BOARD OF DIRECTORS MEETING
AGENDA
MONDAY MARCH 25, 2019 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 – Scott Mahaffey

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. COMMITTEE REPORTS

- ACCESS Committee Meeting – Wednesday, March 6, 2019 – Alan Hooks
- Regional Transportation Committee Meeting – March 14, 2019 – Tito Rodriguez
- Commuter Rail Committee Working Session – March 18, 2019 – Nick Genua
- Planning/Operations/Marketing Committee Working Session– March 18, 2019 – Ray Taylor
- Finance & Audit Committee Working Session – March 18, 2019 – Jeff King

E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

F. CONSENT AGENDA

1. BA2019-38 TEXRail Photography Services
2. BA2019-39 TEXRail Project Memory Books
3. BA2019-40 Vehicle Towing Services
4. BA2019-41 Contract for Maintenance Uniform Rental Service
5. BA2019-42 Contract Amendment for Scope of Work with SuperShuttle for Transportation Services
6. BA2019-43 Amendment to the Interlocal Agreement (ILA) between Trinity Metro, Dallas Area Rapid Transit (DART) and Dallas Fort Worth International Airport (DFWIA) Board for Shuttle Service between Trinity Railway Express (TRE) CentrePort Station and Dallas Fort Worth International Airport (DFWIA) Remote South Lot
7. BA2019-44 Mercantile Mobility On Demand
G. ACTION ITEMS

1. BA2019-49 Intermodal Transportation Center Rename – JO Design/Linda Thornton

H. PRESIDENT’S REPORT – Paul Ballard

I. CHAIR’S REPORT – Scott Mahaffey

J. OTHER BUSINESS

K. 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.

L. RECONVENE

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

N. ADJOURN

NEXT MEETING WILL BE HELD ON APRIL 22, 2019 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 Kelli Shields 48 hours in advance at 817.215.8972.
CONSENT AGENDA ITEMS
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2019-38
Item Title: TEXRail Photography Services
Meeting Date: March 25, 2019

BACKGROUND

In April, 2016, Trinity Metro issued RFP # 16-T038 for Photography Services for Trinity Metro TEXRail to establish a contract with a professional photographer for the TEXRail construction project. The photos were intended to be used by Trinity Metro for a library of still photographs that could be used in communications and promotional materials, and to also document the construction and completion of the TEXRail project.

A single proposal response was received from Kenneth Fitzgerald dba Railroad Historical Photography. Following review of the qualifications and experience of Kenneth Fitzgerald, the proposal was accepted and a two-year agreement was established for an amount not-to-exceed $48,000.00.

PROCUREMENT

The requirements for photography to finish the completion of the project requires an extension of the time and additional amount for service to complete the requirements of the project’s agreement. To date, Mr. Fitzgerald has provided exceptional service in documenting and providing photographs that have captured the essence of the project. There are still a few final deliverables and completions needed for the full project service required. The rate of $100 per hour will remain as a fixed fee through the final months requested.

FINANCING

The cost of the photography service is included in Trinity Metro’s capital budget and the 2035 Financial Plan. It will be funded with a combination of Federal and State grants with local match funded primarily with local dollars from the Fort Worth Transportation Authority and Grapevine.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President & Chief Executive Officer to execute an extension for TEXRail Photography Services for six (6) months and an increase to the Agreement in an amount of $15,000 to cover final project photography and media costs.

Disposition by Board of Directors

Secretary Approval: ___________________________ DATE

TRINITY METRO
BACKGROUND

In April, 2016, Trinity Metro issued RFP # 16-T038 for Photography Services for Trinity Metro TEXRail to establish a contract with a professional photographer for the TEXRail construction project. The photos were intended to be used by Trinity Metro for a library of still photographs that could be used in communications and promotional materials, and to also document the construction and completion of the TEXRail project.

The Trinity Metro Board of Directors approved a two-year agreement with Kenneth Fitzgerald dba Railroad Historical Photography for the project.

PROCUREMENT

Mr. Fitzgerald has provided exceptional service in documenting and providing photographs that have captured the essence of the Trinity Metro TEXRail project. One of Mr. Fitzgerald’s projects was to complete a memory photography “coffee table” book that would adequately tell the $1 billion TEXRail project story. Mr. Fitzgerald has now completed that story and produced a hard cover draft. However, now the final book must be produced. Trinity Metro’s intent was to offer the book as gifts to key stakeholders and decision makers, and also to key personnel on the various project and construction teams. We anticipate that interest from the contracting firms will be high, and our intent is to order an ample quantity of books to cover these anticipated requests, with the expectation that the contracting firms would reimburse us appropriately.

