

BOARD OF DIRECTORS MEETING

MONDAY, MAY 18, 2020 2:15 P.M.



TRINITY  METROSM

COMMITTEE / BOARD OF DIRECTORS MEETING

AGENDA

(via Telephone Conference Call)

MONDAY MAY 18, 2020 IMMEDIATELY FOLLOWING THE COMMITTEE INFORMATION MEETING

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, May 11, were 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: 1-872-240-3311

Passcode: 729-841-277#

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 MAY 18, 2020 IMMEDIATELY FOLLOW THE TRINITY METRO COMMITTEE INFORMATION MEETING

- A. BOARD MEETING 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 ITEM**
 - 1. BA2020-52 Trinity Metro Change Control Procedure – Bob Baulsir**
- F. RATIFICATION AGENDA**
 - 1. BA2020-53 Emergency Purchase of Personal Protection Equipment (PPE) – Bob Baulsir**
 - 2. BA2020-54 Emergency Purchase of Driver Barrier Materials – Bob Baulsir**
- G. CONSENT AGENDA**
 - 1. BA2020-55 Regional Operations and Maintenance Contract Changes for Positive Train Control (PTC) Maintenance Services**
 - 2. BA2020-56 Mercantile Mobility On Demand (ZIPZONE) Renewal**
 - 3. BA2020-57 Award of Contract for Sales Tax Review Services**
 - 4. BA2020-58 Award of Contract for Financial Advisory Services**
 - 5. BA2020-59 Employee Benefits Advisory Broker Services**
 - 6. BA2020-60 Trapeze Intelligent Transit System**
 - 7. BA2020-61 Trapeze DriverMate Computer Aided Dispatch / Automatic Vehicle Location System (CAD/AVL) for Paratransit**
- H. OTHER BUSINESS**

I. 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.

J. RECONVENE

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

L. ADJOURN

**NEXT MEETING IS SCHEDULE FOR MONDAY, JUNE 22, 2020 AT 3:30 P.M. AT FORT WORTH
CENTRAL STATION, 2ND FLOOR COMMUNITY ROOM.**

ACTION ITEM

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-52

Meeting Date: May 18, 2020

Item Title: Trinity Metro Change Control Procedures

BACKGROUND

Trinity Metro Management is currently responsible for monitoring of the control of capital and operating project expenditures and approval of use of the contingency funds.

The following will establish a process for the review of variations with Board approved cost estimates and, if required, approval of the utilization of contingency funds for the purchase of goods and services.

The Board of Directors approves all contractually binding agreements at \$50,000 or above. It is usual that agreements presented for approval include an indication of a contingent amount to allow for an unexpected variance with contracted amounts or use of allowances in such contract.

The use of the contingency allowance represents unforeseen variations of costs that may be caused by numerous factors including, but not limited to, variations in scope and cost estimation inaccuracies.

This internal approval procedure establishes management monitoring procedures of significant project expenditures and the requirements for the approval of the expenditure of all contingency funds.

The approval committee will be comprised of:

Chief Executive Officer & President
Chief Financial Officer / Vice President of Finance
Respective area Vice President

If the matter being reported is of an unusual nature or amount, a meeting will be convened to review the circumstances. If a meeting is not convened, signature of the form will suffice to document the reported variation in the expenditure. The Procurement department will be in charge of monitoring compliance of the project manager (or designated sponsor) with this policy.

FINANCE

As an internal policy change, there is no financial request for this action item.

RECOMMENDATION

We request that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to implement the internal Change Control Procedures Policy for all monitoring of the control of capital and operating project expenditures and approval of use of the contingency funds.

Disposition by Board of Directors

Secretary Approval:

DATE



RATIFICATION ACTION ITEMS



TRINITY  METROSM

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-53

Meeting Date: May 18, 2020

Item Title: Emergency Purchase of Personal Protection Equipment (PPE)

BACKGROUND

The need for additional safety and protection of our employees, operators, and passengers against the spread of the Corona Virus (COVID-19) is of utmost importance to Trinity Metro and requires the purchase of Personal Protection Equipment (PPE) and related materials. The purchase of the KN95 and 3-Ply safety face masks is considered a critical component for the protection of our employees, operators and passengers at this crucial time, and constitutes an emergency purchase.

