

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, February 21, 2024
5:30 P.M.

This is a hybrid meeting. Attend in person at the Pattison Street location in the board room.

To join the meeting remotely register for the meeting here: [Register Here](#)

Or telephone at 5 p.m. for a sound check.

Toll Free: (844) 730-0140 / Phone Conference ID 324 738 083#

CALL TO ORDER

- | | | |
|----|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT | 3 min. |
| 3) | APPROVAL OF CONSENT AGENDA | |
| | A. January 3, 2024, and January 17, 2024, Minutes | |
| | B. Payroll January: \$3,268,126.20 | |
| | C. Accounts Payable January: \$5,074,147.95 | |
| | • Warrants: \$5,061,428.61 | |
| | • ACH Payments: \$12,719.34 | |
| 4) | NEW BUSINESS | |
| | A. David Foster/Joanna Grist State Legislative Review & Update | 60 min. |
| | <i>(Emily Bergkamp)</i> | |
| | B. On-Call Qualified Vendor List Update <i>(Peter Stackpole)</i> | 5 min. |
| | C. Annual Planning Session <i>(Emily Bergkamp)</i> | 5 min. |
| | D. General Manager's Performance Measures <i>(Clark Gilman)</i> | 10 min. |
| 5) | COMMITTEE REPORTS | |
| | A. Transportation Policy Board (Feb. 14) <i>(Justin Belk)</i> | 5 min. |
| | B. Community Advisory Committee (Feb. 12) <i>(Clair Bourgeois)</i> | 5 min. |
| 6) | GENERAL MANAGER'S REPORT | 5 min. |
| 7) | AUTHORITY ISSUES | 5 min. |
| 8) | EXECUTIVE SESSION: <i>In accordance with RCW 42.30.110(1)(b) to consider acquisition of real estate where public knowledge concerning the acquisition would cause a likelihood of increased price for said property. A parking lot adjacent to the Olympia Transit Center (OTC) recently came up for sale which could prove invaluable to Intercity Transit for use by our fixed route relief vehicles (vans), supervisory vehicles, and maintenance vehicles.</i> | |

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) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 3, 2024

CALL TO ORDER

Chair Gilman called the January 3, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Lacey Councilmember Robin Vazquez; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Alternate Kierstin Price.

Members Excused: City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

Staff Present: Emily Bergkamp; Ally McPherson; Brian Nagel; Daniel Van Horn; Dena Withrow; Eric Phillips; Jana Brown; Jason Aguero; Jessica Gould; Katie Cunningham; Noelle Gordon; Pat Messmer; Peter Stackpole; Steve Krueger; Tammy Ferris; Zach Heinemeyer; Lynne Cunningham; Nathan Davis; Joy Gerchak; Paul Kierzek; Thera Black; Matt Kenney.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Betty Hauser, and Doug Riddels, Community Advisory Committee.

STAFF INTRODUCTION

A. Dena Withrow, Operations Director *(Emily Bergkamp)*

APPROVAL OF AGENDA

Chair Gilman asked for the Authority's consideration to pull Agenda Item 4D - Zero Emissions Transition Recommendations - from the agenda because Jonathon Yee is unable to present this evening. This item would be placed on the ITA January 17, 2024, agenda.

It was M/S/A by Mejia and Vazquez to approve the agenda as amended.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

It was M/S/A by Sullivan and Melnick to adopt the consent agenda as presented.

- A. Minutes** - November 15, 2023; December 6, 2023, Minutes
- B. Payroll November:** \$3,093,136.76

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 2 of 6

- C. **Accounts Payable November:** \$2,782,395.20
 - Warrants: \$2,726,346.32
 - ACH Payments: \$56,048.88
- D. **Surplus Property Vanpool Van #2624** - Declare the Van as surplus.
(Noelle Gordon)

NEW BUSINESS

A. New Work Truck Change Order Authorization. Procurement Coordinator, Katie Cunningham, presented for consideration a change order for Bud Clary Ford to modify Intercity Transit's order of four Ford work trucks. In September 2023, Intercity Transit ordered four (4) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. Three (3) of these vehicles will expand the Facilities department fleet to accommodate additional staff added in 2023, and one (1) will replace a Fleet Maintenance shop truck which has met its useful life.

Over the last few years, ordering and production has been limited for these vehicles, and the manufacturer's order bank was only open for a short period of time. To ensure Intercity Transit met the vehicle ordering deadline, staff finalized and submitted the work truck order, which included the majority of vehicle components, while continuing to work to finalize remaining service body details.

In September 2023, Intercity Transit sought approval for the original order in the amount of \$410,815, including sales tax, which included our best estimate of the cost for the remaining service body components. The service body details have since been finalized, and the amended total cost of the order with the additional service body details will be \$416,915, including sales tax. Therefore, a change order and additional authorization in the amount of \$6,100 is needed to amend the order.

Intercity Transit has reviewed the additional service body component pricing and finds it to be fair and reasonable. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well and recommends approval of the change order.

It was M/S/A by Sullivan and Pierce to authorize the General Manager to issue a change order to Bud Clary Ford in the amount of \$6,100, including sales tax, for changes to its order of four (4) Ford work trucks.

B. Real-Time Information Signage Contract Award. Procurement Coordinator, Tammy Ferris, presented a Task Order from the On-Call Engineering Services contract with KPFF to provide technical support for new digital real-time information signs. Intercity Transit applied for and received a Regional Mobility Grant (\$1,211,221) for the 2023-2025 biennium to deploy real-time traveler information signage at various Intercity Transit facilities. The primary goal of this

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 3 of 6

project is to deploy real-time system information that helps travelers make informed and timely decisions about route options, departure and arrival times, and other area information.

In October of 2023, staff interviewed three (3) firms from the existing On-call Engineering Services contract to determine the best-qualified and experienced firm to support and advance the Real-Time Information Signage project. KPFF and their sub-consultant Concord were selected to advance this project for Intercity Transit. Based on KPFF and Concord's qualifications, experience, and capacity, and in accordance with Transit's On-Call Engineering Services contract terms, staff is recommending the Authority authorize the General Manager to execute a Task Order with KPFF to provide the initial systems engineering, site evaluation and feasibility assessment for the Real-Time Information Signage project.

The scope of work for this phase is for the initial systems engineering process to prepare a concept of operations and requirements for new digital real-time information signs for use at the Transit Centers, park and rides, and select bus stops. The scope also includes the initial site evaluation and feasibility assessment of 32 initial bus stop locations at five (5) sites identified for real-time information signs. Current funding may not allow for the full deployment at all sites, so the assessment will be used to prioritize the locations for initial deployment.

Staff negotiated the Task Order scope and fee with KPFF in accordance with the terms of the existing On-call Engineering Services Agreement. Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable.

It was M/S/A by Vazquez and Mejia to authorize the General Manager to execute a Task Order with KPFF in the amount of \$171,457.

- C. Resolution 01-2024 Amending the Community Van Program.** Vanpool Manager, Lynne Cunningham, presented Resolution 01-2024 amending Resolution 06-2003 – Adopting a Community Van Program to align with the recently updated community van contract.

When the Community Van Program was established in 2003, Intercity Transit assumed the risk for the service, including risk for the vehicle, and the drivers who are largely unknown to us. While this practice helped promote the program and was appropriate 20 years ago, since then Washington State has seen an increase in the number of accidents and uninsured motorists. As a result, the insurance pool's appetite for retaining this risk has changed. The member transit agencies in our insurance pool, the Washington State Transit Insurance Pool (WSTIP), would like Intercity Transit to share some of the risk exposure with the customer, who previously assumed zero risk.

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 4 of 6

Effective January 2024, we are requiring the Community Van Program customers to demonstrate their investment in our service by taking an active role in vetting their drivers and assuming the risk for their driving behavior. Intercity Transit will retain the risk for the vehicle, which will continue to be insured by WSTIP. Of the 25 transit agency members of WSTIP, only six have community van programs and only one of those has chosen to retain all the risk for this program. WSTIP requires transit agencies who decide to retain all risk to install cameras on all community van vehicles.

It was M/S/A by Sullivan and Melnick to adopt Resolution 01-2024 providing clarifying language that organizations using Intercity Transit's Community Van Program will assume the risk for their drivers; these entities will assume the risk and responsibility for drivers they approve.

COMMITTEE REPORTS

A. Transportation Policy Board (Dec. 13). Belk said the first order of business was for Chair Ryder to recognize outgoing members Joe Downing and Don Melnick for their years of service and contribution to the TPB. The TPB re-appointed Emeritus Representative Kmet for another one-year term. Martin Hoppe from the City of Lacey provided an update on the multi-phases of the College Street Corridor Improvements. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#).

TPB received an update on a new process for TRPC – the Congestion Management Process. Because we've become a Transportation Management Area due to population size, it's another federal requirement. As the rules change, it's a process to help identify where we have reoccurring and non-reoccurring congestion as a community, evaluates the impact of those congestions areas and comes up with strategies to reduce the congestion. The full presentation can be found: [PowerPoint Presentation \(trpc.org\)](#).

Daily and Jarvis shared TRPC's adopted 2024 legislative agenda. The three priorities include: Continue to prioritize funding projects. I-5 Mounts Road through Marvin Road, Yelm Bypass, and roundabouts on Highway 507 near Yelm; Increase funding statewide for Regional Transportation Planning Organizations (RTPOs); and permanently make MPOs and RTPOs eligible for regional mobility grants through WSDOT. Full report can be found: [Thurston County Bicycle Map \(trpc.org\)](#)

GENERAL MANAGER'S REPORT

On January 15, Intercity Transit will welcome the first class of Operators for 2024. Class 24-01 may be as large as 22 people.

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 5 of 6

Forma is back on track working towards the completion of the upper employee parking lot. The updated design for the infiltration gallery, gallery 2, that caused the delay was approved by the city. We will see more activity at that location starting January 19. Forma and subcontractors are nearing completion of the new infiltration gallery, gallery 3, located in the bus yard. They pivoted to work on that site during the redesign of gallery 2, successfully avoiding lost time and resources.

We received our official notice regarding the 2024 Triennial Review. All transit agencies that receive federal funds are subject to an FTA triennial review every three years. It's an assessment of our compliance with federal requirements, based on award management and program implementation practices across as many as 23 areas. Before their site visit, we participate in a pre-site review, which includes Intercity Transit providing requested information on topics like financial management and capacity, procurement, maintenance, ADA, safety, and more, which is due February 29, 2024.

