



**LANE TRANSIT SPECIAL-PURPOSE DISTRICT OF OREGON (LTD)  
BOARD OF DIRECTORS MEETING AGENDA**

**Public Forum, Special Board Meeting  
Wednesday, March 12, 2025, 3:00 p.m.  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478**

LTD Board Business meetings are also available via web video stream. You can access the broadcast live day-of or any of our archived meetings at <https://govhub.ompnetwork.org/>

A seven-member Board of Directors, appointed by the Governor of Oregon, governs LTD. Board members represent, and must live in, certain geographical subdistricts. The Board provides policy direction and collaborates with local elected officials on regional transportation planning.

<b>Subdistrict</b>	<b>Description</b>	<b>Board Member</b>
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi, President
Subdistrict 2	West Springfield	Michelle Webber
Subdistrict 3	SE Eugene, Creswell, Cottage Grove and Lowell	Heather Murphy
Subdistrict 4	North Eugene (east of River Road) and Coburg	Kelly Sutherland
Subdistrict 5	Central and West Eugene	Pete Knox, Secretary
Subdistrict 6	West Eugene, HWY 99, River Road and Junction City	Lawrence Green, Treasurer
Subdistrict 7	Southwest Eugene, Veneta and Fern Ridge	Susan Cox, Vice President

**Public Forum on all Board Matters including Resolutions:**

Public testimony will begin at 5:30 p.m. In-person sign-up is available on the day of the meeting in the Boardroom. You may also participate virtually via Zoom. To join the meeting, follow the link provided on the Events Calendar on the day of the meeting at <https://www.ltd.org/events-calendar/>. If you wish to provide testimony, please use the "Raise Hand" feature. For phone participants, press \*9 to raise your hand. When it is your turn to speak, your name will be called. Individual comments are generally limited to three minutes; however, the presiding Board officer will determine the final time limits based on the number of speakers and the time available.

For those unable to attend in person or virtually but who wish to submit written testimony, please email [clerk@ltd.org](mailto:clerk@ltd.org). Comments must be received by noon on the day prior to the meeting.

**REGULAR BUSINESS MEETING AGENDA:**

1. **CALL TO ORDER & ROLL CALL:** Gino Grimaldi (President), Susan Cox (Vice President), Pete Knox (Secretary), Kelly Sutherland, Lawrence Green (Treasurer), Michelle Webber, Heather Murphy

2. **PUBLIC COMMENT**

3. **BOARD REPORTS**

- Lane Council of Governments (LCOG) Board of Directors – Pete Knox
- Metropolitan Policy Committee (MPC) – Susan Cox, Kelly Sutherland
- Lane Area Commission on Transportation (LANEACT) – Heather Murphy
- Strategic Planning Committee (SPC) – Gino Grimaldi, Pete Knox
- Finance Committee – Lawrence Green, Susan Cox
- Real Estate Subcommittee – Susan Cox, Michelle Webber, Kelly Sutherland

4. **CEO REPORT**

- Battery Electric Bus Discussion

5. **CONSENT AGENDA**

Items appearing below are considered to be routine and may be approved by the Board in one blanket motion. Any Board member may remove an item from the “Consent” portion of the agenda for discussion or questions by requesting such action prior to consideration of this portion of the agenda.

- Adoption of Resolution No. 2025-03-12-06: Authorizing the Chief Executive Officer to enter into a contract amendment with Pivot Architecture for the purpose of Architecture and Engineering Services for the Operations Command Center (OCC) Trash Enclosure and Access Drive.
- Adoption of Resolution No. 2025-03-12-07: Authorizing the Chief Executive Officer to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses for revenue service with LTD’s RideSource service.
- Adoption of Resolution No. 2025-03-12-08: Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses for revenue service with LTD’s South Lane Wheels service.

6. **BOARD ACTION ITEMS**

- Adoption of Resolution No. 2025-03-12-09: Authorizing the CEO to Enter into an Agreement with the YMCA for the Sale of the Hunsaker Property on Certain Terms.

7. **ADJOURN MEETING**

**UPCOMING MEETINGS:**

April 16, 2025 – Board of Directors Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 117<sup>th</sup> Avenue, Eugene, OR 97478

April 29, 2025 – Budget Committee Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

The facility used for this meeting is wheelchair accessible. 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).



