BOARD OF DIRECTORS MEETING
MONDAY, JUNE 22, 2020 2:15 P.M.
COMMITTEE / BOARD OF DIRECTORS MEETING
AGENDA
(via Telephone Conference Call)
MONDAY JUNE 22, 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 employees, patrons, and Board members. The Trinity Metro Board of Directors’ regular committee meetings scheduled for Monday, June 15, was rescheduled to June 22, 2020.

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, 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.

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
MONDAY JUNE 22, 2020 3:30 P.M.
Virtual Meeting

A. CALL TO ORDER
B. ROLL CALL
C. CITIZEN COMMENTS
D. COMMITTEE REPORTS
   • Regional Transportation Committee – June 11, 2020 – Jeff Davis
   • Commuter Rail Committee Working Session – June 15, 2020 – Charles Edmonds
   • Planning/Operations/Marketing Committee Working Session – June 15, 2020 – Nick Genua
   • Finance & Audit Committee Working Session – June 15, 2020 – Alan Hooks
   • Fort Worth Transportation Authority Scholarship Recipients – Kelli Shields
E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA
F. CONSENT AGENDA
   1. BA2020-62 Reimbursement Agreement with Fort Worth and Western Railroad (FWWR) for Engineering Reviews and Legal Services related to the TEXRail Extension
   2. BA2020-63 Environmental Assessment/Conceptual Engineering for the TEXRail Extension From the Texas & Pacific (T&P) Station to The Near Southside Station
   3. BA2020-64 Indefinite Delivery / Indefinite Quantity (IDIQ) Real Estate Appraisal Services
   4. BA2020-65 Northeast Transportation Service Public Transportation Agency Safety Plan
   5. BA2020-66 Purchase of Dodge Ram ProMaster 3500 Vehicles
   6. BA2020-67 Registered Investment Advisory Services
   7. BA2020-68 Microsoft Office 365
   8. BA2020-69 Parking Facility Management and Operations
   9. R2020-04 A Resolution Adopted by the Subregional Board of Directors of the Fort Worth Transportation Authority Approving Budget Request for Continued Funding Partnership with the City of Fort Worth
G. ACTION ITEM

1. BA2020-70 Liability Claim Exceeding $50,000.00

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

THERE WILL BE NO JULY 2020 MEETING

NEXT MEETING IS SCHEDULED FOR AUGUST 24, 2020 AT 3:30 PM AT 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.
Kelli Shields, Vice President Human Resources, will present the names of the Fort Worth Transportation Authority FY2020 Scholarship Award Winners.
1. T’yonna Boswell, daughter of Ladonda Boswell who is a scheduler. T’yonna will attend Prairie View A&M as a law major and was awarded $2,200.

2. Mykayla Carson, daughter of Bus Operator Michelle Small. Mykayla will attend the University of Houston as a Biology major and was awarded $1,600.

3. Katelynn Draper, daughter of Operator, Kaonie Draper. Katelynn will attend Tarleton as an HR major and was awarded $2,200.

4. Taylor Griffith, daughter of Erica Phillips, our HR Admin Assistant. Taylor will attend University of North Texas as an education major. Taylor was awarded $2,000.

5. Luke Hanna, son of Laura Hanna, Director of Communication. Luke will attend Texas Tech as a Business major and was awarded $1,600.

6. Hailey Hunt, daughter of Kevin Hunt our director of security. Hailey will attend Louisiana Tech as a pre-med major and was awarded $2,400.

7. Reed Lanham, VP of Strategy and Technology has been employed since 2015. He will attend Tarleton as a Business major and was awarded $2,000.

8. Arielle Lopez, daughter of Ruben Salas, Fleet Reliability Manager. Arielle will attend Midwestern State for Dental Hygiene and was awarded $2,200.

9. Daniela Mambe, daughter of Engobo Mambe who is a Bus Operator. Daniela will attend Texas Tech as a Science/Nursing major and was awarded $2,200.

10. Priscilla Mambe, daughter of Engobo Mambe who is a Bus Operator. Priscilla will attend Tarrant County College as a Science major and was awarded $600.

11. Corinne McDuff, daughter of Operator Crystal Whitney. Corinne will attend Texas A&M as a Communications major and was awarded $2,200.

12. Mariah Minjarez, daughter of Ruben Salas, Fleet Reliability Manager. Mariah will attend Tarleton for Kinesiology and was awarded $2,200.
13. Hannah Palacios, daughter of Veronica Palacios, Operations Administrative Assistant. Hannah will attend St. Edwards University as a biology/Spanish major and was awarded $2,000.

14. Jacob Riley has been employed since 2017 and is a Buyer. Jacob will attend Western Governors University for Business and was awarded $2,000.

