

BOARD OF DIRECTORS MEETING

MONDAY APRIL 22, 2019 3:30 P.M.



BOARD OF DIRECTORS MEETING

AGENDA

MONDAY APRIL 22, 2019 3:30 P.M.

Fort Worth Central Station
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

- **Fort Worth BikeSharing Board Meeting – April 9, 2019 – Jeff Davis**
- **Regional Transportation Council Meeting – April 11, 2019 – Scott Mahaffey**
- **Commuter Rail Committee Working Session – April 15, 2019 – Nick Genua**
- **Planning/Operations/Marketing Committee Working Session– April 15, 2019 – Ray Taylor**
- **Finance & Audit Committee Working Session – April 15, 2019 – Jon Michael Franks**

E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

F. CONSENT AGENDA

1. **BA2019-50 Trinity Railway Express Purchase of Two Remanufactured Locomotives**
2. **BA2019-51 Trinity Lakes Station Final Design**
3. **BA2019-52 Promotional Products & Services Contract**
4. **BA2019-53 Exterior Elevated Lighting Replacement Contract**
5. **BA2019-54 ADA Accessibility Improvement Program Phase 6 Construction Contract**
6. **BA2019-55 Replacing Underground Fuel Tanks with Aboveground Fuel Tanks**

G. ACTION ITEM

1. **BA2019-56 Elevator Inspection & Maintenance Contract – Carrie Weir**



H. PRESIDENT’S REPORT – Bob Baulsir

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 MAY 20, 2019 AT 3:30 PM AT THE FORT WORTH CENTRAL STATION, 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



TRINITY  METROSM

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-50

Meeting Date: April 22, 2019

Item Title: Trinity Railway Express Purchase of Two
Remanufactured Locomotives

BACKGROUND

Trinity Railway Express (TRE) operating plans require six units to provide service, one for standby/backup, and two rotating into the Equipment Maintenance Facility (EMF) for maintenance servicing. Currently, TRE has nine locomotives, seven of which are operational. Grade crossing accidents have resulted in two of the nine being unavailable for service.

The purchase of two additional locomotives will allow TRE to expand the current locomotive fleet from nine to 11 locomotives. The additional two F40PH locomotives, would be purchased from Progress Rail. These locomotives will be vital in meeting current service expectations, mitigating against an aging fleet, and optimizing and preserving the existing transit equipment. Also, it provides essential resources to meet the needs of potential TRE expansion that could include Sunday and holiday service. The two F40PH locomotives will have a 15-year useful life span. One of the F40PH locomotives was originally built in 1978 (41 years old), and the other F40PH locomotive was originally built in 1981 (38 years old).

PROCUREMENT

On July 13, 2018, a Request for Proposals (RFP) notification was sent to 649 firms for the purchase of two Remanufactured Locomotives. By the closing date of November 12, 2018, three proposals were received. Progress Rail Locomotive, Inc., received the highest scores among the responders. They possess the technical and financial capability to perform the contract, which will be a firm fixed price contract with option to purchase one additional locomotive. The pricing is fair and reasonable, and the firm is recommended for award.

This contract is for \$4,881,700 and is federally funded in the amount of \$3,905,360, which is 80 percent of the total contract amount. The local share of this contract is to be paid with local funds. The local share of the purchase of these vehicles (\$976,340) shall be jointly and equally shared by the transit authorities as specified in the Interlocal Agreement between Dallas Area Rapid Transit (DART) and Trinity Metro (DART's share - \$488,170; Trinity Metro's share - \$488,170).

- | | |
|-----------------------------------|-----------------------|
| 1. Progress Rail Locomotive, Inc. | \$ 4,881,700 |
| 2. MotivePower | \$ 7,185,371 |
| 3. Higher Power Industries | Unacceptable proposal |

DART's Procurement Department has followed procurement policy and is compliant with all applicable federal, state, and Trinity Metro's procurement requirements.

FINANCING

Funds are available in Trinity Metro's FY2019 Capital Budget to finance this program.



RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to execute a joint contract with Dallas Area Rapid Transit and Progress Rail Locomotive, Inc., for the purchase of two locomotives for a total amount not-to-exceed \$4,881,700, and to allocate 10 percent of the required 20 percent local funds for a total amount not-to-exceed \$488,170.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-51

Meeting Date: April 22, 2019

Item Title: Trinity Lakes Station Final Design

BACKGROUND

In March 2018, Trinity Metro's Board of Directors approved a set of deal points with Trinity Lakes and authorized the President/Chief Executive Officer to develop and execute a Development Agreement with Trinity Lakes based on the approved deal points for the construction of the Trinity Lakes Trinity Railway Express (TRE) Station and the removal of the existing Richland Hills Trinity Railway Express Station. This agreement was executed on September 12, 2018.

On June 25, 2018 Trinity Metro's Board of Directors approved a task order for Hayden Consultants to provide planning services for Trinity Lakes Station. The planning services which include the preparation of the environmental documents and preliminary design are now complete, and the Federal Transit Administration environmentally cleared the project on March 6, 2019. The final cost for planning services is \$167,707.00, which is shared 50-50 by Trinity Metro and Trinity Lakes.

The next two phases of the project are final design and construction. This item is to approve the Final Design Phase. The construction phase will be brought to the Board for approval early next year. Trinity Lakes Station is scheduled to open in December 2020.

FINAL DESIGN SERVICE

As specified by the agreement, the final design for the Trinity Lakes Station is to be conducted by one of Trinity Metro's current Indefinite Delivery/Indefinite Quantity (IDIQ) consultants, and Trinity Lakes selected the firm TranSystems Corporation to perform final design services, which include the provision of signed and sealed construction plans and specifications and cost estimates.

PROCUREMENT

TranSystems is one of six IDIQ firms approved by the Board in June 2018 to provide professional services to Trinity Metro. The IDIQ contracts are in effect until 2023. TranSystems also provided final design services for TEXRail.

TASK ORDER COST

Trinity Metro negotiated with TranSystems the scope of work and the fee for the final design services and the final negotiated price is \$331,567.00. Trinity Lakes has agreed to this cost as well and, as stipulated by the agreement, the cost will be shared 50-50 by Trinity Metro and Trinity Lakes.

DBE UTILIZATION

TranSystems Corporation has committed to 19.8% DBE participation and 8.8% MWBE participation for a total of 28.6% DMWBE participation for this task order.



FINANCING

Funding for Trinity Lakes Station is included in Trinity Metro’s Capital Budget.

The agreement requires Trinity Metro to pay 50% of the expenses for Trinity Lakes Station up to \$3 million. To date, Trinity Metro has expended \$83,853.50 on this project. Since TranSystems contract is with Trinity Metro, we will seek reimbursements from Trinity Lakes for 50% of TranSystems’ approved invoices.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to issue a task order to TranSystems Corporation in the amount of \$331,567.00 and a 10% contingency for a total amount not to exceed \$364,724.00 for final design services for the proposed Trinity Lakes Trinity Railway Express Station.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-52
Item Title: Promotional Products & Services Contract

Meeting Date: April 22, 2019

BACKGROUND

Trinity Metro provides promotional products and program services for Trinity Metro events, Marketing and Advertising efforts, and special events, such as the Trinity Metro Roadeo, golf scholarship tournament and health benefits fair.

In addition to promotional products, Marketing efforts require program and event planning for targeting audiences and promoting the Trinity Metro brand with maximized efforts to reach the public through various means.

PROCUREMENT

In accordance with Trinity Metro Procurement Policy, a Request for Proposal (RFP 19-T003) for providing promotional products at a discounted price and program management was issued and advertised on Trinity Metro's website on January 28, 2019. The RFP solicited proposals from experienced and qualified companies to provide a three-year contract for working with Trinity Metro to purchase promotional products and establish a program for marketing outreach services as required by Trinity Metro.