AUTHORIZATION AND COST HISTORY:

After speaking with other suppliers, American Textile Systems was found to be the supplier that could produce and deliver the needed Personal Protection Equipment (PPE) in the most effective and efficient lead time. Related cost for 20,000 KN95 face masks is \$3.20 per mask, for a cost of \$64,000; related cost for 5,000 3-PLY safety face masks is \$0.80 per safety mask, for a cost of \$4,000. Total combined cost for this order of PPE safety mask is \$68,000. Per-unit pricing includes shipping and handling. Delivery lead time from date of order is 7-10 days.

PROCUREMENT

Trinity Metro's Procurement Department has determined this procurement meets the requirements of an emergency purchase in response to the COVID-19 efforts, has followed the established emergency purchase procurement policy and is in compliance with all applicable Federal, State, and local requirements. The cost estimate is found to be fair and reasonable for consideration to move forward with this emergency purchase.

FINANCING

Funding for this emergency purchase will be provided from Trinity Metro's apportionment from the CARES Act.

Item Number: BA2020-53
Item Title: Emergency Purchase of Personal Protection
Equipment (PPE)

Meeting Date: May 18, 2020
Page: 2

RECOMMENDATION

Due to need for Personal Protective Equipment (PPE) during the Corona Virus (COVID-19) Pandemic, we request that Trinity Metro Board of Directors ratify this procurement purchase approved by the President/Chief Executive Officer, using his authority under Board Action BA2020-43 Conditional Increase In President / Chief Executive Officer Contracting Authority, to approve an emergency purchase with American Textile System for the purchase and delivery of 20,000 KN95 face mask and 5,000 3-PLY safety face mask, for a cost of \$68,000.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-54

Meeting Date: May 18, 2020

Item Title: Emergency Purchase of Driver Barrier Materials

BACKGROUND

The need for additional safety and protection of our operators and passengers against the spread of the Corona Virus (COVID-19) is of utmost importance to Trinity Metro and requires the purchase of materials to produce and install driver barriers in the revenue fleet. This barrier is considered a critical component for the protection of our operators and passengers at this crucial time, and constitutes an emergency purchase for the procurement.

AUTHORIZATION AND COST HISTORY:

The cost for the materials for a driver barrier is \$1,075.00 per bus, from Advanced Glass Systems, Inc. The driver barrier will be installed in 149 revenue fleet vehicles for a total material and installation cost of \$160,175.00. Trinity Metro has worked with Advanced Glass Systems, Inc. on similar projects and knows the quality and value this supplier provides. Advanced Glass Systems will furnish all materials and labor for installation. Installation is expected to begin upon production and delivery of materials and anticipated to be completed by May 11, 2020.

PROCUREMENT

Trinity Metro's Procurement Department has determined this procurement meets the requirements of an emergency purchase in response to the COVID-19 efforts, has followed the established emergency purchase procurement policy and is in compliance with all applicable Federal, State, and local requirements. The cost estimate is found to be fair and reasonable for consideration to move forward with this emergency purchase.

FINANCING

Funding for this emergency purchase will be provided from Trinity Metro's apportionment from the CARES Act.

RECOMMENDATION

Due to need for and emergency purchase of Driver Barrier Materials during the Corona Virus (COVID-19) Pandemic, we request that Trinity Metro Board of Directors ratify this procurement purchase approved by the President/Chief Executive Officer, using his authority under Board Action BA2020-43 Conditional Increase In President / Chief Executive Officer Contracting Authority, to approve an emergency purchase with Advanced Glass Systems, Inc. for the production and installation of 149 driver barriers in the revenue fleet, for a cost of \$160,175, with an additional 5% contingency (\$8,008.75) for unforeseen expenses, for a total cost not to exceed \$168,183.75.

Disposition by Board of Directors

Secretary Approval:

DATE



CONSENT AGENDA ITEMS



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-55

Meeting Date: May 18, 2020

Item Title: Regional Operations and Maintenance Contract
Changes for Positive Train Control (PTC)
Maintenance Services

BACKGROUND

In May 2017, the Trinity Metro Board of Directors approved implementation for Regional Positive Train Control (PTC) to support the Rail Safety Improvement Act of 2008 (RSIA 2008) which mandated all railroads providing regular scheduled commuter passenger service must develop a plan for implementing Positive Train Control (PTC). As the implementation of PTC nears completion, it is necessary to have the personnel and processes in place to ensure safe and efficient operation of the system for TEXRail and Trinity Railway Express (TRE).

