

PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE/FINANCE COMMITTEE
Building 4 – Conference Room 1A
August 21, 2014 – 3:00 PM.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES: April 17, 2014, Regular Meeting and August 7, 2014, Special Meeting

ACTION AGENDA:

- | | | |
|--------------|---|--|
| 1. FS 14-054 | Authorize Contract for Construction of the 112 th and Pacific Transit Access Improvements Project | Monica Adams
Senior Planner |
| 2. FS 14-055 | Authorization of Contract with Technical Security Integrations for Physical Security Maintenance and Alarm Monitoring Systems | John Harkins
Transit Security Specialist |
| 3. FS 14-056 | Finalization and Release of RFP to Retain Executive Level Search Firm to Recruit for a New Chief Executive Officer and Interim Chief Executive Officer, if Deemed Necessary | Alberto Lara
Chief Administration Officer |

DISCUSSION:

- | | |
|--|--|
| 1. Tacoma Community College and Tacoma Mall Lease Agreements | Jay Peterson
Transit Development Manager |
| 2. 2014 Non-Represented Compensation | Alberto Lara
Chief Administration Officer |

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 two weeks. 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 hearing by calling SHUTTLE at 253-581-8100 from one to five days in advance of the hearing.

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

April 17, 2014

MINUTES

CALL TO ORDER

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

ATTENDANCE

Commissioners present:

Steve Vermillion, Chair, Pierce County Councilmember
Lauren Walker, Vice Chair, City of Tacoma Councilmember
Don Anderson, Mayor of Lakewood (arrived at 3:05 PM)
Rick Talbert, Pierce County Councilmember

Staff present:

Lynne Griffith, Chief Executive Officer
Wayne Fanshier, Chief Financial Officer
Doug Middleton, Chief Operations Officer
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Van Sawin, Business Development Officer
Carol Mitchell, Public Relations Officer
Dena Withrow, Transit Manager

Approval of minutes:

Commissioners Talbert and Walker **moved** and seconded to approve the March 20, 2014, minutes as presented.

Motion **carried**.

Action Agenda:

1. FS 14-030, Authority to Execute a Master Agreement for Public Relations, Marketing and Strategic Communications Support with Moore and Associates.

Commissioners Talbert and Walker **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a three-year master agreement (with two one-year options for renewal) with Moore and Associates for Public Relations, Marketing and Strategic Communications Support with the total amount of the full contract not to exceed \$450,000.

Public Relations Officer Carol Mitchell presented on the item and gave a high level overview on what the firm could do for the Agency.

Commissioner Anderson inquired into how much money the agency spends on these kinds of accounts.

CEO Griffith noted that the Agency needs fresh eyes looking at it and to ask citizens the tough questions.

Upon inquiry, CEO Griffith outlined what the Agency hopes to accomplish by using a marketing firm.

Commissioner Talbert noted a focus point should be on how to explain the benefits of public transportation to people who normally don't use public transportation.

Discussion ensued about whether the publishing of the bus book could be stopped. The Commissioners suggested that the hard copy distribution should be limited, as some people see it as an unnecessary cost.

Commissioner Anderson noted that this item should go to the full Board for consideration.

Commissioners Talbert and Walker **moved** and seconded to amend the original motion and recommended a "do pass" to the May 12, 2014 Board Meeting for consideration of the Chief Executive Officer to enter into and execute a three-year master agreement (with two one-year options for renewal) with Moore and Associates for Public Relations, Marketing and Strategic Communications Support with the total amount of the full contract not to exceed \$450,000. [Clarification, the intent of the motion was for the full Board to consider whether the agreement should be approved.]

Commissioner Vermillion noted that a presentation would be helpful.

Motion **carried**.

The original motion **carried**, as amended.

2. FS 14-031, Authority to Renew the Lease Agreement for Property at 104th Street Court South with Jenco Development Company.

Transit Manager Dena Withrow presented on the item. She responded to questions pertaining to the size of the building.

Commissioners Walker and Talbert **moved** and seconded to authorize renewal of a three-year lease agreement for property at 104th Street Court South with Jenco Development Company, effective July 1, 2014 through June 30, 2017.

Motion **carried**.

STAFF UPDATES

CEO Griffith reported on recent meeting regarding fareboxes and noted the topic would be coming to a May Study Session.

Commissioner Anderson discussed a federal grant program for LED lighting for public facilities and encouraged Pierce Transit to apply for it if the program is still available or if the Agency is eligible. Staff noted they would look into it.

ADJOURNMENT

Commissioners Walker and Anderson **moved** and seconded to adjourn the meeting.

Motion **carried**.

