

BOARD OF DIRECTORS MEETING

MONDAY, APRIL 27, 2020 2:15 P.M.



BOARD OF DIRECTORS MEETING

AGENDA

(via Telephone Conference Call)

MONDAY APRIL 27, 2020 2:15 P.M.

Special Notice Regarding this Meeting:

Due to the COVID-19 (Coronavirus) pandemic, Tarrant County Public Health Recommendations issued on March 13, 2020, “strongly” recommended “organizers of events of any size in which people will be in close contact to cancel or postpone such events. [emphasis added]” In response to that and similar public-health directives issued on the national, state, and local levels, and in the interest of protecting the health of the public, as well as Trinity Metro’s employees, patrons, and Board members, Trinity Metro’s Board of Directors’ committee meetings scheduled for Monday, April 20, was canceled.

However, action items must be promptly considered and acted upon by the Trinity Metro Board of Directors and cannot be indefinitely postponed. Thus, due to the emergency and urgent public necessity occasioned by the COVID-19 (Coronavirus) pandemic which makes convening a quorum of the board in one location extremely difficult, imprudent, and contrary to public health advisories, the Trinity Metro Board will meet by telephone conference call in strict adherence with applicable law, including in accordance with the suspension of certain requirements of the Open Meetings Act made by Governor Abbott on March 16, 2020, to permit open meetings to occur in a fully virtual setting such as by telephonic conference. Only essential action items will be considered; all other matters will be postponed. The opportunity for access and participation by the public will be ensured.

To that end, the public is invited to participate in this telephone conference call meeting by dialing the following toll-free teleconference bridge number:

Phone Number: 1-224-501-3412

Passcode: 228-503-877#

Each part of the telephone conference call meeting required to be open to the public will be audible to all participants on the call and recorded, and two-way communication will be maintained throughout the entire meeting.

Any individual who wishes to speak must first identify himself or herself. To optimize audibility, all participants are urged to mute their phones unless and until speaking.



BOARD OF DIRECTORS MEETING

AGENDA

(via Telephone Conference Call)

MONDAY APRIL 27, 2020 2:15 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS

D. COMMITTEE CHAIR BRIEFINGS

1. Commuter Rail – Charles Edmonds
2. Planning / Operations / Marketing – Nick Genua
3. Finance & Audit – Alan Hooks

E. ACTION ITEMS

1. BA2020-44 Trinity Metro Headquarters Design-Build Oversight Services
2. BA2020-45 Trinity Railway Express (TRE) Contact Modification to Use Contingency and Increase Funding for the Overhaul of TRE's Two F59PHI Locomotives
3. BA2020-46 AT&T Network
4. BA2020-47 Primary Rate Interface (PRI) Phone Circuits
5. BA2020-48 NextBus/Cubic Service Maintenance
6. BA2020-49 Purchase of Support Vehicles
7. BA2020-50 Vehicle Towing Service
8. BA2020-51 Photography Services

F. OTHER BUSINESS

G. 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.



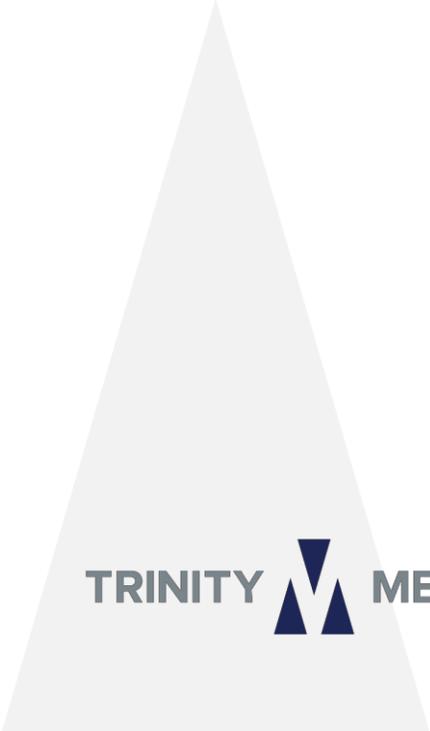
H. RECONVENE

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

J. ADJOURN

**NEXT MEETING IS SCHEDULE FOR MONDAY, MAY 18, 2020 AT 3:30 P.M. AT FORT WORTH
CENTRAL STATION, 2ND FLOOR COMMUNITY ROOM.**

ACTION ITEMS



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-44

Meeting Date: April 27, 2020

Item Title: Trinity Metro Headquarters Design-Build Oversight Services

BACKGROUND

Trinity Metro Headquarters is currently located in a leased space at the Burnett Plaza and the lease expires in December 2021. In anticipation of the need for office space when the Burnett Plaza lease expires, the Board approved the purchase of a building located at 801 Grove Street in March 2017.