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Todd R. Smith, Project Manager

**Contract Title:** A&E Design Services

**Contract No.:** 2022-01-OCC: PIVOT Architecture

**Grant No:** OR-2023-038-00 | 1738-2022-9

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 2025-03-12-06 authorizing the Chief Executive Officer (CEO) to enter into Contract Amendment No. 2 in the amount of **\$46,956** with PIVOT Architecture PC for the purpose of additional Architectural and Engineering Services for trash enclosure and access drive and, as needed, to execute further amendments to the contract not to exceed a total of 20% (of the amount of this amendment).

**Agenda Item Summary:** On June 15, 2022, the Board of Directors approved the PIVOT Architecture contract to provide architectural and engineering services for the Operations Command Center (OCC) construction project through a competitive RFP process with a Not-To-Exceed amount (“NTE”) of \$1,300,000. The contract was subsequently negotiated to a new NTE of \$1,367,035.41. On February 18, 2025, the District and Pivot Architecture executed Amendment No. 1 to cover design service changes (for electrical design and temporary modular offices) and increased the contract NTE total to \$1,418,356.58.

During the permitting process for the OCC project, the City of Springfield provided review comments requiring the addition of a covered, screened, and isolated drain system for the trash enclosure to accommodate the administrative building’s sanitation needs. However, while the OCC project received construction permit issuance in October of last year, the City of Springfield has indicated completion of the trash enclosure is necessary before an occupancy permit can be granted. This is an unforeseen addition to the scope of work but relates to and falls within the general OCC project scope.

Additionally, a new drive access was excavated to facilitate construction traffic and allow for future improvements, including a paved connection between the bus yard and parking lot. This access features a manual gate designed for future motorization and provides an alternative exit for buses in case an emergency restricts access to the primary gate. Additional design work for this drive access is necessary. It was initially considered within the general scope for the programming confirmation phase but was not advanced beyond schematic design with PIVOT due to budget constraints. Its inclusion would not have affected award of the contract.

**Amendment Request:** Additional cost for design work will be covered out of the existing design contingency. These scope additions described above necessitate additional Architectural & Engineering (A&E) services to ensure compliance with permitting requirements and to support long-term operational functionality. Per Resolution 2022-06-15-030, the Board of Directors authorized LTD staff to exceed the



## Lane Transit District Agenda Item Summary (AIS)

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contract value by 10% or \$150,000.00, whichever is less. This would authorize LTD staff to negotiate contract changes up to \$130,000.00 without seeking additional Board approval, allowing staff to increase the NTE contract value of \$1,430,000.00. We are requesting to increase the current contract value by \$46,956 in order to add additional A&E services for the trash enclosure and the new drive access. The new NTE for this contract would become \$1,476,956.00. All change order authority from the original authorizing resolution will be utilized; therefore, change order authority in the amount of twenty percent (20%) of this contract amendment value (\$9,391.20) is also being requested.

**Attachments:** 2022-01-OCC\_Amendment 2\_Trash Enclosure & Access Driveway

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** I move to adopt Resolution No. 2025-03-12-06, authorizing the Chief Executive Officer to enter into Contract Amendment No. 2 with PIVOT Architecture in the amount of **\$46,956.00** with a new Not to Exceed of \$1476,956 and further contract amendments not to exceed a total of 20% (\$9,391.20) of the amount of this amendment.



# AIA Document G802® – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
LTD Operations Command Center  
Eugene, OR

**AGREEMENT INFORMATION:**  
Date: August 31, 2022

**AMENDMENT INFORMATION:**  
Amendment Number: 005 **TS**  
Date: January 31, 2025

**OWNER:** *(name and address)*  
Lane Transit District  
PO Box 7070  
Springfield, OR 97475

**ARCHITECT:** *(name and address)*  
PIVOT Architecture  
44 West Broadway, Suite 300  
Eugene, OR 97401

The Owner and Architect amend the Agreement as follows:

This amendment incorporates the additional professional services related to the addition of a covered trash enclosure as required by the site development standards review from the city of Springfield. Scope also includes the added driveway connection between the parking area and the bus yard and associate manual gate and fence modifications.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:  
Add \$46,956.00

Schedule Adjustment:  
No adjustment to the design schedule is needed.

