

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, September 4, 2024
5:30 P.M.

To observe the meeting remotely [REGISTER HERE FOR THE MEETING](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 753 538 938#

To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email pmessmer@intercitytransit.com by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed on how to register. During the public comment portion of the agenda your microphone and video will be enabled.

CALL TO ORDER

- | | |
|--|----------------|
| 1. APPROVAL OF AGENDA | 1 min. |
| 2. PUBLIC COMMENT | 3 min. |
| 3. NEW BUSINESS | |
| A. Accessible Wayfinding Pilot Project (NaviLens) (Nicky Upson) | 20 min. |
| B. Lacey Transit Center-Amtrak Drainage and Pavement Repairs (Tammy Ferris) | 10 min. |
| 4. COMMITTEE REPORTS - None | |
| 5. GENERAL MANAGER'S REPORT | 5 min. |
| 6. AUTHORITY ISSUES | 5 min. |

ADJOURNMENT

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should 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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: September 4, 2024

FOR: Intercity Transit Authority

FROM: Nicky Upson, Sr. Marketing & Communications Coordinator
360-705-5891

SUBJECT: Accessible Wayfinding Pilot Project

1) **The Issue:** Provide the ITA an overview of the upcoming accessible wayfinding pilot project.

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

3) **Policy Analysis:** N/A.

4) **Background:** Visually impaired individuals rely heavily on auditory and tactile cues to navigate their surroundings. Visual signage alone may not be accessible to them, making it challenging for them to locate bus stops, platforms, entrances, and other facilities within our transit system.

Without adequate guidance, visually impaired individuals may struggle to navigate our transit centers efficiently and independently. Safety concerns such as navigating around moving vehicles or boarding the wrong bus are additional challenges these individuals may face while using our system.

This project will implement an accessible wayfinding tool designed to support our visually impaired passengers. By utilizing accessible QR codes, we will provide both wayfinding assistance and route information, addressing some of the challenges they encounter while navigating our transit centers.

5) **Alternatives:** Many alternatives exist for providing accessible wayfinding. However, the solution Intercity Transit will pilot (provided by NaviLens) is unique. It can be used indoors and outdoors, is comparatively low-cost, doesn't require a power source, and it is available free-of-charge to both Android and iOS users.

6) **Budget Notes:** Funds for this project are available in the 2024 budget. The project cost of \$8,700 will cover the costs of the codes and their use for 6 months. Our pilot can be extended for an additional 6-month period for \$299. This does not include the cost to produce and mount signs.

7) **Goal References:** **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. 3-B
MEETING DATE: September 4, 2024

FOR: Intercity Transit Authority
FROM: Tammy Ferris, Construction Projects Coordinator, 360-705-5818
SUBJECT: Lacey Transit Center / Amtrak Station Drainage and Pavement Repairs

-
- 1) **The Issue:** Authorization to execute a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station in the amount of \$178,413.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
-
- 4) **Background:** Intercity Transit is responsible for the maintenance and operation of the Lacey Transit Center and Amtrak Station. Since their construction, the drainage systems at these sites have not undergone any major upgrades or improvements. Currently, the existing trench drain system at the Lacey Transit Center is not functioning properly, leading to areas of pavement failure. Additionally, the biofiltration swale in the northern parking lot of Amtrak Station is not functioning correctly and needs to be repaired.

In early 2024, Intercity Transit issued a Task Order with KPFF under the On-Call Engineering Services Master Contract to conduct the initial site assessment and engineering design for the necessary repairs at both sites. KPFF finalized the design and construction documents in late July.

Procurement then advertised a Request for Bids on August 7, 2024, for the drainage and pavement repairs at the Lacey Transit Center and Amtrak Station. By the submission deadline of August 22, 2024, we received two (2) bids. The bid submitted by Northwest Cascade, Inc. in the amount of \$178,413 was determined to be both responsive and responsible. Bids range from a high of \$205,500 to a low of \$178,413. The low bid submitted by Northwest Cascade, Inc. is \$14,177 or 8.63% above the Engineer's estimate. Our analysis indicates that Northwest Cascade, Inc. is a reputable and competent contractor. Northwest Cascade, Inc. has completed similar projects and staff is confident in their ability to complete this project.

Therefore, staff recommends the Authority authorize the General Manager to enter into a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station in the amount of \$178,413.

The completed project will improve the drainage and pavement features at both the Lacey Transit Center and Amtrak Station. In the southeast quadrant of the Lacey Transit Center, final improvements will include the replacement of the trench drain system, storm pipe, and cement concrete sidewalk and curb. In the northern parking lot of the Amtrak Station, improvements will consist of restoring the existing biofiltration swale, replacing storm drain culverts, and installing cement concrete sidewalks and quarry spalls.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Northwest Cascade, Inc. for drainage and pavement repairs at the Lacey Transit Center and Amtrak Station in the amount of \$178,413.
- B. Defer authorization. Due to the tight schedule, any delays could jeopardize our ability to complete the project before the rainy season.

6) **Budget Notes:** The 2024 budget includes programmed funding sufficient to cover this work effort.

7) **Goal References:** **Goal #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 #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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
Miriam 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
Chris Stearns

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
William Ward

Timberland Regional Library
Cheryl Heywood

Thurston Conservation District
David Iyall



PRE-AGENDA

8:30 a.m. – 11:00 a.m.

Friday, September 6, 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) – July 12, 2024
- b. Approval of Vouchers (Attachment) – July and August 2024
- c. Mid-year Financial Report (Attachment)

Appointment of 2025 Work Program Subcommittee

ACTION

The Chair will ask for volunteers to serve on the Agency Work Program Subcommittee. The subcommittee typically meets once or twice in October.

State Office Facilities Plan

PRESENTATION

Guest presenter, Yvonne Knutson, Office of Financial Management Facilities Oversight Office, will share upcoming state facility office plans for the Thurston Region.

Draft 2025-2028 Regional Transportation Improvement Program (RTIP) Annual Update

1st REVIEW

The Regional Transportation Improvement Program (RTIP) is a four-year plan that is updated annually. The RTIP provides a regional overview of funding secured and planned transportation projects, based on the local Transportation Improvement Programs (TIPs) developed by each jurisdiction. TRPC will be asked to take action to adopt the updated RTIP in October.

Assessment Subcommittee Meeting and Recommended Option

DISCUSSION

Executive Director Marc Daily will outline the Assessment Subcommittee's Recommendations regarding the potential inclusion of an Information Technology Fee in member assessments.

2025 Legislative Priorities

1st REVIEW

Staff will present the recommendations of the Council/Policy Board Legislative subcommittee on priority issues for the region to take to State Legislators for the 2025 session.

Commute Trip Reduction (CTR) Survey Results

PRESENTATION

Staff will present the 2023 Commute Trip Reduction Survey Results for the Thurston Region.

Report from Outside Committee Assignments

INFORMATION

Executive Director's Report

INFORMATION

Member Check In

INFORMATION