



Pierce Transit Administration Building
3701 96th ST SW, Lakewood, WA
Grand Conference Room

Executive Finance Committee
April 26, 2018, 3:00 p.m.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES: January 25, 2018 meeting

ACTION AGENDA:

1. FS 18,030, Authority to Execute a Multi-Year Contract with Gordon Thomas Honeywell Government Affairs to Provide State Legislative Liaison Services; **approve contract**

Alex Mather
Government & Community Relations Officer

DISCUSSION/UPDATE:

1. Exploration of Express Bus Service in Thurston County
2. Tacoma Dome Station and Regional Parking

Peter Stackpole
Service Planning Assistant Manager
Monica Adams
Project Manager

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

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

January 25, 2018

MINUTES

CALL TO ORDER

Vice Chair Eidinger called the meeting to order at 3:01 p.m.

ATTENDANCE

Executive Finance Committee Commissioners present:

Daryl Eidinger, Vice Chair, City of Edgewood Mayor
(representing Edgewood, Fife and Milton)

Nancy Henderson, Town of Steilacoom Councilmember
(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)

Executive Finance Committee Commissioners absent:

Don Anderson, City of Lakewood Mayor
Rick Talbert, Chair, Pierce County Councilmember

Staff present:

Sue Dreier, Chief Executive Officer
Deanne Jacobson, Assistant to the CEO/Clerk of the Board
Dana Henderson, General Counsel
Brett Freshwaters, Executive Director of Finance
Vivienne Kamphaus, Executive Director of Administration
Monica Adams, Project Manager

APPROVAL OF MINUTES

Commissioners Henderson and Eidinger **moved** and seconded to approve the October 26, 2017 meeting minutes as presented.

Motion **carried**, 2-0.

ACTION AGENDA

- 1. FS 18-006, Authority to Execute a Contract with MB Electric, LLC, for the Construction of Three Electric Bus Charging Stations**

Project Manager Monica Adams presented on the item. She reported that design was completed in November on the project. She reviewed the bid/procurement process of the

project and depicted the approximate location where the charging stations will be installed on the bus lot. A brief discussion ensued about the battery capacity of the buses and about the fast pace in which battery capacity is continually improving. It was noted that the agency's infrastructure will be able to accommodate additional charging stations in the future.

Commissioner Eidinger requested information on the vendor.

CEO Dreier updated the commissioners about monies deriving from the VW settlement, and noted that transit is expected to receive 30 percent of the funding towards the electrification of vehicles.

Commissioners Henderson and Eidinger **moved** and seconded to authorize the CEO to enter into and execute a contract with MB Electric, LLC, for the construction of three electric bus charging stations in an amount not to exceed \$358,660.

Motion **carried**, 2-0.

2. FS 18-007, Authority to Execute a Contract for Legal Services with K&L Gates

General Counsel Dana Henderson presented on the proposed legal contracts with the law firms of K&L Gates, Pacifica Law Group, and Eisenhower Carlson. She gave a brief overview of the agency's use of outside counsel and the agency's long-standing history with K&L Gates. She noted that K&L Gates served Pierce Transit very well in the past and present, however, agencies are served best when they competitively procure contracts and utilize firms for their specialty niches.

Upon inquiry, Ms. Henderson gave an overview of the legal field in general with regards market rate compensation.

Commissioners Henderson and Eidinger **moved** and seconded to authorize the CEO to enter into and execute a multi-year agreement with K&L Gates in an amount not to exceed \$450,000.

Motion **carried**, 2-0.

3. FS 18-008, Authority to Execute a Contract for Legal Services with Pacifica Law Group

Commissioners Henderson and Eidinger **moved** and seconded to authorize the CEO to enter into and execute a multi-year agreement with Pacifica Law Group in an amount not to exceed \$450,000.

Motion **carried**, 2-0.

4. FS 18-009, Authority to Execute a Contract for Legal Services with Eisenhower Carlson

Commissioners Henderson and Eidinger **moved** and seconded to authorize the CEO to enter into and execute a multi-year agreement with Eisenhower Carlson in an amount not to exceed \$50,000.

Motion **carried**, 2-0.

5. FS 18-010, Proposed Housekeeping Amendments of Pierce Transit Code Sections 3.12 through 3.13

Executive Director of Finance/CFO Brett Freshwaters reviewed the proposed code changes. The code changes would consist of removing Chapter 3.12 – Purchasing Procedures from the Pierce Transit Code and amending Chapter 3.13 – Delegated Authority and Procedures for Procurement of Materials, Work, and Services and for the Acquisition and Use of Property and Property Rights for purposes of adding clarity and streamlining the language. He indicated that much of the provisions are duplicative and already exist in the agency’s purchasing procedures manual.

Mr. Freshwaters reported that the Board’s directive of the CEO’s authority levels cited in Chapter 3.13 remain the same, but clarification language was added.

Commissioners Henderson and Eidinger **moved** and seconded to refer Resolution No. 18-006 to the February 12, 2018 Board of Commissioners meeting with recommendation to approve Amendments to Chapters 3.12 and 3.13 of the Pierce Transit Code as presented in Exhibit A.

Motion **carried**, 2-0.

COMMISSIONER COMMENTS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Commissioners Henderson and Eidinger **moved** and seconded to adjourn the meeting at 3:37 p.m.

Motion **carried**, 2.0.

Deanne Jacobson
Clerk of the Board

Daryl Eidinger, Vice Chair
Board Executive Finance Committee

FACT SHEET
PAGE 2

Timeline for current contract: the Request for Proposals was released February 5, 2018 and Proposals were due Feb. 28, 2018. There were six (6) firms on the vendor list and four (4) firms downloaded the Proposal documents. The Proposal was advertised with the Daily Journal of Commerce, Tacoma Daily Index, Office of Minority Women's and Business Enterprises, Transit Talent and Pierce Transit's website as well as being distributed by Plan Centers that had registered on Pierce Transits eBids website. One (1) Proposal was received from the current contract holder, Gordon Thomas Honeywell Governmental Affairs.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to enter into and execute a multi-year contract with Gordon Thomas Honeywell Governmental Affairs to provide State Legislative Liaison Services for two (2) years with three (3) optional one-year extensions, not to exceed amount of \$342,000.00 if all optional extension years are utilized.

ALTERNATIVES:

Reject the proposal and re-solicit. This is not recommended as there are a limited number of firms with the expertise on local transportation legislative issues. Additionally, Gordon Thomas Honeywell Governmental Affairs has demonstrated good past performance with Pierce Transit and other local agencies, is able to satisfy all the requirements of the Request for Proposals, and has met the Proposer responsibility requirements. The Price Proposal has been analyzed and has been determined to be fair and reasonable.

PROPOSED MOTION:

Authorize the CEO to enter into and execute a multi-year contract with Gordon Thomas Honeywell Governmental Affairs to provide state legislative liaison services.