### SIGNATURES:

PIVOT Architecture

**ARCHITECT** *(Firm name)*

**SIGNATURE**

Kelley Howell, Principal

**PRINTED NAME AND TITLE**

January 31, 2025

**DATE**

**OWNER** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**



December 17, 2024 (Revised January 31, 2025)

Todd Smith  
Project Manager, Facilities  
Lane Transit District  
PO Box 7070  
Springfield, OR 97401

Subject: **Lane Transit District – ASR #6 Trash Enclosure & New Driveway**

**Project Overview**

Per review comments from the City of Springfield, LTD is required to provide a covered, screened, and hydraulically isolated trash enclosure to address the admin building’s trash & recycling needs. The owner has requested the most cost effective solution which is a chain link enclosure with vinyl slats and a roof. The enclosure will be permitted under a separate record. In addition, LTD would like to add a new paved drive access between the bus yard and parking lot. The access will include a manual gate and it is not anticipated that scope will be needed for future electrical or data pathways.

**Estimated Schedule**

- Anticipated Notice to Proceed February 2025
- Construction Documents February 2025-March 2025
- Permitting March / April
- Cost Estimate by CMGC March
- *Construction* Coordinated with main building work
- *Project completion* TBD

**Contracting Method**

Cost Plus Fixed-Fee

**Construction Delivery**

The project will be constructed as a single package under the CMGC contract with Fortis Construction. Permitting and subcontractor bids will be solicited based on one set of Construction Documents.

**Information Provided by the Owner**

This proposal has been prepared using the documents listed below provided by LTD to describe the project work. We have tried to capture the nature and extent of design necessary to support the intended work and have indicated areas where we need additional information to accurately identify the scope of work for the design team. Items shown in *gray italics* have already been received.

This proposal assumes the Owner will provide the following information in a format to be utilized by the design team with minimal modifications:

1. As-built drawings and/or product information for systems and elements that have been replaced since the original construction, including but not limited to Mechanical, Electrical, Lighting, and Low Voltage systems.
2. NEPA documentation and submittals prepared to date, and any follow-up information prepared by LTD. Revised NEPA submittals will be provide by Owner.
3. LTD will provide any design standards, specifications, technical standards, sustainability standards, product standards, IT standards, equipment or vendor considerations that are currently contracted for service or maintenance that the design team should be aware of. The team will use this information as the basis of design.
4. LTD will provide known utility information and locations for service to and from the building and site.
5. Survey of existing hazardous materials found in the building, including, but not limited to asbestos, lead paint, and/or polychlorinated biphenyl (PCB).
6. Consultants provided by the Owner, such as Third Party Commissioning Agent, AV consultant, and Security consultant.

### **Proposed Design Team**

PIVOT Architecture will be the lead firm and primary contact, ultimately responsible to Lane Transit District for the success of the project. Our consultant team will be as follows:

Architectural Lead	PIVOT Architecture (A)	Kelley Howell
Electrical & Plumbing Engineering	KCL Engineering (E&P)	Cody Cowdin
Landscape	MZLA (L)	Marianne Zarkin
Structural Engineering	Hohbach Lewin (S)	Brent Crawford



## SCOPE OF WORK

### **Construction Documents (CD)**

The purpose of this phase is to prepare documents suitable for obtaining building permits and for construction, including competitive bids for construction contracts.

#### **CD-1 Project Management and Coordination**

Manage meetings, deliverables, quality control, and assignments, and maintain communication. Coordinate activities of the Design Team in the development of the project. Prepare monthly invoices.

Review of invoices and monthly project reports. Management of team effort and scope.

*Tasks per Discipline:*

PIVOT: Maintain project schedule, identify deliverable milestones, coordinate consultant attendance at design team and owner meetings.

*Deliverables:*

1. Monthly invoices

#### **CD-2 Design Meetings**

Prepare for upcoming meetings, coordinate project activities, review and evaluate design activities, and provide direction to the design team.

Number of meetings, this phase:

- (4) Design Team Coordination Meetings
- (1) Owner Progress Meeting

*Tasks per Discipline:*

PIVOT: Prepare agendas, attend and facilitate meetings itemized above, and summarize.

All others: Attend meetings. Prepare materials as necessary to coordinate design.

*Deliverable(s):*

1. Owner meeting summaries

#### **CD-3 Design and Drawings**

General: Based on approved ASR by Owner, Architect and Consultant review comments, prepare construction documents suitable for bids and permit. Comply with applicable codes. Communicate with other members of the design team to maintain quality control, coordination, and comply with instructions from the Owner and with prior approvals.

Packages: A single package will be issued for permit application and subcontractor bidding. An "Issued for Construction" set that incorporates all permitting, bidding, and addenda items will be issued prior to the start of construction.

