

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
Held Remotely
February 17, 2021

CALL TO ORDER

Vice Chair Gilman called the February 17, 2021, meeting of the Intercity Transit Authority to order at 5:30 p.m. This meeting was held remotely in accordance with [SCR 8402](#) extending certain gubernatorial orders issued in response to the COVID-19 state of emergency.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and City of Olympia Councilmember Clark Gilman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Carolina Mejia; Citizen Representative Don Melnick; Citizen Representative Sue Pierce; Citizen Representative Justin Belk; and Labor Representative Paul Tischer (alternate).

Members Absent: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Jason Aguero; Emily Bergkamp; Mike Burnham; Suzanne Coit; Tammy Ferris; Russell Gilsdorf; Jessica Gould; Aaron Hughes; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Jeff Peterson; Eric Phillips; Rob Rinehart; Heather Stafford-Smith; Nancy Trail; Nicky Upson; Daniel Van Horn; Amanda Williams; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; David Bonauto, Community Advisory Committee; Walter Smit, Community Advisory Committee; and Greg Heidal, IAM Business Agent.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Melnick and Commissioner Mejia to adopt the agenda.

PUBLIC COMMENT

Melanie Derry of Olympia, WA. Ms. Derry asked if after the March service change, more updated bus schedules could be placed on the buses.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Pierce and Commissioner Mejia to adopt the consent agenda.

A. Payroll for January: \$2,845,932.75.

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 2 of 8

- B. Accounts Payable January:** Warrant numbers 31553-31560, 31562-31630, 31631-31638, 31639-31642, 31643-31677 & 31680-31731 for a total amount of **\$6,673,613.60**; and Automated Clearing House Transfers in the amount of **\$5,809.30** for a monthly total of **\$6,679,422.90**.

NEW BUSINESS

- A. CAD/AVL Systems Replacement Contract.** Procurement Coordinator, Jeff Peterson, presented for consideration a contract with Avail Technologies for the replacement of Intercity Transit's Computer Assisted Dispatching Automatic Vehicle Location system.

The replacement of Intercity Transit's first-generation CAD/AVL system, which was implemented in 2008, has been identified as a priority in the Strategic Plan and annual budget. The current CAD/AVL has reached its useful life, is costly to maintain, and no longer supports the data and communication protocols that best support our operations, maintenance, and customer needs.

In 2019 staff began the internal process to verify system requirements and develop specifications for the acquisition of a modern CAD/AVL solution. A request for proposal (RFP) was issued on May 29, 2020, with the goal of partnering with a highly experienced and qualified CAD/AVL solution provider to replace our current technology with a new system that best meets the needs of Intercity Transit and our users. Following a pre-proposal conference on June 10, 2020, Intercity Transit received four qualified proposals by the due date, June 29, 2020.

Consistent with the process outlined within the RFP, the evaluation was conducted in two phases. The first phase examined qualifications and experience of the firms, project organization and staffing, project management plan, technical approach and pricing. It was determined that all four firms met the RFP Phase 1 requirements. Phase II involved interviews, product demonstrations, and reference checks. The successful proposer is the responsive, responsible, qualified firm whose proposal, in the sole opinion of Transit, best meets RFP requirements and is in the best interest of Transit.

The recommendation of Intercity Transit's evaluation team is that Avail Technologies Inc. (Avail) emerged as the top ranked and most qualified solution provider to replace Intercity Transit's CAD/AVL system.

The procurement summarized above included the process for Intercity Transit to pursue the option of entering into a best and final offer (BAFO) process with Avail. Accordingly, the recommended action is to authorize the General Manager to negotiate the final terms and enter into a contract for a CAD/AVL

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 3 of 8

replacement system with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

It was M/S/A by Councilmembers Carmody and Sullivan to authorize the General Manager to negotiate the final terms and enter into a contract with Avail Technologies Inc. for a total not-to-exceed contract amount of \$7,239,500.

- B. Consultant Services CAD/AVL Implementation Support.** Procurement Coordinator, Jeff Peterson, presented for consideration an amendment to the Computer Assisted Dispatching/ Automatic Vehicle Location consulting services contract with the IBI Group.

Transit awarded a consulting contract to IBI in July 2019 to assist in navigating the selection process and guide the implementation of the resulting CAD/AVL replacement solution. We are currently transitioning from the selection phase to implementation and wish to continue our relationship for technical support services utilizing the IBI Group. IBI has successfully provided consultant services for similar CAD/AVL implementation projects throughout the Pacific Northwest including, Whatcom Transit, Spokane Transit, C-TRAN, Community Transit, Chariots, and TriMet. With IBI's help, an apparent successful CAD/AVL solution provider has now been identified. Accordingly, and consistent with IBI contract provisions, the proposed amendment in the amount of \$160,937.00 is needed to have IBI assist in implementation of the new CAD/AVL replacement system. This amendment will increase the overall value of the IBI contract to \$363,145.00 which has been accounted for in the CAD/AVL project budget.

Based on IBI's track record for success coupled with Transit's most recent experience, the project team is confident that IBI Group will continue to successfully fulfill our CAD/AVL consulting needs through the project implementation and final acceptance phase and therefore are recommending that the proposed amendment with the IBI Group be executed.

It was M/S/A by Citizen Representative Melnick and Councilmember Cox to authorize the General Manager to execute an amendment to the contract with IBI Group increasing the total contract amount by \$160,937 for a revised total not-to-exceed amount of \$363,145.

- C. Engineering Services for Bus Stop Pad Improvements.** Procurement Coordinator, Tammy Ferris, presented a Task Order with SCJ Alliance in the amount of \$58,377.11.

Staff issued a Request for Qualifications for On-call Engineering Services in December of 2019 in which SCJ Alliance, KPFF, and Skillings were awarded contracts.

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 4 of 8

Currently, with Zero Fare and the goal of enhancing our travel speeds, passengers may enter and leave our buses by either the front or rear-door. COVID-19 has further accentuated the benefits of rear-door boarding to enhance social distancing and better protect our operators. Many of our bus stop pads need to be modified to accommodate rear-door boarding. An initial list of high-use bus stops was identified through our bus stop facilities program to better accommodate our riders. This engineering services contract will lead to a larger construction contract this spring. Based on qualifications, experience, and capacity, and in accordance with contract terms, staff is recommending a Task Order with SCJ Alliance be executed to provide design and construction support for approximately 50 bus stops to support rear-door boarding.

Staff have negotiated the Task Order scope and fee with SCJ Alliance. Based on the scope and proposed hours, staff is confident that the proposed pricing is both fair and reasonable. Accordingly, staff recommends executing this Task Order from the On-Call Engineering Services for design and construction services to support rear-door boarding be issued to SCJ Alliance.

It was M/S/A by Councilmember Sullivan and Commissioner Mejia to authorize the General Manager to execute a Task Order with SCJ Alliance in the amount of \$58,377.11.

- D. Transit Signal Priority Interlocal Agreement w/City of Lacey.** Development Director, Eric Phillips, presented an Interlocal Agreement with the City of Lacey related to implementation of a Transit Signal Priority and Smart Corridors.

The ILA with Lacey for Transit Signal Priority and Smart Corridor implementation provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with Federal Transit Administration (FTA) grant requirements.

Under this agreement with the City of Lacey, staff can move forward and manage the framework for corridor implementation work including TSP deployments and technical coordination in the field at signalized intersections, equipment tracking processes consistent with grant requirements, and ongoing installation, communication, and maintenance of the system. The ILA provides that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The City of Lacey will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes, and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking,

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 5 of 8

documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agency's attorneys reviewed the ILA as presented for consideration and the City of Lacey is scheduled to act on this ILA following approval by the ITA.

Staff recommends proceeding with the Interlocal Agreement with the City of Lacey to support the overall implementation of TSP as part of the Smart Corridors program.

Project History: TSP deployments are part of the Smart Corridors Initiative; a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of this study and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to study and enhance transit speed and reliability as these corridors experience increasing traffic, congestion, and travel delay. ILA's are currently in place with Olympia, and Tumwater where Intercity has initiated implementation work.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to authorize the General Manager to enter into an Interlocal Agreement with the City of Lacey identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority and Smart Corridors.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Cox said at the February 5 meeting:

- TRPC elected officers for 2021: JW Foster – Chair; Cynthia Pratt – Vice Chair; and Clark Gilman – Secretary.
- Cynthia Pratt was appointed to the Puget Sound Regional Council Growth Management Policy Board. Helen Wheatley was appointed as alternate.
- Council received a presentation from the Public Utility District that included an overview of the water system, as well as a presentation on their goal and vision of telecommunications and broadband.
- There was a report on buildable lands within Thurston County.
- There was an overview of the 2021 Legislative Session from Karen Parkhurst.