As in the past, Grants Program Manager Jessica Gould will coordinate our pre-site visit response, and overall internal review process, working with appropriate departments and divisions to provide the information requested. The actual site visit date is still to be determined. RLS & Associates, the subcontractor assisting FTA with the review, will contact us soon to schedule our review.

During the holiday season, the DEI Committee put together a food drive, which they coordinated with Village Vans, for families who participate in the employment-related transportation portion of the Village Vans Program. In addition to collecting food items, the DEI Committee partnered with a local grocer who provided gift certificates to help with some of the families' next grocery trip.

We provided three families with grocery gift cards @ \$25 each (\$50 donated from Ralph's and Bayview Thriftway). There was a total of 20 bags of food. In all, nine families received food donations.

Matt Parker, Training and Safety Coordinator, created a Naloxone Administration Protocol Policy. Certain non-driver designated staff are trained to utilize Naloxone during a suspected fentanyl overdose scenario. Currently, two supervisors at the OTC have received training on its administration and are carrying doses with them.

Jonathon Yee will present Intercity Transit's Zero Emissions Analysis to the Thurston Regional Planning Council (TRPC) and the Transportation Policy Board (TPB) this month. Bergkamp will take a little bit of time at the beginning of the TRPC and TPB presentations to introduce herself as IT's new General Manager and talk about Intercity Transit's historical commitment to sustainability.

Yee will provide an overview of our path to a zero Emissions transition: Timeline 2019-present, and actions to-date; provide a discussion about our current project with Center for Transportation and the Environment (CTE) and next steps: Zero-Emissions

Intercity Transit Authority Regular Meeting

January 3, 2024

Page 6 of 6

[feasibility] Analysis – overview and results; Fleet Transition Plan – short and long-term; and Technology Implementation.

AUTHORITY ISSUES

Melnick said as a civil engineer he consulted for many public agencies for 30 years before retiring and he has a good sense about how public agencies operate, and he said Intercity Transit is an amazing organization and it’s been an honor to be part of IT.

Vazquez is glad IT supports a program such as the Community Van Program that helps local non-profits provide mobility to those they serve.

Pierce noticed a confusing sign on the 620 bus (Coach 444) that came into the Lacey Transit Center. It said north to Lakewood Olympia Transit Center via Martin Way.

Pierce said the APTA International Roadeo competition is being held April 26 through April 30 and she encourages the Board to attend, as well as the Regional Roadeo being held this summer.

Sullivan said construction continues on Israel Road that is disrupting traffic. Sullivan said the construction at the roundabout at Capital and Trosper has begun, and the northbound freeway entrance is blocked. She hopes all construction will be complete in April.

Sullivan said the Zero Fare Demonstration Project has been very successful and she suggested the Board consider making Zero Fare a permanent policy this year. Melnick said IT is going to get a lot of federal support, but he thinks it would be nice if IT could get zero fare and still maintain our goals with regard to zero emission vehicles. The Board agreed to have discussions about the Zero Fare project.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 6:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 21, 2024

Prepared by Pat Messmer, Clerk of the Board/Executive Assistant, Intercity Transit.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 17, 2024

CALL TO ORDER

Chair Gilman called the January 17, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Community Representative Justin Belk; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Thurston County Commissioner Carolina Mejia; Community Representative Sue Pierce; Community Representative Don Melnick; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; City of Lacey Councilmember Robin Vazquez.

Staff Present: Emily Bergkamp; Ally McPherson; Amanda Collins, Brian Nagel; Daniel Van Horn; Dena Withrow; Eric Phillips; Jana Brown; Jason Aguero; Jessica Gould; Katie Cunningham; Nathan Davis; Pat Messmer; Peter Stackpole; Steve Krueger; Tammy Ferris; Zach Heinemeyer; Thera Black; Matt Kenney; Nick Demerice; Michael Maverick; Jonathon Yee; Heather Stafford; Cameron Crass; David Dudek; Staci Revel; Chad Edwards; Zachary Rose; Ray Sigmon; Ryan Vane; Rob Rinehart.

Others Present: Jeff Myers, Legal Counsel; Betty Hauser and Clair Bourgeois, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. **David Dudek, Service Impacts Supervisor** (*Cameron Crass*)
- B. **Ops Supervisors Chad Edwards, Zachary Rose, Ray Sigmon** (*Cameron Crass*)
- C. **Nathan Davis, Senior IS Tech** (*Rob Rinehart*)
- D. **Ryan Vane, Facilities Tech** (*Staci Revel*)

APPROVAL OF AGENDA

It was M/S/A by Melnick and Cox to approve the agenda as presented.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

It was M/S/A by Cox and Sullivan to adopt the consent agenda as presented.

- A. **Payroll December:** \$2,938,763.35
- B. **Accounts Payable December:** \$2,915,221.87
 - Warrants: \$2,905,639.42

- ACH Payments: \$9,582.45

NEW BUSINESS

A. OCPC Outcomes. Dena Withrow, Operations Director, provided an update on the Operations Communication and Policy Committee also known as OCPC. OCPC is a platform for Operators to report issues and offer solutions while maintaining a shared purpose with agency leadership.

The purpose of OCPC is to improve the safety and quality of service IT provides to customers and troubleshoot issues Operators face during the course of their duties. Operators are on the front line and are IT's best source of feedback. OCPC members and staff from Maintenance, Facilities, Planning, Marketing, Operations, and Executive attend weekly meetings.

The committee is comprised of Operators who serve a five (5) bid term. The meetings are led by the most senior member of the committee. A wide variety of topics are discussed from communications to logistical considerations regarding fleet and facilities and more.

Withrow said there are representatives from each department (Planning, Marketing, Facilities, Maintenance, Operations and Executive) who attend the OCPC meetings take the suggestions and issues submitted by OCPC and do their best to implement and/or rectify them. Withrow shared many of the completed tasks that resulted from OCPC's participation.

B. Zero Emissions Transition Recommendations. Jonathon Yee, Fleet & Facilities Maintenance Director, shared the recommendations for fleet transition based on the recent Zero Emissions Analysis completed by the Center for Transportation and the Environment (CTE).

CTE was awarded the contract for the full analysis of our fleet to gain an in-depth understanding of the impacts and costs related to transitioning Intercity Transit's fleet to zero-emissions technology. The results of this initial analysis have provided information for the development of our zero-emissions fleet transition plan which will include short- and long-term plans for implementation of emission-free technology for the agency. The transition plan will be finalized in 2024 and include project information related to grant funding awarded in 2023 by the Washington State Department of Transportation for hydrogen fuel-cell demonstration projects.

After taking a brief look back at the beginning of this process, Yee reviewed the analysis results:

It's been verified that if we were only looking for a one-to-one replacement (diesel or battery electric) for zero emission, only 30% of IT's service would be a feasible fit for that technology. Therefore, we researched other options.

Yee reviewed a summary cost-wise of the different technology solutions we were looking at compared to the baseline of hypothetically continuing to buy only diesel buses, and diesel fuel, between 2023 and 2050. Considering there's no infrastructure needs for this baseline option, the total cost would be \$475.3M. We ruled out battery electric buses only charging on base as a solution, because even out to 2050 we still have only 83% of our services feasible using that technology. This means we're looking at the remaining 3 options: Battery Electric w/depot and on-route charging (\$624.8M); fuel cell only (\$695.4M); or a mix of these two options (\$645.5M). The good news is in most cases the energy to drive our fleet should cost less down the road. Here is a look at the entire table Yee referred to:

Total Cost of Ownership	Baseline	BEB Depot Charging Only	BEB Depot and On-Route Charging	Mixed Fleet (BEB/FCEB)	FCEB Only
Fleet	\$270,264,000	\$408,825,000	\$468,644,000	\$477,540,000	\$493,523,000
Fuel	\$109,293,000	\$71,148,000	\$50,543,000	\$71,297,000	\$102,052,000
Maintenance	\$95,730,000	\$81,464,000	\$73,971,000	\$79,948,000	\$88,172,000
Infrastructure	\$-	\$10,598,200	\$21,599,000	\$17,677,000	\$11,636,000
Total	\$ 475.3 M	\$ 572 M	\$ 614.8 M	\$646.5 M	\$ 695.4M
Compared to Baseline	-	+ \$ 96.8 M	+ \$ 139.5 M	+ \$ 171.2 M	+ \$ 220.1 M
% of Blocks Achievable by 2050	0%	83%	100%	100%	100%
Cumulative Metric Tons of CO ₂ e Reduced	-	~70,000	~108,000	~62,000 - 113,000	~0 - 121,000