Trinity Metro plans to make the Grove Street and Alarm Supply Buildings its new headquarters in 2021, utilizing 40,000 of its 70,000 square feet floor space, and lease the remainder. A new board meeting room accessible to the public will also be located in the Grove Street Building. Additionally, Trinity Metro will renovate and occupy two floors of the Alarm Supply Building.

Trinity Metro is currently in contract negotiations with KHK Group Ltd, which will provide Design-Build services for the project, as authorized by the Board of Directors in March 2020, Item Number BA2020-42.

This item is to request board approval for a task order for an IDIQ team to provide Design-Build Oversight Services for the Trinity Metro Headquarters project.

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. Freese & Nichols is one of the IDIQ consultants which is qualified to perform this type of service and is being recommended to be awarded a task order for the Design-Build Oversight of Trinity Metro Headquarters.

FINANCING

The cost for this authorization was not originally in the FY2020 Capital Budget. There are adequate funds to support this authorization in the FY2020 Capital Budget and planned FY2021 Capital Budget, as local funds and a request will be submitted to NCTCOG for federal grant funds to partially support the budget for this project. A portion of the funding for this project will be requested under FY2020 and FY2021 5307 Formula Funding.

DBE UTILIZATION

Freese & Nichols, Inc. has committed to 30% DBE participation over the life of its IDIQ contract.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to issue a Task Order to Freese & Nichols, Inc. in the amount of \$450,000 and a 10% (\$45,000) contingency for a total not to exceed amount of \$495,000.00 for the Design-Build Oversight Services for the Trinity Metro Headquarters project.

Disposition by Board of Directors

Secretary Approval:

DATE

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-45

Meeting Date: April 27, 2020

Item Title: Trinity Railway Express (TRE) Contract
Modification to Use Contingency and Increase
Funding for the Overhaul of TRE's Two F59PHI
Locomotives

BACKGROUND

Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro, and operates between Dallas, Texas and Fort Worth, Texas. Trinity Railway Express (TRE) has two Progress Rail Services Corporation F59PHI Locomotives.

The manufacturer of the F59PHI's, Progress Rail Services Corporation, recommends in order to achieve the useful life of its locomotives (30 years), the owner of the equipment should perform midlife overhauls at intervals of 15 years. An RFP was issued in April of 2017, and a notice of award was issued to Progress Rail Services Corporation to perform the overhaul of Trinity Railway Express's two F59PHI Locomotives on June 7, 2018. Notice to Proceed (NTP) was issued on July 19, 2018, which was 355 calendar days after RFP submittal.

The Contract award was in the amount of \$3,821,291, plus a 5% contingency of \$191,065 for a total authorized amount not to exceed \$4,012,356. Progress Rail Services Corporation is requesting a price increase associated with changes in material and labor costs between the proposal submittal on June 30, 2017, and release of the first locomotive on October 2019. Progress Rail Services Corporation submitted pricing to TRE's April 2017 Request for Proposal (RFP) on June 30, 2017, and notice of contract award was issued on June 7, 2018. Notice to Proceed (NTP) was issued on July 19, 2018, which was 355 calendar days after RFP submittal.

Installation of Positive Train Control (PTC) equipment was planned and scheduled for TRE's two PHIs in early summer of 2018. Contract award and NTP was issued in June and July 2018 respectively. However, a series of crossing accidents in August and November of 2018 damaged and removed from service two locomotives. A locomotive lease agreement was signed on October 31, 2018 for two additional locomotives. The leased locomotives arrived in January 2019 but were not ready for revenue service. The two locomotives targeted for overhaul had to remain in service until the damaged locomotives and other units could be repaired and placed in service. The leased locomotives were placed in revenue service in August and September 2019 respectively. Locomotive 124, damaged in the August 2018 incident, was returned to revenue service in October of 2019. With the addition of the two leased locomotives and the return of Locomotive 124 to revenue service, there was sufficient equipment to send the first F59PHI for overhaul.

