



**PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE FINANCE COMMITTEE
3701 96th ST SW, Lakewood, WA 98499
Grand Conference Room
February 18, 2016 – 3:00 PM**

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES: January 21, 2016 Regular Meeting

ACTION AGENDA:

1. A Motion Authorizing the Chief Executive Officer to Execute a Multi-Year Contract with AtWork! For Landscaping/Grounds Maintenance

Larry McCarty
Facilities Maintenance Manager

PRESENTATIONS/DISCUSSIONS

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days. Please contact the Clerk's office at 253-581-8066 for special accommodations. Meeting room is wheelchair accessible. Registered SHUTTLE customers may obtain specialized transportation to and from the meeting by calling SHUTTLE at 253-581-8000 from one to five days in advance of the hearing.

**PIERCE TRANSIT
EXECUTIVE FINANCE COMMITTEE MEETING
3701 96th STREET SW, LAKEWOOD, WA
GRAND CONFERENCE ROOM**

January 21, 2016

MINUTES

CALL TO ORDER

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

ATTENDANCE

Executive Finance Committee Commissioners present:

Rick Talbert, Chair, Pierce County Councilmember
Daryl Eidinger, Vice Chair, City of Edgewood Mayor
Don Anderson, City of Lakewood Mayor

Executive Finance Committee Commissioners excused:

Kent Keel, City of University Place Mayor Pro Tem

Staff present:

Sue Dreier, Chief Executive Officer
Wayne Fanshier, Chief Financial Officer
Doug Middleton, Chief Operations Officer
Vivienne Kamphaus, Interim Chief Administration Officer
Dana Henderson, General Counsel
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Rebecca Japhet, Public Relations Officer
Penny Grellier, Business Partnership Administrator
Tina Lee, Service Innovation Administrator
Monica Adams, Senior Planner

APPROVAL OF MINUTES

Commissioners Anderson and Talbert **moved** and seconded to approve the October 15, 2015, meeting minutes as presented.

Motion **carried**, (3-0).

SPECIAL BUSINESS

1. Election of Chair

Commissioners Eidinger and Anderson **moved** and seconded to elect Commissioner Rick Talbert to serve as chair.

Motion **carried**, 3-0.

2. Election of Vice Chair

Commissioners Anderson and Talbert moved and seconded to elect Commissioner Daryl Eidinger to serve as vice chair.

Motion **carried**, 3-0.

PRESENTATIONS/DISCUSSIONS:

1. Tacoma Dome Station Parking Study

Senior Planner Monica Adams gave an overview of the Tacoma Dome Parking Study that was conducted by Desman Design Management. She reviewed the consultant's recommendations and noted Pierce Transit needs to decide if it wants to implement a pay for parking system.

Ms. Adams explained the impetus behind the study, noting that it is difficult to find an open parking space after 7:00 a.m. and the garages are running at more than 90 percent capacity since 2006. She also noted that implementing fee-based parking will hopefully discourage the use of the garage by non-transit riders and free up space for the transit riders. In addition, revenue collected could help pay for the maintenance of the Tacoma Dome Station parking garages.

During discussion, the commissioners raised questions about whether there had been any analysis on the impact fee-based parking will have on the surrounding area and whether a future survey of riders will be conducted. Concerns were raised about losing riders and the impact paid parking would have on Link riders, University of Washington students, and surrounding businesses. It was also suggested that data collected from Sound Transit users who have not been able to use the facility would be useful.

At the conclusion of the discussion, the commissioners recommended that this item be referred to a future study session of the full Board.

2. Role/Integration of the Community Transportation Advisory Group

CTAG Liaison Penny Grellier noted that she has formalized the recruitment procedures and developed a structured interview process that includes ranking. The new recruitment procedures now seek students at least 16 years old from schools and colleges to ensure there is rounded representation.

Removal of CTAG Members

Ms. Grellier reported that the CTAG would like to manage removal of members pursuant to its bylaws.

Discussion ensued about how the CTAG and Board may best communicate and interact.

Chair Talbert recommended that the CTAG and Board could hold a joint study session. He also noted that he would like to see outreach with trade schools and universities on youth passes. This could be a joint study agenda item.

CEO Dreier suggested that the fixed route analysis may be an appropriate joint topic.

3. City of DuPont Survey Results

Service Innovation Administrator Tina Lee explained that Pierce Transit initiated the survey with the DuPont citizens to determine if there was interest for transit service and if there was support to pay for it.