*Tasks per Discipline:*

**PIVOT:** Prepare the architectural drawings of this task; lead the effort of the design team, facilitate coordination between the owner and the design team.

**All Others:** Prepare drawing packages for architectural review and permitting.

*Deliverable(s):*

1. 50% Complete CD Review Set including in-progress drafts of all drawings that will be incorporated into the final set, and for cost estimate
2. 100% Complete CD Review Set including in-progress drafts of all drawings that will be incorporated into the final set.
3. 100% Complete CD stamped drawings in unlocked, PDF format for collation into final set, and for cost estimate.
4. Issued for Construction stamped drawings in unlocked, PDF format for collation into construction set.
5. Updated Revit Models and AutoCAD Exports (with bound Xrefs)
6. Structural calculations suitable for building permit application.

*Assumption(s):*

- *The CMGC will prepare an updated cost estimate based on the 100% design deliverable.*
- *LTD will provide review comments on the 50% design deliverable.*

#### **CD-4 Construction Documents – Specifications**

*Assumption(s):*

- The technical specifications from the base project will be referenced for the construction of this scope.

#### **CD-5 Code Compliance**

Comply with applicable codes. Document analysis of building, energy, and land use code requirements applicable to the project.

*Tasks:*

All: Coordinate development of design with applicable codes.

#### **Permit Application - (PA)**

The purpose of this phase is to obtain a building permit from the authorities having jurisdiction.

##### **PA-1 Project Management and Coordination**

Coordinate with Owner, coordinate with design consultants, and prepare monthly invoices. Manage meetings, deliverables, quality control, assignments, and maintain communication.

Deliverable(s):

1. Monthly invoices

##### **PA-2 Submit Permit**

Prepare permit application(s), and submit along with required sets of documents.

*Tasks per Discipline:*

PIVOT: Prepare permit submittal application and submit.

*Deliverable(s):*

1. Building permit application(s)

### **PA-3 Coordinate with Plan Review**

Review and respond to plan review comments.

*Tasks per Discipline:*

PIVOT: Lead design team's response to the plan review comments.

All others: Respond to the plan review comments applicable to discipline and coordination with PIVOT.

*Deliverable(s):*

1. Response letter to local jurisdiction's permit review letter
2. Updated drawings and specifications as required to address permit review comments

## **Construction Administration - (CA)**

The purpose of this phase is to review the progress of the work and clarify the design intent with the contractor.

The Construction Administration phase is anticipated to be coordinated with the main building scope of work.

### **CA-1 Project Management and Coordination**

Coordinate with Owner, coordinate with design consultants, and prepare monthly invoices. Manage meetings, deliverables, quality control, assignments, and maintain communication.

*Deliverable(s):*

1. Monthly invoices

### **CA-2 Job Meetings**

Attend meetings at the job site also attended by the Owner, key consultants, General Contractor, and sub-contractors as needed.

The purpose of the meeting is communication with contractors to anticipate work, review the progress of the work, identify deficient work, and generally endeavor to see that the project is built in general conformance with the contract documents.

*Tasks per Discipline:*

PIVOT: Attend all meetings. Assume contractor summarizes meetings.

Consultants: Attend as needed.

### **CA-3 Site Visits**

Visit job site and observe construction, and generally endeavor to see that the project is built in general conformance with the contract documents. Such observation is limited to the time allocated and the visibility of work. Prepare report of significant observations and direction to CMGC. Maximum number of visits as listed below.

*Tasks per Discipline:*

PIVOT: Conduct up to 3 field visits in addition to project meetings, summarize, and distribute to owner.

EP: Conduct up to 1 field visit.

*Deliverable(s):*

1. Brief report from each time on site.

### **CA-4 Clarifications and Change Orders**

Respond to a reasonable number of requests for clarification information from the General Contractor. Prepare clarifications and change orders consistent with original project scope and previous approvals or as needed to correct errors or omissions in the construction documents. All other changes to the project scope will be addressed as additional services.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in the coordination of clarification and change orders.

All others: Coordinate clarifications and change order for this discipline with PIVOT.

