BOARD OF DIRECTORS MEETING
AGENDA

MONDAY JANUARY 27, 2020 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

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. COMMITTEE REPORTS

- Regional Transportation Council – January 9, 2020 – Nick Genua
- Commuter Rail Committee Working Session – January 13, 2020 – Jon Michael Franks
- Planning/Operations/Marketing Committee Working Session – January 13, 2020 – Nick Genua
- Finance & Audit Committee Working Session – January 13, 2020 – Alan Hooks

E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

F. CONSENT AGENDA

1. BA2020-17 Contract to Paint Existing Trinity Railway Express (TRE) Fleet
2. BA2020-18 Trinity Railway Express (TRE) Positive Train Control (PTC) Spare Parts
3. BA2020-19 Trinity Railway Express (TRE) Valley View Positive Train Control (PTC) Implementation Changes
4. BA2020-20 Amendment for Trinity Railway Express (TRE) Calloway Cemetery Road Crossing Improvements
5. BA2020-21 Interlocal Agreement with the City of Crowley Mobility On Demand ZIPZONE
6. BA2020-22 Interlocal Agreement with the Medical District Mobility On Demand ZIPZONE
7. BA2020-23 Vanpool Program Participant New Rates
8. BA2020-24 Vending Services
9. BA2020-25 Service Standards
10. BA2020-26 Drug and Alcohol Testing and Physical Exams
11. BA2020-27 Fort Worth Bike Sharing Loan Interlocal Agreement
12. BA2020-28 ERP Managed System Provider (JD Edwards)
13. BA2020-29 Interlocal Agreement (ILA) for GoPass Mobile Platform
14. BA2020-30 High Pressure Natural Gas Line Connections
15. BA2020-31 Landscape Maintenance Services

G. ACTION ITEM

1. BA2020-32 Armored Car and Cash Management Services – Wayne Gensler

H. CHIEF OPERATING OFFICER/VICE PRESIDENT’S REPORT

I. CHAIR’S REPORT

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.

1. BA2020-33 Liability Claim Exceeding $50,000 – Jon-Erik Arjanen
2. R2020-03 Resolution Regarding Performance Payment for the President/Chief Executive Officer

L. RECONVENE

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

1. BA2020-33 Liability Claim Exceeding $50,000 – Jon-Erik Arjanen
2. R2020-03 Resolution Regarding Performance Payment for the President/Chief Executive Officer

N. ADJOURN

NEXT MEETING WILL BE HELD ON FEBRUARY 24, 2020 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
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-17

Meeting Date: January 27, 2020

Item Title: Contract to Paint Existing Trinity Railway Express (TRE) Fleet

BACKGROUND

Trinity Railway Express (TRE) current locomotive fleet consists of seven EMD F-59 PH locomotives purchased from GO Transit between 1998 and 2000, and two F-59 PHI locomotives purchased new from EMD in 2001. TRE’s bi-level fleet consists of eight Bombardier cab cars and seventeen Bombardier coach cars. The cab cars were purchased new from Bombardier between 2000 and 2007. Twelve of the coach cars were purchased used from GO Transit in 2000 and 2001. The remaining five coach cars were purchased new from Bombardier between 2007 and 2009.

Rail vehicles are typically stripped and repainted during midlife overhauls. TRE’s fleet is stored outdoors and exposed to weather elements year-round. The extreme Texas heat and extended exposure to the sun causes the paint to prematurely fade and crack. TRE has five locomotives, five cab cars, and 13 coach cars that need to be painted several years before the next scheduled overhaul.

A solicitation was issued on September 20, 2019 with 108 notifications sent. Bids were received from two firms:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Bid Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cherokee Coatings, LLC</td>
<td>$993,001</td>
<td>$993,001</td>
</tr>
<tr>
<td>2. Arrowhead Services, Ltd.</td>
<td>$3,425,000</td>
<td>$3,425,000</td>
</tr>
</tbody>
</table>

All bids were received before close and recorded. The low bidder was publicly announced.

Cherokee Coatings, LLC, submitted the lowest price in full and open competition for painting the existing TRE fleet. Cherokee Coatings, LLC has the capacity to perform this contract and are recommended for award.

Approval of this item will provide for the painting of five locomotives, five cab cars, and 13 coach cars. Approval of this contract will help optimize and preserve the existing transit systems state of good repair.

PROCUREMENT CONSIDERATIONS

Pursuant to Section 2.4 of the Restated Interlocal Cooperative Agreement by and between DART and Trinity Metro for the Operation and Development of the TRE, dated September 16, 2003 (Resolution No. 030084), DART is acting as the procuring agency on behalf of Trinity Metro and the TRE for this contract.
On September 20, 2019, a Request for Proposals (RFP) notification was sent to 108 firms for vehicle painting services. This will be a definite quantity contract, with firm fixed rates, for a term of two years with no options.