15. Azalea Rosales, daughter of Operator David Rosales. Azalea will attend UT-Arlington as a Nursing major and was awarded $2,200.

16. Natalya Salas, daughter of Ruben Salas, Fleet Reliability Manager. Natalya will attend UT-Tyler as a Computer Science major and was awarded $1,600.

17. TJ Shoop, son of Mark Shoop, Access Administration Supervisor. TJ will attend UT-Arlington as a Business major and was awarded $1,000. TJ will graduate fall 2020!

18. Kolton Shoop, son of Mark Shoop, Access Administration Supervisor. Kolton will attend Tarleton as an Accounting major and was awarded $2,200.

19. Jalisa Stovall has been employed since 2018 as a Parts Room Clerk. Jalisa will attend Tarrant County College as a science major. She was awarded $800.

20. Breanja Watkins-Kelly, daughter of Bus Operator Thomas Jordan. Breanja will attend Lamar University and wants to be an Athletic Trainer. She was awarded $1,600.

21. Jordan Wiley, son of Inmon Riley, Director of Risk Management. Jordan will attend Oral Roberts as a Business major. He was awarded $2,000.

22. Taylor Williams, daughter of Service Attendant Denise Williams. Taylor will attend University of North Texas for Political Science. Taylor was awarded $2,300.

23. Rhane Woods, son of Rodney Woods, Emerging Mobility Manager. Rhane will attend Tarrant County College as a Media Arts major. Rhane was awarded $600.

2020 = Total awarded = 23 applicants; $41,700

2019 = Total awarded = 17 applicants; $46,700
CONSENT AGENDA ITEMS
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-62  Meeting Date: June 22, 2020
Item Title: Reimbursement Agreement with Fort Worth and Western Railroad (FWWR) for Engineering Reviews and Legal Services related to the TEXRail Extension

BACKGROUND

Trinity Metro is seeking to expand TEXRail from the Fort Worth Texas & Pacific (T&P) Station to the Near Southside Station (also referred to as Medical District Station). A segment of the proposed TEXRail extension alignment requires the commuter rail line be constructed on or near Fort Worth and Western Railroad (FWWR) property between Union Pacific Railroad Dallas Subdivision and the Near Southside Station proposed location.

FWWR and Trinity Metro have prepared a reimbursement agreement between FWWR and Trinity Metro to provide for engineering reviews and legal services for design approvals and preparation of the definitive documents for the TEXRail extension. FWWR has provided an estimated price for these services of $315,500.00; Trinity Metro will reimburse FWWR and/or its third-party consultant all actual costs and expenses related to these services.

FINANCE

Funds are available from the TEXRail project. North Central Texas Council of Governments (NCTCOG) has approved the use of the CMAQ allocation from the TEX-Rail project to fund all phases including the environmental assessment and conceptual engineering.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute the FWWR Reimbursement Agreement for reimbursement of the engineering and legal services related to the TEXRail extension project in the amount of $315,500.00 plus 15% contingency for a total not to exceed amount of $362,825.00.

Disposition by Board of Directors

Secretary Approval: ___________________________  DATE

TRINITY METRO™
BOARDS OF DIRECTORS

ACTION ITEM

Item Number: BA2020-63
Item Title: Environmental Assessment/Conceptual Engineering for the TEXRail Extension From Texas & Pacific Station To The Near Southside Station
Meeting Date: June 22, 2020

BACKGROUND

Trinity Metro is seeking to expand TEXRail from the Fort Worth Texas & Pacific (T&P) Station to the Near Southside Station (also referred to as Medical District Station). The proposed TEXRail Extension will consist of new single-track passenger rail construction funded with both Federal and Local dollars within mainly the existing freight (Union Pacific Railroad and Fort Worth and Western Railroad), City of Fort Worth, North Texas Tollway Authority and Texas Department of Transportation rights of way. The proposed TEXRail Extension would extend TEXRail approximately 2.1 miles from the T&P Station to a new station in the Medical District referred to as Near Southside Station. The new station will be located behind Baylor Scott & White All Saints Medical Center, adjacent to the Mistletoe neighborhood.

Completion of an Environmental Assessment (EA) and Conceptual Engineering for the TEXRail expansion is required to proceed with the project.

PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, a Request for Qualifications (RFQ 20-T027) for Environmental Assessment/Preliminary Engineering for the TEXRail Extension from the existing Texas & Pacific Station to the proposed Near Southside Station was issued and advertised on Trinity Metro’s website. Two firms responded to the Request for Qualifications and complied with the requirements. Responding firms included:

- AECOM Technical Services, Inc.
- Burns & McDonnell Engineering Company, Inc.