She detailed how the survey was conducted and reviewed the results of the survey, noting that the analysis shows there is interest in residents going to Lakewood, Steilacoom and downtown Tacoma, however, the residents most likely would not support a ballot measure to pay for the service.

Discussion ensued about the survey criteria and demographics.

At the end of the discussion, Ms. Lee noted that staff recommends exploring contract services with the City of DuPont. Staff will be meeting with City of DuPont officials on January 25th and the full Board will receive an update at its February 8th meeting.

4. Proposal for New Meeting Time

Clerk of the Board Deanne Jacobson proposed changing the current meeting date from the third Thursday of each month to give staff more flexibility to submit items requiring approval or for study and to better align with items referred from the full Board.

At the end of the discussion, the members present said they are supportive of changing the meeting date to the last Thursday of each month.

Clerk Jacobson noted confirmation will need to be obtained from Commissioner Keel and that this will need to come back to a future EFC for formal adoption.

ADJOURNMENT

The meeting was adjourned at 3:48 PM.

Deanne Jacobson
Assistant to the CEO/ Clerk of the Board

Rick Talbert, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: A Motion Authorizing the Chief Executive Officer to Execute a Multi-Year Contract with AtWork! for Landscaping/Grounds Maintenance

DIVISION: Facilities/Maintenance

ORIGINATOR: Larry McCarty
Facilities Maintenance Manager

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Purchasing and Facilities/Maintenance

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2016 Budget Amount	Required Expenditure	Impact
\$62,500	\$ 76,926 Annual Contract (2016)	\$14,426
	<u>\$ 25,324 One Time Clean Up</u>	<u>\$25,324</u>
	\$102,250	\$39,750
		(Total Amount Over Budget)

Explanation:

The 2016 Budget was based on the prior contract with a different vendor which had an annual expenditure of approximately \$60,000 annually. This new contract with AtWork! has an expanded scope for additional frequency of service at eight remote sites at commensurately higher rate. There is also a one-time expenditure of \$25,324 to bring the existing sites back to the standards required under the contract specifications as they had lapsed below standard and were left in that condition by the previous contractor. There are funds available in the facilities budget to cover this additional \$39,750 expenditure.

BACKGROUND:

In September of 2015, Pierce Transit was notified by its Landscaping/Grounds Maintenance contractor that they would no longer be able to perform their contractual obligations and would be exercising the right to terminate the contract. In October, 2015, Pierce Transit agreed to a reduced scope of work with that contractor to perform basic services until the end of October, 2015. Pierce Transit has been without a Landscaping/Grounds Maintenance contractor for the months of November 2015 to present. Therefore, it is critical to get a new contract in place as soon as possible and necessary for the new Contractor to provide initial site-clean up services at Pierce Transit sites.

A Request for Proposals was released on December 24, 2015, and was posted on the eBids website, advertised on Pierce Transit's website, The Daily Journal of Commerce, Tacoma Daily Index and the Office of Minority & Women's Business Enterprises (OMWBE). There were twenty-nine (29) contractors that downloaded the proposal documents. Pierce Transit received six (6) proposals, three (3) of which were determined non-responsive. Three (3) responsive proposals were evaluated by the review committee. After thorough evaluation of the proposals, the committee determined that it is in the best interest of Pierce Transit to award the contract for Landscape/Grounds Maintenance to AtWork!

AtWork! has more than 25 years of experience in contract-grade landscape maintenance and provided excellent references from local public agencies of similar and greater size. AtWork! is a unique non-profit organization whose mission is to "help people with disabilities be productive, integrated and contributing members of their communities" and purpose is to help people with disabilities learn marketable skills and keep good jobs in the community. Pierce Transit's review committee believes that this contractor's mission is a good fit for Pierce Transit's role in our community.

ALTERNATIVES:

The alternative is to reject all proposals or select an alternate proposer. This is not recommended as staff is recommending the Contractor that most closely meets the requirements of Pierce Transit and also has proposed a competitive price.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a multi-year contract with AtWork! for Landscaping/Grounds Maintenance services for seventeen (17) Pierce transit sites for three (3) years, with two (2) optional one-year extensions for an approximate cost of \$430,000 if both option years are utilized, additional services are occasionally needed and possible annual CPI increases.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Rick Talbert, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Assistant to the CEO/Clerk of the Board