HEP C27 engines and related components are recommended for major overhaul every 18,000 hours of operation. The HEP C27 engines on each of TRE's PHI locomotives had more than 21,000 operation hours at the time they were delivered to Progress Rail Services Corporation. At the time of

Item Number: BA2020-45

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solicitation (April 2017), the hours recorded on each of the HEP C27 engines were approximately 7,000 operation hours. For the reasons identified above, TRE's two PHI locomotives were needed for continuous revenue service between November 2018 and October 2019. This continuous use of the PHI locomotives resulted in above normal operation hours.

FINANCIAL CONSIDERATIONS

This contract modification for additional costs and items for the overhaul of TRE's two F59PHI locomotives is included in the approved FY2020 Locomotive Overhaul Project Capital Budget. The contingency of \$191,065 will partially cover the additional expenses of \$344,251, and the remaining \$153,186 will be covered in the Locomotive Overhaul Project Capital Budget. Sufficient funding for this contract in the amount of \$4,165,542 is included in both the Locomotive Overhaul Project Capital Budget, and the FY2020 Commuter Rail Capital line item of the Twenty-Year Financial Plan. The contract cost will be shared between DART and Trinity Metro in accordance with the Interlocal Agreement between the two agencies.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to approve the contract modification to provide additional funding for the overhaul of TRE's two F59PHI locomotives with Progress Rail Services Corporation [Contract C-2029745-01] for additional costs associated with changes in material and labor costs, overhaul of HEP engines, replacement of HEP radiators, and the overhaul of the HEP alternators in the amount of \$344,251 (of which \$191,065 will be covered by contingency) for a new total authorized contract amount not to exceed \$4,165,542.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-46
Item Title: AT&T Network

Meeting Date: April 27, 2020

BACKGROUND

The current network bandwidth that Trinity Metro is using was purchased from AT&T Communications with a fifty (50) megabyte bandwidth limit to supply services to four (4) primary locations. Due to the COVID-19 virus and the restructuring of the Trinity Metro business staffing model, we are currently maxing out our fifty (50) megabyte limit. Maxing out this network circuit is causing Trinity Metro to experience major latencies in the system, and loss of network communications. Due to the business staffing model change, we are increasing our AT&T services from a fifty (50) megabyte network service to a one (1) gigabyte network service. This increase will provide Trinity Metro with the network bandwidth required to prevent any more latencies and loss of network communications.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, this is a sole source procurement with AT&T Communications, as it is an addition to the current AT&T Network service contract. A price analysis was performed to compare costs of service and related fees with original costs and is deemed fair and reasonable and is in compliance with Trinity Metro's Procurement Policy.

FINANCING

Funds were originally available in Trinity Metro's FY2020 Operating Budget to finance the current cost of the AT&T Network. Due to the situation caused by COVID-19, however, Trinity Metro requires additional gigabytes, resulting in additional costs not budgeted. Trinity Metro is keeping track of these additional costs and plans to seek federal reimbursement in order to cover these expenses.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President / Chief Executive Officer to issue a change order to the contract with AT&T Network, for a total estimated amount of \$50,662.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-47

Meeting Date: April 27, 2020

Item Title: Primary Rate Interface (PRI) Phone Circuits

BACKGROUND

The current primary rate interface (PRI) phone circuit that Trinity Metro is using was purchased from TPX Communications with two (2) PRIs and forty-six (46) channels. These two (2) PRIs and forty-six (46) channels supplied services to our four (4) primary locations. Due to the COVID-19 virus and the restructuring of the Trinity Metro business-staffing model, we are currently maxing out our two (2) PRIs and the forty-six (46) channels. Maxing out the PRIs and related channels is causing Trinity Metro to experience a loss of phone service, dropped connections, and Trinity Metro team members' inability to dial into conference meetings. Due to the business staffing model change, we are increasing our primary rate interface phone circuits from two (2) PRIs and forty-six (46) channels to two (2) additional PRIs and an additional forty-six (46) channels. This will prevent any more loss of phone service, dropped connection, and Trinity Metro team members' inability to dial into conference meetings.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy this is a sole source procurement with TPX Communications, as it is an addition to the current PRI service contract. The change is determined to be fair and reasonable based on the current contract rates and pricing.

