

Meeting Location: Teleconference
Phone: 253-215-8782
Meeting Code: 87329041470

Virtual Meeting Participation:

Due to the COVID-19 Emergency, the August 20, 2020 Service Delivery and Capital Committee meeting will be conducted by a virtual webinar. Per the [Governor Proclamation 20-28](#) pertaining to the Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to observe the meeting by entering the web address <https://us02web.zoom.us/j/87329041470>, or by calling 253-215-8782 and entering Meeting ID No. 87329041470.

CALL TO ORDER

APPROVAL OF MINUTES – June 18, 2020, committee meeting

CEO’S COMMENTS

Sue Dreier
Chief Executive Officer

ACTION AGENDA

1. FS 2020-038, Authorizing a Five-Year Contract with All Pro Building Maintenance (Contract No. 1080) to Provide Janitorial Services at Buildings 4 and 5
2. FS 2020-039, Selection of Bus Rapid Transit (BRT) System Name; **Refer to Full Board for Final Consideration**

Larry McCarty
Facilities Manager

Ryan Wheaton
E.D. of Planning and Community Development

PRESENTATIONS/DISCUSSION

1. BRT Shelter Design
2. BRT Sponsorships

Ryan Wheaton
E.D. of Planning and Community Development

Mark Eldridge
Sr. Program Administrator

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

**PIERCE TRANSIT
SERVICE DELIVERY & CAPITAL COMMITTEE MEETING
3720 96th STREET SW, LAKEWOOD, WA
RAINIER CONFERENCE ROOM**

June 18, 2020

MINUTES

CALL TO ORDER

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

ATTENDANCE

Service Delivery & Capital Committee members present:

Marty Campbell, Pierce County Council, Chair of SDCC
Nancy Henderson, Town of Steilacoom Councilmember, Vice Chair of SDCC
(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)
Robin Farris, Puyallup City Councilmember
Kent Keel, City of University Place Councilmember
Don Green, CTAG Non-voting Member

Staff present:

Sue Dreier, Chief Executive Officer
Deanne Jacobson, Clerk of the Board

WELCOME COMMENTS

Chair Campbell welcomed CTAG non-voting member Don Green and thanked him for volunteering to serve on the committee.

APPROVAL OF MINUTES

Commissioners Henderson and Farris **moved** and seconded to approve the February 20, 2020 meeting minutes as presented.

Motion **carried**, 4-0.

CEO COMMENTS – No comments were provided.

ACTION AGENDA

1. Election of Chair and Vice Chair

Election of Chair

Commissioner Farris nominated Commissioner Campbell to serve as the Chair of the committee. There were no other nominations received.

Commissioners Farris and Henderson **moved** and seconded to close nominations.

Motion **carried**, 4-0, and Commissioner Campbell was nominated to serve as Chair.

Election of Vice Chair

Commissioner Keel nominated Commissioner Henderson to serve as Vice Chair of the committee. There were no other nominations received.

Commissioner Farris and Keel **moved** and seconded to close nominations.

Motion **carried**, 4-0, and Commissioner Henderson was nominated to serve as Vice Chair.

2. FS 2020-031, Authorize the Chief Executive Officer to Enter into and Execute a Multi-Year Contract with Electronic Data Magnetics, Inc., for a Not to Exceed Amount of \$330,800.00

Assistant Community Development Manager Brenda Davis presented on the item. She gave a brief overview of the fare media that is offered for Pierce Transit service and recapped the procurement process.

Commissioners Keel and Henderson **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year contract with Electronic Data Magnetics, Inc., in a not to exceed amount of \$330,800.00.

Motion **carried**, 4-0.

DISCUSSION/UPDATE

1. Review of Service Reduction Proposal due to Impacts of COVID-19

Senior Planner of Scheduling Lindsey Sehmel presented on the item and provided an overview on how the Agency arrived at the service reduction scenario. She reviewed the ridership statistics from pre-COVID-19 and recapped the service cuts that were made

earlier in the year during the months of March and April 2020 as well as the current service package that went into effect May 24, 2020.

Ms. Sehmel reviewed the 10 percent service reduction plan that I recommended for the September 2020 service change and noted that the proposed model does not include social distancing measures.

Ms. Sehmel detailed the analysis process staff used to determine the proposed service recommendation.

Ms. Sehmel responded to questions pertaining to feedback received from the community about the service cuts that have already occurred due to COVID-19, noting that the Agency has not heard any complaints, but service levels are down.

2. Base Master Plan Update for Phase 2 of the Plan

Senior Construction Project Manager Doug Dickinson presented on the item and provided the following concerning the Base Master Plan improvements:

- Project overview
- Goals of the project
- Overview of the base properties and their utilization/capabilities

Mr. Dickinson advised the committee of the projects/improvements that will come before the full Board at the July 13, 2020 Board Meeting. The improvements consist of the following:

- BMP Package 1 work includes expanding Building 5 parking lot and demolishing unused buildings on the West Base area.
- BMP Package 2 work includes civil work to prepare for construction of a new Fuel and Wash Building and SHUTTLE and relief vehicle parking behind Building 4, constructing new staff ADA parking next to Building 4 and other miscellaneous work to prepare for future phases.

Mr. Dickinson noted that future projects include whether to tear down or remodel Building 7.

Executive Director of Finance Brett Freshwaters discussed the funding of the projects and he further discussed the options for tearing down Building 7 versus the costs of improvements for bringing the building up to current standards, which would be possibly considered two to three years out.

COMMISSIONER COMMENTS

No comments.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:41 p.m.