**D/M/WBE CONSIDERATIONS**

The goals for this contract were established in March 2019 at 10% MBE and 3% WBE participation. Cherokee Coatings, LLC, the prime contractor, has committed to meet the goals.

**PRICING AND FINANCING**

This contract to paint the existing TRE fleet is included in the TRE Re-Paint Existing fleet project budget of the approved FY 2020 Capital Budget. Sufficient funding for this contract in the amount of $1,049,602 is included in both the TRE Re-Paint Existing fleet project budget and the Commuter Rail Capital line item of the Twenty-Year Financial Plan.

The contract cost, plus contingency ($1,049,602), shall be equally shared between Dallas Area Rapid Transit (DART) and Trinity Metro in accordance with Section 5.4.1 (b) in the Interlocal Agreement between the two agencies (DART’s share - $524,801; Trinity Metro’s share – $524,801). Pricing is fair and reasonable based on the competitive bids received, the Independent Cost Estimate, and Historic Pricing.

**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to award a contract to Cherokee Coatings, LLC, to paint the existing Trinity Railway Express (TRE) fleet for an amount not to exceed $993,001, plus a 5.7% contingency of $56,601 for unanticipated expenses, for a total authorized amount not to exceed $1,049,602 with Trinity Metro’s share not exceed $524,801.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-18
Item Title: Trinity Railway Express (TRE) Positive Train Control Spare Parts
Meeting Date: January 27, 2020

BACKGROUND

In May 2017, Trinity Metro’s Board of Directors approved implementation for Regional Positive Train Control (PTC), to support the Rail Safety Improvement Act of 2008 (RSIA 2008) which mandated that all railroads that provide regular scheduled commuter passenger services must develop a plan for implementing Positive Train Control (PTC). As part of the TEXRail CM/GC contract, Wabtec Corporation was selected as the contractor and it was determined that Wabtec would integrate all of TEXRail’s and Trinity Railway Express (TRE) PTC system. The PTC agreement through Wabtec’s subsidiary company Xorail, Inc., was executed December 18, 2017.

The TRE successfully completed Revenue Service Demonstration and entered FRA approved Extended Revenue Service Demonstration on May 23, 2019. Since that time TRE has been running multiple trains under PTC control every day. The implementation of PTC has now reached the point where it is necessary to procure PTC specific spare parts to maintain the level of PTC operations.

Due to the specific nature of PTC and the lack of industry suppliers, the quantity and pricing for the spare parts were negotiated with Wabtec’s subsidiary company Xorail, Inc.

PRICING AND FINANCING

The pricing for the spare parts is as follows:

1. Onboard Spare Parts $323,316.92
2. Communications Spare Parts $ 27,434.21
3. Wayside Interface Unit (WIU) Spare Parts $105,336.00

Total $456,087.13

Funds are available in the TRE’s contingency portion of the Regional PTC Implementation contract to cover the cost of the spare parts.
RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to approve the purchase of the TRE PTC spare parts in the amount of $456,084.13.
BACKGROUND

In May 2017, Trinity Metro’s Board of Directors approved implementation for Regional Positive Train Control (PTC), to support the Rail Safety Improvement Act of 2008 (RSIA 2008) which mandated that all railroads that provide regular scheduled commuter passenger services must develop a plan for implementing Positive Train Control (PTC). As part of the TEXRail CM/GC contract, Wabtec Corporation was selected as the contractor and it was determined that Wabtec would integrate all of TEXRail’s and Trinity Railway Express (TRE) PTC system. The PTC agreement through Wabtec’s subsidiary company Xorail, Inc. was executed December 18, 2017.

To progress TRE’s PTC implementation, it was necessary for Xorail, Inc. to design and incorporate PTC into the ongoing Valley View construction project. The Valley View project was a double tracking project located in the City of Irving. The project involved the construction of approximately 1.5 miles of new Class 4 double track between the Dallas/Tarrant County line and the West Irving Station. The project also included a new bridge structure over Bear Creek, Valley View Lane grade crossing, new signal locations and conversion of the existing #24 turnout to a #24 crossover.

To accomplish this and keep the TRE on schedule with federal PTC implementation requirements, Xorail was required to perform design and review of vital software and aspects for existing operational and braking issues along the project segment. This additional work was necessary to further TRE’s progress towards successful PTC implementation.

