AGENDA

CALL TO ORDER

APPROVAL OF MINUTES – April 25, 2019

ACTION AGENDA:

1. FS 2019-032, Authority to Enter into and Execute Amendment No. 1 to a Multi-Year Contract with AtWork! for Landscape/Grounds Maintenance

Larry McCarty
Facilities Maintenance Manager

DISCUSSION/UPDATE:

1. Overview of Maintenance Apprentice Program

Skip Huck
Executive Director of Maintenance

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT
CALL TO ORDER

Chair Eidinger called the meeting to order at 3:02 p.m.

ATTENDANCE

Executive Finance Committee Commissioners present:
    Daryl Eidinger, Vice Chair, City of Edgewood Mayor
    (representing Edgewood, Fife and Milton)
    Nancy Henderson, Town of Steilacoom Councilmember
    (representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)
    Don Anderson, City of Lakewood Mayor

Executive Finance Committee Commissioners excused:
    Marty Campbell, Pierce County Council

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

APPROVAL OF MINUTES

Commissioners Henderson and Anderson moved and seconded to approve the March 28, 2019 meeting minutes as presented.

Motion carried, 3-0.

ACTION AGENDA

1. FS 2019-023, Authority to Purchase Signal Priority Equipment From Advanced Traffic Products Through Washington State Contract No. 04616

    Planner Analyst Jason Kennedy presented on the item. He reported that this equipment (purchased with grant monies) would be installed along the Route 1 and will be part of the BRT project. The equipment allows for GPS based communications and will not impact with technology used by local fire districts.
A question and answer period ensued, with Mr. Kennedy clarifying that the costs before
the committee today is only for the purchase of equipment and does not include installation;
that the TSP equipment would not be installed in locations where round-abouts are
installed; the equipment would be installed on all 40-foot buses and BRT fleet and would
be installed by the Pierce Transit Maintenance Department; and this item was vetted and
supported by the TAC.

Commissioners Anderson and Henderson moved and seconded to authorize the purchase
of Transit Signal Priority equipment as described in Exhibit A from Advanced Traffic
Products through Washington State Contract No. 04616 with a not to exceed amount of
$845,517.40.

Motion carried, 3-0.

DISCUSSION/UPDATE

1. Update on Limited Access Connection Project (Pierce Transit and Lyft Partnership)

Business Partnership Administrator Penny Grellier thanked Chair Henderson for attending
last month’s Community Transportation Advisory Group meeting, noting the members
were appreciative.

Ms. Grellier reported that staff would like to extend the grant-funded program through
December 31, 2019, because ridership is beginning to build and there is still grant monies
of approximately $130,028 that have not been utilized. The unused monies would need to
be returned to the FTA.

She reported that extending service through December 31, 2019 would also allow Pierce
Transit to gather more data to inform on future Transit Network Company (TNC) type of
services and also support Sound Transit’s congestion relief efforts in Puyallup.

It was noted that the partnership extension is scheduled to be on the May 13, 2019 Board
of Commissioners Consent Agenda for approval.

COMMISSIONER COMMENTS

Commissioner Henderson reported that she rode the Route 4 today in support of the national “Get
On Board” day and noted that she heard all positive comments from riders, however, riders are
still requesting longer hours. She also reported that some college students were not aware of the
Hopthru/PiercePay app and thought more communication in this area would be helpful.

EXECUTIVE SESSION ~ None.
ADJOURNMENT

There being no further business, the meeting was adjourned at 3:39 p.m.

___________________________  ___________________________
Deanne Jacobson  Daryl Eidinger, Chair
Clerk of the Board  Executive Finance Committee
**TITLE:** Authority to Enter into and Execute Amendment No. 1 to a Multi-Year Contract with At Work! for Landscaping/Grounds Maintenance  
**DIVISION:** Maintenance  
**SUBMITTED BY:** Larry McCarty, Facilities Maintenance Manager  
**RELATED ACTION:** FS 16-015, authorized a multi-year contract with Atwork! for landscaping/grounds maintenance.  
**ATTACHMENTS:** Exhibit A, bid tabulation  
**RELATION TO STRATEGIC PLAN:** Financial  

### BUDGET INFORMATION

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<td>Total Expenditure</td>
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**BACKGROUND:**

In early 2019, Pierce Transit staff made the decision to not exercise the remaining option years for landscaping services with contractor AtWork! because the prevailing wage rates in place at the time of renewal were significantly higher (in some cases, over 4 times higher) than the rates previously in effect. Instead, to try to save costs, Pierce Transit issued an RFP to reduce the scope of the contract and to evaluate competitive proposals. While the RFP process was pending, the prevailing wage rates were re-adjusted by the Washington State Department of Labor and Industries and were returned to their prior (lower) level. Proposers submitted their proposals based on the new lower prevailing wage rate, and through this competitive process, contractor AtWork! was deemed the successful proposer.