*Deliverable(s):*

1. Scope of work proposals, proposal reviews and recommendations, and preparation of change documents

### **CA-5 Submittals**

Review shop drawings, samples, test reports, product data, and other required submittals. Process reviews in a timely manner, assuming also a reasonable interval of time is allowed for response. Provide review comments and approval. Maintain submittal log. Coordinate concurrent reviews with Owner of selected submittals. Assume a typical submittal will require a single review. If the schedule or CMGC requires multiple, partial submittal reviews or does not provide a full submittal package this could result in added effort on behalf of the design team and additional time and fee may be required.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in the coordination of submittals.

All others: Coordinate submittal review for applicable discipline with PIVOT.

*Deliverable(s):*

1. Reviewed submittals

### **CA-6 Review Pay Application**

Review monthly pay application from CMGC, review progress of the work, request revisions to the application as appropriate, and send signed copy to Owner along with PIVOT review letter.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in the review of pay applications.

All others: Review monthly Schedule of Values for this discipline, and forward recommendation to PIVOT.

*Deliverable(s):*

1. Transmittal with each pay application review

### **CA-7 Closeout**

Receive and review closeout submittals. Conduct one on-site review to develop a punch list of deficiencies and work remaining. Prepare a punch list and distribute to CMGC and Owner. Conduct a second review upon written notice from the contractor of completion of all items. Additional punch list reviews or phased reviews will be considered an additional service.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in the review of closeout submittals.

All others: Review closeout submittals for this discipline, and forward recommendation to PIVOT; conduct punch list review and provide punch list to PIVOT.

*Deliverable(s):*

1. Punch list and preparation of Certificate of Substantial Completion

### **Post Construction Services - (PC)**

The purpose of this phase is to conduct the 11-month walk through and review electronic record documents provided by the Contractor.

#### **PC-1 Project Management and Coordination**

Coordinate with Owner, coordinate with design consultants, and prepare monthly invoices. Manage deliverables, quality control, and assignments, maintain communication.

Deliverable(s):

1. Monthly invoices

#### **PC-2 Electronic Record Documents**

Review General Contractor's marked-up Project Record Documents. Scope of work will be included in OCC Renovation project record drawings for use in managing the building's maintenance operation and future remodel work.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in distributing and managing review process. Prepare electronic project record documents based on Construction set, change orders, RFIs and General Contractor's Project Record Documents.

All others: Prepare electronic project record documents based on Construction set, change orders, RFIs and General Contractor's Project Record Documents.

*Deliverable(s):*

1. Reviewed electronic drawings. Copies of each sheet in the CD Set in PDF, and the Revit Model

### **PC.3 Warranty Review**

Review project 11 months after Substantial Completion and prepare a list of outstanding warranty items.

*Tasks per Discipline:*

PIVOT: Lead design team efforts in the warranty review process.

MEP: Conduct 11-month review and provide list of incomplete and/or substandard items to PIVOT.

*Deliverable(s):*

1. List of outstanding warranty items

### **Excluded / Optional Additional Services**

The following services are not included in this proposal, but may be added as additional services.

1. Design or Construction meetings in excess of those listed above
2. Deliverables in excess of those listed above
3. Assumes that no additional stormwater calculations will be required.
4. Additional bid packages or procurement support for early bid items or other separately procured OFOI items
5. Additional graphic renderings, video fly throughs of building or site, or physical models
6. Alternate designs for cost/value comparisons in excess of those identified above
7. Life cycle cost analysis or products or building systems which includes pay back periods or other detailed information about specific operational cost information
8. Energy Modeling for the purposes of LEED Credits, Life Cycle analysis or other purposes. Code compliance calculations will comply with the 2021 Oregon Energy Efficiency Specialty Code compliance pathway.
9. Post occupancy evaluations which include occupant surveys, retesting, commissioning or evaluation.
10. All deliverables will be made electronically in PDF format. Hard copies of deliverables can be made as an additional service.

- 11. NEPA documentation, submittal or review services associated with the site area.
- 12. Other services not specifically listed above

**Fee Proposal Summary:**

Firm	Discipline	Hourly NTE Fees (Includes Fixed Fee)
PIVOT Architecture	Architecture	\$17,430.00
Hohbach-Lewin	Structural	\$6,000.00
KCL	MEP, Data	\$10,226.00
MZLA	Landscape	\$8,500.00
Emerio	Civil	\$4,800.00
	Total Fees	\$46,956.00