PRICING AND FINANCING

The total cost of the additional design, engineering and review for this work was $171,479.60. Funds are available in the TRE’s contingency portion of the Regional PTC Implementation contract to cover the cost of the spare parts.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute this change to the Regional Positive Train Control Implementation Contract (No. 17-043) for additional design, engineering and review to incorporate PTC into the TRE Valley View project for a total of $171,479.60.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-20  
Meeting Date: January 27, 2020

Item Title: Amendment for Trinity Railway Express (TRE) Calloway Cemetery Road Crossing Improvements

BACKGROUND

In May of 2016, Viridian, Dallas Area Rapid Transit (DART), and Trinity Metro entered into an agreement for the improvements of Trinity Railway Express (TRE) crossings at Calloway Cemetery Road and Tarrant Main Street. This agreement included the following:

Viridian’s responsibilities:

- Acquire necessary land, relocate utilities, design and construct the roadway portion of Calloway Cemetery Road and Tarrant Main Street at its own costs.

- Utilize TRE Operating and Maintenance Contractor, Herzog Transit Services (Herzog), to reconstruct the railroad crossing, signals, and gates at Tarrant Main Street and pay for these services.

Trinity Metro’s responsibilities:

- Utilize Herzog to construct the new railroad crossing, signals, and gates at Calloway Cemetery Road and pay for these services.

- Work with Viridian and City of Fort Worth to establish a railroad quiet zone on Calloway Cemetery Road and Tarrant Main Street.

Dallas Area Rapid Transit (DART) responsibilities:

- Perform contract administration and manage Herzog’s work, per the Operating and Maintenance Contract.

Design has been completed for the improvements at Calloway Cemetery Road and Tarrant Main Street crossing. Construction has only been completed on Tarrant Main Street and this crossing has been established as Quiet Zone crossing since May, 2019. Construction for the improvements at Calloway Cemetery Road will begin in the first quarter of 2020.

Viridian’s cost for the entire project was estimated to be $2.3 million, and Trinity Metro’s cost was $700,000 for the Calloway Cemetery Road improvements. In February 2016, Trinity Metro Board of Directors authorized DART to use Herzog Transit Services for the improvements needed at Calloway Cemetery Road and reimburse DART for the actual cost, not to exceed $700,000. Herzog Transit Services has submitted updated pricing for the improvements at this crossing that exceeds the original authorized amount.
FINANCING

Trinity Metro’s FY2020 Capital Budget contains a line item for TRE Grade Crossings in the amount of $800,000, which includes $640,000 federal funds and $160,000 local funds. None of the funds have been utilized in this fiscal year, and therefore, there are sufficient funds for this project.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to (1) authorize DART to use Herzog Transit Services to install railroad crossing, signals, and gates at Calloway Cemetery Road and reimburse DART for the actual cost, and (2) increase the original authorized amount $700,000 by $47,445 plus a 20% contingency, for a total amount not to exceed $756,934.00.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-21  Meeting Date: January 27, 2020
Item Title: Interlocal Agreement with the City of Crowley Mobility On Demand ZIPZONE

BACKGROUND

In 2016, Trinity Metro’s Master Plan identified first-mile/last-mile opportunities to help grow ridership. Today, Trinity Metro continues to implement first-mile/last-mile programs by improving convenient access to fixed-route, rail, and other services.

On December 17, 2018, Trinity Metro’s Board of Directors approved BA2019-26 Pilot On-Demand Ride Share Services to address this issue. Expanding the pilot program to the City of Crowley will improve access to member cities not already within our service area by providing a lower-cost alternative to transit vehicles.

CURRENT STATUS

Trinity Metro Planning, Operations, and Marketing Departments have been working on additional deployments of the Mobility On-Demand (MOD) service within Tarrant County. The City of Crowley area provides an opportunity to increase transit ridership and connect transit riders to jobs, shopping and healthcare within the service area and give access to fixed-route bus services and TEXRail. The contracted vendor for this service requires a minimum of 90 days to start service, and the preferred start would be on or about May 2020.

On November 7, 2019, Crowley City Council Agenda Item: VII-6 approved an agreement between Trinity Metro and the City of Crowley for a Mobility On-Demand service connecting Trinity Metro Bus and Rail operations.

FINANCING

Trinity Metro has negotiated and budgeted the appropriate cost based on seven (7) hours of service per day, Monday – Friday service utilizing two (2) vehicles during revenue service. Funds received from the Congestion Mitigation and Air Quality Improvement Program (CMAQ) $333,000.00 grant, the City of Crowley, and Trinity Metro will be used to fund the project based on the cost assumptions mentioned in this paragraph. Passengers will be responsible for the Mobility On-Demand fare of $3.00 per ride and any other ticket charges associated with any supplementary Trinity Metro mode of transit.

