

PIERCE TRANSIT
BOARD OF COMMISSIONERS
EXECUTIVE/FINANCE COMMITTEE
Building 4 –Conference Room 1A
July 18, 2013 – 300 PM

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

June 20, 2013

ACTION ITEMS

1. EFC FS 13-001 Authority to Enter into and Execute a Contract for Construction of Parkland Transit Center Improvements
Janine Robinson
Senior Planner
2. EFC FS 13-002 Authority to Enter into and Execute an Interlocal Agreement with the Pierce County Department of Emergency Management
Rod Baker
Public Safety Chief

STAFF DISCUSSION ITEM

Gig Harbor Trolley Demonstration Update

Justin Leighton
Government Relations Officer

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
EXECUTIVE/FINANCE COMMITTEE**

MINUTES

June 20, 2013 3:00 PM

CALL TO ORDER

Chair Talbert called the meeting to order at 3:00 PM.

ATTENDANCE

Commissioners present:

Rick Talbert, Chair, Pierce County Councilmember
Derek Young, Gig Harbor Councilmember
Steve Vermillion, Puyallup Councilmember
Marilyn Strickland, Tacoma Mayor (3:10 PM)

Staff present:

Wayne Fanshier, Chief Financial Officer
Alberto Lara, Chief Administration Officer
Carol Mitchell, Public Relations Officer
Spiro Manthou, Procurement Manager
Tina Lee, Service Innovation Administrator
Deanne Jacobson, Clerk of the Board
Barbara Schatz, Deputy Clerk of the Board

APPROVAL OF MINUTES

Commissioners Young and Vermillion **moved** and seconded to approve the May 16, 2013 Executive/Finance Committee meeting minutes as presented. Motion **carried**.

ACTION ITEM

Authorization of Trolley Demonstration Summer 2013 ~ Service Innovation Administrator Tina Lee provided an overview of the proposed demonstration project. Commissioners Vermillion and Strickland **moved** and seconded to approve the Gig Harbor Trolley Demonstration Project for summer 2013 as presented in Exhibit A. Motion **carried** unanimously.

DISCUSSION ITEM

Transit Advertising Policy ~ Chief Administration Officer Alberto Lara reviewed the proposed changes to the Transit Advertising Policy. The Committee referred the Transit Advertising Policy to the July 8, 2013, Board of Commissioners meeting for approval.

OTHER BUSINESS

The Board requested to receive an update on the Tacoma Community College Lease at the July 8, 2013, Board meeting.

ADJOURNMENT

Chair Talbert adjourned the meeting at 3:26 PM.

Barbara B. Schatz, CMC
Deputy Clerk of the Board

Rick Talbert, Chair
Board Executive/Finance Committee

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authority to Enter into and Execute a Contract
for Construction of Parkland Transit Center
Improvements

DIVISION: Finance
ORIGINATOR: Janine Robinson
Senior Planner

PRECEDING ACTION: Resolution No. 12-035, Approval in the 2013 budget.

COORDINATING DEPARTMENT: Transit Development, Procurement

APPROVED FOR SUBMITTAL: _____
Chief Financial Officer

APPROVED FOR AGENDA: _____
Chief Executive Officer

ATTACHMENTS: None

BUDGET INFORMATION

2013 Budget Amount	Required Expenditure	Impact
\$278,515.00	\$253,450.00	\$25,065.00 under budget

Explanation: The Parkland Transit Center Project (#170) and the 121st Street Improvements/Parkland Design Project (#176) are included in the 2013 Budget with 71% of the construction funds from a Federal Transit Administration (FTA) grant for Transit Center Improvements. The federal money must be spent on transit center improvements or be returned to the FTA. The required expenditure is dependent upon actual need.

BACKGROUND: Parkland Transit Center is Pierce Transit's oldest transit center; it was constructed in the early 1980's. It is in need of additional shelters for waiting fixed-route and SHUTTLE specialized transportation passengers, improved pedestrian/ADA access, and improved lighting and security. Pierce Transit has not made any significant improvements to the transit center since it was constructed. This project will extend the useful life of the facility. The transit center remains an important link between Pierce Transit's Route 1 trunk line service and four other routes that currently provide service at this center. Although we are cutting bus service, the Agency still desires to make the transit center safer and more appealing to our customers. Each day we have approximately 2,700 passengers traveling to and from this facility.

FACT SHEET
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A call for Bid was advertised and released on July 2, 2013. Three bids were received on July 16, 2013 as follows:

	Christensen Inc.	Jones & Roberts	Westmark Construction
Lump Sum:	\$232,000.00	\$259,500.00	\$304,387.20
Add 1: Signage	\$7,000.00	\$6,000.00	\$11,474.77
Add 3: Light No. 1	\$10,000.00	\$10,300.00	\$9,128.18
Add 5: Concrete	\$950.00	\$800.00	\$1,165.84
Add 6: Light No. 2	\$10,000.00	\$10,000.00	\$9,552.75
Deduct 1: Short Wall	(\$6,500.00)	(\$6,800.00)	(\$5,966.88)
Total Award	\$253,450.00	\$279,800.00	\$329,751.86
Add 2: Vegetation	\$21,200.00	\$22,300.00	\$20,628.21
Add 4: Glazing	\$3,750.00	\$4,300.00	\$4,456.80
Total Bid	\$278,400.00	\$ 306,400.00	\$ 354,836.87

Staff evaluated all bids received and decided not to take Additive 2: Vegetation and Additive 4: Glazing. The award will be Additive 1: Signage, Additive 3: Light No. 1, Additive 5: Concrete, Additive 6: Light No. 2 and Deductive 1: Short Wall.

The low responsive and responsible bid was submitted by Christensen Inc., General Contractor in the amount of \$253,450.00, including applicable taxes. Although the firm has not worked for Pierce Transit in the past, they have successfully worked on projects for other municipalities. Staff checked their references which proved to be excellent. Staff is therefore confident that Christensen Inc. General Contractor is fully able to perform the work required for this project.

ALTERNATIVES: The alternative would be to reject all bids and not do any of the improvements. The majority of the construction budget amount is a grant from the FTA that can only be used on transit center improvements or the money must be returned to the FTA.

RECOMMENDATION: Authorize the CEO to enter into and execute a contract with Christensen Inc., General Contractor, in the amount of \$253,450.00 for construction of the Parkland Transit Center Improvements Project, pending the completion of the protest period ending July 23, 2013, at 5:00 PM.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Barbara B. Schatz, CMC
Deputy Clerk of the Board

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authority to Enter Into and Execute an Interlocal Agreement with Pierce County Department of Emergency Management

DIVISION: Operations
ORIGINATOR: Rod Baker
Public Safety Chief

PRECEDING ACTION:

COORDINATING DEPARTMENT: Public Safety, Budget, Procurement

APPROVED FOR SUBMITTAL:

Chief Operations Officer

APPROVED FOR AGENDA:

Chief Executive Officer

ATTACHMENTS: Exhibit A, Scope of Work

BUDGET INFORMATION

2013 Budget Amount
\$350,000

Required Expenditure
\$350,000

Impact

Explanation:

BACKGROUND: This request seeks authority to enter into an Interlocal Agreement with Pierce County Department of Emergency Management to work with Pierce Transit to design, implement and assist in carrying out a full-scale exercise to fulfill FEMA/DHS requirements.

Pierce Transit received a grant from Homeland Security to hold a series of training and exercises, including a full-scale exercise to validate the effectiveness of regional communications capabilities, internal policy and procedures and employee response, during a simulated terrorist attack at Pierce Transit; implement incident communications interoperability plans and protocols; and maintain a communication operating picture to ensure all response agencies are working from the same information.

Pierce County Department of Emergency Management will act as Pierce Transit's exercise consultant and will be responsible to schedule, register and facilitate transit specific training and exercise series – see Exhibit A attached. It is the intent of all parties to memorialize the agreement to cooperate with and coordinate the Regional Transit Disaster Response Exercise and to satisfy all Federal, State and Local

FACT SHEET
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requirements. Pierce County Department of Emergency Management is experienced and well versed in their duties as consultant; have successfully coordinated numerous exercises throughout the region including Pierce Transit's participation in a Regional exercise, "Top-Off II" held May 12, 2003.

ALTERNATIVES: Do not enter into the agreement and return the funds to Homeland Security.

RECOMMENDATION: Authorize the Chief Executive Officer to enter into and execute an Interlocal Agreement with Pierce County Department of Emergency Management to cooperatively work together to design, implement and carry out training and exercises to fulfill FEMA/DHS requirements.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Barbara B. Schatz, CMC
Deputy Clerk of the Board

EXHIBIT "A"

SCOPE OF WORK

Pierce County Department of Emergency Management (DEM) will complete the following deliverables for Pierce Transit:

Schedule, register, facilitate the following trainings and exercise series.

DEM will also select a training contractor *(if applicable)*

Deliverable #1: IED Search and Awareness Train-the-Trainer *(1 iterations)* and related activities, for transit personnel.

Exercise Series (all following HSEEP requirements):

Deliverable #2: Conduct a review, with Pierce Transit, of the most recent capabilities assessment or plans to identify potential gaps in prevention, protect against, mitigate, respond to and recover from a terrorist incident directed against a transportation system.

Deliverable #3: Pierce Transit Terrorist Incident and Response Seminar (including all stakeholders and related activities) strategy session including discussions related to capabilities, identification of and response to explosive threats, establishment of incident/unified command, mass causality and information management along with other specified topics.

Deliverable #4: Design/Facilitate two Tabletop Exercises -topics will directly relate to planning and response considerations to a transportation system terrorist incident.

Deliverable #5: Facilitate one or more of the following exercise building blocks (workshop, tabletop, seminar, drills w/ related activities) to address identified planning shortfalls and capability gaps.

Deliverable #6: Design/Implement one full-scale exercise w/ related activities – Terrorist attack on regional transit system with primary and secondary devices, with associated incident management and mass casualty response.

Deliverable #7: Prepare an AAR using HSEEP standard.

Related activities may include one or more of the following: Video production, Rehabilitation, Backfill/Overtime, Goods and Services, Dispatchers, Aviation (fuel)