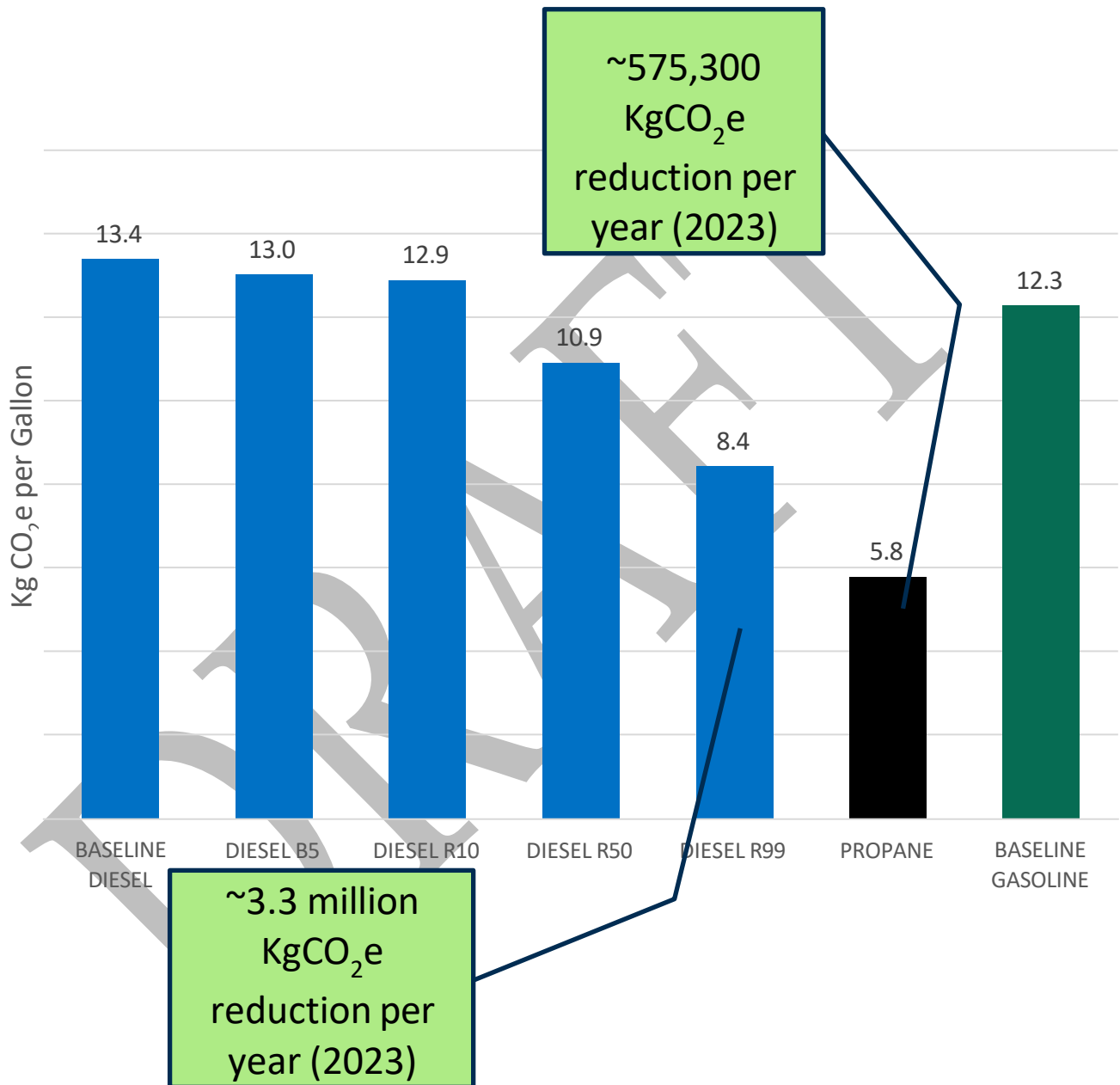
Assumptions:

- 100% ZEB purchases beginning in 2026 for fleet replacement.
- Infrastructure totals DO NOT include property acquisition or utility upgrades.
- Fuel costs:
 - Hydrogen = \$8.61/kg -
 - Electricity = \$0.081/kWh, Demand charges \$11.16 - \$15.24/kW (actual charging rate structure would be negotiated)
 - ~6MW needed for BEB Depot Charging
 - No solution for resiliency included.

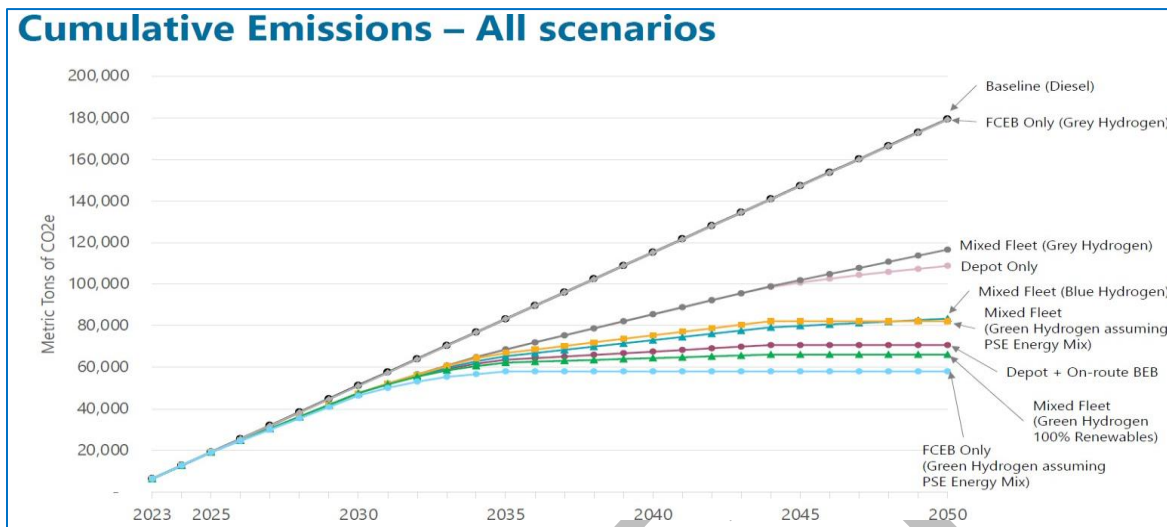
All technologies, whether battery electric or fuel cell require significant effort and cost. It's just whether we put it up front for fuel cell buses because we have to install the infrastructure to be able to grow the fleet or we start small with battery electric buses and need to scale that infrastructure larger and larger to be able to support this for the whole fleet.

Yee reviewed well-to-wheel emission factors looking at the choices made so far and what we looked at for fuel choices over the years. Staff did some rough calculations

based on these numbers and already today in our fixed route fleet we've reduced greenhouse gas emissions by about 3.3 million kilograms in 2023 alone. By using renewable diesel, and using propane in the DAL fleet, we saved almost 600,000 kilograms of greenhouse gases. Below is the chart Yee's referring to.



Here is a chart showing cumulative emissions – all scenarios:



Yee reviewed the recommendations starting with Fixed Route Fleet transition:

- We received grant awards for fuel cell demonstration projects from WSDOT.
- Moving forward with up to 5 buses and fueling technology and we've started the work on all aspects of that and will share more as we proceed.
- Because fuel availability is still a concern across the country regarding hydrogen, and because of the results of the analysis, and battery electric may have a place in our fleet in 2026 when the next group of buses are due for replacement, we'll consider buying up to 3 battery electric buses. Part of the reason for the low number instead of 5 is we believe we can do this without significant electrical upgrade from our utility provider. We should be able to charge 3 to 5 buses without major cost. This would be a relatively easy transition and it puts both technologies in our hands to be able to test on the road and in our service. For the remaining 5 buses due in 2026 we're recommending buying 10 diesel buses. We looked at the possibility of buying hybrids. We're not sure hybrids will be available for very much longer. Commons, the engine manufacturer, hasn't produced a certified engine to couple with the hybrid technology, and the next time that will be available is 2025 or 2026.

Dial-A-Lift Fleet transition:

- We like the possibility of hydrogen across the board but we're not seeing the vehicles show up in all markets. We have another 12 buses due in 2025 and it's recommended we purchase propane and continue to keep emissions as low as possible with internal combustion. In 2027, a year after implementing the three battery electric buses and install charging for the fixed route fleet we would have installed the chargers for these two buses back in 2026 or started the process, so in 2027 when ordering these two battery electric DAL vehicles, we'll already have the chargers in place. The other 12 buses due that year

would be propane and there would be a gap in the replacement cycle until 2031. We believe we'll have a better view over the next five years around 2028 when we figure we will begin infrastructure deployment, whatever that might be. Currently, the assumption is that battery electric will still be the primary technology then.

- California has been the driver of the manufacturing of these vehicles. They created mandated deadlines for transition, which is pushing all the manufacturing and they're well through the heavy-duty bus cycle and that's maturing pretty well. Their next phase is going to be in this cutaway type market, so we might see some changes over the next few years and maybe hydrogen becomes more readily available or a more realistic option, but spending as much as we do for a coach today, to get into the hydrogen market doesn't make a lot of sense to us right now.
- In 2031-2032 and beyond the chart is showing battery electric, which is another possibility. We're going to create a transition plan based on these recommendations and then we're going to revisit it every couple of years as we stay close to the industry and watch what other transits are doing. We'll see these numbers change and the plans change, but what won't change are replacement cycles. We know what those timelines are, and we can decide how to mix them.

Vanpool Fleet transition:

- Vanpool is unique in the way the service is operated and we don't see the vehicles every day. It's a challenge to think about putting battery or other technology out there if it's not near someplace where clients can fuel them. However, there is a rule that Washington had commended that says by 2035 all light duty and medium duty vehicle sales will be 100% zero emissions. We have some time to see what that looks like throughout the state and begin to partner with our customers and their employers to figure out how to accomplish this because we will need to address it at some point. Currently, no mini-vans are available and that's IT's preferred platform and charging is a significant concern.

Non-Revenue Fleet transition:

- The non-revenue fleet is similar - these are the work trucks and vans, and passenger vehicles staff use. The same zero emission law applies, and we need to be looking for alternatives, and by 2035 we won't be able to buy anything but zero emission vehicles. We have been replacing some of the aged fleet with plans to continue that because typically these are 10-year vehicles.

Intercity Transit Authority Regular Meeting

January 17, 2024

Page 7 of 11

Yee reviewed next steps:

- Phase II:
 - Review Analysis results for decision making – Q4/2023
 - Create Fleet Transition Plan – Q1/2024
 - Comprehensive plan to include all FTA requirements and change management plans (review and refresh as needed)
- Phase III:
 - ZEB implementation – grant funded demonstration projects.
- Site Master planning - Based on long-term transition plan.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (Jan. 12). Sullivan said Marc Daily provided an overview of TRPC's 2024 Consolidated Operating Budget and Pay and Classification Plan. The Council approved the budget and Plan as presented. The full presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#)

Chair Seidel reviewed the process for officers who are elected each year and called for written nominations to be sent to Burlina Lucas by January 19, 2024. Nominations will also be taken from the floor at the February 2, 2024, Council meeting.

Emily Bergkamp and Jonathan Yee provided a presentation on Intercity Transit's Zero Emissions Analysis. The full presentation can be found here: [Zero-Emissions Workshop Debrief Jonathon Yee August 16th, 2023 \(trpc.org\)](#)

Staff presented proposed amendments to the Unified Planning Work Program (UPWP), which include \$1.46 million in funding for four projects (Freight Mobility Strategy, phase 1 of a Regional Multimodal Level of Service, a Bicycle Connectivity Strategy, and a Vehicle Miles Traveled (VMT) reduction work program); adding two new (Regional Carbon Reduction Strategy, and Regional Trails Work Program) and revising one existing (phase 2 of a Regional Multimodal Level of Service) unfunded need; updating revenue and expenditure tables to reflect \$226,464 more in funding than we anticipated from SFY 2023; and correcting Member Kmet's title to reflect he is an Emeritus Representative and not an Emeritus Business Representative. The amendments originally included an industrial lands analysis, but Thurston County recently completed an analysis and so this is no longer an unfunded need. The presentation can be found here: [PowerPoint Presentation \(trpc.org\)](#).

