



**LANE TRANSIT DISTRICT
BOARD FINANCE COMMITTEE MEETING**

Monday, August 6, 2018

4:00 p.m.

LTD Board Room

3500 East 17th 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 June 11, 2018, LTD Board Finance Committee Meeting	
4:10 p.m.	IV. CONTRACT APPROVAL – 2018-26 ROWELL BROKAW ARCHITECTS, PC [Matt Imlach, Collina Beard]	7
4:20 p.m.	V. CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC [Ernie Turner, Collina Beard]	10
4:40 p.m.	VI. 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, June 11, 2018

Pursuant to notice given to *The Register-Guard* for publication on June 4, 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, June 11, 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
Dwight Purdy, General Counsel
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. Necker moved to approve the minutes of the April 9, 2018, Finance Committee meeting as presented. Mr. Yeh provided the second.

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

CONTRACT AMENDMENT – 2017-23 CHAMBERS CONSTRUCTION BUS LOT/FLEET MAINTENANCE BUILDING — Director of Facilities Joe McCormack said the amendment was a final change order to the contract for construction of the bus lot expansion and fleet maintenance building in the amount of \$57,024. He said the project was in the final phase and the amendment would allow completion by the end of the fiscal year. He said construction began in June 2017 following authorization by the Board and project milestones had been achieved as it progressed. He said construction was now complete and staff was now closing out finances through the amendment. He expected that the project budget would be under run by about \$50,000.

Mr. Wildish noted that while the amount of the change order was less than \$150,000, the amendment had been referred to the Finance Committee because it would bring the total amount of change orders for the project to more than \$150,000.

MOTION Mr. Yeh moved to forward contract amendment 2017-23 with Chambers Construction to the Board of Directors with a recommendation for 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 – CAT C9 REBUILD INFRAME KITS — Fleet Maintenance Director Ernie Turner said the contract was for rebuild kits for 2006 and 2007 New Flyer buses in LTD's fleet that had reached the end of their useful lives. He described the components of the engine rebuild kits, which were primarily the working parts of an internal combustion engine. He said the 2006 buses were the first EmX vehicles and were approaching 500,000 miles of service.

Mr. Wildish asked why Caterpillar had not submitted a bid to provide the rebuild kits. Mr. Turner said Caterpillar had not been in the on-highway market for a number of years. When environmental standards changed in 2010 Caterpillar chose not to offer an on-highway engine that met those new standards.

Purchasing Manager Collina Beard said a solicitation was issued for all parts in the hopes of obtaining one provider, but each respondent only bid on the parts it provided. Mr. Turner said one part of the solicitation related to engines and the other part related to energy storage.

In response to a question from Mr. Wildish, Ms. Beard described how LTD issues solicitations or invitations to bid. Mr. Wildish his interest was in assuring that all interested bidders had an opportunity to respond.

Ms. Beard said staff monitored interest in a solicitation and would also reach out to potential vendors to inform them of the opportunity.

Ms. Jackson added that the best time to contact potential bidders was well in advance of a solicitation being issued to determine if they were a qualified bidder for LTD and, if not, provide information on how to become one.

MOTION Mr. Yeh moved 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. Mr. Necker provided the second.

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

CONTRACT APPROVAL – ENERDEL ENERGY STORAGE SYSTEMS — Mr. Turner said the contract was for provision of energy storage systems. He said the typical life span of a storage system was 8-10 years and that had already been surpassed by LTD's hybrid vehicles. He said there had been one failure a year ago and another vehicle could potentially fail, which was why LTD was pursuing the contract for replacement energy storage. He said the systems were for any Allison hybrid propulsion system. LTD currently had about 45 hybrid vehicles in its fleet. He said the Enerdel batteries were lithium ion and had about seven times the energy storage capacity than the original batteries and somewhat less expensive. They had been approved by Allison for use in its propulsion systems.

Mr. Turner said the propulsion system software monitored battery performance and provided notification of problems.

MOTION Mr. Yeh moved to forward the contract with Enerdel Energy Storage Systems to the Board of Directors with a recommendation for approval. Mr. Necker provided the second.

In response to a question from Mr. Necker, Mr. Turner said the batteries would be replaced on buses as needed over a five-year period.

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

CONTRACT AMENDMENT – PARTNERED SOLUTIONS IT — Assistant General Manager Service Delivery Mark Johnson said Partnered Solutions IT had been contracted with to address staff concerns about the state of LTD's IT infrastructure. Partnered Solutions had conducted an assessment of the risks and critical issues and the next step was to develop a plan and cost estimate for fixing the problems. He said there were long term issues with LTD's network and it was desirable to have a local firm under contract and available to respond to critical incidents.

Ms. Beard said from a procurement perspective, work would be done on a job task order basis and the contract was not to exceed \$115,000. She said staff had determined what tasks could be performed in house in order to reduce the overall costs and have the contractor focus on complex tasks.

Mr. Wildish agreed with the strategy of having a local contractor available to address technical problems instead of trying to maintain that capacity internally. Mr. Johnson said LTD had a number of very old systems and it was a complex task to keep them stable and secure. He said part of the overall assessment would include an evaluation of staff skills and internal needs and identification of gaps.

MOTION Mr. Yeh moved 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. Mr. Necker provided the second.

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

CONTRACT APPROVAL – DIAMOND EXPRESS TRANSPORTATION SERVICE AND OAKRIDGE DIAL-A-RIDE SERVICE — Accessible and Customer Services Manager Cosette Rees said the Diamond Express and Dial-A-Ride service had been provided for many years and operated four trips between Oakridge and Eugene on weekdays. She said it was a critical service for the economically depressed community and low-income residents who depended on the connection with education, work and services in the Eugene/Springfield area. She said Pacific Crest Bus Lines was determined to be the best selection to provide services during the procurement process. LTD was currently contracting on a short-term basis with Pacific Crest to fill a 10-month gap that occurred when Special Mobility Services did not obtain the Call Center contract and declined to provide the Oakridge service. Staff had been pleased with Pacific Crest's performance, which currently provided approximately 1,100 trips per month, plus Dial-A-Ride service within Oakridge twice a week, primarily linking people to the meals site. She said there would be a one-year base contract to synchronize with biennial funding cycles, followed by

the opportunity for two two-year extensions for a total of five years. She said no General Fund dollars were involved.

MOTION Mr. Necker moved 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. Mr. Yeh provided the second.

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

CONTRACT APPROVAL – RHODY EXPRESS — Ms. Rees said LTD had contracted to provide the Rhody Express service for many years and the proposed contract with River Cities Taxi would also be synchronized with biennial funding cycles through a one-year base contract with options for two two-year extensions. She said River Cities Taxi was the current service provider and staff was very pleased with its performance. She said River Cities Taxi was also the successful bidder for the Yachats to Florence service to be offered as a pilot project, providing continuity of service.

Ms. Rees said the Rhody express was eight hourly trips from 10:00 a.m. to 5:00 p.m. on weekdays circulating within the City of Florence and carrying about 700 trips per month. No General Fund dollars were included and the City of Florence contributed \$30,000.

MOTION Mr. Necker moved 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. Mr. Yeh provided the second.

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

CONTRACT APPROVAL – CONTRACT 2018-19 THORP, PURDY, JEWETT, URNESS & WILKINSON, P.C. — Ms. Beard said the contract was sole source for one year based on the fact there were a number of ongoing legal tasks associated with EmX West. She said it was more prudent and cost effective to retain Thorp Purdy for another year to complete those tasks than to transfer them to another firm. Expenditures for services provided by Thorp Purdy had averaged \$95,000 per year over the past three years and expenditures for the next year were estimated at \$103,250.

Mr. Yeh asked about the terms of the current contract. Ms. Beard said the contract was for an initial three-year period with options for two two-year extensions. She said staff was researching options under Oregon law that allowed public agencies to identify certain professional services that did not need to be competitively procured because they depended on a relationship between the agency and service provider. Examples were legal services, accounting and auditing services. She said typically General Fund dollars were used to pay for those services so federal procurement requirements did not apply.

Mr. Wildish agreed that a new legal firm would take some time to become knowledgeable about LTD's legal matters and that take time and cost money, so there were valid reasons for maintaining relationships with firms providing specific professional services.

In response to a question from Mr. Wildish, Mr. Purdy said many of the legal services provided under the current contract were related to procurement, audits, EmX West and River Road projects. He said LTD now had systems in place now that would require less time from his firm in the future.

MOTION Mr. Yeh moved to forward Contract 2018-19 Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. to the Board of directors with a recommendation for approval. Mr. Necker provided the second.

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

ADJOURNMENT

Mr. Wildish adjourned the meeting at 4:45 p.m.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 6, 2018

ITEM TITLE: CONTRACT APPROVAL – 2018-26 ROWELL BROKAW ARCHITECTS, PC

PREPARED BY: Matthew Imlach – Facilities Project Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into contract with Rowell Brokaw Architects, PC for architect and engineering services for the Santa Clara Transit Station (SCTS).

DESCRIPTION/JUSTIFICATION: In June 2015 the Lane Transit District (LTD) Board of Directors approved the purchase of approximately 8 acres of property on River Road between Hunsaker Lane and Green Lane. A portion of this property is intended to be used for the SCTS, which will replace the current River Road Station. The Hunsaker Development Project is the secondary project to the SCTS for the disposition, or possible joint development, of the remaining property.

This contract provides LTD with the design services for the successful completion of the SCTS Project. Design services include, but are not limited to: Tentative & Final Planned Unit Development (PUD), National Environmental Policy Act (NEPA) environmental expertise, Property Line Adjustment (PLA), Green Lane & “*Farmers Lane*” Privately Engineered Public Improvements (PEPI), new traffic signal at Green Lane, Transit Station design documents, submitting & monitoring permits, construction administration, construction project closeout.

CONTRACT HISTORY: Not applicable

PROCUREMENT IMPACT: On May 1, 2018, LTD issued Request or Qualifications No. 2018-26 seeking statements of qualification (SOQs) from qualified firms or teams that will apply proven and innovative approaches to delivery of design services related to its planned Santa Clara Community Transit Center. SOQs were due on May 31, 2018, by not later than 2:00 PM (Pacific). LTD received two (2) submittals in response to its solicitation via its eBid eXchange Procurement portal.

The two firms, Rowell Brokaw and Pivot Architecture, were evaluated by the Evaluation Committee and a short list was created ranking Rowell Brokaw as the most responsive and responsible respondent. In accordance with the solicitation documents, firms were notified and contract negotiations began with the #1 ranked firm, Rowell Brokaw.

This procurement was conducted in compliance with the Federal Transit Administration’s (FTA) Circular 4220.1F Third Party Contracting Guidelines as it relates to Brooks Act procurements, as well as the Oregon Public Contracting Code and, LTD’s Purchasing Policy Rules.

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – 2018-26 ROWELL BROKAW ARCHITECTS, PC

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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.

ECONOMIC IMPACT: The total contract will be in the amount of \$1,032,478. The labor costs are a firm fixed amount totaling \$992,767 with a reimbursement estimate of \$39,792, which will be billed out at the direct cost of expenses. Through two negotiations sessions there was a reduction of 23.3%, or \$313,505, to the overall recommended contract value.

This Contract represents 10% of the overall \$10,300,000 project budget and is 65% of the amount budgeted for professional services.

Project budget breakdown:

Description	Amount	%
Professional Services	\$ 1,577,841	15.3%
Santa Clara Transit Station Estimated Property Purchase	\$ 1,406,475	13.7%
Construction Contract (PEPI, Traffic Signal, Transit Station)	\$ 5,405,000	52.5%
Direct Expenses (Permits, Material Testing, Utilities, Equipment, Misc.)	\$ 280,000	2.7%
LTD Staff Time	\$ 400,000	3.9%
Unallocated Contingency	\$ 1,230,684	11.9%
TOTAL PROJECT BUDGET	\$ 10,300,000	

FUNDING SOURCE: LTD has been awarded two grants to date: 1) Connect Oregon Grant in the amount of \$3,000,000; and, 2) Surface Transportation Block Grant Project in the amount of \$600,000.

We're also utilizing \$3,000,000 from Federal Formula 5307 grant funds.

REQUIRED REPORTING: As grant recipients, LTD is responsible for financial reporting to FTA. In addition Connect Oregon requires monthly progress reporting.

RECOMMENDATIONS: Authorize the general manager, or her designee, to enter into contract with Rowell Brokaw Architects, PC for the provision of design services for the SCTS Project.

IMPACT IF NOT APPROVED: If the contract is not approved, the development of the SCTS Project will be delayed.

PROJECT CLOSEOUT TEAM: Director of Facilities Management, or designee

ATTACHMENTS: None.

