



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
CONTRACT COMMITTEE MEETING**

Monday, May 11, 2020
4:00 p.m. – 5:00 p.m.

VIRTUAL MEETING

Zoom details will be provided on the web calendar at www.LTD.org.

No public testimony will be heard at this meeting.

AGENDA

<u>Time</u>	<u>ITEM</u>	<u>Page</u>
4:00 p.m.	I. CALL TO ORDER	
	II. ROLL CALL	
	<input type="checkbox"/> Emily Secord <input type="checkbox"/> Joshua Skov <input type="checkbox"/> Carl Yeh	
	III. COMMENTS FROM THE CHAIR	
	IV. ITEMS FOR ACTION	
4:05 p.m.	A. APPROVAL OF MINUTES	02
	Action Needed: Approval	
	Approve minutes from the March 9, 2020, meeting.	
	V. ITEMS FOR BOARD RECOMMENDATION	
4:10 p.m.	A. CONTRACT NO.2020-129: TOUCHPOINT NETWORKS [Robin Mayall]	04
4:20 p.m.	B. CONTRACT NO. 2020-124: ELOCK TECHNOLOGIES, INC. [Theresa Brand]	05
4:30 p.m.	C. CONTRACT NO. 2020-128: SYSTEMS WEST ENGINEERS [Randi Staudinger]	07
4:40 p.m.	VI. ADJOURNMENT	

To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).

MINUTES OF CONTRACT COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, March 9, 2020

Pursuant to notice given to *The Register-Guard* for publication on February 4, 2020, and distributed to persons on the mailing list of the District, the Contract Committee of the Lane Transit District held a meeting on Monday, March 9, 2020, beginning at 4:00 p.m., at the Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present: Carl Yeh, Chair, (via teleconference)
Emily Secord
General Manager Aurora Jackson
Sean Walker, General Counsel
Camille Gandolfi, Clerk of the Board
Transportation Marketing and Outreach Director Theresa Brand

Absent: Joshua Skov

CALL TO ORDER/ROLL CALL — Mr. Yeh called the meeting to order and called the roll.

COMMENTS FROM THE CHAIR — None.

MOTION APPROVAL OF MEETING MINUTES — Ms. Secord moved to approve the minutes of the February 10, 2019, Contract Committee meeting as presented. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Secord, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

ITEMS FOR BOARD RECOMMENDATION

Contract No. 2020-107: Willamalane Park and Recreation District and Contract No. 2020-108: City of Eugene Riverhouse — Transportation Marketing and Outreach Director Theresa Brand stated that the two contracts were related to the Safe Routes to Schools (SRTS) program. She said the program had been expanding since its inception in 2007 and up to this point the Riverhouse had been providing bicycle and pedestrian education for all three school districts. She said receipt of additional grants funds through the Surface Transportation Block Grant program would allow further expansion of the program in all three districts. She said Contract No. 2020-107 would allow Willamalane to enter into teaching bicycle and pedestrian safety classes in the Springfield School District, while Riverhouse continued to provide education in the other districts. She said currently 28 classes in 12 schools were being taught; with the expansion all 48 schools could be reached with all second graders going through bicycle and pedestrian education and fifth and sixth graders going through bicycle education. She said school districts were providing the match for grant funds.

Ms. Secord asked if either contract would have a negative fiscal impact on LTD. Ms. Brand said they would not.

MOTION Ms. Secord moved to forward to forward Contract No. 2020-107 and Contract No. 2020-108 to the Board of Directors with a recommendation for approval. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Secord, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

Contract No. 2020-03: Delta Construction Co. — Ms. Staudinger said LTD had been working with Rowell Brokaw Architects since 2018 on design of the Santa Clara Transit Station. The station was authorized and fully funded in the Community Investment Plan (CIP). She said the planned unit development had been approved and the final design completed. A construction solicitation for the project was issued on January 7, 2020, and three bids were submitted. Delta Construction Co. was selected based on a low bid of \$4.5 million and the contract was well within LTD's original budget for the project. She anticipated construction would begin in April 2020 with substantial completion in December 2020. The station was planned to open for revenue service on February 7, 2021.

Ms. Secord commented that the contract aligned with previous Board discussions. Mr. Yeh concurred.

Ms. Secord asked about tenants in an existing building. Ms. Staudinger replied that LTD was closing on the purchase of that property March 31, 2020, and tenants would vacate by the end of April so demolition of the structure could occur in June.

MOTION Ms. Secord moved to forward Contract No. 2020-03 to the Board of Directors with a recommendation for approval. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Secord, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

Ms. Secord asked that the agenda item summary include information about the tenants and building demolition timeline.

Contract No. 2017-01: Medical Transportation Management, Inc. (MTM) — Director of Specialized Services Cosette Rees explained that an amendment to the MTM contract for operation of the RideSource brokerage was being requested in order to comply with new state requirements for non-emergency medical transportation (NEMT). She said the new requirements increased performance requirements and the cost to deliver NEMT services. She said the amendment would increase the current MTM contract by \$515,000 and next year's contract by almost \$800,000. The funds were necessary to cover the additional requirements for the Medicaid service and were fully reimbursable for the cost of the trip and administrative costs.

In response to a question from Ms. Secord, Ms. Rees said the requirements were new and LTD staff had been in discussions with MTM to determine the additional costs associated with meeting them. At this point compliance was mandatory.

Ms. Jackson said LTD was working with the Oregon Transit Association to gain support for introduction of legislation that would exempt transit agencies from some of the new requirements. She said there were duplicative, raised the cost of health care in Oregon and did not benefit the patient or client.

MOTION Ms. Secord moved to forward Contract No. 2017-01 to the Board of Directors with a recommendation for approval. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Secord, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

Mr. Yeh and Ms. Secord were pleased with the format and content of the Contract Committee's annual working agenda.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:22 p.m.

Recorded by Lynn Taylor



AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2020

ITEM TITLE: CONTRACT NO. 2020-129: TOUCHPOINT NETWORKS

PREPARED BY: Robin Mayall, Director of Information Technology and Strategic Innovation

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a sole source contract with TouchPoint Networks for the purpose of continuing licenses and support for our existing Tadiran VoIP (Voice over IP) phone system.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

DESCRIPTION/JUSTIFICATION: TouchPoint Networks is the sole vendor who supports our existing VoIP phone system. This contract will allow LTD to continue with the same VoIP service by utilizing TouchPoint Networks to provide the support and licensing of our phone system, including our Call Centers (RideSource & CSC), phone trees, phone recording service (call logger), and all VoIP phone lines for Admin, Operations, and Fleet. The current Tadiran phone system was purchased in 2015. This contract is a sole source because the cost to start a new Procurement process and replace the existing equipment would be more costly than staying with the same vendor at this time.

FINANCIAL IMPACT/FUNDING SOURCE: Total contract value: up to \$50,000 to include \$17,000 for licenses, \$15,000 for upgrades to current phone servers, and up to \$18,000 for services and upgrades including changes to phone trees related to RideSource compliance. Funding source will be general fund, approved under operating budget for Information Technology.

CONSIDERATIONS: Staff recommend approval of the sole source contract with TouchPoint for licensing and support of the Tadiran Phone System.

ALTERNATIVES:

- 1) Deny contract renewal. This would result in an unsupported phone system until such time as LTD is able to procure and migrate to an alternative system.
- 2) Renew the contract for a shorter period of time. This would still enable continuity of the phone system, but would require LTD staff to immediately procure and migrate to an alternative system. It is possible that the system vendor would not accept a less than 1-year contract as licenses are typically renewed on a yearly basis.
- 3) Renew contract for lower dollar value. This would keep the basic phone system running, but would put LTD out of compliance with Microsoft server security recommendations and with the revised requirements in the OAR regarding NEMT Call Centers.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward sole source contract no. 2020-129 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2020

ITEM TITLE: CONTRACT NO. 2020-124: ELOCK TECHNOLOGIES, LLC

PREPARED BY: Theresa Brand, Transportation Outreach and Marketing Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a sole source contract with eLock Technologies, LLC for the purpose of the purchase of, installation of and the establishment of a maintenance and service contract for electronic bicycle lockers for Santa Clara Transit Station.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

DESCRIPTION/JUSTIFICATION: Staff desires to order and subsequently install the eLockers developed by eLock Technologies, LLC in coordination with the construction of the Santa Clara Transit Station. These are the same lockers the City of Eugene purchased as part of a regional electronic bike locker system that has been established in the region at four (4) locations. LTD's purchase of the system is the second purchase of this type in our region and more are expected in the future as demand dictates. To increase usage and for customer convenience, all of these lockers should be on the same system so the customer can buy one fare instrument and use it on any of the regional lockers. This is the same system used by TriMet, City of Seattle, and BART.

FINANCIAL IMPACT/FUNDING SOURCE: The value of this contract is \$58,454 and will be paid as a part of the Santa Clara Transit Station project (which has been approved out of the CIP – Community Investment Plan) and ConnectOregon grant funds. The match for the overall project (Santa Clara Transit Center Project) will come from LTD general funds. This contract value includes the purchase of the lockers, installation and a 5-year maintenance agreement.

CONSIDERATIONS: Adoption of this sole source contract request will:

1. Meet the obligations of the Connect Oregon Grant which outlines an agreement to install 15 secure bicycle lockers as part of the project.
2. Provide electronic bicycle lockers that match the regional bicycle locker system which are currently located on the LTD Downtown Station and on other City of Eugene owned locations.
3. Meet regional goals around customers using one electronic payment system to access secure bicycle lockers. Currently, cards for the electronic lockers are sold at the Downtown Customer Service Center and online through ELock.

ALTERNATIVES:

1. Approve this sole source contract to provide electronic bicycle lockers at the Santa Clara Transit adding to the existing regional bicycle locker system without using different technologies.
2. Do not approve this request and not move forward the electronic lockers at this location which is turn will not meet LTD's obligation as part of the CONNECT Oregon grant received for Santa Clara Transit Station.

Contract No. 2020-124: eLock Technologies, LLC

3. Do not approve this request as a sole source contract, which will result in different technologies being used to pay for and access the lockers. This would be more difficult for the customers and require multiple payment systems for lockers in the region.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward sole source contract no. 2020-124 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2020

ITEM TITLE: CONTRACT NO. 2020-128: SYSTEMS WEST ENGINEERS

PREPARED BY: Randi Staudinger, Facilities Project Manager

DIRECTOR: Joe McCormack, Director of Facilities

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a sole source contract with Systems West Engineers (SWE) for the purpose of electrical engineering for new electric bus charging infrastructure.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

DESCRIPTION/JUSTIFICATION:

SWE provided the electrical engineering during the Bus Lot Expansion and Facilities Maintenance Building (FMB) construction project in 2017. Since the bus lot expansion project completion, electric charging strategies and infrastructure have significantly developed and LTD has moved forward with purchasing 11 New Flyer battery electric buses. During the bus lot expansion project, LTD spent a significant amount of time and forethought working with the Springfield Utility Board (SUB) and Systems West Engineers to plan for the future of electric bus charging in LTD's bus lot. A large transformer and switchgear were installed to accommodate the short-midterm goals of LTD's battery electric bus transformation. Now, we need to engineer and install the infrastructure needed from the switchgear out to the physical charging stations.

During the previous project, SWE was sub-contracted by PIVOT Architects to develop the electrical infrastructure for the Bus Lot Expansion and FMB Project. Because SWE is the electrical engineer of record, it is in the public and LTD's best interest for SWE to design this work to accommodate the new bus chargers. Not only does SWE have full knowledge about the current electrical infrastructure, but they have the ability to modify their own stamped construction documents. SWE is already familiar with electric bus charging technology and they are familiar with LTD's long term goals. Significant historical understanding and research would be required of another electrical engineer which would cost more money to the district and require more time. LTD has already confirmed with SWE that the specific engineer who designed the electrical engineering for the bus lot expansion project is available to engineer the new electric bus charging infrastructure.

FINANCIAL IMPACT/FUNDING SOURCE: This contract is for the amount of \$20,000 which is a part of the overall Electric Bus Procurement Plan. This project has the following identified funding sources:

1. Urbanized Area Formula Grant 5307/OR-95-X055 (89.73%)
2. Local Match (10.27%)

CONSIDERATIONS: Charging infrastructure is considered operationally critical. The effort to design and build this improvement needs to be done competently and efficiently. The electric bus delivery schedule and fundamental understanding of current electrical services/equipment on-site are key considerations. Staff recommend that the Board authorize the general manager to enter into a sole source contract with Systems West Engineers for the purpose of completing the electrical engineering for the new electric bus infrastructure.

ALTERNATIVES:

1. Deny approval of the contract and request additional information. This will delay the construction timeline of the electric bus infrastructure and impact LTD's ability to meet the need for the electric bus infrastructure to be installed and fully commissioned prior to the New Flyer electric buses arriving on site.
2. Require LTD to acquire proposals from other electrical engineers. This would require a substantial amount of staff time to be spent meeting with other engineers to discuss past, present and future electrical design and goals in LTD's bus lot. In addition, other engineers would require more time allotted in their work for research on electric bus infrastructure technology, design and engineering as well as obtaining drawings from Systems West Engineers.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward sole source contract no. 2020-128 to the Board of Directors with a recommendation for approval.