BOARD OF DIRECTORS MEETING
AGENDA

MONDAY DECEMBER 17, 2018 3:30 P.M.

Intermodal Transportation Center (ITC)
Downtown Fort Worth
1001 Jones Street, 2nd Floor Community Room
Fort Worth, Texas 76102

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. COMMITTEE REPORTS

- ACCESS Advisory Committee Meeting – December 5, 2018 – Tito Rodriguez
- Commuter Rail Committee Working Session – December 10, 2018 – Tito Rodriguez
- Planning/Operations/Marketing Committee Working Session– December 10, 2018 – Ray Taylor
- Finance & Audit Committee Working Session – December 10, 2018 – Jon Michael Franks
- Fort Worth BikeSharing Board Meeting – December 11, 2018 – Jeff Davis
- Regional Transportation Committee Meeting – December 13, 2018 – Scott Mahaffey

E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

F. CONSENT AGENDA

1. BA2019-24 TEXRail Construction Manager/General Contractor (CM/GC) Services New Sanitary Sewer and Utility Facilities Grapevine Vintage Railroad Storage Track
2. BA2019-25 TEXRail Construction Manager/General Contract (CM/GC) Services Glenview Drive At-Grade Crossing Quadrant Exit Gates System
3. BA2019-26 On-Demand Rideshare Service Pilot
4. BA2019-27 Warehouse Inventory Reorganization
G. PRESIDENT’S REPORT – Paul Ballard

H. CHAIR’S REPORT – Scott Mahaffey

1. BA2019-28 New President/Chief Executive Officer

I. OTHER BUSINESS

J. EXECUTIVE SESSION

The Board of Directors may convene in Executive Session under the Texas Open Meetings Act for the consultation with its Attorney pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.

K. RECONVENE

L. VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

M. ADJOURN

NEXT MEETING WILL BE HELD ON JANUARY 28 AT 3:30 PM AT THE INTERMODAL TRANSPORTATION CENTER, 2ND FLOOR COMMUNITY ROOM

This facility is wheelchair accessible. For accommodations for hearing or sight interpretive services, please contact Melanie Kroeker 48 hours in advance at 817.215.8621.
CONSENT AGENDA ITEMS
BACKGROUND

In April 2015, Archer Western/Herzog JV (AWH) was awarded a contract for TEXRail CM/GC Pre Construction Services. During the pre-construction phase of the TEXRail Project, the Contractor provided input into the project as the design progressed to improve constructability, reduce cost, and mitigate schedule concerns in the design documents and project constraints. The Contractor has planned the construction activities with the various stakeholders, built a construction schedule, and developed pricing for the construction services phase.

In August 2016, Archer Western/Herzog JV was awarded the contract for TEXRail Construction Services to build the Guideway and Stations for the TEXRail project.

On September 19, 2016 FWTA issued Notice to Proceed to Archer Western/Herzog JV to proceed with construction of the project.

The original scope at Grapevine station included re-alignment of the existing Grapevine Vintage Railroad (GVRR) track to allow train service operations for both GVRR and Trinity Metro. To maintain the GVRR yard capacity, TEX Rail participated in adding new storage tracks for the GVRR at a new location. As part of this relocation, GVRR needed new sanitary sewer and utilities to provide alternate sewage dumping location for Grapevine Vintage Railroad (GVRR) train maintenance operations. This change was initiated to address the additional sanitary sewer and utility facilities to maintain GVRR’s current train maintenance operations.

This Board Action request would authorize Trinity Metro’s President/Chief Executive Officer to enter into a supplemental agreement to the Construction Contract with AWH to provide an equitable adjustment for the new sanitary sewer and utility facilities needed to maintain GVRR operations.