B. Transportation Policy Board. Melnick said at the February 10 meeting:

- Former Board member, Karen Messmer, gave public comment to support the discussion on sidewalks presented later during the Board meeting.

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 6 of 8

- The Board elected officers for 2021: Andy Ryder – Chair; Graeme Sackrison – Vice Chair; Doug DeForest was elected the Emeritus Business Representative for another one-year term.
- The Board received a presentation on the State of Transportation System – Sidewalks. There was discussion about federal funding and potential prioritization. Discussion included the importance of sidewalks connecting with transit and there's been some debate among the jurisdictions about who maintains the sidewalks.

C. Community Advisory Committee. Bonauto said the CAC met on February 8.

- The CAC elected officers: Ursula Euler – Chair; Walter Smit remains the Vice Chair.
- Received a presentation from Steve Krueger on the Procurement Workplan for 2021 and the Pattison Street Expansion project.
- The committee discussed the restoration of the intercounty transit route 612 up to Tacoma.

GENERAL MANAGER'S REPORT

On Wednesday, February 10, Thurston County Public Health held a vaccination clinic for a portion of IT staff who were considered under Phase 1A. We are awaiting additional doses to be allocated to the county for the second half of that group to be vaccinated. They anticipate the remainder of our frontline employees will receive their first dose in late March.

The steel columns for the Pattison Street project arrived February 16. Our contractor, Forma, offered the opportunity for Authority members to recognize this major milestone by signing the last steel column to be erected. Forma estimates it will be sometime around the first half of April. Authority members interested in participating should contact Pat Messmer or Ann Freeman-Manzanares.

A funding request was submitted to the State Senate Transportation Committee and the House Transportation Committee to help fund Phase 4 and Phase 5 of the Pattison Street project. Freeman-Manzanares met with Representatives, as well as individuals on the Transportation Committees, so they are aware of our project. If an opportunity becomes available to testify, she will reach out to Authority members.

Freeman-Manzanares gave a huge thank you to IT's drivers, operations supervisors, and staff in maintenance, communications, customer service, and facilities for allowing IT to operate exceptionally well through the multi-day snow event this past week. The "snowmageddon" of February 2019 (which hit the same month and day) taught us valuable lessons, and staff took the opportunity to debrief that event and took action to ensure we continued to improve our snow response. Intercity Transit fared fairly well.

Intercity Transit Authority Regular Meeting

February 17, 2021

Page 7 of 8

Each event is different and this one played out exactly as the weather forecasters suggested.

This snow event was messy but IT staff was prepared:

- There was no major damage.
- Some service was canceled to the 512 Park-and-Ride.
- Main roads were addressed well by the jurisdictions. Tumwater and Olympia mentioned clearing “snow routes.” Appreciate that!
- Neighborhoods were tough to get into and out of.
- Staff worked with dialysis centers to ensure their parking lots were passable, and they were.
- Communications were better than ever. We benefited from a COVID-era improvement where we opened a TEAMS channel in Dispatch for information sharing.

AUTHORITY ISSUES

Sullivan gave a shout-out to Legal Counsel, Jeff Myers, for the excellent presentation he gave to the Tumwater joint council and planning commission on the legal basis for land-use planning. Myers said the Washington Cities Insurance Authority helps pay for the cost of this presentation and eligible jurisdictions can take advantage of that opportunity.

Pierce thanked this evening’s staff presenters. They provided a lot of valuable information.

Mejia gave a shout-out to Public Works for their hard work during the snow event.

Cox thanked Freeman-Manzanares and Phillips for working with the City of Lacey on finalizing the Transit Signal Prioritization project.

Carmody said Yelm received approximately eleven inches of snow, and over all everything went well. Carmody said in the next few months, the Yelm City Council may consider changing some commercial and industrial property into residential property because there hasn’t been much interest in commercial/industrial properties.

Belk was glad to see the buses on the roads during the snow event.

Tischer thanked Freeman-Manzanares and the Operations staff for their hard work and support during the snow event.

Gilman was impressed with Operators for their excellent driving during the snow event, navigating left-turn lanes, etc.

**Intercity Transit Authority Regular Meeting
February 17, 2021
Page 8 of 8**

ADJOURNMENT


With no further business to come before the Authority, Vice Chair Gilman adjourned the meeting at 6:33 p.m.

INTERCITY TRANSIT AUTHORITY



Carolyn Cox, Chair

ATTEST



**Pat Messmer
Clerk to the Authority**

Date Approved: March 3, 2021

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit