

# **BOARD OF DIRECTORS MEETING**

MONDAY, MARCH 22, 2021 IMMEDIATELY FOLLOWING THE COMMITTEE MEETINGS AT 2:15 P.M.



# **BOARD OF DIRECTORS MEETING**

## **AGENDA**

### **(via VIRTUAL MEETING)**

**MONDAY MARCH 22, 2021 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, the Trinity Metro Board will meet by virtual meeting 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.

The public is invited to participate in this virtual meeting by dialing the following toll-free teleconference bridge number:

## Microsoft Teams meeting

**Join on your computer or mobile app**

**[Click here to join the meeting](#)**

**Or call in (audio only)**

+1 321-754-9506,,45795200# United States, Orlando

Phone Conference ID: 457 952 00#

Each part of the virtual meeting is 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, although there is not an opportunity or agenda for public comments in the committee meetings. Any individual who wishes to speak must first identify himself or herself. To optimize audibility, all participants are urged to mute their phones and turn off their cameras unless and until speaking.



# **BOARD OF DIRECTORS MEETING AGENDA**

**MONDAY MARCH 22, 2021 3:30 P.M.**

VIRTUAL MEETING

## **A. CALL TO ORDER**

## **B. ROLL CALL**

## **C. CITIZEN COMMENTS**

## **D. COMMITTEE REPORTS**

- **Fort Worth Bike Sharing Committee Working Session – January 26, 2021 – Teresa Ayala**
- **ACCESS Committee Working Session – March 3, 2021 – Teresa Ayala**
- **Regional Transportation Council (RTC) – March 11, 2021 – Jeff Davis**
- **Commuter Rail Committee Working Session – March 22, 2021 – Charles Edmonds**
- **Planning/Operations/Marketing Committee Working Session – March 22, 2021 – Nick Genua**
- **Finance & Audit Committee Working Session – March 22, 2021 – Sylvia Alcala**
- **Transit Oriented Development Committee Working Session – March 22, 2021 – Tito Rodriguez**

## **E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

## **F. CONSENT AGENDA**

1. **BA2021-35 Contract to Upgrade Trinity Railway Express (TRE) Vehicle Business System (VBS) Communication to 4G**
2. **BA2021-36 Proposal to Modify Trinity Railway Express (TRE) Schedule to Add Sunday Service**
3. **BA2021-37 Amendment of the BNSF Reimbursable Agreement for Grade Crossing Signal Modification of Deen Road**



4. BA2021-38 Purchase of Light/Medium Revenue Vehicles
5. BA2021-39 Community Relations Services
6. BA2021-40 Award of Contract for Printing Services
7. BA2021-41 GovDelivery Software Renewal
8. BA2021-42 Transit Bus Tire Lease
9. BA2021-43 Enterprise Asset Management (EAM) Additional Licenses
10. BA2021-44 A Better Connection – Approve to Move Draft Plan to Public Outreach Process
11. BA2021-45 Dallas Area Rapid Transit (DART) GoPass Genfare Integration
12. BA2021-46 Temporary Staffing Services
13. BA2021-47 T&P Lofts – Vickery Street Transit Oriented Development with Matthews Southwest
14. BA2021-48 Vehicle Catastrophe Insurance Coverage
15. R2021-29 Resolution Regarding Diversity & Inclusion Policy

**G. CHAIR’S REPORT – Jeff Davis**

**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.

1. BA2021-49 Liability Claim Exceeding \$50,000 – Inmon Wiley

**J. RECONVENE**

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

1. BA2021-49 Liability Claim Exceeding \$50,000 – Inmon Wiley

**L. ADJOURN**

**NEXT VIRTUAL MEETING IS SCHEDULED FOR APRIL 26, 2021.  
PLEASE CHECK WEBSITE FOR DETAILS.**



# CONSENT AGENDA ITEMS



# BOARD OF DIRECTORS

## ACTION ITEM

**Item Number:** BA2021-35

**Meeting Date:** March 22, 2021

**Item Title:** Contract to Upgrade Trinity Railway Express  
(TRE) Vehicle Business System (VBS)  
Communications to 4G

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### **BACKGROUND**

Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro and runs between Dallas, Texas and Fort Worth, Texas.

TRE's current fleet consists of 17 bi-level coaches and eight bi-level cab cars. Several of the bi-level coaches were manufactured in 1977-1978 while the balance of the coach cars and all the cab cars were manufactured between 2000-2009. Twelve of the bi-level vehicles were purchased from GO Transit in 2000 and refurbished by Amtrak prior to being added to the TRE revenue operating fleet in 2000. The refurbishment was primarily cosmetic (exterior painting), and some electrical wiring conversion was accomplished to accommodate the electrical requirements used in United States vehicles as opposed to Canada.

DART Rail fleet and TRE Passenger Information Display (PID) use 2G cellular service for real-time communication. In the event of 2G shut down by the cellular operator, TRE vehicle and Station PID will lose communication with the VBS server. The INIT system is responsible for displaying the train's schedule to the operator, determining estimated arrival time, and transmitting train location and other pertinent information in real-time to the central system. In addition, the VBS backend server stores and downloads daily transactions/events occurring on the trains (stops, door open, door closed, departures, and automatic passenger counting data). The downloaded information is processed and made available for business intelligence (BI) reporting.

### **CURRENT STATUS**

The VBS system has been in use in TRE revenue service for several years and currently utilizes 2G technology. Cellular providers are discontinuing support of 2G, thus making it necessary to upgrade the system to 4G, with a plan to move over to 5G once the technology is more readily available.

Approval of this contract will allow for the upgrade of the VBS System, keeping the connected elements operating as intended.

In addition, approval of this contract will assist TRE in achieving strategic prioritization of optimizing and preserving (state of good repair) the existing transit system.

### **FINANCING**

Sufficient funding for this contract is included in TRE's FY2021 Capital Budget. The contract cost \$407,424 shall be equally shared between Dallas Area Rapid Transit (DART) and Trinity Metro in accordance with Section 5.4.1 (b) in the Interlocal Agreement between the two agencies, DART's share is \$203,712; Trinity Metro's share is \$203,712.



**Item Number:** BA2021-35

**Item Title:** Contract to Upgrade Trinity Railway Express  
(TRE) Vehicle Business System (VBS)  
Communications to 4G

**Meeting Date:** March 22, 2021

**Page:** 2

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### **RECOMMENDATION**

The Commuter Rail Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to award a contract with Innovations in Transportation (INIT) Inc., to upgrade TRE Vehicle Business System (VBS) Communication to 4G LTE, in the amount of \$401,008, plus a supplemental work contingency of \$6,416 (1.6%), for unanticipated expenses, for a total authorized amount not to exceed \$407,424, which will be shared equally between Trinity Metro and DART in the amount of \$203,712.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2021-36

Meeting Date: March 22, 2021

Item Title: Proposal to Modify Trinity Railway Express  
(TRE) Schedule to Add Sunday Service

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### **BACKGROUND**

Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro, and runs between Dallas, TX and Fort Worth, TX.

TRE's current fleet consists of 17 bi-level coaches and 8 bi-level cab cars. Several of the bi-level coaches were manufactured in 1977-1978 while the balance of the coach cars and all the cab cars were manufactured between 2000-2009. TRE's current schedule includes six day a week service between Monday mornings and Saturday evenings. Expanding service to include Sundays has been discussed on multiple occasions; however, the discussions were postponed to allow the corridor to accommodate uninterrupted Positive Train Control (PTC) testing on Sundays. Based upon our successful completion and implementation of PTC, the time has come to move forward in working with the Trinity Railway Express Management and Advisory Committees (TREMC/TREAC) to begin the fact finding to include budgetary costs, in our effort to expand our Sunday service offerings.

### **FINANCING**

Budgetary requirements will be provided after approval from the TREMC/TREAC is obtained.

### **RECOMMENDATION**

The Commuter Rail Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to recommend to the Trinity Railway Express Management Committee and Trinity Railway Express Advisory Committee to authorize the expansion of the Trinity Railway Express schedule to include Sunday service and ascertain all costs associated with the expansion, which will then be presented to the Trinity Metro Board of Directors and the Dallas Area Rapid Transit Board of Directors for final approval.

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Disposition by Board of Directors

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Secretary Approval:

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DATE





# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2021-37

Meeting Date: March 22, 2021

Item Title: Amendment to the BNSF Reimbursable  
Agreement for Grade Crossing Signal  
Modifications at Deen Road

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### **BACKGROUND**

In November 2019, the Trinity Metro Board of Directors approved BA2020-14, which authorized the execution a reimbursable agreement with BNSF for actual costs for signal modifications at Deen Road for a not to exceed amount of \$90,000. The not to exceed amount was based on an engineering cost estimate submitted by BNSF. Trinity Metro has received final invoicing covering all the work at this location and actual construction cost for the signal modifications exceeded the original cost estimate and authorized not to exceed amount.

Since the executed reimbursable agreement included reimbursement of BNSF's actual cost, this action item is to request an increase in the authorized not to exceed amount, so Trinity Metro can pay the final invoices for the BNSF signal modifications at Deen Road and close out this agreement.

### **FINANCING**

Funds for the BNSF Reimbursable Agreement will be paid from the TEXRail Program budget, which is included in Trinity Metro's FY2021 Capital Budget.

### **RECOMMENDATION**

The Commuter Rail Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to increase the not the exceed amount of the reimbursable agreement with BNSF an additional \$37,824.75 for a revised not-to-exceed amount of \$127,824.75.

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Disposition by Board of Directors

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Secretary Approval:

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DATE



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2021-38

Meeting Date: March 22, 2021

Item Title: Purchase of Light/Medium Revenue Vehicles

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### **BACKGROUND**

In March 2020, due to the growing spread of the COVID-19 pandemic and reduced ridership demand, Trinity Metro operated limited essential services (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 resumed regular service with select route changes as ridership on modified routes showed an upward trend.

An hourly ridership analysis of all routes was conducted. The analysis determined the 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. Smaller vehicle use would also make more 40' buses available for high ridership routes.

A Request for Proposal (RFP 21-T008) was advertised locally on Trinity Metro's website and through its Bonfire electronic solicitation process for the initial purchase of twelve (12) light/medium duty ADA compliant revenue vehicles, including options to purchase up to thirty (30) additional vehicles over the next five (5) years.

The solicitation resulted in one (1) firm responding: Alliance Bus Group, offering the New England Wheels Fontrunner Dodge Promaster low floor ADA compliant gasoline-powered cutaway vehicle. The proposal documents received were evaluated against a matrix of requirements by an evaluation committee. The evaluations were based on Technical Specification Compliance, Experience and Competency of Contractor, Contractor Resource and Supply Support, Delivery Schedule, and Cost.

A price analysis was also conducted that included comparing the cost of the New England Wheels Fontrunner Dodge Promaster low floor ADA compliant cutaway vehicle with the 30' ADA compliance low floor cutaway vehicle recently purchased from Creative Bus Sales. The price analysis determined that the per-unit price of \$139,869 for the New England Wheels offered vehicle was considered fair and reasonable.

### **AUTHORIZATION AND COST HISTORY**

The cost for the requested twelve (12) light/medium ADA compliant low floor vehicle to be purchased is \$139,869 per-unit, for a total cost of \$1,678,428. The optional purchase price for the 30 additional vehicles over the 5-year contract term will be purchased at the base price of \$139,869 plus the Producer Price Index (PPI) at the time of order.



## **PROCUREMENT**

Trinity Metro's Procurement Department has followed procurement policy with RFP 21-T008 and complies with all applicable Federal, State, and Trinity Metro's procurement requirements.

## **FINANCING**

These purchases are supported by the CARES Act grant that has already been drawn as funds are fungible. Funding for future options to purchase more vehicles under the contract will be considered in those years' proposed capital budgets.

## **DBE UTILIZATION**

Alliance Bus Group has complied with the requirements of 49 CFR Part 26.49, which is the Disadvantaged Business Enterprise (DBE) goal-setting requirement for transit vehicle manufacturers. Transit vehicle manufacturers are required by the Federal Transit Administration (FTA) to establish and submit, for FTA approval, an annual overall DBE percentage goal.

## **RECOMMENDATION**

The Planning, Operations, and Marketing Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a five-year Contract Agreement with Alliance Bus Group for the initial purchase of twelve (12) light/medium duty ADA compliant vehicles for \$139,869.00 per unit, for the total cost of \$1,678,428.00 with an additional contingency of 3% (\$50,352.84) for a total not-to-exceed cost of \$1,728,780.84.

And, authorize the President/Chief Executive Officer to include in the contract the option to purchase 30 additional New England Wheels Fontrunner Dodge Promaster low floor ADA compliant cutaway vehicle over the five-year contract term. Request for the purchase of all contracted options will be approved by the Board Directors before placing an order.

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### **Disposition by Board of Directors**

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2021-39

Meeting Date: March 22, 2021

Item Title: Community Relations Services

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### **BACKGROUND**

In recent years, Trinity Metro has utilized external contractors' services to support the Marketing & Communications Department with community outreach. Over the next three years, these services will again be needed. Additional assistance is needed for communicating issues to external audiences about construction projects, such as the future TEXRail extension and BRT line and ongoing outreach efforts for all ZIPZONE service areas. Having this extension of the Marketing & Communications Department would provide an outreach option for working with businesses that could be impacted by construction or other service-related projects and provide consistent, reliable, and ongoing updates. Building relationships with community partners and bridging the gap in areas where Trinity Metro does not have connections or has ones that can be strengthened.

### **PROCUREMENT**

Per Trinity Metro's procurement policy, Request for Proposals (RFP 21-T004) for Community Relations Services was issued on November 13, 2020. Two firms submitted a response to the RFP: PeRfect Plan Public Relations, LLC and Murnahan Public Relations. Both responders met the qualifications and are compliant with the requirements of the RFP. The Trinity Metro Procurement Department has followed procurement policy with Request for Proposal and complies with all applicable Federal, State, and Trinity Metro procurement requirements. The selected bid is Murnahan Public Relations.

### **FINANCING**

Funds are available in Trinity Metro's FY21 Operating budget. Funds for future years of the contract will be considered in the proposed Operating Budgets for those years.

### **DBE UTILIZATION**

The DBE goal for this solicitation was 5% minimum, which was met.

### **RECOMMENDATION**

The Planning, Operations and Marketing Committee recommends that Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a contract with Murnahan Public Relations for a three-year total contract price of \$90,000, with an annual amount not to exceed \$30,000.

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### **Disposition by Board of Directors**

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-40

**Meeting Date:** March 22, 2021

**Item Title:** Award of Contract for Printing Services

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### **BACKGROUND**

Since 2016, Trinity Metro has utilized professional services for all agency printing needs. Professional printing services are tied to all Trinity Metro departments and range from route schedules, the system map, large format station signage and schedules, TEXRail schedules, marketing brochures and flyers, and promotional items such as postcards and flyers. Printing services are also provided for vehicle decals and magnets and agency identity pieces such as business cards, letterhead, and envelopes.

Trinity Metro has a continued need for these services to maintain existing operations and support upcoming and new projects. Our current contract with Cockrell Enovation ends at the end of April and there are no renewal options left.

### **PROCUREMENT**

In accordance with the Trinity Metro Procurement Policy, Request for Proposal 21-T012 for Printing Services was issued on Feb. 1, 2021. Two firms submitted a response to the RFP. Those firms included:

Cockrell Enovation  
AC Printing

After final evaluations, Cockrell Enovation was determined to be the highest ranking proposer for selected award.

The Trinity Metro Procurement Department has followed procurement policy with Request for Proposal and complies with all applicable Federal, State, and Trinity Metro's procurement requirements.

### **FINANCING**

Funds for the first year of the agreement are available in Trinity Metro's FY2021 Operating Budget. Funds for future years of the agreement will be considered in the proposed operating budgets for those years.

### **DBE UTILIZATION**

The DBE goal for this solicitation was 10%. Cockrell Enovation included a good faith effort to achieve this goal in their response.



**RECOMMENDATION**

The Planning, Operations and Marketing Committee recommends the Trinity Metro Board of Directors authorize the President / Chief Executive Officer to enter into a three-year agreement with two one-year renewal options with Cockrell Enovation for printing services in an amount of \$1,600,000 plus a 5% (\$80,000) contingency for unforeseen expenses, for a total not to exceed amount of \$1,680,000.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-41

**Meeting Date:** March 22, 2021

**Item Title:** GovDelivery Software Renewal

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### **BACKGROUND**

Since 2017, the Trinity Metro Marketing and Communications Department has used GovDelivery, a subscription-based communications tool that allows customers to receive email messages and text messages on topics they find relevant. We can send messages regarding service alerts on fixed-route and TEXRail, communications regarding detours, holiday hours, public meetings and much more. We also utilize the service for our bi-weekly events newsletter, the monthly Trinity Metronomics message and to support communications around projects like our system redesign and news surrounding customer expectations, like continuing to wear face coverings while on board.

GovDelivery is one of the primary software suites specifically used by government agencies and is also a referral service essential to building a robust database. In the three years that GovDelivery has been in use, we have grown our customer database by 600% and have 21,000 people signed up to receive Trinity Metro communications. The platform also gives us the ability to ensure all communications are appropriately branded and access comprehensive analytics.

### **PROCUREMENT**

GovDelivery is provided through Carahsoft Technology Corporation and is listed under the Texas Department of Information Resources (DIR) agreement DIR-TSO-4288. The DIR provides IT products and services at competitively bid rates and complies with procurement requirements.

### **FINANCING**

Funds for the first year are available in Trinity Metro's FY2021 operating budget. Funds for future years will be budgeted during that year's budget cycle.

### **RECOMMENDATION**

The Planning, Operations and Marketing Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a contract with Carahsoft Technology Corporation for the renewal of GovDelivery software and a twelve (12) month subscription for a total price of \$26,111.21 with two one-year options to renew at \$27,939 for the second year and \$29,894.72 for the third year for a total three-year cost of \$83,944.93.

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### **Disposition by Board of Directors**

\_\_\_\_\_  
**Secretary Approval:**

\_\_\_\_\_  
**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-42

**Meeting Date:** March 22, 2021

**Item Title:** Transit Bus Tire Lease

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### **BACKGROUND**

Trinity Metro leases tires used for all of its buses and vans. Leasing is more economical than purchasing, since tire costs are based on a flat rate per mile driven, plus the costs of inspection, repair, replacement and inventory control. The program includes tire inventory, including spare stock on a replacement basis, on-site service technician who performs full service inspections, tire repair, replacement and record-keeping. Tires are individually branded before delivery for inventory control purposes. Tire rates are fixed and Trinity Metro only pays for the miles the tire actually travels. Staff has determined that leasing is advantageous and cost-effective when outsourced. As a standard industry practice, Trinity Metro has effectively used this program to control costs and provide quality service for bus and van tire replacements. A five-year contract allows Trinity Metro and the successful vendor to ensure availability of tires, efficiency in cost, and quality service is consistent to meet daily transit requirements and needs.

### **PROCUREMENT**

In accordance with Trinity Metro's Procurement Policy, Request for Proposal (RFP 21-T007) for Transit Bus Tires was advertised locally and on Trinity Metro's website.

Three (3) firms 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. Procurement received three proposals from the following firms: The Goodyear Tire & Rubber Company, Bridgestone Americas Tire Operations, LLC, and Laksh Corporation. An evaluation committee from Trinity Metro reviewed proposal documents and evaluated based on criteria that included: Qualifications of proposer, ability to meet technical specifications, proposed operational plan of leased tires, DBE Utilization and Cost. The proposal evaluation committee rated The Goodyear Tire & Rubber Company as the firm with the highest points awarded.

### **FINANCING**

Funds are available in Trinity Metro's FY2021 Operating Budget to finance this contract. Funds for future years of the contract will be considered in the proposed budgets for those years.





**DBE**

The Goodyear Tire & Rubber Company meets the criteria for Good Faith Effort for the DBE participation of this solicitation.

**RECOMMENDATION**

The Planning, Operations & Marketing Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a three-year contract with The Goodyear Tire & Rubber Company for Transit Bus Tire Services in the annual amount of \$417,746.77 plus a 10% (\$41,774.68) contingency for unforeseen expenses, totaling \$459,521.45 for the first year of the contract. The total 5-year combined estimated cost, including contingency, is not-to-exceed \$2,272,026.21.

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Disposition by Board of Directors

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Secretary Approval:

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DATE



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-43  
**Item Title:** Enterprise Asset Management (EAM)  
Additional Licenses

**Meeting Date:** March 22, 2021

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### **BACKGROUND**

Trinity Metro's maintenance requires licenses for use in maintaining assets in the Enterprise Asset Management (EAM) software environment that is part of the Enterprise Resource Planning (ERP) System. Currently Trinity Metro is reaching the maximum number of licenses for utilization. Additional licenses for revenue assets, and for non-revenue assets is needed to maintain assets we are acquiring this year and future assets acquired to support our service. These additional licenses were not part of the original scope of the Enterprise Resource Planning (ERP) Replacement contract No.16-036 with Denovo Ventures, LLC. The cost of these additional licenses is \$60,432.00.

### **PROCUREMENT**

On June 27, 2016 (Board Action BA2016-60), the Board approved the award of a contract with Denovo Ventures, LLC for the purchase and implementation of the Enterprise Resource Planning system for a total authorized amount not to exceed \$5,294,840. Trinity Metro's Procurement Department has followed procurement policy with the required change order for this purchase and is in compliance with all applicable Federal, State, and Trinity Metro's procurement requirements.

### **FINANCING**

Funds are included in Trinity Metro's FY2021 Capital Budget through the permitted reassignment of approved funding levels from timing differences or project cost variations for capital expenditures. Consequently, approval of this Action Item should not result in a net modification of funding levels for capital expenditures in FY2021.

### **RECOMMENDATION**

The Planning, Operations & Marketing Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to execute a change order to the Enterprise Resource Planning Replacement contract No. 16-036 for the purchase of these additional asset licenses for the amount of \$60,432.00 for a new total authorized amount not to exceed \$5,355,272.

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### **Disposition by Board of Directors**

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-44

**Meeting Date:** March 22, 2021

**Item Title:** A Better Connection – Approve to Move Draft  
Plan to Public Outreach Process

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### **BACKGROUND**

Trinity Metro initiated A Better Connection (ABC) project to modernize the bus route network to meet riders' travel patterns, enhance route efficiency and improve overall convenience and experience for customers.

In the previous phases of the project, the project team gathered input from the community and stakeholders about the goals of the new system and developed a draft route network based on the surveys and public feedback. The draft plan was presented to the Planning, Operations and Marketing (POM) Committee on March 15, 2021, in a special meeting. The committee made the recommendation to seek the Board of Directors' approval to present the draft plan to the public for the final round of outreach.

### **FINANCING**

There is no additional direct cost added to the project.

### **RECOMMENDATION**

The Planning, Operations & Marketing Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to present the ABC draft plan to the public for the final round of outreach.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-45

**Meeting Date:** March 22, 2021

**Item Title:** Dallas Area Rapid Transit (DART) GoPass  
Genfare Integration

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### **BACKGROUND**

At the January 2020 board meeting, the Trinity Metro Board of Directors approved BA2020-29 for the ILA with DART for the GoPass Subscription and Licenses. During the October 2016 board meeting, the Trinity Metro Board of Directors approved BA2017-02 for a general contract with Genfare to replace Trinity Metro's fare collection system and application programming.

Additional work needed has been identified by Unwire, DART's vendor, to allow the integration of the GoPass application with the Genfare back office. This work requires Genfare to create the Application Programming Interfaces (API's) to connect with the GoPass application seamlessly.

Trinity Metro is requesting any additional funds; we ask that the board approve moving \$74,900 from BA2020-29 to BA2017-02.

### **FINANCING**

Funds have already been approved through the board action items listed above. Funds for future Genfare yearly maintenance costs will be included in the proposed budgets for those years

### **RECOMMENDATION**

The Finance and Audit Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to issue a change order to contract 16-026 with Genfare for \$74,900 plus a 10% (\$7,490) contingency for unforeseen expenses, for a total estimated amount not to exceed \$82,390.00

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2021-46  
**Item Title:** Temporary Staffing Services

**Meeting Date:** March 22, 2021

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### **BACKGROUND**

For specific projects and staffing requirements, Trinity Metro needs to staff various seasonal, temporary, or specialized positions that provide the support that does not require long-term commitments or full-time employment. Various staffing agencies are utilized to fill temporary service positions for administration, clerical and specialized areas. A Request for Proposal (RFP) was issued for temporary services to provide consistent service from contracted firms.

### **PROCUREMENT**

In accordance with Trinity Metro's procurement policy, a Request for Proposal (RFP 21-T001) for temporary staffing services was issued and advertised on the Trinity Metro website and through the Bonfire Electronic Solicitation Process. Twenty-four firms submitted proposals. An Evaluation Committee reviewed the submissions and, based on the overall scores, found Cornerstone Staffing to be the most responsive, responsible, and in compliance with the proposal requirements.

The Trinity Metro Procurement Department has followed its procurement policy with RFP 21-T001 and complies with all applicable Federal, State, and Local procurement requirements.

### **FINANCING**

Funds are available in Trinity Metro's FY2021 Operating Budget. Funds for future years of the contract will be considered in the proposed operating budgets for those years.

### **RECOMMENDATION**

The Finance and Audit Committee recommends the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to award a contract for temporary staffing services to Cornerstone Staffing, for a two-year term, with an option to renew for three (3) additional one-year terms, for an estimated cost of \$250,000 annually and a total contract cost of up to \$1,250,000.00.

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**Disposition by Board of Directors**

**Secretary Approval:** \_\_\_\_\_

**DATE** \_\_\_\_\_

# BOARD OF DIRECTORS

## ACTION ITEM

**Item Number:** BA2021-47

**Meeting Date:** March 22, 2021

**Item Title:** T&P Lofts – Vickery Street Transit Oriented Development with Matthews Southwest

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### **BACKGROUND**

In 2020, Matthews Southwest, who will serve as the Master Developer for a new project with Renaissance Neighborhood Development Corp., approached Trinity Metro through discussions for a potential property sale. After negotiations, Matthews Southwest submitted a Letter of Intent ("LOI") to purchase from Trinity Metro a track of property comprised of 2.34 acre or 101,769 SF tract of land located at 200 W. Vickery Blvd.

The proposed Transit-Oriented Development ("TOD") will operate with a public owner and a public/private structure to acquire Trinity Metro's property. The redeveloped property owner, including a community park, pedestrian plaza, hotel pad, retail space, and 402 parking spaces in the lowest levels of the parking structure, will be a Central City Local Government Corporation (CCLGC) or an affiliate thereof. The CCLGC will enter into a long-term use agreement with Trinity Metro to secure their ongoing access and use. With a minimum of 135 parking spaces reserved for transit riders, the new parking will be developed as underground parking rather than the existing surface lots. There are no current plans to charge transit riders to park at the new underground location. The balance of these parking spaces will be available for commercial use and to attract customers to the redeveloped area. Bennett Benner Partners will serve as architect for both the CCLGC project and the Katy Lofts project.

The project will develop 201 units of mixed-income rental housing located on levels three through seven of the new structure. It will be owned by a public/private LLC whose members will include the Fort Worth Housing Finance Corporation (FWHFC), an affiliate of Matthews Southwest and Volunteers of America. It is expected the entity will be referred to as Katy Lofts LLC. 80% of the apartments (161) will be affordable to households with incomes ranging from 30% to 80% of Area Median Income. The remaining 40 units will be market-rate with no income restrictions. By ownership and participation by the FWHFC, the Katy Lofts project will receive a 100% property tax abatement. The four levels of apartments will be developed and owned through a condominium agreement. In addition, Katy Lofts will purchase 201 parking spaces in the upper levels of the parking structure from the CCLGC as a separate condominium for the housing residents' long-term use. The developer for the project's housing component will be a joint venture of Matthews Southwest and Volunteers of America.

### **Proposed Financing Structure – (Parking/Amenities/Commercial and Residential)**

The expected total cost of the CCLGC project is approximately \$28 million. Funding sources include \$5.4 million in land sale proceeds contributed back by Trinity Metro. The City of Fort Worth will provide Transit-Oriented Development Bond Financing for \$4.5 million, and the City will provide \$11.362 million in funding to the CCLGC project originally sourced as a commitment of North Central Texas Council of Governments funding to the project, but now transferred through the City of Fort Worth.



It is also anticipated the Near Southside TIF District will commit \$3.584 million in Tax Increment Financing. Lastly, through the 201 space residential parking condominium purchase, the residential housing project will contribute nearly \$3 million to complete the project financing sources.

The \$38.5 million Katy Lofts Residential project is expected to be financed with tax-exempt bonds and non-competitive 4% tax credits to generate approximately \$11.5 million in investment equity. Permanent financing is currently contemplated to include a HUD 221(d) mortgage in the approximate amount of \$24 million.

### **Summary of the Letter of the Intent.**

- Purchase Price Paid to Trinity Metro: \$5,460,000. All cash to Trinity Metro. The price is based on a market appraisal conducted for Trinity Metro. All sale proceeds will be contributed to the construction of underground parking, which will replace the surface parking spaces being displaced by the development.
- Earnest Money Deposit: \$50,000.00. The earnest money deposit shall be non-refundable at the expiration of the inspection period and shall be applied toward the purchase price at closing.
- Real Estate Brokerage: No Commission.
- Interim Use: Trinity Metro may continue to use the property for transit parking up to the closing date, which is expected to be closing the financing for the project and the start of construction. From the beginning of the construction project until the completion, approximately two and half years, Trinity Metro will be required to provide alternative parking spaces for the displaced parking.
- Parking: The purchaser will design and construct a minimum of 135 dedicated parking spaces for Trinity Metro that will be built below grade and within the project's footprint. Trinity Metro will have full control of the 135 parking spaces. Trinity Metro assumes no risk for the design and construction of the parking spaces.
- The LOI is non-binding on either party. It is intended to form the commercial terms for a Purchase and Sale Agreement ("PSA") between the parties. The PSA will contain all necessary representation and warranties of the purchaser and the terms and conditions required to provide protections to Trinity Metro.
- Trinity Metro will incur no responsibility for the interim financing or long-term financing of the project. Trinity Metro will only contribute \$5.4 million to develop and construct a minimum of 135 spaces.

**Item Number:** BA2021-47

**Item Title:** T&P Lofts – Vickery Street Transit Oriented  
Development with Matthews Southwest

**Meeting Date:** March 22, 2021

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**RECOMMENDATION**

The Finance and Audit Committee recommends the Trinity Metro Board of Directors authorize the President / Chief Executive Officer to negotiate a Purchase and Sale Agreement based on the terms of the Letter of Intent. When the PSA is structured, the recommended final version of the agreement will be presented to the Board for final approval.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**





# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2021-48

Meeting Date: March 22, 2021

Item Title: Vehicle Catastrophe Insurance Coverage

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### **BACKGROUND**

Trinity Metro currently participates in the Texas Municipal League Intergovernmental Risk Pool ('Risk Pool') to provide coverage for errors and omission, general liability, and general property coverage. The Risk Pool administers this self-insurance program created jointly by the member governmental entities in Texas.

Premiums are assessed on coverage requested based on the rates set by the Texas State Board of Insurance and may be adjusted, on an annual basis, by the Risk Pool's Board of Trustees for each participating political subdivision's claims experience and insured values and performance of the Risk Pool.

Currently, Trinity Metro is fully self-insured for vehicle and general liability damage claims related to vehicle accidents. This includes third party claims for property, death, disability, and personal injury. No vehicle catastrophe coverage is in place. Rail related assets are fully insured with appropriate deductibles.

Trinity Metro's cost value of all vehicles owned exceeds \$83 million, including buses, access vehicles, autos, SUV and trucks. At \$10 million, the catastrophe insurance limit proposed is the upper limit of coverage available from the Risk Pool and provides moderate coverage for vehicle damages that may be sustained from a flood, fire, earthquake, wind or hail event. Catastrophe coverage can however be obtained, if requested, from the normal commercial casualty insurance market for up to \$45 million for an annual premium totaling approximately \$700,000, subject to further underwriting.

It should be noted that the majority of our vehicles are parked at one location, 1600 E. Lancaster Avenue, creating a concentration of exposure at one site location for a catastrophic event created by a covered peril.

We have requested an annual policy quote from the Risk Pool which provides the vehicle catastrophe coverage, along with auto liability. The Risk Pool requires that the vehicle catastrophe coverage include limited auto liability coverage.

<b><u>Type of Coverage</u></b>	<b><u>Policy Limit</u></b>	<b><u>Deductible</u></b>
Auto Liability	\$1,000,000	\$500,000
Auto Medical Payments	\$25,000	\$500,000
Auto Catastrophe Coverage	\$10,000,000	\$500,000

**Estimated Annual Payment      \$154,000**



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In addition, we request a commercial insurance quote through Higginbotham who is our broker of record for the majority of our other TEXRail insurance coverage as a commercial base line comparison.

<u>Type of Coverage</u>	<u>Policy Limit</u>	<u>Deductible</u>
Inland Marine – Property	\$10,000,000	\$1,000,000
<b>Estimated Annual Payment</b>		<b>\$495,770</b>

## **PROCUREMENT**

No formal procurement is required when Trinity Metro is utilizing a State of Texas Risk Pool as it is open to public agencies in the State of Texas.

## **FINANCING**

Funds were not originally included in Trinity Metro's FY2021 operating budget to finance the cost of the additional insurance coverage. It is believed our FY2021 budget will accommodate this additional cost.

## **RECOMMENDATION**

The Finance and Audit Committee recommends the Trinity Metro Board of Directors authorize the President / Chief Executive Officer to secure from the Risk Pool annual catastrophe coverage in the amount of \$10 million for \$154,000 plus a \$10,000 contingency for unforeseen expenses for fees, taxes and final underwriting, for a total amount not to exceed of \$164,000.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**