FINANCING

Trinity Metro has the opportunity to capture a 40-percent cost savings on printing the book, if we purchase the books in volume of 1,000 units. Printing the book is included in Trinity Metro’s FY2019 Capital Budget and the 2035 Financial Plan.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President & Chief Executive Officer to produce the TEXRail memory book in an amount not to exceed $60,000 which will cover final printing production costs.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-40
Item Title: Vehicle Towing Services
Meeting Date: March 25, 2019

BACKGROUND

Trinity Metro utilizes local towing services to recover buses and vehicles that have experienced mechanical failures, preventing further damage to the vehicle if they were continued to be driven. Currently, Trinity Metro contracts with Texas Towing Wrecker Service to provide the recovery service. The contractor’s fleet size allows them to provide a quick response time even if multiple vehicles are down at the same time.

INVITATION FOR BIDS

In accordance with Trinity Metro’s Procurement Policy, Invitation for Bids (IFB 19-T018) for Vehicle Towing Services was advertised locally and on Trinity Metro’s web site.

Two (2) firms responded to the solicitation and complied with the bid package. The IFB is based on a firm fixed fee contract. The response from the firm was as follows:

BID TABULATION:

<table>
<thead>
<tr>
<th>Inside Tarrant County</th>
<th>Texas Towing Wrecker Service</th>
<th>Beard’s Towing Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>60’ Buses</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>40’ Buses</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>35’ Buses</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>30’ Buses</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>29’ Bus/Van</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>Cost per mile (round trip)</td>
<td>$0.00</td>
<td>$ 4.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside Tarrant County</th>
<th>Texas Towing Wrecker Service</th>
<th>Beard’s Towing Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>60’ Buses</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
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</tr>
<tr>
<td>29’ Bus/Van</td>
<td>$725.00</td>
<td>$825.00</td>
</tr>
<tr>
<td>Cost per mile (round trip)</td>
<td>$ 4.00</td>
<td>$ 6.50</td>
</tr>
</tbody>
</table>

Hourly labor charges for items such as: removing bumpers, winching out of mud, up righting vehicles, caging brakes, removing drive lines or axles.

$280.00
$300.00
FINANCING

Funds are available in Trinity Metro’s FY2019 Operating Budget to finance a portion of this contract. The remaining contract amount will be requested in the FY2020 Operating Budget.

DBE

There were no opportunities for DBE subcontracting participation identified for this contract.

RECOMMENDATION

The Planning, Operations & Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to execute a one-year contract with Texas Towing Wrecker Service, Inc. for Vehicle Towing Services for an amount not-to-exceed $179,800.00.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-41  Meeting Date: March 25, 2019
Item Title: Contract for Maintenance Uniform Rental Service

BACKGROUND

Trinity Metro provides a rental program for uniform apparel and accessories, products and services for Facilities Workers & Supervisors, Maintenance Workers & Supervisors, and designated Trinity Metro employees as required for departments. Requirements include providing and distributing uniform/wear; affixing emblems/patchwork, providing alterations and maintaining sufficient inventory levels of ware/accessories for employees on an “as-needed basis”.

A contract maintains a comprehensive product offering with the ability to provide solutions to meet Trinity Metro’s needs. The proposed contract is for the uniform rental for 123 maintenance employees, which includes mechanics, service attendants, custodians, and maintenance supervisors. This service provides eleven (11) sets of uniforms to accommodate five (5) daily changes. The uniform supplier will supply lockers for the clean uniforms, and a “soiled garment lock-up” for dirty uniforms. The proposed contract is for five (5) years.

INVITATION FOR BIDS

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP) # 19-T009 for Uniform Rental Services was advertised on Trinity Metro’s website and issued on November 20, 2018.

Three (3) firms responded to the proposal solicitation: Aramark Uniform & Career Apparel, Cintas Corporation and UniFirst Corporation. Aramark did not submit a proposal that met the requirements of the RFP and was not considered in the evaluation. The other two companies, Cintas and UniFirst, responded with proposals that were compliant with applicable procurement requirements. A committee of Trinity Metro staff evaluated proposals and attended site visits of both companies that were under consideration. Based on the proposals, site visits and submitted costs, the committee rated the proposal from UniFirst as the higher score that was responsive and responsible. The proposed cost for all department rental services is estimated to be $190,000 per year for a total of five (5) years.

