

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, October 21, 2020
5:30 P.M.

To comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Governor's Proclamation 20.28, participation in this meeting will be through remote access.

Join using your phone.

United States: +1 (571) 317-3122 / **Access Code: 184-618-669**

(For supported devices, tap a one-touch number below to join instantly.)

One-touch: <tel:+15713173122,,184618669#>

Join using Facebook:

<https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|---|--|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
Public comment may be submitted by email to pmessmer@intercitytransit.com .
Public comments must be submitted by 12:00 p.m. on October 21, 2020.
Emailed comments will be provided to the Authority electronically prior to the meeting.

For questions, please contact the Clerk of the Board at 360-705-5860. | 5 min. |
| 3) | INTRODUCTIONS
A. Roshan KC, Help Desk Technician (<i>Jason Aguero</i>)
B. Daniel Van Horn, Information Systems Technician (<i>Jason Aguero</i>) | 10 min. |
| 4) | NEW BUSINESS
A. Operator Uniform Contract Extension (<i>Katie Cunningham</i>)
B. Vehicle Wraps & Graphics Contract Amendment (<i>Katie Cunningham</i>)
C. Warranty Extension Vehicle Camera System (<i>Jeff Peterson</i>)
D. Maintenance Building GC/CM Pre-Construction Services
(<i>Steve Krueger</i>)
E. Community Advisory Committee Application Selection
(<i>Ann Freeman-Manzanares</i>) | 5 min.
5 min.
5 min.
5 min.
15 min. |
| 5) | COMMITTEE REPORTS
A. Transportation Policy Board (Oct. 14) (<i>Don Melnick</i>) | 3 min. |
| 6) | GENERAL MANAGER'S REPORT | 10 min. |

7) AUTHORITY ISSUES

10 min.

ADJOURNMENT

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: October 21, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Operations Uniforms Contract Extension

1) **The Issue:** Consideration of the purchase of as-needed uniform items for Operations staff.

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$126,000 per year, including sales tax.

3) **Policy Analysis:** The Procurement Policy indicates the Authority must approve any contract over \$100,000.

4) **Background:** Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis. These items typically include replacement garments for current staff and new items for new employees.

In July 2019, the Washington State Department of Enterprise Services (DES) awarded master contract 01417 for uniforms and accessories to Galls. Intercity Transit began utilizing this contract in November 2019, and seeks to continue to purchase its Operations uniform items from Galls under this contract.

Intercity Transit has been satisfied with the products and services provided by Galls, and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniform items and related services, staff is confident that this contract and vendor will serve our staff well.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not-to-exceed \$126,000 per year, including sales tax.

B. Defer action. Deferred action would result in a lapse of contract coverage for Operations uniform items.

6) **Budget Notes:** We anticipate the 2021 budget will include \$126,000 for standard Operations Uniform items. Orders will be placed on an as-needed basis and will not exceed the annual budgeted amount.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: October 21, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Vehicle Wraps and Graphics Contract Amendment

-
- 1) **The Issue:** Amend the vehicle wraps and graphics contract with Western Graphics, Inc. to authorize additional contract authority for the remainder of the current contract term through August 29, 2021.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$50,000 in contract authority for vehicle wraps and graphics for a revised total contract not-to-exceed amount of \$180,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. While this item represents a contract value of \$50,000, the total cumulative value of the contract for vehicle wraps and graphics exceeds \$100,000.
-
- 4) **Background:** Intercity Transit awarded its contract for vehicle wraps and graphics to Western Graphics, Inc. in August 2018 with a not-to exceed contract amount of \$130,000. The initial contract term was for a period of one year, with four one-year renewal options. This year we are in the second contract renewal.

Under the contract, Western Graphics, Inc. installs wraps and graphics on Intercity Transit's new vanpool vehicles and completes as needed graphic repairs and maintenance. Throughout the life of this contract Intercity Transit has wrapped 70 new vanpool vehicles and fixed various damaged graphics, which has nearly exhausted the original contract authority.

Intercity Transit is due to receive a total of twelve vanpool vans this year which will need our vanpool graphics package installed. This item adds contract authority to the current contract in the not-to-exceed amount of \$50,000 to accommodate the installation of wraps and graphics on these new vanpool vehicles, and allow capacity for additional ongoing graphic repair, maintenance and incidentals for the remainder of the current contract term.

Throughout the life of this contract, Western Graphics, Inc. has provided quality products and services to Intercity Transit. Staff is confident that Western Graphics, Inc. will continue to provide valuable services at reasonable rates, and recommends that the amendment is approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Western Graphics, Inc. authorizing an additional \$50,000 in contract authority for vehicle wraps and graphics for a revised total contract not-to-exceed amount of \$180,000.
- B. Defer action. This alternative would result in a delay in placing and repairing graphics on Intercity Transit's vanpool vehicles.

-
- 6) **Budget Notes:** The not-to-exceed contract amendment amount of \$50,000 anticipates planned work and work that may need to be completed during the term of the contract. The initial work under the amendment will be installation of wraps on twelve replacement vanpool vehicles. The task order for this work will be approximately \$25,000. Intercity Transit will finalize actual costs with Western Graphics, Inc. on a project-by-project basis, ensuring that project costs do not exceed the total not-to-exceed contract amount.

