

BOARD OF DIRECTORS MEETING AGENDA

TUESDAY, JUNE 20, 2023, 3:00 P.M.

801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE ALLEGIANCE

CITIZEN COMMENTS

EMPLOYEE RECOGNITION

MEETING MINUTES

1. Approval of May 15, 2023 Board Meeting Minutes

INFORMATION ITEM & REPORTS

- | | |
|------------------------------------------------------------|------------------|
| 1. Regional Transportation Council – June 8, 2023 | Jeff Davis |
| 2. Human Resources | Kelli Shields |
| 3. Commuter Rail | Jon-Erik Arjanen |
| 4. Operations | Wayne Gensler |
| a. ZIPZONE Service for Cities of Mansfield and Forest Hill | |
| 5. Marketing & Communications | Melissa Chrisman |
| a. June Report | |
| b. Prototype Bus Stop Feedback | Brandon Poe |
| 6. Community Engagement | Detra Whitmore |
| a. May Report | |
| 7. Strategy, Planning & Development | Chad Edwards |
| a. General Planning Consultant Update | |
| b. Texas State Legislative Update | Steve Montgomery |
| 8. Finance | Greg Dickey |
| a. March Financials | |
| b. Budget 5-Year Projection | |
| 9. Information Technology | Bruce Lewis |

ACTION ITEMS

- | | | |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. BA2023-24 | TRE Trinity Lakes Station Parking Lots Construction Project | Richey Thompson |
| 2. BA2023-25 | TEXRail Extension-Final Design Consultant | Richey Thompson |
| 3. BA2023-31 | Construction Manager at Risk (CMAR) for TEXRail Extension | Richey Thompson |
| 4. BA2023-38 | Route 25 Service Increase | Chad Edwards |
| 5. BA2023-33 | Facility Re-keying Services-Michael's Keys | Wayne Gensler |
| 6. BA2023-34 | Bus Stops Shelters and Amenities Improvement Project | Wayne Gensler |
| 7. BA2023-36 | High-Intensity Bus Corridor Vehicles | Wayne Gensler |
| 8. BA2023-40 | Mobility Minivans with Wheelchair Ramp | Wayne Gensler |
| 9. BA2023-37 | Regional PTC Hosting Services | Jon-Erik Arjanen |
| 10. BA2023-39 | Approval of Contract Modification to the Regional Commuter Rail Operations & Maintenance Contract for Additional Scope of Work For Silver Line Operations Support During Pre-Revenue & Other Project Support Activities | Jon-Erik Arjanen |

THE NEXT MEETING WILL BE HELD AT 801 GROVE STREET, FORT WORTH, 76102
ON MONDAY, AUGUST 21, 2023 AT 3:00 PM. THERE IS NO JULY MEETING.

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

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.

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN

BOARD OF DIRECTORS

INFORMATION ITEM

Item Title: Employee Recognition for Deanna Hughes, Bus Operator

Meeting Date: June 20, 2023

The Executive Leadership Team selected this month's WOW Moment Winner, Deanna Hughes, a 42-year veteran bus operator. Congratulations Deanna for all you do to serve our community and Trinity Metro.

WOW MOMENT WINNER DETAILS

Deanna Hughes went above and beyond to lend a helping hand to a stranger. Deanna was driving her route when she noticed someone standing on the edge of a bridge. Because she knew this person might be thinking about ending their life, she stopped to talk to the person and was able to talk the individual into getting on the bus to wait until help arrived from the Fort Worth Police Department. She offered kindness and empathy – and saved a life that day. She changed the world for someone and their family.

Deanna, we are so proud of you and grateful for your years of service to Trinity Metro!

OTHER WOW MOMENT RECIPIENTS

1. **Joseph Collier** was recognized for being very friendly, the customer commended him on his politeness, and how he recognized the customer from the day before.
2. **Martha Dukes** for being an excellent representative. (2)
3. **Cortez Jefferson** for being an excellent representative.
4. **Rosalind Guster** for going above and beyond by taking time away from her schedule to assist a customer who has never utilized our services.
5. **Katrina Lambert** was recognized for coming up with a creative solution to transport the money room cash boxes in the back of the Trinity Metro vehicle so they stay in place and are easily accessible.
6. **Juanita Martinez** for being an excellent Envoy who truly enjoys helping others.
7. **Vincent Merle** was recognized for being a very helpful, patient, and kind operator.
8. **Glenn Miller** was recognized for going above and beyond by working over the company holiday to complete a time-sensitive request for a flyer design.
9. **Joyce Walker** was recognized by customer Dawn Fredericks for being extremely courteous and helpful.
10. **Robert Wood** for demonstrating professionalism and kindness to customers as they enter and exit the unit.



BOARD OF DIRECTORS MEETING MINUTES

MONDAY, MAY 15, 2023

ATTENDEES:

Board Members Present: – Jeff Davis – Chairman, Teresa Ayala, Michael Crain, Charles Edmonds, Nick Genua, , Sharla Horton-Williams – Secretary, Chris Nettles, Ben Robertson, Tito Rodriguez – Vice Chair, Paul Slechta

Board Members Absent: Brian Hawkins

Executive Leadership Team: Richard Andreski, Jon-Erik Arjanen, Christine Black, Melissa Chrisman, Chad Edwards, Wayne Gensler, Bruce Lewis, Kelli Shields, Detra Whitmore

Board Attorney: Albon Head

Guests: Robert Folzenlogen, Nick Konen with AllianceTexas/Hillwood

CALL TO ORDER

With a quorum of the Board of Directors present Chairman Davis called the Board of Directors meeting to order at 3:02 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were no citizen comments.

MEETING MINUTES

Motion: Ben Robertson made a motion to approve the March 20, 2023 Board of Director Meeting Minutes as submitted. Michael Crain seconded. Motion passed unanimously.

INFORMATION ITEMS & REPORTS

1. AllianceTexas/Hillwood – Robert Folzenlogen and Nick Konen gave an overview of AllianceTexas and the 27,000-acre master-planned, mixed-use development in the Alliance corridor. They shared their goals and objects and discussed transportation needs. The next steps would be site coordination with Trinity Metro, application for NCTCOG INFRA grant and continuing to build partnerships.
2. Regional Transportation Council – There was no report.
3. Human Resources – Christina Champion provided an update on the 2023-2024 Scholarship Award recipients. We awarded 10 scholarships for a total of \$19,250 for the upcoming academic year. Each recipient's name was called and they were all recognized. All gathered for a group photo.
4. Commuter Rail – Jon-Erik Arjanen gave an update on our Long Term Parking counts and daily averages. We are working with DART to plan for the arrival of their first Silver Line train which we will store onsite temporarily for late-night commissioning and testing. Also noted are plans to discuss the future of TRE and new rolling stock at the upcoming TREAC meeting. TEXRail is anticipating its two millionth rider later this month.
5. Operations – Wayne Gensler reported on Via's automated vehicle goals for Alliance Town Center. Mr. Gensler discussed our Request for Proposal for Electric Coach Buses and advised we are currently

evaluating. Shawn Tubre discussed adding bike stations to the alliance area and the need to research the number needed and mentioned the possible inclusion of dockable scooters in downtown Fort Worth.

6. Marketing & Communications – Melissa Chrisman gave a brief update on the May marketing and communications report and highlighted our coordination with TCC for their upcoming commencement with Route 46 and our EASYRIDER Partner Luncheon.
7. Community Engagement – Detra Whitmore provided highlights on our increased number of Vanpools and the May Community Engagement Report.
8. Strategy, Planning & Development – Chad Edwards updated the board on the General Planning Consultant and T&P Master Development statuses. Steve Montgomery provided an update on the Texas State Legislative bills being reviewed and considered.
9. Finance – Greg Dickey reported on the March financials and mentioned the Triennial Review is scheduled for August 1-15, 2023.
10. Information Technology – Bruce Lewis provided an update on cybersecurity penetration and vulnerability testing, TEXRail Disaster Recovery and discussed security cameras on the fleets, platforms and buildings. He also noted the current testing of facial recognition for our access control system.

ACTION ITEMS

1. **BA2023-32** Buss Passenger Seat Re-upholstery

Motion: Chris Nettles motioned to approve the above board action items as submitted. Ben Robertson seconded. Motion passed by unanimous vote.

PRESIDENT'S REPORT

Richard Andreski congratulated board members Michael Crain, Chris Nettles, and Tito Rodriguez on their re-election to their city council positions. We hosted US Department of Transportation Deputy Secretary Polly Trottenberg, her staff, the senior USDOT staff, Fort Worth's Mayor Mattie Parker and Transportation Director, Michael Morris of NCTCOG for a meeting and tour of TEXRail. Mr. Andreski thanked the entire Trinity Metro team for their commitment to detail to ensure that Secretary Trottenberg left with a great impression of our agency and city. He touched on TEXRail's impact on the economic development and tourism in a presentation given to the Grapevine City Council and the city of Fort Worth staff members that toured our bus shelter prototypes and provided favorable feedback led by Chad Edwards and Melissa Chrisman. There were congratulations all around for our team members who placed in the Texas State Rodeo competition in Corpus Christi.

CHAIR'S REPORT

Chairman Davis echoed the appreciation and Rich's remarks regarding US Transportation Deputy Secretary Polly Trottenberg's visit along with Mayor Mattie Parker and Michael Morris. Lots of great dialogue. Davis told a recent story about one of our 42 year veteran bus operators, Deanna Hughes, going above and beyond to lend a helping hand. Deanna was driving her route when she noticed someone standing on the edge of a bridge. Because she knew this person might be thinking about ending their life, she stopped to talk to the person and was able to talk the individual into getting on the bus to wait until help arrived from the Fort Worth Police Department. She offered kindness and empathy – and saved a life that day. She changed the world for someone and their family. We are so proud of you! He stated how excited he is about our continued growth and partnership connections as there is so much going on in our community. Great cities have great transportation. The Chairman is extremely proud of our wonderful staff and thanked them for all they do.

OTHER BUSINESS

Quentin Penister, an Allied Security guard for Trinity Metro addressed the board to thank them.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURN

Meeting adjourned at 4:54pm.

BOARD OF DIRECTORS

INFORMATION ITEM

Item Title: ZIPZONE Service for Cities of Mansfield and Forest Hill

Meeting Date: June 20, 2023

BACKGROUND

Over the last several months, Trinity Metro staff, along with the North Central Texas Council of Governments (NCTCOG), have been working with the City of Mansfield and the City of Forest Hill regarding the implementation of ZIPZONE service to address the lack of transportation options for their residents. Through the Transit Strategic Partnership Program administered by NCTCOG, local governments, public transportation providers, and nonprofit organizations can submit innovative transit project proposals for federal funding eligibility. The Regional Transportation Council has approximately \$11.8 million in federal funds available to award eligible transit projects.

The City of Mansfield and the City of Forest Hill have committed to submit project proposals through the Transit Strategic Partnership Program to implement the ZIPZONE service that could begin in the Fall of 2023. The Trinity Metro staff have prepared draft Interlocal Agreements for both cities in anticipation of receiving the federal award grant. The term of the Agreement would be for thirty-six (36) months with optional years available to each city if they wish to continue service. There is no cost associated to Trinity Metro as federal funding and a local match contribution from both cities will cover all expenses. Trinity Metro will add a small fee to administer the Program, and we will incorporate the marketing of the On-Demand Services into its overall marketing plan.

RECOMMENDATION

There is no recommendation, as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

Wayne Gensler

June 2, 2023

EXECUTIVE LEADER APPROVAL

DATE

Marketing and Communications Report

May 2023 Results

Melissa Chrisman

VP of Marketing and Communications

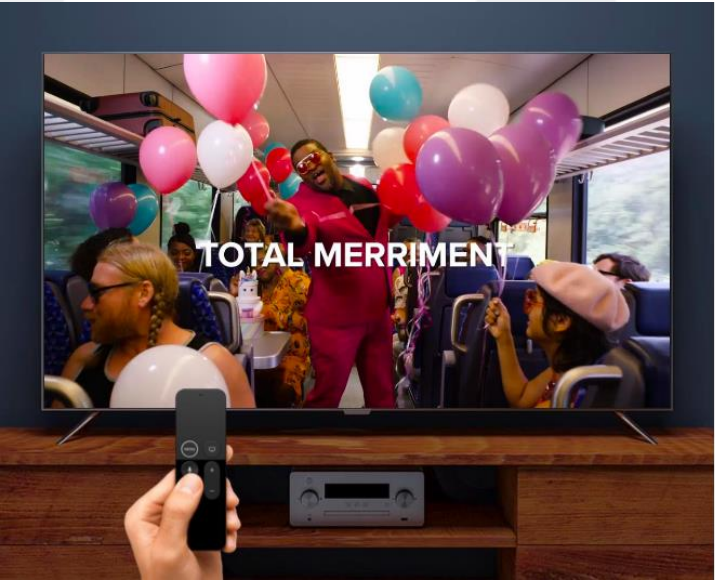
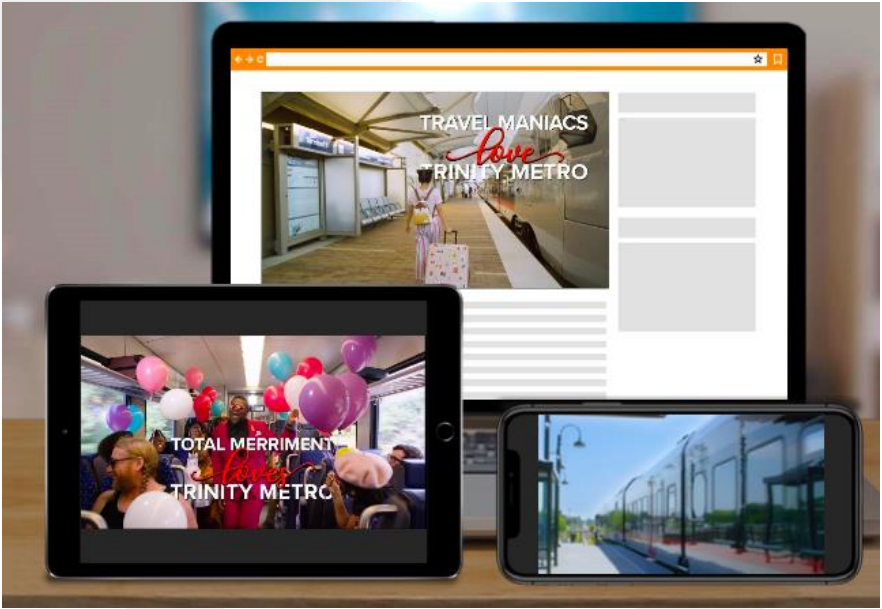
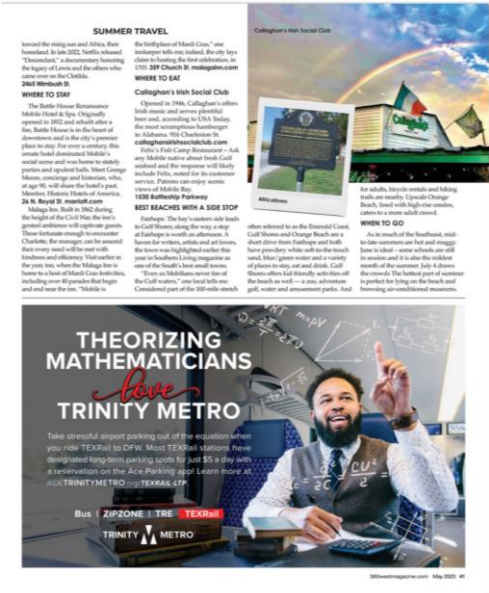
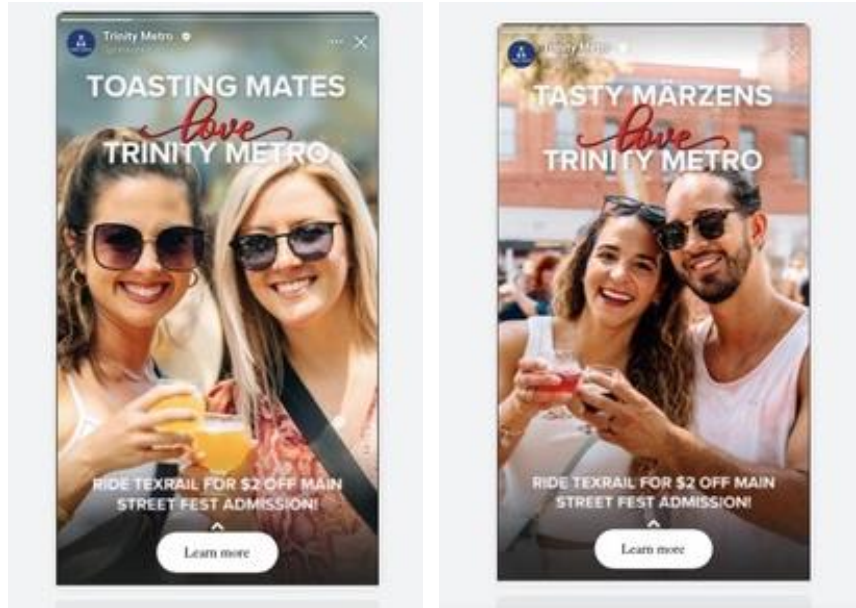
June 2023



Paid Media – May Results

CAMPAIGN NAME: TEXRAIL RIDERSHIP

RESULTS:	1,503,958 AD VIEWS
	12,105 CLICKS
	1.0% CLICK-THROUGH RATE
TACTICS:	PAID SOCIAL, STREAMING, PRINT, DIGITAL



Paid Media – May Results

CAMPAIGN NAME: SYSTEM RIDERSHIP

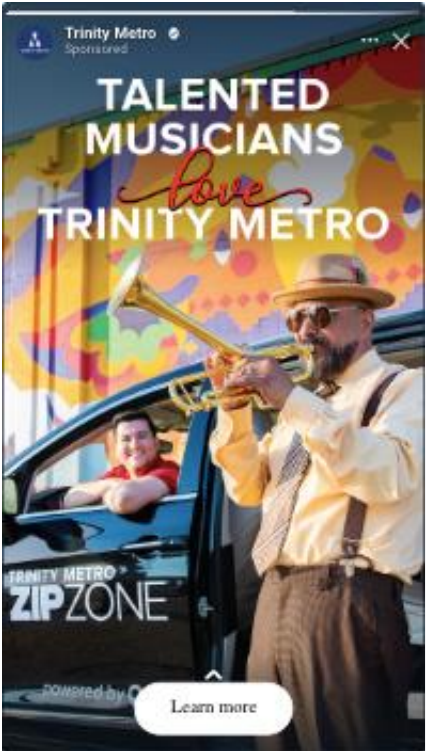
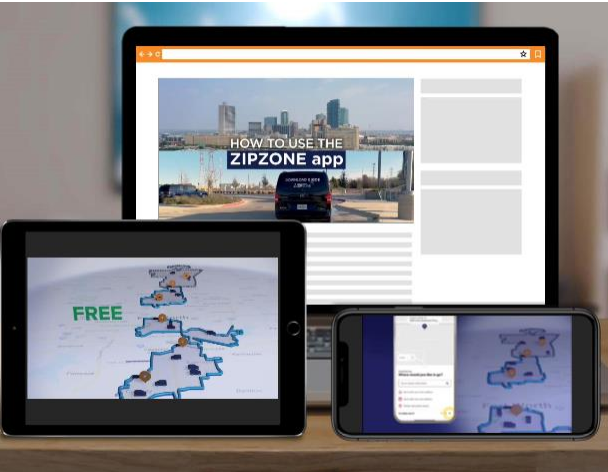
RESULTS:	3,415,989 AD VIEWS
	6,116 CLICKS
	2.2% CLICK-THROUGH RATE
TACTICS:	STREAMING, RADIO, OUTDOOR, PRINT, DIGITAL



Paid Media – May Results

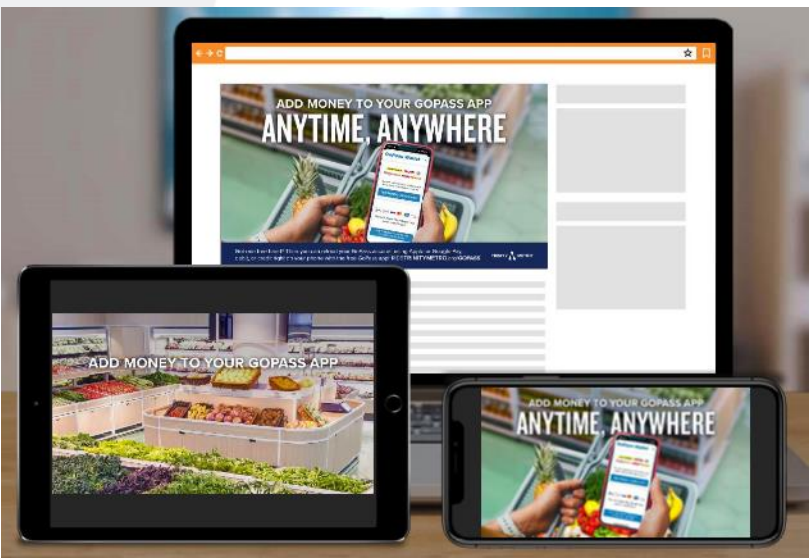
CAMPAIGN NAME: ZIPZONE RIDERSHIP

RESULTS:	401,014 AD VIEWS
	1,566 CLICKS
	0.5% CLICK-THROUGH RATE
TACTICS:	PAID SOCIAL, STREAMING, DIGITAL

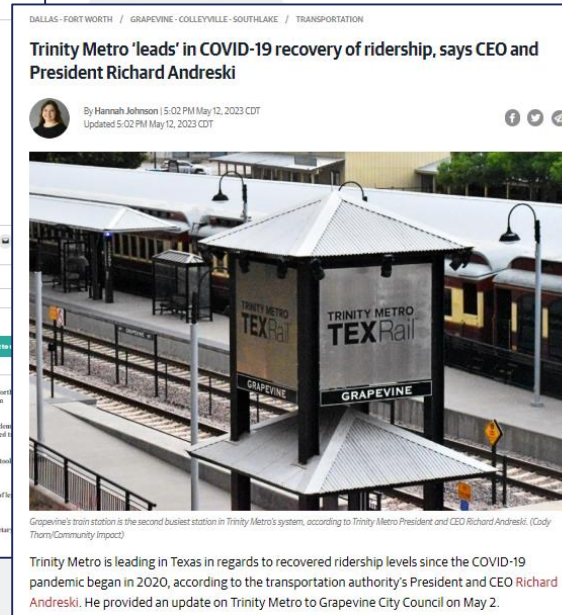
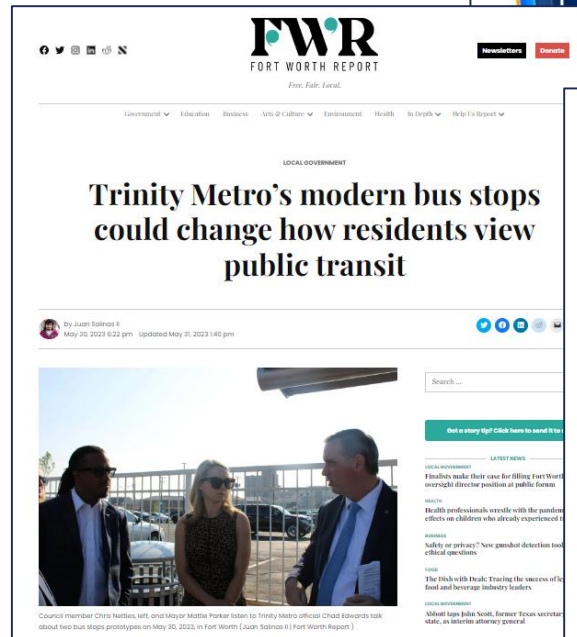
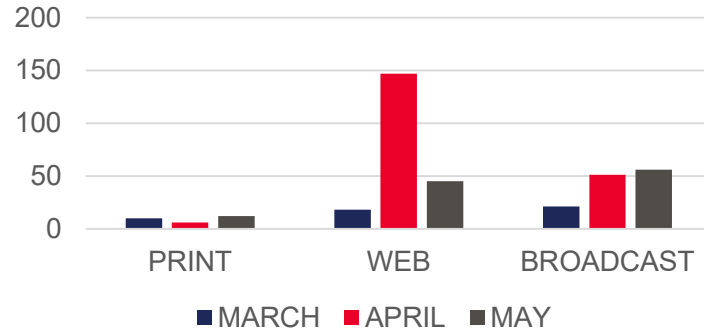


CAMPAIGN NAME: GOPASS

RESULTS:	152,154 AD VIEWS
	1,356 CLICKS
	1.3% CLICK-THROUGH RATE
TACTICS:	PAID SOCIAL, STREAMING



Earned Media – May Results



Page 12 of 62

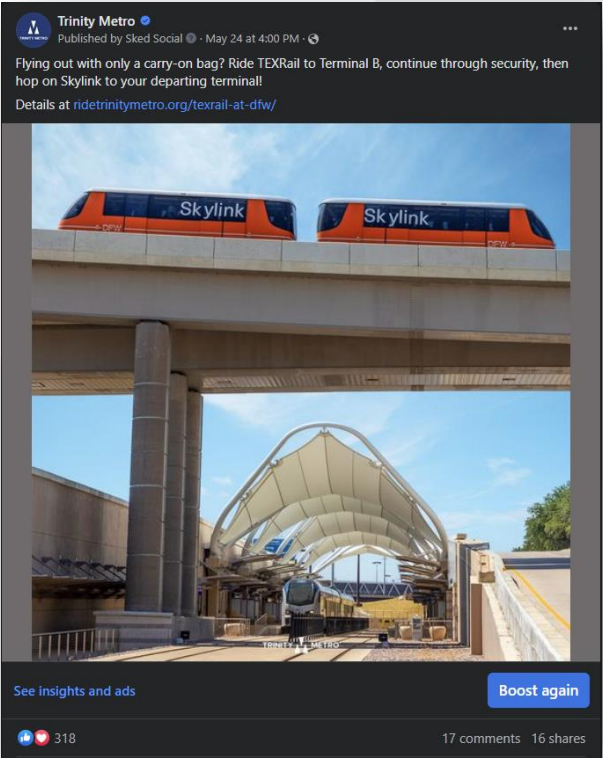
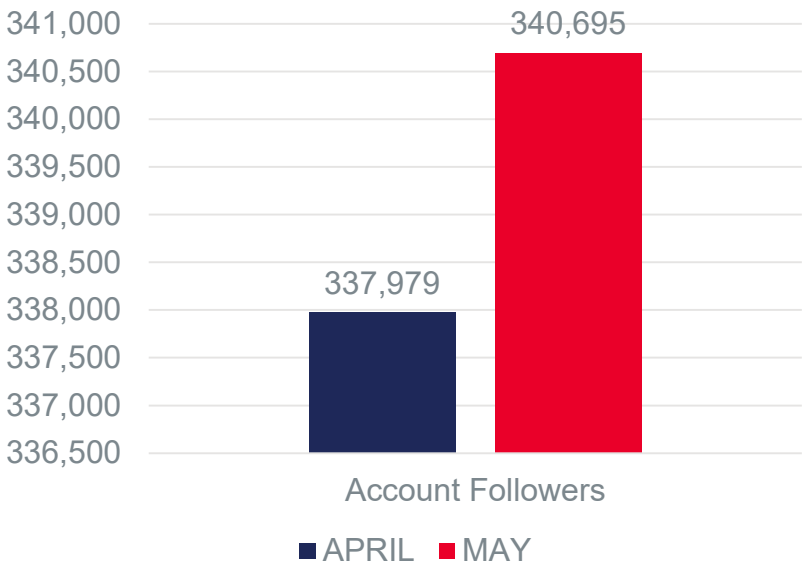
EARNED MEDIA RESULTS: MEDIA VALUE

MEDIA COST EQUIVALENT:	\$2,739,691
TOTAL STORIES:	113

Shared Media – May Results

SHARED MEDIA RESULTS: ACCOUNT FOLLOWERS

FACEBOOK:	23,250 (+591)
INSTAGRAM:	4,374 (+153)
TWITTER:	5,312 (+144)
NEXTDOOR:	307,759 (+2,419)



MOST ENGAGED CONTENT: 11,000 users reached, 346 likes and reactions, 21 comments, 17 shares, 51 link clicks.



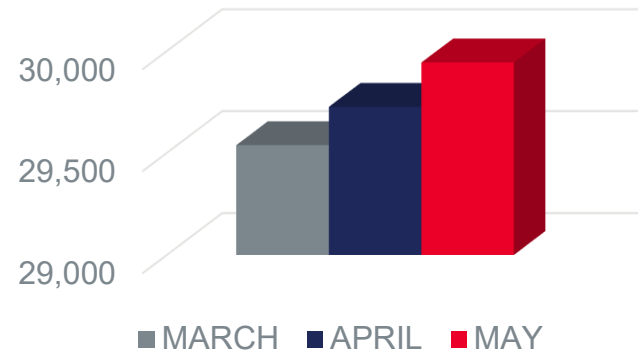
MOST ENGAGED CONTENT: 12,800 users reached, 535 likes and reactions, 20 comments, 32 shares, 511 photo clicks.

Owned Media – May Results

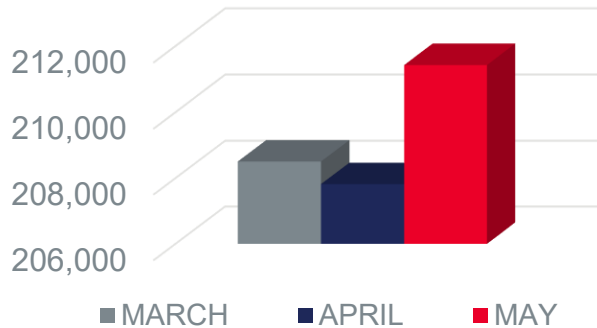
OWNED MEDIA RESULTS: GOVDELIVERY EMAIL/TEXT MARKETING

BULLETINS SENT:	45 (+3)
TOTAL RECIPIENTS:	235,155 (+12,068)
EMAIL OPENS:	55,975 (+4,344)
EMAIL OPEN RATE:	28% (+1%)
LINK CLICKS:	3,016 (+448)

Subscribers



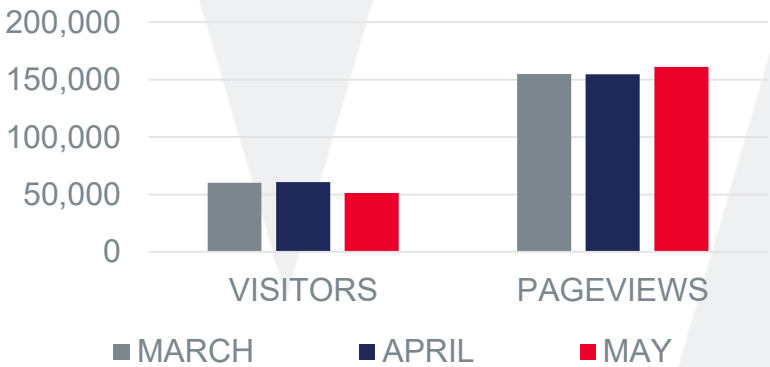
Subscriptions



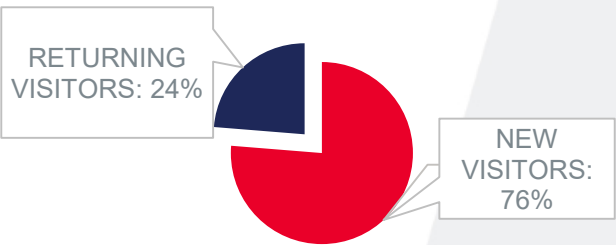
OWNED MEDIA RESULTS: RIDETRINITYMETRO.ORG

MOST VISITED PAGES:	TEXRail schedules
	Homepage
	Bus routes and schedules
	Trip planner
	Tickets

Website Traffic



Website Users: 62,744



Partnerships – May Results



Friday on the Green: May 12 Near Southside Arts

- 14 Adult and 6 Reduced ticket promo codes were redeemed via GoPass, generating \$95 in ticket sales.
- Southside ZIPZONE activation
- Fort Worth Bike Sharing
- Fixed route bus service
- TEXRail/TRE at T&P Station



Main Street Fest: May 19-21 Grapevine Convention & Visitors Bureau

- TEXRail sponsorship
- Online ticket giveaways
- TEXRail ticket earns \$2 festival admission discount
- 104 Adult and 22 Reduced ticket promo codes were redeemed via GoPass.



Scenes from Grapevine/Main Street Station during Main Street Fest



EASYRIDE – May Results

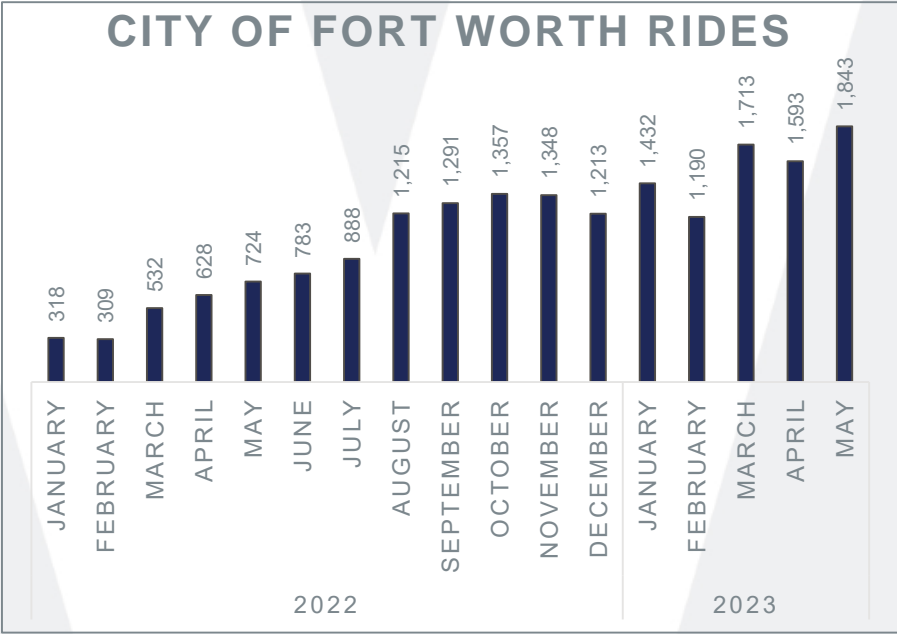
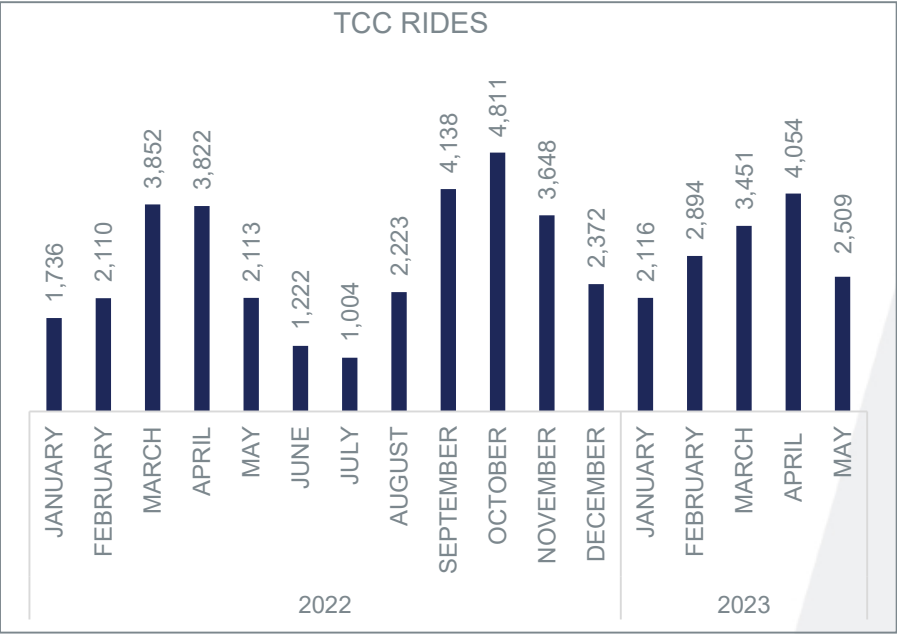
EASYRIDE TICKET SALES

REVENUE	\$20,832 (-\$11,991)
+CITY OF FORT WORTH	\$1,671 (+\$9)
+TCC	\$2,840 (+\$992)

May 2023: No new partners

EASYRIDE TICKET SALES BY TICKET TYPE

TICKET TYPE	NUMBER SOLD	REVENUE
LOCAL ONE-DAY	4,268 (-1,648)	\$16,005 (-\$6,180)
LOCAL SEVEN-DAY	84 (-19)	\$1,575 (-\$356)
LOCAL MONTHLY	47 (-87)	\$2,820 (-\$5,220)
REGIONAL MONTHLY	3 (+/-0)	\$432 (+/-0)
LOCAL ANNUAL	0 (-1)	\$0 (\$-100)
REGIONAL ANNUAL	0 (+/-0)	\$0 (+/-0)



BOARD OF DIRECTORS

INFORMATION ITEM

Item Title: Prototype Bus Stop Feedback Overview

Meeting Date: June 20, 2023

BACKGROUND

In early 2023, Trinity Metro made improvements at four bus stops along Hemphill Ave. Improvements include new amenities such as shelters, benches, information displays, trash receptacles and lighting. The purpose of the prototype amenities was to demonstrate what is available for implementation to the rest of the system over the next several years as well as gain community feedback to guide the process forward.