Sincerely,

Kelley Howell  
Principal, PIVOT Architecture

# OPERATIONS COMMAND CENTER (OCC)

Architectural/Engineering Design Services

Contract Cost Summary

<b>CONTRACT NO. 2022-01-OCC</b>		
PIVOT A&E Design Services (Estimate)	Board Approved - June 15, 2022	\$1,300,000
NTE on Identified Services to Jan. 2026	<b>Executed Contract Amount</b>	<b>\$1,367,035</b>

<b>AMENDMENT 1</b>		
Electrical Infrastructure Design		\$43,964.85
Temporary Modular Offices		\$17,690.00
NEPA Services Not Used		<u>\$(10,219.36)</u>
	<b>Contract Amendment 1</b>	<b>\$51,435.49</b>
	<b>Amended Contract-Total</b>	<b>\$1,418,471</b>

<b>AMENDMENT 2 (Requires Board Approval)</b>		
Trash Enclosure & Access Driveway		
	<b>Contract Amendment 2</b>	<b>\$46,956.00</b>
	<b>Amended Contract-Total</b>	<b>\$1,465,427</b>





**RESOLUTION NO. 2025-03-12-06**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH PIVOT ARCHITECTURE FOR THE PURPOSE OF ARCHITECTURAL AND ENGINEERING SERVICES FOR THE OPERATIONS COMMAND CENTER (OCC) TRASH ENCLOSURE AND ACCESS DRIVE**

**WHEREAS**, Lane Transit District (“LTD”) entered into contract with PIVOT Architecture P.C., pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD’s Procurement Policy, as well as any Federal Transit Administration requirements, as applicable, on August 31, 2022, resulting in Contract #2022-01-OCC for Architectural & Engineering Services of the Operations Command Center (OCC).

**WHEREAS**, Resolution No. 2022-05-06-15-030 authorized the Chief Executive Officer to enter into a contract with PIVOT Architecture with a Not-to-Exceed (“NTE”) amount of \$1,300,000.00 and with \$130,000.00 in amendment authority;

**WHEREAS**, the contract was was executed at an NTE of \$1,367,035.41 following negotiation;

**WHEREAS**, Amendment One increased the NTE amount by \$51,321.17 to a total of \$1,418,356.58;

**WHEREAS**, OAR 137-049-0910 (4) provides that LTD may amend a contract without additional competition if the amendment is within the general scope of the original Procurement, the field of competition and contractor selection would not likely have been affected by the modification, and that the amendment is consistent with applicable legal requirements;

**WHEREAS**, the City of Springfield requires additional construction features for the District to qualify for certain permitting on this project;

**WHEREAS**, the field of competition and Contractor selection would not likely have been affected by this contract modification;

**WHEREAS**, the change contemplated by this Amendment falls within the scope of the original contract agreement;

**WHEREAS**, Amendment Two will increase the Contract value by \$46,956.00 for architecture and engineering services for a trash enclosure and an access driveway on the OCC project;

**WHEREAS**, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract amendment between LTD and PIVOT Architecture on March 12, 2025, and recommended Board adoption of the proposed resolution; and

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and delegated to the Chief Executive Officer the authority and responsibility to approve and execute contract amendments and change orders that do not exceed \$250,000 or twenty percent (20%) of the initial contract, whichever is less.



**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board, that:

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with PIVOT Architecture for the purpose of A&E design services for Trash Enclosure and Access Driveway in an amount not to exceed \$ 46,956.00; (b) increase the contract Not To Exceed to \$1,476,956.00 and (c) as needed, execute further amendments to the contract not to exceed a cumulative total of \$9,391.20 (20% of this contract amendment).

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 12 DAY OF March, 2025.**

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Gino Grimaldi, Board President



# Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**Contract Title:** Specialized Services Replacement Vehicles - RideSource

**Contract No.:** WADES Contract 07621

**Grant No:** N/A

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 2025-03-12-07 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses with two transit style vans for revenue service with our Ride Source service.

**Agenda Item Summary:** RideSource needs two transit vehicles and Lane Transit District (LTD) is able to use the Washington State Department of Enterprise Services (WADES) Contract 07621. Procurement reached out to approximately six companies for quotes to ensure adequate competition. All vendors came back unresponsive besides Model 1. LTD intends to award Model 1 the Purchase Order of the two transit vehicles based off the WADES Contract 07621. This contract authorizes LTD to carry out annual vehicle replacements for state-of-good-repair purposes, driven by the end of vehicle life. As part of this initiative, LTD will replace two RideSource cutaway buses with a Transit-style van due to their end-of-life status. For this vehicle type, the minimum useful life is seven years or 200,000 miles, both of which have been exceeded for the vehicles designated for replacement. The Transit-van style will improve service by providing all-wheel drive (AWD) vehicles. Funding provided from the FY26 and FY27 STIF Formula Plan will be used to support these vehicle replacements. The total cost for these vehicles is as follows:

Modified Minivans: 1 each @ \$174,804.00 x 2 Total = \$349,608.00

Total Contract Amount: \$349,608.00

**Attachments:** N/A

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** I move to Adopt Resolution No. 2025-03-12-07 Authorizing the Chief Executive Officer to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses for revenue service with LTD’s RideSource service.