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Service Delivery & Capital Committee

TITLE: Authorize the Execution of a Five-Year Contract with All Pro Building Maintenance (Contract No. 1080) to Provide Janitorial Services at Buildings 4 and Building 5

DIVISION: Maintenance

SUBMITTED BY: Larry McCarty, Facilities Maintenance Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Employee

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 913,808.29	The proposed budget is for a 5-year contract for janitorial services at Buildings 4 and 5 at Pierce Transit beginning October 1, 2020. Over the five years of the proposed agreement, the Agency would expend approximately \$913,808.29. Services provided are basic daily cleaning, annual window cleaning, carpet cleaning, and additional COVID-19 disinfection. The additional disinfection for COVID-19 could be reduced at such a time it is deemed safe to discontinue.
Grant/Other Amounts	\$ 0	
Total Expenditure	\$ 913,808.29	

BACKGROUND:

Staff requests authority to execute Contract No 1080 with All Pro Building Maintenance for Janitorial Services for buildings 4 and 5. Services provided are basic daily cleaning, annual window cleaning, carpet cleaning, and additional COVID-19 disinfection. The additional disinfection for COVID-19 could be reduced at such a time it is deemed safe to discontinue.

Through the competitive bid process, four (4) bid proposals were received. All Pro was determined to be the lowest responsible bidder and staff determined that All Pro meets the needs of Pierce Transit. In each category of service, 4% was added each year to accommodate for negotiated hourly rate increases for potential increases in prevailing wage rates. The first year basic daily service in both buildings, excluding additional and optional services, is

\$124,255.48. The first year of the contract, inclusive of all additional and optional services, is estimated for \$168,324.28, the second contract year is estimated \$175,087.24, the third contract year is estimated \$182,059.52, the fourth year is estimated \$189,341.88, and the fifth year is estimated \$196,915.37.

Additional cleaning and disinfection for COVID-19 response represents 20% of the total of the contract estimated amount. The rate for this service is \$31.99/hour. This is an estimated amount as we have not yet negotiated the level of service with the new contractor for additional covid-19 cleaning services. We will do a contract amendment for a short term to add in the additional service. At a time when authorities deem it safe to do so, the additional cleaning and disinfection for COVID-19 could be discontinued reducing the total expenditure.

Optional service for carpet cleaning is estimated to require 80 hours of service. (40 hours per year in each building) The rate for this service is \$34.99/hour. Interior window washing services at \$2000.00 per occurrence in each building. Exterior window washing services at \$2000.00 in each building.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute Contract No. 1080 with All Pro Building Maintenance to provide janitorial services in Buildings 4 and 5 for up to five years in an amount not to exceed \$914,000.00.

ALTERNATIVES:

The alternative would be to reject all bids or select an alternate bidder. This would not be recommended as staff is recommending the firm that most closely meets the standards of Pierce Transit and the best price as published in the invitation to bid document.

PROPOSED MOTION:

Authorize the Chief Executive Officer to issue and incrementally amend Contract No. 1080 with All Pro Building Maintenance to provide janitorial services in buildings 4 and 5 for up to five years for an amount not to exceed \$914,000.00.

TITLE: Selection of Bus Rapid Transit (BRT) System Name DIVISION: Planning & Community Development

RELATED ACTION: N/A SUBMITTED BY: Ryan Wheaton, Executive Director of Planning and Community Development

ATTACHMENTS: N/A RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION: N/A

BACKGROUND:

In 2019, Pierce Transit's Board of Commissioners selected a locally preferred alternative for the Agency's initial Bus Rapid Transit (BRT) line. Once that selection of lane treatment, termini, and alignment was made, staff shifted from the planning phase to the design phase. As part of that work, hallmarks such as station design, bus configuration, and system branding have been scheduled for completion following the selection of a BRT system name.

Pierce Transit's long-range plan established the roadmap for a BRT system made up of five future BRT lines (i.e., Route 1, Route 2, Route 3, Route 4, and Route 402). The BRT system name will cover all five lines, with each line having a unique identifier within the system.

BRT system naming work began in October 2019, when Pierce Transit staff started a naming and branding process with marketing firm Green Rubino. Twenty-six, 30-minute interviews were conducted with key stakeholders (e.g., Board of Commissioners, BRT branding team, Senior leadership, key staff members, and external stakeholders) to highlight elements of importance to people in Pierce County. Following deliberation of interview findings, an initial list of 12 names was placed under consideration.

Staff ultimately moved five names through legal review, which included a look at copyright issues. After further deliberation, key Pierce Transit stakeholder groups were surveyed for their favorite from three contenders. Those groups were CTAG, BRT Technical Advisory Committee, BRT Stakeholder Communication Group, BRT Maintenance and Operations Advisory Committee, and Pierce Transit staff.

Following the results of the stakeholder survey, two names are presented to you for consideration.

1. Streamline - more efficient and faster; built for better movement
2. The Peak - best in class, an important landmark in the South Sound

STAFF RECOMMENDATION:

Staff recommends a BRT system name to be voted on at the September 14, 2020, Board of Commissioners meeting from the two options presented above, which have both completed a thorough vetting process.

ALTERNATIVES:

Decline the recommendation of either name and request that the Pierce Transit branding team return with different options at an upcoming meeting.

PROPOSED MOTION:

Move to: The Service Delivery and Capital Committee recommends selecting the name 1) Streamline, or 2) The Peak to be the BRT System name and refers this item to the full Board for final consideration at their September 14, 2020 meeting.