DBE UTILIZATION

As a result of Request for Proposal (RFP) # 18-T030, River North Transit, LLC (VIA), was selected as one of two firms to be contracted for On-Demand Rideshare Services and agreed to meet the solicitation DBE goal of 5%.
RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into an Interlocal Agreement with the City of Crowley to establish a Mobility On-Demand Ridershare Services Program, and to issue a Task Order to River North Transit (VIA), under Contract No. 18-030 for an amount of $395,772.00, plus a contingency amount of $37,228.00 for a total not to exceed amount of $433,000.00 to provide the City of Crowley Mobility On-Demand Service ZIPZONE.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-22  
Meeting Date: January 27, 2020

Item Title: Interlocal Agreement with the Medical District Mobility On Demand ZIPZONE

BACKGROUND

In 2016, Trinity Metro’s Master Plan identified first-mile/last-mile opportunities to help grow ridership. Today, Trinity Metro continues to implement first-mile/last-mile programs by improving convenient access to fixed-route, rail, and other services.

On December 17, 2018, Trinity Metro’s Board of Directors approved BA2019-26 Pilot On-Demand Ride Share Services to address this issue. Expanding the pilot program within the City of Fort Worth will improve the agency goal to facilitate collaboration and common platforms that provide regional solutions to developing transit demands and improve access to the identified area by providing a lower-cost alternative to transit vehicles.

CURRENT STATUS

Trinity Metro Planning, Operations, and Marketing Departments have been working on additional deployments of the Mobility On-Demand (MOD) service within Tarrant County. The City of Fort Worth Medical District area provides an opportunity to increase transit ridership in a vastly dense job-rich area of the city by connecting transit riders to jobs, shopping, restaurants, and healthcare within the service area and give access to fixed-route bus services and TEXRail. The contracted vendor for this service requires a minimum of 90 days to start service, and the preferred start would be on or about May 2020.

Passengers will be responsible for the Mobility On-Demand fare of $3.00 per ride and any other ticket charges associated with any supplementary Trinity Metro mode of transit.

FINANCING

Trinity Metro has negotiated and budgeted the appropriate cost based on fourteen (14) hours of service per day, seven (7) days a week, including holidays, utilizing up to ten (10) vehicles during revenue service. The City of Fort Worth is helping to fund the (MOD) pilot in the Medical District for $500,000. A Mayor and Council action (M&C) in February will dedicate the funds to this project. The remaining $994,652 is available in Trinity Metro’s FY2020 Operating Budget and will be requested in the FY2021 Operating Budget with the service period overlapping both fiscal years.

DBE UTILIZATION

As a result of Request for Proposal (RFP) # 18-T030, River North Transit, LLC (VIA) was selected as one of two firms to be contracted for On-Demand Rideshare Services and agreed to meet the solicitation DBE goal of 5%.
RECOMMENDATION

The Planning, Operations, and Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to approve to negotiate and execute agreements to provide the City of Fort Worth Mobility On-Demand (MOD) services for the Medical District area for 12 months with a not to exceed amount of $1,690,682.00 and issue a notice to proceed when the City of Fort Worth authorizes the funds through the M&C process.

Disposition by Board of Directors

Secretary Approval: ___________________________ DATE ___________________________
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-23  Meeting Date: January 27, 2020
Item Title: Vanpool Program Participant New Rates

BACKGROUND

Trinity Metro has provided vanpool services since 1974 and the Board has recently approved a partnership between Trinity Metro and Enterprise Holding, LLC through the Commute with Enterprise program to facilitate vanpool services moving forward.

Vanpool service is provided for a group of individuals of at least six people who want to share the cost of getting to and from work. These individuals usually live and work near each other.

Participating in vanpool can provide great benefits such as lowering transportation costs, decreasing wear and tear on personal vehicles, and decreasing stress during commutes.

FARE INCREASE

Under the new contract with Enterprise Holding, LLC, the service rates will be changing.