-
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

-
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: October 21, 2020**

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Procurement Coordinator, 705-5878

SUBJECT: Extended Warranty for Vehicle Camera Systems

1) **The Issue:** Consideration of an extended warranty plan for video camera equipment on our coach and paratransit vehicles.

2) **Recommended Action:** Authorize the General Manager to extend an existing warranty plan agreement for our video camera equipment with Transit Solutions LLC (TSI) for an additional four-year period, in the amount of \$173,929.09, tax included.

3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$100,000.

4) **Background:** In 2017 Intercity Transit completed installation of our video camera system within our coach and paratransit vehicles. Our agreement included three years of standard warranty coverage and provided an option to extend up to four more years. Our three-year warranty period is concluding, and staff recommends extending coverage four more years.

The extended warranty will cover all our cameras, video recorders, software support, most software updates, and training. Intercity has filed an average of 85 warranty claims per year with an estimated \$52,501 annual value. This does not include technical assistance and training we have received that is also included within the extended warranty.

The costs have been pro-rated appropriately based on projected timelines provided to TSI.

The TSI video system has been working well and TSI has provided outstanding support. Based on the review of actual warranty claims, the cost proposed is appropriate per the original agreement, and level of support required to maintain our existing system, staff recommends entering into a contract to extend warranty coverage with TSI through September 8, 2024.

5) **Alternatives:**

- A. Authorize the General Manager to extend an existing warranty plan agreement for our video camera equipment with Transit Solutions LLC (TSI) for an additional four-year period, in the amount of \$173,929.09, tax included.
- B. Defer action. Deferred action may result in lack of warranty coverage and technical support. Intercity will be responsible to pay for individual repairs to our system hardware and software infrastructure.

6) **Budget Notes:** The 2020 budget includes funding in our Vehicle Fleet Support budget for maintaining these fleet and facility support systems.

7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

8) **Reference:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 21, 2020

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Maintenance Building GC/CM Pre-Construction Services

-
- 1) **The Issue:** Authorizing the General Manager to approve funding for Forma Construction Company (Forma) to provide pre-construction services related to the Maintenance Building design.
-
- 2) **Recommended Actions:** Authorize the General Manager to have DES contract with Forma to provide pre-construction services related to the Maintenance Building Design for a total not-to-exceed amount of \$330,000.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In June of 2019, Forma competitively won the award to serve as the General Contractor/ Construction Manager (GC/ CM) for the Pattison Base Expansion and Rehabilitation Project. In the same way Forma helped Intercity Transit achieve design efficiencies and savings for the Administration/Operations (ADOPs) building and the Fuel Wash Facility (FWF) by contributing their constructability and value engineering expertise during the design process, we are seeking approval for Forma to begin pre-construction service support for the Maintenance Building renovation and rehabilitation work (Phase IV and V of the overall base construction plan). Pre-construction services for the maintenance building work will be similar to those authorized to support the design of the new buildings (ADOPS and FWF) now under construction (Phase 3) on the North Parcel. Unlike the North Parcel buildings, the rehabilitation of the existing Maintenance building requires significantly more planning and coordination before and during construction since this building will remain in use throughout the duration of the project. Pre-construction services under the GC/CM model will also allow Forma to partner with their mechanical and electrical sub-contractors (Sunset Air and Sare Electric) in collaboration with the project architect (Stantec) to assist in the design, construction staging, and the logistical planning required to keep Intercity Transit operational during construction.

This includes planning to maintain access to maintenance equipment, and functions throughout the construction and rehabilitation of the existing maintenance building including adjacent site work.

The partnership with the general contractor (Forma) and the design team (Stantec) through the earlier design phase of the Pattison Project have demonstrated that the GC/CM process has yielded the results we hoped for. Pre-construction services provided by Forma will play a prominent role in developing a viable maintenance building design and rehabilitation plan that meets our programming needs with minimal disruption to maintenance operations during construction. Staff recommends authorizing the General Manager to approve funding for Forma to provide the requested pre-construction services.

5) Alternatives:

- A. Authorize the General Manager to have DES contract with Forma to provide pre-construction services related to the Maintenance Building Design for a total not-to-exceed amount of \$330,000.
- B. Have Stantec complete the design of the Maintenance building without the benefit of Forma's input.

6) Budget Notes: The GC/CM pre-construction services for the Maintenance Building was accounted for in the overall \$85 Million budget for the Pattison Expansion and Rehabilitation Project.

7) Goal References: **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: October 21, 2020

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: 2020 Community Advisory Committee Recruitment

-
- 1) **The Issue:** To review applications and identify applicants for interviews.
-
- 2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.
-
- 3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.
-
- 4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are currently three vacant positions.
- Eight (8) applications were received by the submission due date of October 14, 2020. The ad hoc committee, made up of three Authority and three CAC members will conduct interviews of applicants on November 4. The committee will recommend candidates for appointment at the December 2, 2020, ITA meeting.
-
- 5) **Alternatives:**
- A. Direct staff to schedule interviews for all or some of the applicants.
 - B. Direct staff to defer to a new recruitment until 2021.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal References:** Maintaining active, interested Community Advisory Committee members supports all agency goals.
-
- 8) **References:** Community Advisory Committee applications.