Pierce Transit has been without a Landscaping/Grounds Maintenance contractor for the months of March 2019 to present. Therefore, once the RFP process was complete and the successful proposer was selected, it was important to get a new contract in place as soon as possible. To expedite the return of contracted services, a short term (3 month) contract for landscape services PT-21-19 valued at $91,634.62 was executed with AtWork! and signed by the CEO as within her contracting authority. The request to the EFC is to amend contract PT 21-19 to add nine (9) months to its term and to seek authority for extension of that agreement for up to two (2) option years. The expenditure for the requested amendment would be up to $419,321.24, making the total expenditure for the initial contract plus any extensions $510,955.86.
STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute Amendment No. 1 to contract PT-21-19 with AtWork! for Landscaping/Grounds Maintenance services to extend the contract by nine (9) months and authorize up to two (2) optional one-year extensions, for a total contract cost of $510,955.86 if both option years are exercised.

ALTERNATIVES:

The alternatives are to not extend the existing three (3) month agreement; go without contracted landscaping services; or to reject all proposals or select an alternate proposer. None of these are recommended as AtWork!’s proposal most closely meets the requirements of Pierce Transit and also has proposed a competitive price.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute Amendment No. 1 to a multi-year contract with AtWork! for landscaping/grounds maintenance services in an amount not to exceed $510,955.86.
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$104,976.00
Maintenance Capital Strategy -  
“How Do We Grow An Effective Maintenance Workforce”

Skip Huck  
Executive Director, Maintenance  
Pierce Transit
Currently, there are no entry level positions for anyone who aspires to be a mechanic to come into PT.

**Process for Hiring:**
- Interview then Practical Test

**Apprentice Program**
- No Leadership Training
- No Theory Training
- No Mentorship

Our current “Apprentice” Program is more aptly called a “Journeyman” Program where we take mechanically minded personnel who may or may not have transit bus experience and train them by providing hands on experience.

**Training Plan**

- **Apprentice**
  - Currently, there are no entry level positions for anyone who aspires to be a mechanic to come into PT.
- **Mechanic 1**
  - Process for Hiring: Interview then Practical Test
- **Journey Level Mechanic**
  - Process for Hiring: Interview then Practical Test
  - Apprentice Program
- **Lead Mechanic**
  - No Lead Training, other than OJT
  - Seniority is Deciding Factor VIA Slating Process

**Pool of Candidates**
- Transit Agencies
- Dealerships
- Truck Shop
- Military
Partnering Opportunities

Currently, these individuals do not have a way to come into Pierce Transit Maintenance, other than (rarely) through SSA, Custodian paths.

Associate’s Degree

**Bates Technical College**

- Auto Body Rebuilding and Refinishing
- Automotive Technology
- Commercial Truck Driving: Entry Level
- Diesel and Heavy Equipment Technology
- Power Sports and Equipment Technology

**Centralia College**

CP’s program only addresses gasoline powered vehicles.

Bates Met the Requirements on content and locality!

Associate’s Degree & Bachelor’s Degree

Centralia’s Program is top notch but too far away.
Pay $26/ Hour (scaled per CBA) for FTE/ (2x) LTE Apprentice position. Internal will be hired as apprentice.

Work 6 hours as PT, 2 hours provided for School (if needed)

2 year degree from Bates Community College. 8,000 hour apprentice program.
  – Dedicate 2-4 hours per week on Leadership Curriculum after College Graduation/Summer.
  – CDL over summer months (if not already attained)

Development of a leadership continuum program during apprentice period.
  – Lean Workforce and Development is working this.

Once complete mechanic apprentice program, start working on another new apprentice.

Need to purchase 3 PT tool kits as loaners until graduation.

Look into grants/extra funding for more Apprentices

Next Steps:
  – Work to attaining budget for apprentices starting in September
  – Board meeting to attain 1 FTE for Internal Apprentice
  – Work with Union to set up Apprentice Rules for Internal Apprentice

Community College Curriculum
Leadership Continuum Curriculum
8,000 Hour Core Mechanic Apprentice Training
Questions?
A Comprehensive Training Program Focused On Development of the Individual Through Their Career
Internal Apprentice Program

- Need to identify FTE (Apprentice) for filling
  - Backfill job? Return Rights?
  - Represented position

- All apprentice program positions will be under Maintenance Training for entire apprentice program.

- Need to set up schooling, program

- Working with Lean Workforce and Development to develop a leadership continuum plan for after college graduation.
Currently looking at Bates, Clover Park. Centralia CC has a great program too, but would be a transportation challenge.

Hire as an LTE, so only need budgeting. Already in CBA as 26$/hr position.

PT provide tool box during apprentice program. Would turn over to next apprentice upon completion of the course.

Work 6 hours at PT, 2 hours at CC. Work full time at PT once graduated. 8,000 hours Apprentice Curriculum.

Leadership courses 2-4 hours per week after graduation.

Provide CDL course during Summer months, or where applicable.

Work under Maintenance Training.

Looking for where to offer opportunities
- High Schools?
- JBLM, Navy?
- Bates CC, Clover Park CC.
- Other Trade Schools?