During the negotiation and execution of both the TEXRail and TRE Regional Operations and Maintenance contracts, pricing of PTC maintenance was unavailable due to various unknowns. Placeholders were put into the Regional Operations and Maintenance agreements to allow for negotiations when the industry was more familiar with the specific requirements for PTC maintenance. Now that the industry has progressed, we have worked with our operations and maintenance contractor, Herzog Transit Services, Inc., to provide personnel and services for the safe and efficient operation of the regional PTC system.

The services provided will include the maintenance and repair of the vehicle PTC components, communication link, wayside system, as well as inventory control, configuration management, engineering, and support. The contractor will also generate any necessary reports, hazard logs, and assist in all audits to ensure both TEXRail and TRE are maintained in compliance with federal regulations. This scope includes 24/7/365 remote PTC support, as well as onsite field representatives with the capability to respond at any time. Contractor office personnel will be responsible for program management, capital planning and management, operations interface, configuration management, training management, and interoperability coordination. The contractor field personnel will be responsible for the maintenance of the system as well as routine inspection. We are seeking to increase the amount of both the TEXRail and TRE Operations and Maintenance contracts by \$7,333,444.80 each for the maintenance of the Regional PTC System.

PRICING AND FINANCING

The not-to-exceed cost for this maintenance of the regional PTC system is \$13,333,536.00 with a 10% contingency of \$1,333,353.60 for a total not-to-exceed of \$14,666,889.60 over a five-year period beginning approximately October 1st, 2020 and ending September 30th, 2025. The costs will be split equally between TEXRail and TRE, with Dallas Area Rapid Transit (DART) paying its share of the TRE PTC O&M cost. The

Item Number: BA2020-55
Item Title: Regional Operations and Maintenance Contract
Changes for Positive Train Control (PTC)
Maintenance Services

Meeting Date: May 18, 2020
Page: 2

cost breakdown is \$7,333,444.80 for TEXRail and \$7,333,444.80 for TRE. TRE's cost break down is \$4,163,929.96 for Trinity Metro and \$3,169,514.84 for DART. The terms of the services will run concurrently with the Regional Operations and Maintenance contract which expires September 30th of FY2025. Funds for these services are available in the operational budgets for TEXRail and TRE.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to increase the Herzog Transit Services, Inc. contracts for operation and maintenance of both TEXRail and TRE. The costs will be split equally between TEXRail and TRE, with Dallas Area Rapid Transit (DART) paying its share of the TRE PTC O&M cost. The cost breakdown is \$7,333,444.80 for TEXRail and \$7,333,444.80 for TRE. TRE's cost break down is \$4,163,929.96 for Trinity Metro and \$3,169,514.84 for DART. The total not-to-exceed is \$14,666,889.60 over a five-year time period, beginning October 1st, 2020 and ending September 30th, 2025.

Disposition by Board of Directors

Secretary Approval:

DATE

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-56

Meeting Date: May 18, 2020

Item Title: Mercantile Mobility On Demand (ZIPZONE)
Renewal

BACKGROUND

In 2016, the Trinity Metro Master Plan identified first-mile/last-mile challenges as a vital issue to on which to focus. The service system, as a whole, lags the growing population, as well as the services offered in peer cities.

On December 17, 2018, Trinity Metro Board of Directors approved BA2019-26 Pilot On-Demand Ride Share Services Program to address these challenges. Trinity Metro selected River North Transit, LLC (VIA) and TFR Transit, Inc. as contractors to provide on-demand ride share service, implementing a combined not-to-exceed amount of \$10 million dollars for up to five one-year terms agreement.

On March 25, 2019, Trinity Metro Board of Directors approved BA2019-44 for Task Order No. 1 with Via for the implementation of the Mercantile Mobility of Demand (ZIPZONE) service for a 12 months term and an amount not to exceed \$1,000,000. The term of Task Order No. 1 is scheduled to expire July 1, 2020.