FINANCING

Funds were originally available in Trinity Metro's FY 2020 Operating Budget to finance the current cost of the PRI Phone Circuits. Due to the situation caused by COVID-19, Trinity Metro requires additional channels resulting in additional costs not budgeted. Trinity Metro is keeping track of these additional costs and plans to seek federal reimbursement in order to cover these expenses

RECOMMENDATION

We request that Trinity Board of Directors authorize the President / Chief Executive Officer to issue a change order for PRI Phone Circuits, with TPX Communications, in the amount of \$121,000.00 and an 8% (\$9,680.00) contingency for unforeseen expenses, for a total estimated amount of \$130,680.00.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-48
Item Title: NextBus / Cubic Service Maintenance

Meeting Date: April 27, 2020

BACKGROUND

In September 2014, by Board Action 2014-059, the Board authorized a phased project to equip the fixed route bus fleet with technology to implement a passenger information system. The phases included installation of real-time vehicle location technology for the public, automatic passenger counters and on-board automated voice announcement of upcoming stops. Real time vehicle location information has now been available to the public for over a year and automated voice announcement was fully implemented by the end of the first quarter 2017, and within the NextBus contract there was a maintenance server agreement that would continue until 31 March 2020.

PROCUREMENT

The fleet-wide passenger information system was procured through a contract with NextBus, approved in January 2011, and included the NextBus maintenance service agreement. A Change Order (Sole Source) to the contract for the procurement to extend the service maintenance to start on 01 April 2020 for one (1) year with an additional one (1) year extension taking us to 31 March 2022. This also includes a one (1) year preventive maintenance plan starting on 01 April 2020. A price analysis was performed to compare costs of equipment and installation fees with original costs and is deemed fair and reasonable and is in compliance with Trinity Metro's Procurement Policy.

FINANCING

Funds are available in Trinity Metro's FY2020 Operating Budget to finance the cost of the NextBus Service Maintenance. Funds for future NextBus Service Maintenance contract years will be included in the proposed budgets for those years.

RECOMMENDATION

We request that Trinity Board of Directors authorize the President / Chief Executive Officer to execute a Change Order to Contract No. 11-010, with NextBus / Cubic for Service Maintenance, in the amount of \$966,631 and a 10% (\$96,663.10) contingency for unforeseen expenses, for a total estimated amount of \$1,063,294.10.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-49

Meeting Date: April 27, 2020

Item Title: Purchase of Support Vehicles

BACKGROUND

Fort Worth Transportation Authority (Trinity Metro) operates various support vehicles to maintain services. These vehicles are used for support and repair of fleet vehicles during road call situations, Ticket vending machines (TVM's) and maintaining our facilities and properties. A vehicle replacement plan is in place to properly plan for the replacement of vehicles that have reached their useful life.

FINANCING

Funds are available in Trinity Metro's FY 2020 Capital Budget to finance this project.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with IFB 20-T013 and is in compliance with all applicable Federal, State, and Trinity Metro's procurement requirements.

An Invitation for Bid (IFB 20-T013) was advertised locally on Trinity Metro's website for the initial purchase of three (3) heavy duty service trucks with flatbed for cleaning city wide outdoor facilities and other daily facility maintenance tasks; one (1) heavy duty road call truck with flatbed including required service equipment installed; and three (3) commercial cargo vans used to respond to road calls and maintain Ticket vending machines. Additional features and customization as listed, will be purchased and installed as part of the delivery of the vehicles. Trinity Metro may add additional items, optional equipment or substitute items, as negotiated, with the successful proposer.

