



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
CONTRACT COMMITTEE MEETING**

Monday, June 13, 2022
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

<u>ITEM</u>		<u>Time</u>	<u>Page</u>
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"/> Susan Cox		
III.	COMMENTS FROM THE CHAIR		
IV.	ITEMS FOR ACTION		
V.	ITEMS FOR BOARD RECOMMENDATION		
	A. CONTRACT NO. 2022-01-ESM: PIVOT ARCHITECTURE PC [Todd Smith]	4:10 p.m.	2
	B. CONTRACT NO. 2022-01-OCC: PIVOT ARCHITECTURE PC [Todd Smith]	4:20 p.m.	4
	C. CONTRACT NO. 2022-22: SCHETKY NORTHWEST SALES. INC. [Matt Imlach]	4:30 p.m.	6
	D. CONTRACT NO. 2021-66-TU: TOWNSHIP-UNITED BUILDING SERVICES, INC [Sonny Melhorn]	4:40 p.m.	8
	E. CONTRACT NO. 2021-66-NE: NINFA'S ELITE JANITORIAL [Sonny Melhorn]	4:50 p.m.	10
VI.	ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING		
	<i>Attached is a list of action, recommendation, or information items that will be included on the agenda for future meetings.</i>		
VII.	ADJOURNMENT	5:00 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: June 13, 2022

ITEM TITLE: CONTRACT NO. 2022-01-ESM: PIVOT ARCHITECTURE PC

PREPARED BY: Todd R Smith, Facilities Project Manager; Sarah Brightman, Contracting Officer

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 with Pivot Architecture to provide Architectural and Engineering Services for the Eugene Station Modernization (ESM) project.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Community Value, Customer Satisfaction, Employee Engagement, Financial Health, and Sustainability.

DESCRIPTION: PIVOT Architecture will perform all standard professional services in connection with Eugene Station Modernization project including collaboration with both the District and the CM/GC. The architect will provide program confirmation, design, bidding assistance, construction contract administration, project closeout and warranty inspection for all aspects of the project. The architect will design to the District's budget and schedule as provided by the District or subsequently amended by mutual agreement. The District will use a CM/GC contracting methodology on this project and one of the tasks to be assigned to the CM/GC will be development of cost estimate for the design documents produced by PIVOT. The Architect shall regularly coordinate with the District and CM/GC on the review, analysis and incorporation of issues related to project scheduling, constructability, cost estimating and value engineering. The architect's design must be within the District's approved budget at each of these milestones. Redesign to bring the project within District's budget must be completed at no extra cost to the District.

BACKGROUND: ORS 279C.110 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. Procurement developed a Request for Qualifications solicitation with LTD Facilities to obtain Statements of Qualifications and Technical Proposals from interested architecture firms. Posting for approximately four (4) weeks, the Request for Qualifications resulted in the receipt of two (2) proposals from the following: Merryman Barnes Architects and PIVOT Architecture PC. The Evaluation Committee comprised of LTD staff reviewed and scored the Statements of Qualifications and Technical proposals, upon review of the scores the top ranked firms for each project were invited to present further and interview with their proposed teams. The Evaluation Committee proceeded with presentation interviews confirming the ranking set forth in the first rounds of evaluation. The most responsible, responsive, highest-scored vendor recommended for award on the ESM Project is PIVOT Architecture PC.

<u>VENDOR</u>	<u>SCORE</u>
PIVOT Architecture, PC.	186
Merryman Barnes Architects	165

FINANCIAL IMPACT/FUNDING SOURCE: The contract is valued at \$600,000.

CIP Name: Eugene Station Modernization

CIP Number: Bus & Bus Facilities 5339; Project: #21-ESMOD-0301001; STIP Key: 2256; GL: 030.800.00.82105

CONSIDERATIONS: Procurement's initiative to increase utilization of certified Disadvantaged Business Enterprises (DBE) and Certification Office for Business Inclusion and Diversity (COBID) recognized businesses through a number of ways is achieving results. In their proposal response, PIVOT and their partner sub-consultants identified an overall target of 1.5% for DBE firms and 7% for WBE firms. Additionally, the PIVOT team proposed an idea of an internship or engagement with a person with disabilities to bring input to the accessibility portion of design. PIVOT has a handful of community partner services in mind, familiar with PIVOT and LTD, which provide support for community members with disabilities, and can be a resource in this opportunity for interested participant(s).

ALTERNATIVES:

1. Deny approval of new contract and request team to re-solicit; this would result in delaying A&E Services, impacting the project schedule and potentially result in additional cost due to the current construction cost escalation conditions.
2. Deny approval of new contract and request the team to renegotiate further with selected firm; this may result in a delay to the project schedule and potential cost implications.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2022-01ESM to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2022

ITEM TITLE: CONTRACT NO. 2022-01-OCC: PIVOT ARCHITECTURE PC

PREPARED BY: Todd R Smith, Facilities Project Manager; Sarah Brightman, Contracting Officer

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 with Pivot Architecture to provide Architectural and Engineering Services for the Operations Command Center (OCC) project.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Community Value, Customer Satisfaction, Employee Engagement, Financial Health, and Sustainability.

DESCRIPTION: PIVOT Architecture will perform all standard professional services in connection with Operations Command Center project including collaboration with both the District and the CM/GC. The architect will provide program confirmation, design, bidding assistance, construction contract administration, project closeout and warranty inspection for all aspects of the project. The architect will design to the District's budget and schedule as provided by the District or subsequently amended by mutual agreement. The District will use a CM/GC contracting methodology on this project and one of the tasks to be assigned to the CM/GC will be development of cost estimate for the design documents produced by PIVOT. The Architect shall regularly coordinate with the District and CM/GC on the review, analysis and incorporation of issues related to project scheduling, constructability, cost estimating and value engineering. The architect's design must be within the District's approved budget at each of these milestones. Redesign to bring the project within District's budget must be completed at no extra cost to the District.

BACKGROUND: ORS 279C.110 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. Procurement developed a Request for Qualifications solicitation with LTD Facilities to obtain Statements of Qualifications and Technical Proposals from interested architecture firms. Posting for approximately four (4) weeks, the Request for Qualifications resulted in the receipt of one (1) proposal from the following: PIVOT Architecture PC. The Evaluation Committee, comprised of LTD staff, reviewed and scored the Statement of Qualifications and Technical proposal, upon review of the team's combined scores the firm ranked in top of the score range for excellent ranking for the project and was invited to present further and interview with their proposed team. The Evaluation Committee proceeded with presentation interviews confirming the ranking set forth in the first rounds of evaluation. The most responsible, responsive, highest-scored vendor recommended for award on the OCC Project is PIVOT Architecture PC.

<u>VENDOR</u>	<u>SCORE</u>
PIVOT Architecture, PC.	188

FINANCIAL IMPACT/FUNDING SOURCE: The contract is valued at \$1,300,000.

CIP Name: Operations Command Center

CIP Number: Bus & Bus Facilities 5339; Project: #23-OPERCC-0301004; STIP Key: 22569; GL: 030.800.00.82105

CONSIDERATIONS: Procurement's initiative to increase utilization of certified Disadvantaged Business Enterprises (DBE) and Certification Office for Business Inclusion and Diversity (COBID) recognized businesses through a number of ways is achieving results. In their proposal response, PIVOT and their partner sub-consultants identified an overall target of 6.8% for DBE firms and 4% for WBE firms. These opportunities span a variety of subcontract areas: civil engineers, landscape architects, environmental surveys, acoustics and audio-visual support.

ALTERNATIVES:

1. Deny approval of new contract and request team to re-solicit; this would result in delaying A&E Services impacting the project schedule and potentially result in additional cost due to the current construction cost escalation conditions.
2. Deny approval of new contract and request the team to renegotiate with selected firm; this may result in a delay to the project schedule and potential cost implications.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2022-01-OCC to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2022

ITEM TITLE: CONTRACT NO. 2022-22: 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

PURPOSE: To authorize the general manager to execute a new contract with Schetky Northwest Sales, Inc. for the purpose of purchasing up to 30 new Medium-Size, Light-Duty Cutaway Buses to be used in the District's coordinated specialized services provided by the LTD Accessible and Customer Services division.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules allow for such purchases to be completed utilizing valid cooperative price agreements.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten-percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Customer Satisfaction, Community Value, and Financial Health.

DESCRIPTION: LTD utilizes this vehicle type 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 cutaway vehicles is seven (7) years. Some of the well cared for vehicles in the Accessible Services fleet are up to twice that age. Replacing aging vehicles results in lower costs for preventive maintenance and less down-time status in 'out of service'.

The purchase will utilize the State of Washington's cooperative agreement (06719) for Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses. This vehicle type matches the current vehicles in the Accessible Services fleet, and generally have been reliable, cost effective vehicles.

BACKGROUND: Previously, a successful 2020 purchase under the State of Washington cooperative agreement was completed with this contractor for this model of cutaway vehicle as the top choice. The vehicles have been in service; functioning as intended and providing the necessary transport desired. Procurement has reviewed the current State of Washington Cooperative Purchasing Agreement 06719 finding it meets the requirements and is in the best interest to utilize for this purchase.

FINANCIAL IMPACT/FUNDING SOURCE: The total contract value is up to \$3,750,000. This purchase was included in our Community Investment Plan (CIP) as part of our State of Good Repair Fleet Projects for Specialized Services Fleet Replacement. This project has multiple funding sources to make up the overall contract total. These included 1) Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310, 2) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) Section 5310, 3) American Rescue Plan Act (ARP)

Enhanced Mobility of Seniors and Individuals with Disabilities Apportionments Section 5310, 4) 21-23 Statewide Transportation Improvement Fund (STIF) Formula Funds.

CONSIDERATIONS: To provide continuing value, financially responsible, and trusted customer transportation through this purchase; timing is important considering supply and market conditions as well as maximizing use of the funding prepared for this upcoming fiscal year.

ALTERNATIVES:

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

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2022-22 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2022

ITEM TITLE: CONTRACT NO. 2021-66-TU: TOWNSHIP-UNITED BUILDING SERVICES, INC.

PREPARED BY: Sonny Melhorn, Facilities Services Specialist

DIRECTOR: Joe McCormack, Director of Facilities

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 Township-United Building Services, Inc. to satisfy the need for Indoor cleaning services.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten-percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Customer Satisfaction and Employee Engagement.

DESCRIPTION:

This contract is to have Township-United Building Services, Inc. provide professional indoor cleaning services for all of Lane Transit District Indoor facilities. The locations include Glenwood Campus Buildings, RideSource, Eugene Station, Springfield Station and Neighborhood Stations.

Contracted cleaning services are needed to provide our customers and employees a clean and inviting environment when using all LTD facilities. This includes offices spaces, operational areas and indoor public spaces. Customer satisfaction is enhanced when facilities they are using are clean and inviting. Employee engagement is improved when the work environment is clean and orderly.

BACKGROUND:

Ninfa's Elite Janitorial Service is currently under contract for all janitorial services which was executed in 2017. The current contract time for this work has reached the 5-year limit set in the 2017 agreement and a new solicitation for this work was required. Procurement developed a Request for Proposal (RFP) solicitation with Facilities to obtain proposals from interested service providers. Posting for approximately six (6) weeks, the RFP resulted in the receipt of three (3) proposals from the following: America Cleaning Solutions, Ninfa's Elite Janitorial, and Township-United Building Services. The Evaluation Committee, comprised of LTD staff, reviewed and scored the proposals, upon review of the scores and final pricing; the vendor meeting best value, within budget, for each area of service was selected for recommendation to award. The most responsible, responsive, best-scored vendor representing the best value for the indoor cleaning services, noted above, is Township-United Building Services, Inc.

<u>VENDOR</u>	<u>Average SCORE</u>
Township-United	84.93
ACS	79.83
Ninfa's Elite Janitorial	79.19

FINANCIAL IMPACT/FUNDING SOURCE: The contract will be for a base term of two (2) years, with three (3) additional option years, for a maximum contract term of five (5) years. The annual cost for these services begins at \$205,462 with a five-year total value of \$1,287,722. The services are covered under operational funds; and budgeted for annually in the General Fund.