An evaluation team from Trinity Metro reviewed and evaluated the statement of qualifications. As a result of the evaluations, AECOM Technical Services, Inc. was selected as the highest qualified for entering into negotiations and contract award.

DBE UTILIZATION

A DBE Goal of 25% was established for this solicitation. AECOM Technical Services, Inc. committed to meet the DBE goal.
FINANCE

Funds are available from the TEXRail project. North Central Texas Council of Governments (NCTCOG) has approved the use of the CMAQ allocation from the TEXRail project to fund all phases including the environmental assessment and conceptual engineering.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a contract for Environmental Assessment and Conceptual Engineering Services with AECOM Technical Services, Inc., in the amount of $2,250,000.00 with a 10% contingency ($225,000.00) for a total not to exceed amount of $2,475,000.00.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-64  
Meeting Date: June 22, 2020

Item Title: Indefinite Delivery / Indefinite Quantity (IDIQ) Real Estate Appraisal Services

BACKGROUND

In order to develop new facilities, as well as lease current facilities, properties and agreements require appraisal services. The Federal Transit Administration (FTA) rules and state procurement statutes require appraisals to be performed when acquiring property under the threat of condemnation. Appraisals are also needed to evaluate the fair market value of leases and other properties for planning purposes. Appraisal services requested shall be issued as a Task Order for Indefinite Delivery/Indefinite Quantity (IDIQ) services as needed. Task Orders $50,000 or above would require additional Board approval.

PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, Request for Proposals for Appraisal Services (RFP 20-T006) was advertised locally and on the Trinity Metro website. Eleven proposals were received. The proposers included: Atrium Real Estate Services, CBRE, Commercial Appraisal Associates, Goodrich, Schechter & Associates, Harry Company, JLL Valuation & Advisory Services, Landmark Research Group, ML&M Realty Advisors, O’Brien Realty Advisors, Pyles Whatley Corporation, and Valbridge Property Advisors.

Trinity Metro staff evaluated the proposals based on the criteria of: Qualifications/Experience, Qualifications of Staff, Work Plan, and Pricing. Proposals were ranked and the top five firms are:

- CBRE
- Commercial Appraisal Associates
- Harry Company
- JLL
- ML&M Realty Advisors

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.

DBE UTILIZATION

This work has no material subcontracting opportunities; however, a DBE Goal of 10% was encouraged as part of Trinity Metro’s General Provisions and consistent with the DBE Program. Commercial Appraisal Associates and ML&M Realty Advisors are certified DBE firms and meet the DBE Goal.
FINANCING

Funds for professional appraisal services are included in the FY2020 Operating Budget. Funds for future appraisal services will be considered in subsequent budget presentations. No contract amounts are established for the IDIQ contracts. Funds are payable through the issuance of task orders. Trinity Metro’s annual budget includes authorized funds for professional appraisal services, and a task order will be negotiated for each authorized appraisal service requested with financing secured from appropriate budget accounts. Task Orders of $50,000 or above will be brought to the Board of Directors for approval.

RECOMMENDATION

The Planning, Operations & Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a five-year Indefinite Delivery/Indefinite Quantity (IDIQ) contract with CBRE, Commercial Appraisal Associates, Harry Company, JLL and ML&M Realty Advisors for required professional appraisal services, as needed.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-65
Item Title: Northeast Transportation Service Public Transportation Agency Safety Plan
Meeting Date: June 22, 2020

BACKGROUND

On July 19, 2018, the Federal Transportation Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, which took effect July 19, 2019 requiring all FTA Section 5307 recipient transit agencies to, within one calendar year after July 19, 2019, establish a PTASP that meets the requirements of Part 673. The PTASP, and subsequent updates, must be signed by the Accountable Executive and approved by the agency’s Board of Directors. Under the current interlocal agreement between Trinity Metro and the Northeast Transportation Service Urban Transit District (NETS), Bob Baulsir, President / Chief Executive Officer, will serve as the Accountable Executive on the PTASP for NETS. Catholic Charities is the NETS service provider under contract with Trinity Metro.

The PTASP for NETS was drafted by TxDOT per 49 CFR 673.11(d) and will be approved by NETS Board of Directors. It will remain in effect until NETS has drafted the next version. The PTASP must document the processes and activities related to Safety Management System (SMS) implementation and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan, with those targets being shared with the North Central Texas Council of Governments (NCTCOG) and the Texas Department of Transportation (TxDOT).

NETS is dedicated to ensuring that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, as the SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

PROCUREMENT

There were no Trinity Metro procurement activities associated with this PTASP.

FINANCING

There are no Trinity Metro financial responsibilities associated with this PTASP.

DBE UTILIZATION

There were no DBE opportunities associated with this PTASP.
RECOMMENDATION

The Planning, Operations, and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President / Chief Executive Officer to sign the Public Transportation Agency Safety Plan developed for Northeast Transportation Service as the Accountable Executive.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-66
Item Title: Purchase of Dodge Ram ProMaster 3500 Vehicles
Meeting Date: June 22, 2020

BACKGROUND

In March 2020, due to the growing spread of the COVID-19 pandemic and reduced ridership demand, Trinity Metro operated limited essential service (Sunday service + Express routes). Moving to a modified weekday service schedule allowed Trinity Metro to enforce the Center for Disease Control and Prevention (CDC) requirements to exercise social distancing to protect both riders and operators. Effective June 21, 2020, Trinity Metro will resume regular service with select route changes as ridership on modified routes is showing an upward trend.

An hourly ridership analysis of all routes was conducted. The analysis determined that utilization of smaller vehicles on low ridership routes would be more efficient and cost effective than the 35’ or 40’ larger transit vehicles currently used. This would also make more 40’ buses available for high ridership routes.

A cost analysis was also conducted, that included comparing the cost of Creative Bus Sales offered ProMaster Vehicle with a CNG System and GFI Fastfare Box, and Creative Bus Sales offered ProMaster Vehicle with an Original Equipment Manufacturer (OEM) Gasoline Fueling System outfitted with a Diamon fare box to a Gillig CNG Revenue Bus Configuration.

The purchase of the Dodge Ram ProMaster 3500 vehicle with an (OEM) gasoline fueling system and the Diamon XV fare box system with auto passenger counter plus a five (5) year extended warranty at a per-vehicle price of $124,109.00, would result in significant savings over the life of the smaller vehicle. The use of the smaller vehicles would significantly reduce the cost of operating expenses through reduction in maintenance cost. Cost savings are reallocated to the larger vehicles on the high ridership routes. The attached Cost Analysis spreadsheet reflects the line-by-line cost comparison, project operating, and maintenance savings.

PROCUREMENT

Trinity Metro is interested in purchasing twelve (12) Dodge Ram ProMaster 3500 from Creative Bus Sales, Inc. under Oklahoma Statewide Contact No. SW 0797. The State of Texas does not currently have these vehicles available through the Texas Comptroller’s SmartBuy Program. Fixing America’s Surface Transportation Act or “FAST Act” authorizes an FTA grantee to purchase rolling stock and related equipment from any State’s cooperative procurement contract or schedule.
The Federal Transit Administration (FTA) requires grantees that use another State’s cooperative procurement contract or schedule to ensure that the Third Party solicitation was conducted in accordance with FTA’s requirements for open and fair competition.

The Trinity Metro Procurement Department has reviewed the Oklahoma Statewide Contract No. SW 0797 and has determined that the competitive solicitation and resulting statewide contract with Creative Bus Sales, Inc. does meet the FTA requirements for Third Party contracting and is in line with Trinity Metro’s current Procurement Policy and Procedure for purchasing rolling stock.

The per unit price for twelve (12) Dodge Ram ProMaster 3500 smaller vehicles, from Creative Bus Sales, Inc., under the Oklahoma State Contract No. SW 0797, has been determined to be fair and reasonable.

**DBE UTILIZATION**

This board action is for the purchase of ADA accessible vans, from Creative Bus Sales Inc. through an Oklahoma statewide contract (cooperative purchase contract), that will be used to provide transit service and offers no material subcontracting opportunities (finished goods).

**FINANCING**

This project was not originally included in the FY2020 Capital Budget and is in response to conditions caused by COVID-19. Funding will be provided by the CARES Act, which provides funds to prevent, prepare for, and respond to COVID-19 related matters. Although the priority for the funding is considered an operational expense, FTA will generally consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act. In that regard, according to the FAST Act, an FTA grantee may purchase rolling stock and related equipment from any State’s cooperative procurement contract or schedule. The application of the CARES Act covers an eligible expense at 100% for the smaller vehicles.

**RECOMMENDATION**

The Planning, Operations, and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President / Chief Executive Officer, to authorize the Procurement Department to issue a one-time Purchase Order to Creative Bus Sales, Inc. for the purchase of twelve (12) Dodge Ram ProMaster 3500 ADA Compliant vehicles, with a five (5)-year warranty at a per-vehicle price of $124,109.00, under the State of Oklahoma Statewide Contract No. SW 0797, in the amount of $1,489,308.00 plus a 10% ($148,930.80) contingency for unforeseen expenses, for a total amount of $1,638,238.80.
2020 DODGE RAM PROMASTER 3500
<table>
<thead>
<tr>
<th>Item Title:</th>
<th>Purchase of Dodge Ram Promaster 3500</th>
<th>Meeting Date: June 22, 2020</th>
<th>Page: 4</th>
</tr>
</thead>
</table>

## 2020 DODGE RAM PROMASTER 3500 COST ANALYSIS

<table>
<thead>
<tr>
<th>Model</th>
<th>Promaster Vehicle with CNG System/Diamon XV Fare Box w/ Auto Passenger Counter</th>
<th>Promaster Vehicle with OEM Gasoline Fueling System/Diamon XV Fare Box w/ Auto Passenger Counter</th>
<th>Current CNG Revenue Bus Configuration</th>
<th>Average Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>$79,820.00</td>
<td>$79,820.00</td>
<td>40 CNG Gillig Transit Bus</td>
<td>$565,787.00</td>
</tr>
<tr>
<td>Option: CNG Fueling System included in Base Price</td>
<td>$21,800.00</td>
<td>0%</td>
<td>Included in Base Price</td>
<td>Included</td>
</tr>
<tr>
<td>Option: Outside Passenger Switch, Additional Wheelchair Securement Position</td>
<td>$1,365.00</td>
<td>Options: Outside Passenger Switch, Additional Wheelchair Securement Position</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Other Available Options: Diamond XV Fare box w/spare vault and infodev automated passenger counter</td>
<td>$4,981.00</td>
<td>Other Available Options: Diamond XV Fare box w/spare vault and infodev automated passenger counter</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Other Available Options: Driver Barrier Kit for Promaster 3500</td>
<td>$1,795.00</td>
<td>Other Available Options: Driver Barrier Kit for Promaster 3500</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>CBS Unpublished Options: See Page 5 of Attached Quote Item result in</td>
<td></td>
<td></td>
<td></td>
<td>Included</td>
</tr>
<tr>
<td>IT Cabinet (includes custom base with mounting for IT Cabinet and Farebox)</td>
<td>$1,260.00</td>
<td>IT Cabinet (includes custom base with mounting for IT Cabinet and Farebox)</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Safe Fleet 4 Camera System W/DVR</td>
<td>$6,650.00</td>
<td>Safe Fleet 4 Camera System W/DVR</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Motorola Radio Model APX 6500</td>
<td>$6,990.00</td>
<td>Motorola Radio Model APX 6500</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Sierra Wireless MG-90 Router Configured per Trinity Metro specs</td>
<td>$3,874.00</td>
<td>Sierra Wireless MG-90 Router Configured per Trinity Metro specs</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Covert Alarm Switch by Otto (P4-900019)</td>
<td>$295.00</td>
<td>Covert Alarm Switch by Otto (P4-900019)</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Trinity Metro Paint and Graphics Package</td>
<td>$6,650.00</td>
<td>Trinity Metro Paint and Graphics Package</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Global Traffic Technologies LCC Emitter, Model #794t LED</td>
<td>$1,350.00</td>
<td>Global Traffic Technologies LCC Emitter, Model #794t LED</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Transmission Lock Out</td>
<td>$350.00</td>
<td>Transmission Lock Out</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Trackit GPS System</td>
<td>$1,950.00</td>
<td>Trackit GPS System</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Fleet Watch model GPS-DB GPS Data Logger</td>
<td>$1,175.00</td>
<td>Fleet Watch model GPS-DB GPS Data Logger</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Total</td>
<td>$139,919.00</td>
<td>Total</td>
<td>$118,119.00</td>
<td>Total</td>
</tr>
</tbody>
</table>

### Estimated Total Costs

- **Total with optional extended 5 year warranty added:** $124,109.00
- **Fuel Cost Per Month:** $77.01
- **Estimated Maintenance Costs Per Mo:** $192.02
- **Maintenance Costs Per Month:** $1,084.17
- **Total Monthly Maintenance Costs:** $770.28
- **Total yearly maintenance costs:** $9,343.36
- **Estimated Maintenance Costs Savings per Year:** $6,185.04
- **Total purchase price for 12 vehicles:** $1,679,028.00
- **Estimated Maintenance Costs Savings per Year for 12 Vehicles:** $12,154.32
- **Total cost/revenue hour:** $116.37

### Detailed Breakdown

#### Fuel Cost Per Month

- **Estimated Fuel Cost Per Month:** $77.01
- **Maintenance Cost Per Mile Monthly:** $0.27
- **Maintenance Cost Per Mile:** $0.62

#### Monthly Maintenance Costs

- **Total Monthly Maintenance Costs:** $33.34
- **Total yearly maintenance costs:** $403.08
- **Total yearly maine in costs:** $15,178.40

#### Total with extended 5 year warranty added

- **Total with optional extended 5 year warranty added:** $124,109.00
- **Fuel Cost Per Month:** $143.32
- **Estimated Maintenance Costs Per Mo:** $192.02
- **Maintenance Costs Per Month:** $1,084.17
- **Total Monthly Maintenance Costs:** $770.28
- **Total yearly maintenance costs:** $9,343.36
- **Estimated Maintenance Costs Savings per Year:** $6,185.04
- **Total purchase price for 12 vehicles:** $1,679,028.00
- **Estimated Maintenance Costs Savings per Year for 12 Vehicles:** $12,154.32
- **Total cost/revenue hour:** $116.37
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-67  Meeting Date: June 22, 2020
Item Title: Registered Investment Advisory Services

BACKGROUND

Trinity Metro uses the services of a Registered Investment Advisory firm to provide advisory and consulting services for two retirement plans sponsored by Trinity Metro. The retirement plans includes employees of Trinity Metro, McDonald Transit/RAPT Dev and Fort Worth Bike Sharing (FWBS). The retirement plans currently cover approximately six hundred and fifty (650) full time employees, inclusive of McDonald Transit/RAPT Dev and FWBS employees. The retirement plans are comprised of two plans, a 401(k) plan that covers participants entirely of McDonald Transit/RAPT Dev employees and a 457(b) plan for participants who are employees of Trinity Metro and FWBS.

The contract for Trinity Metro’s current registered advisory firm expires on June 30, 2020. This action is to award a new contract with a registered investment advisory firm to provide advisory and consulting services through a contract for three years with two one-year optional extensions.

PROCUREMENT

In accordance with the Trinity Metro’s Procurement Policy, Request for Proposal (RFP 20-T029) for Registered Investment Advisor Services was issued on April 7, 2020.

Thirteen firms responded to the RFP. 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, Profile and References, 2.) Service Team/Provider Expertise, 3.) Consulting Services, 4.) DBE, and 5.) Fee.

The highest rated proposal was from IMA Wealth, Inc.

The amount is a flat fee of $40,000 per year.

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.

DBE UTILIZATION

A Disadvantaged Business Enterprise (DBE) subcontracting goal of 5% was established for this solicitation; however, the recommended provider will perform the contract service without the use of subcontractors.
FINANCING

The cost of these services will be funded out of the FY2020 Operating Budget. The cost in subsequent years will be considered for those years.

RECOMMENDATION

The Finance & 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 renewals with IMA Wealth, Inc. for a total amount not to exceed amount of $200,000.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-68  Meeting Date: June 22, 2020
Item Title: Microsoft Office 365

BACKGROUND

Trinity Metro utilizes a limited Microsoft Office product that is not current with market standards. Our outdated Microsoft product results in loss of services connecting back to our HRP server location, dropped connections, loss of data, and results in Trinity Metro team members not able to successfully attend conference meetings or work remotely. Due to the COVID-19 virus pandemic and the restructuring of the Trinity Metro business-staffing model, the migration to a more robust and cloud-based Microsoft Office 365 solution is necessary. Trinity Metro is migrating from an on-premises solution to a cloud-based solution with an additional enterprise conferencing solution included. This will help prevent any future loss of data, dropped connections, slow and non-responsive applications, and will improve our telecommunications structure.

TEXAS DEPARTMENT OF INFORMATION RESOURCES

In accordance with Trinity Metro Procurement Policy, the quotation for Microsoft Office 365, including Microsoft Office Teams Conferencing application, from Software One, Inc. was secured using an established State of Texas Department of Information Resources (DIR) contract (DIR-TSO-4061). These types of contracts allow eligible customers, such as Trinity Metro, to buy IT products, services and software at aggressive discounts. This contract complies with state purchasing requirements for fair and open competition.

PROCUREMENT

Software One, Inc. is a Texas DIR software reseller of Microsoft Office 365, including Microsoft Office Teams Conferencing application, under the State of Texas DIR Contract DIR-TSO-4061. The State of Texas DIR pricing under this contract is considered fair and reasonable.

FINANCING

Funds were not originally included in Trinity Metro’s FY 2020 Capital Budget to finance the cost of the Microsoft Office 365 suite & Microsoft Office Teams. In response to the situation caused by COVID-19, Trinity Metro requires Microsoft cloud based applications and an enterprise conferencing solution resulting in additional costs not budgeted. Trinity Metro is keeping track of these additional costs and will seek federal reimbursement from the CARES Act.
RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro Board of Directors authorize the President / Chief Executive Officer to execute a 3-year Software Agreement with DIR Contractor Software One, Inc., for the purchase and continued software support of the Microsoft Office 365, including Microsoft Office Teams Conferencing, cloud based applications, in the amount of $789,415.00 and an 8% ($63,153.20) contingency for unforeseen expenses, for a total estimated amount of $852,568.20.
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-69
Item Title: Parking Facility Management and Operations
Meeting Date: June 22, 2020

BACKGROUND

On August 27, 2018, the Trinity Metro Board of Directors Board Action No. BA2018-64 approved a Parking Facility Management and Operations Contract with Ace Parking III, LLC (Ace Parking). Phase I of this contract included a comprehensive study of all Trinity Metro parking locations and the development of a strategic implementation plan to best manage, operate, integrate technology and generate potential revenue from all Trinity Metro parking locations.

As a result of the initial study, Trinity Metro authorized Ace Parking to move forward with planning services and to coordinate activities with the City of Grapevine and the City of North Richland Hills related to the Trinity Railway Express (TRE) and TEXRail parking locations. The addition of TEXRail parking facilities added over 1,700 parking spaces bringing the total parking spaces to over 4,500.

Based on the findings of the consultant study, Trinity Metro is exercising the Phase II option and is requesting to enter into a parking operating agreement for management of parking services with Ace Parking, which would consolidate the management of the following Trinity Metro parking facilities under one vendor. Under this agreement, Ace Parking will be responsible for all operating costs at the parking lots including general maintenance. Any costs related to capital improvements would be the responsibility of Trinity Metro.

Below is the proposed guaranteed annual rental revenue by parking location.

- **901 Calhoun (Swain)** - Guaranteed annual rent of $85,848 or 60% of gross revenue, whichever is greater.
- **909 Calhoun & 301-315 9th** - Guaranteed annual rent of $68,964 or 75% of gross revenue over $10k/month.
- **Texas and Pacific (T&P) Lot** - Guaranteed annual rent of $44,725 plus 80% of revenue in excess of $100k.

Once Ace Parking has implemented all of its management services at the above listed locations, which would include new signage and new technologies, then Ace Parking will make further recommendations related to the implementation of parking lot management for TRE and TEXRail parking lots. The recommendations will be reviewed internally to be prioritized and implemented based on providing an improved customer parking experience with the potential to generate additional revenue from the parking lots. This may include potentially charging for preferred parking locations and adding solar panels to covered parking, whereby generating revenue from covered parking and from electrical power sales.
PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, Request for Proposal 18-T010 for Parking Facility Management and Operations was issued on April 3, 2018.

Five (5) firms submitted a response to the RFP. The evaluation committee consisted of Trinity Metro staff, Assistant City Manager at the City of North Richland Hills, Public Works Director and Hotel Development Consultant representing the City of Grapevine. Ace Parking III, LLC was selected as a result of the evaluation process.

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

DBE UTILIZATION

The DBE Goal for this solicitation is 5% for management of the parking lots.

FINANCING

By entering into an agreement with Ace Parking, this agreement will be revenue positive and will produce revenue estimated at the minimum amount that will exceed $200,000 per year. Ace Parking III, LLC will provide all materials, parking equipment, and employees to manage the parking locations.

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 additional one-year options to renew, for a maximum of five years with Ace Parking III, LLC for parking facility management and operations.
A Resolution

A RESOLUTION ADOPTED BY THE SUBREGIONAL BOARD OF DIRECTORS
OF THE FORT WORTH TRANSPORTATION AUTHORITY
APPROVING BUDGET REQUEST FOR CONTINUED FUNDING PARTNERSHIP
WITH THE CITY OF FORT WORTH

(R2020-04)

WHEREAS, the Fort Worth Transportation Authority, d.b.a. Trinity Metro, is a regional
transportation authority, body corporate and politic, whose creation was confirmed at an election
held on November 8, 1983, pursuant to the provisions and requirements of Chapter 452, Texas
Transportation Code, as amended (the “Act”); and

WHEREAS, the governing subregional Board of Directors of the Authority (the “Board”)
has found and determined and by this Resolution (this “Resolution”) hereby finds and
determines that the Authority is and has been lawfully and validly created, that the boundaries
of the Authority are lawfully and duly established and that the Board is duly and properly
organized and is operating in accordance with the Act and all other applicable laws; and

WHEREAS, the Board has determined that there is a public need for expanded,
improved, and efficient transit service in the City of Fort Worth, Texas; and

WHEREAS, the Board has determined that it is necessary and in the best interest of the
Authority to authorize this Resolution for the purpose of ensuring adequate funding for the
services offered by Trinity Metro including, but not limited to, bus service, paratransit, TEXRAIL,
Trinity Railway Express, (TRE), and ZIPZONE services (mobility on demand); and

WHEREAS, the City of Fort Worth entered into a historic funding partnership with Trinity
Metro during Fiscal Year 2020 and contributed $1.5M to Trinity Metro for bus redesign and
reimagination efforts, improved technology via an enhanced GO Pass App, and new ZIPZONE
service into the Medical District in the Near Southside; and

WHEREAS, the City of Fort Worth and Trinity have partnered and continue to collaborate
on the city transit initiative Transit Moves Fort Worth; and

WHEREAS, Trinity Metro with the full support of the City of Fort Worth received approval
from the Federal Transit Administration (FTA) to amend the Full Funding Grant Agreement
(FFGA) to extend TEXRail service into the Medical District in the Near Southside and Trinity
Metro continues to move forward with the project in accordance with the FTA process for such
capital projects; and
WHEREAS, Trinity Metro deeply values and appreciates the funding partnership with the City of Fort Worth regarding transit and wishes to continue this funding partnership for the benefit of the citizens and residents of Fort Worth; and

WHEREAS, Trinity Metro has prepared a $9,970,605 budget request to the City of Fort Worth to continue this historic funding partnership and such budget request is attached to this resolution and is fully annexed and incorporated herein as Exhibit “A”; and

WHEREAS, it is officially found, determined, and declared that the meeting at which this Resolution has been adopted was open to the public and public notice of the time, place and subject matter of the public business to be considered and acted upon at said meeting, including this Resolution, was given, all as required by the applicable provisions of Chapter 551 of the Texas Government Code;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FORT WORTH TRANSPORTATION AUTHORITY d.b.a. TRINITY METRO THAT:

1. The budget request prepared by Trinity Metro to the City of Fort Worth fully incorporated herein as Exhibit “A” is hereby APPROVED.

2. The President/Chief Executive Officer of Trinity Metro and/or his designees are hereby AUTHORIZED to submit the budget request to the City of Fort Worth and are further AUTHORIZED to continue additional budget discussions with the city on continuing the historic funding partnership between the City of Fort Worth and Trinity Metro.

Adopted this 22nd day of June 2020.

ATTEST:

By Fort Worth Transportation Authority d.b.a. Trinity Metro

_________________________________  ____________________________________________
Jeff Davis, Chair                     Ray Taylor, Secretary
## Exhibit A

### Operations Projects

<table>
<thead>
<tr>
<th>Operations Projects</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Increase frequency on McCart Avenue and Crosstown corridors</td>
<td>$3,070,425</td>
</tr>
<tr>
<td>2. Southeast ZIPZONE</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>3. Express service from East Transfer Center to Alliance</td>
<td>$1,215,680</td>
</tr>
<tr>
<td>4. Alliance ZIPZONE</td>
<td>$800,000</td>
</tr>
<tr>
<td>5. Amazon route</td>
<td>$450,000</td>
</tr>
<tr>
<td><strong>Operations Projects Total</strong></td>
<td><strong>$7,336,105</strong></td>
</tr>
</tbody>
</table>

### Capital Projects

<table>
<thead>
<tr>
<th>Capital Projects</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implement new route network</td>
<td>$500,000</td>
</tr>
<tr>
<td>2. Transit signage improvement</td>
<td>$890,000</td>
</tr>
<tr>
<td>3. East Transfer Center improvements</td>
<td>$500,000</td>
</tr>
<tr>
<td>4. Sidewalks and ADA improvements</td>
<td>$650,000</td>
</tr>
<tr>
<td>5. Solar panels at bus stops</td>
<td>$94,500</td>
</tr>
<tr>
<td><strong>Capital Projects Total</strong></td>
<td><strong>$2,634,500</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$9,970,605</strong></td>
</tr>
</tbody>
</table>
ACTION ITEM
BOARD OF DIRECTORS
ACTION ITEM

Item Number: BA2020-70  Meeting Date: June 22, 2020
Item Title: Liability Claim

BACKGROUND

As adopted in Trinity Metro’s policy, the Board of Directors must approve settlements for claims over $50,000.

The following recovery of a damage claim and settlement agreement has been incurred with an amount in excess of $50,000.

<table>
<thead>
<tr>
<th>Date of Loss</th>
<th>Claim Number</th>
<th>Description Of Loss</th>
<th>Settlement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28, 2019</td>
<td>OPS 20-001</td>
<td>Property Damage</td>
<td>$53,540.88</td>
</tr>
</tbody>
</table>

DAMAGES AND DEMAND:

Liability has been determined and accepted. Due to the nature of this settlement/claim, the amount recovered under the claim/settlement agreement is $53,540.88.

RECOMMENDATION

We recommend that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to accept and execute the settlement agreement described above.