The solicitation resulted in two (2) firms responding: Sam Pack Five Star Ford and Southwest Ford. Each of the firms submitted proposals that were responsive, responsible, and complied with the proposal requirements. The proposal from Southwest Ford was determined to be fair and reasonable, based on prior historical costs, and was the lowest in pricing for (3) Ford Cargo Vans, (1) Ford Flatbed Truck, and (3) Ford Truck one ton with a total cost of \$357,990.00.

DBE UTILIZATION

There were no opportunities for DBE subcontracting participation identified for this contract as support vehicles are not part of the FTA's transit vehicle manufacturers DBE requirements.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a Contract Agreement with Southwest Ford for the purchase of seven (7) support vehicles and related equipment for the total cost of \$357,990.00 with an additional contingency of 7.5% (\$27,010.00) for a total not-to-exceed cost of \$385,000.00.

Disposition by Board of Directors

Secretary Approval:

DATE

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-50

Meeting Date: April 27, 2020

Item Title: Vehicle Towing Service

BACKGROUND

Trinity Metro utilizes local towing services to recover buses and vehicles that have experienced mechanical failures, preventing them from being driven back to the maintenance shop. Currently, Trinity Metro contracts with a vendor to provide this service, which is more cost effective than procuring recovery equipment and paying employees' hourly wages to perform this task. Additionally, utilizing our own equipment would restrict us to responding to one vehicle at a time. The contractor has enough equipment that they can respond to several disabled vehicles if needed. This contract will ensure that Trinity Metro's vehicles are picked up expeditiously and transported to the maintenance facility for repair.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Invitation for Bids (RFP 20-T001) for Vehicle Towing Services was advertised locally and on Trinity Metro's website.

One (1) firm responded to the solicitation and complied with the RFP package. The RFP is based on a 3-year contract, with two (2) one-year renewal options. This purchase will be a single source purchase that has been deemed fair and reasonable based on market pricing for large vehicle towing services.

FINANCING

The estimated annual cost for the first contract period is \$168,000.00. Funds are available in Trinity Metro's FY2020 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.

DBE

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

RECOMMENDATION

We request that to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to execute a three-year contract with the option to renew for two additional one-year terms, with Texas Towing Wrecker Service, Inc. for Vehicle Towing Services in the annual amount of \$168,000.00 plus a 10% (\$16,800.00) contingency per year for unforeseen expenses, totaling \$184,800.00 per year of the contract for a total not-to-exceed amount of \$924,000.00.

Disposition by Board of Directors

Secretary Approval: _____

DATE _____



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-51

Meeting Date: April 27, 2020

Item Title: Photography Services

BACKGROUND

Fort Worth Transportation Authority (Trinity Metro) contracts with third party vendors to provide photography services for various Trinity Metro needs including but not limited to TEXRail, Trinity Railway Express, Dash, Central Station, etc. These services are performed at various times during the year depending on the needs of our Marketing Department. Services are performed mostly during regular business hours, however some after hour work may be needed as required.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with RFP 20-T20 and is in compliance with all applicable Federal, State, and Trinity Metro's procurement requirements. The current contract with Ken Fitzgerald photography, BA2019-38 with Trinity Metro expired 9/25/2019 and in accordance with Trinity Metro's Procurement Policy, an Invitation for Bid RFP 20-T020 for Photography was issued and advertised on the FWTA's web site.

An RFP was determined to be the appropriate method of procuring for a photographer. It was determined that adequate competition exists and a detailed specification was provided. The contract will be awarded based on "Best Value" which will be determined by the evaluation committee.

Two (2) proposal responses were received, One from Kenneth Fitzgerald dba Railroad Historical Photography with a Rate of \$100 per hour for all services, and Reginald Loftin Photographer with a rate of \$150 per hour for all services. The proposal from Kenneth Fitzgerald was determined to be fair and reasonable, based on historical price, and was the lowest price for the photography services.

FINANCING

The cost of the photography service is included in Trinity Metro's FY2020 Operating Budget. Funds for future years of the contract will be included in the proposed budgets for those years.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President & Chief Executive Officer to execute a Contract with vendor Kenneth Fitzgerald dba Railroad Historical Photography at a rate of \$100 per hour for three (3) years for a total not-to-exceed the amount of \$108,000.

Disposition by Board of Directors

Secretary Approval:

DATE