CURRENT STATUS

Trinity Metro Operations, Planning, and Marketing Departments continue to develop options to support core services, serve the needs of employers and the workforce, increase ridership by improving access to convenient services and take advantage of emerging technologies and shared services. The Mercantile On-Demand Ride-Shared program (ZIPZONE) continues to be evaluated for the viability of filling these gaps. Continuation of this service for another year will help to bring validity to the program and establish continuity of services within the area.

As part of approved Board Action BA2019-26 for the On-Demand Rideshare Service Pilot Program, after contract negotiation for this service is complete, all expenditures, purchase orders, or Notice to Proceeds must have Trinity Metro Board of Directors approval.

DBE UTILIZATION

Under the Terms and Conditions of Task Order No. 1 for Mercantile on-demand rideshare services River North Transit, LLC (VIA) has agreed to meet the established DBE goal of 5%.

FINANCING

Trinity Metro has negotiated and budgeted the appropriate cost based on 14 hours of service per day, Monday – Friday, utilizing up to five (5) vehicles during revenue service hours. Funds are available in



Item Number: BA2020-56
Item Title: Mercantile Mobility On Demand (ZIPZONE)
Renewal

Meeting Date: May 18, 2020
Page: 2

Trinity Metro's FY2020 Operating Budget, which included a contribution from the City of Fort Worth. With the service period overlapping both fiscal years, if required, any remaining amount needed for the next fiscal year will be considered in the FY2021 Operating Budget along with the contribution from the City of Fort Worth for the second year of service.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a 12-month extension to Contract No. 18-030A, with River North Transit (VIA) for Mobility On-Demand (ZIPZONE) services, and extend the term of Task Order No.1 for Mercantile Mobility On-Demand (ZIPZONE) services, for an amount not to exceed \$1,035,000, for a revised Task Order No. 1 amount of \$2,035,000.

Disposition by Board of Directors

Secretary Approval: _____

DATE _____



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-57
Item Title: Award of Contract for Sales Tax Review Services

Meeting Date: May 18, 2020

BACKGROUND

Senate Bill 636 amended Texas Tax Code Sec. 321.3022 to allow transit agencies (defined as other local governmental entities) to receive the confidential sales/use tax report (the "Report") that may be used for economic forecasting and /or internal auditing of sales/use taxes. The Report is prepared by the State Comptroller's office. Cities have received the Report for a number of years.

The approval of this contract will allow the selected firm to perform a review of Trinity Metro's data per the report concerning sales/use tax remittances in an effort to ensure proper application of such sales/use tax. Businesses found to have misapplied past local taxes will likely be due to:

- Improper information on the sales/use tax permit; or
- Have proper information on the sales/use tax permit, but have misapplied Texas tax law as it relates to local tax sourcing.

The selected firm under this contract will have the capability to recover un-reported sales tax for Trinity Metro through the State Controller's office.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Request for Proposal (RFP 20-T022) for Sales Tax Review Services, was issued on February 7, 2020.

Three firms responded to the RFP and complied with the RFP solicitation requirements. Responses were received from:

Firms	Proposed Fees
Avenu Insights & Analytics, LLC	\$25% Contingency fee fixed for the term of the contract Optional Reporting Services each year, payable from the recovered tax amounts Year 1 - Complimentary Year 2 - \$18,000 Year 3 - \$18,000 Plus Consumer Price Index (CPI) adjustment Year 4 - \$18,000 Plus Consumer Price Index (CPI) adjustment Year 5 - To be negotiated, if used

Bassirah Consulting LLC	Year 1 - \$89,000
	Year 2 - \$91,670
	Year 3 - \$94,420
	Year 4 - \$97,252
	Year 5 - \$100,170.18
Tinnard Holdings, LLC	Year 1 - \$22.50 per hour
	Year 2 - \$23.75 per hour
	Year 3 - \$25.00 per hour
	Year 4 - \$26.25 per hour
	Year 5 - \$27.50 per hour

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 procurement requirements.

FINANCING

The selected firm, Avenu Insights and Analytics, LLC (Avenu) is proposing a contingent fee structure for sales tax recovery so budgeted funds are not expended. Avenu will perform a review of Trinity Metro's sales/use tax remittances and other related information in an effort to ensure that Trinity Metro is receiving all the sales taxes to which it is entitled. The cost, if any, of this contract will be funded from additional sales tax receipts.

DBE UTILIZATION

This type of work has no material subcontracting, however, a Disadvantaged Business Enterprise (DBE) subcontracting goal of 5% was established. DBE participation, was encouraged in this Request for Proposal as part of Trinity Metro's General Provisions and consistent with Trinity Metro's DBE Program.

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a five (5) year, 100% contingency based contract with Avenu Insights & Analytics, LLC to provide Sales Tax Review services.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-58
Item Title: Award of Contract for Financial Advisory Services

Meeting Date: May 18, 2020

BACKGROUND

As the City of Fort Worth, Tarrant County, and our regional partners continue to seek alternatives for increased public transportation, Trinity Metro must consider financial and funding options and scenarios that are becoming increasingly complex for capital planning, financing, underwriting, and capital structure development. Trinity Metro may be required to develop financial strategy and plans, including potential financing options that may look forward as much as five to 20 years into the future. Such financial planning may be incorporated into future Full Funding Grant Agreement (FFGA) applications.

Additional financial tasks may include the review and evaluation of additional regional innovative plans developed by North Central Texas Council of Governments (NCTCOG) for corridor expansion. This future planning requires Trinity Metro to seek trusted advice from a financial advisory firm who can provide consultation, analysis, arbitrage rebate calculations, evaluation, continuing disclosure, and recommendations concerning future debt financing and bond sales.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Request for Proposal (RFP 20-T023) for Financial Advisory Services, was issued on March 2, 2020.

Two firms responded to the RFP and complied with the RFP solicitation requirements. Responses were received from:

Firms

Hilltop Securities Inc. &
Estrada Hinojosa & Company, Inc.

Proposed Fees

Bond Offering Fees
Base Fee - \$25,000 any size
Plus \$1.00 per \$1,000 up to \$50,000,000
Plus \$.75 per \$1,000 over \$50,000,000

Hourly Fees
Managing Directors - \$325 per hour
Directors and Senior VP - \$275 per hour
Vice President and Associates - \$200 per hour
Analysts and Clerical - \$125 per hour

PMF Financial Advisors LLC

Bond Offering Fees
Base Fee - \$29,700 up to \$15,000,000
Plus \$.72 per \$1,000 up to \$30,000,000
Plus \$.60 per \$1,000 thereafter

Hourly Fees
Managing Directors - \$350 per hour
Directors - \$350 per hour
Senior Analyst - \$250 per hour
Analysts - \$250 per hour

Proposal documents were evaluated by Trinity Metro staff against a matrix of requirements and ranked by the evaluation committee.

Proposals were evaluated based on: 1.) Qualifications and Related Experience (30 points), 2.) Project Approach and Written Presentation (30 points), 3.) Transit Industry and Funding Knowledge (25 points), 4.) Cost proposal (15 points).

Based on the evaluations, Hilltop Securities Estrada-Hinojosa was rated the highest in score and are recommended for award.

The selected firm is proposing fees based on bond transaction size and an hourly fee structure. Any bond service financing fees of the firm will be funded as part of the financing cost package for the offering and such cost will be include in the total financing cost, along with other professional services fees.

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

FINANCING

Future hourly financial consultant fees for consultation, analysis, evaluation, and recommendations will be funded out of the FY2020 and FY2021 Operating Budgets.

DBE UTILIZATION

A Disadvantaged Business Enterprise (DBE) subcontracting goal of 5% was established for this solicitation. Estrada Hinojosa is a certified Minority Business Enterprise (MBE) and will be participating as co-financial advisor. Hilltop and Estrada Hinojosa has proposed to split the revenue 70% to Hilltop Securities and 30% to Estrada Hinojosa.

Item Number: BA2020-58
Item Title: Award of Contract for Financial Advisory Services

Meeting Date: May 18, 2020
Page: 3

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a three (3) year contract with two (2) optional one-year extensions with Hilltop Securities Inc. & Estrada Hinojosa & Company, Inc., in the not to exceed amount of \$170,000.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-59

Meeting Date: May 18, 2020

Item Title: Employee Benefits Advisory Broker Services

BACKGROUND

Trinity Metro has utilized an agent of record to provide employee benefits consulting and broker services. An agent of record analyzes and evaluates existing employee benefit programs, works with existing and future service providers and insurance companies to monitor and evaluate their performance, and identifies cost savings and administrative enhancement opportunities. In addition, the agent of record solicits bids from insurance companies and service providers for Trinity Metro employees and their dependents. These services also include design, revision, and implementation of new and existing benefits to enhance programs and control cost.

The benefits that fall under this contract include medical and dental insurance, vision plans, long term and short term disability plans, term life insurance, supplemental life, flexible spending accounts, COBRA, whole life insurance with accidental death, dismemberment and long term care insurance, health reimbursement accounts, and self-funding plan options.

This Board Action is necessary in order to award a new employee benefits consulting and broker services contract. Upon Board approval, this contract will be for three years with two one-year extensions.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, a Request for Proposal (RFP 20-T002) for Employee Benefits Advisory & Broker Services was issued and advertised on Trinity Metro's website on January 10, 2020.

Five firms submitted proposals that were responsive, responsible and in compliance with the proposal requirements. Firms submitting proposals were Arthur J. Gallagher, Hays Companies of Texas, Holmes Murphy, IBT Consulting LLC and Willis Towers Watson.

<u>Name of Firm</u>	<u>Three-Year Base Cost</u>	<u>Plus Two Option Years Cost</u>	<u>Total Five-Year Cost</u>
Arthur J. Gallagher	\$360,000	\$240,000	\$600,000
Hays Companies of Texas	\$360,000	\$240,000	\$600,000
Holmes Murphy	\$465,000	\$320,000	\$785,000
IBT Consulting LLC	\$336,000	\$272,000	\$608,000
Willis Towers Watson	\$350,000	\$205,000	\$555,000

Arthur J. Gallagher 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 compliant with all applicable federal, state and Trinity Metro procurement requirements.



DBE Utilization

A DBE goal of 15% was established for this solicitation. Arthur J. Gallagher has committed to achieve 15% subcontracting participation using a woman-owned business (WBE).

FINANCING

Funds are available in Trinity Metro's FY2020 Operating Budget to fund this year's portion of the contract. Funds for future years of the contract will be considered in each year's proposed budgets.

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 two one-year renewal options with Arthur J. Gallagher for Employee Benefits Advisory & Broker Services for a total not-to-exceed amount of \$600,000.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-60

Meeting Date: May 18, 2020

Item Title: Trapeze Intelligent Transit System

BACKGROUND

Trinity Metro requires systems that provide real time information not only to transit staff to support operational activities, but also transit riders. Trinity Metro solicited proposals from contractors to provide and deliver a turnkey Intelligent Transportation System (ITS) consisting of Automatic Vehicle Location (AVL), Computer Aided Dispatch (CAD), Vehicle Health Monitoring (VHM), Automated Passenger Counters (APC), and an On-board Voice Announcement System (VAS).

The desired system is expected to provide Trinity Metro with details on the exact positions of Fixed Route, ACCESS (Paratransit), and Train vehicles and equipment, ensure drivers are logged in, what routes drivers are traveling, if drivers are on time (late or early), accurate forecast of next vehicle arrival, as well as departure information for Trinity Metro transit riders. Additionally, the system will be installed on non-revenue vehicles to enable the on-road staff to view real-time performance data and manage event information on each revenue vehicle. The system will also provide transit riders the ability to look up real-time bus arrival/departure by route, utilizing internet and smart phones.

This will be a turnkey solution consisting of design, installation, cabling, hardware, servers, software, connectivity, support and training for the installation and connectivity of a fully operational CAD/AVL, PIDS and PWS systems.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, a Request for Proposal (RFP 19-T054) for Intelligent Transit Systems was advertised on Trinity Metro's website. Four (4) firms responded to the Request for Proposal and complied with the RFP requirements. Responding firms included:

Avail Technologies, Inc. (Avail)
Clever Devices
Cubic Transportation Systems, Inc. (CTS)
Trapeze Software Group, Inc.