Three firms submitted proposals that were responsive, responsible, and in compliance with the proposal requirements:

4imprint, Inc.
Taylor Communications
World of Promotions

An evaluation committee of Trinity Metro staff reviewed the proposals and interviewed each of the firms for their industry experience and qualifications (15 points), quality control (30 points), service plan (20 points), innovative solutions and sustainability (10 points), DEB participation (5 points) and pricing (20 points).

Following is a chart that shows sample pricing submitted by each proposer:

ITEM	QUANTITY	WORLD OF PROMOTIONS	TAYLOR COMMUNICATIONS	4IMPRINT
T-Shirt: 2000 Gildan Ultra Cotton 100% Trinity Metro Logo (Left Chest), Roadeo Logo on Back (4-color)				

Size: S-XL	1-25	\$12.63	\$7.27	\$9.95
S-XL	26-50	\$12.63	\$7.27	\$8.95
2XL	1-50	\$12.63	\$9.18	\$10.50
3XL	1-50	\$12.63	\$10.31	\$11.95
Ogio Voyager Messenger Bag	24	\$46.00	\$38.46	\$48.50
Trade Show Tote Bag	100	\$1.99	\$2.42	\$1.95
Wide Body Pen / White/ Navy Trim	500 - 1000	\$0.90	\$0.81	\$0.49
BIC Media Clic Custom Pen Navy Blue Body / Red Trim	1500	\$0.30	\$0.45	\$0.59
Clean Up Hand Sanitizer 2 oz	200	\$0.98	\$0.92	\$0.99
Vital Care First Aid Kit	100	\$2.25	\$0.92	\$0.90
New World Eco Jotter	150	\$1.99	\$0.88	\$1.99
Pedova Zippered Padfolio	24	\$16.00	\$13.06	\$15.50
Trifunction Blinkin Light 24 Hr.	600	\$1.25	\$1.07	\$0.95
Destin LED Flashlight 24 Hr	570	\$1.59	\$1.53	\$1.95
Sof-Color Keychain with Carabiner	290 Red / 300 Blue	\$0.80	\$0.47	\$0.70

- Light gray boxes indicate lowest bidder.

In addition to the sample price list, Taylor Communications provided a commitment to discount products 18-percent off MSRP, with an additional four percent off each transaction valued at \$20,000 or more. World of Promotions committed to a 15-percent discount from MSRP and 4Imprint committed to a 10-percent MSRP discount.

The committee rated Taylor Communications with the highest points for their broad capabilities and experience in developing not only promotional product programs for targeted audiences and events but also their capabilities to support targeted marketing campaigns.

Trinity Metro's Procurement Department has followed procurement policy with the Request for Proposal and is compliant with all applicable federal, state, and the Trinity Metro procurement requirements.

FINANCING

Funds are available in Trinity Metro's FY2019 Operating Budget to finance this program.



RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to enter into a three-year contract with Taylor Communications for an estimated annual amount of \$125,000 each year, for a total contract amount not-to-exceed amount of \$375,000.00.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-53

Meeting Date: April 22, 2019

Item Title: Exterior Elevated Lighting Replacement Contract

BACKGROUND

Many of our existing elevated lighting fixtures are more than 10 years old and are deteriorating. The fixtures are cracking, resulting in damage to the interior components. Replacing these fixtures serves to increase safety for employees and transit customers as well as reduce ongoing costs associated with their maintenance. In addition, the new light fixtures are more energy efficient and should result in a savings in electricity.

This project involves the replacement of 481 lighting fixtures across nine (9) facility locations located in Fort Worth, Texas, except as noted:

1. Parking lot at Trinity Metro's HRP complex, 1601 E. Lancaster Ave, and 1600 E. El Paso Street
2. Passenger areas at Fort Worth Central Station (f/k/a ITC), 1000 Jones Street
3. Station platforms at the T&P rail station, 200 W. Vickery Boulevard
4. Parking lot at the North Park and Ride, 10157 N. Freeway Service Road
5. Parking lot at the South Park and Ride, 351 Alsbury Boulevard, Burleson, Texas
6. Parking lot at Trinity Railway Express (TRE) CentrePort Station, 14470 Statler Boulevard
7. Parking lot at Trinity Railway Express (TRE) Richland Hills Station, 7225 Burns Street, Richland Hills, Texas
8. Parking lot at Trinity Railway Express (TRE) Bell Station, 3232 Bell Helicopter Boulevard, Hurst, Texas
9. Parking lot at Sierra Vista Transfer Center, 1500 E. Berry Street

This action item is to approve the contract that will provide the sourcing and installation of the new LED lighting fixtures.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, an Invitation for Bid (IFB 18-T048) for providing for the sourcing and installation of new LED lighting fixtures throughout nine (9) of Trinity Metro's facilities was issued and advertised on Trinity Metro's website on December 5, 2018. The IFB sought bids from experienced and qualified contractors to provide lighting replacement services as required by Trinity Metro.

Six firms submitted proposals that were responsive, responsible, and in compliance with the bid requirements:

1.	Fort Worth Electrical Services	\$525,979.00
2.	Road Solutions, LLC	\$552,574.50
3.	Ace Electric Co	\$750,194.96
4.	Texas of All Tech Electric	\$806,610.00
5.	Sayers Construction, LLC	\$929,891.85 (Alternative Fixture Bid)
6.	Sayers Construction, LLC	\$995,563.60
7.	Robinson Industries	\$1,011,857.40

Fort Worth Electrical Services submitted the lowest responsive, responsible and complete bid. A minimum goal of 5% Disadvantaged Business Enterprise (DBE) participation was set for this solicitation. Fort Worth Electrical Services has committed to meet the 5% DBE goal for the project.

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

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

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a contract with Fort Worth Electrical Services for a total contract price of \$525,979.00 plus a 10% contingency (\$52,597.90) for any unexpected repairs for a total contract amount not-to-exceed \$578,576.90.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-54

Meeting Date: April 22, 2019

Item Title: ADA Accessibility Improvement Program Phase 6
Construction Contract

BACKGROUND

In our continuing effort to improve accessibility to our bus stops, Trinity Metro has been implementing the ADA Accessibility Improvement Program for several years. The program provides sidewalks, ADA ramps, and concrete pads for bus benches and bus shelters at bus stops in our service area.

The previous five phases of the ADA Accessibility Program provided improvements at 152 bus stop locations. Phase 6 will provide improvements at 45 additional locations in the City of Fort Worth.

A typical project would involve the design by a design firm, construction by a contractor, and bus shelter installation by the bus shelter manufacturer.

The bus shelter manufacturing contract was approved by the Board of Directors on June 26, 2017.

The design for ADA Accessibility Improvement Program Phase 6 was approved by the Board of Directors on December 22, 2018.

This action item is to approve the construction contract for Phase 6 of the Program.

INVITATION FOR BIDS (IFB)

In accordance with Trinity Metro Procurement Policy, an Invitation for Bid (IFB) 19-T004 for providing improved accessibility to bus stop locations throughout Trinity Metro's service area was issued and advertised on the Trinity Metro's web site on March 4, 2019. The IFB sought bids from experienced and qualified firms to provide construction services as required by Trinity Metro. A minimum goal of 25% Disadvantaged Business Enterprise (DBE) was set for this solicitation.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with the IFB and is in compliance with all applicable Federal, State, and the Trinity Metro procurement requirements. Three firms submitted proposals that were responsive, responsible, and in compliance with the bid requirements:

- 1) C.C. Zamora Construction, Inc. - \$235,796.04
- 2) Arreguin Group, Inc. - \$370,421.96
- 3) Mart, Inc. - \$614,662.49

C.C. Zamora Construction, Inc. was selected as the lowest, responsive, responsible bidder.



FINANCING

Funds are available in Trinity Metro’s FY 2019 Capital Budget to finance this project. Federal grants have also been obtained and will provide for 80% of the cost of the project.