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – 2018-26 ROWELL BROKAW ARCHITECTS, PC

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PROPOSED MOTION: I move to forward the contract with Rowell Brokaw Architects, PC to the Board of Directors with a recommendation of approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 6, 2018

ITEM TITLE: CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC

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 Pacific Power Group, LLC for the purchase of (48) Allison Dual Inverter Module (DPIM2), (10) Allison Dual Inverter Module (DPIM2) Rebuild Kits, (24) Allison H 40 EP Drive Unit Kit, and (24) Allison H 50 EP Drive Unit Kit.

DESCRIPTION/JUSTIFICATION: The purpose of the procurement is to allow for the purchase of Allison DPIM2 Units and DPIM2 rebuild kits on an as needed basis. These DPIMs and Drive Units are approaching the end of their expected service life.

ALLISON DUAL POWER INVERTER MODULE (DPIM2) - ALL SERIES

LTD PART NO.	Estimated Quantity (Over 5 years)	Unit Price	Extended Price
1417-0057	48	43,406.67	2,083,520.16

ALLISON DUAL POWER INVERTER (DPIM2) REBUILD KIT - ALL SERIES

LTD PART NO.	Estimated Quantity (Over 5 years)	Unit Price	Extended Price
10199	10	19,374.49	193,744.90

ALLISON H 40 EP DRIVE UNIT - SERIES 1100

LTD PART NO.	Estimated Quantity (Over 5 years)	Unit Price	Extended Price
1417-0000	24	8,159.68	195,832.32

ALLISON H 50 EP DRIVE UNIT -SERIES 6100, 7100, 9100, 1000, 1400

LTD PART NO.	Estimated Quantity (Over 5 years) 24	Unit Price	Extended Price
1417-0000	24	8,159.68	195,832.32

CONTRACT HISTORY: We currently do not have a contract with any vendor to purchase these units.

PROCUREMENT IMPACT: On March 5, 2018, LTD sent out an Invitation for Bid (IFB) No. 2018-10 through eBid eXchange seeking a qualified contractor to provided bus parts for the Hybrid fleet. Bids

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC

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were due on March 30, 2018, by not later than 11:00 AM (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 LTD SERIES 9100 & 1000	\$80,475.84	<ul style="list-style-type: none"> • Purchase Order will be issued as the contract for (4) ISL Engine Kits. • There will be potentially (4) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).
	(3) ISL Engine Kits LTD SERIES 1400	TBD	<ul style="list-style-type: none"> • There will be potentially (3) ISL Engine Kits issued in Fiscal Year 18/19 with a Request for Quote (RFQ).
	(24) ISB Engines with AfterTreatment LTD SERIES 1100	\$628,530.00	<ul style="list-style-type: none"> • 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.
Gillig	(11) CAT C-9 Engine Kits LTD SERIES 6100 & 7100	\$308,971.96	<ul style="list-style-type: none"> • 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.

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CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC

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<u>CONTRACTOR</u>	<u>PARTS</u>	<u>BASE CONTRACT VALUE</u>	<u>STATUS OF CONTRACT</u>
EnerDel	(48) EnerDel ESS ALL SERIES	\$2,184,000.00	<ul style="list-style-type: none"> 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.
Pacific Power Group	(48) DPIM2 ALL SERIES	\$2,083,520.16	
	(10) DPIM2 Rebuild Kits ALL SERIES	\$193,744.90	
	(24) H 40 EP Drive Unit SERIES 1100	\$195,832.32	
	(24) H 50 EP Drive Unit SERIES 6100, 7100, 9100, 1000, 1400 *(1) kit bought with general fund money for the 6100.	\$195,832.32	

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 \$2,668,929.70.

FUNDING SOURCE: The funding source would be from our Federal grants and General Fund.

REQUIRED REPORTING: To Board; to state; to other stakeholders

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC

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RECOMMENDATIONS: Authorize the general manager, or her designee, to enter into contract with Pacific Power Group, LLC for the provision of Allison DPIM2 Units and DPIM2 rebuild kits on an as needed basis.

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 competitively bid each time they are needed could potentially add additional downtime to the affected vehicle.

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

ATTACHMENTS: None.

PROPOSED MOTION: I move to forward the contract with Pacific Power Group, LLC to the Board of Directors with a recommendation of approval.