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Trinity Metro</th>
<th>Customer</th>
<th>Total Vehicle Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minivans</td>
<td>$305</td>
<td>$720</td>
<td>$1025</td>
</tr>
<tr>
<td>Standard SUV</td>
<td>$305</td>
<td>$720</td>
<td>$1025</td>
</tr>
<tr>
<td>Crossover SUV</td>
<td>$290</td>
<td>$685</td>
<td>$975</td>
</tr>
<tr>
<td>8 passenger Large SUV</td>
<td>$380</td>
<td>$895</td>
<td>$1275</td>
</tr>
<tr>
<td>8 passenger van's</td>
<td>$315</td>
<td>$735</td>
<td>$1050</td>
</tr>
<tr>
<td>9 passenger van's</td>
<td>$330</td>
<td>$770</td>
<td>$1100</td>
</tr>
<tr>
<td>12 passenger van's</td>
<td>$335</td>
<td>$790</td>
<td>$1125</td>
</tr>
<tr>
<td>15 passenger van's</td>
<td>$345</td>
<td>$805</td>
<td>$1150</td>
</tr>
<tr>
<td>Converted Lux van's (9 passengers)</td>
<td>$420</td>
<td>$980</td>
<td>$1400</td>
</tr>
<tr>
<td>Converted Lux van's (14 passengers)</td>
<td>$480</td>
<td>$1120</td>
<td>$1600</td>
</tr>
</tbody>
</table>
FINANCING

Funding for this service is being provided through Federal Transit Administration Section 5307 grant funds (80/20).

PUBLIC COMMENT

Trinity Metro’s policy on fare structure states “changes in fares will be considered by the Board of Directors on or after thorough input from the affected users and citizens.” A letter with proposed rate changes for the program was emailed through our govdelivery.com service to all vanpool participants and also included in the monthly invoices. Participants were asked to submit comments by either calling our comment line or sending emails to tmweb@ridetm.org. A meeting was also held on January 8, 2020, at the Fort Worth Central Station.

RECOMMENDATION

The Planning, Operations, and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to implement the new rates of the vanpool program effective February 1, 2020.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-24
Item Title: Vending Services
Meeting Date: January 27, 2020

BACKGROUND

Trinity Metro currently provides vending machine equipment and snack services for employees and certain transit customers. In an effort to maintain customer satisfaction, Trinity Metro has solicited proposals from qualified firms to provide vending machine equipment and snack services at the HRP Transportation Complex, T&P, Fort Worth Central Station lobby and the breakroom on the second floor of Central Station. We have requested that 20% of the snacks be of a healthier nature to promote employee health.

The vending machine sales also contribute to the Employee Flower Fund through commissions received by sales from these machines. There is a guaranteed commission of the revenue from sales. The Employee Flower Fund provides flowers during times of employee hospitalization or bereavement and finances employee functions/parties.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, Invitation for Bid (IFB 20-T009) for Vending Services, was issued on November 4, 2019. The IFB was issued to establish a new contract for the services required.

Four firms responded to the IFB and complied with the requirements. Proposal responses and revenue from sales were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Revenue Split</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen</td>
<td>17%</td>
</tr>
<tr>
<td>CDS</td>
<td>16%</td>
</tr>
<tr>
<td>VendPro</td>
<td>18%</td>
</tr>
<tr>
<td>FreshOmatic</td>
<td>28%</td>
</tr>
</tbody>
</table>

FreshOmatic was rated as the proposer with the most advantageous, responsive and responsible proposal.

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

Commission revenue from vending machines is donated to the Trinity Metro’s Employee Flower Fund; therefore, there is no impact to Trinity Metro’s operating budget. Trinity Metro’s Flower Fund will receive 28% of the sales from the vending machines. The revenue in 2019 was approximately $1,350 per month. Due to the fluctuation of sales, the potential dollar amount for future years is unknown. Anticipated sales and revenue for the three-year contract term could exceed $50,000.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a three-year contract, with two one-year optional extension years, with Imperial Vending Service, LLC, dba Freshomatic USA to provide equipment and vending services for customers and employees at a revenue percentage of 28% of actual vending machine sales.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-25
Item Title: Service Standards
Meeting Date: January 27, 2020

BACKGROUND

Service Standards are a set of policies that define how we measure performance and establish a minimum level of service and amenities to be provided. The policies also guide how we interact with the public with regard to changes to routes, schedules or fares. Service standards are set to ensure transparency in the decision-making process. Service standards should be updated periodically to reflect changes within the agency including new modes of service such as TEXRail and ZIPZONEs and the addition of new amenities at our bus stops. The proposed service standards were made available on the agency’s web site, a public meeting was held on November 12, 2019 and there were no comments received about the proposed standards.

The service standards document specifically describes the current availability of service within the service area, establishes a maximum spacing between bus stops, establishes the criteria for installation of a bench or shelter, specifies criteria for bus stop configuration and layout, lists the amenities to be provided at stations, generally describes the security to be provided, defines how vehicles are assigned to routes, defines how on-time-performance is measured, defines the minimum and maximum service frequencies to be provided, and defines the minimum span of service. It also defines the key performance indicators that the agency uses to determine whether modifications to a service are needed or whether to discontinue a service. Lastly, if changes are needed, it includes a description of the public input process and a definition of the thresholds of change that trigger a public hearing.