In order to gain feedback from the public, surveys were conducted on-site at each of the four bus stops and through various digital communications channels like the Trinity Metro website, social media and email marketing accounts. The goal for responses was 150. To date, 165 survey responses have been collected. Here is an overview of that feedback.

RECOMMENDATION

There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

Melissa Chrisman

June 2, 2023

EXECUTIVE LEADER APPROVAL

DATE

PROTOTYPE BUS STOP FEEDBACK OVERVIEW

Brandon Poe



WEB SURVEY RESPONSE

SHELTER	RESPONSES	PERCENT
#1231 at Hemphill & Allen LED Lighting and Bench / E-Paper Display Trash Can	95	57.6%
#3578 at Hemphill & Allen Canopy with LED Lighting and Pedestal Seating Trash Can / E-Paper Display	31	18.8%
#2056 at Hemphill & Maddox Shelter with LED Lighting, Bench and Map Panel Trash Can / Post with LED Lighting	26	15.8%
#1224 at Hemphill & Vickery Bench / Post with LED Lighting and Pedestal Seating E-Paper Display	13	7.9%
Total: 165		



WEB SURVEY, Cont'd

Highlights

- 96% approve real-time bus tracking displays
- 94% say bus shelters are appealing
- 91% felt safe at new bus shelters
- 87% experienced comfortable bench/stop
- 82% say Trinity Metro service information sufficient for travel
- 65% saw relief from weather elements
- 51% find bus stop well lit



WEB SURVEY, Cont'd

Change suggestions – shelter

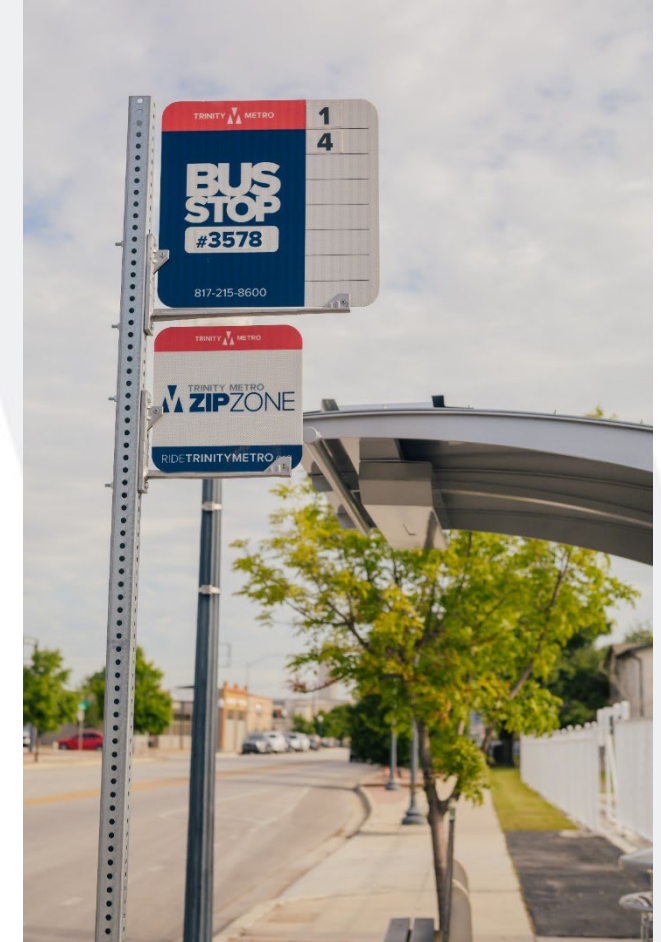
- Low seating capacity – 41%
- Small/narrow shelter canopy – 28%
- No emergency button/box – 18%
- More/better lighting – 18%
- Limited service information – 14%
- **No change – 31%**



WEB SURVEY, Cont'd

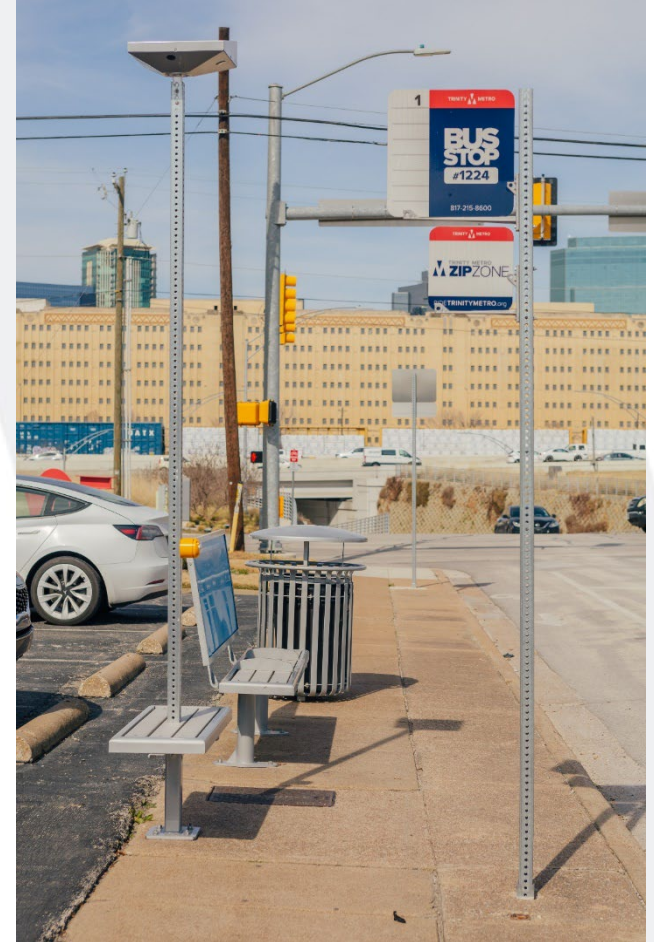
Change suggestions – bus stop sign

- Small sign – 28%
- Lighting – 18%
- Passenger information – 9%
- No change – 69%



SOCIAL COMMENTS

- This is amazing, love it. Thank you.
- It's too hot for metal benches in Texas.
- Just make sure that powered wheelchairs can get through.
- Love the new shelters, but concerned about vandalism and broken glass.
- I hope the rest of fort worth area gets new shelters, too!
- Maybe one day we will see more of this on the east side.
- Overall sentiment - **Positive**



MAY 4 TPW VISIT

- Likes
 - Protection from the sun with three shelter options
 - The real-time displays
 - Larger trash receptacles
- Suggestions
 - Include options for Spanish speakers
 - Include options for security such as a police non-emergency button/call box
 - Add lean bars where seating may not be necessary



MAY 30 MAYOR/COUNCIL VISIT

- Overall feedback was positive
- Liked the look and feel of the shelter with the ad/information panel
- Impressed with the real-time information displays
- Expressed appreciation for added lighting



UPCOMING

- June 22, 2023 Development Tour



[DOWNLOAD SURVEY REPORT](#)



QUESTIONS



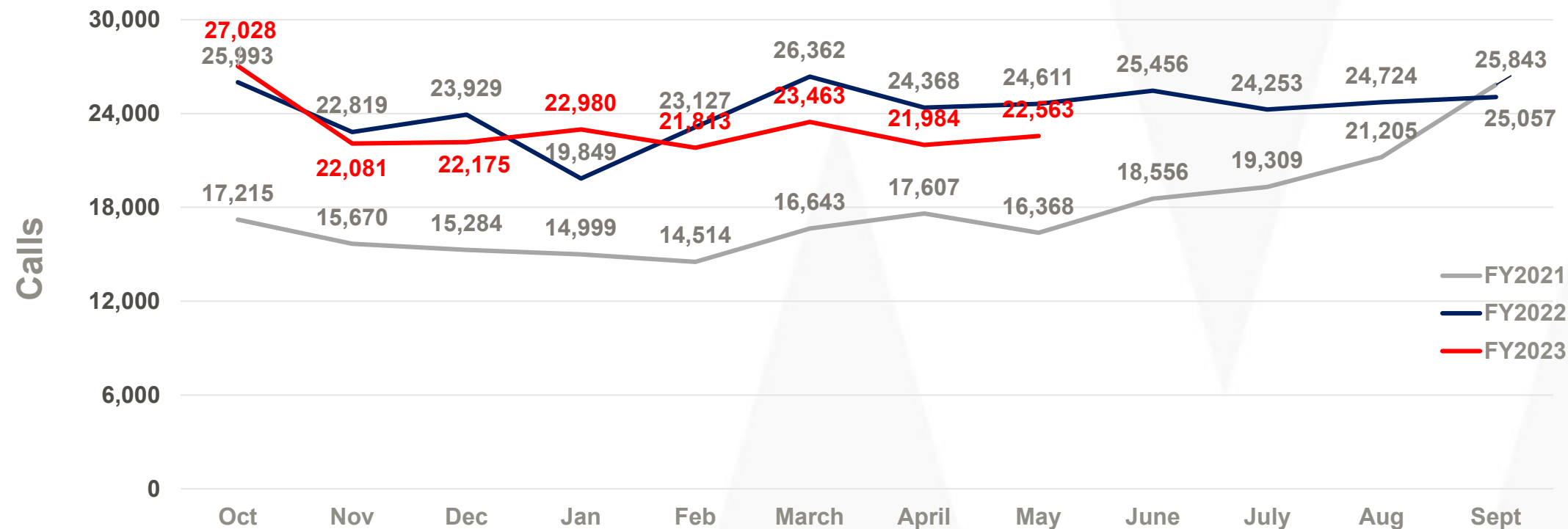
Community Engagement

June 2023

Detra Whitmore
Vice President of Community Engagement
Diversity, Equity, & Inclusion Officer



Customer Care Calls

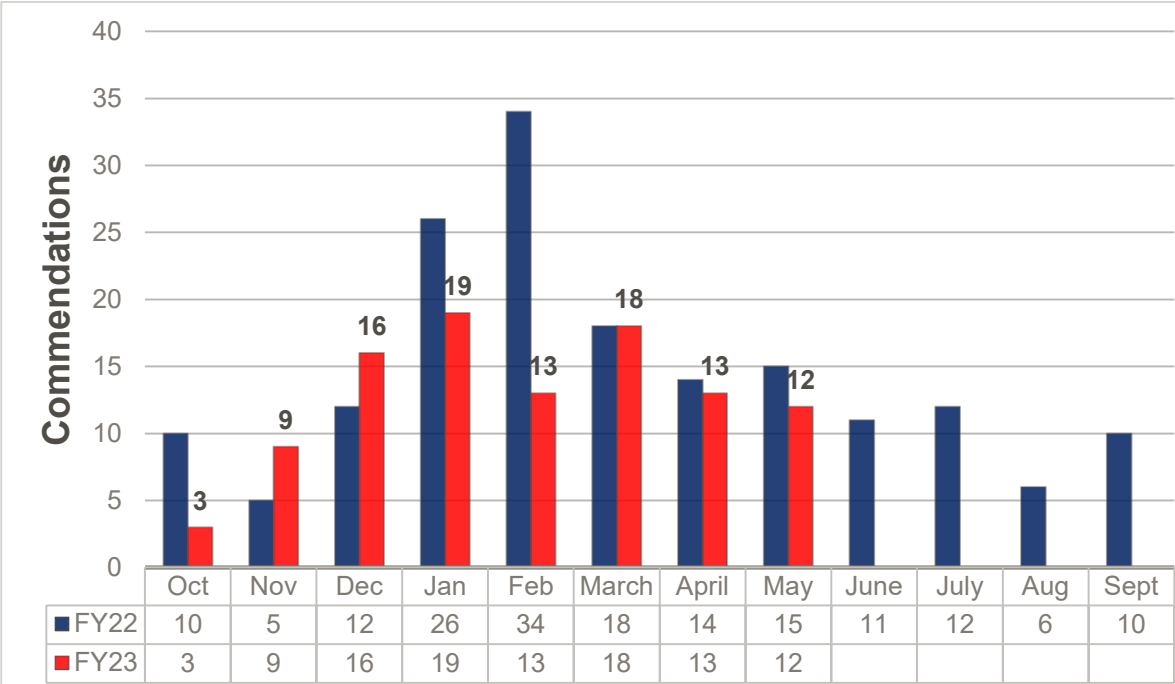


INFORMATION

TYPES OF CALLS
48% No Wait Time!
884 – TEXRail
33– Bike Sharing
61- TRE
96 - ZIPZONE

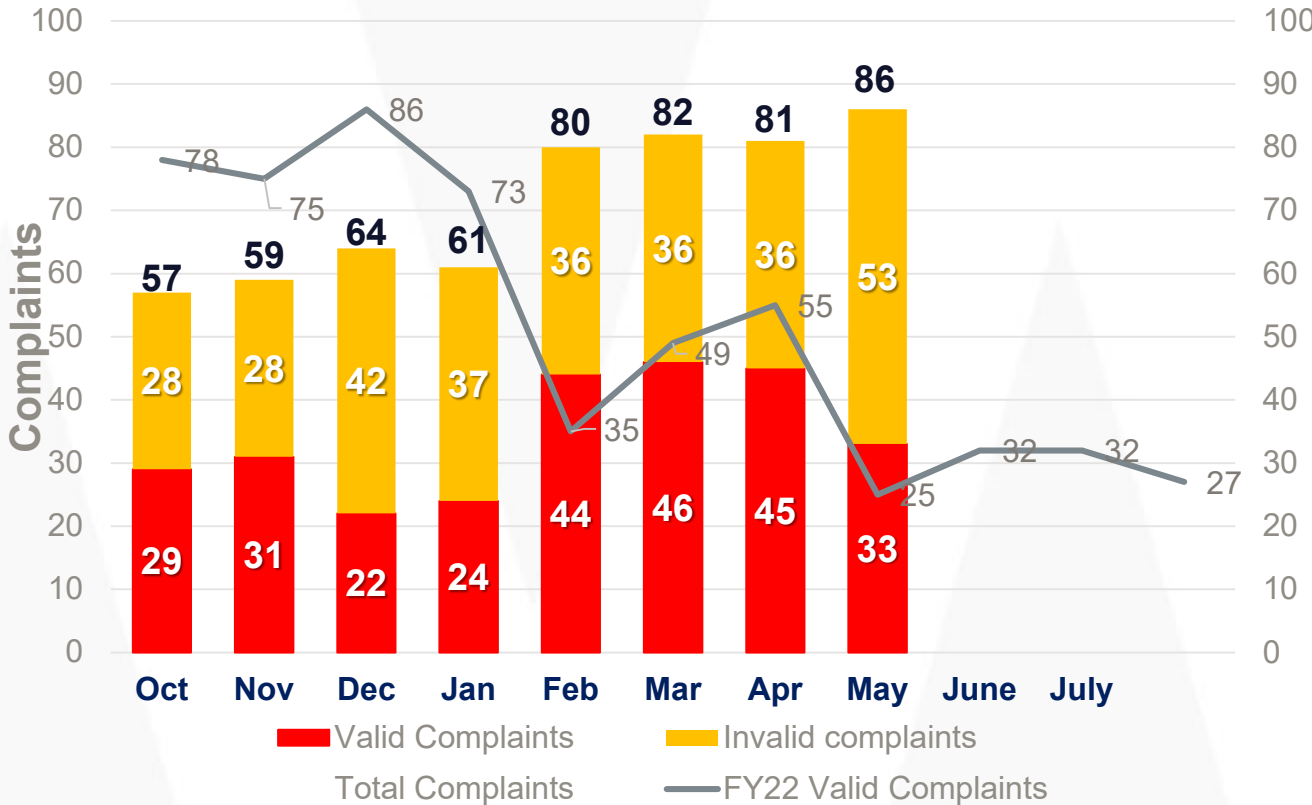


Customer Expectations



Top Commendations

Professional driver
Courteous Care Rep
Clean Service
Polite Driver

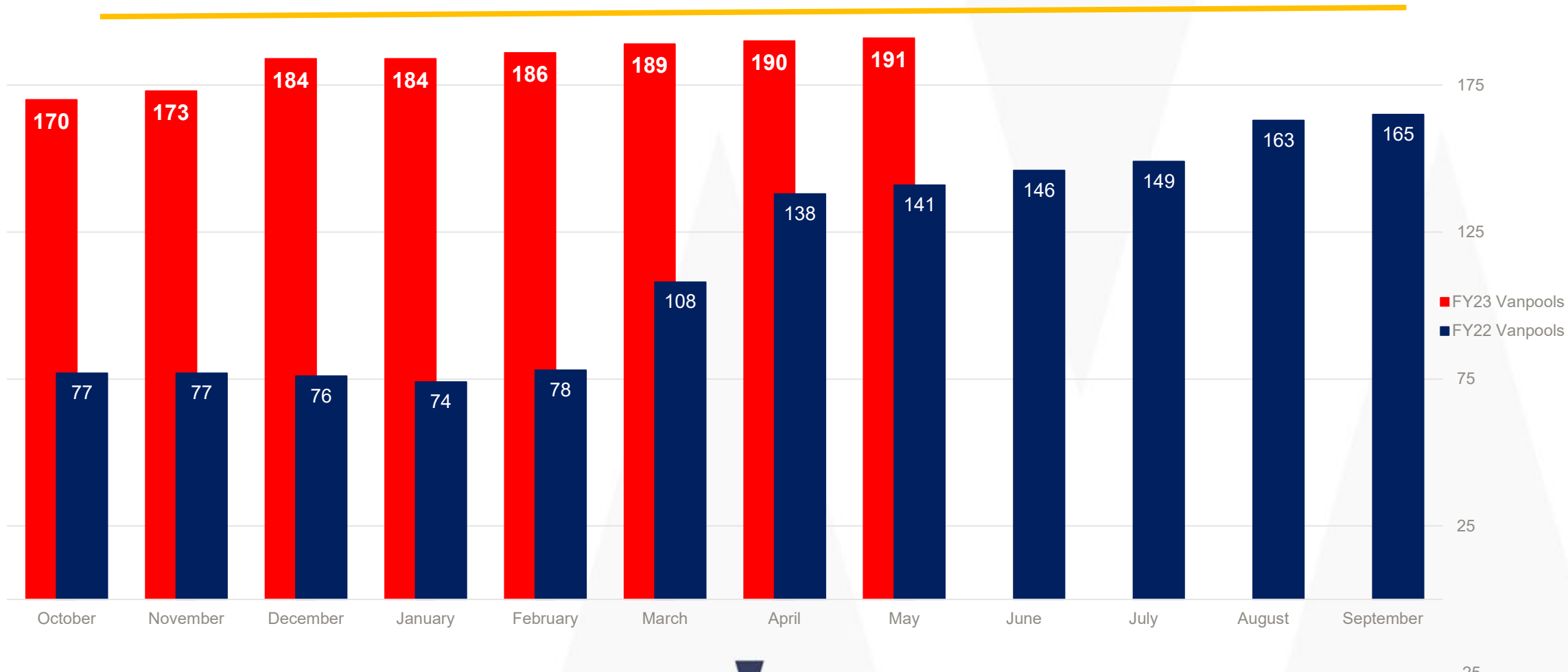


Top Complaints

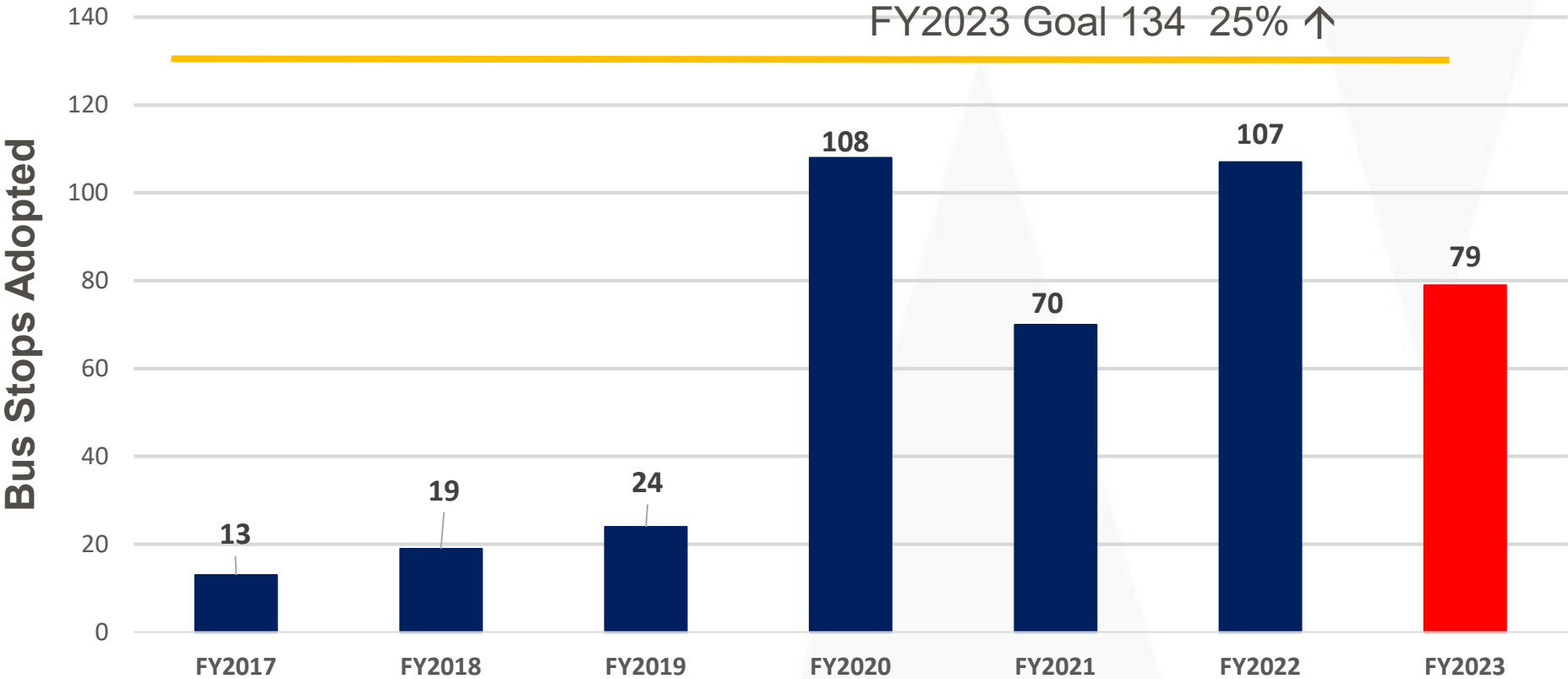
No Show
Passed By
Bus did not arrive
Rude Driver



FY2023 Goal: 206 ↑25%



420 System wide



In the Community



TRINITY METRO
ENVOY
COMMENT CARD

How was your experience today? ☒ Excellent ☐ Good ☐ Less than expected ☐ Poor

What could we do better to serve you?
*Longer 2 seats that I could lean back on
I found it very relaxing to ride with you*

PLEASE RATE YOUR TRANSIT ENVOY ON THE FOLLOWING SCALE:
1 - Excellent / 2 - Good / 3 - Fair / 4 - Needs Improvement / 5 - Poor
Please leave comments to help improve city transit service.

Appearance *Very Good*
Knowledge *Very Good*
Presentation *Very Good*
Relevance to your needs *Very Good*

Your Name *Patricia*
Phone *817-251-1111*

How did you hear about our service?
☐ Website (trinitymetro.org) ☒ Word of mouth ☐ Referral ☐ Agency (where you work)

Service Requested
☒ Transit Training ☐ Career Day ☐ Open Fair ☐ Other ☐ Presentation ☐ Other

EXCELLENT!

TRINITY METRO  **METRO**
RIDE TRINITY METRO.org



El Mundito
Montessori
Career Day



Mount Rose
Grandmothers
on TEXRail



LVTRise trip
to Bass Hall



TRINITY METRO DIVERSITY EQUITY & INCLUSION

The DEI Council will celebrate its one year anniversary on June 30 in partnership with the Fort Worth Chamber East Area Board hosting a professional clothes drive.

CELEBRATING PRIDE

A FIRESIDE CHAT

Moderator:


Kelli Shields
Vice President of Human Resources, Trinity Metro

Panelists:


Dawn Cameron
Customer Care Agent, Trinity Metro



Sharon Herrera
Founder and Executive Director, LGBTQ Saves



Sara Fairley-Luna
Program Director, Leadership Fort Worth

Thursday, June 8, 2023 // 12-1 p.m.
Fort Worth Central Station Community Room (Upper Level)

Join us to learn from leaders about the importance of diversity and inclusion in today's workforce.



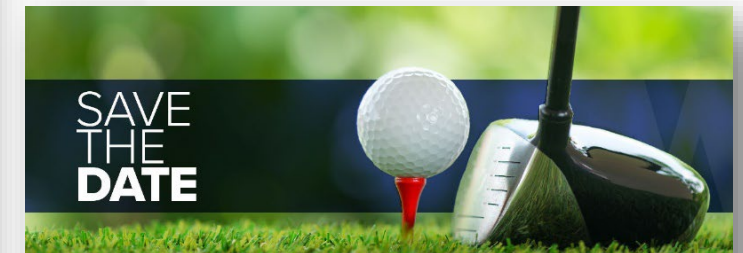
A light lunch will be served. Please RSVP by Friday, June 2.