PROCUREMENT

The authorization amount for Construction Services is based on negotiated agreement. Trinity Metro will negotiate a fair and reasonable amount at or below this authorization. A minimum goal of 12% Disadvantaged Business Enterprise (DBE) and a combined D/M/WBE goal of 30% was set for TEXRail Construction Services. The Contractor has committed to meeting this goal on the overall contract including this authorization.
RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a supplemental agreement with Archer Western/Herzog JV for the new sanitary and utility facilities for an amount not to exceed $300,000.00. The funds for this authorization will come as new funding from project contingency dollars and not from the existing contract contingency.

Disposition by Board of Directors

Secretary Approval: ____________________________  DATE ____________________________

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

<table>
<thead>
<tr>
<th>Item Number:</th>
<th>BA2019-25</th>
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<tr>
<td>Item Title:</td>
<td>TEXRail Construction Manager/General Contractor (CM/GC) Services Glenview Drive At-Grade Crossing Quadrant Exit Gates System</td>
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<td>Meeting Date:</td>
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BACKGROUND

In April 2015, Archer Western/Herzog JV (AWH) was awarded a contract for TEXRail CM/GC Pre Construction Services. During the pre-construction phase of the TEXRail Project, the Contractor provided input into the project as the design progressed to improve constructability, reduce cost, and mitigate schedule concerns in the design documents and project constraints. The Contractor has planned the construction activities with the various stakeholders, built a construction schedule, and developed pricing for the construction services phase.

In August 2016, Archer Western/Herzog JV was awarded the contract for TEXRail Construction Services to build the Guideway and Stations for the TEXRail project.

On September 19, 2016 FWTA issued Notice to Proceed to Archer Western/Herzog JV to proceed with construction of the project.

During the construction phase, it was determined that an existing Oncor overhead utility line that was to remain in place was actually in conflict with the location of the proposed exit gates at the Glenview Drive at-grade crossing. Trinity Metro coordinated with Oncor and jurisdictional agencies to relocate the utility line, however, it was determined that implementing a quadrant exit gates system at this crossing would move the gates from under the utility line while leaving the existing Oncor line as-is and this solution would be a more cost and schedule effective alternative.

This Board Action request would authorize Trinity Metro’s President/Chief Executive Officer to enter into a supplemental agreement to the Construction Contract with AWH to provide an equitable adjustment for the design and installation of a quadrant exit gate system at Glenview Drive at-grade crossing.

PROCUREMENT

The authorization amount for Construction Services is based on negotiated agreement. Trinity Metro will negotiate a fair and reasonable amount at or below this authorization. A minimum goal of 12% Disadvantaged Business Enterprise (DBE) and a combined D/M/WBE goal of 30% was set for TEXRail Construction Services. The Contractor has committed to meeting this goal on the overall contract including this authorization.
RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a supplemental agreement with Archer Western/Herzog JV for the design and installation of a quadrant exit gate system at Glenview Drive at-grade crossing for an amount not to exceed $275,000.00. The funds for this authorization will come from the established TEXRail Program Contingency.

Disposition by Board of Directors

Secretary Approval: ___________________________ DATE ___________________________
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2019-26
Item Title: On-Demand Rideshare Service Pilot
Meeting Date: December 17, 2018

BACKGROUND

In 2016, Trinity Metro’s master planning process identified first-mile/last-mile challenges as a key issue to be addressed. In addition, the service system as a whole lags the growing population as well as the services offered in peer cities. In an effort to evaluate options to support core services, serve the needs of employers and the workforce, increase ridership by improving access to convenient service, and take advantage of emerging technologies and shared services, Trinity Metro is interested in developing an on-demand shared-ride pilot program to test the viability of filling these gaps through a pilot program.

The pilots may be first-mile / last-mile focused on delivery to fixed route stops or they may be utilized in underserved/unserved areas with priority for specific destinations. In addition, Trinity Metro is interested in establishing services that can be accessed by member cities and via individual contracts with cities in the service area.

The goal is to facilitate collaboration and common platforms as the regional solutions expand. The proposed First-Mile / Last-Mile pilot endeavors to improve access by providing a lower cost alternative to transit vehicles.

