relations Officer Anh Hoang presented on the item and noted that the union membership has ratified the agreement.

Commissioners Woodards and Eidinger **moved** and seconded to approve Resolution No. 2018-026, authorizing the Chief Executive Officer to administer the terms and conditions of the Collective Bargaining Agreement with the International Association of Machinists and Aerospace Workers Union, District 160, for the period covering May 1, 2018 through December 31, 2021.

Motion **carried**, 5-0.

## **STAFF UPDATES/DISCUSSION**

### **CEO's Report**

CEO Dreier reported on the following matters:

- Pierce Transit attended Meeker Days in Puyallup.
- The Pierce Transit Twin coach attended the Town of Steilacoom's Fourth of July parade.
- Pierce Transit will also be attending the Edgewood Community Picnic, the Ethnic Fest and the Pride Festival in July, along with Farmer's markets.

## **INFORMATIONAL BOARD ITEMS**

### **Chair Report**

Chair Henderson thanked staff for preparing the Transit Development Plan. She noted that she was happy to see the Twin Coach at the Steilacoom Fourth of July Parade.

### **Sound Transit Update**

Commissioner Woodards noted that the Tacoma Dome Link Extension Team will be meeting on Friday, and she will continue to update the Board.

### **PSRC Transportation Policy Board Update**

Commissioner Mello provided an overview of the business before the PSRC Policy Board at the next meeting, noting that they will be doing allocations of the Federal Highway Administration Funds. He briefly described various projects throughout the region that are on the list which equates to approximately \$200 million of investments that will be awarded.

Chair Henderson thanked Commissioners Mello and Woodards for their service on other external boards.

### **Commissioners' Comments**

Commissioner Anderson inquired about Pierce Transit's maintenance/life span schedule for its fleet. He noted he would like to see a cost analysis on what the savings could be if it were to extend its replacement schedule for fleet.

Commissioner Anderson also urged the Board to develop a policy with regards to PSRC's allocation of money, noting that PSRC should focus on allocating monies to other less funded organizations and communities, noting that Sound Transit is well funded and can afford what it wants.

### **EXECUTIVE SESSION**

None.

### **ADJOURN**

Commissioners Woodards and Mello **moved** and seconded to adjourn the meeting 4:52 p.m.

Motion **carried**, 5-0.

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Deanne Jacobson  
Clerk of the Board

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Nancy Henderson, Chair  
Board of Commissioners

TITLE: Authority to Execute a Sole Source One-Year Farebox System Software Licensing and Support Agreement with Two Optional One-Year Extensions with Genfare, a Division of SPX Corporation

DIVISION: Finance

SUBMITTED BY: Keith Messner, CTO

RELATED ACTION: N/A

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Internal

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**BUDGET INFORMATION**

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: Farebox Licensing and Support Agreement

☒ Operating Budget

☐ Capital Budget

| FUNDING SOURCE:     |            | EXPLANATION:  |
|---------------------|------------|---|
| Local Amount        | \$ 65,666  | This request is for a one-year licensing and support agreement for our Genfare Farebox Software with two optional one-year extensions. Costs are \$65,666 in 2018, \$67,307 in 2019 and \$68,990 in 2020. All costs include Sales Tax. Funds for 2019 and 2020 will be budgeting in the IT M&O Budgets for those years. |
| Grant/Other Amounts | \$ 0       |   |
| 2018 Total Amount   | \$ 65,666  |   |
| Total 3-Year        | \$ 201,197 |   |
| Expenditure         |            |   |

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**BACKGROUND:**

Staff requests authority to enter into a Sole Source annual licensing and support agreement for our Genfare Farebox System Software. This is considered Sole Source because the Genfare fareboxes can only be managed by the proprietary Genfare software.

The Agency Planning Department currently manages 225 FastFare fareboxes and 95 Cents-A-Bill Fareboxes on both fixed route buses and on the Sound Transit fleet. The fareboxes are managed by the Genfare proprietary farebox software. The farebox software provides detailed information on fares paid and all types of boardings for all routes and all busses – providing a wealth of data to assist staff in effectively planning and managing routes to best meet the needs of customers. This agreement provides:

- Annual software licensing and support for farebox system software for the length of the agreement
- A major upgrade to Version 3 of the farebox software in 2018
- All software patches and minor version upgrades for the length of the agreement

Pierce Transit has been successfully working with Genfare in supporting the Agency fareboxes for over 20 years. The vendor has provided outstanding support throughout this period. Staff has researched the cost of these support services compared to what has been offered to other Agencies and find the cost to be fair and reasonable.