B. Transportation Policy Board (Jan. 10). Belk reported Marc Daily announced TRPC was awarded a \$332,520 grant to complete a Regional Safety Plan through the [USDOT's Safe Streets for All program \(SS4A\)](#). This funding is well timed to tie together a lot of the work being done across the region on safety issues as well as identify and highlight priority strategies and projects that will be eligible for future

Intercity Transit Authority Regular Meeting

January 17, 2024

Page 8 of 11

funding rounds. The project will begin in mid-2024 and is estimated to take two and half years (mid-2024 – late 2026).

Staff provided an overview and the Board adopted the TPB 2024 Meeting Schedule with no changes.

Staff provided an overview of the election process for the TPB officers. Both Chair Ryder and Second Vice-Chair Radcliff Sinclair are willing to serve in their current roles. First Vice Chair Madrone will step away from the TPB, and this position will be vacant.

The City of Olympia and Thurston County requested amendments to the 2024-2027 RTIP. The Policy Board approved the amendments to the following projects:

- City of Olympia - Fones Road – Transportation - Improvement project.
- Thurston County - Tilley Rd S – Old Hwy 99 SW to Goddard Rd SW – Reconstruction project.
- Thurston County - Green Cove Creek Fish Barrier Removal - Phase 1 – Culvert replacement.
- Thurston County - Green Cove Creek Fish Barrier Removal - Phase 2 – Planning project.

TPB received the same presentation as TRPC on the Unified Planning Work Program. The TPB discussed the need to start a regional conversation on a maintenance set-aside for trails now, even if the funding for a full trails plan work program is unfunded in 2024.

The Board received the Zero Emissions Analysis presentation by Emily Bergkamp and Jonathan Yee.

GENERAL MANAGER'S REPORT

Intercity Transit welcomed the first class of 19 Operators for 2024. Class 24-01 started on January 15.

Lots of winter weather preparations took place last week and this week. Operating in winter weather is one of the most challenging, labor intensive things the Operations, Facilities and Maintenance work groups go through. Facilities staff were out laying down de-icer and making other preparations to make sure our facilities are safe for employees and passengers alike.

Operations Supervisors are out in the system in the very early morning evaluating the condition of the routes. Before the first bus pulls out of the yard, it is essential they determine which of our routes will be on detour.

Intercity Transit Authority Regular Meeting

January 17, 2024

Page 9 of 11

On days of inclement weather, both Fixed Route and Dial-A-Lift Dispatchers have their hands full responding to phone calls and radio calls.

Maintenance and Inventory staff have continually prepared to ensure the auto-chain system is functioning properly, and repair parts are stocked, so Operators have access to this vital technology as they navigate through slippery parts of town.

Our Operators bravely report to work and hop into a Dial-A-Lift van or 35–40-foot bus, to make sure the community can get to work, doctor's appointments, dialysis, and more, in the snow and ice. Most of us avoid travel at all costs when it snows, but these folks meet it head on with the mental weight of keeping their passengers safe while driving in inclement weather. If buses get stuck in the snow, Operations Supervisors, Facilities and Maintenance staff respond as a team to do everything in their power to get buses back on track.

There are other support functions that keep us rolling in winter weather, too. The Planning staff updates the Foul Weather Plan annually, with pre-planned detours and are on call after hours and over the weekend so they can get detour information out to customers. Customer Service staff answer many phone calls about what routes are impacted and work in concert with Marketing and Dispatch to stay up to date to communicate system impacts accurately to our passengers.

Bergkamp encourages everyone to thank these staff members for their commitment to not only Intercity Transit, but to our broader community when they themselves, like many of us, have kiddos at home with late starts or school cancellations. The Robert Frost poem, "Stopping by Woods On A Snowy Evening" states their experience aptly: "The woods are lovely, dark and deep, but I have promises to keep, and miles to go before I sleep, and miles to go before I sleep."

Intercity Transit had the honor to provide transportation for members of the Nisqually Tribe traveling to the unveiling of a small model of the Billy Frank Jr. Statue on January 10 at the State Capitol. The Tribe posted on Facebook that two copies will be made. A full-size statue will be installed at the National Statuary Hall in Washington, D.C. and a smaller version installed at the state Capitol Building. The statue design was created by Seattle artist Haiying Wu and approved by the Billy Frank Jr. National Statuary Hall Selection Committee.

President and CEO of the Thurston County Chamber, David Schaffert, invited Bergkamp to attend their Board meeting last week to introduce herself as the new General Manager and provide an Intercity Transit update on high level subjects, issues, and opportunities. The Chamber has been very supportive of IT and the role it plays in support of community, people, and businesses. It was a great opportunity to reconnect with the Chamber in this manner.

Intercity Transit Authority Regular Meeting

January 17, 2024

Page 10 of 11

Since the start of the pandemic, IT has been allowing members of the public to call into our meetings and watch via livestream on the Facebook page. Due to changes in the way Facebook organizes content, this is no longer a reliable option. Instead, members of the public will have three ways to participate in meetings moving forward.

1. Attend in person. Having moved to hybrid meetings, members of the public can attend meetings at the Pattison facility.
2. Dial into the meeting via telephone.
3. Join the meeting via teams as a meeting observer. A link will be provided to allow members of the public to register and join the meeting as an observer. When they join the meeting their camera and microphone will automatically be turned off. If they wish to provide public comment, they can email the Clerk of the Board and those controls can be toggled on for that portion of the meeting.

This is the method Sound Transit and several other agencies have adopted. For Authority members, staff and invited guests nothing will change in how they join the meeting remotely. This will increase transparency since it removes the requirement for someone to have a Facebook account to observe the meeting. It also exceeds the Open Public Meeting Act requirements for public agencies. We will begin advertising this change between now and the February meetings.

AUTHORITY ISSUES

Cox said construction will begin in March on a six-month project installing a roundabout in Lacey at Carpenter Road and Britton Parkway which will cause temporary closures. Dena Withrow suggested staff from our Planning department be a part of the discussion when the construction company is selected to make sure the roundabout will offer a safe access to a 40-foot coach. Cox will connect Withrow to someone in Public Works.

Belk referred to the high-capacity transit study and presentation that the consultant did for TRPC and TPB. Here are the links:

[TRPC High Capacity Transportation Findings \(fehrendpeers.com\)](https://www.fehrandpeers.com)

[TRPC High Capacity Transportation Findings \(fehrendpeers.com\)](https://www.fehrandpeers.com)

[TRPC-High-Capacity-Transportation-Findings](#)

- Express bus and vanpool are existing HCT options that can be further enhanced.
- Not enough density for the foreseeable future to support light rail.
- Household and employment densities are marginal for commuter rail.
- Any HCT expansion will require additional transportation revenue and more collaboration between agencies in Pierce and Thurston County.

Intercity Transit Authority Regular Meeting

January 17, 2024

Page 11 of 11

When WSDOT and partners figure out how to get the HOV program and what to do with the I-5 down from JBLM through Tumwater, this will allow express bus to be better.

Sullivan said the Trospen roundabout is scheduled for completion in August. The onramp to northbound I-5 will be complete in April.

Pierce appreciates all staff involved in keeping everyone safe during the cold snap. The Operators remained cheerful and pleasant and kept the buses going on time. She also thanks the Operators for getting close to the curbs.

Gilman said he's grateful for everything IT staff did through the cold weather, and he appreciates the all-door boarding and removal of the plexiglass. He understands the need for figuring out what the next operator compartment and the future of the bus and the most secure and safe way for the operators to be housed.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:10 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 21, 2024

Prepared by Pat Messmer, Clerk of the Board/Executive Assistant, Intercity Transit.

**Intercity Transit
Payroll Disbursement List
January 2024**

Pay Periods:

PP 01 (Dec 17 - 30)

PP 2 (Dec 31- Jan 13)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
1/5/2024 ACH	PR DIRECT DEPOSIT	943,563.63
1/5/2024 38837 - 38838	PR PAPER CHECKS	3,467.69
1/5/2024 ACH	IRS	146,048.63
1/5/2024 ACH	HEALTH SAVING	92.59
1/5/2024 ACH	VANGUARD	122,570.20
1/5/2024 ACH	PERS	209,566.74
1/5/2024 ACH	DEF COMP	36,279.35
1/5/2024 ACH	ICMA	13,463.18
1/5/2024 ACH	CHILD SUPPORT	2,457.36
1/19/2024 ACH	PR DIRECT DEPOSIT	983,558.32
1/19/2024 39035 - 39057	PR PAPER CHECKS	8,983.41
1/19/2024 ACH	IRS	163,544.77
1/19/2024 ACH	HEALTH SAVING	92.59
1/19/2024 ACH	VANGUARD	131,624.40
1/19/2024 ACH	PERS	225,981.82
1/19/2024 ACH	DEF COMP	40,770.18
1/19/2024 ACH	ICMA	14,030.96
1/19/2024 ACH	CHILD SUPPORT	2,457.36
1/19/2024 ACH	PERS split month rounding	(0.09)
1/23/2024 ACH	L&I Q4 2023 payment	206,043.61
1/30/2024 ACH	AFLAC	13,529.50
Total Payroll Disbursements		3,268,126.20

