

~ NOTICE OF MEETING ~
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
2910 East Fifth Street Austin, TX 78702

~ Agenda ~

Board Liaison Ed Easton
512-369-6040

Monday, April 22, 2019

12:00 PM

Capital Metro Board Room

I. Pledge of Allegiance

II. Safety Briefing

III. Public Comment:

IV. Advisory Committee Updates:

1. Update on the Customer Satisfaction Advisory Committee (CSAC)
2. Update on the Access Advisory Committee (AAC)

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee
3. CAMPO update

VI. Consent Items

1. Approval of Minutes from the March 13, 2019 Public Hearing and March 25, 2019 Board Meeting.
2. Approval of a resolution appointing David Shapiro to the Customer Satisfaction Advisory Committee.
3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with ADS System Safety Consulting for Safety & Security Certification management services for the Downtown Station Project and future construction projects. The contract is for a two (2) year base period for \$383,041 and three (3) one-year options for \$566,174, for a total contract value not to exceed \$949,215.
4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, extending the termination date to November 22, 2023.

VII. Action Items:

1. Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Gillig, LLC., to purchase up to 29 clean diesel transit buses, in an amount not to exceed \$15,537,069.
2. Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Proterra, Inc., to purchase up to 10 battery electric transit buses and related equipment in an amount not to exceed \$11,162,455.
3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with HNTB to provide Blue Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for an eleven month base period for \$3,930,510, an option for additional engineering studies within the eleven month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed \$10.9 million.
4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Modern Railway Systems for the design and construction of a railroad signal system and new positive train control elements associated with a new second mainline track along the MetroRail Red Line, from Plaza Saltillo Station to IH35, for \$2,867,948, plus \$573,589 (20%) contingency, for a total not to exceed amount of \$3,441,537 for this modification, bringing the total board authorized amount on this contract to \$70,140,303.04.
5. Approval of a resolution authorizing the President & CEO, or his designee, to implement the August 2019 Service Changes.
6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SpawGlass to remodel the Capital Metro administrative annex facility located at 624 Pleasant Valley, in an amount not to exceed \$1,235,176.
7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Canon Solutions America, Inc. for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,212,471.

VIII. Reports:

1. Project Connect Monthly Update - April 2019
2. President's Report

IX. Items for Future Discussion:

X. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: *Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Rita Jonse; Ann Kitchen, Jeffrey Travillion and Pio Renteria.*

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.

***Capital Metropolitan Transportation Authority
Board of Directors***

***MEETING DATE: 04/22/2019
(ID # 4375)
March 2019 Meeting Minutes***

Approval of Minutes from the March 13, 2019 Public Hearing and March 25, 2019 Board Meeting.



CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS PUBLIC HEARING

2910 East Fifth Street Austin, TX 78702

~ MINUTES ~

Board Liaison Ed Easton
512-369-6040

Wednesday, March 13, 2019
12:00 PM

12:37 PM Meeting Called to Order
01:05 PM Meeting Adjourned

I. Presentations:

1. Proposed June 2019 Service Changes

Director of Service Planning Roberto Gonzalez presented the Proposed June 2019 Service Changes.

Roberto gave a broad overview of the Cap Remap results from the June 2018 changes and resulting increased ridership. This year's changes represent further fine tuning of those larger changes. Many are also the result of lower ridership while schools are out for the summer. We also need to make some minor changes to routes in and around the new Westgate Transit Center and adjustments to the Route 470 in Manor to transition to a new Pickup-style on-demand service. By working with Travis County we will be able to provide service outside the main service area.

Finally, Roberto highlighted the disruption to MetroRail service that will occur during construction of the new Downtown Station. A bus shuttle will provide service between Plaza Saltillo and Downtown starting in June. President Clarke commented that the team is working on a complete service plan to further mitigate this loss of service.

II. Public Comment:

Zenobia Joseph, citizen, displayed a slide and spoke about northeast Austin bus routes, asking that Route 392 be restored to the Arboretum. She has submitted an ADA complaint to the Department of Transportation about safe access to bus stops in the area near the Craigwood neighborhood where there is not a continuous sidewalk or pedestrian-friendly shoulder. She also asked for restoration of the Route 240.

Attachment: 190313 Public Hearing Minutes (4375 : March 2019 Meeting Minutes)

III. Items for Future Discussion:

IV. Adjournment

ADA Compliance

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BOARD OF DIRECTORS: *Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Rita Jonse; Ann Kitchen, Jeffrey Travillion and Pio Renteria.*

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**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
2910 East Fifth Street Austin, TX 78702**

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

**Monday, March 25, 2019
12:00 PM**

**12:13 PM Meeting Called to Order
2:16 PM Meeting Adjourned**

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management and Safety Gardner Tabon presented the monthly briefing. This month's briefing focused on distracted driving and the myth of multitasking while driving.

III. Recognition

Janet Allen from the Transit Empowerment Fund (TEF) spoke and marked the recent 5 million ride milestone for rides taken under this pass program.

IV. Public Comment:

Gus Pena, President of Veterans for Progress, commented on the termination of an employee without pay, but did not mention the employee's name or employer. He also spoke of the difficulties getting to the new VA clinic on transit. He urged the board to cherish the drivers.

(After Action Item #1) Zenobia Joseph, citizen, asked for Route 392 to be restored to the Arboretum. She also raised the issue of pedestrian safety while walking to bus stops, and the lack of sidewalks to many stops. She also says the seniors along the 392 are being asked to walk a further distance and have less access to shopping than seniors in other areas.

V. Advisory Committee Updates:

1. Update on the Customer Satisfaction Advisory Committee (CSAC)

Yannis Banks from Community Involvement presented the report.

This month the committee discussed Cap Remap feedback; the Norwood Walmart project and transit access; and upcoming transit innovation zones. The committee is going to try moving their next meeting to the Project Connect office downtown.

2. Update on the Access Advisory Committee (AAC).

Yannis Banks from Community Involvement presented the report.

This month the committee heard a presentation on the new Westgate Transit Center; updates on stops that have recently been made more accessible; future innovation zones; and stop announcements on fixed-route buses.

VI. Board Committee Updates:

1. Finance, Audit and Administration Committee

Attachment: 190325 Board Meeting Minutes (4375 : March 2019 Meeting Minutes)

Chair Mitchell provided the report. The committee met on March 13th and recommended the approval of the Fare Collection Consulting Services contract on today's agenda, and heard an Internal Audit update.

2. CAMPO update

Board member Mitchell relayed that CAMPO did not meet this month.

VII. Consent Items

1. Approval of Minutes from the February 25, 2019 Board Meeting
2. Approval of a resolution authorizing the President & CEO, or his designee, to execute a task order contract with Four Nines Technologies to provide Fare Collection Consulting Services for a base period of five years in an amount not to exceed \$950,000.

VIII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to implement the June 2019 Service Changes.

Executive Vice President of Planning and Development Todd Hemingson presented this item.

Todd gave a presentation with a summary of the changes. Most of these changes represent adjustments to the larger changes made under Cap Remap or service-level adjustments to school services. We are also anticipating the opening of the new Westgate Transit Center, and making a change to the Route 470 in Manor to create a new on-demand service. By working with Travis County we will be able to provide service outside the main service area.

Todd also discussed the disruption to MetroRail service that will occur during construction of the new Downtown Station. From roughly June to October a bus shuttle will provide service between Plaza Saltillo and Downtown. We expect some ridership decline on rail while this disruption is occurring.

Board member Travillion encouraged the planning team to reach out and both attend school PTA meetings and use public radio and minority media when publicizing the new Manor service.

Board member Kitchen asked for more information about public feedback received for these changes, including the Westgate Transit Center. Todd replied that he believed the feedback was minimal but would follow up.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Eric Stratton, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Cooper, Kitchen, Jonse, Travillion, Stratton
AWAY:	Garza
RECUSED:	Renteria

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Flowbird to provide Ticket Vending Machines (TVMs) for a base period of one year with nine optional one-year periods plus a ten percent (10%) contingency in an amount not to exceed \$4,926,486.

CFO Reinet Marneweck presented this item.

Reinet gave a brief presentation on overall fare strategy and the ticket vending machines that would be purchased under this agreement. This is a state of good repair project, to replace machines that

are twelve years old and are out of PCI compliance. These machines are by the same manufacturer and will be in some ways very similar to the machines used to purchase street parking in the city of Austin. Parkeon dba Flowbird has extensive transit experience across the world. Reinet also reviewed pricing on the model chosen and a project timeline.

Board member Stratton commented on some of the difficulties of using the current TVMs and asked about the lifespan and maintenance of the new machines.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Eric Stratton, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Cooper, Kitchen, Jonse, Renteria, Travillion, Stratton
AWAY:	Garza

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with AECOM to provide Orange Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for a base period of one year with one option period of two years plus one option period of one year in the amount as follows: one (1) base year for a total not to exceed amount of \$5,082,528.34 plus 10% contingency in the amount of \$508,252.83 for a not exceed amount of \$5,590,782 for the base period; and one (1) two-year plus one (1) one-year options with a value not to exceed \$12,048,640.

Project Connect Program Officer Dave Coach presented this item, which included his later agenda item - the Project Connect update.

Dave gave an overview of the Orange Line timeline, the details of this procurement, and the federal process. There will be an Orange Line pre-scoping Open House on April 8th.

A similar process is being followed for the Blue Line PE/NEPA contract. That should be awarded at the April board meeting. Additional Project Connect components/contracts will follow. Dave also reviewed the Public Involvement Plan and finalizing the dashboard that will display involvement metrics.

Chair Cooper asked for clarification of some language in the resolution itself. Board member Kitchen asked for further clarification on the timing of the approval of the Locally Preferred Alternative (LPA) and timing of the approval of the BRT components of the project. She also asked about the timeline for completion of the analysis for Park & Ride projects under the plan, and how the contractors will participate in the public involvement process.

Board member Stratton asked about exercising the option for Phase II portion of this contract. President Clarke clarified that once the board approves an LPA the agency will continue to move forward with this contract in place.

Board member Travillion asked if the contract's DBE/SBE information could be further broken out with gender and ethnicity classification.

RESULT: ADOPTED [7 TO 0]
MOVER: Eric Stratton, Board Member
SECONDER: Sabino Renteria, Board Member
AYES: Mitchell, Cooper, Kitchen, Jonse, Renteria, Travillion, Stratton
AWAY: Garza

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with CDW Government LLC to acquire workstation technology in an amount not to exceed \$300,000.

