



LANE TRANSIT DISTRICT BOARD OF DIRECTORS CONTRACT COMMITTEE MEETING

Monday, May 10, 2021
4:00 p.m. – 5:00 p.m.

VIRTUAL MEETING

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

Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

No public testimony will be heard at this meeting.

AGENDA

ITEM	Time	Page
I. CALL TO ORDER	4:00 p.m.	
II. ROLL CALL <input type="checkbox"/> Emily Secord (chair) <input type="checkbox"/> Michelle Webber (vice chair) <input type="checkbox"/> Steven Yett		
III. COMMENTS FROM THE CHAIR		
IV. ITEMS FOR ACTION		
V. ITEMS FOR BOARD RECOMMENDATION		
A. CONTRACT 2021-25: GLORIA J. GALLARDO DBA DBS CONSULTING [Christina Shew]	4:10 p.m.	2
B. CONTRACT NO. 2021-05: MOBILITY MANAGEMENT STRATEGY [Andrew Martin]	4:25 p.m.	4
C. CONTRACT NO. 2017-02: NINFA'S ELITE JANITORIAL SERVICE [Sonny Melhorn]	4:35 p.m.	6
VI. ADJOURNMENT	4:45 p.m.	

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).



AGENDA ITEM SUMMARY

DATE OF MEETING: May 10, 2021

ITEM TITLE: CONTRACT 2021-25: GLORIA J. GALLARDO DBA DBS CONSULTING

PREPARED BY: Christina Shew, Director of Finance

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 Gloria J. Gallardo dba DBS Consulting for the purpose of providing on-call grant management assistance and consulting services.

CONTRACT TYPE: Personal Services Contract

REASON FOR CONTRACT TYPE: Best Contract Type for obtaining services where the skill, ability, resources, knowledge or expertise of an independent contractor are of paramount importance.

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.

HISTORY/DESCRIPTION/JUSTIFICATION: In early 2016, the District lost all personnel having expertise to handle the District's grant programs. As a result, an emergency sole source procurement was conducted in which Lopez and Company, LLP was brought in to temporarily provide these services at a rate of \$204.25/hour plus the cost of travel. A new Finance Director and Controller were hired in the Fall of 2016, however neither possessed grant expertise nor the bandwidth to take on this highly technical, specialized and critically important duty. At that time, a longer term solution was sought.

In April 2016, Request for Quotes No. 2016-29 was let to procure on-call grant management assistance services. Gloria Gallardo dba DBS Consulting was the sole bidder. A sole bidder analysis was performed and the rates bid were determined to be fair and reasonable. The initial Contract Term was for 12 months, with one option to renew for an additional 12 months. The original Contract Compensation was for a weekday hourly rate of \$95 per hour and a weekend/evening hourly rate of \$115 per hour plus the cost of travel which was limited to the General Service Administration (GSA) rates for Eugene, Oregon.

In April 2017, the Contract was renewed and then further amended based upon the past year experience. The amendment

- Revised the Contract Type from a Firm, Fixed Labor Hour agreement to a Firm, Fixed Price agreement. Contract Compensation was revised to a flat monthly fee of \$10,000 per month or \$120,000 over a 12 month period. This flat fee was inclusive of all direct and indirect costs, including monthly travel.
- The final option to renew was exercised, extending the Contract Term to April 2018.

Based upon, the rarity of finding the level of expertise that the District required to manage and oversee its very complex federal and state grants programs, subsequent Contracts with DBS Consulting have been executed on an annual basis as a sole source procurement under the District's Delegated Authority. The District's medium-term plan is to continue to recruit for and eventually hire a Grants Manager. Current efforts to recruit have been disappointing, as well as additional efforts to identify other qualified contractors. Given the complexities, critical nature and specialization of transit grants work, our intention is to utilize DBS Consulting in parallel with the Grants Manager, once recruited, for up to a full annual cycle to ensure a smooth transition, maximization of grant funds and strategy, and continuation of the positive momentum in relationship building with the Federal Transit Administration, the Metropolitan Planning Organization (LCOG) and the state of Oregon.

The Compensation for the new contract with DBS Consulting will remain the same; however, the Contract Term will be for a base contract period from April 20, 2020 through April 19, 2022. There will also be three (3)-12 month options to renew.

FINANCIAL IMPACT/FUNDING SOURCE: The Total Contract Value shall not exceed \$600,000 over the entire Contract Term:

- Base Term (2 years) = not to exceed (NTE) \$240,000
- Option Year 1-3 = NTE \$120,000 each

This fee is already programmed into the Finance Departments Materials & Services for the Adopted FY21 Budget and is included in the proposed FY22 Budget.

CONSIDERATIONS: Gloria Gallardo dba DBS Consulting has provided outstanding service to the District. A few notable outcomes:

- Clean-up and drawdown lapsing funds from 2015+ and get the District on a minimum of monthly drawdown cadence both increasing the funds available for service (lapsing funds) and shortening the time between general fund expenditure and drawdown
- Provide strategic consultation to maximize use of grant opportunities
- Apply for both Federal and State grants for major projects including electric bus procurements, Santa Clara Transit Station, etc.
- Improved the partnership and relationship with the Federal Transit Administration (FTA), the Metropolitan Planning Organization (MPO) and the State of Oregon
- Provided on-time grant reporting and meets all grant deadlines
- Develop a by Project grant report for the Board
- Hold monthly grant meetings with the Project Managers to ensure project manager/grant alignment

ALTERNATIVES:

1. Deny approval of updated contract. This would result in lack of regulatory grant compliance, delay grant drawdowns and hinder in process applications for new grants
2. Renew for a shorter timeframe and simultaneously resolicit to obtain an alternative grant management consultant provider.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2021-25 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 10, 2021

ITEM TITLE: CONTRACT NO. 2021-05: MOBILITY MANAGEMENT STRATEGY

PREPARED BY: Andrew Martin, Development Planner

DIRECTOR: Tom Schwetz, Director of Planning and Development

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 contract with Toole Design Group for the purpose of purchasing consulting services to produce a Mobility Management Strategy.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: N/A

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.

HISTORY/DESCRIPTION/JUSTIFICATION: LTD has always been a pioneer in providing mobility to Lane County. Recognizing the confluence of many trends – including an increasing number and diversity of options to offer to the community, new partnership models, and changing expectations of community members – LTD proposed to develop a strategy that would help to illuminate some of the tradeoffs in venturing into new modes and technologies that the agency has not engaged in before.

The Mobility Management Strategy (MMS) will help to provide a framework to guide the agency when evaluating new opportunities to serve the community. The MMS will not only address the service types available, but also evaluate how LTD can be successful in delivering service through increased use of partnerships, which roles LTD can be successful in while engaged in those partnerships, and what the impacts to LTD as an organization will be. Rather than focus on technologies available today, the MMS will be useful into the future. However, lessons learned from the MMS process can be applied quickly. In order to test the evaluation framework, staff and consultants will be developing a list of projects that could be implemented in the near future. All of this work will be conducted with public and stakeholder engagement.

To procure a consultant, LTD staff performed a Request for Proposal (RFP). Three responses were received; all three vendors were invited to post-proposal interviews. After an evaluation of all materials and information provided, Toole Design Group was selected as the most qualified proposer.

FINANCIAL IMPACT/FUNDING SOURCE: The total contract value is up to \$220,000. The project is funded through the Statewide Transportation Improvement Fund (STIF) and has funding available in FY21, FY22, and FY23. The majority of the work and funding will take place in FY22.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: authorize the general manager to enter into contract with Toole Design Group for the purpose of purchasing consulting services to develop a Mobility Management Strategy.

ALTERNATIVES:

1. The committee could deny forwarding the contract to the Board and request staff to conduct another RFP process or to not complete the plan, leaving STIF money unspent for the next biennium.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2021-05 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 10, 2021

ITEM TITLE: CONTRACT NO. 2017-02: NINFA'S ELITE JANITORIAL SERVICE

PREPARED BY: Sonny Melhorn, Facilities Service Specialist

DIRECTOR: Joe McCormack, Director of Facilities Management

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 contract amendment with Ninfa's Elite Janitorial Service to satisfy the need for added contract value.

CONTRACT TYPE: Contract Amendment

REASON FOR CONTRACT TYPE: N/A

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.

HISTORY/DESCRIPTION/JUSTIFICATION: This contract was awarded following a competitive solicitation 2017-02 in March 2017. Ninfa's has been a good partner to LTD during the contract period and has been very responsive to changes to the contract requirements; especially during the current global pandemic. OSHA's COVID-19 disinfecting requirements have impacted this contract greatly. Most facilities covered in this contract are staffed for more than 8 hours a day and require a high level of disinfecting as prescribed by OSHA. This amendment was triggered in response to those requirements and will require LTD to increase value to the janitorial services for the Glenwood and RideSource operational and maintenance facilities.

FINANCIAL IMPACT/FUNDING SOURCE: The amendment will provide the authorization to execute a Change Order in the amount of \$155,853.09. This will result in a total contract value not to exceed \$565,938.09. Costs associated with COVID are being tracked and funded separately from the standard operational expense general ledger so proper federal reimbursement can be pursued. This amendment value will qualify for reimbursement.

CONSIDERATIONS: Ninfa's Elite Janitorial Service has proven to effectively help us meet the OSHA disinfecting requirements while still provide our regular cleaning services. They are also a Woman Owned, Minority Owned, Small Business in Eugene, Oregon.

ALTERNATIVES:

1. Reduce the scope of work. This will result in lowering LTD's cleaning standards as well as cause LTD to be out of compliance with OSHA requirements during the global pandemic.
2. Deny approval of the amendment and allow contract to expire, then resolicit for these services.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2017-02 to the Board of Directors with a recommendation for approval.