



Public notice was given to *The Register-Guard*
for publication on September 5, 2018.

**LANE TRANSIT DISTRICT
BOARD FINANCE COMMITTEE MEETING**

Monday, September 10, 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 August 6, 2018, LTD Board Finance Committee Meeting	
4:10 p.m.	IV. CONTRACT APPROVAL – COMPLETE COACH WORKS [Ernie Turner, Collina Beard]	4
4:20 p.m.	V. 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, August 6, 2018

Pursuant to notice given to *The Register-Guard* for publication on July 30, 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, August 6, 2018, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, Chair (via telephone)
Carl Yeh
Ed Necker (via telephone)
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 June 11, 2018, Finance Committee meeting as presented. Mr. Wildish provided the second.

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

CONTRACT APPROVAL – 2018-26 ROWELL BROKAW ARCHITECTS, PC — Facilities Project Manager Matthew Imlach stated that a Request for Qualifications (RFQ) was issued on May 1, 2018, and interviews with respondents conducted on June 15. He said two rounds of price negotiations were held with Rowell Brokaw and the final version of the contract was being presented to the Finance Committee with a recommendation for approval.

Mr. Wildish said his initiation reaction was that the amount was too high, but following a conversation with Purchasing Manager Collina Beard he had a better understanding of the full scope of the contract, which included a number of items beyond design and construction. Examples were public improvement work on the adjacent public property, completion of the planned unit development (PUD) process with the City of Eugene, a property line adjustment and the NEPA (National Environmental Protection Act) process.

Mr. Yeh asked if it was typical for the contract to be a percentage of the total project cost. Mr. Wildish said the percentage was used to determine if the cost was appropriate. He noted that staff had spent a significant amount of time in clarifying the role of Rowell Brokaw and negotiating a reasonable cost.

Mr. Imlach said the NEPA process would cost approximately \$50,000 and address only biological, historical and noise and vibration assessments.

Mr. Necker joined the meeting at 4:08 p.m.

Mr. Necker asked if the \$50,000 for NEPA work was included in the contract. Mr. Imlach said it was included in the contract being presented.

In response to a question from Mr. Wildish, Mr. Imlach said the amount of \$1,577,841 included funds already spent and an allocated contingency. Mr. Wildish remarked that the unallocated contingency of almost 12 percent seemed high, but was not unreasonable at this point in the project.

MOTION Mr. Yeh moved to forward contract with Rowell Brokaw Architects, PC 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

CONTRACT APPROVAL – 2018-10 PACIFIC POWER GROUP, LLC — Mr. Wildish noted that the Finance Committee had discussed a related issue, the purchase of batteries, at its June meeting. He said it was in the interest of LTD to purchase all units at once. Fleet Maintenance Director Ernie Turner agreed that the most favorable pricing was obtained from a bulk purchase, rather than purchasing the units individually as needed.

Mr. Wildish commented that the units were necessary to extend the life of engines in order to meet vehicle retention requirements.

MOTION Mr. Necker moved to forward the contract with Pacific Power Group, LLC 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

Mr. Necker, referring to the June 11, 2018, Finance Committee meeting minutes, asked if Mr. Wildish had recused himself from voting on the Chambers Construction contract. Mr. Wildish said he did not need to abstain from voting at the committee meeting, but did abstain from voting at the LTD Board of Directors meeting when the contract was approved.

ADJOURNMENT

Mr. Wildish adjourned the meeting at 4:20 p.m.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 10, 2018

ITEM TITLE: CONTRACT APPROVAL – COMPLETE COACH WORKS

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 one (1) year Contract with Complete Coach Works for the procurement of a 2003 40-foot Gillig Bus to be refurbished for the purpose of providing service on the Diamond Express Service.

Price analysis for major component costs on Refurbished bus

Component description	Price quoted	Acceptable Y/N	LTD cost/date
Cummins ISL engine 280 HP	\$20,200.00	Yes	\$17,258 - 1/26/10
Allison B400 Transmisson	\$7,500.00	Yes	\$7,211 - 3/15/17
EMP engine cooling assembly	\$12,500.00	Yes	\$12,761 - 9/9/15
New wood and floor covering	\$4,500.00	Yes	
Ricon Ramp	\$7,850.00	Yes	\$8,125 - 1/20/17
Repaint and graphics	\$7,240.00	Yes	
New driver's seat	\$1,950.00	Yes	\$2,664 - 7/12/16
New Interior LED lighting	\$2,540.00	Yes	
New Q-Straint securement belts	\$940.00	Yes	
New Exterior LED lighting	\$2,790.00	Yes	
New Mobile-View video system	\$11,000.00	Yes	\$13,619 - 1/6/17
Rebuilt Differential	\$2,100.00	Yes	\$2,205 - 2/8/18
All windows rebuilt	\$7,500.00	Yes	
All passenger seats rebuilt	\$4,500.00	Yes	
New bike rack	\$1,800.00	Yes	\$1,645 - 1/10/17
<u>Total price of components</u>	<u>\$94,910.00</u>		

I have researched the pricing of these components and have determined that these quotes are fair and reasonable.

Ernest C. Turner

DESCRIPTION/JUSTIFICATION: This is a summary of component and labor costs for one 40 foot refurbished transit bus. Staff has performed a cost analysis to determine that the quote submitted is fair and reasonable.

CONTRACT HISTORY: We currently do not have a contract with any vendor to refurbish buses. This is the first time LTD has procured a used bus for refurbishment.

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – COMPLETE COACH WORKS

Page 2

PROCUREMENT IMPACT: On April 11, 2018, LTD sent out a Request for Proposal (RFP) No. 2018-14 through eBid eXchange seeking a qualified contractor to provide a refurbished bus for Diamond Express. Proposals were due on June 1, 2018, by not later than 11:00 AM (Pacific). LTD received one proposal in response to its solicitation via its eBid eXchange Procurement Portal. After conducting the Single Bid Analysis it was determined that Complete Coach Works was a responsive and responsible contractor to provide the refurbished bus to LTD.

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.
- Federal Transit Administration’s (FTA) Circular 4220.1F Third Party Contracting Guidelines.
- 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 term of one (1) year, with a total contract value of \$275,000.00.

Base Price of Bus	\$30,000.00
Labor (hours x rate)	\$120,090.00
Major Component Total	\$94,910.00
Mics parts and supplies	\$30,000.00
Total	\$275,000.00
Labor Rate	\$95.00
Estimated Hours	1,264.10

FUNDING SOURCE:

1. City of Oakridge will provide \$130,000.00 (CMAQ funds-FHWA-Federal) towards the project.
2. ODOT Grant (31455) Award is for \$169,069.00 (5309/5339-Federal) – see #3 for match
3. ODOT Grant (32010) Match= \$34,629.00 (STF-Out of District-State).

REQUIRED REPORTING: To Board; to State; to Federal; to other Stakeholders

RECOMMENDATIONS: Recommend approval of a Contract with Complete Coach Works to refurbish one (1) 2003 40-foot Gillig Bus.

IMPACT IF NOT APPROVED: If this procurement is not approved, the current bus that LTD has leased to Pacific Crest Bus Lines will continue to be used. This leased bus has proven to not be reliable at times because of it age.

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

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – COMPLETE COACH WORKS

Page 3

ATTACHMENTS: None.

PROPOSED MOTION: I move to forward the contract with Complete Coach Works to the Board of Directors with a recommendation of approval.