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
JANUARY 2024**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
38800	01/02/24	01895	ECOLUBE RECOVERY LLC	\$749.50
38801	01/02/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,508.90
38802	01/02/24	02565	ASPHALT PATCH SYSTEMS INC	\$4,607.50
38803	01/02/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$6,845.56
38804	01/02/24	05995	CHILD CARE ACTION COUNCIL	\$400.00
38805	01/02/24	06120	CITY OF OLYMPIA (UTILITIES)	\$7,559.17
38806	01/02/24	06491	COLE INDUSTRIAL INC.	\$3,471.15
38807	01/02/24	06836	CONTINENTAL BATTERY SYSTEMS	\$3,550.08
38808	01/02/24	07220	CUMMINS INC.	\$1,526.54
38809	01/02/24	07619	DAVID S FOSTER	\$4,000.00
38810	01/02/24	07640	DAY MANAGEMENT CORP	\$4,324.16
38811	01/02/24	08607	EDNETICS INC	\$5,343.61
38812	01/02/24	09662	FERRELLGAS LP	\$3,359.74
38813	01/02/24	10580	GENE'S TOWING INC	\$130.44
38814	01/02/24	10660	GILLIG LLC	\$7,508.73
38815	01/02/24	10758	GORDON THOMAS HONEYWELL LLP	\$7,559.68
38816	01/02/24	10759	GORDON TRUCK CENTERS INC	\$934.62
38817	01/02/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,313.17
38818	01/02/24	11476	HYDROGEN FUEL CELL BUS COUNCIL DC	\$2,000.00
38819	01/02/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
38820	01/02/24	11943	JOANNA GRIST	\$4,000.00
38821	01/02/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,243.00
38822	01/02/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$98.87
38823	01/02/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,030.47
38824	01/02/24	16841	PIONEER FIRE & SECURITY INC.	\$1,051.21
38825	01/02/24	16974	POMP'S TIRE SERVICE INC.	\$1,918.26
38826	01/02/24	17505	RAINIER DODGE INC.	\$116.75
38827	01/02/24	17580	RECARO NORTH AMERICA INC.	\$2,480.80
38828	01/02/24	17792	ROUSH CLEANTECH LLC	\$728.35
38829	01/02/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$812.85
38830	01/02/24	18145	SIX ROBBLEES' INC.	\$1,161.00
38831	01/02/24	18297	SOLID WASTE SYSTEMS INC.	\$202.17
38832	01/02/24	18530	STANDARD PARTS CORP.	\$730.54
38833	01/02/24	21950	TITUS-WILL CHEVROLET	\$456.53
38834	01/02/24	22010	ROTTERS INC.	\$137.02
38835	01/02/24	25858	WESTCARE CLINIC INC. PS	\$0.00
38836	01/02/24	25858	WESTCARE CLINIC INC. PS	\$1,445.00
38839	01/08/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$2,040.09
38840	01/08/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$2,129.00

38841	01/08/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$737.20
38842	01/08/24	03023	BACKUPIFY INC.	\$1,111.50
38843	01/08/24	03705	BNSF RAILWAY COMPANY	\$5,491.45
38844	01/08/24	06040	CITY OF LACEY	\$1,280.75
38845	01/08/24	06080	CITY OF OLYMPIA	\$1,000.00
38846	01/08/24	06105	CITY OF OLYMPIA COMMUNITY PLANNING & DEV	\$164,245.18
38847	01/08/24	07220	CUMMINS INC.	\$5,502.99
38848	01/08/24	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
38849	01/08/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$10,949.18
38850	01/08/24	08840	JEMMA INC.	\$8,687.33
38851	01/08/24	09180	EXPRESS SERVICES INC	\$2,191.84
38852	01/08/24	09662	FERRELLGAS LP	\$1,787.92
38853	01/08/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38854	01/08/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
38855	01/08/24	10477	GALLS PARENT HOLDINGS LLC	\$3,174.18
38856	01/08/24	10481	GALVEZ VICTOR	\$2.00
38857	01/08/24	10580	GENE'S TOWING INC	\$445.00
38858	01/08/24	10660	GILLIG LLC	\$1,516.03
38859	01/08/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
38860	01/08/24	10759	GORDON TRUCK CENTERS INC	\$471.14
38861	01/08/24	10826	GRAVITEC SYSTEMS INC.	\$2,875.00
38862	01/08/24	11825	INTRACOMMUNICATION NETWORK SYSTEMS INC	\$8,545.29
38863	01/08/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
38864	01/08/24	11933	JESSE ORNDORFF	\$1,316.20
38865	01/08/24	13726	M & S COLLISION LLC	\$8,372.64
38866	01/08/24	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38867	01/08/24	14602	MOMAR INCORPORATED	\$3,065.08
38868	01/08/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,065.43
38869	01/08/24	14879	NANDO P. MERLINO	\$21,844.90
38870	01/08/24	16490	HAROLD LEMAY ENTERPRISES	\$883.48
38871	01/08/24	16621	PAGEFREEZER SOFTWARE INC.	\$5,768.83
38872	01/08/24	16765	PETROCARD INC.	\$125,004.17
38873	01/08/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$299.59
38874	01/08/24	17505	RAINIER DODGE INC.	\$2,200.02
38875	01/08/24	17560	ROMAINE ELECTRIC CORP.	\$1,116.79
38876	01/08/24	17580	RECARO NORTH AMERICA INC.	\$155.73
38877	01/08/24	17861	SAMBA HOLDINGS INC.	\$606.96
38878	01/08/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,286.48
38879	01/08/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,168.13
38880	01/08/24	18066	SHI INTERNATIONAL CORP.	\$65,600.04
38881	01/08/24	18469	SPORTWORKS GLOBAL LLC	\$1,805.47
38882	01/08/24	18530	STANDARD PARTS CORP.	\$413.81
38883	01/08/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
38884	01/08/24	21950	TITUS-WILL CHEVROLET	\$1,288.92
38885	01/08/24	22181	TRAPEZE SOFTWARE GROUP INC.	\$11,990.00
38886	01/08/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$11.73
38887	01/08/24	24000	W. W. GRAINGER INC.	\$584.96

38888	01/08/24	24755	WA ST HEALTH CARE AUTHORITY	\$630,318.32
38889	01/08/24	25909	WEX BANK	\$39,165.41
38629	01/11/24	06040	CITY OF LACEY - VOID	(\$1,213.91)
38890	01/12/24	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
38891	01/12/24	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$101,346.27
38892	01/12/24	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$230.24
38893	01/15/24	02160	ANDERSON APPRAISAL INC.	\$2,000.00
38894	01/15/24	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00
38895	01/15/24	02845	AZEVEDO SANDRA	\$58.13
38896	01/15/24	07220	CUMMINS INC.	\$2,789.89
38897	01/15/24	08091	DSI MEDICAL SERVICES	\$2,193.00
38898	01/15/24	09180	EXPRESS SERVICES INC	\$939.36
38899	01/15/24	09662	FERRELLGAS LP	\$2,425.99
38900	01/15/24	09961	FORMA CONSTRUCTION COMPANY	\$710,023.37
38901	01/15/24	10251	FRUITION GROWTH LLC	\$4,441.25
38902	01/15/24	10608	GEOENGINEERS INC.	\$20,948.27
38903	01/15/24	10660	GILLIG LLC	\$1,624.05
38904	01/15/24	10759	GORDON TRUCK CENTERS INC	\$5,419.19
38905	01/15/24	11805	ITERIS INC	\$7,007.49
38906	01/15/24	11825	INTRACOMMUNICATION NETWORK SYSTEMS INC	\$832.20
38907	01/15/24	12875	KPFF CONSULTING ENGINEERS INC	\$1,915.94
38908	01/15/24	13893	MAUL FOSTER & ALONGI INC.	\$12,556.57
38909	01/15/24	14160	MCMASTER-CARR SUPPLY CO.	\$347.03
38910	01/15/24	14682	MSG ARCHITECTS INC.	\$8,420.00
38911	01/15/24	16221	ONE DIVERSIFIED LLC	\$5,475.00
38912	01/15/24	16252	ONSPOT OF NORTH AMERICA INC.	\$502.33
38913	01/15/24	16623	PALAMERICAN SECURITY INC.	\$94,603.33
38914	01/15/24	16765	PETROCARD INC.	\$66,809.57
38915	01/15/24	16888	REXEL USA INC.	\$361.88
38916	01/15/24	17290	PUGET SOUND ENERGY	\$33,567.18
38917	01/15/24	17683	REMIX SOFTWARE INC	\$21,900.00
38918	01/15/24	17900	SCHETKY NORTHWEST SALES INC.	\$569.89
38919	01/15/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,021.66
38920	01/15/24	18052	SHEA CARR & JEWELL INC.	\$5,422.44
38921	01/15/24	18530	STANDARD PARTS CORP.	\$172.00
38922	01/15/24	21640	THE BUS COALITION INC.	\$3,000.00
38923	01/15/24	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,367.00
38924	01/15/24	21950	TITUS-WILL CHEVROLET	\$7,535.59
38925	01/15/24	22010	ROTTERS INC.	\$232.54
38926	01/15/24	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00
38927	01/15/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$4,245.97
38933	01/22/24	01780	AMALGAMATED TRANSIT UNION 1765	\$23,965.34
38934	01/22/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,802.19
38935	01/22/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$7,973.53
38936	01/22/24	01895	ECOLUBE RECOVERY LLC	\$104.50
38937	01/22/24	02060	AMERISAFE INC.	\$126.97
38938	01/22/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,571.84