Contracting with an operator(s) to provide on-demand ride share services should also facilitate analysis of rider trip behaviors. The short-term goal of the project is to identify demand within the current Trinity Metro route system layout, while long term goals are to look at ways to provide the most cost effective service in a way that is safe, reliable and efficient.

PROCUREMENT

In collaboration with the City of Fort Worth and Tarrant County, Trinity Metro issued Request for Proposal (RFP) #18-T030 on August 23, 2018. Proposals were received on October 18, 2018 from four firms: RATP Dev USA, RideCo, Inc., River North Transit, LLC (Via) and TFR Transit, Inc. All four proposals were determined to be responsible and responsive. Proposals were reviewed by representatives from the City of Fort Worth, Tarrant County and Trinity Metro. Additionally, presentations and interviews were conducted with all four firms.

Final evaluations and scores determined that two of the firms were rated highest in their technical capabilities and approach to innovative solutions that would align with the objectives of the pilot project and alternative opportunities for shared ride services. The two firms that rated the highest are River North Transit, LLC (Via) and TFR Transit, Inc. (TFR). Each firm provides a unique and different approach to address and meet objectives of the pilot program that will offer services for specific purposes.

The approaches by the two firms will be for different solutions to the first-mile/last-mile support effort.

Via will be utilized to cover a strategically selected area with service area boundaries that complement existing bus connections to business locations or points of interest within the designated area. This model can be replicated in areas that Trinity Metro currently services, and will be a model for what could
be provided in surrounding cities that are unserved or areas where service can complement the existing bus routes. The vehicles can accommodate up to 6 passengers per trip.

The second approach from TFR will be utilized to cover smaller points (within a two-mile radius) from point of pick-up and will offer a unique approach for designated areas that would benefit from slow-speed, short-distance services for specific markets. These cars can accommodate up to 5 passengers. TFR will provide electric vehicles that are eco-friendly, data-centric and efficient in moving people in small areas that will bridge gaps between riders and transit hubs.

The details of the pilot program will be defined, and Trinity Metro is requesting that the Board approve the action to move forward with negotiations between the parties and selected firms for a pilot program approach that will be considered for long-term utilization. If successful, the pilot program may be negotiated for additional four year contracts. Any additional service requests for designated areas or expanded services would be brought to the Board for approval, prior to launch.

The DBE Goal for this Solicitation is 15%. River North Transit, LLC has agreed to meet the DBE requirement and TFR Transit, Inc. is open to exploring DBE opportunities.

FINANCING

At this time, there is no financial commitment or impact, prior to issuance of a Notice to Proceed.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to approve the negotiation to enter into a contract for On-Demand Shared Ride Services with River North Transit, LLC (Via) and TFR Transit, Inc., for a total of 5 years, for a total estimated cost not-to-exceed $10 million.

Trinity Metro will enter into the negotiations to finalize the contract with each company. After negotiations are completed, Board approval will be required for any expenditures, purchase orders or Notice to Proceed.

Disposition by Board of Directors

Secretary Approval: ____________________________ DATE

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-27  Meeting Date: December 17, 2018
Item Title: Warehouse Inventory Re-Organization

BACKGROUND

Trinity Metro manages physical inventory to support the operations and facilities of the organization. There are over 40,000 different parts in various locations that are valued at almost $2 million. Over the years, the bus parts inventory has accumulated obsolete parts and has developed a need for additional different parts due to new bus types procured. Processes need to be reviewed and warehouses re-organized to gain efficiencies and improve overall operations. In August, 2018, Trinity Metro Procurement asked Simon Engineering & Consulting, Inc. to review the inventory facilities at 1600 East Lancaster. Simon Engineering worked through WSP Global Inc., for their expertise in materials management and inventory control. As a result of their review, a corrective action plan was presented to Trinity Metro by the assigned team of materials management experts from WSP to assist in facilitating the re-organization and development of processes to improve the management of inventory services and identify obsolete materials for disposition. With the recent implementation of the ERP system, a review of stock items, replenishment points and overall inventory control is needed to fully utilize the capabilities of the new system and improve warehouse operations.

