



**LANE TRANSIT DISTRICT  
BOARD FINANCE COMMITTEE MEETING**

**Monday, June 11, 2018**

**4:00 p.m.**

**LTD Board Room**

3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood)

*(No public testimony will be heard at this meeting.)*

**AGENDA**

| <u>Time</u> |   | <u>Page</u> |
|-------------|---|-------------|
| 4:00 p.m.   | I. CALL TO ORDER  |             |
|             | II. ROLL CALL   |             |
|             | <input type="checkbox"/> Wildish <input type="checkbox"/> Necker <input type="checkbox"/> Yeh                                 |             |
| 4:05 p.m.   | III. APPROVAL OF MEETING MINUTES  | 2           |
|             | • Minutes of the April 9, 2018, LTD Board Finance Committee Meeting   |             |
| 4:10 p.m.   | IV. CONTRACT AMENDMENT - 2017-23 CHAMBERS CONSTRUCTION BUS LOT / FLEET MAINTENANCE BUILDING<br>[Joe McCormack, Collina Beard] | 5           |
| 4:20 p.m.   | V. CONTRACT APPROVAL – CAT C9 REBUILD INFRAME KITS<br>[Ernie Turner, Collina Beard]   | 7           |
| 4:30 p.m.   | VI. CONTRACT APPROVAL – ENERDEL ENERGY STORAGE SYSTEMS<br>[ Ernie Turner, Collina Beard]                                      | 10          |
| 4:40 p.m.   | VII. CONTRACT AMMENDMENT – PARTNERED SOLUTIONS IT<br>[Mark Johnson, Collina Beard]  | 13          |
| 4:50 p.m.   | VIII. CONTRACT – DIAMOND EXPRESS TRANSPORTATION SERVICE AND OAKRIDGE DIAL-A-RIDE SERVICE<br>[Cosette Rees, Collina Beard]     | 15          |
| 5:00 p.m.   | IX. CONTRACT APPROVAL – RHODY EXPRESS<br>[Cosette Rees, Collina Beard]  | 17          |
| 5:10 p.m.   | X. ADJOURNMENT  |             |

**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments.**

MINUTES OF FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, April 9, 2018

Pursuant to notice given to *The Register-Guard* for publication on April 2, 2018, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, April 9, 2018, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, Chair  
Carl Yeh  
Ed Necker  
Aurora Jackson, General Manager  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

**CALL TO ORDER/ROLL CALL** — Mr. Wildish convened the meeting and called the roll.

**MOTION APPROVAL OF MEETING MINUTES** — Mr. Yeh moved to approve the minutes of the January 8, 2018, Finance Committee meeting as presented. Mr. Necker provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**CONTRACT AMENDMENT – ELMS LANDSCAPING** — Director of Facilities Joe McCormack said the contract with Elms Landscaping was solicited and awarded in 2017 and the contract noted that some new infrastructure would be added in 2018. Those included EmX West and the Willow Creek facility, as well as the new office building on the Glenwood campus. He said those were identified in the contract but no value was established as the facilities were not yet completed. The amendment would add the value of maintaining those two completed pieces of infrastructure to the current contract.

Mr. Wildish asked if \$16,000 was the estimated cost for maintaining the two new pieces of infrastructure. Mr. McCormack said \$16,000 was Elms' proposed cost for the additional infrastructure in the first year. He said that the building code required new infrastructure to have storm water treatment on site and that was a substantial part of landscape maintenance costs now. He said Elms' estimate was based on square footage costs of existing LTD facilities and applying that to the two new facilities and the proposed costs were appropriate and slightly less than LTD staff had estimated. The amendment would increase the contract by \$83,667 over its five-year term, bringing the total contract value up to \$514, 049.

**MOTION** Mr. Yeh moved to forward the amended contract between the Elms Landscaping and LTD to the Board of Directions with a recommendation of approval. Mr. Necker provided the second.

VOTE The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**CONTRACT APPROVAL – WHA INSURANCE** — Director of Human Resources and Risk Management David Collier explained that LTD had solicited proposals from qualified firms or teams to provide services related to being the Insurance Agent of Record for its healthcare, property, and liability insurances. He said WHA Insurance had previously been LTD's broker and handling liability as one contract and healthcare as a secondary contract. LTD staff decided to combine those into one contract in the new solicitation.

Mr. Collier said there were three responses to the solicitation and WHA was chosen as the best value. He pointed out that while the proposal from Brown & Brown was the lowest cost, it did not include third party administrator (TPA) services and other respondents did.

Purchasing Manager Collina Beard said in order to have three bidders and conduct an appropriate comparison, Brown & Brown was included in the evaluation of proposals even though it could have been eliminated as nonresponsive. A footnote in the agenda item summary provided a full explanation of the process. She said all LTD solicitations included language that allowed it to waive any irregularities for the purpose of maintaining competitiveness.

Mr. Yeh asked if there was a cost savings by combining the services into one contract. Mr. Collier said the combined contract cost was close to the total of two contracts. He noted that WHA had been the provider for several years. It was a local firm and while that was not one of the criteria, it did allow for rapid response when contacted. He said they had been extremely responsive in the past.

Mr. Necker asked if despite the small difference in cost, the evaluation team believed WHA was the preferable choice. Mr. Collier said that was correct. Ms. Beard added that the bargaining unit representatives on the evaluation team also felt that WHA was the best choice.

MOTION Mr. Yeh moved to forward the contract between WHA Insurance and LTD to the Board of Directors with a recommendation of approval. Mr. Necker provided the second.

VOTE The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Mr. Wildish asked who was on the evaluation team. Ms. Beard said for the insurance component it was Mr. Collier, Assistant General Manager Administrative Services Roland Hoskins, Carl Faddis and Bill Bradley representing Amalgamated Transit Union (ATU), and Steve Rayack of Risk Management. She explained that she tried to make the composition of evaluation teams well rounded, with at least two subject matter experts from the user or requesting department,

representatives from other departments that were affected by the service and another member with an interest in the topic who could bring a different perspective to the table.

Mr. Wildish appreciated the efforts by staff to assure the evaluation process was as thorough and objective as possible.

**ADJOURNMENT**

Mr. Wildish adjourned the meeting at 4:17 p.m.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT AMENDMENT - 2017-23 CHAMBERS CONSTRUCTION  
BUS LOT / FLEET MAINTENANCE BUILDING

**PREPARED BY:** Joe McCormack, Director of Facilities

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to amend a contract with Chambers Construction in the amount of \$57,024 and extend the time to complete through June 30, 2018.

**DESCRIPTION/JUSTIFICATION:** This amendment consists of eighteen change directives given in the field during the course of construction; all but one range from (\$944) to \$5,218. Most items in the latter stage of construction were related to building occupancy requirements. The most significant cost item is the final installation and configuration of the bus yard wireless infrastructure which is 40% of this change order value. The wireless infrastructure was primarily designed internally by LTD Information Technology staff and coordinated with electrician's and fiber optics technicians on-site. Due to IT staff transition not all installation details were included in the original design. The project budget estimated for the technology costs based on knowledge available.

**CONTRACT HISTORY:** The Board authorized the General Manger to enter into contract 2017-23 with Chambers Construction in May 2017 to construct the Bus Lot Expansion and Facilities Maintenance Building.

Construction commenced in June 2017. Substantial completion of the bus lot expansion was in September of 2017. The second phase reached substantial completion in February 2018 and resulted in occupancy of the facilities building. The final phase of work included installation and commissioning of the bus yard wireless infrastructure.

The wireless infrastructure was commissioned in April 2018. Time to complete the wireless installation was not anticipated fully however and a contract completion date through June is needed. The time extension through June 30 allows for the contract close-out process to wrap up. Further details regarding the change orders are available for review if needed.

**PROCUREMENT IMPACT:** NA

**POLICY IMPACT:** LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval. Additionally, individual or cumulative contract amendments and change orders cannot exceed the lesser of \$150,000 or ten percent (10%) of the initial contract.

**AGENDA ITEM SUMMARY**

Contract Amendment – FM Building and Bus Lot Expansion

Page 2

**ECONOMIC IMPACT:** Project budget for FY 18 is \$3,485,175. The project budget includes design services, construction, utilities, furnishings, technology, inspections, and contingency. Including this contract amendment the cost to complete the project will be \$3,429,825; an underrun of \$55,350.

The original construction contract value with Chambers Construction was \$3,097,795. The change order value (including change order 4) increases the contract value by 5.7% or \$178,581.

|                                  |                   |
|----------------------------------|-------------------|
| Original Contract Amount         | \$3,097,795       |
| Change Order 1                   | \$ 1,346          |
| Change Order 2                   | \$ 26,471         |
| Change Order 3                   | \$ 93,740         |
| Change Order 4 (proposed)        | \$ 57,024         |
| <b>Total Change Order Amount</b> | <b>\$ 178,581</b> |

Current Revised Contract Amount \$3,276,376

|                        |                                  |                     |
|------------------------|----------------------------------|---------------------|
| <b>FUNDING SOURCE:</b> | Federal Fund 5307                | \$ 2,788,140        |
|                        | <u>Local General Fund Match</u>  | <u>\$ 697,035</u>   |
|                        | <b>Total Project Requirement</b> | <b>\$ 3,485,175</b> |

**REQUIRED REPORTING:** Monthly Grant Report to FTA

**RECOMMENDATIONS:** Approve motion to amend Contract with Chambers Construction by \$57,024 and extend the contract expiration date to June 30, 2018.

**IMPACT IF NOT APPROVED:** To be discussed at meeting.

**PROJECT CLOSEOUT TEAM:** Joe McCormack, Director of Facilities

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward contract amendment 2017-23 with Chambers Construction to the Board of Directors with a recommendation for approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT APPROVAL – CAT C9 REBUILD INFRAME KITS

**PREPARED BY:** Ernie Turner, Fleet Maintenance Director

**ACTION REQUESTED:** Approval

**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to enter into a five (5) year Contract with Gillig LLC., for the procurement of eleven (11) CAT C9 Rebuild Inframe Kits, plus cores.

**DESCRIPTION/JUSTIFICATION:** Procurement of CAT C9 engine kits on an as need basis. These engines are approaching the end of their expected service life and are in need of reconditioning.

**CAT C-9 REBUILD INFRAME KIT – LTD SERIES 6100 & 7100**

| LTD PART NO. | Estimated Quantity<br>(Over 5 years) | Unit Price | Extended Price |
|--------------|--------------------------------------|------------|----------------|
| 10198        | 11                                   | 24,601.40  | 270,615.40     |

| Core Charges                        |                   |
|-------------------------------------|-------------------|
| Part No.                            | Unit Price        |
| 20R-0437                            | 1756.91           |
| 10R-3069                            | 562.30            |
| 10R-8728                            | 578.30            |
| 10R-8157                            | 166.38            |
| 10R-4844                            | 162.17            |
| 10R-1998                            | 55.33             |
| 10R-3463                            | 27.67             |
| 10R-5406                            | 177.90            |
| Unit Price                          | 3,486.96          |
| Extended Price                      | 38,356.56         |
| <b>TOTAL 5 YEAR CONTRACT AMOUNT</b> | <b>308,971.96</b> |

**CONTRACT HISTORY:** The District currently does not have a contract with any vendor to procure these kits. This is the first time LTD has done an overhaul on the CAT C-9 engines.

**PROCUREMENT IMPACT:** On March 5, 2018, LTD sent out Invitation for Bid (IFB) No. 2018-10 through eBid eXchange seeking a qualified contractor to provided bus parts for the Hybrid fleet. Bids were due on March 30, 2018, by not later than 11:00 a.m. (Pacific). LTD received four bids in response to its solicitation via its eBid eXchange Procurement Portal. Each Contractor bid on specific parts within the solicitation. LTD conducted a Single Bid Analysis for each Contractor:

**AGENDA ITEM SUMMARY**

Contract Approval – CAT C9 Rebuild Inframe Kits

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| <u>Contractor</u>   | <u>Parts</u>  | <u>Base Contract Value</u> | <u>Status of Contract</u>  |
|---------------------|---|----------------------------|--|
| Cummins             | (8) ISL Engine Kits<br>LTD SERIES 9100 & 1000                     | \$80,475.84                | <ul style="list-style-type: none"> <li>• Purchase Order will be issued as the contract for (4) ISL Engine Kits.</li> <li>• There will be potentially (4) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).</li> </ul>  |
|                     | (3) ISL Engine Kits<br>LTD SERIES 1400                            | TBD                        | <ul style="list-style-type: none"> <li>• There will be potentially (3) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).</li> </ul>  |
|                     | (24) ISB Engines with<br>AfterTreatment<br>LTD SERIES 1100        | \$628,530.00               | <ul style="list-style-type: none"> <li>• Since LTD's depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Determination is being made if we issue a contract for what was quoted or re-bid for Long Blocks.</li> </ul> |
| Gillig              | (11) CAT C-9 Engine Kits<br>LTD SERIES 6100 & 7100                | \$308,971.96               | <ul style="list-style-type: none"> <li>• <b>Since LTD's depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Buy America does not apply. Pending potential non-federalized contract.</b></li> </ul>                    |
| EnerDel             | (48) EnerDel ESS<br>ALL SERIES                                    | \$2,184,000.00             | <ul style="list-style-type: none"> <li>• Since LTD's depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Buy America does not apply. Pending potential non-federal contract.</li> </ul>                               |
| Pacific Power Group | (48) DPIM2<br>ALL SERIES  | \$2,083,520.16             | <ul style="list-style-type: none"> <li>• Pending Buy America Certification</li> </ul>  |
|                     | (10) DPIM2 Rebuild Kits<br>ALL SERIES                             | \$193,744.90               | <ul style="list-style-type: none"> <li>• Pending Buy America Certification</li> </ul>  |
|                     | (24) H 40 EP Drive Unit<br>SERIES 1100                            | \$195,832.32               | <ul style="list-style-type: none"> <li>• Pending Buy America Certification</li> </ul>  |
|                     | (24) H 50 EP Drive Unit<br>SERIES 6100, 7100, 9100,<br>1000, 1400 | \$195,832.32               | <ul style="list-style-type: none"> <li>• Pending Buy America Certification</li> </ul>  |



## **AGENDA ITEM SUMMARY**

Contract Approval – CAT C9 Rebuild Inframe Kits

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After Staff had previously determined that the Hybrid fleet bus parts would be funded with grants, it was realized that since the majority of LTD's Hybrid fleet is past its useful life in regards to the 5 percent depreciated value rule, that only part of the solicitation could be funded with federal dollars. The remaining would need to be funded by the General Fund.

This procurement was conducted in compliance with the Federal Transit Administration's (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and, LTD's Purchasing Policy Rules.

### **POLICY IMPACT:**

- Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
- LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for a base term of one (1) year, with four (4), one (1) year options to extend, for a maximum contract term of five (5) years. The total five-year value will be \$308,971.96.

**FUNDING SOURCE:** General Fund.

**REQUIRED REPORTING:** Not Applicable.

**RECOMMENDATIONS:** Recommend approval of a contract with Gillig, LLC for the purchase of eleven (11) CAT C9 Rebuild Inframe Kits, plus cores.

**IMPACT IF NOT APPROVED:** Without having a contract in place to procure these components in a timely manner, the length of time it would take to solicit three quotes each time they are needed could potentially add additional downtime to the affected vehicle.

**PROJECT CLOSEOUT TEAM:** Director of Fleet Maintenance with assistance from the Materials Management Supervisor.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward the contract with Gillig, LLC for the purchase of eleven CAT C9 Rebuild Inframe Kits, plus cores, to the Board of Directors with a recommendation for approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT APPROVAL – ENERDEL ENERGY STORAGE SYSTEMS

**PREPARED BY:** Ernie Turner, Fleet Maintenance Director

**ACTION REQUESTED:** Approval

**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to enter into a five (5) year contract with EnerDel Inc. for the procurement of forty-eight (48) EnerDel Energy Storage Systems (ESS) for the District's Diesel/Hybrid buses.

**DESCRIPTION/JUSTIFICATION:** Procurement of ESS on an as need basis.

**ENERDEL ENERGY STORAGE SYSTEM (ESS) – ALL SERIES**

| LTD PART NO. | Estimated Quantity<br>(Over 5 years) | Unit Price | Extended Price |
|--------------|--------------------------------------|------------|----------------|
| 10201        | 48*                                  | \$ 45,500  | \$2,184,000    |

**CONTRACT HISTORY:** The District currently does not have a contract with any vendor to procure these kits.

**PROCUREMENT IMPACT:** On March 5, 2018, LTD sent out Invitation for Bid (IFB) No. 2018-10 through eBid eXchange seeking a qualified contractor to provided bus parts for the Hybrid fleet. Bids were due on March 30, 2018, by not later than 11:00 a.m. (Pacific). LTD received four bids in response to its solicitation via its eBid eXchange Procurement Portal. Each Contractor bid on specific parts within the solicitation. LTD conducted a Single Bid Analysis for each Contractor:

| <u>Contractor</u> | <u>Parts</u>                                  | <u>Base Contract Value</u> | <u>Status of Contract</u>   |
|-------------------|---|----------------------------|---|
| Cummins           | (8) ISL Engine Kits<br>LTD SERIES 9100 & 1000 | \$80,475.84                | <ul style="list-style-type: none"> <li>Purchase Order will be issued as the contract for (4) ISL Engine Kits.</li> <li>There will be potentially (4) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).</li> </ul> |
|                   | (3) ISL Engine Kits<br>LTD SERIES 1400        | TBD                        | <ul style="list-style-type: none"> <li>There will be potentially (3) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).</li> </ul>   |

**AGENDA ITEM SUMMARY**

Contract Approval – EnerDel Energy Storage Systems

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| <u>Contractor</u>   | <u>Parts</u>  | <u>Base Contract Value</u> | <u>Status of Contract</u>  |
|---------------------|---|----------------------------|--|
|                     | (24) ISB Engines with AfterTreatment LTD SERIES 1100        | \$628,530.00               | <ul style="list-style-type: none"> <li>Since LTD’s depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Determination is being made if we issue a contract for what was quoted or re-bid for Long Blocks.</li> </ul> |
| Gillig              | (11) CAT C-9 Engine Kits LTD SERIES 6100 & 7100             | \$308,971.96               | <ul style="list-style-type: none"> <li>Since LTD’s depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Buy America does not apply. Pending potential non-federal contract.</li> </ul>                               |
| <b>EnerDel</b>      | <b>(48) EnerDel ESS ALL SERIES</b>                          | <b>\$2,184,000.00</b>      | <ul style="list-style-type: none"> <li><b>Since LTD’s depreciated value of the buses are over the 5% threshold the funding source must be from the General Fund and cannot be funded with Federal Dollars. Buy America does not apply. Pending potential non-federal contract.</b></li> </ul>                        |
| Pacific Power Group | (48) DPIM2 ALL SERIES                                       | \$2,083,520.16             | <ul style="list-style-type: none"> <li>Pending Buy America Certification</li> </ul>  |
|                     | (10) DPIM2 Rebuild Kits ALL SERIES                          | \$193,744.90               | <ul style="list-style-type: none"> <li>Pending Buy America Certification</li> </ul>  |
|                     | (24) H 40 EP Drive Unit SERIES 1100                         | \$195,832.32               | <ul style="list-style-type: none"> <li>Pending Buy America Certification</li> </ul>  |
|                     | (24) H 50 EP Drive Unit SERIES 6100, 7100, 9100, 1000, 1400 | \$195,832.32               | <ul style="list-style-type: none"> <li>Pending Buy America Certification</li> </ul>  |

After LTD determined that the Hybrid fleet bus parts would be funded with grants, it was realized that since the majority of LTD’s Hybrid fleet is past its useful life in regards to the 5 percent depreciated value rule, that only part of the solicitation could be funded with federal dollars, the remaining would need to be funded by the General Fund.

This procurement solicited in compliance with the Federal Transit Administration’s (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and, LTD’s Purchasing Policy Rules.

**AGENDA ITEM SUMMARY**

Contract Approval – EnerDel Energy Storage Systems

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**POLICY IMPACT:**

- Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
- LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for a base term of one (1) year, with four (4), one (1) year options to extend, for a maximum contract term of five (5) years. The total five-year value will be \$2,184,000.00.

**FUNDING SOURCE:** General Fund.

**REQUIRED REPORTING:** Not Applicable

**RECOMMENDATIONS:** Recommend approval of a Contract with EnerDel Energy Storage Systems.

**IMPACT IF NOT APPROVED:** Without having a contract in place to procure these components in a timely manner, the length of time it would take to solicit three quotes each time they are needed could potentially add additional downtime to the affected vehicle.

**PROJECT CLOSEOUT TEAM:** Director of Fleet Maintenance with assistance from the Materials Management Supervisor.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward the contract with EnerDel Energy Storage Systems to the Board of Directors with a recommendation for approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT AMMENDMENT – PARTNERED SOLUTIONS IT

**PREPARED BY:** Mark Johnson, Assistant General Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to execute a Contract Amendment with Partnered Solutions IT (PSIT) for the implementation of Task 2 of the IT assessment.

**DESCRIPTION/JUSTIFICATION:** LTD has a current Contract (2018-11PS) with PSIT to perform an assessment of the LTD IT infrastructure, identify critical risks and develop a work plan to fix the areas that are most vulnerable (Task 1). Task 2 of the Contract provides for the implementation of the approved work plan, along with provision of on-going help desk and other support of the District's IT Staff. The approved work plan encompasses the fixes for the highest priority items, to include: updating outdated servers as necessary for security purposes; working with vendors to migrate as much data over to newer servers as possible; creating redundant systems for phone services and other critical systems; and, developing and testing a disaster recovery plan.

**CONTRACT HISTORY:** In April 2018, PSIT was awarded a Contract through a best value competitive process to provide an immediate evaluation of the District's IT systems and recommend the necessary fixes.

**PROCUREMENT IMPACT:** The initial Contract awarded to PSIT was based upon the projected costs for Task 1 and an estimate of probable costs for Task 2, based upon information that could be provided to them by our Staff. The total projected costs for Task 1 were estimated at \$40,000. For Task 2, PSIT projected that the requirements would be for approximately 147 hours at an hourly rate of \$128.00. However, without knowing specifically what tasks would be required, it was impossible to accurately project the total costs or required hours necessary to complete this task. Upon receipt of the deliverable from Task 1, a detailed risk report, PSIT was requested to provide the associated pricing for the implementation of the most critical items highlighted in their report. This cost proposal includes not only required labor, but also associated software and hardware requirements/purchases.

**POLICY IMPACT:** LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval. Additionally, individual or cumulative contract amendments and change orders cannot exceed the lesser of \$150,000 or ten percent (10%) of the initial contract.

**ECONOMIC IMPACT:** Not to exceed \$115,000. Though the IT Assessment was not planned, there is room in the IT budget as a result of at least one previously budgeted position remaining unfilled.

**AGENDA ITEM SUMMARY**

Contract Amendment, Partnered Solutions IT

Page 2

**FUNDING SOURCE:** General Fund

**REQUIRED REPORTING:** None

**RECOMMENDATIONS:** Approve the contract amendment to upgrade the critical IT infrastructure.

**IMPACT IF NOT APPROVED:** Staff will look at other alternatives to be able to provide the systems updates that are necessary. The systems control many of our day to day operations and should they fail, service could be severely interrupted.

**PROJECT CLOSEOUT TEAM:** The Director of IT and the Assistant General Manager will be working to coordinate the activity and will have final authority over the acceptance of the deliverables and the project closeout.

**ATTACHMENTS:** None

**PROPOSED MOTION:** I move to forward the contract amendment with Partnered Solutions IT for the implementation of Task 2 of the IT assessment to the Board of Directors with a recommendation for approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT – DIAMOND EXPRESS TRANSPORTATION SERVICE AND OAKRIDGE DIAL-A-RIDE SERVICE

**PREPARED BY:** Cosette Rees, Director of Customer and Specialized Services

**ACTION REQUESTED:** Approval

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**PURPOSE/OBJECTIVE:** This action will authorize the general manager or designee to enter into contract with Pacific Crest Bus Lines to operate the Diamond Express transportation service between Oakridge and the metro area, and Dial-A-Ride service in Oakridge.

**DESCRIPTION/JUSTIFICATION:** Lane Transit District facilitates the provision of transportation services to rural communities within Lane County. The Diamond Express is an intercity fixed route bus service that operates between Oakridge and the Eugene/Springfield metropolitan area. The service provides four daily trips from Oakridge to downtown Eugene and four daily trips from Eugene to Oakridge. The service, open to anyone, costs \$2.50 one-way. Passengers paying \$5.00 will receive a round-trip ticket on the Diamond Express plus a Day Pass which is good on all LTD routes for the date purchased. The service in Oakridge/Westfir includes transporting older adults, at no charge, to a local meal site twice a week.

The service is administered by Lane Transit District through a selected Contractor. The program is funded through the City of Oakridge, the State's Special Transportation Fund and a Federal Transit Network and intercity grant. Grants are available on a two-year cycle.

**CONTRACT HISTORY:** The current contractor, Pacific Crest Bus Lines, has been operating a gap contract of 10 months after the departure of our previous RideSource services contractor. This gap contract expires June 30, 2018. LTD underwent a full procurement process with the intention of aligning the contract with our fiscal year and the biennial grant cycle. With no subsequent change in contractor, implementing a new contract should be a straightforward process. A one year base term brings the service into alignment with our biennial grant cycle, and allows for up to two extensions of two years each for a maximum of five years before the next procurement process would begin.

**PROCUREMENT IMPACT:** On April 7, 2018, LTD let Request for Proposals No. 2018-12 seeking a qualified contractor to administrate and operate the Diamond Express service between Eugene, Oregon and Oakridge, Oregon. Proposals were due on May 4, 2018, by not later than 5:00 PM (Pacific). LTD received four proposals in response to its solicitation via its eBid eXchange Procurement Portal:

| <u>Contractor</u>       | <u>Responsive?</u> | <u>Scoring</u> | <u>Base Contract Value</u> |
|-------------------------|--------------------|----------------|----------------------------|
| Pacific Crest Bus Lines | Yes                | 84             | \$218,652.00               |
| MTRWestern, LLC         | Yes                | 77             | \$309,000.00               |
| Laurels Medical         | Yes                | 55             | \$328,466.40               |
| Capital Transit         | Yes                | 42             | \$328,466.40               |

The Evaluation Committee determined that Pacific Crest Bus lines was the most responsive and responsible bidder. A negotiation was conducted with Pacific Crest Bus Lines to attain a reduction in the proposed price. They agreed to lower their base year price to \$216,000.00.

This procurement was conducted in compliance with 2 CFR Part 200, the Office of Management and Budget's Uniform Administrative Requirements, Costs Principles and Audit Requirements (Super Circular), the Federal Transit Administration's (FTA) Circular 4220.1F Third Party Contracting Guidelines, Oregon Public Contracting Code, and LTD's Purchasing Policy Rules.

**POLICY IMPACT:**

1. Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
2. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for a base term of one (1) year, with two (2), two (2) year options to extend, for a maximum contract term of five (5) years. The annual cost for these services begins at \$216,000.00 with a five-year total value of \$1,121,768.00.

**FUNDING SOURCE:** The Diamond Express route is primarily funded through Federal Transit Network (FTN) and intercity grant funds matched by State Special Transportation Funds (STF) and supplemented with funding from the City of Oakridge and estimated farebox revenue. LTD owns the Diamond Express and Dial-A-Ride vehicles, which it leases and separately provides for preventive maintenance costs.

Breakdown of Current Funding

|                                   |          |
|-----------------------------------|----------|
| City of Oakridge Local Funds -    | \$12,000 |
| Estimated Farebox Revenue -       | \$32,347 |
| Special Transportation Fund -     | \$87,562 |
| Intercity Transit Network Grant - | \$84,091 |

**REQUIRED REPORTING:** Diamond Express service includes Federal and State grant funds and therefore require LTD contract monitoring and reporting.

**RECOMMENDATIONS:** Approval of a Contract with Pacific Crest Bus Lines.

**IMPACT IF NOT APPROVED:** The approaching contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

**PROJECT CLOSEOUT TEAM:** Cosette Rees, Director of Customer and Specialized Services, and John Ahlen, Accessible Services Specialist are responsible for contract closeout.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward the contract with Pacific Crest Bus Lines for the operation of Diamond Express transportation service between Oakridge and the metro area, and Dial-A-Ride service in Oakridge to the Board of Directors with a recommendation for approval.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 11, 2018

**ITEM TITLE:** CONTRACT APPROVAL – RHODY EXPRESS

**PREPARED BY:** Cosette Rees, Director of Customer and Specialized Services

**ACTION REQUESTED:** Approval

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**PURPOSE/OBJECTIVE:** This action will authorize the general manager or designee to enter into contract with Kuhn Investments dba River Cities Taxi to operate the Rhody Express transportation service in the City of Florence.

**DESCRIPTION/JUSTIFICATION:** The Rhody Express is a local shuttle service within the City of Florence. The shuttle is supported by the City of Florence and the Rural General Public Program for areas with a population less than 50,000.

**CONTRACT HISTORY:** River City Taxicab is the current provider of the Rhody Express shuttle services. They are also a provider for the RideSource Call Center. The prior Rhody Express contract began through a procurement process in 2013 and has been updated regularly. The current contract expires on June 30, 2018. LTD underwent a full procurement process with the intention of aligning the contract with our fiscal year and biennial grant cycle. With no change in contractor, implementing a new contract should be a straightforward process. A one year base term brings the service into alignment with our biennial grant cycle, and allows for up to two extensions of two years each for a maximum of five years before the next procurement process would begin.

**PROCUREMENT IMPACT:** On April 7, 2018, LTD let Requests for Proposals No. 2018-13 seeking a qualified contractor to administrate and operate the Rhody Express service in Florence, Oregon. Proposals were due May 4, 2018, by not later than 5:00 PM (Pacific). LTD received four proposals in response to this solicitation via its eBid eXchange Procurement Portal:

| <u>Contractor</u> | <u>Responsive?</u> | <u>Scoring</u> | <u>Base Contract Value</u> |
|-------------------|--------------------|----------------|----------------------------|
| River Cities Taxi | Yes                | 88             | \$178,665.24               |
| MTRWestern, LLC   | Yes                | 75             | \$228,600.00               |
| Laurels Medical   | Yes                | 57             | \$212,800.00               |
| Capital Transit   | Yes                | 43             | \$212,800.00               |

The Evaluation Committee determined that River Cities Taxi was the most responsive and responsible bidder.

This procurement was conducted in compliance with 2 CFR Part 200, the Office of Management and Budget's Uniform Administrative Requirements, Costs Principles and Audit Requirements (Super Circular), the Federal Transit Administration's (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and , LTD's Purchasing Policy Rules.

**POLICY IMPACT:**

1. Oregon Public Contracting Code and LTD’s Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
2. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

**ECONOMIC IMPACT:** The contract will be for a base term of one (1) year, with two (2), two (2) year options to extend, for a maximum contract term of five (5) years. The annual cost for these services begins at \$178,665.24 with a five-year total value of \$902,531.16.

**FUNDING SOURCE:** Operations are funded through Federal Formula §5311 funds matched with State STF dollars, supplemented through funds provided by the City of Florence and estimated farebox revenue. LTD owns the Rhody Express vehicle which it leases and separately provides for preventive maintenance costs. River Cities Taxi also provides ADA paratransit service which is funded out of LTD’s ADA program budget.

Breakdown of Funding

|                   |          |
|-------------------|----------|
| §5311             | \$76,328 |
| STF               | \$50,638 |
| City of Florence  | \$32,000 |
| Estimated Farebox | \$6,500  |

**REQUIRED REPORTING:** None

**RECOMMENDATIONS:** Recommend approval of a contract with Kuhn Investments dba River Cities Taxi.

**IMPACT IF NOT APPROVED:** The upcoming contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

**PROJECT CLOSEOUT TEAM:** Cosette Rees, Director of Customer and Specialized Services, and John Ahlen, Accessible Services Specialist are responsible for contract closeout.

**ATTACHMENTS:** None

**PROPOSED MOTION:** I move to forward the contract with Kuhn Investments dba River Cities Taxi to operate the Rhody Express transportation service in the City of Florence to the Board of Directors with a recommendation for approval.