Every three years, the agency must conduct a self-assessment of its service standards and develop a program to ensure that it is not discriminating on the basis of race, income or language according to the policies set forth by the Federal Transit Administration under Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13116 (Improving Access to Services for Persons with Limited English Proficiency). Update of Service Standards is recommended prior to conducting the triennial Title VI assessment due to FTA by April 2020.

FINANCE

There is no direct cost incurred through adoption of the Service Standards. The document describes policies and procedures that the agency is currently already following.

RECOMMENDATION

The Planning, Operations & Marketing Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to adopt and implement the Service Standards.

Disposition by Board of Directors

Secretary Approval: ___________________________ DATE

TRINITY METRO™
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-26  
Meeting Date: January 27, 2020
Item Title: Drug and Alcohol Testing and Physical Exams

BACKGROUND

Trinity Metro, along with the U.S. Department of Transportation (DOT), requires physical examinations and drug/alcohol testing for all new employees, employees returning to work after an illness or injury, DOT medical re-certifications, randoms, post-accident, and reasonable suspicion.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP 20-T005) for Drug and Alcohol Testing was issued and advertised on Trinity Metro’s website on September 3, 2019.

Four firms submitted proposals that were responsive, responsible and in compliance with the proposal requirements. Firms submitting proposals were Arcpoint Labs, Primary Health Inc. dba CareNow, Concentra and Premise Health.

<table>
<thead>
<tr>
<th>Company</th>
<th>DOT Drug Test</th>
<th>Non-DOT Drug Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcPoint</td>
<td>$55 each</td>
<td>$48 each</td>
</tr>
<tr>
<td>CareNow</td>
<td>$60 each</td>
<td>$40 each</td>
</tr>
<tr>
<td>Concentra</td>
<td>$45 each</td>
<td>$40 each</td>
</tr>
<tr>
<td>Premise Health Care</td>
<td></td>
<td>$40 each</td>
</tr>
</tbody>
</table>

Concentra was rated as the proposer with the most advantageous, responsive and responsible proposal. Trinity Metro has a current contract with Concentra and has been working with the company for the required exams.

Premise Health Care is also being considered for a portion of the non-DOT and associated tests that can be provided to employees on-site through the Health Clinic Contract that Premise Health manages for Trinity Metro. This will be provided through a Change Order to be executed to the Premise Health Solutions Contract 18-011, which was approved by the Board on June 25, 2018 (BA 2018-55) and will be billed to the contract as needed.

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

DBE UTILIZATION

A DBE goal of 5% was established for this solicitation. However, due to the nature of this work (drug testing and physical examinations), both Concentra and Premise Health will be self-performing this work.
FINANCING

Funds are available in Trinity Metro’s FY2020 Operation Budget. Funds for future years will be included in each annual proposed budget.

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a five-year contract with Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers for an annual amount of $112,000 per year, for a five-year contract total estimated amount of $560,000, and authorize the President/Chief Executive Officer to modify Premise Health Solutions Contract 18-011 to include Non-DOT Drug Testing and Recertification Physicals for 300 employees at $40 per test for an annual estimated amount of $12,000 and a total five-year amount estimated at $60,000.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-27
Item Title: Fort Worth Bike Sharing Loan Interlocal Agreement
Meeting Date: January 27, 2020

BACKGROUND

Trinity Metro partners closely with Fort Worth Bike Sharing (FWBS), a nonprofit organization in charge of operating Fort Worth B-Cycle. On April 22, 2019 FWBS entered into an agreement with B-Cycle, LLC to purchase fifty (50) electric bikes and accessories for a total sum of $116,450 bearing interest at 8.5%.

Trinity Metro would like to advance funds to FWBS to be used to pay the balance due to B-Cycle, LLC of $92,078.80. FWBS would agree to pay back Trinity Metro in equal monthly installments and bearing no interest.

Per Trinity Metro’s legal counsel, advancing these funds to FWBS is not prohibited by the Public Funds Investment Act (PFIA).

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a Interlocal Agreement with Fort Worth Bike Sharing for advance funds and a repayment plan for the outstanding balance of $92,078.80.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-28  Meeting Date: January 27, 2020
Item Title: ERP Managed System Provider (JD Edwards)

BACKGROUND

In 2015, the Trinity Metro Board of Directors approved Board Action BA2015-38 to enter into an IT Consulting Services Agreement with nMomentum to select a vendor and implement an ERP System. As part of that agreement, Denovo was selected to implement JD Edwards. Denovo has been providing technical and functional support to Trinity Metro throughout this project. In 2018, the Trinity Metro Board of Directors approved Board Action BA2019-19 to contract with Denovo to continue to provide technical and functional support for one year.