38939	01/22/24	02605	ASSOCIATION FOR COMMUTER TRANSPORTATION	\$1,225.00
38940	01/22/24	02828	AVAIL TECHNOLOGIES INC	\$8,464.35
38941	01/22/24	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$320.87
38942	01/22/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$1,863.89
38943	01/22/24	05320	CAPITOL CITY PRESS INC	\$25,723.47
38944	01/22/24	05340	CAPITOL COURIER SERVICE	\$216.06
38945	01/22/24	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW	\$605.00
38946	01/22/24	06781	COMPUNET INC.	\$15,544.07
38947	01/22/24	07220	CUMMINS INC.	\$4,181.43
38948	01/22/24	07640	DAY MANAGEMENT CORP	\$76.87
38949	01/22/24	09180	EXPRESS SERVICES INC	\$1,565.60
38950	01/22/24	09662	FERRELLGAS LP	\$2,160.97
38951	01/22/24	10275	FSX EQUIPMENT INC.	\$667.34
38952	01/22/24	10477	GALLS PARENT HOLDINGS LLC	\$1,440.35
38953	01/22/24	10580	GENE'S TOWING INC	\$1,733.53
38954	01/22/24	10660	GILLIG LLC	\$0.00
38955	01/22/24	10660	GILLIG LLC	\$14,247.53
38956	01/22/24	10759	GORDON TRUCK CENTERS INC	\$979.38
38957	01/22/24	11221	HEISLER MARCUS	\$185.00
38958	01/22/24	11933	JESSE ORNDORFF	\$1,121.28
38959	01/22/24	12856	KNOWBE4 INC.	\$18,519.52
38960	01/22/24	13334	LACEY SOUTH SOUND CHAMBER OF COMMERCE	\$695.00
38961	01/22/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,012.05
38962	01/22/24	13726	M & S COLLISION LLC	\$4,502.26
38963	01/22/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,839.19
38964	01/22/24	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31
38965	01/22/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$275.46
38966	01/22/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$105.80
38967	01/22/24	16250	ON-HOLD CONCEPTS INC	\$3,036.00
38968	01/22/24	16701	PEAK INDUSTRIAL INC.	\$54.72
38969	01/22/24	16769	PHAM QUI	\$40.20
38970	01/22/24	16969	POINT GRAPHICS LLC	\$257.33
38971	01/22/24	17505	RAINIER DODGE INC.	\$603.78
38972	01/22/24	17560	ROMAINE ELECTRIC CORP.	\$366.70
38973	01/22/24	17792	ROUSH CLEANTECH LLC	\$361.35
38974	01/22/24	17873	SARGENT SHEM	\$38.26
38975	01/22/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,108.20
38976	01/22/24	18052	SHEA CARR & JEWELL INC.	\$17,232.65
38977	01/22/24	18066	SHI INTERNATIONAL CORP.	\$14,896.67
38978	01/22/24	18530	STANDARD PARTS CORP.	\$3,432.49
38979	01/22/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,241.05
38980	01/22/24	21950	TITUS-WILL CHEVROLET	\$92.77
38981	01/22/24	22182	TRAPEZE SOFTWARE GROUP INC.	\$2,400.00
38982	01/22/24	23660	UNITED WAY OF THURSTON COUNTY	\$434.00
38983	01/22/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$48.75
38984	01/22/24	24000	W. W. GRAINGER INC.	\$92.29
38985	01/22/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00

38986	01/22/24	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$2,043,586.00
38987	01/22/24	26861	WESTERN GRAPHICS INC.	\$3,394.50
38988	01/29/24	01405	ADVANCE GLASS INC.	\$1,541.98
38989	01/29/24	01567	CANON FINANCIAL SERVICES INC.	\$2,958.87
38990	01/29/24	02060	AMERISAFE INC.	\$2,326.88
38991	01/29/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,806.91
38992	01/29/24	03240	BATTERIES PLUS	\$1,698.35
38993	01/29/24	03754	BOSTON HARBOR SERVICES INC.	\$2,614.86
38994	01/29/24	06120	CITY OF OLYMPIA (UTILITIES)	\$5,956.66
38995	01/29/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$258.24
38996	01/29/24	06836	CONTINENTAL BATTERY SYSTEMS	\$2,885.00
38997	01/29/24	07120	GORDON PRODUCTS INC.	\$2,045.90
38998	01/29/24	07220	CUMMINS INC.	\$2,884.84
38999	01/29/24	07640	DAY MANAGEMENT CORP	\$8,648.32
39000	01/29/24	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$171.26
39001	01/29/24	09205	ERF COMPANY INC.	\$275.00
39002	01/29/24	09662	FERRELLGAS LP	\$3,146.18
39003	01/29/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39004	01/29/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39005	01/29/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39006	01/29/24	10477	GALLS PARENT HOLDINGS LLC	\$7,616.59
39007	01/29/24	10660	GILLIG LLC	\$8,367.06
39008	01/29/24	10759	GORDON TRUCK CENTERS INC	\$5,026.61
39009	01/29/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,363.80
39010	01/29/24	11805	ITERIS INC	\$8,349.16
39011	01/29/24	11933	JESSE ORNDORFF	\$793.88
39012	01/29/24	13726	M & S COLLISION LLC	\$6,604.73
39013	01/29/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,166.68
39014	01/29/24	16252	ONSPOT OF NORTH AMERICA INC.	\$1,274.66
39015	01/29/24	16262	OPENSQUARE HOLDINGS	\$2,225.91
39016	01/29/24	16765	PETROCARD INC.	\$63,498.94
39017	01/29/24	17505	RAINIER DODGE INC.	\$1,418.23
39018	01/29/24	17900	SCHETKY NORTHWEST SALES INC.	\$281.93
39019	01/29/24	17908	SCHINDLER ELEVATOR CORPORATION	\$2,775.83
39020	01/29/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$831.70
39021	01/29/24	18066	SHI INTERNATIONAL CORP.	\$19,814.29
39022	01/29/24	18530	STANDARD PARTS CORP.	\$934.38
39023	01/29/24	18540	STANTEC CONSULTING SERVICES INC	\$80,120.78
39024	01/29/24	18705	SUNBELT RENTALS INC.	\$3,487.21
39025	01/29/24	18940	TENNANT SALES AND SERVICE COMPANY	\$597.95
39026	01/29/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$1,246.25
39027	01/29/24	21950	TITUS-WILL CHEVROLET	\$3,551.96
39028	01/29/24	21985	TOTAL FILTRATION SERVICES INC.	\$65.92
39029	01/29/24	22235	TREW ENTERPRISE LLC	\$2,931.53
39030	01/29/24	22420	ALLEN WALTON	\$2,299.50
39031	01/29/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$443.00
39032	01/29/24	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$65,515.98

39033	01/29/24	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$38,563.14
39034	01/29/24	26861	WESTERN GRAPHICS INC.	\$1,248.30
ACH	01/02/24		AUTHORIZE.NET	\$214.39
ACH	01/05/24		DEAN STEVE A.	\$151.63
ACH	01/05/24		EDWARDS CHAD	\$24.99
ACH	01/05/24		PARKER MATTHEW	\$1,119.01
ACH	01/12/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,007.08
ACH	01/12/24		KRUEGER STEVEN J	\$25.00
ACH	01/18/24		DEPARTMENT OF REVENUE	\$1,597.67
ACH	01/19/24		COFFMAN ROBERT	\$136.00
ACH	01/19/24		MALAY SEAN	\$136.00
ACH	01/26/24		GOFFENEY ANDREW	\$4,250.45
ACH	01/26/24		IT PROJECT ASSISTANCE	\$531.00
ACH	01/26/24		IT WELLNESS	\$772.12
ACH	01/26/24		MCPHERSON ALEXANDRA J.	\$377.00
ACH	01/26/24		UPSON NICOLA J	\$377.00
				<u>\$5,074,147.95</u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: February 21, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Update on State Advocacy Activity

1) **The Issue:** David Foster and Joanna Grist, our state advocates from Foster Government Relations and Grist Public Affairs, LLC will provide the Authority an update on activities affecting public transportation in the Washington State Legislature.

2) **Recommended Action:** This is an informational item.

3) **Policy Analysis:** Policy EX-0008 “Establishing Organization Relationships” asserts Intercity Transit shall maintain and strengthen relationships with jurisdictions to ensure Intercity Transit takes advantage of the resources made available by, and the experience of, federal, state, and regional transportation agencies. Intercity Transit employs Foster Government Relations and Grist Public Affairs, LLC to assist staff in keeping up to date with Washington State Legislature activities.

4) **Background:** David Foster and Joanna Grist, our state advocates from Foster Government Relations and Grist Public Affairs, LLC will discuss the current issues facing the Washington State Legislature and the Governor’s Office and how they relate to Intercity Transit. They will focus on current and future State funding issues involving the Washington State Department of Transportation, and other State agencies. They will also discuss current and future State policies that have an impact on our ability to partner with state government. In addition, they will briefly address how Intercity Transit can maintain connection with our state legislators.

Intercity Transit has contracted with Foster Government Relations and Grist Public Affairs, LLC since 2016. David Foster and Joanna Grist are our primary contacts with the firms.

5) **Alternatives:** N/A.

6) **Budget Notes:** Intercity Transit’s contract with Foster Government Relations and Grist Public Affairs, LLC is \$48,000 a year.

7) **Goal Reference:** Consistent advocacy with the Washington State Legislature will help achieve all goals of the agency.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: February 21, 2024

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director, 360-357-1795

SUBJECT: On-Call Qualified Vendor List Update

-
- 1) **The Issue:** Provide an update on the on-call qualified vendor list (QVL) and associated contracts.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000 and the purpose of this agenda item is to provide an update and awareness of the procurements that may require Authority approval in 2024.
-
- 4) **Background:** Back in September, Development brought to the ITA the intent to issue an RFQ to competitively solicit qualifications to establish a consultant pool for on-call services in multiple disciplines that Transit will utilize as needed over five (5) years with the option to extend annually for an additional five (5) years. These professional services will enable Transit to obtain professional and technical assistance on short notice and on an on-call basis from our pool of awarded consultants.

Establishing the QVL gives Transit the nimbleness and flexibility to bring on professional services through task orders, as needed, and provides a deep bench of prequalified technical expertise to help staff complete projects without impacting staff capacity to deliver transit services to the community. Additionally, it creates efficiencies by eliminating the need to issue multiple requests for proposals (RFPs) and saves the administrative costs of procuring and managing multiple contracts.

The RFQ was issued on September 8 and generated a great deal of interest from firms. Transit received proposals from firms providing expertise in one or more of the following categories:

- A. System Planning
- B. System Engineering and Design
- C. Compliance, Standards, and Reporting
- D. Data, Analysis, and Modeling
- E. Public Outreach and Observational Research
- F. Specialized Program Support
- G. Financial and Economic Analysis

Transit reviewed the proposals and scored them based on the firms' qualifications and experience. Based on the results, the following thirteen (13) firms were awarded contracts in the corresponding categories:

Consultant	Category						
	A	B	C	D	E	F	G
1. Cambridge Systematics				X			
2. David Evans	X	X					
3. Espousal Strategies					X		
4. Jarrett Walker Associates	X			X	X		
5. KPFF		X					
6. Maul Foster Alongi					X		
7. Momentum PSP					X		
8. Nelson Nygaard	X	X	X	X	X	X	X
9. SCJ Alliance		X			X		
10. Stantec		X					
11. Toole Design	X				X		
12. Transpo Group	X			X		X	
13. WSP	X	X	X	X	X	X	X

From this list of qualified vendors, task order requests will be generated from Transit's Procurement Department for the performance of defined Consulting Services if and as the need for such work arises. If more than one firm is listed as qualified in a category for which a need arises, Transit will have the ability to direct hire *or* issue competitive task orders. Said task orders will define in detail the scope, schedule, and budget of the work.

