



LANE TRANSIT DISTRICT BOARD OF DIRECTORS CONTRACT COMMITTEE MEETING

Monday, June 08, 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"/> Carl Yeh (chair) <input type="checkbox"/> Emily Secord <input type="checkbox"/> Joshua Skov	
	III. COMMENTS FROM THE CHAIR	
	IV. ITEMS FOR ACTION	
4:05 p.m.	A. APPROVAL OF MINUTES	2
	Action Needed: Approval	
	<i>Approve minutes from the May 11, 2020, meeting</i>	
	V. ITEMS FOR BOARD RECOMMENDATION	
4:10 p.m.	A. SOLE SOURCE CONTRACT NO. 2020-133: SITECRAFTING [Theresa Brand]	5
4:20 p.m.	B. CONTRACT NO.2020-119: SCHETKY NORTHWEST SALES, INC. [Matt Imlach]	6
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, May 11, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Contract Committee of the Lane Transit District Board of Directors held a virtual Meeting on Monday, May 11, 2020, beginning at 4:00 p.m., via ZOOM online.

Present: Carl Yeh, Chair, (via teleconference)
Emily Secord
Joshua Skov
Aurora Jackson, General Manager
Sean Walker, General Counsel
Camille Gandolfi, Clerk of the Board
Collina Beard, Director of Business Services
Robin Mayall, Information Technology and Strategic Innovation Director
Randi Staudinger, Facilities Project Manager
Theresa Brand, Transportation Marketing and Outreach Director

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 — Mr. Skov moved to approve the minutes of the March 9, 2020, Contract Committee meeting as presented. Ms. Secord provided the second.

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

ITEMS FOR BOARD RECOMMENDATION

Contract No. 2020-129: Touchpoint Networks — Ms. Mayall stated that Touchpoint Networks was the sole vendor supporting LTD's Tadiran VoIP (Voice over IP) phone system and the contract would allow the District to continue with its existing system. She said the contract was 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. Staff conducted research on whether there was a practicable alternative and concluded renewal of the existing system was the appropriate course to take. She reviewed contract scope of work and funding details

Ms. Secord asked if equipment or staffing were reasons why alternatives were deemed too expensive. Ms. Mayall said both would be factors, as well as the time and effort involved in replacing the system. She said the current system was working well.

In response to a question from Mr. Skov, Ms. Beard said the contract was referred to the committee because it was a sole source. Under Oregon law any sole source contract had to be approved and findings adopted by the Board. Ms. Jackson noted the contract was a one-year extension and staff would evaluate a number of other options during that period for consideration for a more competitive process.

Mr. Yeh asked if there were other costs for using the system during the year beyond those in the contract. Ms. Mayall said there were phone line charges, but those were independent of what system was being used to place calls.

MOTION Mr. Skov moved to forward sole source Contract No. 2020-129 to the Board of Directors with a recommendation for approval. Ms. Secord provided the second.

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

Contract No. 2020-128: Systems West Engineers (SWE) — Ms. Staudinger noted that SWE had provided electrical engineering during the bus lot expansion and facilities maintenance building in 2016-2017. In anticipation of future electric bus infrastructure LTD worked with SWE and Springfield Utility Board (SUB) to determine equipment needs. Now that LTD has moved forward with the purchase of 11 electric buses engineering and infrastructure needed to proceed. SWE was the engineer of record for LTD's current electrical infrastructure expansion needs and was familiar with electric bus technology and the District's current design and short- and long-term goals. She said the delivery schedule for new electric buses did not allow for any room for error in infrastructure installation and recommended that the sole source contract be forwarded to the Board for approval.

In response to a question from Mr. Yeh, Ms. Staudinger clarified that the contract was for electrical design, not installation.

Mr. Skov said there had been discussion during approval of the contract with New Flyer for electric buses about compatibility with charging infrastructure. Ms. Staudinger said the chargers were included in the New Flyer contract. LTD had the switch gear and would need to install the conduit, wiring and chargers.

Mr. Skov said staff had made a good case for a sole source contract, but hoped eventually transportation electrification was so commonplace that there were many engineering firms available for that type of work. Ms. Staudinger said it was possible to solicit for a different firm to do the work, but the time, effort and research required for a new engineer would take longer and cost more. She said it was in the best interest of the public to take the most financially prudent course.

Mr. Yeh asked if the cost was reasonable for the type of work to be performed. Ms. Staudinger said she was required to conduct an independent cost estimate and determined the amount of the contract was in alignment with the estimate.

Mr. Yeh said it was an important project that should not be delayed and was in favor of the contract.

MOTION Mr. Skov moved to forward sole source Contract 2020-128 to the Board of Directors with a recommendation for approval. Ms. Secord provided the second.

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

Contract No. 2020-124: eLock Technologies, Inc. — Ms. Brand explained that the purpose of a sole source contract with eLock Technologies was to install and maintain electronic bicycle lockers for the new Santa Clara station. She said it was part of a regional system began a few years ago in

partnership with the City of Eugene. That would assure all lockers were on the same system so customers could use the same technology, including during future expansion. She said the eLock technology was proprietary software and consistent with other bicycle lockers in the region, as well as those used by a number of other transit agencies. She reviewed the scope of work and funding for the contract and said it met the regional goal of customers using one electronic payment system to access bicycle lockers. She said the District was obligated to provide bicycle lockers under the provisions of its Connect Oregon grant.

Ms. Secord asked if, given current economic conditions, fewer lockers could be provided and still meet the conditions of the grant while saving costs. Ms. Staudinger said the grant specified that 15 secure bike parking locations. The quad lockers had four in a group and cost savings were being achieved by moving a low-use quad locker from the downtown station to the Santa Clara location, requiring the purchase of only three additional lockers.

Mr. Skov said he had received positive feedback on the eLock lockers. He said he agreed the Santa Clara station was a better site for the lockers as part of a regional system. He asked if there was data about how well used the existing lockers were. Ms. Brand said the highest use was in downtown and at the Amtrak station, particularly for people who rode their bikes to work and wanted to leave them in a secure place during the day.

Mr. Yeh asked about the cost to use a bike locker. Ms. Brand replied that it depended on the agreement with the contractor and was three to five cents per hour. It was a service that encouraged use of transit, particularly in outlying areas like Santa Clara.

Mr. Yeh said he appreciated the effort to maintain standard facilities throughout the system and hoped to eventually see a single payment system for bike share, lockers and transit. Ms. Brand said that was a goal for the future.

MOTION Ms. Secord moved to forward sole source Contract No. 2020-124 to the Board of Directors with a recommendation for approval. Mr. Skov provided the second.

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

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:30 p.m.

Recorded by Lynn Taylor



AGENDA ITEM SUMMARY

DATE OF MEETING: June 8, 2020

ITEM TITLE: CONTRACT NO. 2020-133: SITECRAFTING

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 new sole source contract with SiteCrafting for the purpose of securing website hosting, maintenance and upgrades as needed for the LTD Website.

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.

In accordance with ORS 279B.075A, a contracting agency may award a contract for goods or services without competition if the local contract review board, or a person designated in writing by the board, determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

DESCRIPTION/JUSTIFICATION: The sole Source contract request is coming today to the Board in order to secure website services which include web upgrades and technology fixes and emergency repairs to the LTD website. This work will be done based on an hourly rate for each requested item. The website was developed using the Gear Box platform which is a proprietary software developed by Site Crafting.

FINANCIAL IMPACT/FUNDING SOURCE: The value of the contract is \$40,000 over a two year period and has been included within the proposed FY 20-21 Marketing materials and services budget.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: Adopt the sole source request for the SiteCrafting contract for a two year period from FY 20/21 through FY 21/22 in order to have continuity in the use and maintenance of the LTD website.

ALTERNATIVES:

- (1) Approve the contract, but for only one year. This would allow staff time to solicit competitive proposals for a new service provider. Staff has estimated that procuring a new vendor to provide these services could result a significant expense in the range of \$200,000.
- (2) Decline approval of the contract. This would result in an inability of staff to update pages, correct technological issues and make any improvements to the website.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-133 as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING: June 8, 2020

ITEM TITLE: CONTRACT NO.2020-119: SCHETKY NORTHWEST SALES, INC.

PREPARED BY: Matthew Imlach, Director of Fleet Management

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 new contract with Schetky Northwest Sales, Inc. for the purpose of purchasing up to eleven (11) new and replacement Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses to be used in the Lane Transit District’s (“LTD”) coordinated services provided by its Accessible and Customer Services division.

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: LTD utilizes vehicles in its Accessible Services fleet to provide transportation opportunities for older adults and individuals with disabilities, as well as providing service in rural areas. The typical estimated useful service life of these types of vehicle is seven (7) years. Some of the well cared for vehicles in the Accessible Services fleet are nearing twice that age. These aging vehicles typically result in higher preventive maintenance costs and more time out of service and in the shop.

These vehicles will be purchased utilizing the State of Washington’s cooperative agreement (04115) for Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses.

Staff has selected the Eldorado Aerotech cutaway. These vehicles match the current vehicles in the Accessible Services fleet and generally have been reliable vehicles. The vehicles will include all necessary technology and accessibility features.

FINANCIAL IMPACT/FUNDING SOURCE: The contract amount will not exceed \$1,200,000. This project is consistent with the adopted FY2020-2029 Community Investment Plan and includes the following funding sources:

FUNDING SOURCE	AMOUNT
Federal 5310	\$875,000
STIF Project C Task 5 – Rolling Stock	\$225,000
STIF Project G Task 1 – Rhody Express Rolling Stock	\$100,000

CONSIDERATIONS: See Description/Justification section above.

ALTERNATIVES:

- Postpone purchase of these vehicles and update Federal, State, and Local partners of the delay.
- Reduce overall quantity of vehicles and update Federal, State, and Local partners of the reduction in vehicles being purchased.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-119 as presented [amended].