Trinity Metro will continue to outsource the advanced administrative operations necessary to support the ERP system.

FINANCING

Funds are available in Trinity Metro’s FY2020 Operating Budget.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Proposal (RFP 20-T014) for ERP Managed Systems Provider was issued and advertised on Trinity Metro’s website on November 6, 2019.

Two firms submitted proposals that were responsive, responsible and in compliance with the proposal requirements. Firms submitting proposals were Denovo and KS2 Technologies.

An evaluation committee of Trinity Metro staff reviewed and evaluated the proposals and determined that KS2 Technologies provided the best value.

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

DBE UTILIZATION

A DBE goal of 5% was established for this solicitation. KS2 Technologies has committed to meet and/or exceed this goal.
RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a three-year contract with KS2 Technologies to be the ERP Managed Systems Provider for an estimated three-year cost of $1,180,000, plus an 18% contingency of $212,400 for a total estimated amount not to exceed $1,392,400.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-29  Meeting Date: January 27, 2020
Item Title: Interlocal Agreement (ILA) for GoPass Mobile Platform

BACKGROUND

Trinity Metro has been working with Dallas Area Rapid Transit (DART) on the development of a mobile ticketing application and platform specific to Trinity Metro. This platform provides for the purchase, payment and delivery of tickets for transit and other fare products, as well as providing other transit features such as travel planning, status information about buses and trains, requesting on-demand service, availability of bicycles at Fort Worth Bike Sharing locations and other transit enhancements.

INTERLOCAL AGREEMENT

Signing an Interlocal Agreement (ILA) with DART for the Trinity Metro GoPass will solidify bringing the complete GoPass package to the Fort Worth market by September 2020.

DBE UTILIZATION

No DBE goal was established due to the nature of this Board Action (Interlocal Agreement).

FINANCING

Funds are available in Trinity Metro’s FY2020 Operating Budget to finance the cost of this ILA. Funds for future ILA contract years will be included in the proposed budgets for those years.

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a three-year contract with DART for an estimated three-year cost of $397,000, plus an 18% contingency of $71,460 for a total estimated amount not to exceed $468,460.

Disposition by Board of Directors

Secretary Approval: ___________________________  DATE

TRINITY METRO™
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-30
Item Title: High Pressure Natural Gas Line Connections
Meeting Date: January 27, 2020

BACKGROUND

Trinity Metro desired a more efficient, cost effective fueling system for our transit fleet and moved forward with the high-pressure gas line installation. Due to the minimum usage arrangement in the contract, Trinity Metro authorized SiEnergy and Terra Transmission to install a high-pressure gas line to the Hershel R. Payne (HRP) operations complex as part of the CNG Fueling Station Upgrades. Costs associated with connecting the CNG station and the administration building to the meter station were not included in the agreement, but necessary to complete the project. This action item is to fund the construction costs incurred to connect the high-pressure gas line to the administration building and the meter, and other associated costs for the house gas connection to the meter station. The total cost for these services was $151,532.32.

FINANCING

The cost for this work was not originally in the FY2020 Capital Budget. There are adequate funds to complete the project in the FY2020 Capital Budget.

RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to approve the payment with SiEnergy L.P., for the work associated with connections to the meter stations and the administration building for an amount not to exceed $151,532.32.
BACKGROUND

To ensure that Trinity Metro’s properties are manicured and maintained properly, landscaping firms are contracted to provide services at various locations. The contractor is responsible for the cleaning and maintenance of planted areas, buildings, trees, fence lines, pathways, sidewalks, the outside perimeter of the sidewalks and fence surrounding each property, including mowing, edging, watering, and maintaining a clean and attractive appearance for property locations.

Current Properties:

- Granbury Park and Ride
- Berry Street Transfer Center
- T&P Station, Vickery Parking Lot
- Richland Hills Station
- Bell Station
- CentrePort Station
- LaGran Plaza Transfer Center

Properties Added with TEXRail:

- 1300 E 4th Street
- North Richland Hills Smithfield Station
- North Richland Hills Iron Horse Station
- Beach Street Mercantile Station
- TEXRail Equipment Maintenance Facility
- Northside Station and overflow lot
- DFW Airport Station
- 2417 E. Long Avenue

In October, 2016, the Board of Directors authorized the Chief Executive Officer to execute a contract for maintenance of the current properties listed above and allowing a change order to be issued to add TEXRail properties via BA2016-82.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, Invitation for Bid (IFB 16-T050) for Landscape Maintenance Services was advertised on Trinity Metro’s web site. A pre-bid meeting was conducted for the solicitation. Five (5) bid packages were downloaded from the web site. Two (2) firms responded to the solicitation and both complied with the bid requirements. The IFB was based on a five-year contract term.

