



**PIERCE TRANSIT BOARD OF COMMISSIONERS
EXECUTIVE FINANCE COMMITTEE
3701 96th ST SW, Lakewood, WA 98499
Grand Conference Room (Formerly Conference Room 1A)
August 20, 2015 – 3:00 PM**

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES: July 16, 2015 Regular Meeting

ACTION AGENDA:

1. FS 15-049, Authorizing Washington State Department of Enterprise Services (DES) to Enter Into and Execute a Contract on Behalf of Pierce Transit with Wiss, Janney, Elstner Associates, Inc., for the Tacoma Dome Station (TDS) Mid-Life Maintenance Project
Jay Peterson
Transit Development Manager
2. FS 15-050, Authorizing the Amendment of a Contract with IPKeys Technologies for Network Engineering Services
Keith Messner
Information Technology Manager
3. FS 15-051, Authorizing the Execution of a Contract with GBH Communications, Inc., to Replace the Building 5 Audio Visual System
Keith Messner
Information Technology Manager

PRESENTATIONS/DISCUSSIONS:

1. Tacoma Mall Transit Center Lease
Jay Peterson
Transit Development Manager
2. Washington State Fair
Tina Lee
Service Innovation Administrator

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 253-581-8000 from one to five days in advance of the hearing.

3. Investment Policy

Wayne Fanshier
Chief Financial Officer

4. Public Safety Model

Doug Middleton
Chief Operations Officer

EXECUTIVE SESSION ~ None

ADJOURNMENT

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

July 16, 2015

MINUTES

CALL TO ORDER

Chair Vermillion called the meeting to order at 3:05 PM.

ATTENDANCE

Executive Finance Committee Commissioners present:

Steve Vermillion, Chair, City of Puyallup Councilmember
Don Anderson, City of Lakewood Mayor
Lauren Walker, Vice-Chair, City of Tacoma Councilmember (appeared via phone)
Rick Talbert, Pierce County Councilmember

Staff present:

Sue Dreier, Chief Executive Officer
Wayne Fanshier, Chief Financial Officer
Alberto Lara, Chief Administration Officer (departed 3:25 PM)
Dana Henderson, General Counsel
Deanne Jacobson, Clerk of the Board
Justin Leighton, Government Relations Officer
Jay Peterson, Transit Development Manager
Van Sawin, Business Development Officer (departed 3:30 PM)
Angela Woods, Deputy Clerk of the Board

Others present:

Mark Williams, Pierce County

APPROVAL OF MINUTES

Commissioners Anderson and Talbert **moved** and seconded to approve the May 21, 2015, meeting minutes as presented.

Motion **carried**, (4-0).

PRESENTATIONS

1. Potential Fare Change Scenarios

Transit Development Manager Jay Peterson presented a handout on potential fare change scenarios. He proposed for the fare policies to have comprehensive review of fares at least every two years, farebox recovery goal for fixed route, and paratransit fares increased incrementally to be equal to the adult fixed route fare.

Mr. Peterson answered questions from Commissioners about total boardings, potential fixed route fare changes up to the year 2020 and the effect of the fare increase on senior/disabled, youth and adult customers.

Mr. Peterson discussed the current fares in the region and reminded the Commissioners the last fare increase was 10 years ago.

Commissioners Vermillion, Talbert, Anderson and Walker agreed for Mr. Peterson to bring forward a fare change proposal to the August Board Meeting for discussion.

2. Regional Fare Update

Transit Development Manager Jay Peterson introduced the ORCA LIFT Reduced Fare Program and noted the program is for low income households.

Mr. Peterson explained that King County Metro Transit and Kitsap Transit have adopted the program. He further explained that Sound Transit plans to bring the program to their Board for adoption.

Chief Executive Officer Sue Dreier commented that discussions of ORCA LIFT Reduced Fare Program have taken place at CEO meetings she has attended.

Mr. Peterson answered questions regarding the impacts on Pierce Transit and the percentages of households in the Pierce Transit Region qualifying for the program.

No action was requested.

ADJOURNMENT

The meeting was adjourned at 3:53 PM.

Angela Woods
Deputy Clerk of the Board

Steve Vermillion, Chair
Board Executive Finance Committee

FACT SHEET – EXECUTIVE FINANCE COMMITTEE

TITLE: Authority for Washington State Department of Enterprise Services (DES) to Enter Into and Execute a Contract on Behalf of Pierce Transit with Wiss, Janney, Elstner Associates, Inc., for Construction Administration Services for the Tacoma Dome Station (TDS) Mid-Life Maintenance Project

DIVISION: Finance

ORIGINATOR: Clint Steele, Project Manager

PRECEDING ACTION:

Approval of Resolution 14-067 for the 2015 Budget including the TDS Mid-life Maintenance Project. Board of Commissioners approval already obtained to work with DES under Resolution No. 14-064, dated December 8, 2014.