**RESOLUTION NO. 2025-03-12-07**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH MODEL 1 COMMERCIAL VEHICLES, INC. FOR THE PURPOSE OF REPLACING TWO CUTAWAY BUSES FOR REVENUE SERVICE WITH LTD'S RIDESOURCE SERVICE**

**WHEREAS**, LTD is in need of replacement vehicles for two (2) ADA-compliant cutaway buses with two (2) ADA-compliant transit style vans.

**WHEREAS**, LTD's Fiscal Year 2026-2027 Budget incorporates STIF formula funds, from the FY26 and FY27 STIF Formula Plan for vehicle replacements.

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, LTD followed the purchase of vehicles from the State of Oregon Contract, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch.137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of purchasing RideSource Replacement Vehicles in an amount not to exceed \$349,608.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$69,921.60.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 12 DAY OF MARCH, 2025.**

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Gino Grimaldi, Board President



# Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**Contract Title:** Specialized Services  
Replacement Vehicles - South Lane Wheels

**Contract No.:** Washington State Department  
of Enterprise Services Contract 07621

**Grant No:** N/A

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 2025-03-12-08 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses with two Transit-style vans for revenue service with the South Lane Wheels service.

**Agenda Item Summary:** South Lane Wheels needs two transit vehicles and Lane Transit District (LTD) is able to use the Washington State Department of Enterprise Services Contract 07621. Procurement reached out to approximately six companies for quotes to ensure adequate competition. All vendors came back unresponsive besides Model 1. LTD intends to award Model 1 the Purchase Order of the two transit vehicles based off the WADES Contract 07621. This contract authorizes LTD to carry out annual vehicle replacements for state-of-good-repair purposes, driven by the end of vehicle life. As part of this initiative, LTD will replace two South Lane Wheels cutaway buses with a Transit-style van due to their end-of-life status. For this vehicle type the minimum useful life is seven years or 200,000 miles, both of which have been exceeded for the vehicles designated for replacement. The Transit-style van will improve service by providing all-wheel drive (AWD) vehicles. Funding provided from the FY26 and FY27 STIF Formula Plan will be used to support these vehicle replacements. The total cost for these vehicles is as follows:

Modified Minivans: 1 each @ \$174,804.00 x 2 Total = \$349,608.00

Total Contract Amount: \$349,608.00

**Attachments:** N/A

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** I move to Adopt Resolution No. 2025-03-12-08 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing two cutaway buses for revenue service with LTD’s South Lane Wheels service.



**RESOLUTION NO. 2025-03-12-08**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO ENTER INTO A CONTRACT WITH MODEL 1 COMMERCIAL VEHICLES, INC. FOR THE PURPOSE OF REPLACING TWO CUTAWAY BUSES FOR REVENUE SERVICE WITH LTD’S SOUTH LANE WHEELS SERVICE**

**WHEREAS**, LTD is in need of replacement vehicles for two (2) ADA-compliant cutaway buses with two (2) ADA-compliant transit style vans.

**WHEREAS**, LTD’s Fiscal Year 2026-2027 Budget incorporates STIF formula funds, from the FY26 and FY27 STIF Formula Plan for vehicle replacements.