Interim Chief Information Officer Jane Schroter presented this item.

This contract will replace out of life-cycle equipment and components.

Board member Travillion asked whether we had ever compared the cost of leasing this equipment vs. purchasing. Jane responded that Finance had run the analysis on this contract and concluded that purchasing was a better option for the agency.

RESULT: ADOPTED [7 TO 0]
MOVER: Jeffrey Travillion, Board Member
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Jonse, Renteria, Travillion, Stratton
AWAY: Kitchen

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Muñoz Concrete and Contracting, Inc. for the installation of shelters, benches, litter containers and related improvements at 125 bus stops for \$2,964,979 plus a 25% contingency for a total amount not to exceed of \$3,706,224.

Vice President of Capital Projects Ken Cartwright presented this item.

These improvements would be installed at 125 bus stops to fulfill our service standard that calls for additional amenities at stops with greater than 50 boardings a day. Stops that serve more than 5 routes (15 locations) will also have previously-procured e-Paper displays and to-be-procured in the future solar lighting installed under this contract.

Board member Stratton asked about amenity upgrades for the stop at 15th and Colorado and whether that stop was included.

Board member Garza asked about flexibility under the service standards to provide amenities at stops that don't meet the thresholds under special circumstances.

During the presentation of the next Action Item (#6) Board member Stratton raised a question about the contingency amount for this contract -- whether it was Capital Metro's practice to include contingency to cover unforeseen costs (as in Action Item 6) or for extra items that could be covered under the same contract (as Ken suggested for this item). Ken replied that the normal practice was to use contingency for unforeseen circumstances, and that this contract was unique. President Clarke explained that in this case the better term for the additional money might have been "reserve", since the money would first be used to cover cost overruns under the original scope and only then be used to fund further stops.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rita Jonse, Board Member
SECONDER: Ann Kitchen, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

6. Approval of a resolution authorizing the President & CEO, or his designee, to amend the Muñiz Concrete & Contracting, Inc. contract #200300 to increase contingency funding by \$147,750 for the construction of additional MetroRapid stations for a not to exceed total contract amount of \$1,846,874.

Vice President of Capital Projects Ken Cartwright presented this item.

This additional contingency is needed to cover construction expenses that were higher than expected due to underground utilities. There is a water line at the station at North Lamar and North Loop that is much shallower than expected that will need to be protected.

RESULT: ADOPTED [7 TO 0]
MOVER: Jeffrey Travillion, Board Member
SECONDER: Eric Stratton, Board Member
AYES: Mitchell, Cooper, Garza, Jonse, Renteria, Travillion, Stratton
AWAY: Kitchen

7. Approval of a resolution authorizing the President & CEO, or his designee, to execute a task order contract with McGray and McGray Land Surveyors for Real Property Surveying Services for three (3) base years with two (2) options years in an amount not to exceed \$2,955,000.

Vice President of Real Estate and Property & Asset Management Shanea Davis presented this item.

Board member Stratton asked if we had ever considered hiring staff who could perform these services, since there appears to be a frequent need. Shanea and President Clarke explained that the use of surveyors ebbs and flows greatly depending on what projects are ongoing.

RESULT: ADOPTED [7 TO 0]
MOVER: Delia Garza, Vice Chair
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Jonse, Renteria, Travillion, Stratton
AWAY: Kitchen

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Apollo Video Technology for the installation of a High Definition (HD) video system in 16 Capital Metro police vehicles for an amount not to exceed \$168,854.

Director of Security Darryl Jamail presented this item.

Board member Travillion asked whether the officers have bodycams when they exit their vehicles. Darryl explained that as all of our officers are also APD officers, they are required to wear their APD bodycams, and that we have an agreement in place with them to share that video if the need arises.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Delia Garza, Vice Chair
SECONDER: Eric Stratton, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

9. Approval of a resolution to rescind Board Resolution, CMTA 2014-84 Installing or Modifying At-Grade Railroad Crossing Warning Systems Located on Capital Metro Rail which was adopted by a resolution of the Board of Directors as it is an internal operating procedure that does not require approval by the Board of Directors for future actions and amendments.

Vice President of Rail Operations Dave Dech presented this item.

When this resolution was adopted our rail line was fairly new, and the board at that time wished to have greater oversight over contractors who worked on the rail line. Rescinding this resolution would allow municipalities along the rail line to work directly with contractors who have prior approval from Capital Metro, with full oversight and approvals throughout the construction process. This will simplify the budgeting both for Capital Metro and the municipality, allow work to be completed more quickly, and not result in compromised safety or oversight. Previously we had to budget for the work to be done and then be reimbursed by the municipality after it was complete.

Board member Travillion asked about which contractors might qualify for this type of work. President Clarke clarified that contractors must have passed rigorous safety and Federal Railroad Administration requirements. Contractors will be chosen by the municipality, not Capital Metro.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eric Stratton, Board Member
SECONDER: Rita Jonse, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract for the Printing of System Maps to Richmond Printing in an aggregate not to exceed \$807,500, for one (1) base year plus four (4) one option years.

Vice President of Marketing and Communications Brian Carter presented this item.

Despite increase availability of digital information, the system map remains a very popular piece of collateral.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eric Stratton, Board Member
SECONDER: Ann Kitchen, Board Member
AYES: Mitchell, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

IX. Discussion Items

1. Project Connect Update

This update was included with earlier Action Item #3.

X. Reports:

1. President's Report

President Clarke presented his monthly report.

Included this month were Capital Metro's receipt of the Texas Transit Association 2019 Metropolitan Transit System of the Year award; a wrap-up of 2019 SXSW service; APTA's upcoming "Get on Board" day (4/25); and Transit Driver Appreciation Day.

XI. Items for Future Discussion:

XII. Adjournment

ADA Compliance

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***Capital Metropolitan Transportation Authority
Board of Directors***

***MEETING DATE: 04/22/2019
(ID # 4374)***

CSAC Appointment - David Shapiro

Approval of a resolution appointing David Shapiro to the Customer Satisfaction Advisory Committee.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-1027)
CSAC Committee Appointment**

SUBJECT:

Approval of a resolution appointing David Shapiro to the Customer Satisfaction Advisory Committee.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. High Quality Customer Experience

Strategic Objectives:

1.3 Net Promoter Score /Customer Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:

The Customer Satisfaction Advisory Committee (CSAC) provides valuable insight and recommendations to the Board of Directors to assist in making riding Capital Metro services safe, reliable, and accessible.

BUSINESS CASE:

Does not apply.

COMMITTEE RECOMMENDATION:

This agenda item will be presented to the full board on April 22, 2019.

EXECUTIVE SUMMARY:

Pursuant to Section 451.107, Texas Transportation Code, and the Capital Metro Board of Directors Bylaws, the Board of Directors established the Customer Satisfaction Advisory Committee as part of a comprehensive community involvement strategy to provide input to the Board of Directors on decisions that affect the Authority.

Based on a recommendation from the Capital Metro President/CEO each member of the Board of Directors appoints one member of the committee with the exception of the Chair who appoints two members. At this time, Board Member Pio Renteria recommends David Shapiro as his appointee to fill the vacant position on CSAC.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Community Engagement

Attachment: Resolution-AI-2019-1027 (4374 : CSAC Appointment - David Shapiro)



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

**RESOLUTION (ID # AI-2019-1027)
CSAC Committee Appointment**

WHEREAS, the Capital Metropolitan Transportation Authority board of directors and Capital Metro are committed to successful and meaningful public involvement; and

WHEREAS, the Capital Metropolitan Transportation Authority board of directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made; and

WHEREAS, there exists a need to fill a vacant position on the Customer Satisfaction Advisory Committee (CSAC).

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that David Shapiro is named to CSAC to serve a term concurrent with the term of Board Member Pio Renteria.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2019-1027 (4374 : CSAC Appointment - David Shapiro)

Safety and Security Certification Management

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with ADS System Safety Consulting for Safety & Security Certification management services for the Downtown Station Project and future construction projects. The contract is for a two (2) year base period for \$383,041 and three (3) one-year options for \$566,174, for a total contract value not to exceed \$949,215.

Capital Metropolitan Transportation Authority**MEETING DATE: 4/22/2019****Board of Directors****(ID # AI-2019-1012)****Safety & Security Certification Management Contract - Downtown Station Project****SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with ADS System Safety Consulting for Safety & Security Certification management services for the Downtown Station Project and future construction projects. The contract is for a two (2) year base period for \$383,041 and three (3) one-year options for \$566,174, for a total contract value not to exceed \$949,215.

FISCAL IMPACT:

Funding for the base contract years is available in the FY2019 Capital Budget. Funding for future years will be included in future year's operating budgets.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- 1.High Quality Customer Experience,
- 3.Sustainability

Strategic Objectives:

- 1.5 Injury Rate, 3.7 Adherence to Safety Management Systems

EXPLANATION OF STRATEGIC ALIGNMENT:

The Safety & Security Certification consultant will provide critical technical assistance to advance the implementation of the Safety & Security Certification Program, which is a segment of the Safety Management Systems Program for the Downtown Station Project.

BUSINESS CASE:

As a part of Capital Metro's Safety Management Systems approach to safety, and Safety Assurance, the Downtown Station Project, encompassing the removal of the current station, construction of a new station, construction of new tracks, signals, and more, will undergo a certification process which supports the consideration of safety and security objectives during all activities of the dynamic and evolving project management process; reducing or eliminating safety- and security-related risk.

COMMITTEE RECOMMENDATION:

This agenda item was presented and is recommended for approval by the Operations, Safety and Planning Committee on April 10, 2019.

EXECUTIVE SUMMARY:

Safety is a core value of Capital Metro's. Capital Metro has embarked on the construction of a new station in downtown Austin, which will introduce new station platforms, tracks, signals and related components. In an effort to ensure the very best



safety-related outcomes for our customers, general public, employees and service provider. We desire to implement a proven approach in the transit industry – Safety and Security Certification Management. **The Safety and Security Certification Management process** addresses conditions that could result in harm – whether unintentional (safety) or intentional (security). Application of safety and security certification promotes an informed management decision-making process in project design, construction, testing, and initiation into revenue service.

DBE/SBE PARTICIPATION:

No SBE goal is assigned to this procurement. SBE participation is encouraged and the prime contractor is committed to the following.

Prime Contractor	Race/Gender	Services/Products	SBE Commitment
Prime contractor is a SBE (DBE)	Black Male	Self-performing	100%

PROCUREMENT:

On January 15, 2019, an RFP was issued and formally advertised. By the closing date of March 6, 2019, six (6) proposals were received. The submittals were evaluated based on the following factors:

- i. The qualifications of the Project Team members.
- ii. The firm's qualifications, relevant work experience and past performance on projects of a similar size, scope, complexity and nature.
- iii. Methodology and quality of the work plan proposed to meet project objectives.

On March 14, 2019 the evaluation team came to the unanimous consensus to request Final Proposal Revisions (FPRs) from all six (6) firms. All six (6) firms submitted FPRs by the due date of March 29, 2019. The evaluation team met on April 4, 2019 and came to the unanimous consensus to recommend ADS System Safety Consulting for contract award. The proposal from ADS System Safety Consulting was rated the highest, all factors considered. Capital Metro negotiated and finalized pricing based on cost and market evaluation of the hourly rates, overhead, and profit for similar services. The contract will be a single award task order contract, for a 2-year base period, with three 1-year options, for a not-to-exceed amount of \$949,215.

RESPONSIBLE DEPARTMENT: Safety



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

RESOLUTION (ID # AI-2019-1012)

Safety & Security Certification Management Contract - Downtown Station Project

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide its customers, general public, employees, and service providers with the safest possible environment; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to construct a new downtown station, add two tracks, signals, and related infrastructure.

NOW, THEREFORE, BE IT RESOLVED, by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO or his designee, is authorized to finalize and execute a contract with ADS System Safety Consulting for a (2) two-year base period, with three (1) one -year options, for a not-to-exceed amount of \$949,215.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2019-1012 ver2 (4371 : Safety and Security Certification Management)

Safety and Security Certification

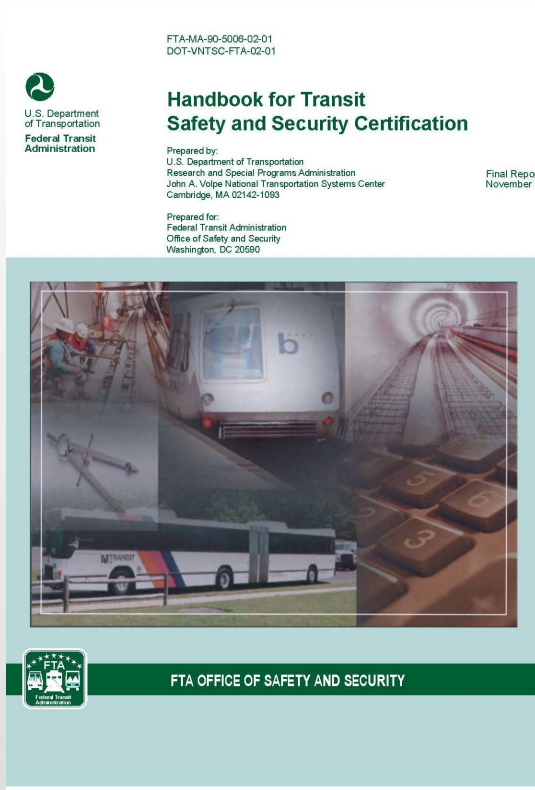
*Board of Directors
Operations, Planning, and Safety Committee
Overview*

1

capmetro.org | Gardner Tabon – VP, Chief Safety Officer



Safety & Security Certification



- Background
- What it is
- Transit Agency Commitment

SSC Process



Conclusion

- Industry best-practice
- Collaborative, safety assurance effort
- Reduce or eliminate negative exposure to CMTA
- Reduce or eliminate accidents and incidents
- Public perception, trust, confidence
- Reduce or eliminate unnecessary construction-time or future cost to CMTA

Existing Bus Stop Accessibility ILA Modification

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, extending the termination date to November 22, 2023.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-994)**

Bus Stop Accessibility Interlocal Agreement Date Extension

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, extending the termination date to November 22, 2023.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

- 1. High Quality Customer Experience
- 4. Valued Community Partner

STRATEGIC OBJECTIVES:

- 1.4 Customer Satisfaction
- 1.6 Capital Projects Performance
- 4.5 Organizational Partner Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:

The continuation of this ILA will allow Capital Metro to design, build and implement accessible bus stops and connecting sidewalks in partnership with the City of Austin in the Capital Metro service area.

BUSINESS CASE:

The current ILA established a partnership between the City of Austin and Capital Metro which provides for the construction of new accessible bus stops and sidewalks up to the termination date. Continuing this partnership is mutually beneficial to Capital Metro and the City of Austin and strengthens both agencies' ability to meet the accessibility needs of the community. Funding for the projects completed through this agreement is included in each agency's capital project budget.

COMMITTEE RECOMMENDATION:

This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee Meeting on April 10, 2019.

EXECUTIVE SUMMARY:

Capital Metro and the City of Austin entered into an ILA on September 14, 2011. This ILA allowed Capital Metro to partner with the City of Austin for the cooperative development and construction of accessible sidewalks and associated pedestrian improvements at and near Capital Metro bus stops. The current ILA will terminate on May 22, 2019, but it is the desire of both entities to continue the agreement and extend



the partnership through November 22, 2023. Funding for projects completed under this ILA is included in previously approved project budgets for the City of Austin. There is no funding action required for this Second Amendment approval.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Capital Projects



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-994)

Bus Stop Accessibility Interlocal Agreement Date Extension

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to approve a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, which will extend the termination date to November 22, 2023; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to continue this ILA, allowing Capital Metro to design, build and implement accessible bus stops and connecting sidewalks in partnership with the City of Austin in the Capital Metro service area.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a Second Amendment to the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin, extending the termination date to November 22, 2023.

Date: April 22, 2019

**Secretary of the Board
Eric Stratton**

Attachment: Resolution-AI-2019-994 (4361 : Existing Bus Stop Accessibility ILA Modification)

City of Austin Interlocal Agreement (ILA) Date Extension

Accessibility and Sidewalks ILA

City of Austin ILA

ILA Overview:

- Partnership with City established in 2011 to integrate bus stop and accessibility improvements
- Completed ~800 Bus Stop and Accessibility Projects
- Agreement allows for quick implementation of projects leveraging City contractor
- Through this agreement have completed \$7.3 million in projects to date
- Anticipate completing additional \$4.5 million in projects through end of agreement.

Past Projects Under Current ILA

North Hills at Village Center



westbound

MLK at Perez



westbound

Cap Remap Improvements under ILA

38th and Half Street at Red River



City of Austin ILA

Upcoming Projects:

- New bus stop improvements post Cap Remap
- Sidewalk connectivity/accessibility improvements
- Bus Stops, sidewalks for future services changes
- Other bus stop improvement projects

Thank You

Questions?

**SECOND AMENDMENT
TO THE
BUS STOP ACCESSIBILITY SIDEWALK PROJECT
INTERLOCAL COOPERATION AGREEMENT
BY AND BETWEEN
THE CITY OF AUSTIN AND CAPITAL METRO**

This Second Amendment (this “**Amendment**”) to the Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement is made by and between the City of Austin, Texas (the “**City**”) and Capital Metropolitan Transportation Authority (“**Capital Metro**”), a political subdivision of the State of Texas organized under Chapter 451 of the Texas Transportation Code. The City and Capital Metro are referred to in this Amendment individually as a “**Party**” and collectively as the “**Parties.**”

RECITALS

- a. Capital Metro and the City entered into that certain Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement dated effective as of September 14, 2011 (as amended, the “**ILA**”) for the cooperative development and construction of accessible sidewalks and associated pedestrian improvements at and in the vicinity of Capital Metro bus stops on its Fixed Route Bus Transportation (hereinafter referred to as the “**Project**”).
- b. The Parties subsequently entered into that certain First Amendment to Bus Stop Accessibility Sidewalk Project Interlocal Cooperation Agreement, dated effective as of May 22, 2013 (the “**First Amendment**”) to provide for an agreement extension and additional funding for the Project.
- c. On November 15, 2017, the Capital Metro Board of Directors approved Resolution No. AI-2017-604 (the “**Resolution**”), which clarified and confirmed the termination date of the ILA to be May 22, 2019.
- d. The Parties presently desire to amend the ILA to provide for an agreement extension through November 22, 2023

NOW, THEREFORE, in consideration of the foregoing and the mutual promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to amend the ILA as follows:

1. Additional Term. Subject to the availability of funding, the ILA will automatically renew from year to year for a term of four-and-a-half (4.5) years terminating on November 22, 2023, unless sooner terminated by the Parties.

2. Effect of Amendment. Except as expressly provided herein, all other provisions of the ILA are incorporated into this Amendment, remain unchanged, are in full force and effect, and are ratified and affirmed by the Parties. By their execution and delivery of this Amendment neither Party waives or releases any default hereunder.
3. Conflict. If there is a conflict between the terms of the ILA and the terms of this Amendment, the terms of this Amendment will control.
4. Capitalized Terms. Capitalized terms used in this Amendment and not otherwise defined have the meanings assigned to them in the ILA.
5. Entire Agreement. This Amendment together with the ILA, represents the entire agreement between the Parties concerning the subject matter of this Amendment and supersedes any and all prior or contemporaneous oral or written statements, agreements, correspondence, quotations and negotiations.
6. Effective Date. This Amendment is entered into on the date of the last Party to sign (the “**Execution Date**”) and is expressly made retroactive to May 22, 2019 (the “**Effective Date**”), with the same force and effect as if executed on that date.

IN WITNESS WHEREOF, this Amendment is hereby accepted and agreed to by the following representatives of each Party who are duly authorized to bind the Parties:

Capital Metropolitan Transportation Authority

By: _____

Randy Clarke

President/CEO

Date: _____

Approved as to form:

By: _____

City of Austin

By: _____

Name:

Title:

Date: _____

Approved as to form:

By: _____

***Capital Metropolitan Transportation Authority
Board of Directors***

***MEETING DATE: 04/22/2019
(ID # 4369)
Transit Bus Replacements***

Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Gillig, LLC., to purchase up to 29 clean diesel transit buses, in an amount not to exceed \$15,537,069.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-1005)
Transit Bus Replacements**

SUBJECT:

Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Gillig, LLC., to purchase up to 29 clean diesel transit buses, in an amount not to exceed \$15,537,069.

FISCAL IMPACT:

Funding for this action is in the FY2020 CIP.

STRATEGIC PLAN:

3. Sustainability

Strategic Objectives:

3.6 Adherence to State of Good Repair Program

EXPLANATION OF STRATEGIC ALIGNMENT:

This item will allow for the replacement of transit buses used on fixed route services. These buses have exceeded their useful life and need replacement to maintain a state of good repair.

BUSINESS CASE:

To maintain a state of good repair of the bus fleet, Capital Metro establishes a fleet plan for scheduled replacement of vehicles. This item will allow for replacement of up to 29 vehicles under that plan. The buses being retired have exceeded their scheduled useful life.

COMMITTEE RECOMMENDATION:

This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on April 10, 2019.

EXECUTIVE SUMMARY:

The Capital Metro fleet plan calls for the scheduled replacement of transit vehicles that have reached or exceeded their useful life. The Federal Transit Administration requires federally funded vehicles to be kept in service for a minimum of 12 years and this contract will allow for the replacement of up to 29 buses that will have exceeded 18 years of service at their retirement. This contract is for a base order of 23 clean diesel buses, with options for up to six more of the same vehicle.

DBE/SBE PARTICIPATION:

DBE goals do not apply, as this solicitation requires a Transit Vehicle Manufacturer Certificate (TVM).

PROCUREMENT:



The contract will utilize the Commonwealth of Virginia Contract No. E194-75548 MA2274 with Gillig, LLC. for Diesel Transit Buses.

Commonwealth of Virginia awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using Commonwealth of Virginia contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Gillig Diesel Transit Buses was determined to be fair & reasonable by the Commonwealth of Virginia during its solicitation and award process.

The following is Gillig, LLC., pricing per their Commonwealth of Virginia contract:

Description	Quantity	Unit Price	Total
BASE ORDER: 40-FT Diesel Transit Buses	23	\$535,761.00	\$12,322,503.00
OPTION ORDER – 40-FT Diesel Transit Buses	6	\$535,761.00	\$3,214,566.00
Grand Total for Base and Option Order:			\$15,537,069.00

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Bus and Paratransit Services



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-1005)

Transit Bus Replacements

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to maintain their fleet in a state of good repair; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to replace life-expired vehicles.

NOW, THEREFORE, BE IT RESOLVED that the President & CEO, or his designee, is authorized to finalize and execute a contract with Gillig, Inc. to purchase up to 29 clean diesel transit buses, in an amount not to exceed \$15,537,069.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2019-1005 (4369 : Transit Bus Replacements)

Transit Bus Purchases

April 22, 2019

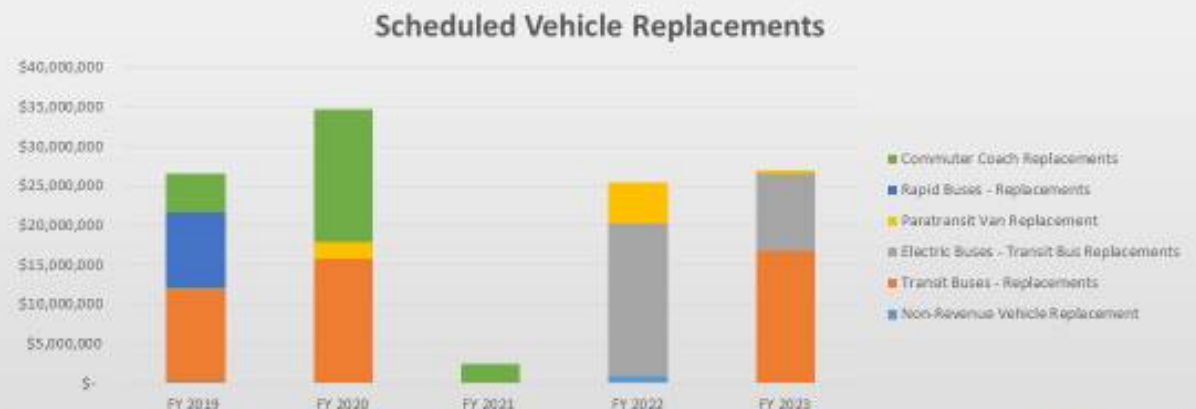
Capital Metro Board Meeting

Fleet Plan

- Overall fleet plan reviewed annually during budget development.
- FY19 to FY23 Capital Improvement Plan (CIP) is first to include Battery Electric Buses

State of Good Repair

- Transit Asset Management Plan designates the useful life by vehicle type
 - Scheduled to be compliant at end of FY20
 - Ongoing scheduled replacements are key



Transit Bus Replacements – FY2020

- FY18 and FY19 have included preparatory work to prepare for Battery Electric Buses
- Fleet plan requires replacement of 33 transit buses in FY20.
- Final purchases quantity depends on grant funding
 - Electric Buses: 4 base + 6 if grant awarded
 - Diesel Buses: 23 base + 6 if grant not awarded



Agenda Items for Consideration

- Gillig Diesel Bus



Agenda Items for Consideration

- Proterra Battery Electric Bus



**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 04/22/2019
(ID # 4370)**

Transit Bus Electric Replacements

Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Proterra, Inc., to purchase up to 10 battery electric transit buses and related equipment in an amount not to exceed \$11,162,455.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-999)
Transit Bus Replacement Electric Buses**

SUBJECT:

Approval of a resolution authorizing the President & CEO or his designee, to finalize and execute a contract with Proterra, Inc., to purchase up to 10 battery electric transit buses and related equipment in an amount not to exceed \$11,162,455.

FISCAL IMPACT:

Funding for four vehicles is in the FY2020 CIP. Funding for additional vehicles is subject to successful grant funding award.

STRATEGIC PLAN:

Strategic Goal Alignment:
3. Sustainability

Strategic Objectives:

3.6 Adherence to State of Good Repair Program

EXPLANATION OF STRATEGIC ALIGNMENT:

This item will allow for the replacement of transit buses used on fixed route services. These buses have exceeded their useful life and need replacement to maintain a state of good repair.

BUSINESS CASE:

To maintain a state of good repair of the bus fleet, Capital Metro establishes a fleet plan for scheduled replacement of vehicles. This item will allow for replacement of up to 10 vehicles under that plan. The buses being retired have exceeded their scheduled useful life.

COMMITTEE RECOMMENDATION:

This agenda item was presented and recommended for approval at the Operations, Safety and Planning Committee on April 10, 2019.

EXECUTIVE SUMMARY:

The Capital Metro fleet plan calls for the scheduled replacement of transit vehicles that have reached or exceeded their useful life. The Federal Transit Administration requires federally funded vehicles to be kept in service for a minimum of 12 years and this contract will allow for the replacement of up to 10 buses that will have exceeded 18 years of service at their retirement. This contract is for a base order of four zero emission battery-electric transit buses and related equipment, with an option for up to six more of the same vehicle. Funding for the optional six buses is dependent upon successful award of a grant application.

**DBE/SBE PARTICIPATION:**

DBE goals do not apply, as this solicitation requires a Transit Vehicle Manufacturer Certificate (TVM).

PROCUREMENT:

The contract will utilize the Georgia Department of Administrative Services State Contract No. 99999-001-SPD0000138-0007 with Proterra, Inc. for Electric Transit Buses.

Georgia Department of Administrative Services awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using Georgia Department of Administrative Services contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Proterra Electric Transit Buses was determined to be fair & reasonable by the Georgia Department of Administrative Services during its solicitation and award process.

The following is Proterra, Inc., pricing per their Georgia Department of Administrative Services contract:

Description	Quantity	Unit Price	Total
BASE ORDER: 40-FT Electric Transit Buses	4	\$1,069,476	\$4,277,904.00
Charging equipment, spare parts, training, etc.			\$467,695.00
Grand Total for Base Order:			\$4,745,599.00
OPTION ORDER: 40-FT Electric Transit Buses	6	\$1,069,476	\$6,416,856.00
Grand Total for Base and Option Order:			\$11,162,455.00

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-999)

Transit Bus Replacement Electric Buses

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to maintain their fleet in a state of good repair; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to replace life-expired vehicles; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the advantages of purchasing zero emission vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Proterra, Inc., to purchase up to 10 battery electric transit buses and related equipment in an amount not to exceed \$11,162,455.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2019-999 (4370 : Transit Bus Electric Replacements)

Contract for Project Connect Blue Line

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with HNTB to provide Blue Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for an eleven month base period for \$3,930,510, an option for additional engineering studies within the eleven month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed \$10.9 million.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-995)
Blue Line Engineering Design**

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with HNTB to provide Blue Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for an eleven month base period for \$3,930,510, an option for additional engineering studies within the eleven month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed \$10.9 million.

FISCAL IMPACT:

Funding for this action is available in the FY2019 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

4. Valued Community Partner

Strategic Objectives:

4.3 Project Connect Program Progress

EXPLANATION OF STRATEGIC ALIGNMENT:

The Blue Line consultant will be a member of team to advance the implementation of the Project Connect program. They will provide expertise in developing and screening alternatives and advancing environmental documentation and clearance for the proposed Blue Line.

BUSINESS CASE:

Project Connect is a multigenerational plan to improve transit throughout the region and allows Capital Metro to position the agency accordingly to handle future growth in the region. The Blue Line consultant team provides additional resources and expertise to bring Project Connect from the planning stage, through the environmental and preliminary engineering phases.

EXECUTIVE SUMMARY:

Capital Metro has embarked on an update to the long-term vision for the agency through Project Connect since 2016. Over the past two years, corridors have been identified to create a high-capacity transit system and numerous projects have been identified to help improve existing services and create new services. To advance the proposed Blue Line through Preliminary Engineering/NEPA the HNTB team will provide national expertise in similar programs and provide staff resources to execute selection of a Locally Preferred Alternative and Environmental documentation and clearance. Elements of work include: community engagement, environmental analysis,



preliminary engineering, and locally preferred alternative selection.

DBE/SBE PARTICIPATION:

The DBE goal is 10%. The contractor will exceed the goal utilizing the following DBE subcontractors.

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsive
Adisa Communications	Black Female	Engagement and Outreach	1.48%
Balcones Geotechnical, LLC	Caucasian Female	Geotechnical Services	0.75%
Civic Collaboration, LLC	Caucasian Female	Engagement and Outreach	4.10%
Cox Mclain Environmental Consultants, Inc.	Caucasian Female	Environmental Services	2.43%
Cross-Spectrum Acoustics, Inc.	Black Male	Noise and Vibration	0.31%
Cultural Strategies, Inc.	Hispanic Male	Engagement and Outreach	2.15%
K Friese and Associates	Caucasian Female	Civil Engineering	3.33%
Sunland Group, Inc	Caucasian Female	Public Involvement	1.58%
			16.13%

PROCUREMENT:

On February 14, 2019, a Statement of Qualifications was issued and formally advertised. By the closing date of March 14, 2019, two submittals were received. The submittals were rated based on the following factors:

- ☐ The qualifications, experience and past performance of the firm.
- ☐ The qualifications of the Project Team members.
- ☐ The offeror's references for similar projects and any national recognitions on Environmental Impact Statement (EIS) quality and/or streamlining from APTA or federal agencies (FHWA/FTA).
- ☐ The offeror's creative solution and demonstrated ability in addressing necessary scope items and proposing an achievable schedule to complete the EIS between Notice of Intent and Record of Decision in two years.
- ☐ The offeror's creative solution and demonstrated ability in addressing necessary scope items and proposing an achievable schedule to obtain a locally preferred alternative in February 2020 .

The submittal from HNTB Corporation was rated the highest qualified, all factors considered, and pricing was requested. The pricing proposal was negotiated and a final



amount was agreed upon which will reflect an eleven month base pricing of \$3,930,510, an option for additional engineering studies within the eleven month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed \$10.9 million.

RESPONSIBLE DEPARTMENT: Project Connect



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2019-995)
Blue Line Engineering Design**

WHEREAS, the Board of Directors has determined that Project Connect shall be advanced with Blue Line Preliminary Engineering/Environmental professional services by HNTB under this contract; and

WHEREAS, to provide continuous program support, options will be executed during the program.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors authorizes the President & CEO, or his designee, to finalize and execute a contract with HNTB to provide Blue Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for an eleven month base period for \$3,930,510, an option for additional engineering studies within the eleven month base period, a two year option period and an additional one year option period, plus a 20% contingency for a total amount not to exceed \$10.9 million.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2019-995 (4362 : Contract for Project Connect Blue Line)



projectconnect

New Transit Options for a Greater Austin



PROJECT CONNECT PROJECT DEVELOPMENT SCHEDULE

7.3.b



SPRING 2019



FALL 2019



FEBRUARY 2020



EARLY 2020



SPRING 2020



SUMMER 2020



PROCUREMENT

- High Capacity Transit
- Commuter Rail
- Bus Rapid Transit
- MetroRapid
- MetroExpress
- Mobility Hubs

LPA PROCESS

- Local planning
 - Conceptual analysis
 - Evaluation of alternatives
 - Capital & O&M costs
 - Ridership
 - Vehicle selection
- Time to implement
- Frequency/capacity

RECOMMEND LPA

Presentation of LPAs to Board and City Council
CAMPO briefing

COMMENT PERIOD

- Public meeting
- 30 day comment period
- Response to public comments

BOARD APPROVAL

- Board approval of LPAs
- CAMPO adoption of LPAs
- Enter project development/NEPA

PREPARATION FOR REFERENDUM

Local Governments consideration of Matching Funds Referendum



Consultant start NEPA/PE:
Presentation of draft LPAs to Board:
City Council district community workshops:
Joint Board / City Council LPA work session:
Board approval of LPAs:
Referendum:

March 2019 – July 2019
December 2019
January 2020
February 2020
March 2020
November 2020

Locally Preferred Alternative (LPA)

Version 1

Attachment: PC-April2019-Board (4362 : Contract for Project Connect Blue Line)

ORANGE LINE CORRIDOR PE / NEPA CONTRACT

- Contract Awarded : 03/28/2019
- First TAC Meeting: 03/27/2019
- Pre-Scoping Meeting held: 04/08/2019
- Neighborhood Meetings to be held: May 2019
- Conceptual Alternatives Workshops: July 2019
- Detailed Alternatives Workshops: October 2019

BLUE LINE CORRIDOR PE / NEPA CONTRACT

SCOPE OF SERVICES

- Blue Line Public Involvement and Outreach
- Develop NEPA Purpose and Need
- Alternatives Analysis and LPA Selection
- Utilize Planning and Environmental Linkage Data and Analysis
- Conceptual/Preliminary Engineering
- FTA Capital Investment Grant Evaluation
- NEPA Environmental Impact Statement and Record of Decision
- Project Management

BLUE LINE CORRIDOR PE / NEPA CONTRACT

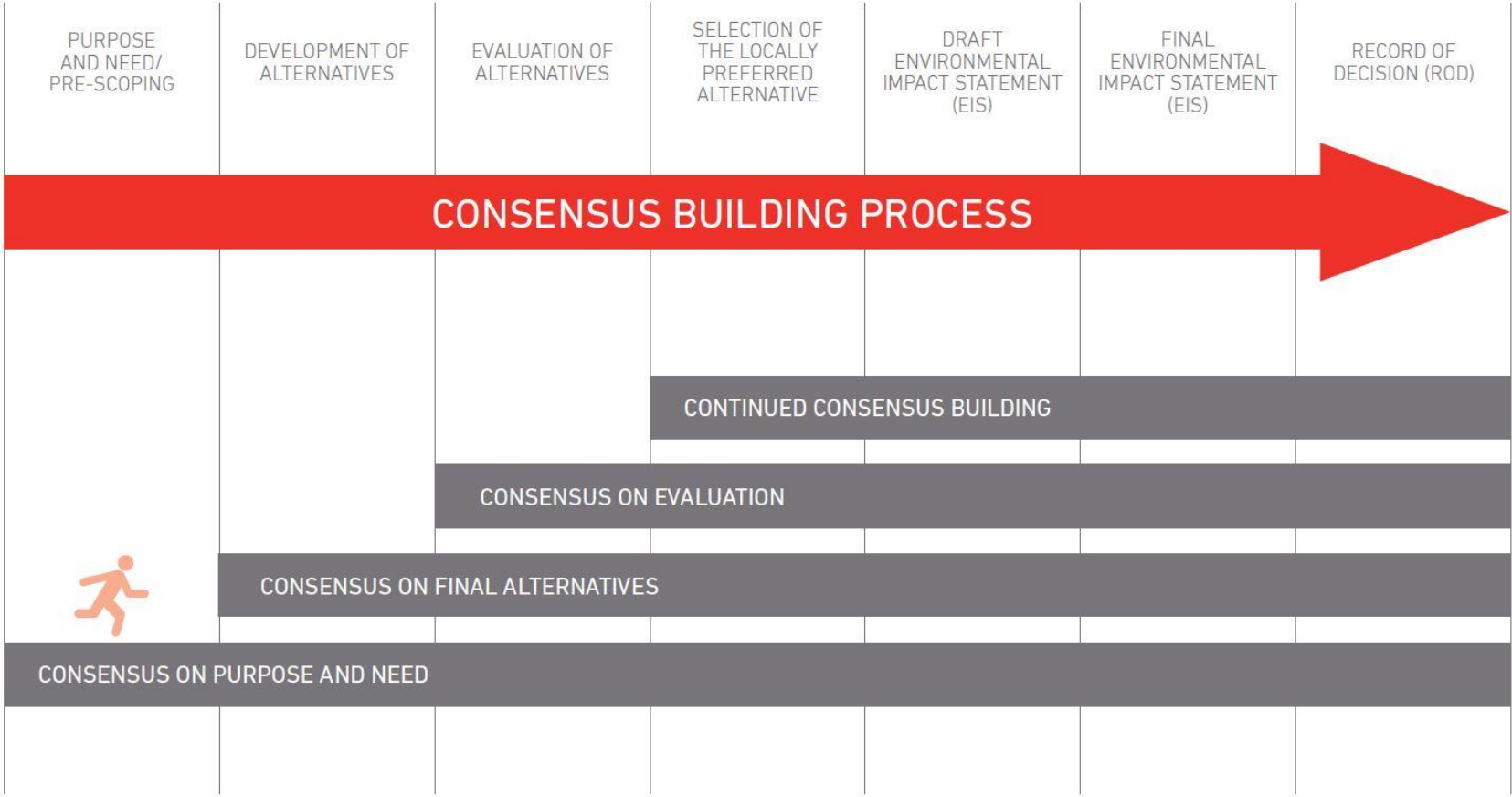
- Solicitation Issued on: 2/14/2019
- Submittals received: 3/14/2019
- Oral Discussions: 3/26/2019
- Negotiations: 4/09/2019
- Final Received: 4/16/2019
- **Request Board Approval to Award Contract 4/22/2019**

BLUE CORRIDOR PE / NEPA CONTRACT

Contract Scope is divided into two parts:

- **Part 1** – Selection of Locally Preferred Alternative (LPA) and Preliminary Engineering (PE)
 - Level of effort associated with selection of preferred alignment and mode
 - Negotiated lump sum price: \$3,930,510
 - Option for additional engineering not to exceed \$425,000
- **Part 2** – Environmental Impact Statement and PE
 - Level of effort associated with preparing National Environmental Policy Act (NEPA) documentation and receiving a Record of Decision.
 - Completion of PE to 30%
 - Final level of effort of Part 2 will be driven by the selection of the LPA in Part 1
- Total Contract Value with 20% contingency not to exceed: \$10.9 million

NATIONAL ENVIRONMENTAL POLICY ACT PROGRESSION



Blue Line Pre – Scoping Open House

Austin Central Library
710 W Cesar Chavez Street

May 20th, 2019
3:00 pm – 7:00 pm



PROJECT CONNECT COMPONENTS

- Green Line TOD Study Starts May, 2019
- Request Proposals Issued- BRT Light Contracts May 2, 2019
- Request Proposals - Metro Express Summer 2019
- Request Proposals - Red Line Enhancements Summer 2019
- Request Proposals - Park-n-Rides / Mobility Hubs Fall 2019

PROJECT CONNECT COMMUNITY ENGAGEMENT UPDATE:

- Orange Line Open House, April 8 at the Central Library
 - Over 160 attended
 - Virtual Open House ongoing
- Blue Line Open House scheduled for May 20 at the Central Library
 - Virtual Open House
- Project Connect Community Engagement Dashboard under development
 - Metrics:
 - Engagement events, including location and number of participants
 - Number of comments and surveys received
 - Number of database contacts
 - Social media engagement
 - Trending comments
 - Final dashboard to be included in May Community Engagement update presentation

Contract for Plaza Satlillo Double Track Signal System

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Modern Railway Systems for the design and construction of a railroad signal system and new positive train control elements associated with a new second mainline track along the MetroRail Red Line, from Plaza Saltillo Station to IH35, for \$2,867,948, plus \$573,589 (20%) contingency, for a total not to exceed amount of \$3,441,537 for this modification, bringing the total board authorized amount on this contract to \$70,140,303.04.

Capital Metropolitan Transportation Authority**MEETING DATE: 4/22/2019****Board of Directors****(ID # AI-2019-1011)****Construction of Signal System for Plaza Saltillo Double Track by Modern Railway Systems****SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Modern Railway Systems for the design and construction of a railroad signal system and new positive train control elements associated with a new second mainline track along the MetroRail Red Line, from Plaza Saltillo Station to IH35, for \$2,867,948, plus \$573,589 (20%) contingency, for a total not to exceed amount of \$3,441,537 for this modification, bringing the total board authorized amount on this contract to \$70,140,303.04.

FISCAL IMPACT:

Funding for this action is available in the FY2019 Capital Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. High Quality Customer Experience

Strategic Objectives:

- 1.1 On-Time Performance
- 1.2 Ridership

EXPLANATION OF STRATEGIC ALIGNMENT:

The construction of a second mainline track between Plaza Saltillo Station and IH35 will allow Capital Metro to provide increased capacity and frequency to customers riding the MetroRail Red Line by providing passing tracks for trains.

BUSINESS CASE:

The increased capacity and schedule frequency will support increased ridership and revenue. The railroad signal system and positive train control associated with this are safety items required by the Federal Railroad Administration which is an appropriate use of funds. The funding for this contract is included in the FY 2019 Capital Budget.

COMMITTEE RECOMMENDATION:

This agenda item was presented and is recommended for approval by the Operations, Planning, & Safety Committee on April 10, 2019.

EXECUTIVE SUMMARY:

In order to support increased commuter rail capacity and schedule frequency, Capital Metro is constructing a new mainline track between the Plaza Saltillo Station and IH35 which is approximately 2200 linear feet. This new track is currently under construction by a separate contractor, however the required railroad signal system and positive train control elements associated with the new track will be designed and constructed by



Modern Railway Systems (MRS) under a modification to the Positive Train Control (PTC) contract which was previously awarded by the Capital Metro Board of Directors.

DBE/SBE PARTICIPATION: The 8.27% SBE goal will be maintained by the contractor per the original contract.

PROCUREMENT: On August 28, 2017, Capital Metro awarded a Design-Build contract to Modern Railway Systems, Inc. for finalizing the design, installation, testing and commissioning of the Positive Train Control System (PTC) and its supporting Fiber Optic Communication System on Capital Metro's Commuter Rail Corridor in an amount not to exceed \$65,675,000.

The Contract provides all necessary services to upgrade the four (4) major segments of the existing Train Control system: the Wayside Signal segment, the Control Office segment, the Data Communications segment, and the Rail Vehicle Onboard Segment.

Capital Projects, Rail Operations, and Procurement have determined this amount to be considered fair and reasonable based on current contract pricing. The not to exceed contract amount including this modification and the remaining option years is \$70,140,303.04.

RESPONSIBLE DEPARTMENT: Capital Projects



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-1011)

Construction of Signal System for Plaza Saltillo Double Track by Modern Railway Systems

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to increase capacity and schedule frequency of the MetroRail commuter rail service; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to construct a new mainline track between Plaza Saltillo Station and IH35, with associated signalization and safety features.

NOW, THEREFORE, BE IT RESOLVED, by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO or his designee, is authorized to finalize and execute a contract modification with Modern Railway Systems for the design and construction of a railroad signal system and new positive train control elements associated with a new second mainline track along the MetroRail Red Line, from Plaza Saltillo Station to IH35, for \$2,867,948.00, plus \$573,589.00 (20%) contingency, for a total not to exceed amount of \$3,441,537 for this modification, bringing the total board authorized amount on this contract to \$70,140,303.04.

Date: _____

**Secretary of the Board
Eric Stratton**

Attachment: Resolution-AI-2019-1011 (4368 : Contract for Plaza Saltillo Double Track Signal System)

Construction of Signal System for Plaza Saltillo Double Track

CMTA Board Presentation – April 2019
Signals and PTC Construction by
Modern Railway Systems (MRS)

Project Benefits & Need

Customer Experience:

- Provide second track from Saltillo Station to Downtown Station to support increased service frequency and capacity for MetroRail.
- Supports service level improvements planned for new Downtown Station.

Safety:

- Mitigate risk of a disabled train blocking Downtown Station operations.
- Increases rail infrastructure flexibility to maintain safe, efficient operations.

Overall Site Plan

New Double Track Line

Existing Single Line
Track

Plaza Saltillo Station



3

capmetro.org | Plaza Saltillo Double Track



Capital Metropolitan Transportation Authority MEETING DATE: 04/22/2019
Board of Directors (ID # 4360)
Proposed August 2019 Service Changes

TITLE: Approval of a resolution authorizing the President & CEO, or his designee, to implement the August 2019 Service Changes.

**Capital Metropolitan Transportation Authority
Board of Directors**

MEETING DATE: 4/10/2019

(ID # AI-2019-1002)

Approval of August 2019 Service Changes

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to implement the August 2019 Service Changes.

FISCAL IMPACT:

Funding for this action is available in the FY2019 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. High Quality Customer Experience

Strategic Objectives:

1.1. On-Time Performance

1.2 Ridership

1.4. Customer Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:

Service Changes are in accordance with Capital Metro's Service Standards. These changes are designed to meet Goals 1, 3, and 4 in Capital Metro's Strategic Plan:

- 1) High Quality Customer Experience
- 3) Sustainability
- 4) Valued Community Partner

BUSINESS CASE:

These changes are intended to improve the overall customer experience of recent changes as a part of Cap Remap through the minor modification of select services. In addition, select services transition from Summer service levels to full service levels.

COMMITTEE RECOMMENDATION:

This agenda item was presented and recommended for approval by the Operations, Planning and Safety Committee on April 10, 2019.

EXECUTIVE SUMMARY:

Staff presented these proposed changes to the board prior to the April 10th Public Hearing and based on feedback from the public input process, staff recommends the following for final approval at the April board meeting:

- **Minor Schedule Adjustments** – To enhance the revised network performance, select routes will receive minor adjustments to their schedules in order to improve on-time performance. Adjustments have already been made in recent months for



particular trips on select routes that have experienced overcrowding. Passenger and traffic activity continue to impact certain routes and require adjustments to address.

- **School Service Adjustments** – The normal transition of UT routes, E-Bus, and select trips on mainline routes back to school service levels.
- **Travis County Transit Development Plan (TDP)** – Last year, Travis County adopted its TDP which outlines a phased development of services to serve key portions of the county. A second service in partnership with Travis County to be operated by CARTS will be implemented in the Hornsby Bend area. This Travis County sponsored service may not start in conjunction with other August 2019 service changes.
- **Neighborhood Circulators** – The MetroLink innovation zone pilots (Springdale/Johnston Terrace, Exposition, Springdale/Rogge Lane, & St. David's North) will transition to neighborhood circulators. Neighborhood Circulators will be a community-based service designed in cooperation with stakeholders and customers. Please note: since these will be one-year pilots, they may not start in conjunction with other August 2019 service changes based on the community engagement process and service design that results.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Planning and Development



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-1002)

Approval of August 2019 Service Changes

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to support the recent changes of Cap Remap which were designed to provide cost-effective fixed-route transit services that respond to and build ridership demand while minimizing impacts on current riders; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to consider customer feedback and community input received while these changes were being considered, including the Public Hearing held on April 10, 2019; and

WHEREAS, no equity analysis was required because none of the proposed changes met the major service change threshold.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to implement August 2019 Service Changes described in the attached document beginning Sunday, August 18, 2019.

Secretary of the Board
Eric Stratton

Date: _____

Attachment: Resolution-AI-2019-1002 (4360 : Proposed August 2019 Service Changes)

Proposed August 2019 Service Changes

Public Hearing – April 2019

Four Types of Proposed Changes

- Seasonal schedule adjustments
- Minor adjustments to improve on-time performance
- Transition MetroLink pilot program to neighborhood circulator service
- New service to Travis County



Minor Schedule and Summer Service Adjustments

- Minor schedule adjustments to address on-time performance
- School-related service returns to in-session service level
 - University of Texas routes
 - E-Bus
 - Select trips on mainline routes



Transition MetroLink to Neighborhood Circulators

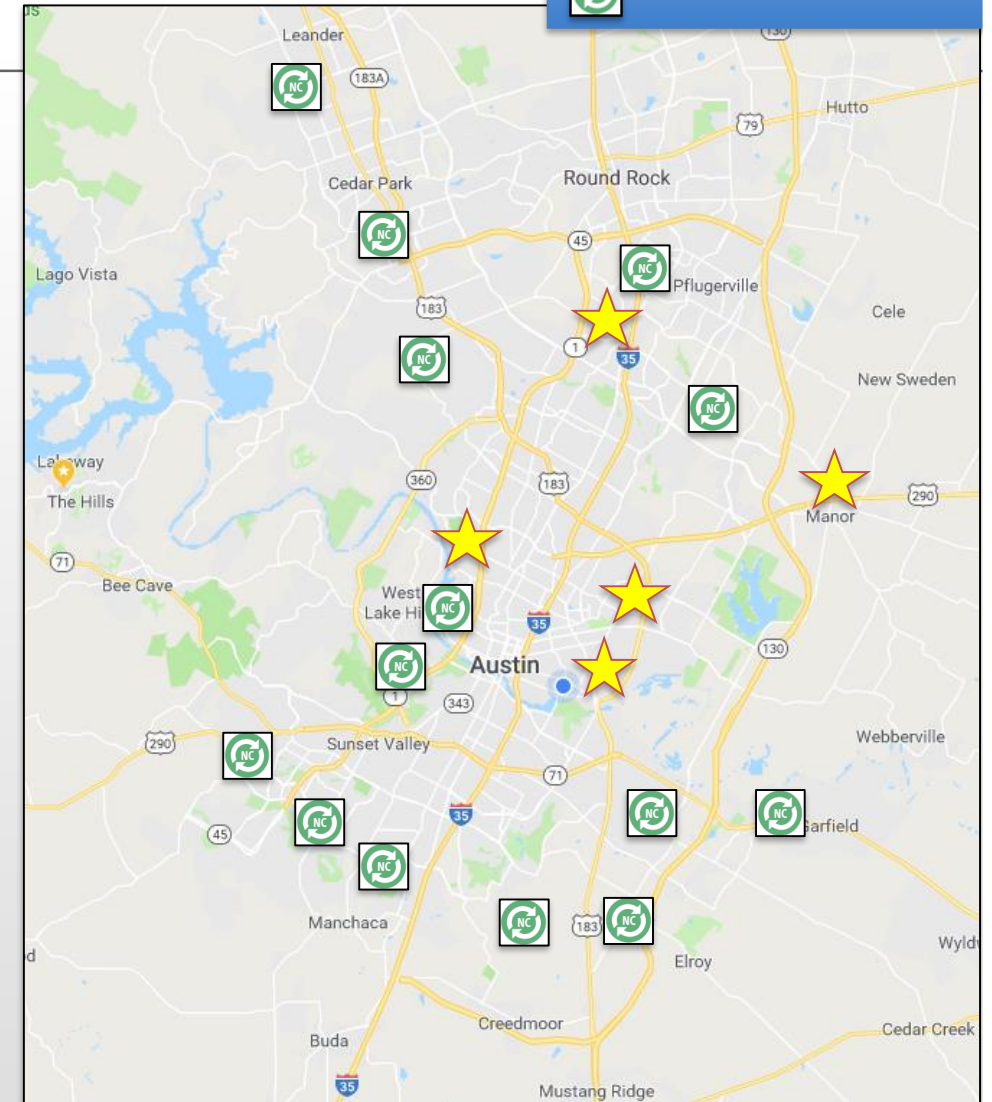
- On-demand circulator operating similar to Pickup
- Community based service
- Designed in cooperation with stakeholders & customers
 - Size of the service zone
 - Days / hours of service
- \$1.25 one-way fare



Neighborhood Circulator Service Zones

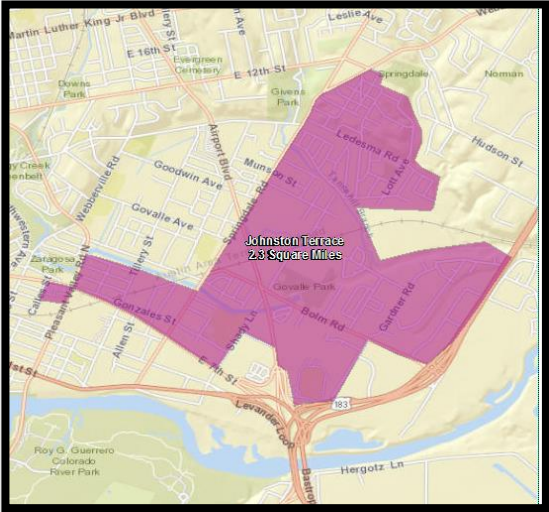
- Envisioned to be key part of future service network
- Coverage service
- Initial zones stem from Cap Remap and Travis County Transit Development Plan
- Future zones coordinated with Project Connect and service plans

*Future zones subject to revisions during development process, funding availability and board approval

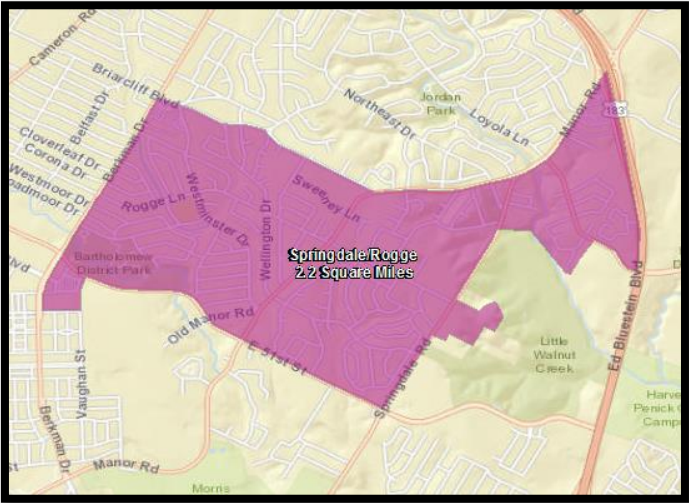


Neighborhood Circulator Service Zones*

Johnston Terrace



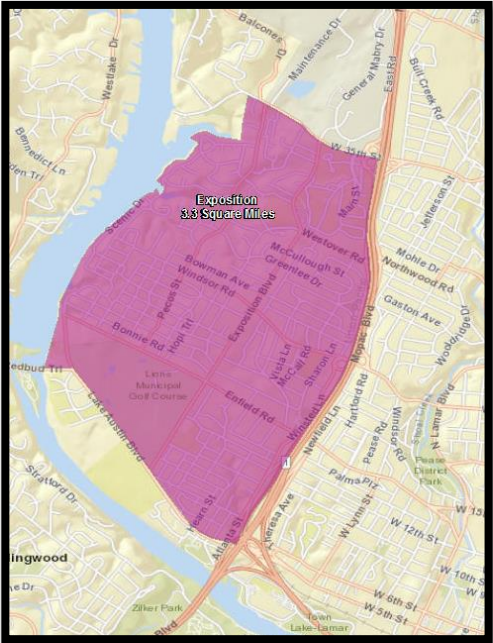
Springdale / Rogge



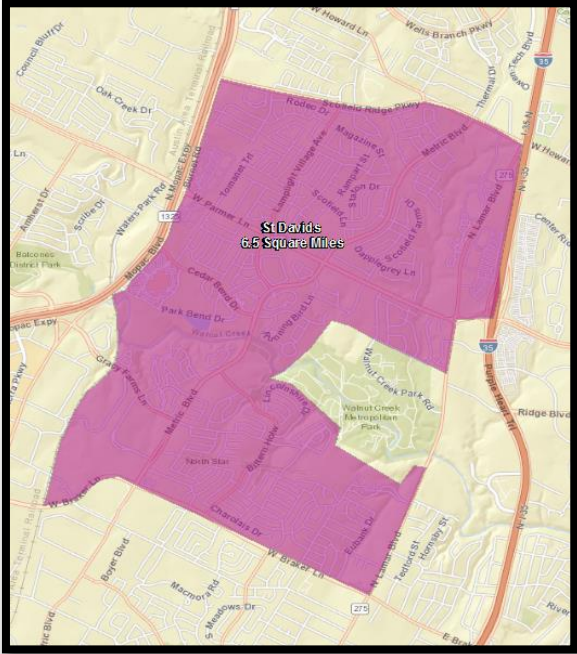
*Initial draft, subject to revisions during development process

Neighborhood Circulator Service Zones*

Exposition



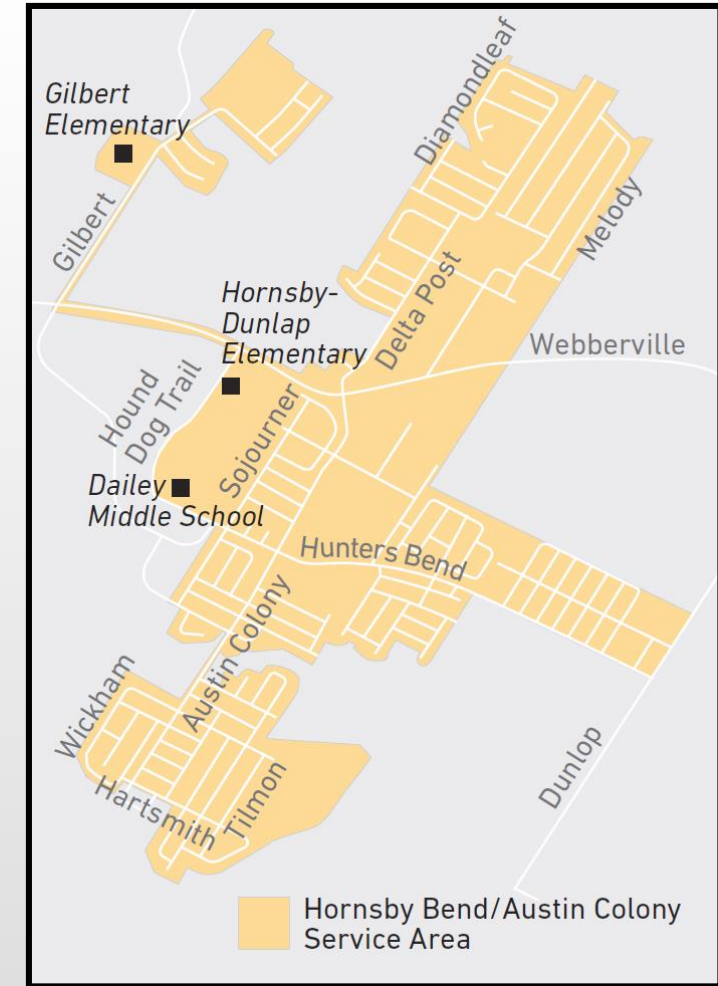
St. David's



*Initial draft, subject to revisions during development process

Travis County – Transit Development Plan (TDP)

- Recent adoption by Travis County of TDP.
- Connect Hornsby Bend to Route 20 & HEB.
- Pickup style service operated by CARTS.
- May not start concurrently with other August service changes.



Pre-Launch Community Engagement

- Reach out to neighborhood associations, multi-family developments, schools, faith-based groups and civic organizations
- Host co-creation workshops with each community in April and May
- Follow-up meetings with each community in June to close feedback loop and get buy-in on service design
- Provide all materials in English and Spanish and offer translation and interpretation at all meetings

Post-Launch Community Engagement

- At-Stop Signage
- At-Stop Engagement
- School engagement (PTAs and Parent Specialists)
- Faith-based group engagement
- Presentations to neighborhood groups
- Neighborhood Circulator Brochure
- How-To-Ride YouTube video
- Social Media
- Press Releases



Measuring Performance

- Passenger satisfaction rating
- ADA passenger utilization
- Trips connecting to other non-SOV modes vs complete origin to destination trips
- Average daily ridership (total and unique customer trips)
- Passenger per hour metrics
- Average response time to customer
- English vs Spanish & other language users
- App bookings vs call-in bookings

August Service Change Community Engagement and Feedback Process

7.5.b

- Ongoing since Cap Remap and recent January Service Changes
- Operators
- Public Hearing
- Final Decision – April Board Meeting

Attachment: PUBLIC HEARING_April Hearing - Proposed Aug 2019 Service Changes -



MEMORANDUM

To: Capital Metro Board of Directors

From: Todd Hemingson, Planning and Development

Date: March 20, 2019

Subject: April Board Meeting – August 2019 Service Changes

Staff is presenting the following summary recommendations for the August 2019 Service Changes. As with other recent service changes (January and June 2019), only minor adjustments are proposed for the system as Capital Metro continues to fine-tune the implementation of Cap Remap. The following is a high-level summary of proposed changes that were identified through data analysis, customer feedback and operator input.

- **Minor Schedule Adjustments** – To improve the revised network performance, select routes will receive minor adjustments to their schedules to improve on-time performance. Adjustments have already been made in recent months for particular trips on select routes that have experienced overcrowding. Passenger and traffic activity continue to impact certain routes and require adjustments to be addressed.
- **School Service Adjustments** – This will include normal transition of UT routes, E-Bus, and select trips on mainline routes back to school service levels.
- **Travis County Transit Development Plan (TDP)** – Last year, Travis County adopted its TDP which outlines a phased development of services to serve key portions of the county. A second service in partnership with Travis County to be operated by CARTS will be implemented in the Hornsby Bend area. This Travis County sponsored service may not start in conjunction with other August 2019 service changes.
- **Neighborhood Circulators** – The three MetroLink innovation zone pilots (Springdale/Johnston Terrace, Springdale/Rogge Lane, and St. David's North) will transition to Neighborhood Circulators. Neighborhood Circulators will be a community-based service designed in cooperation with stakeholders and customers. Please note: Since these will be one-year pilots, they may not start in conjunction with other August 2019 service changes.

These changes are intended to provide a high-quality customer experience by improving on-time performance and customer satisfaction. They are in accordance with the FY 2019 budget. If approved, the changes would be implemented on August 18, 2019. The following appendices describe the specifics of our recommendations:

Appendix A – August 2019 Service Changes

The following changes become effective August 18, 2019.

Minor Adjustments

Services	Concept	Service Levels	MetroAccess
<u>Minor Schedule Adjustments (Overcrowding)</u> Frequent Routes (7 and 10)	Minor Schedule Adjustments to Select Periods to Address Overcrowding.	Weekdays	No Impact
<u>Minor Schedule Adjustments (OTP/Transfers)</u> Frequent Routes (Various Routes) Local Routes (Various Routes)	Minor Schedule Adjustments to Address Potential Issues related to On-Time Performance or Transfer Needs.	All Days	No Impact

Travis County Transit Development Plan (TDP)

Services	Concept	Service Levels	MetroAccess
Pickup (Hornsby Bend)	New mobility on demand service connecting Hornsby Bend & Austin Colony to Route 20 at the HEB at Springdale & Manor.	Monday - Friday	No Impact

Neighborhood Circulators

Services	Concept	Service Levels	MetroAccess
Neighborhood Circulators (Springdale/Johnston Terrace, Springdale/Rogge Lane, & St. David's North)	Transition existing MetroLink pilot service into Neighborhood Circulator pilots.	To be determined by stakeholders and customers within parameters established by Capital Metro	No Impact

School Service Adjustments

Services	Concept	Service Levels	MetroAccess
School Timed Trips - Restore (4, 7, 10, 17)	Select trips timed for school loads added.	Weekdays, Saturday	No Impact
Select Routes – Restore (E-Bus 410, 411, 412)	Service restored when UT Fall semester begins.		
UT Routes – Fall Semester Level (640, 621, 642, 656, 661, 663, 670, 671, 672, 680, 681, 682)	Select University routes to operate on restored to regular service levels.		

Appendix B – Public Input Process

Capital Metro staff solicited direct feedback from new and existing customers during outreach and before and after implementation of the January 2019 Service Change. Input was also solicited from advisory committees and bus operators. A Public Hearing was held on Wednesday, April 10th at Capital Metro's Main Administration Building. Feedback will be considered for incorporation into final recommendations.

Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 04/22/2019
(ID # 4363)

Contract for 624 Pleasant Valley Construction

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SpawGlass to remodel the Capital Metro administrative annex facility located at 624 Pleasant Valley, in an amount not to exceed \$1,235,176.

**Capital Metropolitan Transportation Authority
Board of Directors**

MEETING DATE: 4/22/2019

(ID # AI-2019-998)

Capital Metro Administrative Annex Renovation

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SpawGlass to remodel the Capital Metro administrative annex facility located at 624 Pleasant Valley, in an amount not to exceed \$1,235,176.

FISCAL IMPACT:

Funding for this action is available in the FY2019 Capital Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

2. Engaged Workforce

Strategic Objectives:

2.2 Staff/Partner Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:

Remodeling of the Capital Metro administrative annex building located at 624 N. Pleasant Valley will provide for the consolidation of multiple administrative functions in one location and provide for the relocation of the customer service functions from the basement of the downtown Transit Store to this remodeled facility. This effort will improve communication and collaboration and provide a more efficient workspace to support staff performance.

BUSINESS CASE:

Renovating this administrative facility is necessary to accommodate current staff levels and address overcapacity issues. Creating efficient and usable workspace will support more effective collaboration and more efficient communication. The funding for this project is included in the FY 2019 capital budget.

COMMITTEE RECOMMENDATION:

This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on April 10, 2019.

EXECUTIVE SUMMARY:

Capital Metro has initiated a program to reconfigure administrative office space in order to more efficiently utilize available office space and create an environment that supports more effective communication and collaboration. The renovation of the administrative annex building at 624 N. Pleasant Valley is required to create a cohesive workspace for 75 staff members in Customer Service, Paratransit, Demand Response, Innovative Mobility and Human Resources. This project includes the relocation of Capital Metro's customer service function from the basement of the downtown Transit Store (209 Lavaca) to this remodeled facility. Meeting and conference space is included in the



project to support these and other departments. Modifications to this facility space will support the goal of attracting and retaining top talent.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT:

The contract will utilize the Texas Multiple Award Schedule (TXMAS) Program Contract No. TXMAS-18-5602 held by SpawGlass Contractors, Inc. for Job Order Contract, Building Renovations and General Construction.

TXMAS awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using TXMAS contracts satisfy otherwise applicable competitive bidding requirements. Pricing to remodel the Capital Metro Administrative Facility located at 624 Pleasant Valley Road was determined to be fair & reasonable by the TXMAS organization during its solicitation and award process.

The following is SpawGlass Contractors lump sum pricing per their TXMAS contract:

Description	SpawGlass Contractors, Inc.
Lump Sum Amount to Remodel the Administrative Facility at 624 Pleasant Valley Road	\$1,235,176.00

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Capital Projects



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2019-998)

Capital Metro Administrative Annex Renovation

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide administrative workspace that promotes efficient and effective operations and promotes a culture of communication; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to renovate the administrative annex facility located at 624 Pleasant Valley.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with SpawGlass to remodel the Capital Metro administrative annex facility located at 624 Pleasant Valley, in an amount not to exceed \$1,235,176.

Date: April 22, 2019

**Secretary of the Board
Eric Stratton**

Attachment: Resolution-AI-2019-998 (4363 : Contract for 624 Pleasant Valley Construction)

Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 04/22/2019
(ID # 4358)

Contract for Business Center Services

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Canon Solutions America, Inc. for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,212,471.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 4/22/2019
(ID # AI-2019-993)
Contract for Business Center Services**

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Canon Solutions America, Inc. for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,212,471.

FISCAL IMPACT:

Funding for this action is available in the FY2019 Operating Budget.

STRATEGIC PLAN:

2. Engaged Workforce

STRATEGIC OBJECTIVES:

2.1 Staff Engagement

2.2 Staff Satisfaction

EXPLANATION OF STRATEGIC ALIGNMENT:

Support through a productive business center provides essential services to employees to accomplish daily tasks such as printing, copying, document assembly and mail delivery.

BUSINESS CASE:

Capital Metro has conducted a cost/benefit analysis on the alternative of performing the services currently provided through the on-site business center with directly employed staff as an alternative to contracting for these services. As a result of the analysis, it is recommended that we continue to contract for the business center operations to a company that specializes in business services rather than hiring additional direct staff to perform these functions. The direct costs of salaries and benefits for staffing the business center with Capital Metro staff is projected to be similar to the staffing costs of the recommended contractor over the term of the contract. However, there are benefits of a turnkey operation for these support services that led to the recommendation to continue with the contract solution:

- On-site employees who are familiar with the leased equipment are trained by the equipment provider to troubleshoot issues;
- flexibility to supplement staff during high demand times or employee absences;
- management and oversight by experienced business center professionals.

COMMITTEE RECOMMENDATION:

This agenda item will be presented to the full board on April 22, 2019.

EXECUTIVE SUMMARY:



The proposed contract with Canon Solutions America, Inc. for On-Site Business Center Services is for a base period of three years and three one-year option periods in an amount not to exceed \$3,212,471. The services to be provided under the contract include: lease of business center and self-service copiers and printers, staffing of the business center to perform printing, copying, scanning, document assembly, mail delivery services, delivery of lost and found items to the Transit Store, and management of ad hoc courier services.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement. The SBE participation is encouraged.

PROCUREMENT: On January 7, 2019, a Request for Proposals was issued and formally advertised. By the closing date of February 8, 2019, three (3) proposals were received. The evaluation team used the following factors in the evaluation of proposals:

- (1) The offeror's proposed plan for the performance of the work and the technical approach proposed by the offeror.
- (2) Capabilities of the proposed project personnel on projects of a similar size, scope, complexity and nature.
- (3) The offeror's demonstrated technical background, past performance and relevant work experience on projects of a similar size, scope, complexity and nature.

The proposal from Canon Solutions America, Inc. was determined to be the best value to the Authority, price and other factors considered. The contract is a fixed price contract. The term of the Contract is a base period of three years and an option period of three years, for pricing offered as follows.

Base Period (Years 1 - 3)	\$1,486,584
Option Period (Years 4 - 6)	\$1,433,844
Subtotal Base + Options	\$2,920,428
Contingency (10%)	\$292,043
GRAND TOTAL	\$3,212,471

RESPONSIBLE DEPARTMENT: Human Resources



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS

COUNTY OF TRAVIS

**RESOLUTION (ID # AI-2019-993)
Contract for Business Center Services**

WHEREAS, the Capital Metro Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need for continuation of business center services.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Canon Solutions America, Inc., for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,212,471.

**Secretary of the Board
Eric Stratton**

Date: April 22, 2019

Attachment: Resolution-AI-2019-993 (4358 : Contract for Business Center Services)

Capital Metropolitan Transportation Authority MEETING DATE: 04/22/2019

Board of Directors

(ID # 4373)

**Project Connect Monthly Update - April
2019**

TITLE: Project Connect Monthly Update - April 2019