CONSIDERATIONS: Professional janitorial services being contracted out has proven over the years to be a reliable and effective way to maintain the cleanliness of our facilities. If this work were to be done in-house it would take extensive staff hiring and purchasing of equipment to meet the same standards.

ALTERNATIVES:

1. Deny approval of the contract and request Procurement to resolicit.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2021-66-TU to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2022

ITEM TITLE: CONTRACT NO. 2021-66-NE: NINFA'S ELITE JANITORIAL

PREPARED BY: Sonny Melhorn, Facilities Services Specialist

DIRECTOR: Joe McCormack, Director of Facilities

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 Ninfa's Elite Janitorial to satisfy the need for Outdoor cleaning services.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten-percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value and Customer Satisfaction

DESCRIPTION: This contract is for Ninfa's Elite Janitorial for provide professional outdoor cleaning services for all of Lane Transit District facilities. These locations include Eugene Station, Springfield Station, Neighborhood Stations, EMX Stations, Bus Stops and Bus Shelters.

Contracted cleaning services are needed to achieve customer satisfaction by maintaining an inviting and safe environment when using LTD's outdoor facilities. Community value is enhanced when LTD facilities that are seen by all the community members look presentable and clean. These services are scheduled to provide cleaning during hours that will least impact operations, traffic and customers. The detailed scope of work includes standard operating procedures that follow all local guidelines for storm water protection and local noise ordinances.

BACKGROUND: Ninfa's Elite Janitorial Service is currently under contract for all janitorial services starting in 2017. The contract time for this work has reached the 5-year limit set in the 2017 agreement and a new solicitation for this work was required. Procurement developed a Request for Proposal (RFP) solicitation with Facilities to obtain proposals from interested service providers. Posting for approximately six (6) weeks, the RFP resulted in the receipt of three (3) proposals from the following: America Cleaning Solutions, Ninfa's Elite Janitorial, and Township-United Building Services. The Evaluation Committee, comprised of LTD staff, reviewed and scored the proposals, upon review of the scores and final pricing; the vendor meeting best value, within budget, for each area of service was selected for recommendation to award. The most responsible, responsive, best-scored vendor representing the best value for the outdoor cleaning services, noted above, is Ninfa's Elite Janitorial.

<u>VENDOR</u>	<u>Average SCORE</u>
Ninfa's Elite Janitorial	75*
ACS	75
Township-United	73.86

*While two providers came in with the same final score, ACS was out of budget and even through negotiations could not align with our fiscal planning.

FINANCIAL IMPACT/FUNDING SOURCE: The contract will be for a base term of two (2) years, with three (3) additional option years, for a maximum contract term of five (5) years. The annual cost for these services begins at \$409,280 with a five-year total value of \$2,416,445. The services are covered under operational funds; and budgeted for annually in the General Fund.

CONSIDERATIONS: Professional janitorial services being contracted out has proven over the years to be a reliable and effective way for LTD to maintain landscaping. If this work were to be done in-house it would take extensive staff hiring and purchasing of equipment to meet the same standards.

ALTERNATIVES:

1. Deny approval of the contract and request Procurement to resolicit.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2021-66-NE to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2022

ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Committee with a summary of the agenda items coming before them for the coming months.

BOARD COMMUNICATION: This is a reoccurring monthly agenda item.

PUBLIC COMMUNICATION: This is a reoccurring monthly agenda item.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value.

DESCRIPTION: Listed below are Action or Information items scheduled to come before the Committee for the next three months.

JULY - CANCELED

AUGUST

Action: *None*

Board Recommendation

- Operations Command and Control: Construction Manager, General Contractor
- EmX Safety Improvements
- Midas Replacement
- RideSource Call Center

Information: *None*

SEPTEMBER

Action: *None*

Board Recommendation

- Eugene Station Modernization - CMGC

Information: *None*

BACKGROUND: N/A

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A