The meeting was adjourned at 3:41 PM.

Deanne Jacobson
Clerk of the Board

Steve Vermillion, Chair
Board Executive Finance Committee

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

**August 7, 2014, 4:00 PM
MINUTES**

CALL TO ORDER

Chair Vermillion called the meeting to order at 4:03 PM.

ATTENDANCE

Commissioners present:

Steve Vermillion, Chair, Puyallup Councilmember
Lauren Walker, Vice-Chair, City of Tacoma Councilmember
Rick Talbert, Pierce County Councilmember

Staff present:

Alberto Lara, Chief Administration Officer
Wayne Fanshier, Chief Financial Officer
Carol Mitchell, Public Relations Officer
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Angela Woods, Deputy Clerk of the Board

ACTION AGENDA

1. FS 14-050, Authorization to Release the Request for Proposals (RFP) to Obtain Executive Level Search Firm(s) or Consultant(s) for the Recruitment of the Chief Executive Officer and Authorization of the Chief Administration Officer to Manage the Recruitment Process.

Chief Administration Officer Alberto Lara reviewed the proposed recruitment plan for procuring an executive level search firm to obtain candidates for the Chief Executive Officer. The Committee reviewed the proposal and provided input regarding language they would like to see in the Request for Proposal (RFP). The Committee noted that they were supportive of internal employee(s) assisting with the RFP process to obtain a final executive level search firm and then hand the recruitment process over to a transition committee.

At the conclusion of the discussion, Commissioners Walker and Talbert **moved** and seconded to recommend that the full Board of Commissioners at the August 11, 2014 Board meeting appoint the Executive Finance Committee to serve as the Search and Transition Committee to manage the recruitment process for a new Chief Executive Officer and that they also be empowered to finalize and authorize the release of the RFP for an Executive Search Firm, which would also include language for the recruitment of an interim Chief Executive Officer in the event the Board deems it necessary to hire an interim externally.

Motion **carried**.

ADJOURNMENT

The meeting was adjourned at 4:34 PM.

Deanne Jacobson
Clerk of the Board

Steve Vermillion, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authorize Contract for Construction of the 112th and Pacific Transit Access Improvements Project

DIVISION: Finance

ORIGINATOR: Monica Adams

PRECEDING ACTION: Resolution No. 13-037, Approval of the 2014 budget

COORDINATING DEPARTMENT: Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2014 Budget Amount
\$1,437,056 (construction only)

Required Expenditure
\$811,366.50

Impact
\$625,689.50 under budget

Explanation: N/A

BACKGROUND:

The proposed project includes three new bus stops, a bus pullout, passenger amenities, enhanced pedestrian access and improved lighting. Upon completion of the project we will implement Route 4, which combines Route 204 and 410, and will travel along 112th Street and not divert to the Parkland Transit Center.

This resolution requests the authority to award a contract for the 112th and Pacific Ave Transit Access Improvement Project to Tucci & Sons. This is a WSDOT Regional Mobility Grant project with a total budget of \$2,375,658 which includes construction of three new bus stops, a bus pullout, passenger amenities and other enhancements. The project also requires the acquisition of approximately 5,667 square feet of property from Wells Fargo Bank, which is the subject of a pending suit for condemnation which has not yet resolved due to a large gap between the buyer's and seller's appraised price.

A call for bids was advertised and issued on June 19th, 2014. The bid due date was originally July 30th, 2014 but was extended one week in order to respond to perspective proposer questions.

Bidders:	Tucci & Sons	NW Cascade	Nova
Lump Sum:	\$811,336.50	\$835,227.00	\$966,386.30

The lowest qualified and responsive bid was submitted by Tucci & Sons in the amount of \$811,336.50. Staff checked references, which proved to be excellent. Staff is confident that Tucci & Sons is able to perform the work required for this project.

ALTERNATIVES:

Rebid the project. This could cause Pierce Transit to miss the 2014 construction season and decrease the likelihood of implementing Route 4 in February 2015.

Cancel the project and return the remaining funds to WSDOT.

RECOMMENDATION:

Award the contract and authorize the Chief Executive Officer to enter into and execute a contract with Tucci & Sons for construction of the 112th and Pacific Avenue Transit Access Improvements Project in the amount of \$811,336.50.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Steve Vermillion, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authorization of Contract with Technical Security Integrations for Physical Security Maintenance and Alarm Monitoring Services

DIVISION: Operations

ORIGINATOR: John Harkins, Transit Security Specialist

PRECEDING ACTION: Adoption of 2014 Budget, Resolution No. 13-037

COORDINATING DEPARTMENT: Department of Public Safety

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

None

BUDGET INFORMATION

2014 Budget Amount	Required Expenditure	Impact
\$150,000	\$300,000 (including tax) for years 2014-2015 and three optional one-year extensions at \$150,000/yr.	\$0

Explanation: This is an operating expenditure and there are funds available in the Public Safety operating budget to cover the expenditure.

BACKGROUND:

The Department of Public Safety seeks to execute a contract with Technical Security Integrations for Preventative Maintenance on all Physical Security systems. This contract includes two weekly site visits to review all systems at various sites and proactively find and correct any errors to mitigate the likelihood of a system crash, repair or replace bad components as needed, and conduct monthly testing on all alarm systems such as our Emergency Warning System (EWS) and panic alarms at Tacoma Dome Station (TDS)

Since 2007, Pierce Transit has had a maintenance contract with Technical Security Integrations for the purposes of responding to any reported failures with our various physical security systems for trouble shooting and repair. In 2009, Pierce Transit began the first of three phases to upgrade and expand the Closed Circuit Television (CCTV), TDS Panic Alarm, and Access Control Systems. With the advancement and expansion of this new technology for all the physical security systems, it became a necessity to implement a thorough preventative maintenance program. This new contract requires the contractor to conduct routine site visits to inspect and test all systems and components to isolate any errors or malfunctions, which if not taken care of immediately, may lead to a system crash. This new contract also includes software support and emergency call outs at any time, day or night, for any critical failures or other high priority service requests.

In 2014, after the completion of the Phase 3 CCTV project, a RFP was executed to select a qualified contractor to perform the preventative maintenance work. Pierce Transit received three proposals: Technical Security Integrations (TSI), G4S, and Simplex Grinnell. Annual cost of the three proposals ranged from \$133,545 (not including tax) to \$272,213 (not including tax). Technical Security Integrations was selected based on their knowledge and experience, qualifications, proposed work plan, response times, annual cost, and client references. Although TSI's proposal was slightly higher than G4S, TSI's documented experience and qualifications for Pierce Transit's systems exceeded G4S which lead to Technical Security's selection.

<u>Proposals:</u>	<u>G4S</u>	<u>Technical Security Integrations</u>	<u>Tyco/Simplex Grinnell</u>
Annual Cost:	\$133,545.04 with a 3% increase for years 2-5	\$137,402.52	\$272,213

ALTERNATIVES:

Reject proposals and go back out for another RFP with a revised scope of work to reduce cost, decreasing the contract to a crash maintenance service only, This will not provide any service for proactively identifying potential problems that could be fixed immediately to avoid a system crash. Instead, this type of contract would only cover a response when components and systems fail.

Do not move forward with a preventative maintenance contract, which will expose our systems to higher likelihood of critical system failure leaving our assets, employees, and customers vulnerable to any number of risks and potential threats.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with Technical Security Integrations for Physical Security Maintenance and Alarm Monitoring Services in the amount of \$300,000 for years 2014-2015, with the option of three one-year extensions, subject to the additional cost of \$150,000 per year.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Steve Vermillion, Chair
Executive Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

FACT SHEET – EXECUTIVE/FINANCE COMMITTEE

TITLE: Authority to Release a Request for Proposals Seeking Executive Level Search Firms to Recruit for a New Chief Executive Officer and Interim Chief Executive Officer if Deemed Necessary

DIVISION: Administration

ORIGINATOR: Alberto Lara, Chief Administration Officer

PRECEDING ACTION: August 7, 2014, Special Executive Finance Committee and August 11, 2014 Board of Commissioners Meeting.

COORDINATING DEPARTMENT: Human Resources

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Exhibit A, Proposed Scope of Work

BUDGET INFORMATION

2014 Budget Amount
\$0

Required Expenditure
\$0

Impact
\$0

Explanation: N/A

BACKGROUND:

On July 24, 2014, the Chief Executive Officer (CEO) gave the Board of Commissioners notice of intent to retire at the end of 2014.

On August 7, 2014, the Executive Finance Committee held a special meeting to discuss the recruitment process for the fulfillment of a new Chief Executive Officer. The Committee agreed that an executive search firm should be utilized to conduct a nationwide search for a new Chief Executive Officer and that the firm retained could also be tasked to assist with the search of an interim CEO if an interim hire is deemed necessary. At the conclusion of the discussion, the Committee made a recommendation to the full Board to consider at its August 11, 2014 Board Meeting that the Executive Finance Committee be appointed to serve as the transition committee to oversee the recruitment process for a new Chief Executive Officer and interim Chief Executive Officer, if deemed necessary, and to finalize the Request for Proposals (RFP) for release, with staff's assistance, at its August 21, 2014 Committee Meeting.