Lawn Patrol Services bid was the lowest, responsive and responsible compliant bid and is considered fair and reasonable in cost comparison.
FINANCING

The additional cost added by this change order for the remainder of the five-year contract is $158,000 annually, beginning at the time Archer Western/Herzog turned over the stations to Trinity Metro in June 2019, plus a 10% ($35,560) contingency for a total contract amount of $427,560. Funds are available in Trinity Metro’s FY2020 Operating Budget. Funds for future years will be included in each annual proposed budget.

RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a change order with Lawn Patrol Services for lawn maintenance services at the above listed TEXRail properties for an annual cost of $158,000, plus a 10% ($35,560) contingency to cover any unforeseen services for a change order total of $427,560.

Disposition by Board of Directors

Secretary Approval: __________________________________________ DATE

TRINITY METRO™
ACTION ITEM
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-32
Item Title: Armored Car and Cash Management Services
Meeting Date: January 27, 2020

BACKGROUND

On August 30, 2018, Trinity Metro issued Request for Proposal No. 18-T041 (RFP), for Armored Car & Cash Management Services.

On October 22, 2018, Trinity Metro’s Board of Directors authorized the President/Chief Executive Officer to enter into a five-year contract with Trinity Armored Security, Inc. to provide Armored Car & Cash Management Services, for cash collection, sorting, counting and transportation services for a contract amount of $597,551.76, plus a 10% contingency ($59,755) for a total contract amount not-to-exceed $657,307.

At the time of the contract award, Trinity Metro collected approximately $15,000 per day in coin and currency from bus, para-transit and Trinity Railway Express. Once TEXRail began revenue operations in 2019, additional TVM locations from TEXRail stations contributed to increased revenue collections. Specifically, Trinity Armored Security, Inc. provided armored car services and cash management services for Ticket Vending Machines (TVM’s) and Trinity Metro cash-handling facilities. Services included armored cars provided for TVMs, Pick Up Vault Bins, and Cash/Revenue Pickup, cash processing services at the Contractor’s facility for TVMs and Vault Bins, and delivery of reconciled revenue to the Trinity Metro designated facility (Chase Operations Center).

CURRENT STATUS

On January 9, 2020, Trinity Armored Security, Inc., provided Trinity Metro with an announcement letter of increase in rates for an extension of service until February 20, 2020. In their announcement letter, Trinity Armored indicated they will no longer be able to provide service due to conditions that have curtailed its ability to continue operating.

In order to continue this critical service, Trinity Metro reviewed the second solicitation received for the RFP from GardaWorld Cash Services. GardaWorld Cash Services has submitted an updated cost proposal to provide continued Armored Car & Cash Management Services. GardaWorld Cash Services’ proposed a one-year Agreement, with the option to renew for two (2) additional one-year terms. Annual cost will be:

<table>
<thead>
<tr>
<th>Year 1-Initial Term</th>
<th>$ 530,220.00</th>
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<tr>
<td>Year 2 -Optional Term</td>
<td>$ 546,126.60</td>
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<tr>
<td>Year 3 -Optional Term</td>
<td>$ 562,510.40</td>
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<tr>
<td><strong>Total Base Year w/Options</strong></td>
<td><strong>$1,638,857.00</strong></td>
</tr>
</tbody>
</table>
PROCUREMENT

As the second proposer to RFP 18-T041, Trinity Metro’s Procurement Department recommends GardaWorld Cash Services (GardaWorld) for a one-year agreement, with the option to renew for two (2) one-year terms. Trinity Metro will have the option to terminate this agreement by providing GardaWorld with a 60-day written notice of termination. If approved, effective March 1, 2020, under the terms and conditions of the established agreement, GardaWorld will assume the entire Armored Car & Cash Management Scope of Services currently provided by Trinity Armored Services, with no changes to the current level of revenue handling services.

Trinity Metro analyzed providing in-house revenue collection process. The additional cost of security services makes this option cost prohibitive. In addition, staff negotiated with Brinks and Loomis. Neither were able to provide a full-service proposal for the Armored Car & Cash Management Scope of Services.

FINANCING

Funds are available in Trinity Metro’s FY2020 Operating Budget to finance year one. Funding for optional years will be requested in future budget years.

RECOMMENDATION

We request that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a one-year base contract with two (2) additional one-year renewal options with GardaWorld Cash Services for a contract amount of $1,638,857.00, plus a 5% contingency ($81,943) for an overall three-year amount of $1,720,800.

Disposition by Board of Directors

Secretary Approval: ___________________________ DATE: ___________________________