FINANCING

Funds are available in Trinity Metro’s FY2019 Operating 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 contract with UniFirst Corporation for a five-year contract term for an annual estimated cost of $190,000 and a five-year total not to exceed amount of $950,000.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2019-42  Meeting Date: March 25, 2019
Item Title: Contract Amendment for Scope of Work with SuperShuttle for Transportation Services

BACKGROUND

On November 20, 2017, Trinity Metro’s Board of Directors approved BA2018-14 which authorized the President/Chief Executive Officer to enter into a one-year contract with four (4) one-year options to renew with SuperShuttle for the provision of Route 30 CentrePort (circulator bus service for CentrePort area) and Route 111 Bell Transportation Services (circulator bus service for Bell employees). These two routes provide “last mile” connection to employers in the respective areas. In addition to amending the current contract, we have been asked by the North Central Texas Council of Governments (NCTCOG), to operate the service between the Trinity Railway Express (TRE) CentrePort Station and Dallas Fort Worth International Airport (DFWIA) Remote South parking. The service is currently being operated by DFWIA. The service will be Route 31 TRE Link, operated by Trinity Metro.

NCTCOG will provide 100% grant funding for the first six months of Route 31 service which will be approximately $200,000 which covers the service cost through the end of FY 2019 (September 30, 2019). Trinity Metro will provide three Compressed Natural Gas (CNG)-fueled 35’ buses to start the DFWIA shuttle service; NCTCOG will provide future grant funding for the purchase of new vehicles for Route 31.

PROCUREMENT

Trinity Metro’s Procurement Department has followed the required Sole Source procurement procedures to amend the existing Trinity Metro contract (#18-001) with SuperShuttle. The contract amendment will expand the current CentrePort Circulator Service Scope of Work to include Route 31 which would be the route designation for the shuttle service from the TRE CentrePort Station to the DFWIA Remote South Parking Facility; increase the current contract rate from $39 per hour to $50 per hour, exercise the remaining four (4) one-year options, and add a 3% increase each year for the remaining four (4) year term.

FINANCING

Funds for Trinity Metro’s portion of the SuperShuttle services are available in the FY2019 Operating Budget. Approval for future funding, for Trinity Metro’s portion, will be requested in future proposed Operating Budgets.
RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to amend Contract No. 18-001 Scope of Work with SuperShuttle to add Route 31 TRE Link for the DFWIA shuttle service, increase the contracted hourly rate for all services from $39 per hour to $50 per hour, establish an annual 3% hourly rate increase and exercise the remaining four (4) one-year renewal options at a cost of $2,960,051.00, for a total estimated contract price of $3,265,860.00.

Disposition by Board of Directors

Secretary Approval: ____________________________  DATE ____________________________

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-43
Meeting Date: March 25, 2019

Item Title: Amendment to the Interlocal Agreement (ILA) between Trinity Metro, Dallas Area Rapid Transit (DART) and Dallas Fort Worth International Airport (DFWIA) Board for Shuttle Service between Trinity Railway Express (TRE) CentrePort Station and Dallas Fort Worth International Airport Remote South Lot

BACKGROUND

In October 2007, Trinity Metro’s Board of Directors approved Action Item ECA2008-009 to amend the Interlocal Agreement between Trinity Metro, Dallas Area Rapid Transit (DART), and Dallas Fort Worth International Airport (DFWIA) the Board for shuttle service between the Trinity Railway Express (TRE) CentrePort Station and DFW International Airport Remote South Lot to ensure access to jobs and providing the funding for vehicle and operation of a circulator service.

The current circulator service operates on a 30-minute frequency. During this time, DFWIA has been managing and operating this service and the three entities have shared the cost equally, which is defined as a 1/3 cost participating for each party.

DFW International Airport Board desires to relinquish management and operation of the current circulator service to Trinity Metro.

Trinity Metro, DART, and DFW International Airport Board desire to amend the cost sharing schedule in the current ILA to reflect an equal cost distribution, defined as a 1/3 cost participation for each party, for the continued provision of this shuttle service. The table shown below illustrates the cost breakdown for the service.