PROCUREMENT

Simon Engineering & Consulting, Inc. is one of the Indefinite Delivery Indefinite Quantity (IDIQ) firms approved by the Board on June 25, 2018 (BA 2018-50) to provide this type of consulting service. A Task Order #3 will be issued to Simon Engineering & Consulting, Inc. to provide the following service deliverables:

- Assist with developing a master inventory list.
- Assist with developing a process for the disposal of obsolete parts.
- Assist with correcting minimum/maximum re-order point levels for parts.
- Assist with establishing a method of verifying receipt before approval of payments.
- Assist with forming a committee, including maintenance and storeroom staff, to review additions or deletions to the inventory.
- Assist staff to develop keyless entry systems and processes for doors to storerooms for security purposes.
- Assist staff with efficient fuel allocation charges across the bus fleet.
- Develop process for performing spot-checks of maintenance work orders to see if parts were charged to the work order.
- Assist staff with developing a process to review duplication of inventory.

This project will improve services and operations for better management and utilization of the warehouse inventory assets.
FINANCING

Funds are available in Trinity Metro’s FY2019 Capital Budget to finance this project.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to approve a Task Order with Simon Engineering for a six-month consulting agreement for a total not-to-exceed amount of $130,000.00.

Disposition by Board of Directors

Secretary Approval: ______________________ DATE ______________________

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-28  
Item Title: New President/Chief Executive Officer  
Meeting Date: December 17, 2018

BACKGROUND

In February 2014, Paul J. Ballard signed a contract to serve as President and Chief Executive Officer of Trinity Metro. This contract is for a five-year period through April 14, 2019, with automatic annual renewals thereafter.

In accordance with that contract, Mr. Ballard has informed me, in my role as Board Chairman, that he does not wish to utilize the automatic renewal feature, and is electing to retire from Trinity Metro at the end of the initial five-year period.

Mr. Ballard’s assigned principle goal was to secure financing, build and place into service the 27-mile TEXRail commuter rail line between Downtown Fort Worth and Dallas/Fort Worth International Airport.

To achieve that objective in the very aggressive five-year timetable, Mr. Ballard recruited Mr. Robert Baulsir to serve as vice president and project director.

Mr. Baulsir has extensive experience in operating, financing and building transportation services, and creatively developing solutions to all of the project’s challenges. In his role as TEXRail Project Manager, Mr. Baulsir has kept the project on track, on time and under budget.

In addition to his role directing the construction of TEXRail, Mr. Baulsir has also contributed his expertise as Senior Vice President of Trinity Metro overseeing several functional areas including Procurement, Facilities Management and Information Technology.

Throughout Mr. Baulsir’s tenure at Trinity Metro, he has prepared himself to assume the duties and responsibilities of President and Chief Executive Officer on an ongoing basis as he has done on a temporary basis during times of Mr. Ballard’s business travel or vacation periods.

Mr. Baulsir has become well-known to all of us over the last few years with his monthly board committee presentations, individual meetings, media interviews and community interactions.

RECOMMENDATION

Very few organizations have the opportunity to promote from within such a talented and experienced transportation professional who has been preparing for this new role since he joined our organization four years ago. There is no other individual prepared to step in and maintain the high velocity pace that Trinity Metro has been keeping in all areas of our responsibilities.
I request approval to sign a new contract for President & Chief Executive Officer with Robert Baulsir that contains the same provisions in our current contract with Mr. Ballard (updated only for changed circumstances such as removal of moving expenses) and a starting salary of $285,000 on April 15, 2019.

Disposition by Board of Directors

[Signature]

Board Chairman:

[Signature]

Secretary Approval:

DATE

12/10/18

DATE