COORDINATING DEPARTMENT: Transit Development

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: N/A

BUDGET INFORMATION

2015 Budget Amount
\$ 2,581,255.00

Required Expenditure
\$ 282,744

Impact
N/A

Explanation: The required expenditure includes \$257,040 for construction administration services and a 10% design contingency of \$25,704 for unanticipated extra design services that will only be used if required.

Note: There is no budget impact because the project budget has funds available for contract.

BACKGROUND:

Pierce Transit was awarded two Federal Earmark grants from the Federal Transit Administration for mid-life maintenance at the Tacoma Dome Station Intermodal Facility in Downtown Tacoma. Sound Transit will assist with the costs for repairs done on the West Garage. The project consists of multiple tasks to address mid-life maintenance and capital renewal issues. These tasks may include, but are not limited to: pressure washing all structural elements; waterproofing all masonry; structural supports and retaining walls; restriping all parking stalls; HVAC replacements, lighting and signage improvements; curb stop and bollards at risky locations; installing sump drains in elevator pits; concrete repairs; painting; and other identified repairs.

In January 2015, Wiss, Janney, Elstner Associates, Inc. (WJEA), was hired by Pierce Transit to research deficiencies at the Tacoma Dome Station and develop design documents and specifications that could be put out to bid to make mid-life repairs for the deficiencies revealed in the condition assessment.

This agreement that DES will enter into with WJEA is to provide engineering and construction administration services through the bidding and construction phases of the TDS Mid-life Maintenance project. WJEA is the best suited for this continued consultant assistance having developed the design documents and specifications for the work that will be done by a general contractor and their sub-contractors. The consultants will do such things as: answer technical questions and issue addendums during the bidding phase; review any substitution requests for compliance with the technical specifications; provide recommendations regarding any bid alternates; assist with reviewing the bids and apparent low bidder's qualifications as they relate to the bid documents; review and approve or reject technical submittals, schedules, shop drawings; and throughout the construction period answer technical requests for information (RFIs) and provide engineers supplemental instructions (ESIs) or drawing clarifications when necessary. On an ongoing basis, via periodic site inspections, WJEA will monitor technical compliance of the contractor in relation to the design documents and specifications. WJEA will review Change Order proposals from an engineering standpoint and provide independent cost estimates for each. WJEA will provide regular engineering reports and review progress payment requests for accuracy and percentage completed. These and other typical consultant construction administration activities will be performed throughout the construction phase.

ALTERNATIVES:

One: Do not proceed with the TDS Mid-life Maintenance Project at this time. This is not a recommended alternative as the condition of the parking garages and bridges will continue to deteriorate and costs to make repairs will be much higher in the future and could also result in significant structural failure. Design documents that are completed now would need to be reviewed and re-done if delayed to some future date as codes change and conditions worsen. This would add additional design costs to the project. This alternative also puts Pierce Transit at risk of losing the grant funds, which could affect future grant funding opportunities for the Agency.

Two: Move forward without consulting services during the bidding and construction phases of the project. This is not recommended because many of the deficiencies are technical in nature and when questions arise throughout the construction phase staff would not have the technical expertise to adequately answer those questions, review technical submittals, substitution requests, shop drawings, and provide other technical and engineering services required to successfully complete the project.

Three: Hire a different consulting firm to provide these services through bidding and construction. A new consulting firm will not have the in-depth knowledge of the conditions of the garages and bridges that our current consulting firm does. The time and effort required for any new consulting firm would be greater than a consulting firm already intimately familiar with the deficiencies and therefore cost considerably more for their services.

RECOMMENDATION:

Authorize Washington State Department of Enterprise Services (DES) to enter into and execute a contract on behalf of Pierce Transit with Wiss, Janney, Elstner Associates, Inc., in the amount of \$282,744 for construction administration services for the Tacoma Dome Station (TDS) Mid-Life Maintenance Project.

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 Amend a Contract with IPKeys Technologies for Network Engineering Services

DIVISION: Administration

ORIGINATOR: Keith Messner
Information Technology Manager

PRECEDING ACTION: Resolution No. 14-067, Adoption of the 2015 Budget

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS: N/A

BUDGET INFORMATION

Proposed 2015 Budget Amount
\$139,878

Required Expenditure
\$139,878

Impact
None

Explanation: This is amendment to the current IPKeys Network Engineering Contract to increase the not to exceed amount from \$50,000 to \$139,878 for 2015. This amount includes Sales Tax. The additional funding will come from the IT Contracting Budget and the Cameras on Buses Project. There are adequate funds in the 2015 IT M&O budget and the Cameras on Buses Project budget to cover this expense.