An evaluation team from Trinity Metro reviewed and evaluated the proposals and attended system demonstrations with the top rated three firms: Avail Technologies, Inc., Clever Devices and Trapeze Software Group, Inc.. Reference calls were made for the top two rated firms (Avail and Trapeze) and final scoring determined that Trapeze Software Group, Inc. was the highest overall scoring proposer. A Best and Final Offer was requested from Avail and Trapeze, and the final system costs are:

Avail Technologies, Inc (Avail):	\$ 3,510,649.00
Trapeze Software Group, Inc.:	\$ 3,075,866.99

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 policy requirements.

The Trapeze Intelligent Transit System will meet Trinity Metro's specific requirements for security, functionality, reliability and fare media interoperability. Modular design architecture shall be incorporated throughout the ITS. The selected contractor shall perform all work tasks in the design, manufacture, delivery, installation, and commissioning of a complete ITS solution as required in this scope.

DBE Utilization

A DBE Goal of 15% was established for this solicitation. Trapeze Software Group, Inc. committed to meet the goal.

FINANCING

Funds are available in Trinity Metro's FY2020 Capital Budget to finance the cost of the Trapeze Intelligence Transit System. A portion of the funds will come from the FY2020 FTA 5307 program. Funds for future Trapeze Intelligence Transit System contract years will be considered 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 execute a contract with Trapeze Software Group, Inc. in the amount of \$ 3,075,866.99 plus a 10% (\$ 307,586.69) contingency for unforeseen expenses, for a total estimated amount of \$3,383,453.68.

Disposition by Board of Directors

Secretary Approval:

DATE

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-61

Meeting Date: May 18, 2020

Item Title: Trapeze DriverMate Computer Aided Dispatch / Automatic Vehicle Location System (CAD/AVL) for Paratransit

BACKGROUND

Trinity Metro ACCESS vehicles and ACCESS contractor vehicles currently utilize MDTs (Mobile Data Terminals) to receive their manifest and perform their trips. Much of the equipment in the fleet is quickly approaching end-of-life and requires an outside contractor to maintain the units on contractor vehicles. The new software (DriverMate) will allow our ACCESS contractor to provide and maintain the equipment on their own fleet and enables inexpensive replacement of equipment (Android Tablet) in Trinity Metro vehicles. Along with the hardware / software updates, DriverMate will increase our efficiencies in multiple areas. Some of the primary areas where we will gain efficiencies are a smoother running schedule. Dispatches will receive immediate notification of a no show to manage schedule in real-time. Monitoring our vehicles, connect with the drives and accessing real-time trip data. We can track mileage and provide a pre-post driver checklist for customer convenience and safety. Gathering data or eligibility, digital signatures, client information and a lot more. Communication is safe and easy for the drivers to use. DriverMate will also provide a turn-by-turn directions creating a more efficient route for our drivers to use, helping to keep them on schedule and provide a better experience for our ridership.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, this is a sole source procurement with Trapeze Software Group, Inc. as it is the only Computer Aided Dispatch / Automatic Vehicle Location System (CAD/AVL) software on the market today that is fully integrated with Trinity Metro's Trapeze's back office.

As a sole source procurement, a cost analysis was conducted and it was determined that the pricing is fair and reasonable, and in line with the existing contract pricing for the same type of product in use by Trinity Metro.

FINANCING

Funds are available in Trinity Metro's FY2020 Capital Budget to finance the cost of the Trapeze Driver Mate. Funds for future Trapeze DriverMate contract years will be considered in the proposed budgets for those years, after the three years or maintenance has expired.

Item Number: BA2020-61

Item Title: Trapeze DriverMate Computer Aided Dispatch /
Automatic Vehicle Location System (CAD/AVL)
for Paratransit

Meeting Date: May 18, 2020

Page: 2

RECOMMENDATION

We request that the Finance and Audit Committee recommend to Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to issue Trapeze DriverMate Computer Aided Dispatch / Automatic Vehicle Location System (CAD/AVL) for Paratransit, with Trapeze Software Group, Inc. in the amount of \$ 177,788.00 and a 10% (\$ 17,778.80) contingency for unforeseen expenses, for a total estimated amount of \$ 195,566.80.

Disposition by Board of Directors

Secretary Approval:

DATE