**STAFF RECOMMENDATION:**

Authorize execution of the agreement to enter into a one-year Licensing and Support Agreement with two one-year optional extensions with Genfare.

**ALTERNATIVES:**

The alternative would be to receive farebox software support from Genfare on a project approach basis. All requests would generate a project with the vendor, and then the Agency would be charged the current hourly rate for each requested project. The hourly rate is currently \$150 per hour. With the number and complexity of requests staff generate each year, Pierce Transit would easily exceed the cost of the proposed agreement each year, making the project-based approach more expensive.

**PROPOSED MOTION:**

Authorize the CEO to enter into and execute a sole source one-year licensing and support agreement with two one-year extensions with Genfare, an SPX Corporation, in an amount not to exceed \$201,197.

**TITLE:** A Resolution Amending the 2018 Capital Budget to Increase the Trolley Replacement 2018 Project Budget and Authorizing the Purchase of Three (3) Replacement Trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729

**DIVISION:** Maintenance

**SUBMITTED BY:** Skip Huck, ED of Maintenance

**RELATED ACTION:** N/A

**ATTACHMENTS:** Proposed Resolution

**RELATION TO STRATEGIC PLAN:** Financial

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### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: Trolley Replacement 2018

☐ Operating Budget

☒ Capital Budget

| FUNDING SOURCE:     |              | EXPLANATION:  |
|---------------------|--------------|---|
| Local Amount        | \$ 939,999   | This amendment increases the Trolley Replacement 2018 Project Capital budget by \$128,046 and authorizes the purchase of three (3) Trolley buses. The additional requested funds are available from capital reserves. |
| Grant/Other Amounts | \$ N/A       |   |
| Total Expenditure   | \$ 1,068,045 |   |

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### BACKGROUND:

Staff seeks authority to purchase three (3) replacement trolley buses: twenty-nine-foot (29') Spirit of America diesel trolleys.

The Agency budget for 2018 includes funding for replacement trolleys. The trolleys being replaced are 18-year old 2000 Chance trolleys with an average of 250,000 miles consistent with Pierce Transit's Replacement Policy (Replacement Policy: 14 years or 280,000 miles). Staff has reviewed the contracts available and has identified vehicles appropriate for our intended purposes on the Oregon State ODOT Vehicle Contract No. 4729.

The State of Washington and the State of Oregon have established an Interstate Cooperative Agreement for Joint Participation in each State's Purchasing Program that allow use by political subdivisions and these contracts are currently available for use. Maintenance staff has reviewed the contracts available and has identified the vehicles appropriate for our intended purpose. Trolleys to be purchased are 2019 Low Floor Spirit of America 29', up to twenty-nine (29) passenger vehicles. The State contract pricing has been deemed by staff to be fair and reasonable. The budget amendment is necessitated because the budget was based on 2016 vehicle pricing and for vehicles without the options

needed by Pierce Transit. Replacing the vehicles will help mitigate major component failures, downtime, and unplanned maintenance cost.

**STAFF RECOMMENDATION:**

Approve amending the 2018 Capital Budget to increase the Trolley Replacement 2018 project budget and authorize the purchase of three (3) Spirit of America trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729.

**ALTERNATIVES:**

Develop specifications and solicit bids ourselves; however, in the past we were not able to achieve the deep discounts offered in the state contracts due to statewide purchasing volume.

**PROPOSED MOTION:**

Approve Resolution No. 18-027, amending the 2018 Capital Budget to increase the Trolley Replacement 2018 project budget and authorize the purchase of three (3) Spirit of America trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729.