5) **Alternatives:** Competitively award consulting contracts for each project need.

6) **Budget Notes:** The resulting on-call QVL is intended to support Planning and Development Projects included in the 2024 budget.

7) **Goal Reference: #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

8) **References:** Procurement Summary.

PROCUREMENT SUMMARY

Date: December 18, 2023
Prepared By: Katie Cunningham, Procurement Coordinator
Procurement No: 2311
Procurement Title: Transit Planning On-Call Consulting Services

The following is a summary of the facts of, and the steps taken, in this procurement.

A. PURPOSE AND BACKGROUND

Transit has periodic needs for a variety of services to support emerging and on-going projects. The purpose of Request for Qualifications (RFQ) 2311 was to competitively establish one (1) or more Contract(s) for on-call consulting services contracts in multiple categories of service as follows:

- Category A: System Planning
- Category B: System Engineering and Design
- Category C: Compliance, Standards, and Reporting
- Category D: Data, Analysis, and Modeling
- Category E: Public Outreach and Observational Research
- Category F: Specialized Program Support
- Category G: Financial and Economic Analysis

Transit will utilize the resulting Consultant pool to obtain professional and technical assistance on short notice on an on-call basis from the Awarded Consultants.

Determination of Procurement Type

Intercity Transit determined that a Request for Qualifications was appropriate for this procurement. The rationale for this method is as follows:

1. **Type of Specifications:** The services are performance or functional specifications; or if described in technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
2. **Price Alone Not Determinative:** Price alone is not the determining factor upon which the contract should be awarded because qualitative factors are relevant in determining performance risk and award.
3. **Discussions Expected:** Separate discussion with individual offeror(s) are expected to be necessary after they have submitted their qualifications.

Determination of Contract Type

This procurement is for a Cost Reimbursement, Cost Plus Fixed-Fee type contract:

1. **Cost Reimbursement:** The contract will provide payments of the consultant's allowable incurred costs, to the extent prescribed in the contract and to not exceed the maximum amount payable as outlined in the contract and Task Orders.

B. PROCUREMENT PROCESS OVERVIEW

Request for Qualifications

RFQ 2311 was posted to WEBS on September 6, 2023, under the Commodity Codes listed below. A total of 2,101 vendors were notified of the solicitation, 44 of which were minority & woman owned, 61 of which were minority owned, 161 of which were veteran owned, 122 of which were woman owned, and 1,163 of which were Washington small businesses.

<u>Commodity Code</u>	<u>Description</u>
925-61	Land Development and Planning/Engineering
918-92	Urban Planning Consulting
918-26	Communications: Public Relations Consulting

906-64	Planning, Urban (Community, Regional, Area wide, and State)
918-42	Engineering Consulting
918-96	Transportation Consulting
918-27	Community Development Consulting
918-32	Consulting Services, Not Otherwise Classified)

Notification of RFQ 2311 was also posted in the Daily Journal of Commerce, The Olympian, the Office of Minority & Women’s Business Enterprises website, and Intercity Transit’s procurement website.

Solicitation Addenda

- Addendum 1 was posted to WEBS on September 22, 2023. The purpose of this Addendum was to address Questions and Answers, and clarifications regarding the solicitation, and revisions to the RFQ document.
- Addendum 2 was posted to WEBS on September 27, 2023. The purpose of this Addendum was to address Questions and Answers, and clarifications regarding the RFQ document.
- Addendum 3 was posted to WEBS on September 28, 2023. The purpose of this Addendum was to address Questions and Answers, and clarifications regarding the RFQ document.

Pre-Proposal Meeting

A virtual RFQ 2311 Pre-Proposal Meeting was held on September 20, 2023, starting at 11:00 a.m. via Microsoft Teams. A total of 30 vendors were in attendance.

Proposal Submittals

Proposals were due October 12, 2023 at 2:00 p.m. (PT). A total of thirteen (13) vendors submitted Proposals in response to RFQ 2311 in each category as follows:

<u>Consultant</u>	<u>Category</u>						
	A	B	C	D	E	F	G
1. Cambridge Systematics				X			
2. David Evans	X	X					
3. Espousal Strategies					X		
4. Jarrett Walker Associates	X			X	X		
5. KPFF		X					
6. Maul Foster Alongi					X		
7. Momentum PSP					X		
8. Nelson Nygaard	X	X	X	X	X	X	X
9. SCJ Alliance		X			X		
10. Stantec		X					
11. Toole Design	X				X		
12. Transpo Group	X			X		X	
13. WSP	X	X	X	X	X	X	X

C. EVALUATION SUMMARY

Responsiveness Review:

Following the Proposal due date and time, the proposals were checked for responsiveness. The items included in the responsiveness check were:

- Proposal submitted on or before October 12, 2023, at 2:00 p.m. (PT)
- Proposer submitted one (1) electronic copy Proposal
- Proposer completed the Submittal Document
 - Cover Letter
 - Proposer Acknowledgements
 - Proposer Information
 - Sub-Consultant Information
 - References
 - Minimum Qualifications

- Non-Cost Proposal
- Lobbying Certification
- Debarment Certification
- Conflict of Interest Certification

Responsiveness Review Findings:

All firms were deemed responsive.

Evaluation Overview:

In accordance with RFQ 2311 Section 4.1, Overview:

“The responsive responsible Proposer(s) whose Proposal(s) is determined to best meet all RFQ requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer(s)...”

Minimum Qualifications Evaluation:

According to RFQ 2311 Section 4.3(2), Minimum Qualifications (pass/fail):

“Evaluators will review each element of the Minimum Qualifications submittal to determine on a pass/fail basis compliance with the requirements specified in this RFQ. Only responses that meet this requirement will move to the next evaluation phase...”

Minimum Qualifications Evaluation Findings:

A team of four (4) evaluators completed the Minimum Qualifications evaluations on a pass/fail basis. All firms passed each element of the Minimum Qualifications evaluation.

Phase 1 Evaluation - Non-Cost Proposals:

According to RFQ 2311, Section 4.3(3), Phase 1 Evaluation Non-Cost Proposal (scored):

“Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate evaluators’ scoring. Transit will calculate a single score for each Non-Cost Proposal Category the Proposer responds to. There are a maximum of 100 points available for the Non-Cost Proposal per Category...”

Non-Cost Evaluation Findings:

A total of 100 Non-Cost Proposal points were available per Category. A team of four (4) evaluators completed the Non-Cost Proposal evaluations on November 20, 2023. The tables below represent the Non-Cost Proposal scoring for each Category:

CATEGORY A - System Planning

Consultant	Q1	Q2	Q3	Q4	Q5	Q6	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
David Evans	19.3	19.5	18.5	14.0	14.8	9.3	95.3
Jarrett Walker Associates	18.5	19.8	19.5	14.8	14.8	9.3	96.5
Nelson Nygaard	19.8	19.5	19.8	15.0	15.0	9.5	98.5
Toole Design	19.5	19.5	19.5	14.8	14.8	10.0	98.0
Transpo Group	18.5	18.3	18.5	14.0	14.0	9.3	92.5
WSP	19.5	19.5	19.3	15.0	15.0	9.8	98.0

The formula used for calculating the Non-Cost Score is as follows:

$$NCS = (Q1 + Q2 + Q3 + Q4 + Q5 + Q6)$$

Where;

Q# = Represents the Question Score

NCS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY B - System Engineering and Design

Consultant	Q7	Q8	Q9	Q10	Q11	Q12	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
David Evans	19.8	19.5	19.5	14.8	14.0	9.8	97.3
KPFF	18.8	18.8	19.8	14.8	15.0	9.3	96.3
Nelson Nygaard	19.3	19.0	19.8	15.0	14.3	9.8	97.0
SCJ Alliance	19.5	19.8	19.8	14.5	15.0	9.8	98.3
Stantec	19.5	19.3	17.8	14.8	14.0	9.8	95.0
WSP	19.5	19.5	19.3	14.8	14.8	9.8	97.5

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q8 + Q9 + Q10 + Q11 + Q12 + Q13)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY C - Compliance, Standards, and Reporting

Consultant	Q13	Q14	Q15	Q16	Q17	Q18	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
Nelson Nygaard	19.8	19.8	19.8	15.0	14.8	9.8	98.8
WSP	19.8	19.8	19.8	15.0	15.0	10.0	99.3

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q13 + Q14 + Q15 + Q16 + Q17 + Q18)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY D - Data, Analysis, and Modeling

Consultant	Q19	Q20	Q21	Q22	Q23	Q24	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
Cambridge Systematics	19.8	19.8	19.5	14.8	14.3	9.5	97.5
Jarrett Walker Associates	19.5	19.8	19.8	15.0	15.0	9.5	98.5
Nelson Nygaard	19.8	19.8	20.0	14.8	15.0	9.5	98.8
Transpo Group	19.8	19.8	19.8	14.8	15.0	9.8	98.8
WSP	19.5	19.8	20.0	14.8	15.0	9.8	98.8

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q19 + Q20 + Q21 + Q22 + Q23 + Q24)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY E - Public Outreach and Observational Research

Consultant	Q25	Q26	Q27	Q28	Q29	Q30	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
Espousal Strategies	19.0	19.3	18.5	13.8	14.8	9.5	94.8
Jarrett Walker Associates	19.3	19.3	19.0	13.8	14.5	9.3	95.0
Maul Foster Alongi	19.5	19.8	19.5	14.8	14.8	9.8	98.0
Momentum PSP	17.3	16.3	15.8	13.3	12.5	8.3	83.3
Nelson Nygaard	19.5	19.5	19.5	14.8	14.5	9.8	97.5
SCJ Alliance	19.8	19.8	19.3	14.0	14.5	9.5	96.8
Toole Design	19.5	19.5	19.3	14.3	14.5	9.5	96.5
WSP	19.5	19.5	19.5	14.5	14.8	9.5	97.3

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q25 + Q26 + Q27 + Q28 + Q29 + Q30)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY F - Specialized Program Support

Consultant	Q31	Q32	Q33	Q34	Q35	Q36	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
Nelson Nygaard	20.0	19.8	19.8	14.8	15.0	9.5	98.8
Transpo Group	19.8	19.8	19.3	14.3	15.0	9.8	97.8
WSP	20.0	19.8	19.8	15.0	15.0	9.5	99.0

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q31 + Q32 + Q33 + Q34 + Q35 + Q36)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

CATEGORY G - Financial and Economic Analysis

Consultant	Q37	Q38	Q39	Q40	Q41	Q42	Non-Cost Score
<i>Max Points</i>	20.0	20.0	20.0	15.0	15.0	10.0	100.0
Nelson Nygaard	19.8	20.0	19.8	14.8	15.0	9.5	98.8
WSP	19.8	19.8	19.0	14.0	15.0	9.5	97.0

The formula used for calculating the Non-Cost Score is as follows:

$$NCPS = (Q37 + Q38 + Q39 + Q40 + Q41 + Q42)$$

Where;

Q# = Represents the Question Score

NCPS = Non-Cost Proposal Score

Each Question Score was determined by calculating the average evaluator score for that question.

Total Phase 1 Findings:

All Proposals were deemed to be within the competitive range in each applicable Category.

Phase 2 Evaluation - Interview:

According to RFQ 2311, Section 4.4, Phase 2 Evaluation – Interview (scored) (Optional):

“Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) to schedule an interview date, time, and location. Phase 1 scoring will only be used to determine which Proposer(s) move to Phase 2. Phase 2 scoring will be used during the remainder of the RFQ evaluation process to determine the Successful Proposer(s). There are a maximum of 100 points available for the Interview. Commitments made by the Proposer during the Interview, if any, will be considered binding.”

By reviewing Total Phase 1 scores in each Category, no clear scoring breaks were evident, and all Proposers were determined to be in the competitive range of top-scoring Proposers. As a result of the Phase 1 RFQ evaluation process, Intercity Transit determined Interviews were not necessary as all Proposers were within the competitive range and therefore deemed top-scoring Proposers. Intercity Transit reserves the right to conduct Interviews when selecting firms for a specific Task Order under any awarded Category.

D. REFERENCES

According to RFQ 2311, Section 4.5, References (pass/fail):

“Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Proposal evaluation determine the responsibility of Proposers...”

Since the awarded Contracts will be on-call or as-needed in nature, Intercity Transit determined that contacting references to assist in determination of overall Proposer responsibility will not be completed at this time. Intercity Transit reserves the right to check references when selecting firms for a specific Task Order under any awarded Category.

E. RESPONSIBILITY CHECK

Intercity Transit verified that each of the thirteen (13) Proposers met responsibility factors through the following:

- Proposer’s signature of their Proposal, acknowledging compliance with all terms, conditions and requirements of RFQ 2311 and the resulting Contract,
- Information presented in the Proposer’s Proposal,
- Online verification of the Proposer’s company license via the Department of Revenue’s business licenses query, where all firms were properly licensed, and the firm’s account is open,
- Online verification via the Secretary of State’s website that the Proposer is registered, and that the firm’s account is open,
- Online verification via the Department of Labor and Industries’ website that the Proposer’s worker’s comp account is current, and
- Online verification through the System for Award Management website that the Proposer does not have any active exclusion.

F. AWARD RECOMMENDATION

In accordance with RFQ 2311, Intercity Transits intends to award the Contract to the responsive, responsible Proposer(s) who best meets all RFQ requirements and is determined the most advantageous to Transit. As established through the above evaluation process, all thirteen (13) firms that responded to RFQ 2311 are responsive, responsible, and qualified Proposers who are the most advantageous to Transit.

It is the Procurement Coordinator’s recommendation that all firms be announced as the Successful Proposers selected to enter into Contract negotiations for Transit Planning On-Call Consulting Services for the Categories of services for which each responded.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: February 21, 2024

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Annual Planning Session

-
- 1) **The Issue:** Consider possible dates; identify topics of interest and potential facilitators for the 2024 Annual Planning Session.
-
- 2) **Recommended Action:**
- A. Consider possible dates for the 2024 planning session.
 - B. Begin identifying topics of interest for the session.
 - C. Offer the names of potential facilitators.
-
- 3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.
-
- 4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Considering staff has discussed a revitalization of the Long-range Plan in the fall to document the progress we've made and work yet to be done, it would be advantageous to hold a planning session prior to this effort. It would also provide an opportunity to inform an update to the Strategic Plan ahead of considering adoption at the end of the year. This is an opportunity to identify topics of interest, potential dates, and facilitators.
-
- 5) **Alternatives:**
- A. Consider possible dates; identify topics of interest and potential facilitators.
 - B. Delay a planning session until 2025.
-
- 6) **Budget Notes:** The annual planning session costs are included in the 2024 budget for one day-long session.
-
- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency. This supports all goals of the agency.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 21, 2024

FOR: Intercity Transit Authority

FROM: Clark Gilman, ITA Chair, City of Olympia Councilmember

SUBJECT: General Manager Employment Performance Measures

1) **The Issue:** The Authority will discuss performance measures for the General Manager.

2) **Recommended Action:** Discussion only.

3) **Policy:** The Authority must implement the terms and conditions outlined in the employment contract with the agency's General Manager, to include identifying performance measures and evaluating the General Manager's performance.

4) **Background:** Ms. Bergkamp was selected as the agency's General Manager in November 2023; and she signed an employment contract on November 15, 2023. Section 1 of the employment contract indicates the Authority is to adopt performance measures within 90 days of starting employment.

At the February 7, 2024, ITA meeting, the Authority discussed possible performance measures. Staff will present a draft set of measures for the Authority's review.

5) **Alternatives:** Defer action.

6) **Budget Notes:** N/A.

7) **Goal Reference:** A successfully performing General Manager will help achieve all goals of the agency.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8
EXECUTIVE SESSION
MEETING DATE: February 21, 2024

FOR: Intercity Transit Authority

FROM: Michael Maverick, Procurement Manager, 360-705-5877

SUBJECT: Possible Property Acquisition

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- 1) **The Issue:** A property acquisition opportunity recently became available which could prove invaluable for Intercity Transit to provide operational service support.

 - 2) **Recommended Action:** Authorize the General Manager to further explore and potentially negotiate a possible purchase of property, subject to final approval by the Authority Board.

 - 3) **Policy:** The Procurement Policy, DV-1705, states the Authority must approve any expenditure over \$100,000.

 - 4) **Background:** Besides serving as our primary passenger transfer station, the Olympia Transit Center (OTC) serves as a transportation hub for our own vehicles as well as our partners such as Greyhound, Flix, and neighboring public transit providers such as Mason, Gray's Harbor and Lewis County Transit. Additionally, the OTC serves as a primary relief point for our Operators. Accordingly, the OTC needs to accommodate several relief vehicles to transport Operators to and from the Pattison Base. In the current state, relief vehicles park streetside but due to congestion and limited curb space, landing support vehicles at the OTC is a challenge.

Recently, Intercity Transit learned of a 7,200 SF parking lot that has become available near the OTC. Consequently, Intercity Transit entered into an Interagency Agreement with the Department of Enterprise Services Real Estate Services (DES-RES) to assist us in navigating the potential purchase. DES-RES recommended an appraisal which was performed by Anderson Appraisal Inc. The property will, in time, need some improvements, but it is immediately capable of accommodating Intercity Transit vehicles supporting delivery of services such as fixed route relief vehicles, supervisory vehicles, and maintenance vehicles. Accordingly, staff seeks authorization to further explore, potentially negotiate the acquisition the property and if favorable, present a proposed purchase and sale

agreement to the Intercity Transit Authority for final approval before executing the contract.

5) Alternatives:

- A. Authorize the General Manager to further explore and potentially negotiate a possible purchase of property, subject to final approval of the Authority Board.
 - B. Defer Action. This alternative may result in continued capacity issues impacting services and limiting future opportunities.
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6) Budget Notes: There is no budget allocation for this project. Intercity Transit became aware of this opportunity in late October 2023. Any purchase of this property will require a budget amendment at a future date.

7) Goal Reference: **Goal #2:** *“Provide outstanding customer service.”* **Goal No. 3:** *“Maintain a safe and secure operating system.”*

8) References: N/A.

TRPC Members & Representatives

City of Lacey
Robin Vazquez

City of Olympia
Dani Madrone

City of Rainier
Dennis McVey

City of Tenino
John O'Callahan

City of Tumwater
Eileen Swarhout

City of Yelm
Joe DePinto

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
David Iyall

Town of Bucoda
Robert Gordon

Thurston County
Carolina Mejia

Tumwater School District
Mel Murray

North Thurston Public Schools
Esperanza Badillo-Diiorio

Olympia School District
Hilary Seidel

Intercity Transit
Debbie Sullivan

LOTT Clean Water Alliance
Carolyn Cox

Port of Olympia
Amy Evans Harding

PUD No. 1 of Thurston County
Russ Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Liberty Hetzler

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, March 1, 2024

NOTE: In-person meeting with a remote option.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar **ACTION**
These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.
a. Approval of Minutes (Attachment) – February 2, 2024
b. Approval of Vouchers (Attachment) – February 2024

Outgoing Councilmember Recognition Clark Gilman **RECOGNITION**

Thurston Regional Planning Council January and February 2025 Meeting Date **ACTION**
Council will be asked to approve the January and February 2025 meeting dates.

Growth Management Act (GMA) Housing Need Allocations **ACTION**
Staff will request Council take action to accept the proposed housing need allocations by income that were presented at the February meeting for Thurston County jurisdictions to use in upcoming Comprehensive Plan Updates. These housing allocations are a new requirement in the state Growth Management Act but build on planning information TRPC currently provides to jurisdictions through the population and employment forecast. Once approved, TRPC will work with several jurisdictions to use the provisional allocations as part of a land capacity analysis that is the next required step for Comprehensive Plan updates.

Thurston County's Economic Journey: Current Conditions and Exciting Opportunities **PRESENTATION**
Michae Cade and Gene Angel, Thurston Economic and Development Council, will present an update on the formation of the Pacific-Salish Economic Development District, and how our regional economy is changing.

Regional Transportation Plan (RTP) Climate Change Updates **PRESENTATION**
Staff will provide an overview of proposed updates to the Regional Transportation Plan (RTP) related to climate change. The changes will be considered as part of the overall 2025 update to the RTP.

Report from Outside Committee Assignments **INFORMATION**

Executive Director's Report **INFORMATION**

Member Check In **INFORMATION**