BACKGROUND:

The current three-year contract (with two one-year options to extend) is in its first year. It is a time and materials contract for network engineering services with a not to exceed limit of \$50,000 per year. The contract was competitively bid and IPKeys was the successful proposer.

This amendment to increase the 2015 budgeted minimum amount to \$139,878 is due to the following:

- Extensive replacements of network components that have reached the end of their useful life require more engineering services and programming than originally planned – this is due to the increased security measures that need to be taken in today’s volatile environment, the increased complexity of the new technology utilized in the new components and requirements associated with Core Business System upgrades which added unplanned additional network components.
- Costs associated with further segmenting the Agency network from the ORCA (Regional Fare System) network far exceeded the ORCA vendor’s estimate. This segmentation is due to Payment Card Industry

(PCI) requirements and is a requirement of our Interlocal Agreement with our regional transit partners and the contract with the vendor (VIX).

- The Agency wireless network in the bus lot has not been able to meet the bandwidth demand the new bus camera system requires for effectively downloading videos from all the Agency vehicles. IPKeys will redesign the wireless network and travel to Pierce Transit to configure the wireless network in the bus lot – costs associated with this effort will be covered by the Cameras on Buses Capital Project – which has adequate funds – however this increase in cost exceeds the current not to exceed amount authorized in the contract and requires a contract amendment.

The rates proposed by IPKeys for the additional network engineering services match the hourly rates specified in the contract, and staff believes they are fair and reasonable.

ALTERNATIVES:

The alternative would be to release an RFP for these additional services; however the current contract was competitively bid and resources expended in releasing another request for proposal (RFP) would slow the replacement of network components and the bus camera project with a high probability IPKeys Technologies would win the bid due in part to deep knowledge of our system and rates that have not changed.

RECOMMENDATION:

Authorize the Chief Executive Officer to amend the current contract with IPKeys Technologies for network engineering services and increase the 2015 Budget not to exceed amount to \$139,878.

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 Execute a Contract with GBH Communications, Inc. to Replace the Building 5 Audio Visual System

DIVISION: Administration

ORIGINATOR: Keith Messner,
Information Technology Manager

PRECEDING ACTION: Resolution No. 14-067, Adoption of the 2015 Budget

COORDINATING DEPARTMENT: Information Technology

APPROVED FOR SUBMITTAL:

Chief Financial Officer

APPROVED FOR AGENDA:

Chief Executive Officer

General Counsel

ATTACHMENTS:

Exhibit A, Pictures of Longneck Microphones

BUDGET INFORMATION

2015 Budget Amount	Required Expenditure	Impact
\$546,452	\$520,325	None

Explanation: This contract is to replace our existing Audio Visual System in the training rooms in Building 5. The current systems components are well beyond their useful life and replacement parts are unavailable. The proposed system has been designed to fully meet the needs/requirements of all system users in the Agency. The expenditure amount includes the quoted cost, contingency and sales tax.

BACKGROUND:

This Fact Sheet requests authority to execute a contract to replace the Building 5 Audio Visual System with GBH Communications, Inc. The current system was installed by the contractors that built Building 5, and was not really designed to fully meet the needs of the Agency. At this time, the system components have exceeded their useful life, are failing, and replacement parts are no longer available to repair the system.

An RFP was released on March 30, 2015 requesting proposals for an Audio Visual System that would fully meet Agency needs, removal of the current system, and installation and configuration of the new system. The Agency received two proposals on May 8, 2015.

GBH Communications proposed the system that best meets the needs of the Agency. Their proposed design includes:

- Audio Conferencing with new microphones (including gooseneck microphones as described in Exhibit A) in all three training rooms

- Video Conferencing in two of the three training rooms (the third training room could also have this capability for an additional \$54,950 if the Board desires – this would fall within the current contingency capacity)
- Projector and Projection screen upgrades in all three training rooms
- Assisted Listening capability
- Content capture and management of audio and video
- Wireless touch screen controls
- User familiarization training
- Two years of Quarterly System Health Checks and a two-year System Maintenance Agreement

GBH will also remove the current system and all wiring/cabbling prior to their installation of the new system and all associated wiring/cabbling. The training rooms will be able to function individually or in conjunction with each other.

The Audio Visual System proposed by GBH Communications, Inc., is custom designed to fully meet Agency needs, and the price proposed is fair and reasonable.

ALTERNATIVES:

Reject the proposal and release a new RFP to replace the Audio Visual System in Building 5.

RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a contract with GBH Communications, Inc., to replace the Building 5 Audio Visual System.

Executive/Finance Committee Action:

Approved: _____

Disapproved: _____

Steve Vermillion, Chair
Executive/Finance Committee

ATTEST:

Deanne Jacobson, CMC
Clerk of the Board

Gooseneck Microphone