**RESOLUTION NO. 2018-027**

A RESOLUTION of the Board of Commissioners of Pierce Transit Amending the 2018 Capital Budget to Increase the Trolley Replacement 2018 Project Budget and Authorizing the Purchase of Three (3) Replacement Trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729

WHEREAS, the Agency Budget for 2018 includes the funding for the purchase of three (3) replacement trolleys; and

WHEREAS, the Agency's replacement policy for trolleys is fourteen (14) years or 280,000 miles and the trolleys proposed to be replaced are 18-years old with average mileage of 250,000; and

WHEREAS, The State of Washington and the State of Oregon have established an Interstate Cooperative Agreement for joint participation in each state's purchasing program; and

WHEREAS, Pierce Transit seeks to purchase from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729, pricing for which has been deemed to be fair and reasonable; and

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

Section 1. The 2018 Capital Budget is herewith amended to increase the Trolley Replacement 2018 Project by \$128,046, from \$939,999 to \$1,068,045.

Section 2. The Chief Executive Officer is hereby authorized to purchase three (3) Spirit of America replacement trolleys from the Oregon State Contract ODOT Vehicle Contract Crosswalk No. 4729 in the total amount of \$1,068,044.52.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of August 2018.

PIERCE TRANSIT

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Nancy Henderson, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

**TITLE:** Authorize the CEO to Execute a Master On-Call Contract with S.M. Stemper Architects, PLLC, to Provide Engineering Consulting Services

**DIVISION:** Finance

**SUBMITTED BY:** Clint Steele, Sr. Construction Project Manager

**RELATED ACTION:** N/A

**ATTACHMENTS:** None

**RELATION TO STRATEGIC PLAN:** Customer

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### BUDGET INFORMATION

Is it Budgeted? ☒ Yes / ☐ No

Project Name or Number: N/A

☒ Operating Budget

☒ Capital Budget

| FUNDING SOURCE:     |              | EXPLANATION:   |
|---------------------|--------------|--|
| Local Amount        | \$ 1,500,000 | Funding for these services will be included in individual project budgets. |
| Grant/Other Amounts | \$ TBD       |  |
| Total Expenditure   | \$ 1,500,000 |  |

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### BACKGROUND:

In order to provide expeditious access to A&E services when situations dictate, staff seeks to enter into an on-call agreement. The on-call agreement will typically be used for smaller public work projects and for situations when time is of the essence. The on-call agreement will utilize a task order process whereby each individual project is agreed to utilizing a defined scope in the task order, and pricing will be set by a Master Contract. Staff proposes a three-year agreement with the option to extend for two additional one-year periods upon mutual consent.

A Request for Qualification (RFQ) was solicited on May 10, 2018 for an On-Call Architectural and Engineering Consultant Services Contract, with ten (10) firms responding. The Evaluation Committee interviewed the three (3) top ranking firms. Based on the scoring criteria, the Evaluation Committee chose S.M. Stemper Architects, PLLC as the most qualified firm to provide on-call A&E services. Based on experience and expertise and previous on-call contract work and comparable rates for the type of services provided, staff views the rates to be fair and reasonable. Although the exact utilization of the contract is currently unknown, staff estimates that the Agency should not exceed \$1.5 million over the five-year contract period, based on the hourly rates and past experience utilizing the on-call process. A & E contracts issued under this contract will be administered by task orders.

STAFF RECOMMENDATION:

Staff recommends that a Master On-Call Contract with S.M. Stemper Architects, PLLC be authorized for a not to exceed amount of \$1,500,000 over the life of the contract without prior Board approval, to be administered through task orders.

ALTERNATIVES:

Do not approve entering into a contract with S.M. Stemper Architects, PLLC. This is not recommended as staff will not have the ability to shorten the project timeline for smaller public work projects that do not necessarily require a full RFQ process for design services and for time-sensitive situations.

PROPOSED MOTION:

Authorize the CEO to enter into and execute a Master On-Call Contract with S.M. Stemper Architects, PLLC, to provide architectural and engineering consulting services for an amount not to exceed \$1,500,000 over the life of the contract.

**TITLE:** Confirmation and Assurance that the Chief Executive Officer has the Authority and Financial Capacity to Fund Project Development for the Pacific Avenue Bus Rapid Transit (BRT) Corridor

**DIVISION:** Planning & Community Development

**SUBMITTED BY:** Tina Lee, Community Development Manager

**RELATED ACTION:**

Resolution No. 18-025 – Adopting the Locally Preferred Alternative for the Proposed Pacific Avenue /State Route 7 Corridor Bus Rapid Transit Project.

**ATTACHMENTS:** Proposed Resolution  
Exhibit. A, Sound Transit Letter of Support

**RELATION TO STRATEGIC PLAN:** Customer

**BUDGET INFORMATION:** N/A

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**BACKGROUND:**

Pierce Transit (PT), working in partnership with the City of Tacoma, Pierce County, Washington State Department of Transportation (WSDOT), Sound Transit (ST), Puget Sound Regional Council (PSRC), and other agencies, is conducting a high capacity transit (HCT) study of an approximately 14.4-mile corridor along Pacific Avenue/State Route 7 between downtown Tacoma and Spanaway. The corridor is currently served by Route 1, one of Pierce Transit's highest ridership routes in the system. The portion of the Route 1 which will be replaced with the BRT corridor currently has an estimated daily ridership of more than 3,500 passengers. Future ridership projections indicate that the average daily ridership for the BRT corridor could be 9,700-10,400 boardings by 2040, depending upon the lane treatment that is ultimately selected for the corridor.

The Pierce Transit Board of Commissioners adopted the Locally Preferred Alternative on July 9, 2018 including:

- 1) **Mode** - Bus Rapid Transit (BRT) was selected as the HCT mode that best serves the current and expected level of ridership, meets the existing land use and population distribution, and improves transit speeds, reliability, and future investment in the corridor, as indicated in the project's Purpose and Need statement.
- 2) **Northern & Southern Terminus:** Commerce Street Transfer Center in Downtown Tacoma, Washington and 204th Street E in Spanaway, Pierce County, Washington.
- 3) **Alignment:** A 14.4-mile segment of Pacific Avenue / SR 7 between the Commerce Street Transfer Center in Downtown Tacoma and 204th Street E in Spanaway, entirely within Pierce County. Within Tacoma's Central Business District, the alignment includes operating from S. 25th Street to S. 9th Street via Jefferson Avenue/Market Street in lieu of Pacific Avenue.

Staff formally requested authorization from the Federal Transit Administration (FTA) to enter Project Development on June 15, 2018. This step is required for the corridor to be ranked through the Federal Capital Investment Grants (CIG) program to be considered for Small Starts federal grant funding. Elements in the Project Development (PD) Phase include completion of the environmental phase, preliminary engineering, and final engineering phases. The schedule for the engineering phases is 2<sup>nd</sup> Quarter 2019 to 3<sup>rd</sup> Quarter 2020. Significant funding for the corridor is secured with

\$60 million pledged by Sound Transit through Sound Transit 3 (ST3) and \$15 million pledged by the WSDOT Regional Mobility Grant (Legislative Evaluation and Accountability Program).

FTA requires that the sponsor (here, Pierce Transit) demonstrate to FTA that funding is available and committed to perform the PD work. Project sponsors must have the funds available to begin the PD work immediately upon entry into the program. ST has already committed that \$13 million of their pledged funds can be utilized for Project Development. PT and ST still need to develop an interlocal agreement to formally exchange those funds. PT has capital reserves available until the agency can be reimbursed by ST.

**STAFF RECOMMENDATION:**

The FTA requires assurance that PT has the funds available to complete the Project Development phase for the Pacific Avenue corridor BRT project. Staff's recommendation is that the Board of Commissioners confirm and assure the Chief Executive Officer has the authority and financial capacity to fund project development for the Pacific Avenue BRT corridor.

**ALTERNATIVES:**

Do not confirm and assure FTA that the Chief Executive Officer has the authority and capacity to fund Project Development for the Pacific Avenue Bus Rapid Transit corridor. Delay the project until an interlocal agreement with Sound Transit can be put in place to provide evidence of local funding availability. With this alternative, the project would not be eligible to be submitted and ranked for CIG Small Starts until the 2019 cycle for funding in 2021.

**PROPOSED MOTION:**

Approve Resolution No. 2018-028, confirming that the Chief Executive Officer has the authority and financial capacity to fund Project Development for the Pacific Avenue Bus Rapid Transit (BRT) Corridor.

## RESOLUTION NO. 2018-028

1 A RESOLUTION of the Board of Commissioners Confirming and Assuring that the Chief Executive Officer has  
2 the Authority and Financial Capacity to Fund Project Development for the  
3 Pacific Avenue Bus Rapid Transit Corridor  
4

5 WHEREAS, Pierce Transit (PT), working in partnership with the City of Tacoma, Pierce County,  
6 Washington State Department of Transportation (WSDOT), Sound Transit (ST), Puget Sound Regional Council  
7 (PSRC), and other agencies, is conducting a High Capacity Transit (HCT) Feasibility Study of an approximately  
8 14.4-mile corridor along Pacific Avenue/SR 7 between downtown Tacoma and Spanaway; and

9 WHEREAS, this corridor is currently served by Route 1, one of Pierce Transit's four trunk routes and the  
10 highest ridership route in the system. The segment of the Route 1 which will be replaced with the proposed  
11 BRT corridor has an estimated daily ridership of more than 3,500 passengers. Ridership projections for the  
12 Pacific Avenue BRT Corridor are estimated at 9,700-10,400 daily boardings by 2040, depending upon the lane  
13 treatment that is ultimately selected for the corridor; and

14 WHEREAS, the Pierce Transit Board of Commissioners adopted the Locally Preferred Alternative (LPA)  
15 including mode, termini and alignment on July 9, 2018; and

16 WHEREAS, Pierce Transit's Adopted 2018 Budget, includes the 2018 HCT Study and the 2018-2023 Six-  
17 Year Capital Plan includes the Pacific Avenue SR7 HCT Implementation 2019-2021 with \$15.7 Million  
18 programmed in 2019; and

19 WHEREAS, Sound Transit has committed \$60 million in funding to the project, \$13 million of those  
20 funds are available and are authorized to reimburse Pierce Transit for Project Development costs; and

21 WHEREAS, WSDOT has awarded the Pacific Avenue BRT corridor \$15 million through the Legislative  
22 Evaluation and Accountability Program; and

23 WHEREAS, the Federal Transit Administration requires that project sponsors have funds available to  
24 begin the Project Development phase immediately upon entry into Federal Capital Investment Grants (CIG)  
25 program in order to be considered for Small Starts federal grant funding; and

26 WHEREAS, Pierce Transit has a Capital Reserve Fund, as previously authorized by the Board of  
27 Commissioners, with funds available to complete Project Development and will seek reimbursement of those  
28 funds by Sound Transit;

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

1           Section 1. The Board of Commissioners confirms and assures that the Chief Executive Officer has  
2 the authority and financial capacity to complete Project Development for the Pacific Avenue/SR 7 Bus  
3 Rapid Transit Corridor project.

4           ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on  
5 the 13th day of August 2018.

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PIERCE TRANSIT

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Nancy Henderson, Chair  
Board of Commissioners

13 ATTEST/AUTHENTICATED  
14

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16  
17  
\_\_\_\_\_  
Deanne Jacobson, CMC  
Clerk of the Board

June 12, 2018

Sue Dreier  
Chief Executive Officer  
Pierce Transit  
P.O. Box 99070  
3701 96th Street, SW  
Lakewood, WA 98496-0070

**Subject: Pierce Transit Pacific Ave. /SR 7 Corridor Bus Rapid Transit  
Project Small Starts Project Development**

Dear Ms. Dreier:

On behalf of Sound Transit, I am writing to support Pierce Transit's request to enter Small Starts Project Development for the Pacific Avenue/State Route 7 Corridor Bus Rapid Transit project.

Voters approved a Sound Transit contribution to this project in the 2016 Sound Transit 3 (ST3) plan. The ST3 financial plan includes up to \$60 million to support the project's development costs and capital improvements that increase bus speed, reliability and customer convenience along this corridor.

The project will extend 14.4 miles from downtown Tacoma to south Pierce County. It would serve Pierce Transit's busiest corridor, connecting urban and rural residents and job centers. This project would also provide direct service to Tacoma Dome Station and its regional connections via ST Express bus service and Sounder commuter rail.

In 2022, Sound Transit's Hilltop Tacoma Link Extension will extend Tacoma Link to the Stadium and Hilltop Districts, connecting them with Tacoma Dome Station and points in between. In addition, Sound Transit has begun project development on the Tacoma Dome Link Extension, which will extend regional light rail from Federal Way terminating at Tacoma Dome Station by 2030.

For many years, Pierce Transit and Sound Transit have worked collaboratively to improve transit service in the South Sound. The Pacific Ave/Station Route 7 project furthers this collaboration.

Please feel free to contact me with any questions.

Sincerely,



Peter M. Rogoff  
Chief Executive Officer

Central Puget Sound Regional Transit Authority • Union Station  
401 S. Jackson St., Seattle, WA 98104-2826 • Reception: (206) 398-5000 • FAX: (206) 398-5499  
[www.soundtransit.org](http://www.soundtransit.org)

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**Peter M. Rogoff**



**TITLE:** Authorization to Execute a Master Contract with Huitt-Zollars, Inc., for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Phase 1 Projects

**DIVISION:** Finance

**SUBMITTED BY:** Clint Steele, Sr. Construction Project Manager

**RELATED ACTION:**

Resolution No. 16-013, Cost sharing agreement with Sound Transit for Pierce Transit's Base Master Plan Update

FS 16-033, Authority to Execute a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update.

**ATTACHMENTS:** None

**RELATION TO STRATEGIC PLAN:** Customer

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**BUDGET INFORMATION**

Is it Budgeted? ☒ Yes / ☐ No

**Project Name or Number:** #0525 Base Master Plan Implementation Phase 1

☐ Operating Budget

☒ Capital Budget

| FUNDING SOURCE:     |                 | EXPLANATION:  |
|---------------------|-----------------|---|
| Local Amount        | \$ 5,996,383.26 | This is currently funded from 2017 and 2018 budget appropriations and is expected to carry through 2019-2020 as projects are developed, designed, approved for permitting, and constructed. Sound Transit has agreed to contribute to these projects although specific amounts are undetermined at this time. |
| Grant/Other Amounts | \$ TBD          |   |
| Contingency @15%    | \$ 899,457.50   |   |
| Total Expenditure   | \$ 6,895,840.76 |   |

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**BACKGROUND:**

A Base Master Plan Update was completed in early 2018. Out of that plan several recommendations were made to improve efficiencies, update aging infrastructure and plan for growth and changing fleet composition for buses and other service and support vehicles. From that list of recommendations, several projects were identified as "Phase 1" priorities, including parking lot expansions, building expansions or renovations, and new adjacent facility construction. These projects are intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types. Engineering and architectural services are needed to produce schematic design options, design development of preferred options, professional estimates, construction documentation and construction support throughout the bidding and construction stages of the work for Phase 1 projects.

An RFQ was issued for a design consultant, with four firms responding. The selection team narrowed the pool to two finalists. Based on the scoring criteria, the selection team chose Huitt-Zollars, Inc., as the most qualified firm to provide design and construction support services for the Base Master Plan Phase I implementation. The team negotiated a fee of \$5,996,383.26 for the Phase 1 scope of work. Based on experience and comparable rates for the scope of work and estimated value of construction, staff submits that the fee is fair and reasonable.

**STAFF RECOMMENDATION:**

Staff recommends that a Master Contract with Huitt-Zollars, Inc., be authorized for a not to exceed amount of \$6,895,840.76, which includes a 15% contingency, to be administered through Task Orders for Base Master Plan Implementation Phase 1 projects. A design contingency of 15% will only be used for annually approved rate fee escalation and any unforeseen design scope additions.

**ALTERNATIVES:**

Do not approve entering into a contract with Huitt-Zollars, Inc., and defer needed improvements. This is not recommended as the main base has reached its capacity and without these improvements Pierce Transit's ability to service, maintain, fuel, wash, and otherwise manage the fleet necessary to support the service projected in the coming years will be compromised.

**PROPOSED MOTION:**

Authorize the CEO to enter into and execute a Master Contract with Huitt-Zollars, Inc., for Architectural and Engineering consulting services for projects identified in the Base Master Plan Implementation Phase 1 for an amount not to exceed \$6,895,840.76.

**TITLE:** Amending the 2018 Capital Budget to Add the 2018 Vanpool Expansion Project to the 2018 Capital Budget and Authorizing the Purchase of Eight (8) 2018 Chrysler Pacifica Hybrid Touring Plus Vanpool Vans, Pursuant to the Washington State Department of Enterprise Services (DES) Contract No. 05916 and the 2017-2019 Vanpool Investment Program Grant GCB2811

**DIVISION:** Maintenance

**SUBMITTED BY:** Skip Huck, ED of Maintenance

**RELATED ACTION:** N/A

**ATTACHMENTS:** Proposed Resolution

**RELATION TO STRATEGIC PLAN:** Financial

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### BUDGET INFORMATION

Is it Budgeted? ☐ Yes / ☒ No

Project Name or Number: Vanpool Expansion 2018

☐ Operating Budget

☒ Capital Budget

| FUNDING SOURCE:     |            | EXPLANATION:   |
|---------------------|------------|--|
| Local Amount        | \$ 87,036  | This amendment increases the Capital Budget by \$349,236 to Purchase Eight (8) 2018 Chrysler Pacifica Hybrid Touring Plus Vanpool Vans. The requested local funds are available from capital reserves. |
| Grant/Other Amounts | \$ 262,200 |  |
| Total Expenditure   | \$ 349,236 |  |

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### BACKGROUND:

Washington State Department of Transportation (WSDOT) has issued a 2017-2019 Vanpool Investment Program award. Pierce Transit was awarded the authority to order eight (8) Vanpool expansion vehicles that are non-sole petroleum fuel powered vehicles. WSDOT will reimburse Pierce Transit \$32,775 per vehicle under the 2017-2019 Vanpool Investment Program Grant GCB2811, and the grant requires a local investment amount of \$87,036 to secure grant funds. Staff proposes to purchase the Chrysler Pacifica Hybrid Touring Plus vans from Washington State Department of Enterprise Services (DES) Contract No. 05916. The vans are expected to be on-site in March 2019 and put into service no later than May 2019. Pierce Transit's effort to electrify the vanpool fleet supports the agency's Executive Order #1 establishing a commitment to utilize green technologies and strategies, and is aligned with Washington State Department of Transportation's commitment to electrification and sustainability.

STAFF RECOMMENDATION:

Staff recommends amending the 2018 Capital Budget to utilize the grant funding awarded Pierce Transit for the purchase of eight (8) expansion Vanpool vans. The 2018 Chrysler Pacifica Hybrid Touring Plus vans meet the requirements of the grant and are available on the DES Contract No. 05916.

ALTERNATIVES:

Do not purchase the vans and decline the funding awarded by the 2017-2019 Vanpool Investment Program Grant GCB2811.

PROPOSED MOTION:

Approve Resolution No. 2018-029, amending the 2018 Capital Budget to Add the 2018 Vanpool Expansion Project to the 2018 Capital Budget and authorizing the purchase of eight (8) 2018 Chrysler Pacifica Hybrid Touring Plus Vanpool Vans, pursuant to the Washington State Department of Enterprise Services (DES) Contract No. 05916 and the 2017-2019 Vanpool Investment Program Grant GCB2811.

**RESOLUTION NO. 2018-029**

A RESOLUTION of the Board of Commissioners of Pierce Transit of Pierce Transit Amending the 2018 Capital Budget to Add the Vanpool Expansion 2018 Project to the 2018 Capital Budget and Authorizing the Purchase of Eight (8) 2018 Chrysler Pacifica Hybrid Touring Plus Vanpool Vans, Pursuant to the Washington State Department of Enterprise Services (DES) Contract No. 05916 and the 2017-2019 Vanpool Investment Program Grant GCB2811

WHEREAS, by Resolution No. 17-049, approved on the 11<sup>th</sup> day of December 2017, the Board of Commissioners of Pierce Transit adopted the 2018 Agency Budget; and

WHEREAS, Pierce Transit was awarded grant funding from Washington State Department of Transportation (WSDOT) for the 2017-2019 Vanpool Investment Program Grant GCB2811 for the purchase of eight (8) non-sole petroleum fuel powered vehicles; and

WHEREAS, Pierce Transit is authorized to purchase vehicles through the DES Contract No. 05916 competitively procured by Washington State Department Enterprise Service; and

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

Section 1. The 2018 Capital Budget is herewith amended to include funding for the Vanpool Expansion 2018 Project in the amount of \$349,236, inclusive of WSDOT's grant funding of \$262,200.

Section 2. The Chief Executive Officer is hereby authorized to purchase eight (8) expansion Vanpool vans from WA State DES Contract No. 05916 in the amount of \$349,236.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 13th day of August 2018.

PIERCE TRANSIT

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Nancy Henderson, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board