<table>
<thead>
<tr>
<th>Option A: Start with 30 minute interval and acquire 3 buses to continue at same level of service</th>
<th>NCTCOG Funds</th>
<th>Local Match (FTA Operating 50/50; Split 3 ways)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Phase</td>
<td>RTR Funds</td>
<td>FTA Funds</td>
</tr>
<tr>
<td>Phase I: April 2019 - September 2019 (30 minutes headway all day) 2 TM buses plus 1 spare</td>
<td>$125,000</td>
<td>$0</td>
</tr>
<tr>
<td>Phase II: October 2019 - September 2020 (30 minutes headway all day) 2 new buses plus 1 spare</td>
<td>$75,000</td>
<td>$1,860,592</td>
</tr>
<tr>
<td>Phase III: October 2020 - Sept 2021 (30 minute peak - all day) 2 buses plus 1 spare</td>
<td>$0</td>
<td>$240,562</td>
</tr>
</tbody>
</table>

$200,000 $2,101,154 $162,916 $162,916 $162,916 $2,789,902
FINANCING

Funding from the North Central Texas Council of Governments have been identified and approved for the service, April-September FY2019. Funds for Trinity Metro’s portion of the shuttle service for FY2019 is included in the Operating Budget. Future funding for Trinity Metro’s portion will be requested in future proposed Operating budgets.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to execute the second amendment to the Interlocal Agreement with Dallas Area Rapid Transit (DART) and Dallas Fort Worth (DFW) International Airport Board for the provision of shuttle service between the TRE CentrePort and DFW International Airport Remote South Lot and for financial contribution equal to one-third of the total cost for providing the service.

Disposition by Board of Directors

Secretary Approval: __________________________ DATE ________________

TRINITY METRO™
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2019-44  Meeting Date: March 25, 2019
Item Title: Mercantile Mobility On Demand

BACKGROUND

In 2016, Trinity Metro’s Master Plan 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.

On December 17, 2018 Trinity Metro’s Board of Directors approved BA2019-26 Pilot On-Demand Rideshare Service to address this issue.

CURRENT STATUS

Trinity Metro Operations, Planning and Marketing Departments have been working on the first deployment of the Mobility on Demand (MOD) service in the Mercantile Area. The Mercantile area provides an opportunity to increase transit ridership in a moderately dense job rich area of the city by connecting transit riders to jobs with access to fixed route bus services and TEXRail. Negotiations are ongoing with businesses in the Mercantile Area to provide funding to pay the full fare of three dollars per trip for passengers using this service. The vendor requires a 90-day period to start service and the preferred start date would be the beginning of July 2019.

FINANCING

The City of Fort Worth is helping to fund the (MOD) pilot study in the Mercantile Area in the amount of $500,000. A Mayor and Council action (M&C) in April will dedicate the funds to this project. The remaining $500,000 is available in Trinity Metro’s FY2019 Operating Budget and will be requested in the FY2020 Operating Budget with the service period overlapping both fiscal years.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to negotiate and execute agreements to provide Mobility On Demand (MOD) services for a 12-month period with a not to exceed amount of $1,000,000 and issue a notice to proceed when the City of Fort Worth authorizes the funds through the M&C process.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2019-45  Meeting Date: March 25, 2019
Item Title: Proposed Changes to the Procurement Policy

BACKGROUND

Trinity Metro’s Procurement Policy adheres to federal and state laws for procurement. The last Board review of the Policy was in April, 2013 (ECA 2013-036). Changes in state requirements for Procurement thresholds for micro-purchases and small purchases and updates prompted a recent review of the Procurement Policy for recommended changes. Trinity Metro engaged the services of the law firm, Locke Lord, LLP, to review Trinity Metro’s Procurement Policy, and Locke Lord’s review resulted in recommended updates and changes, primarily for the following:

Updates Throughout the Document:

- “Trinity Metro” was substituted for all references to “The T” or “T”.
- References to titles and positions that no longer exist were revised.
- References to “General Counsel” were revised to “Counsel” as a defining reference to general legal counsel to provide flexibility for the use of the term in the Procurement Policies to apply to the services of outside legal counsel, while contemplating the possibility of having an in-house General Counsel at some point in the future.

Articles:

- Article 3 (Micro Purchases). The threshold for micro purchases was revised to allow the Assistant Vice President of Contract Administration and Procurement to adopt operational procedures for making micro purchases of less than $9,500. The operational procedures must provide for obtaining adequate and reasonable competition for the supply, service, or construction being purchased. The change is in response to recent federal regulations which allow for an increased threshold amount of $10,000. Out of an abundance of caution, a $9,500 threshold was chosen to avoid inadvertently exceeding the legal limit in the federal regulations.

- Article 3 (Small Purchases). In connection with the micro purchase threshold revision, the revisions to the small purchase threshold is increased to $9,500, (from $3,000) requiring three competitive quotes to meet the competitive threshold requirement for Small Purchases greater than $9,500 to less than $50,000.

- Article 8 (Dispute Resolution Procedures). Replaced the prior Article 10 (Administrative Remedies). Article 10 was structured so that the final remedy in a dispute would be a contested case proceeding with the State Office of Administrative Hearings (SOAH). However, Trinity Metro does not qualify as an eligible entity under Chapter 2260 of the Government Code to participate in a proceeding before SOAH. The entirety of Article 10 was revised to adhere to the American Arbitration Court for (non-binding) dispute resolution. Article 10 also contained a procedure to protest solicitations and a procedure for general contract disputes. These sections were combined and streamlined into the current Article 8.
• Article 9 (Assistance to Disadvantaged Business Enterprises (DBE)). The policy provisions were removed from the Procurement Policy to be a standalone DBE policy, referenced in the Procurement Policy as “Assistance to Disadvantaged Businesses Enterprises”.

• Article 10 (Ethics in Public Contracting). Provisions pertaining to ethics and conflicts issues were removed from the definitional section and incorporated into Article 10. The provisions simply ensure the Procurement Policy accurately reflects state law requirements for Board member disclosure of interests in a business that seeks to contract with Trinity Metro or real estate Trinity Metro is considering purchasing, restrictions related to hiring individuals related to Board members, employees, or agents of Trinity Metro, and conflict disclosure requirements for bidders.

LEGAL
Trinity Metro’s Legal Counsel, Locke Lord, LLP, has reviewed the proposed changes and found that they are in compliance with all applicable federal and state regulations, and Trinity Metro’s Procurement requirements.

RECOMMENDATION
The Planning, Operations & Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the approval of the Trinity Metro Procurement Policy with recommended changes and revisions.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-46  Meeting Date: March 25, 2019
Item Title: Fort Worth Bike Share Funding

BACKGROUND

Fort Worth Bike Share (FWBS), the City of Fort Worth’s docked bicycle system was originally created by Trinity Metro utilizing local and federal funding. The program was eventually moved to an independent operation with a governing board in place to oversee the program. During this time, Trinity Metro assisted with federal funding as the locally designated grant recipient. Additionally, Fort Worth Bike Share currently has sponsorship revenue commitments from multiple partners in the community totaling:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$164,500</td>
</tr>
<tr>
<td>2020</td>
<td>$119,500</td>
</tr>
<tr>
<td>2021</td>
<td>$48,000</td>
</tr>
<tr>
<td>2022</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

CURRENT STATUS

Although Fort Worth Bike Share has been well received and viewed as a positive community impact that supports transit, the environment and good health their financial model is not sustainable. Fort Worth Bike Share needs additional funding to continue service. The City of Fort Worth and Trinity Metro will share 50/50 in the $100,000 needed to maintain Fort Worth Bike Share for another year and will partner with Fort Worth Bike Share to develop a long-term strategy for success.

FINANCING

Trinity Metro’s FY2019 Operating Budget can absorb the $50,000 needed to match the City of Fort Worth contribution.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to approve the $50,000 needed to match the City of Fort Worth contribution for Fort Worth Bike Share.

Disposition by Board of Directors

Secretary Approval:  DATE

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-47
Item Title: Construction for On-Site Health Clinic
Meeting Date: March 25, 2019

BACKGROUND

On June 25, 2018, the board authorized a contract with Premise Health Solutions for management of an on-site Health Clinic. Jacobs Engineering Group, approved through an IDIQ in August 2018, provided the architectural and engineering services and we are now in need of a contractor to complete construction of the 1,915 sf space in the HRP that was formerly occupied by the print shop. The new clinic is designed to function with a professional medical staff who will need space for a waiting area, reception office, lab, procedure room, exam rooms, medical storage and a nurse’s station.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, Invitation for Bid (IFB 19-T022) for the On-Site Health Clinic Construction Project, was issued on February 1, 2019. The IFB was issued to establish a contract for a firm to complete the construction work for the Health Clinic following the Notice to Proceed.

Five firms responded to the IFB and complied with the bid requirements. Bid responses were received from:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post L Group, LLC</td>
<td>$562,126.48</td>
</tr>
<tr>
<td>Hutcherson Construction, Inc.</td>
<td>$565,710.00</td>
</tr>
<tr>
<td>Roylins Wesson</td>
<td>$609,850.00</td>
</tr>
<tr>
<td>The Mark IV Construction Group, LLC</td>
<td>$759,293.47</td>
</tr>
<tr>
<td>Morales Construction Services, Inc.</td>
<td>$829,169.00</td>
</tr>
</tbody>
</table>

Post L Group, LLC submitted the lowest responsive, responsible and complete bid. A minimum goal of 30% Disadvantaged Business Enterprise (DBE) was set for the overall construction services. Post L Group, LLC has committed to meeting this goal.

Trinity Metro’s Procurement Department has followed procurement policy with the Invitation for Bid and is in compliance with all applicable Federal, State, and the Trinity Metro procurement requirements.

FINANCING

$450,000 is available in the FY2019 Capital Budget, the remaining $196,445.45 is available in the health care reserve account.
The Finance & Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to negotiate a contract with Post L Group, LLC for the construction of the on-site health clinic in the amount of $562,126.48 and a 15% contingency for a total amount not to exceed $646,445.45.
BACKGROUND

Trinity Metro’s Investment Policy, adopted by the Board of Directors, states “the Vice President of Finance / Chief Financial Officer (CFO), Controller and Finance/Accounting Administrator, acting under the general supervision of the President / Chief Executive Officer (CEO), are responsible for administration of Trinity Metro’s comprehensive cash management and investment program, and are designated as Trinity Metro’s Investment Officers.” As a function of those responsibilities, the following persons are hereby authorized to execute all contract and other agreements necessary to establish bank and investment accounts, with the express powers granted to enter into treasury management services agreements as necessary for account transactions, including but not limited to wire and ACH transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul J Ballard</td>
<td>President/Chief Executive Officer Through April 14, 2019</td>
<td></td>
</tr>
<tr>
<td>Robert Baulsir</td>
<td>President/Chief Executive Officer Effective April 15, 2019</td>
<td></td>
</tr>
<tr>
<td>Fred Crosley</td>
<td>Vice President/Chief Financial Officer</td>
<td></td>
</tr>
<tr>
<td>Christopher Grenier</td>
<td>Controller</td>
<td></td>
</tr>
<tr>
<td>Dionelyn Herrin</td>
<td>Acting Finance/Accounting Administrator</td>
<td></td>
</tr>
</tbody>
</table>

Additionally, the Investment Policy allows the Vice President/Chief Financial Officer and Controller to delegate day-to-day administration duties to other employees.

RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro’s Board of Directors adopt the above Delegated Bank and Investment Authorization.
ACTION ITEM
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-49  
Meeting Date: March 25, 2019

Item Title: Intermodal Transportation Center Rename

BACKGROUND

In July 2017, the Fort Worth Transportation Authority (Trinity Metro) entered into an agreement with JO Design, to use their marketing and design expertise to create new branding for the agency. Included in this directive was the instruction to consider all services, stations and naming conventions. The end goal was to ensure that the name proposed appealed to not only existing customers but also to new customers. This action fulfilled one of the key goals of the Transit Master Plan.

JO undertook extensive market research with everyday riders, casual riders and non-riders of both bus service and Trinity Railway Express train service. Research consisted of in-person focus groups, in-person and on location surveys, and an online survey.

Data from research resulted in multiple recommendations: To change the name of Fort Worth Transportation Authority, to change the graphical representation of Fort Worth Transportation Authority, and to change the name of Fort Worth Transportation Authority's main Fort Worth transit hub.

In March 2018, the Trinity Metro’s Board of Directors approved most recommendations, and these are currently being completed as part of the agency’s overall rebranding. However, one recommendation, to change the name of the primary Trinity Metro transit hub from Intermodal Transportation Center (ITC) to a universally recognized name, was left unchanged. With the launch of TEXRail, customers in the region now have access to traveling conveniently to Fort Worth, along with more tourists and international visitors. Many visitors to Fort Worth are confused by the ITC name, and JO’s research is once again confirmed: That the 10-syllable name of the main station is difficult for new customers to understand in relation to location and destination.

RESEARCH

Given that the goal is to achieve a universally recognized name for Trinity Metro’s primary Fort Worth transit hub, the Marketing Department has considered three words that convey this meaning worldwide: Union (Station), Central (Station) and Metro (Station). Both Union (Station) and Metro (Station) are problematic for Trinity Metro. Central Station conveys clearly and simply to locals and to visitors that this is the main or primary station.

Funding

Given that Trinity Metro is still in process of rebranding its facilities and stations, no additional cost is expected to be incurred by this name change.
RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors approve adopting the name “Fort Worth Central Station” as the name of Trinity Metro’s main Fort Worth transit hub.

Disposition by Board of Directors

__________________________________________  _________________________
Secretary Approval:                          DATE