DBE UTILIZATION

C.C. Zamora Construction, Inc. is a certified DBE contractor and therefore, its self-performance on this contract will meet and exceed the goal.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro's Board of Directors to authorize the President/Chief Executive Officer to enter into a contract with C.C. Zamora Construction Inc. for the construction of accessibility bus shelter pads and sidewalks for a total contract price of \$235,796.04, plus a 15% contingency for a total contract amount not-to-exceed \$271,165.45.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-55

Meeting Date: April 22, 2019

Item Title: Replacing Underground Fuel Tanks with Aboveground Fuel Tanks

BACKGROUND

Trinity Metro's fueling facility on East Lancaster Avenue has three underground storage tanks (USTs), including two 20,000-gallon diesel tanks and one 10,000-gallon unleaded tank. These USTs were installed when the facility was first constructed. However, since Trinity Metro buses started using compressed natural gas, the USTs have become underutilized. They are now used to supply fuel for a small number of staff vehicles and maintenance equipment. Maintaining the large underground tanks and complying with regulatory reporting requirements has become time and labor intensive.

Trinity Metro desires to replace the existing USTs with much smaller aboveground storage tanks (ASTs). One of our engineering consultants, Jacobs Engineering Group, recently completed a study, which recommends the USTs be completely removed, the void backfilled and paved, and new ASTs and dispensers be installed.

This action item is to authorize Jacobs to prepare construction documents for the removal of USTs and installation of ASTs. Jacobs will determine the optimal size for the new tanks, provide plans, specifications and an estimate for the construction, inspect the work, and file the final required documents with the Texas Commission on Environmental Quality.

The construction contract will be brought to the Board for approval at a later date.

PROCUREMENT

In June 2018, Trinity Metro's Board of Directors approved contracts with six (6) Indefinite Delivery / Indefinite Quantity (IDIQ) consultants to provide professional engineering services including planning, design, and construction management services to Trinity Metro. Jacobs is one of the IDIQ consultants which is best qualified to perform this type of service and is being recommended to be awarded a task order to prepare construction documents for the removal of the existing USTs and installation of the new ASTs. The cost for the task order is \$99,993.71.

FINANCING

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

DBE UTILIZATION

Jacobs' sub-consultant, LCA Environmental is a DBE firm and will provide 47% of the work.

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to issue a task order to Jacobs Engineering Group for the preparation of construction documents for the removal of the existing underground storage tanks and the installation of the new aboveground storage tanks at our HRP Facility. The task order amount is \$99,993.71 and, combining it with a 10% contingency, the total not-to-exceed amount for this task order is \$109,971.10.

Disposition by Board of Directors

Secretary Approval:

DATE



ACTION ITEM



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-56
Item Title: Elevator Inspection & Maintenance Contract

Meeting Date: April 22, 2019

BACKGROUND

Trinity Metro contracts with third party vendors to provide elevator inspection, maintenance & testing services for various buildings and locations owned by Trinity Metro. These services are typically performed monthly, quarterly, twice a year, or as needed. Services are performed at most locations during regular business hours, however access to some locations may be required after hours.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, an Invitation for Bid (IFB 19-T035) for Elevator Inspection & Maintenance Services was issued on March 1, 2019 and advertised on Trinity Metro's website. The IFB was issued to establish a contract with a firm to provide the services for a five-year term.

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

<u>CONTRACTOR</u>	<u>BASE BID AMOUNT</u>
EMR Elevator, Inc.	\$556,450.00
Oracle Elevator	\$105,230.00

Oracle Elevator submitted the lowest responsive, responsible and complete bid. A minimum goal of 5% Disadvantaged Business Enterprise (DBE) was set for the overall services. Oracle Elevator 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

Funds are available in Trinity Metro's FY2019 Operating Budget to finance this contract for the first year. Funds for the remainder of the contract and extensions will be requested in each year's proposed annual operating budget.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to enter into a five (5)-year agreement with Oracle Elevator for \$105,230.00 plus a 20% contingency (\$21,046) for any unexpected emergency repairs for a total not-to-exceed amount of \$126,276.

Disposition by Board of Directors

Secretary Approval: _____

DATE _____



