

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



Executive Finance Committee

August 23, 2018

3:00 p.m.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES - July 26, 2018 Meeting Minutes

ACTION AGENDA:

1. Authority to Execute a Contract with Betschart Electric Co., Inc., to Install a Fire Sprinkler and Alarm System at Building 6 on the Pierce Transit Base

Clint Steele
Construction Project Manager

DISCUSSION/UPDATE:

1. Consideration to Partner with Intercity Transit for the Olympia Express Service
2. Update on Proposal to Move to a Paid Time Off System

Peter Stackpole
Service Planning Assistant Manager

Tara Schaak
Leave Administrator

COMMISSIONER COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

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

July 26, 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)

Rick Talbert, Chair, Pierce County Councilmember *(appeared by telephone)*

Executive Finance Committee Commissioners excused:

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

Don Anderson, City of Lakewood Mayor

Staff present:

Sue Dreier, Chief Executive Officer

Kristol Bias, Executive Assistant to the CEO/Deputy Clerk of the Board

Dana Henderson, General Counsel

APPROVAL OF MINUTES

Commissioners Talbert and Eidinger **moved** and seconded to approve the April 26, 2018, meeting minutes as presented.

Motion **carried**, 2-0.

ACTION AGENDA

- 1. FS 18-061, Authority to Enter into a Contract with Northeast Electric, LLC for the Construction/Installation of Base Lot Lighting Upgrades**

Senior Construction Project Manager Doug Dickinson presented on the item. Mr. Dickinson noted that Pierce Transit conducted a public procurement process for the construction/installation of the LED upgrade for lighting at Base, and received four bids. The lowest responsible and responsive bidder was Northeast Electric, LLC.

The agency is undertaking this work following the recently completed study of lighting at its base lots. The plan includes switching out all existing lights with LED lights to provide a more even, brighter, effective light. Pierce Transit will also add more light by affixing new lighting fixtures to several of the poles on the bus lot. Upgrades are expected to be in place by fall 2018.

Commissioners Talbert and Eidinger **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a contract with Northeast Electric, LLC., in the amount of \$250,861 for the construction/installation of LED lighting at Pierce Transit's base facility parking lots including buildings 1-6, plus \$37,629 in contingency for a total not to exceed amount of \$288,490.

Motion **carried**, 2-0.

DISCUSSION/UPDATE

1. State/Federal Legislative Agenda Briefing

Government & Community Relations Officer Alexandra Mather presented on the item. Ms. Mather briefed attendees on the draft 2019 state and federal legislative agenda, which will tentatively address issues such as funding, sustainability and specific processes that, if changed, would make it easier to conduct agency business.

2. Bus Rapid Transit Update

Community Development Manager Tina Lee presented on the item. Ms. Lee briefed attendees on the agency's Bus Rapid Transit project, including a timeline of upcoming events. Ms. Lee noted that they agency will be holding more Bus Rapid Transit open houses fall 2018, updating neighborhood and business districts, and updating the City of Tacoma and Pierce County councils before the end of 2018.

3. Paid Time Off (PTO) Plan Proposal

Vice Chair Eidinger noted that this item is being pulled from the agenda.

COMMISSIONER COMMENTS ~ None

EXECUTIVE SESSION ~None

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:29 p.m.

Kristol Bias
Executive Assistant to the CEO/
Deputy Clerk of the Board

Daryl Eidinger, Vice Chair
Board Executive Finance Committee

TITLE: Authority to Execute a Contract with Betschart Electric Co., Inc. to Install a Fire Sprinkler and Alarm System at Building 6

DIVISION: Finance

SUBMITTED BY: Clint Steele, Senior Construction Project Manager

RELATED ACTION:

Fact Sheet 17-088, Adoption of the annual budget for fiscal year 2018

Fact Sheet 18-013, Authority to execute Task Order No. 13 with Parametrix for engineering and design services for a fire sprinkler and alarm system for Building 6.

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Building 6 Property Improvements. Project Number 0522

Operating Budget

Capital Budget

| FUNDING SOURCE: | | | EXPLANATION: |
|---------------------|----|---------|---|
| Local Amount | \$ | 298,000 | This will be funded from 0522, the Building 6 property Improvements project budget. |
| Grant/Other Amounts | \$ | 0 | |
| Sales Tax @ 9.9% | \$ | 29,502 | |
| Contingency @ 15% | \$ | 49,125 | |
| Total Authorization | \$ | 376,627 | |

BACKGROUND:

Building 6 was purchased in 2017 to accommodate current and future operational needs for Pierce Transit. As detailed at the February 2018 Board meeting, we will move the Vanpool operations to Building 6 upon project completion to provide space and options for use at Building 5.

At a Pre-Application meeting with the City of Lakewood in December 2017 staff was informed that a Fire Sprinkler and Alarm System would be required for Building 6 before we could occupy the building due to a change in use. At the

February 2018 Board of Commissioner's meeting authority was given to execute a contract with Parametrix Engineers to design a fire sprinkler and alarm system for this building. An invitation for bid (IFB) for construction was released on July 26, 2018. A pre-bid meeting at the building site was held on August 3, 2018. The IFB was posted on Pierce Transit's eBids website, OMWBE, Transit Talent, Tacoma Daily Index and Daily Journal of Commerce. Twenty-two bidders downloaded the Bid documents. The bid opening was held on August 16, 2018. We received one Bid. The responsive and responsible low bid bidder was Betschart Electric Co., Inc. who has done work with previous agencies such as Intercity Transit, Cities of Gig Harbor, Olympia, Auburn and Tacoma.

STAFF RECOMMENDATION:

Staff recommends approving Betschart Electric Co., Inc. to install a fire sprinkler and alarm system at Building 6 that meets all code requirements at a cost of \$298,000 plus Washington State sales tax of \$29,502 with a 15% construction contingency of \$49,125 for a total not to exceed amount of \$376,627. The contingency will only be used if necessary for unforeseen conditions and only if approved by Pierce Transit.

ALTERNATIVES:

There are no apparent alternatives other than not proceeding with the project and selling the property. The City of Lakewood will not permit occupancy without a fire sprinkler and alarm system installed. The building does not currently have a fire sprinkler system.

PROPOSED MOTION:

Authorize the Chief Executive Officer to enter into and execute a contract with Betschart Electric Co., Inc., to install a fire sprinkler and alarm system at Building 6 in the amount of 298,000 plus Washington State Sales Tax in the amount of \$29,502 plus a 15% construction contingency of \$49,125 for a total amount not to exceed \$376,627.