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, LTD followed the process for purchase of vehicles from the State of Oregon Contract, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch.137, Divisions 46-49, and LTD’s Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, Model 1 Commercial Vehicles, Inc. was the responsive vendor for this contract purchase;

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of purchasing South Lane Wheels Replacement Vehicles in an amount not to exceed \$349,608.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$69,921.60.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 12 DAY OF MARCH, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Joe McCormack, Chief  
Development Officer

**AIS Title:** Authorizing the CEO to Enter into an  
Agreement with the YMCA for the Sale of the  
Hunsaker Property

**Action:** Adoption of Resolution No. 2025-03-12-09 Authorizing the CEO to Enter into an Agreement with the YMCA for the Sale of the Hunsaker Property on Certain Terms

**Agenda Item Summary:** In 2015, Lane Transit District (LTD) purchased the undeveloped 8-acre parcel along River Road between Hunsaker Lane and Green Lane to pursue the design and construction of the Santa Clara Station. Santa Clara Station, which utilizes 3-acres, went into revenue service in February 2021; resulting in a 5-acre remnant commonly referred to as the Hunsaker Property. Pursuant to ORS 271.310, the LTD Board of Directors took action on February 19, 2025 to declare the Hunsaker Property as surplus. The Eugene Family YMCA has made an offer to purchase the property at appraised value for a planned branch serving north Eugene residents. Staff and legal counsel have reviewed a draft sales agreement; the terms of which are summarized in the attached Term Sheet.

**Attachments:** Outline of Terms for Lane Transit District Hunsaker Property Sale to YMCA

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** I move to adopt Resolution No. 2025-03-12-09; Authorizing the CEO to Enter into an Agreement with the YMCA for the Sale of the Hunsaker Property on Certain Terms.

**Attached:** Outline of Terms for Lane Transit District Hunsaker Property

### **Outline of Terms for Lane Transit District Hunsaker Property**

The following terms summarize the proposed agreement between Lane Transit District (“LTD”) and the Young Men’s Christian Association of Eugene (“YMCA”) regarding certain real property commonly referred to as the “Hunsaker Property”.

1. PROPERTY: The Hunsaker Property, Map No. 17-04-11-41, Tax Lot Nos. 9100, 9101, 9200, and 9300
2. PURCHASE PRICE: \$4,050,000
3. EARNEST MONEY: \$100,000 earnest money note on signing. Up to two additional earnest money notes of \$50,000 each for extending the inspection period, as described below. Prior earnest money notes are payable on each extension and are generally nonrefundable once paid. Earnest money will be applied against the purchase price.
4. INSPECTION PERIOD: 210 days from signing, with two options to extend the inspection period by 90-days each. Each extension requires additional earnest money notes, as described above. Buyer can terminate at any time during the inspection period.
5. CLOSING: Closing will occur within 60-days after the inspection period terminates.
6. PAYMENT: Buyer will pay \$1,000,000 at closing (including the earnest money) toward the purchase price and will deliver a promissory note for the balance of the purchase price, which will bear interest at a rate of 5% simple interest per annum. The promissory note will require payment of an additional \$1,000,000 principal payment on the first anniversary of closing and payment of the balance on the second anniversary of closing. The promissory note will be secured by a trust deed on the property.





**RESOLUTION NO. 2025-03-12-09**

**A RESOLUTION AUTHORIZING THE CEO TO ENTER INTO AN AGREEMENT WITH THE YMCA FOR THE SALE OF THE HUNSAKER PROPERTY ON CERTAIN TERMS**

**WHEREAS**, Lane Transit District (“LTD”) purchased an eight-acre undeveloped parcel along River Road between Hunsaker Lane and Green Lane to pursue design and construction of the Santa Clara Transit Station;

**WHEREAS**, the Santa Clara Transit Station encompasses approximately three acres of the southern portion of the property, leaving approximately five acres (the “Hunsaker Property”) unused and no longer needed for public use;

**WHEREAS**, the LTD Board of Directors declared the Hunsaker Property as “surplus” property on February 19, 2025 in LTD Resolution No. 2025-02-19-05; and

**WHEREAS**, LTD and the Young Men Christian’s Association (the “YMCA”) have negotiated an agreement whereby LTD will sell the Hunsaker Property to the YMCA on the terms set forth in the Term Sheet, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** that the LTD Board of Directors hereby authorize the LTD CEO, or designee, to negotiate and enter into a Purchase and Sale Agreement with the YMCA consistent with the terms set forth in the Term Sheet, attached hereto.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 12 DAY OF MARCH, 2025.**

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Gino Grimaldi, Board President

### **Outline of Terms for Lane Transit District Hunsaker Property**

The following terms summarize the proposed agreement between Lane Transit District (“LTD”) and the Young Men’s Christian Association of Eugene (“YMCA”) regarding certain real property commonly referred to as the “Hunsaker Property”.

1. PROPERTY: The Hunsaker Property, Map No. 17-04-11-41, Tax Lot Nos. 9100, 9101, 9200, and 9300
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