On August 11, 2014, the Board of Commissioners met and discussed the recruitment process for obtaining a new CEO. There was consensus from the Board that selection of the executive search firm should be decided by the full Board through award of the contract and that the RFP should include a provision for an interim CEO candidate search if needed. At the conclusion of the meeting, the Board authorized the Executive Finance Committee to serve

as the Transition Committee to manage the search and recruitment process for the Chief Executive Officer and Interim Chief Executive Officer, if deemed necessary.

The RFP evaluation process is to remain confidential as provided for in the Pierce Transit Procurement Policy. As such, the evaluation of RFPs is typically handled by staff, with certain Board of Commissioners participating in the evaluation process as appropriate. This committee should discuss how the RFP responses will be evaluated.

ALTERNATIVES:

Discuss and direct an alternative process.

RECOMMENDATION:

Authorize staff to finalize and release the Request for Proposals as modified at the August 21, 2014 Executive Finance Committee Meeting to retain executive level search firms to recruit a new Chief Executive Officer and Interim Chief Executive Officer, if deemed necessary.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Steve Vermillion, Chair
Executive Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

SECTION II SCOPE OF SERVICE

1. **INTRODUCTION**

Pierce Transit is seeking proposals for executive recruitment and selection services to fill the upcoming vacancy of Pierce Transit’s Chief Executive Officer position.

2. **BACKGROUND**

Pierce Transit was founded in 1979 when local voters approved a 0.3% sales tax to fund public transportation. Since then, the agency has grown to become the second largest transit agency in Washington State. The agency serves 292 square miles of urban and rural Pierce County, providing local and express bus service, specialized SHUTTLE transportation for people with disabilities, and ridesharing services including a large vanpool fleet. The agency provides a vital link in the regional transportation system by making connections with King County and Thurston County through express bus services.

The agency has over 866 budgeted positions with most being included in the bargaining unit of the Amalgamated Transit Union, Local #758. Pierce Transit is governed by a nine-member Board of Commissioners. They are responsible for adopting policies that govern the operation of the transit agency and its services. The Board employs a Chief Executive Officer to carry out the day to day management and administration of the system with an executive team consisting of the Chiefs of Operations, Finance and Administration.

3. **CONSULTANT SCOPE OF SERVICES**

Purpose: It is the intention of Pierce Transit to retain executive search consultant(s) to assist the Board of Commissioners in recruiting and selecting the next Chief Executive Officer. The immediate need is to fill the CEO position and it is possible we will also seek to hire an interim Chief Executive Officer or other future executive level positions. In such an event, additional assignments will be made by task order.

The successful respondent to this RFP will:

1. Conduct a national, statewide and regional search to identify well-qualified and motivated candidates.
2. Conduct a search focused on all eligible candidates and paying particular attention to the “passive job seeker” pool. Search strategy to be agreed upon by the Board of Commissioners supported by agency staff.
3. Develop a candidate profile as well as a recruitment and selection plan based on interviews with the Board and any other stakeholders the Board wishes to receive input from for this process.
4. Thoroughly advertise and conduct a recruitment for potential candidates, interview, screen and evaluate interested applicants. Such evaluations would include in-depth interviews in person, appropriate preliminary inquiries into references and background, and careful assessment of each candidate’s strengths and weaknesses against the specification for the position. The consultant will provide the Board and appropriate agency staff with the unfiltered results of thorough reference and background checks for candidates.

SECTION II – Scope of Service
Specification No. PT-37-14

- 5. Recommend a short list of 3-6 candidates most qualified and competitive, to the Board for interview. Such recommendations will include a factual evaluation of each candidate.**
- 6. Observe the principles of equal opportunity in employment and avoid unlawful discrimination against qualified candidates. Comply with all state, local and federal laws related to fair hiring practices, including with Pierce Transit's personnel manual and other policies, rules and procedures related to recruitment.**
- 7. Keep the Board apprised by providing ongoing progress reports through the assigned agency staff that include the market response to the search, any obstacles to identifying or attracting candidates, and the adherence to the project schedule.**
- 8. Coordinate interviews of finalists through the assigned agency staff as well as input by other interested parties who might be identified by the Board.**
- 9. Advise the Board on interview processes that would achieve the best results for Pierce Transit.**
- 10. Once a final candidate has been selected, work with the Board and assigned agency staff on a job offer.**
- 11. If the final candidate does not maintain employment with Pierce Transit for at least one year, engage in the above steps and conduct a second recruitment without further charge to Pierce Transit.**
- 12. Strong emphasis must be placed on generating a diverse pool of qualified applicants, to include women and minorities.**