RIDE**TRINITYMETRO**.org



Upcoming Events



TRINITY METRO 21ST ANNUAL SCHOLARSHIP GOLF TOURNAMENT

Monday Sept. 25, 2023

Iron Horse Golf Course

6200 Skylark Circle
North Richland Hills, TX 76180

Save the date to enjoy a friendly and fun golf tournament benefiting the Fort Worth Transportation Authority Scholarship Fund.

Registration & Light Breakfast: 9 a.m.

Shotgun scramble: 11 a.m.

Come out and enjoy food, drinks, a shotgun scramble, raffles and great prizes!



BOARD OF DIRECTORS

INFORMATION ITEM

Item Title: General Planning Consultant (GPC) Update

Meeting Date: June 20, 2023

BACKGROUND

On November 28, 2022, the Trinity Metro Board of Directors approved the General Planning Consultant (GPC) Contract (BA2023-11) that permitted staff to complete negotiations and enter into a contract for a variety of planning activities that address ongoing and emerging issues related to planning, designing, constructing, financing, maintaining, and improving the Trinity Metro transportation system. There was some discussion about how the Board would be informed on the status and progress of tasks assigned to the GPC.

In an effort to keep the Board informed, the following is a brief overview of last month's progress.

Task Order	Description	Status
TO1 – Program Management	This task covers meetings, invoices, and scope development.	<ul style="list-style-type: none">• Continued oversight
TO3 – Transit Value Proposition	This task will outline the value of transit in Fort Worth and provide materials that can be shared with others during meetings.	<ul style="list-style-type: none">• 4th coordination meeting held• Research Technical Memo presented• Workshop held with ELT and Staff
TO4 – ABC Review	A Better Connection (ABC) was implemented in Sept 2021. Now that the system has been in action for over a year, the Planning Team would like to review what was implemented to find improvements and evaluate changes that were made.	<ul style="list-style-type: none">• Recommendations being prepared
TO5 – TRE Double Tracking	Prepare 30% design for 2 miles of TRE track as outlined in the NCTCOG's BUILD Grant.	<ul style="list-style-type: none">• Conducted field tour of project• Design criteria finalized
TO7 – Graphics Support	Support to staff for graphics, maps and presentations	<ul style="list-style-type: none">• No tasks assigned yet
TO8 – Grant Writing Support	Support of grant writing and applications	<ul style="list-style-type: none">• No tasks assigned yet• HDR provides reminders of available grants opportunities

TO9 – TEXRail Before and After Study Ridership Review	Provide review and assumptions as to ridership forecasting vs actual differences	<ul style="list-style-type: none">• Technical Memo is completed• Communicating with FTA on next steps
TO10 – Fare Collection Review	Review fare collection systems	<ul style="list-style-type: none">• Cost proposal are being finalized
TO11 – Bus Shelter Replacement Program Categorical Exclusion	Bus shelter concrete pads will need to have an environmental document called a Categorical Exclusion (CE) prepared	<ul style="list-style-type: none">• Scope and cost proposal are being finalized
TO12 - TEXRail Historic Resource Investigations	NEW Investigate a document two bridges in TRE corridor that will be replaced with Double Tracking Project	<ul style="list-style-type: none">• Scope and cost proposal are being finalized

RECOMMENDATION

There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

Chad Edwards

June 6, 2023

EXECUTIVE LEADER APPROVAL**DATE**

BOARD OF DIRECTORS

INFORMATION ITEM

Item Title: Texas State Legislative Update

Meeting Date: June 20, 2023

BACKGROUND

The 88th Texas Legislature convened in Regular Session on January 10, 2023 and adjourned their Regular Session on May 29, 2023.

Trinity Metro has proactively engaged with our regional legislators to ensure the interests of our riders, organization, and other stakeholders are protected and advocated. As part of an ongoing effort to keep the Board apprised of these activities, the Trinity Metro Government Relations team will provide regular, periodic briefings and respond to any questions or concerns the Board may have.

CAMPAIGN DETAILS

The presentation will provide an overview of the final results of the recently-completed legislative session and any anticipated impact the Legislature's actions may have on Trinity Metro. In addition, we will brief the Board on the current Special Session announced May 29th.

RECOMMENDATION

There is no recommendation as this is an information item for the committee's feedback and discussion.

STAFF DISPOSITION

Chad Edwards

June 5, 2023

EXECUTIVE LEADER APPROVAL

DATE

Fort Worth Transportation Authority
Balance Sheet

	As of 4/30/2023
	<i>(Unaudited)</i>
CURRENT ASSETS	
Cash restricted for Operations	\$10,708,216
Cash restricted for Rail Vehicles	656,762
Unrestricted cash and cash equivalents	38,495,118
Receivables	29,155,291
Inventory	8,519,184
Prepaid	3,655,322
Total Current Assets	91,189,893
FIXED ASSETS	
Construction in Progress	29,945,286
Land	157,201,486
Buildings	152,275,513
Building Improvements	11,264,851
Machinery and Equipment	375,717,042
Improvements other than Buildings	771,567,694
Intangible Assets	18,897,291
	1,516,869,163
Less: Accumulated Depreciation & Amortization	(411,442,175)
Total Fixed Assets	1,105,426,988
TOTAL ASSETS	\$1,196,616,881
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable and Accrued Liabilities	15,402,837
Payroll Liabilities	3,588,289
Unearned Revenue (Note 18)	26,923,811
Current portion of LT Due Grapevine	608,406
Total Current Liabilities	46,523,343
LONG TERM LIABILITIES	
Long Term Payable to City of Grapevine	3,095,344
Total Long Term Liabilities	3,095,344
TOTAL LIABILITIES	\$49,618,687
NET POSITION	
Net Investment in Capital Assets	\$1,086,184,812
Operating Reserve	10,708,216
Escrow Reserve	2,000,000
Unrestricted	48,105,165
TOTAL NET POSITION	\$1,146,998,194

Fort Worth Transportation Authority
Statement of Revenues and Expenses
Fiscal Year to Date April 30, 2023
(Unaudited)

	Actual 2023	Budget 2023	Variance
Operating Revenue			
Fares			
Multi Modal Fares (Note 1)	\$3,280,829	\$3,512,726	(\$231,897)
ACCESS Fares	588,804	494,452	94,352
Easy Ride & Corporate	464,929	470,498	(5,569)
Other Revenue			
Sales Tax (Note 2)	64,338,625	59,874,334	4,464,291
Fort Worth Bike Share	233,562	295,372	(61,810)
Advertising	320,833	320,833	0
Rental Income	327,435	403,837	(76,402)
Other (Note 3)	913,850	1,308,367	(394,517)
Total Operating Revenue:	<u>70,468,867</u>	<u>66,680,419</u>	<u>3,788,448</u>
Federal/State/Local Income:			
Operating Grants (Note 4)	33,880,386	603,449	33,276,937
Grapevine/NRH Contribution (Note 5)	7,736,734	6,954,189	782,545
Contributions from Partners	997,349	847,773	149,576
Total Assistance Income	<u>42,614,469</u>	<u>8,405,411</u>	<u>34,209,058</u>
Total Revenue	<u>\$113,083,336</u>	<u>\$75,085,830</u>	<u>\$37,997,506</u>
Operating Expenses			
Fixed Route Operations			
Salaries & Fringe Benefits (Note 6)	\$17,511,589	\$16,646,959	\$864,630
Services	414,537	635,286	(220,749)
Purchased Transportation	2,970,866	2,971,792	(926)
Other (Note 7)	2,348,393	3,009,587	(661,194)
Total Fixed Route Operations	<u>23,245,385</u>	<u>23,263,624</u>	<u>(18,239)</u>
ACCESS Operations			
Salaries & Fringe Benefits (Note 8)	3,421,654	3,677,619	(255,965)
Services	2,771,910	2,288,491	483,419
Other	512,244	618,323	(106,079)
Total ACCESS Operations	<u>6,705,808</u>	<u>6,584,433</u>	<u>121,375</u>
TRE Operations			
Salaries & Fringe Benefits	57,053	63,819	(6,766)
Services (Note 9)	8,418,216	9,746,957	(1,328,741)
Total TRE Operations	<u>8,475,269</u>	<u>9,810,776</u>	<u>(1,335,507)</u>
TEXRail Operations			
Salaries & Fringe Benefits	263,035	182,683	80,352
Services (Note 10)	12,071,215	12,139,254	(68,039)
Other (Note 11)	3,328,367	4,268,457	(940,090)
Total TEXRail Operations	<u>15,662,617</u>	<u>16,590,394</u>	<u>(927,777)</u>
Bike Share Operations			
Salaries & Fringe Benefits	251,889	247,539	4,350
Services	29,138	100,885	(71,747)
Other	98,553	156,575	(58,022)
Total Bike Share Operations	<u>379,580</u>	<u>504,999</u>	<u>(125,419)</u>
General & Administrative			
Salaries, Wages & Fringe Benefits	8,793,423	9,150,805	(357,382)
Other Professional Services (Note 12)	5,474,998	6,547,400	(1,072,402)
Vehicle & Facilities Maintenance (Note 13)	1,446,497	1,951,777	(505,280)
Software/Systems Maintenance (Note 14)	2,001,141	2,775,102	(773,961)
Other General & Administrative (Note 15)	1,916,200	2,565,745	(649,545)
Total General & Administrative	<u>19,632,259</u>	<u>22,990,829</u>	<u>(3,358,570)</u>
Total Operating Expenses:	<u>\$74,100,918</u>	<u>\$79,745,055</u>	<u>(\$5,644,137)</u>
Operating Income / (Deficit)	<u>\$38,982,418</u>	<u>(\$4,659,225)</u>	<u>\$43,641,642</u>
Capital Grants (Note 16)	1,110,116	0	1,110,116
Investment Income (Note 17)	926,929	1,341,669	(414,740)
Depreciation	(27,434,767)	(29,283,940)	1,849,173
Net Income / (Deficit)	<u>\$13,584,696</u>	<u>(\$32,601,496)</u>	<u>\$46,186,190</u>

Fort Worth Transportation Authority
Notes to Financial Presentations
Comparisons of Actual Results to FY23 Budgeted Amounts

(\$ 000's)

- Note 1 Multi Modal Fares**
3% greater ridership than budget and a \$0.11 decrease in average price to budget.
Budgeted average price based on pre-covid estimates which may be impacted by timing differences in fare programs, variances by mode, and use of multiple modes per ticket.
- Note 2 Sales Tax**
\$ 57,054 Actual collections through March
\$ 7,284 Accrual estimate for April
10.0% YTD increase over the prior year's collections
- Note 3 Other Revenue**
Substantially due to delay in implementing new ZIPZONE services plus less TRE link expenses and their related revenues.
- Note 4 Operating Grants**
ARP additional assistance was received in current year.
- Note 5 Federal/State/Local Income - Grapevine/NRH Contribution**
New NRH Contribution for TEXRail started in January at \$166K per month.
Amount recorded was offset by accrual for amounts payable to Grapevine for \$110k per month.
- Note 6 Fixed Route Operations - Salaries & Fringe Benefits**
Substantially due to greater overtime and fringe benefit costs.
- Note 7 Fixed Route Operations -Other**
Substantially due to savings on fuel costs and less use of parts.
- Note 8 ACCESS Operations - Salaries & Fringe Benefits**
Substantially due to savings from less operators than budgeted.
- Note 9 TRE Operations - Services**
Savings in purchased transportation, property insurance, and PTC costs.
- Note 10 TEXRail Rail Operations - Services**
Substantially due to savings in fuel costs.
- Note 11 TEXRail Rail Operations - Other**
Substantially due to savings in repairs and insurance costs.
- Note 12 General & Administrative - Other Professional Services**
Substantially due to savings in advertising services, benefit plan costs, TEXRail TOD plan costs and cost of printing of passes.
- Note 13 General & Administrative - Vehicle & Facilities Maintenance**
Substantially due to savings in repairs.
- Note 14 General & Administrative - Software/Systems Maintenance**
Substantially due delay in budgeted IT projects.
- Note 15 General & Administrative - Other G&A**
Substantially due to savings in utilities.
- Note 16 Capital Grants**
Received reimbursement for PTC work on the Trinity River Bridge project under the FRA CRISI grant.
Also received formula grant reimbursement for security related capital improvements.
- Note 17 Investment Income**
Substantially due to having less cash on hand than anticipated.
- Note 18 Unearned Revenue**
DART agreement for DFWIA access makes up \$26.0 MM of this total in unearned revenue.

FY24 Budget Update

June 20, 2023



Budget Calendar

	Date	Description
3/8/2023	Wed, Mar 8, 2023	Budget Kick-off
3/31/2023	Fri, Mar 31, 2023	Return of budget worksheets and capital and operating requests
4/3/2023	Mon, Apr 3, 2023	Start of department budget meetings from April 3 through April 28
5/5/2023	Fri, May 5, 2023	Send out operating and capital requests to Sr. Staff for their review
5/16/2023	Tues, May 16, 2023	Meeting meeting with Sr. Staff
5/26/2023	Fri, May 26, 2023	Second meeting with Sr. Staff
6/2/2023	Fri, Jun 2, 2023	Third meeting with Sr. Staff
6/20/2023	Mon, Jun 20, 2023	Finance Committee - Informal Presentation to the Board
7/14/2023	Fri, Jul 14, 2023	Fourth meeting with Sr. Staff
7/28/2023	Fri, Jul 28, 2023	Fifth meeting with ELT
8/11/2023	Fri, Aug 11, 2023	Preliminary budget due to Administration for inclusion in the August meeting
8/18/2023	Fri, Aug 18, 2023	Distribution of the Preliminary Budget to the member cities of Ft. Worth and Blue Mound
8/21/2023	Mon, Aug 21, 2023	Finance Committee - Presentation of the Preliminary Budget BOD Meeting - Preliminary Budget considered and adopted by the Board
9/8/2023	Fri, Sep 8, 2023	BOD Meeting - Final Budget considered and adopted by the Board
9/18/2023	Mon, Sep 18, 2023	Fourth meeting with Sr. Staff

Assumptions

- Salary Increases for Staff – 3% to 5% - Range.
 - Finance will provide the VPs their departments budgeted wages with a increase.
 - Departments will budget their overtime.
 - New positions will need to be requested on an operating proposal form and will not be included in the budget until after senior staff approval.
- Salary Increases for Bargaining Unit Employees will be based on the contract.
- Contracted Services – 2%, if higher be prepared to justify.
- Insurance 5% assumption

Assumptions Continued

- CNG – 5% assumption, over current rates but depending on revenue hours and forecast of CNG rates for FY2024
- All other expenses 2%, if higher be prepared to justify
- Open PO's do not automatically increase your budget
- Remaining funds do not get carried over into next years budget.

BOARD ACTION ITEM

Item Number: BA2023-24

Meeting Date: June 20, 2023

Item Title: Trinity Railway Express (TRE) Trinity Lakes Station Parking Lots Construction Project

BACKGROUND

Trinity Lakes Station is a new TRE station that is currently under construction less than one mile east of the existing Richland Hills Station and it will be part of the 1,600-acre master planned community developed by Trinity Lakes.

Trinity Metro (TM) is responsible for the construction of the station platforms, track and signal improvements inside the existing TRE railroad right-of-way, which is under construction and is targeted to be substantially completed prior to the end of 2023. Trinity Metro is also responsible for the construction of 2 parking lots consisting of approximately 500 parking spaces that will serve the passenger of the future station. Trinity Metro issued an Invitation for Bids (IFB 23-T026) for the construction of the new Trinity Lakes Station parking lots, which includes the following:

- SW3P and Site Preparation
- Clearing and Grubbing
- Subgrade Preparation
- Concrete Paving (parking lots, sidewalks and ramps)
- Storm Sewer
- Lighting
- CCTV Cameras
- Electrical and Communications Utilities
- Pavement Markings and Signage
- Irrigation
- Landscaping

In accordance with Trinity Metro’s Procurement Policy, an Invitation for Bid (IFB 23-T026) was issued and advertised on Trinity Metro’s website. Two (2) firms responded to the Invitation for Bid and complied with the requirements. Responding companies included:

CONTRACTOR	BID AMOUNT
Reyes Group Ltd.	\$4,287,000.00
Scott Tucker Construction	\$4,689,846.16

Reyes Group Ltd. submitted the lowest responsive, responsible and complete bid.

PROCUREMENT

Trinity Metro’s Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

A Disadvantaged Business Enterprise (DBE) Goal of 20% was established for this solicitation. Reyes Group Ltd. has committed to meet or exceed the established DBE Goal for this solicitation.

FINANCING

Funding for the TRE Trinity Lakes Station Parking Lots is included in Trinity Metro’s FY2023 Capital Budget.

Item Title: Trinity Railway Express (TRE) Trinity Lakes Station Parking Lots Construction Project

RECOMMENDATION

Trinity Metro's Board of Directors authorizes the President & Chief Executive Officer to execute a contract with Reyes Group Ltd., in the amount of \$4,287,000.00 plus a 10% contingency of \$428,700.00 for a total not to exceed amount of \$4,715,700.00.

STAFF DISPOSITION

Chad Edwards

June 1, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-25

Meeting Date: June 20, 2023

Item Title: TEXRail Extension – Final Design Consultant

BACKGROUND

Trinity Metro is seeking to expand TEXRail from its current terminus station at the Fort Worth Texas & Pacific (T&P) Station to the Near Southside Station located in the Fort Worth Medical District. The TEXRail Extension will consist of new single-track passenger rail construction funded by both Federal and Local dollars within mainly the existing freight (Union Pacific Railroad and Fort Worth and Western Railroad), City of Fort Worth, Texas Department of Transportation, and Baylor Scott and White All-Saints right of way. The TEXRail Extension will extend TEXRail 2.1 miles and add one (1) new passenger rail station.

Trinity Metro completed the Environmental Assessment (EA) and received the Finding of No Significant Impacts (FONSI) from FTA on the extension project in December 2021, and is currently wrapping up the Preliminary Engineering 30% design effort targeted to be finalized by the end of this year. The next phases of the project will include completing the Final Design, Construction, and Revenue Operations. To complete the next phases Trinity Metro needs to hire a Final Design Consultant to perform the final design and complete the following tasks:

- Final Design of track, civil, structural, architectural, mechanical, electrical, and plumbing elements
- Stakeholder Coordination
- Subsurface Utility Engineering
- Geotechnical Investigation
- Survey and Mapping Services
- Bid Services
- Design Support During Construction (Not included in this action item. A future board authorization will be issued prior to the construction phase.)

This contract will continue for the remaining term of the TEXRail Extension Project, including startup and operations. It is a not to exceed, cost-plus fixed fee contract that is billed on: 1) actual salaries of the assigned staff; 2) an audited Federal Acquisition Regulation overhead rate; and 3) an agreed upon profit percentage of 10% for the prime contractor and 8% for the subcontractors.

In accordance with Trinity Metro's Procurement Policy, a Request for Qualifications (RFQ 23-T028) for TEXRail Extension Final Design Consultant Services was issued and advertised on Trinity Metro's website. Four firms/teams responded to the Request for Qualifications and complied with the requirements. Responding Firms/Teams include:

Huitt-Zollars, Inc.
Freese & Nichols
Jacobs Engineering Group, Inc.
WSP

A Trinity Metro evaluation committee reviewed and evaluated the statement of qualifications. Four firms/teams made oral presentations, and were interviewed by the evaluation committee. As a result of the evaluations, Huitt-Zollars, Inc. was selected as the highest qualified for entering into negotiations and contract award.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal for this solicitation is 20%. Huitt-Zollars, Inc. proposed 22% exceeding the 20% DBE Goal established for this solicitation.

FINANCING

The cost for this authorization is included in Trinity Metro's FY2023 Capital Budget. Funds for future years of the authorization will be considered in their respective proposed budgets.

RECOMMENDATION

The Trinity Metro's Board of Directors authorizes the President & Chief Executive Officer to execute a contract for Final Design Consultant Services with Huitt-Zollars, Inc. in the amount of \$8,998,500.00 with a 5% contingency of \$449,925.00 for a total not to exceed amount of \$9,448,425.00.

STAFF DISPOSITION

Chad Edwards

June 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-31

Meeting Date: June 20, 2023

Item Title: Construction Manager at Risk (CMAR) for TEXRail Extension

BACKGROUND

Trinity Metro is seeking to expand TEXRail from its current terminus station at the Fort Worth Texas & Pacific (T&P) Station to the Near Southside Station located in the Fort Worth Medical District. The TEXRail Extension will consist of new single-track passenger rail construction funded by both Federal and Local dollars within mainly the existing freight (Union Pacific Railroad and Fort Worth and Western Railroad), City of Fort Worth, Texas Department of Transportation, and Baylor Scott and White All-Saints right of way. The TEXRail Extension will extend TEXRail 2.1 miles and add one (1) new passenger rail station.

Trinity Metro completed the Environmental Assessment (EA) and received the Finding of No Significant Impacts (FONSI) from FTA on the extension project in December 2021, and is currently wrapping up the Preliminary Engineering 30% design effort targeted to be finalized by the end of this year. The next phases of the project will include completing the Final Design, Construction, and Revenue Operations. To complete the next phases, Trinity Metro is utilizing a Construction Manager at Risk (CMAR) project delivery method. The CMAR will work with Trinity Metro and the design team to perform pre-construction services, procure subcontractors and materials; construct the project; and support start-up operations. The CAMR will complete the following phases:

- Pre-Construction Services
- Construction Services (future Board Action and authorization)
- Support of Phase 2 Integrated Testing (future Board Action)
- Support of Pre-Revenue Operation (future Board Action)

In accordance with Trinity Metro's Procurement Policy, a Request for Proposals (RFP 23-T030) TEXRail Extension CMAR was issued and advertised on Trinity Metro's website. The selection criteria included a combination of CMAR experience, key personnel qualifications and experience, project understanding and approach, and a price component for pre-construction services, general conditions for management and supervision during construction, and proposed fee. Four (4) firms/teams responded to the Request for Proposals and complied with the requirements. Responding Firms/Teams include:

- Fort Worth Transit Partners
(Stacy and Witbeck, Inc. and Sundt Construction, Inc. Joint Venture)
- Archer Western Construction, LLC
- Herzog+Austin Joint Venture
(Herzog Contracting Corp. and Austin Bridge & Road, LP Joint Venture)
- McCarthy Building Companies, Inc.

A Trinity Metro evaluation committee reviewed and evaluated the statement of qualifications. All firms/teams made oral presentations, and were interviewed by the evaluation committee. As a result of the evaluations, Fort Worth Transit Partners was ranked highest for entering into negotiations and contract award.

Item Title: Construction Manager at Risk (CMAR) for TEXRail Extension

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal for this solicitation is 14%. Fort Worth Transit Partners has committed to meeting the 14% goal and provided their approach for achieving the goal during the bid/proposal phase of CMAR process when subcontractors and suppliers are procured.

FINANCING

The cost for this authorization is included in Trinity Metro's FY2023 Capital Budget. Funds for future years of the authorization will be considered in their respective proposed budgets.

RECOMMENDATION

Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to execute a contract for Construction Manager at Risk Pre-Construction Services with Fort Worth Transit Partners in the amount of \$1,700,442.00 with a 10% contingency of \$170,044.00 for a total not to exceed amount of \$1,870,486.00.

STAFF DISPOSITION

Chad Edwards

June 6, 2023**EXECUTIVE LEADER APPROVAL****DATE**

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-38

Meeting Date: June 20, 2023

Item Title: Route 25 Service Increase

BACKGROUND

Route 25 Miller/E. Seminary was identified as part of the “A Better Connection” system redesign study (2019-2021) as warranting an increase in frequency but was not implemented at that time due to budget constraints. It was the consultant’s recommendation to implement as soon as budget allowed. Route 25 Miller/E. Seminary will increase service from 30 minute to 15 minute frequencies between the hours of 7:04 am to 7:04 pm on weekdays and from 60 minute to 15 minute frequencies on weekends.

FINANCING

This improvement will result in an increase to the operations budget of approximately \$950,000.00 annually due to the increased frequency of service. If approved, service will begin September 17, 2023 and funding will be included in the Trinity Metro FY24 Operating Budget.

TITLE VI

We have analyzed the effects of these changes on minorities and low-income persons in our service area using Remix software and determined that there are no disparate impacts nor disproportionate burdens. A public meeting was held at Catholic Charities, 249 W. Thornhill Dr. on Tuesday, June 6, 2023 at 6:00 pm. Any relevant comments received at the meeting will be transcribed and provided to the Board of Directors.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President and Chief Executive Officer to implement the service changes to Route 25 Miller/E. Seminary beginning September 17, 2023 and include in the FY24 Operating Budget.

STAFF DISPOSITION

Chad Edwards	June 6, 2023
EXECUTIVE LEADER APPROVAL	DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL	DATE

Item Title: Route 25 Service Increase



BOARD ACTION ITEM

Item Number: BA2023-33

Meeting Date: June 20, 2023

Item Title: Facility Re-keying Services-Michael's Keys

BACKGROUND

On May 19, 2019, the Trinity Metro Board of Directors authorized the agency to enter into a contract with Michael's Keys for an amount not to exceed \$90,000.00 for keying services. This cost included one key box, and re-keying of the Hershel R. Payne, Fort Worth Central Station, and T&P complexes. However, the costs associated with the locking mechanisms and key box for 801 Grove, the headquarters building, were not included in the scope of work. It has also been identified that additional key boxes are needed in each building for efficient security and access control. Additional funds in the amount of \$110,000.00 are required in contract 19-024 to complete all the necessary work totaling a contract value not to exceed \$200,000.00.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this purchase, and it complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING

Funding for the first year of this contract is available in the Trinity Metro FY2023 Operating and Capital Budgets. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to execute a contract amendment to increase contract 19-024 with Michael's Keys to an amount not-to-exceed \$200,000.

STAFF DISPOSITION

Wayne Gensler

June 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-34

Meeting Date: June 20, 2023

Item Title: Bus Stops Shelters and Amenities Improvement Project

BACKGROUND

Trinity Metro is focused on improving overall customer experience, safety, and security by providing upgrades to our bus system through several customer-focused initiatives. Recently Trinity Metro embarked on a program to reimagine the bus stop and bus stop amenities. The customer experience begins at the bus stop, and we believe we can bring a better experience, and provide additional safety and security to our customers. The current inventory of benches is relatively old with the majority of the benches over 30 years old and in desperate need of replacement. The majority of shelters are over 15 years old and suffering from faded and peeling powder coating as well as wear and tear evident from repeated repairs. Most shelters do not have any interior lighting, and existing 12-gallon trash receptacles are too small and overflow too quickly. The vast majority of bus stops have no seating, and none have a solar light on top of the pole. Also, the style of the existing amenities does not convey the brand image nor wear the livery colors established in 2018. Trinity Metro will evaluate the need for real time information (E-paper) signage at stops based on data provided through our data collections system onboard our buses. The cost of the E-Paper signage will be presented to the Board of Directors at a later date.

In accordance with Trinity Metro's Procurement Policy issued and advertised on Trinity Metro's website, RFP 23-T026 – Bus Stop Shelters and Amenities Improvement Project proposals from qualified vendors for the manufacturing, delivering, and installing multiple bus passenger shelters and amenities. We anticipate this will be a 3-year project to complete the bus stop upgrades to all existing stop locations. The project will work with the City of Fort Worth regarding upgrades required for existing pads and other ADA requirements. One vendor responded to the Request for Proposal. A Trinity Metro evaluation committee reviewed and evaluated the proposal, and as a result of the evaluations, Tolar Manufacturing Company Inc. was found to be compliant with all the requirements of the RFP.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures and complies with applicable Federal, State, and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantage Business Enterprise (DBE) Goal for this solicitation is 7%. Tolar Manufacturing Company Inc. proposed 20%, exceeding the DBE Goal for this solicitation.

FINANCING

The cost for this authorization is included in Trinity Metro's FY2023 Capital Budget. Funds for future years of the authorization will be considered in their respective proposed budgets

Item Title: Bus Stops Shelters and Amenities Improvement Project

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to execute a contract with Tolar Manufacturing Company Inc. for completing the multi-year Bus Stop Shelter and Amenities Improvement Project at the cost of \$9,786,321.00, with a 15% contingency of \$1,467,948.00 for an amount not to exceed \$11,254,269.00.

STAFF DISPOSITION

Wayne Gensler

June 1, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-36

Meeting Date: June 20, 2023

Item Title: High-Intensity Bus Corridor Vehicles

BACKGROUND

Trinity Metro in partnership with the North Central Texas Council of Governments (NCTCOG), has partnered to provide an innovative concept in providing a guaranteed transit experience from East Fort Worth to the Alliance Innovation Zone. Trinity Metro will provide the service using Battery Electric Coach Buses that begin and end their journey at a Mobility Hub located in either East Fort Worth or the Alliance area, with one stop planned at Fort Worth Central Station. This service will provide 15-minute headways with a guaranteed arrival time at Mobility Hubs; otherwise, the customer's ride is free. The bus will provide, comfortable coach bus seating, low floor entry, meeting ADA needs and WIFI-enabled buses with a first mile last mile connection to each Mobility Hub. The Trinity Metro service will bring a quality guaranteed ride to those living in East Fort Worth to the many jobs in the Alliance area with a connection that will be seamless and provided seven days per week. The return trip will allow those customers living in Denton County or North Fort Worth the ability to enjoy the same ride downtown to connect to their jobs or entertainment in the same seamless fashion.

The pilot was a concept that was jointly agreed upon by Trinity Metro and NCTCOG so that our agency could move people from both communities to jobs guaranteeing the ride by using the Managed Lanes located on I-35 W. The concept wasn't simply to create a park and ride but to create a new experience that allows for a comfortable ride, the ability to work while using the WIFI on the bus, and guarantees the experience by meeting the on-time arrival posted on the service schedule.

Trinity Metro issued RFP 23-T007 on January 11, 2023, for the purchase of these vehicles and two proposals were submitted. Responding companies included:

- RIDE Coach & Bus, a d/b/a of BYD Coach & Bus LLC; and
- Motor Coach Industries, Inc.

The evaluation team reviewed and evaluated the Request for Proposals. As a result of the evaluations, Motor Coach Industries, Inc. was selected as the highest-ranked responsive and responsible proposer for entering into a contract award.

PROCUREMENT

The Trinity Metro Procurement Department has followed procurement policy with this request for proposal and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING

Funding for this project is in Trinity Metro's FY2023 Capital budget.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with Motor Coach Industries, Inc. for the purchase of the vehicles. The proposed agreement cost is \$16,549,353.00 with a 15% contingency of \$2,482,402.95 for a total not to exceed amount of \$19,031,755.95.

STAFF DISPOSITION

Wayne Gensler

June 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-40

Meeting Date: June 20, 2023

Item Title: Mobility Minivans with Wheelchair Ramp

BACKGROUND

As part of the Transit Asset Management Plan, Trinity Metro's operations management team recommends the acquisition of Mobility Minivans with Wheelchair Ramps to replace vehicles beyond their recommended useful life. A Request for Proposal (23-T011) was advertised locally on Trinity Metro's website for the initial purchase of fourteen (14) minivans, ten (10) minivans for Trinity Metro and four (4) for Northeast Transportation Service (NETS).

The solicitation resulted in one firm responding, Creative Bus Sales. The evaluation committee reviewed the proposed documents against a matrix of requirements. The evaluation was based on Technical Specification Compliance, Experience and Competency of the Contractor, Contractor Resource and Supply Support, and Delivery Schedule and Cost. The Creative Bus Sales proposal satisfied all requirements and was found reasonable and satisfactory.

PROCUREMENT

The Trinity Metro Procurement Department has followed procurement policy with this request for proposal and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING

Funding for this project is in Trinity Metro's FY23 Budget and Northeast Transportation Service's FY2023 Capital Budget. The purchase of future spare parts will be considered in each agencies future years operating budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with Creative Bus Sales for the purchase of fourteen (14) Mobility Minivans with Wheelchair Ramps. The cost is \$1,148,728.00 with a 10% contingency of \$114,872.80 for a total not to exceed amount of \$1,263,600.80.

STAFF DISPOSITION

Wayne Gensler

June 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-37

Meeting Date: June 20, 2023

Item Title: Regional PTC Hosting 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, which mandated that all railroads that provide regularly scheduled commuter passenger services must develop a plan for implementing PTC. In addition, Trinity Metro and Wabtec Corporation entered into a supplemental four-year PTC software hosting solution agreement as part of the PTC system implementation and operations. This agreement provided remote data hosting at geographically diverse data centers.

With the initial agreement coming to an end, Trinity Metro released invitation for bid (IFB) 23-T033 PTC Hosting Services. Herzog Technologies, Inc. (HTI) was determined to be the lowest responsible bidder.

As part of the Regional PTC system operations, Trinity Metro and HTI will enter into a five year PTC software hosting solution agreement at a total cost of \$6,447,330.38, which will include the following services at a significant cost savings. The costs will be split equally between TEXRail and Trinity Railway Express with Trinity Metro paying their share of TRE costs and all of TEXRail costs.

Hosted Infrastructure

- Geographically Redundant Data Center Space
- Provide diverse connections to ITC Federated Networks (“Production” and “Test”)
- All servers, networking hardware, and supporting software necessary to provide for PTC & CTC (centralized traffic control) Back Office functionality

Interoperable Train Control Messaging (ITCM)

- Install/manage/monitor ITCM in hosted environment
- Software upgrades as required
- Full N-2 compatibility
- Creation, deployment, and integration of ITCM Onboard Image

PTC Back Office System/Mobile Device Manager/Client Admin/Database and Computer Aided Dispatch/Train Management Dispatching Software Applications

- Install/manage/monitor PTC BOS/CAD Dispatch Applications in hosted environment
- Perform/oversee software upgrades as required
- Full N-2 compatibility
- Support to properly establish locomotive cellular communication paths
- Maintain hosted software at N-2 interoperability (as provided by software vendors)
- Provide 24/7 monitoring and support for all hosted infrastructure and software
- Provide secured, limited internet connections between RCC (Railroad Control Center), BRCC (Backup Railroad Control Center), and geographically-redundant data center spaces
- 24/7/365 support desk for PTC related troubleshooting

PROCUREMENT

Trinity Metro’s Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State and Trinity Metro procurement requirements.

Item Title: Regional PTC Hosting Services

FINANCING

Funds are available in the TEXRail FY23 operating budget. Future contract terms will be budgeted in the appropriate annual operating budgets and approved through the annual operating budget process.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a five year contract with Herzog Technologies, Inc. (HTI) in the amount of \$6,447,330.38 with a 10% contingency of \$644,733.04 for a total not to exceed amount of \$7,092,063.42.

STAFF DISPOSITION

Jon-Erik Arjanen

June 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE

BOARD ACTION ITEM

Item Number: BA2023-39

Meeting Date: June 20, 2023

Item Title: Approval of Contract Modification to the Regional Commuter Rail Operations and Maintenance Contract for Additional Scope of Work for the Silver Line Operations Support During Pre-Revenue and Other Project Support Activities

BACKGROUND

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

Approval of this contract modification will pay for and allow Herzog Transit Services, Inc. (HTSI), under the TRE Operations and Maintenance Contract, to provide operations support to the DART Silver Line during pre-revenue service activities and other support activities. Beginning in 2023, DART Silver Line vehicles will arrive in the Dallas area and will require qualified operators and support personnel to perform vehicle movements for delivery, staging, signaling and positive train control (PTC) systems testing, end-to-end testing and continuation of pre-revenue operations and data gathering for PTC system, simulated service demonstration, and maintenance activities.

The scope of work will also consist of the following items for the period from notice-to-proceed to September 30, 2025.

- Coordinate with others for DART Silver Line vehicle operation
- Storage, testing, and maintenance
- Option to furnish and install yard track at other locations to store DART Silver Line vehicles

On September 22, 2015 (Resolution No. 150102), the DART Board of Directors authorized the award of a contract to Herzog Transit Services, Inc. (HTSI) for the provision of TRE commuter rail operation services between Dallas and Fort Worth. Pursuant to Section 2.4 of the Second Restated Interlocal Cooperative Agreement by and between DART and Trinity Metro for the Operation and Development of the TRE, dated April 13, 2021 (Resolution No. 210043), DART is acting as the procurement agency on behalf of Trinity Metro and TRE for this contract.

PROCUREMENT

The Trinity Metro Procurement Department concurs that DART has followed its procurement policies and procedures for this purchase and that it complies with applicable Federal and State procurement requirements. The pricing for the increased funding is fair and reasonable.

FINANCING

This contract modification for the DART Silver Line operations support is included in the DART Silver Line project budget of the FY 2023 Capital Budget. Sufficient funding for this contract modification in the amount of \$40,248,247.00 is included in both the DART Silver Line project budget and the DART Silver Line Capital line item of the FY 2023 Twenty-Year Financial Plan. The contract modification cost will be covered at 100% by DART.

Item Title: Approval of Contract Modification to the Regional Commuter Rail Operations and Maintenance Contract for Additional Scope of Work for the Silver Line Operations Support During Pre-Revenue and Other Project Support Activities

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to execute a contract modification for the Regional Commuter Rail Operations and Maintenance contract with Herzog Transit Services, Inc. (HTSI) [Contract No. C-2005858-01], to increase the amount by \$39,494,047.00 for the additional scope of work for the DART Silver Line operations support during pre-revenue and other support activities, plus a 2% contingency of \$754,200.00, for an adjusted authorized amount not to exceed \$40,248,247.00, for a new total contract amount not to exceed \$381,664,496.00.

STAFF DISPOSITION

Jon-Erik Arjanen

June 5, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE