



MEETINGS OF THE

## Boards of Directors

Joint Meeting Valley Metro RPTA and Valley Metro Rail	Valley Metro RPTA	Valley Metro Rail
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Date:

April 16, 2020

Starting Time

**11:15 a.m.**

**Meetings to occur sequentially**

Location:

Valley Metro

**Via Webex**

Phoenix

**Valley Metro is not accepting visitors at this time. Please join the Board meeting via Webex.**

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# Agenda

April 9, 2020

**Joint Meeting Agenda  
Valley Metro RPTA  
And  
Valley Metro Rail**  
Thursday, April 16, 2020  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
**11:15 a.m.**

Action Recommended

1. Public Comment (yellow card)

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

2. Chief Executive Officer's Report

2. For information

Scott Smith, CEO, will brief the Boards of Directors on current issues.

3. COVID-19 Update

3. For information

Scott Smith, CEO, will provide an update on transit operation impacts related to COVID-19.

4. Possible Executive Session Agenda

4. For action

The Boards of Directors may vote to enter Executive Session for discussion or consultation and for legal advice with the attorney or attorneys of the public body and to consider its position and instruct its attorneys regarding the public body's position concerning matters listed on the agenda, personnel matters and contracts as authorized by A.R.S. Sections 38-431.03 A.1, A.3., and A.4.

The agenda for Executive Session involves discussion and consultation regarding contractual compliance implications under the COVID-19 pandemic and impacts to transit operations and transportation-related workforce.



5. Minutes

5. For action

Minutes from the March 19, 2020 Joint Board meeting are presented for approval.

6. Videography Services Contract Award

6. For action

Scott Smith, CEO, will introduce Hillary Foose, Director Communications and Strategic Initiatives, who will request that the Boards of Directors authorization for the CEO to execute multiple two-year base contracts with two, one-year options with the following: The Flip Side Communications, DigiVid 360, Matter Films, Hernandez Creative and WulfenBear Media for videography services. Total expenditures across all vendors will not exceed \$170,000 for the first two years. The RPTA and VMR portions are split equally in the amount of \$85,000 each.

7. Travel, Expenditures and Solicitations

7. For information

The monthly travel, expenditures and solicitations for Valley Metro RPTA and Valley Metro Rail are presented for information.

8. Future Agenda Items Request and Update on Current Events

8. For information

Chairs Hartke and Arredondo-Savage will request future agenda items from members, and members may provide a report on current events.

9. Next Meeting

9. For information

The next meeting is scheduled for **Thursday, May 21, 2020 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at [www.valleymetro.org](http://www.valleymetro.org).



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 1****SUBJECT**

Public Comment

**PURPOSE**

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith

Chief Executive Officer

602-262-7433

[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 2**

**SUBJECT**

Chief Executive Officer's Report

**PURPOSE**

Scott Smith, Chief Executive Officer, will brief the Boards of Directors on current issues.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith

Chief Executive Officer

602-262-7433

[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3****SUBJECT**

COVID-19 Update

**PURPOSE**

An update on transit operation impacts related to COVID-19 will be provided.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith

Chief Executive Officer

602-262-7433

[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 4****SUBJECT**

Possible Executive Session

**PURPOSE**

The Boards of Directors may vote to enter Executive Session for discussion or consultation and for legal advice with the attorney or attorneys of the public body and to consider its position and instruct its attorneys regarding the public body's position concerning matters listed on the agenda, personnel matters and contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation; all as authorized by A.R.S. Sections 38-431.03 A.1, A.3., and A.4.

The agenda for Executive Session involves discussion and consultation regarding contractual compliance related to the COVID-19 pandemic and the potential transit operations and transportation-related workforce.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COST AND BUDGET**

None

**COMMITTEE PROCESS**

None

**RECOMMENDATION**

The Joint Boards of Directors may vote to enter Executive Session.

**CONTACT**

Michael Minnaugh

General Counsel

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[mminnaugh@valleymetro.org](mailto:mminnaugh@valleymetro.org)

**ATTACHMENT**

None

# Minutes



April 9, 2020

**AGENDA ITEM 5**

**Joint Boards of Directors**  
Thursday, March 19, 2020  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

## **RPTA Meeting Participants**

Mayor Kevin Hartke, City of Chandler (**Chair**)  
Mayor Kate Gallego, City of Phoenix (**Vice Chair**)  
Councilmember Jon Edwards, City of Peoria (**Treasurer**) (phone)  
Vice Mayor Pat Dennis, City of Avondale (phone)  
Vice Mayor Eric Orsborn, City of Buckeye (phone)  
Mayor Alexis Hermosillo, City of El Mirage (phone)  
Councilmember Mike Scharnow, Town of Fountain Hills (phone)  
Councilmember Brigette Peterson, Town of Gilbert (phone)  
Councilmember Lauren Tolmachoff, City of Glendale (phone)  
Vice Mayor Bill Stipp, City of Goodyear (phone)  
Supervisor Jack Sellers, Maricopa County (phone)  
Councilmember Francisco Heredia, City of Mesa (phone)  
Councilmember Jon Edwards, City of Peoria (phone)  
Mayor Gail Barney, Town of Queen Creek (phone)  
Councilmember Susanne Klapp, City of Scottsdale (phone)  
Councilmember Roland F. Winters Jr., City of Surprise (phone)  
Councilmember Robin Arredondo-Savage, City of Tempe  
Mayor Rui Pereira, Town of Wickenburg (phone)  
Mayor Michael LeVault, Town of Youngtown (phone)

## **Members Not Present**

Councilmember Linda Laborin, City of Tolleson

## **Valley Metro Rail Participants**

Councilmember Robin Arredondo-Savage, City of Tempe (**Chair**)  
Councilmember Francisco Heredia, City of Mesa (**Vice Chair**) (phone)  
Mayor Kate Gallego, City of Phoenix (phone)  
Mayor Kevin Hartke, City of Chandler

Chair Hartke called the meeting to order at 11:20 a.m.



Good morning. We'd like to convene the meeting of the Joint Valley Metro RPTA and Valley Metro Rail meeting. If you could please stand, find a flag and join me reciting the pledge of allegiance.

The Pledge of Allegiance was recited.

I do want to thank those of you who are online with us today. Obviously, unusual and extraordinary times. And if board members would like to ask a question or make a comment during the meeting, please type your questions or comments in the box and they'll be read aloud.

1. Public Comment

Today's meeting public comment is being taken in written format and they will be entered into the official meeting minutes of the meeting.

The following written public comment was received from Blue Crowley:

"When we wrote the Prop. 400 we based it on the input from all municipalities in Maricopa County and are in a blue binder that either Pat Dillon or Wulf Grote would have to access in the archives. One of the things in that documents stated Gila Bend economic engine further south of Interstate 8 having a connector bus to Phoenix. It also included expansion into the areas north of Queen Creek and Tonopah and we need to get out to Wickenburg Connector back on.

I'm hoping that electeds base things in what was wanted to be achieved and it will be kept in mind.

Valley Metro agenda from your previous meeting origins and destinations show what you should be looking at is a Litchfield bus and 99<sup>th</sup> Avenue bus when are they going to be part of the plan. When are we going to be looking at things multi-model studies show our bus system circles with the freeways so when are we going to expand beyond the freeways and why aren't we look at that."

2. Chief Executive Officer's Report

But before we call on Scott Smith, I do want to acknowledge that today is Vice Mayor Osborne's last board meeting. We want to thank you for your service on the board in advancing public transit in the region. You've been a great asset on this board and we want to thank you, Vice Mayor Osborn.

Mr. Scott Smith provided the following report.

Thank you, Mr. Chair and those are you who are not on Webex, but have joined us by phone if you have a comment, of course, just speak up. We can hear everybody so we have those on the phone and those in Webex.

Just very quickly, only one item. For those of you on Webex, you should be able to see the picture. I think Pat sent out a copy of the picture of our newest light rail vehicle that just arrived yesterday. We can see it here on the big flatbed. It came in here from the Sacramento area where -- where Siemens plant is. Rode all the way on the highway on that big, ole -- big ole flatbed and then they -- if you know, they came in really cool. They lined it up to the rails and took those wheels out and then literally rolled it off -- rolled it off the flatbed onto the rails and it's now in our yard really ready for final prep, testing, and everything.

We'll start receiving more and more of these vehicles as the months go along. We have a total of 11 that we will receive in this batch. These are the first new vehicles we've received in almost 15 years so this is a -- this is a big deal. Of course, as you can see, the new paint scheme. We're really excited about that. It's nice to have some good news in the midst of all this challenging stuff we have.

The next thing is you can see calendars. We will continue as we do -- as we are right now. If we need to, we'll conduct meetings on Webex and phone. And the study session is, of course, we'll just wait until we get closer to see if we -- if we have a need to that study session on April 16th.

And once again, I just want to give a brief, brief, brief update. Jim Hillyard's going to give a more in-depth update on to our COVID-19 where we are. I just want to let everybody know that our primary goal and objective is to keep service on the road. And we will do that as long as we are capable of doing that.

So far things have held steady and we've been in close contact with the City of Phoenix and coordinating with them and we will do what we can to keep you up-to-date if there are any changes, but that is our number one priority and we will continue serving the public.

And so -- and I just, one quick thing. I was on a call for the GPEC Board Meeting this morning and I mentioned that and Linda Hunt who's the CEO of Dignity Health chimed in and said, "Thank you. Thank you. We need you. We appreciate it." Reminding us that we do serve a very critical public need and we've heard not only from Linda from other hospital and health providers and others that we are a life blood because many, many of their employees use public transportation to get to work.

So with that I'll end my CEO report.

### 3. Minutes

Chair Hartke said next on our agenda is approval of the February 20, 2020, Joint

Board meeting. They are presented for approval. Is there any questions or comments related to this?

Hearing none. I'd like to request a motion and a second to approve the February 20, 2020, Joint Board meeting minutes.

**IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY COUNCILMEMBER PETERSON AND UNANIMOUSLY CARRIED TO APPROVE THE FEBRUARY 20, 2020 JOINT BOARD MEETING MINUTES.**

4. COVID-19 Update

Chair Hartke said next item of business, item number 4, is a COVID-19 update. Scott Smith again.

Mr. Smith said, thank you, Mr. Chair and for those of you out there, the only presentation we will give today unless you have a question is on this COVID-19 and Jim Hillyard has prepared a presentation to give you an update as to what we are doing.

Just so you know, we have actually been hunkered down in bunker mentality for the last week or so and we have taken measures here at Valley Metro and also on all of our trains and buses to make sure we can maintain service while protecting the health and safety of all those employees and our riders. And I'd like it turn it over to Jim who will tell you specific -- give you an update on the specific steps we've taken. And answer any questions you might have.

Jim Hillyard said good morning, chairs, members. I'll overview five things for you today.

The first are our priorities. The second are contingency planning that we're doing around our three main modes of transport: bus, rail, and paratransit. The third is how administratively we're working to maximize social distancing while maintaining communication with you and you our city partners.

But probably the most important thing I'll do today is answer our questions so please don't hesitate to ask should anything be unclear or need further discussion.

So our priorities, I think, as Scott said, one of the things that this crisis has driven home to us is that, you know, like water, like power, we are a critical service for our community. Not only do many members of our community rely on us to get to the doctor, to purchase food, but as Scott mentioned, many, many of our riders are also underpinning critical services to the community whether those are health, fire, life and safety. Therefore, we will provide service to the greatest extent possible to those riders.

Hand in hand with that, of course, is protecting our operators and our riders. We can only provide service to the degree that we can protect our operators. And so I'll touch on a few things that we're doing to try to increase their safety.

The first is enhanced cleaning so I think as you know, we have always done regular cleaning of all of our vehicles. What we're implementing this week is a disinfectant fogging. That fogging has a persistent disinfectant value so it will continue to disinfect surfaces that it's been sprayed on for even weeks after the initial fogging. For our entire bus and rail fleet we're implementing that fogging this week and we'll be fogging at least

twice a week going forward.

In addition, we're providing personal protective equipment as supplies allow to our operators as our contractors. As you know, hand sanitizer's in short supply right now so in many cases that will be disinfectant wipes or other means for them to disinfectant their hands or other surfaces.

Next, we're doing the maximum degree of social distancing that we can. So for example, previously our rail security staff would walk through rail cars, there would ask folks to present their tickets, they would then swipe those tickets and hand them back to the customer. Obviously, not a great idea in this environment and so today our Allied Security staff are maintaining a presence on all of our vehicles, but are simply asking

folks, hey, can you show me your fare? And they're showing them from, you know, arms length away and wishing them a good day and moving on.

And then lastly, we're doing the maximum possible cross training to ensure that we've got some depth of bench should the pandemic begin to impact our staff.

Next in terms of bus operations. So first, we in the city of Phoenix, as you know, operate the majority of the bus fleet jointly. We are in daily contact with City of Phoenix.

As of this morning, there are no changes necessary. None of our contractors report unusual levels of call out. Everybody seems to be responding to this, you know, very professionally.

Should changes be necessary we really have three key priorities. The first is, I think as you know, our typical service change process takes months. From route planning to the bidding process through the collective bargaining agreement, there simply won't be time for that when a change is necessary and so we need to have preplanned options that we can go to quickly as the situation is likely to develop quickly.

Secondly, a bus that none of our riders know to expect and can count on isn't doing anybody any good. So we've got to go to schedule options that are understandable by our riders and then next we've got to go to schedule options that are consistent across the region. So if we're running weekday service and Phoenix has to go to the Sunday was service then those routes aren't going to connect, you have the possibility of riders being stranded or having a long wait times. And so we need to make these changes in

concert across the region and not piecemeal by provider or city.

And then third, we feel that our fixed local route riders are our key ridership population.

First of all, they account for approximately 70 percent of trips on any given day. And then secondly, we know from our riders surveys, our studies, that they're the riders with the least other options. They're the least likely to have driver's licenses. They're least likely to have access to vehicles. And so we want to make sure that for the folks who depend on us the most that we can provide them the most dependable service.

As a result, should we need to implement service changes for bus operations, you know, we'll follow the four steps you see outlined on the slide. As I mentioned, we'll try to make those changes region-wide in concert when that time comes so that we're all going to the same schedule.

Secondly, where we have individual call offs that are impacting individual routes, but we're not seeing evidence of a systemic issue then we may utilize specific run drops to compensate for those individual call offs. Should we see an increased level of absenteeism, City of Phoenix will curtail its express rapid service and then be able to redeploy those drivers into fixed local routes to make up for staff shortages there.

And then finally, should those two measures not allow us to maintain weekday service then we will go to weekend service either Saturday or Sunday depending on the circumstances across the region so that we have a consistent schedule published for riders and they know what to expect and so that our routes continue to sync up across the region, you know, during that change in service.

In terms of rail operations, there too both for operators and for our maintenance staff, you know, we're continuing to see sort of normal levels of day-to-day call offs so we are not currently anticipating service changes. If and when that time comes, we've got more flexibility on the rail side. First of all, we can really begin making those decisions in realtime. We don't have the multi-route scheduling issues that we would on the bus side.

Secondly, we've got several options available to us. The first are modest adjustments in our headways, less than four minutes. Should we be seeing maintenance issues that are preventing us from putting an adequate number of cars on the route, we can adjust the number of cars in the consist and go from 2 to 1 car, for example, to maintain the current schedule with a reduced fleet.

And then finally, if operator call offs are the limitation then we too can move to a weekend either a Saturday or Sunday schedule there to deal with the reduced number of operators.

I mentioned earlier the steps that we were taking to protect operators and the public, but we must also protect our maintenance of way and maintenance of equipment staff. And

so the fogging is another element there in ensuring that the materials that they're working with have been disinfected. We're also -- we also have frequent disinfection of high touch areas in all of our facilities, staff areas in addition to shop floor areas. And then finally we're providing gloves and wipes to those staff so that they can continue to wipe down during the course of the day.

With respect to paratransit, there's -- we see this as a very high risk population. It tends to be older and they tend by the nature of the population to have a higher prevalence of underlying health issues. And so there's several things that we're doing to try to reduce their potential exposure to the coronavirus.

The first is we've suspended shared trips for paratransit. So Transdev will no longer pick up more than one passenger on a trip.

The second is Transdev, all of their contractors, all the Ride Choice contractors have been directed to disinfect every vehicle before and after each customer. And so they're wiping down surfaces aggressively.

Third, we're exploring other options to meet the needs of these customers that don't take them out into higher risk areas. So, for example, you know, we're looking into whether folks could call grocery orders into Fry's and other providers, pay for those other the phone, and then simply have us pick up the groceries and deliver them rather than taking that client into an environment where they might be exposed to the virus.

And then lastly, we've cut back travel training and suspended eligibility entirely for the next 30 days. And so over the next 30 days, individuals who desire paratransit eligibility will call in, we'll interact with them over the phone, we'll make a record, we'll declare them presumptively eligible, and then when the crisis has passed, we'll come back and before them in for a traditional eligibility process to validate or to determine their eligibility going forward.

With respect to service levels, you know, paratransit has actually seen a significant drop in the demand for services as senior centers and other areas have really curtailed their outside activities. They've seen about a 50 percent drop off to date in the number of paratransit and Ride Choice trips demanded. They haven't seen a significant change in availability of their operator fleet so we rarely -- we maintain strong capabilities there, but it's something, again, we're monitoring daily.

And then lastly, communication and logistics, so both we and City of Phoenix are working hard to maximize social distancing. We've aggressively moved to teleworking everywhere possible in this building and in all of our other locations.

As a result, all Valley Metro facilities have been closed to visitors so we are still providing a full range of services to folks, but we're doing that remotely rather than having them

come into offices. And we've suspended all non-mandatory public events. Right now, we don't have any public events we think are mandatory should one come up then we'll endeavor to conduct it via Webex as we are today.

That said, we recognize that communication with you and with the cities is critical and so we'll continue to use Webex. We conducted RTAG by Webex earlier until the week. It

was a great dry run for today's discussion. It allowed us to work some kinks out and we know we'll continue to grow experience in the use of those tools.

And then lastly, Hillary's team is providing to aggressively communicate with riders should a service change be necessary so folks can plan around the level of service that we're able to provide.

There's going to be a dedicated web page for that. We may also begin putting fliers out prompting folks to look at our web page to make sure that they know where they can get the most up-to-date information should things develop.

And with that, I'd be delighted to answer any questions.

Mr. Smith said, thank you.

Chair Hartke said are there any questions online?

Councilmember Arredondo-Savage said Jim you shared with us a little bit about the decrease in ridership for paratransit. Do we have an idea of what that ridership is in regards to bus and rail?

Mr. Smith said we are tracking and it takes a few days to get complete data, but I'll give you some examples.

The most recent data we have is last Friday, March 13th and our total ridership was right at 119,000 that's city of Phoenix, Valley Metro. Of that the bus ridership was 84,000 and the light rail ridership was 35,000. To give you some context, if I go up to March 6th just a week before, our ridership was 199,000 -- 197,000. 144,000 on the bus, 53,000 on the rail. If I go up two weeks, it's about the same between 195,000 and 200,000 on a given day for the Fridays and we dropped about 40 percent as of last Friday.

We're assuming that the numbers are going to drop even more. Last Friday was when closures and things first started really hitting. Monday and Tuesday of this week is when we hit things like the City of Phoenix and other cities declared emergencies so we're assuming that that ridership will trend downward and that we will continue to see that decrease.

Our plan is to emphasize schedule not capacity. Since we are a critical, excuse me, public service whether we run a bus or a train with two people or 72 people, we're going run the train.

There will come a point in time when we may want to consider and as the direction of the Boards moving to a more restrictive schedule. That is something we're putting in our options and we have certain triggers as it relates to mainly the availability of operators and mechanics that will enable us to put service to the road. But until we're actually forced to, we're going to -- through either internal or external type things, we're not using ridership as the primary driver.

Obviously, if this goes on more than a few weeks then the levelling off at a low level will dictate a level of service and, as Jim said, we're primarily looking at using either the Saturday or Sunday schedule as the baseline or the foundation service.

There will obviously have to be some tweaks and adjustments to that. There are certain

communities that, for example, don't receive service on Sunday. We'll need to supplement and figure out how to fill in. Express and especially for our thing since we operate express there are concern certain communities that only have express service so we will look at maintaining those types of services so they're not totally cut off. So it's not as simple as just going to a Saturday or Sunday, there are other issues.

There's no perfect thing, but we were, along with City of Phoenix, we were jointly committed to making this as easy on our riders and, frankly, on our operations. If you can imagine what's it's like scheduling 900 buses that hit the streets almost every day with their operators and on schedules. It's quite a difficult chore.

So those are the ridership numbers as of last Friday. With paratransit, I think, yesterday we had 850 trips. A normal day it 1500 to 1600 trips. So we're about the same, about down 45-50 percent. That's more realtime. And we find that the report from the field is that those trips have sort of gravitated more toward essential trips, doctors appointments, things like that away from what we would call casual trips for lack of the better term.

We have a -- so we actually have an interesting issue that we have somewhat of an over-capacity on our paratransit and we're holding steady on bus and rail and hoping that we can maintain that from our operators and our maintenance that they are able to come to work and I just want to give a shout out to them.

They are showing up. They're doing their job and we really need to appreciate their efforts because these are somewhat scary times and they recognize the importance of the work they do. They're still showing up.

Chair Hartke said Scott, I've got the question related to that and I apologize if I missed this with my internal distractions during these times too, but how nimble or agile are we able to be because, again, we're somewhat chasing a phenomenon and -- in terms of

scheduling and so like we're getting info from last week and I certainly don't fault that, but responding a month from now or two months from now. Are we just going to be chasing a curve in terms of dropping cars off? Or scheduling? Or how -- from your perspective how quick are we able to be agile? In terms of also getting the communication aspects out to people who use these services?

Mr. Smith said, yeah. Thank you, Mayor.

Both those are high concern to both us and the City of Phoenix. We can be somewhat agile. Like I said, as you can imagine with over 900 cars -- 900 buses that we put on the street every day, adjusting those schedules is not the easiest thing.

What we've decided is if we are going to put in a change, we would probably like to implement it on a Monday. So we'll like a few days notice so we can let our operators know, we can let the public know, and we can let anyone else who's in that a change is coming so we anticipate that we could do a few days.



Obviously, if something happens and, for example, operators don't show up, we'll have to adjust on the fly. That is sort of our emergency situation.

We will put service on the road. Regardless, if we have five buses, we'll put them on the road, but it will happen in an orderly fashion unless there is some other event such as drivers just en mass don't show up. We have some external event that keeps us from putting things out. That would be the only time when we would do it on the fly. Usually, we would like to take a few days to ease into it so everyone can know what's going on.

Chair Hartke said are there any more questions?

Councilmember Arredondo-Savage said it feels to me like the first line of defense is really going to be with our drivers doing everything that we can to make sure that we protect them because as soon as we start seeing concerns with staffing that's when all these other things are going to be implemented.

So I agree with you, Scott, in regards to capacity, but is there a way that we can isolate them maybe a little bit more to keep them separated from the riders? Is one of my questions or something to think about.

And secondly, for the City of Tempe, our neighborhood circulator is certainly very essential. I haven't heard you mention Orbit at all and so for many of our residents, I mean, that is their main mode of transportation so it's really important to us that we keep that, you know, front and center in regards to being able to keep that up and operating too.

Mr. Smith said, thank you, Councilmember. One of the things we're doing is we are working with our service providers, our contractors, and with the ATU, our -- the union

that represents our drivers. As a matter of fact, there's a meeting going on right now between the service providers to talk about the very thing. How can we better protect our operators?

We have done a few things and I think Jim mentioned them. For example, on fares and tickets, we have a no touch on both fare enforcement on the light rail and on the buses. We don't touch coins or fare or anything. We don't want to exchange or have any type of exchange.

There are other things that have been proposed and have been talked about that -- but to create a complete separation from driver and passengers brings questions as to the ability to collect fares. There have been proposals that okay, let's don't enforce and collect fares. We're very concerned about that simply because from, obviously, a financial, but our main concern is safety.

We think that it could create situations where people could be less safe. We're looking at that. We're talking to the union and to our providers and just so you know that's the one thing that has been put out there, but we are looking carefully at how we can maintain

order on the system while protecting the operators as much as possible.

And we'll give you an update when we hear more and when we -- because that's going to be a discussion once again between us and First Transit and for the City of Phoenix, Transdev and Total Ride as to how we do it and the union since they're also involved. And we'll let you know how that progresses because their maybe some policy issues that come

up related to that as it relates to fare revenue and things like that that you'll, obviously, need to be involved in because this Board and the city councils are the only ones that can make those decisions.

Chair Hartke said, again, not hearing any questions come in or logging in web or vocally. We're going to move into an Executive Session so I need a motion and a second to enter into Exec Session.

5. Executive Session

**IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY MAYOR HARTKE AND UNANIMOUSLY CARRIED TO ENTER INTO EXECUTIVE SESSION.**

The regular meeting adjourned at 11:48 a.m.  
The regular meeting reconvened at 12:37 p.m.

6. Executive Session Action Items

**IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY COUNCILMEMBER WINTERS AND UNANIMOUSLY CARRIED TO ESTABLISH A TEMPORARY VALLEY METRO EXECUTIVE COMMITTEE WHICH IS EMPOWERED TO ACT ON BEHALF OF THE BOARDS ON ALL ISSUE RELATED TO ACTS REQUIRED TO ADDRESS THE IMPACTS OF COVID-19 ON TRANSIT OPERATIONS AND EMPLOYEE AND RIDER HEALTH AND SAFETY.**

**THE EXECUTIVE COMMITTEE SHALL CONSIST OF THE CURRENT MEMBERS OF THE AUDIT AND FINANCE SUBCOMMITTEE AND THE CURRENT RPTA CHAIR. THE**

**MEMBERS OF THE EXECUTIVE COMMITTEE SHALL INCLUDE MAYOR KEVIN HARTKE, COUNCIL MEMBER ROBIN ARRENDONDO-SAVAGE, MAYOR KATE GALLEGU, COUNCIL MEMBER LAUREN TOMACHOFF, VICE MAYOR BILL STIPP, COUNCIL MEMBER FRANCISCO HEREDIA, THE CEO SHALL BE ALSO AUTHORIZED IN CONSULTATION WITH THE EXECUTIVE COMMITTEE TO TAKE THE ACTIONS NECESSARY TO ADDRESS THE IMPACTS OF COVID-19 ON TRANSIT OPERATIONS AND EMPLOYEE AND RIDER HEALTH AND SAFETY.**

**THE ABOVE ACTION AND AUTHORIZATION SHALL EXPIRE ON MAY 31, 2020, UNLESS EXTENDED BY THE BOARD OF DIRECTORS.**

## 7. Audit and Finance Subcommittee Update

Mayor Hartke said the next item is the Audit and Finance Subcommittee Update.

Council member Arredondo-Savage said, thank you, Mayor. Really quick kind of keep things in line. Actually Paul is going to give our update as I wasn't there so Paul thank you so much.

Mr. Hodgins said the Audit and Finance Subcommittee met last Thursday March the 12th.

Vicki Murphy presented two internal audit reports, one on performance management. There was a finding and recommendation to develop a comprehensive policy with procedures. And then the hardware and software management audit with five findings related to operating systems, tracking of software licenses, hardware inventory, IT policies, and printer inventory. Both of those audit were accepted by the AFS.

There was also a presentation on the preliminary annual operating and capital budgets for both RPTA and Valley Metro Rail.

There was some concern expressed by the AFS members about the continued growth in the about budget and in the staffing particularly given circumstances today not knowing

how this COVID-19 pandemic may effect the economy, ridership, revenues, fare revenues in general. We absolutely agree that there is significant concern about that and we will be developing some strategies to mitigate those impacts or to make changes to the budget to address any revenue impacts over the coming years.

The AFS also received informational updates from Internal Audit on internal audit exceptions from previous audits reported and then intergovernmental agreements, change orders, amendments and awards.

The next meeting for the AFS is schedule for Thursday, May 14th as the April meeting has been cancelled. And that is a summary, I'd be happy to answer questions if there are any. Chair said any questions? All right. Thank you.

Chair Hartke said our next item is the Fiscal Year 2019 Transit Performance Report. Scott Smith.

Mr. Smith said and Mr. Chair, we're going to for all the other information and issues on items 8 and 9, 10 and 11, we're just offering them and if there are questions we can answer them. Otherwise, we're going to not try to give the report over the 18 cell phones we have lined up on the desk.

Chair said that sounds good. Are there any questions or comments? Bill Stipp.

Mr. Stipp said I didn't quite hear Scott. Was he asking for questions on the next three agenda items?

Mr. Smith said yes. If there's any questions on the reports that we're going to be given you have the hard copies. We were not planning on trying to give those today. So if there are any questions, you can either ask now or call me or the person -- contact me or Pat or the person who was going to give the report. We would be more than happy to address the issue for you.

Mr. Stipp said Scott, I just had kind of a -- and we skipped the org -- the 2019 origin and designation study results last month and if we're not going to go spend any time in that today I think we need to come back together. I've got probably a dozen questions about this as it relates to our future as a transit organization and our stepping into the Prop 400 Extension discussion. I don't know when you want to do that.

Mr. Smith said we can put that on for the next board meeting or depending on how this plays out. My guess is that as we see April and even May, we're all going to be looking at who we are differently perhaps then we are now. So we'll keep it on the agenda, we won't just let it go. We'll say we're just going to table it for now and we'll bring it back either in the April or the May meeting.

Mr. Stipp said yeah. I'm okay with -- if we do that for the original and designation study. I appreciate that.

Mr. Smith said okay. That's what we'll do then.

Chair said are there any other questions related to the joint meeting? Hearing none. Joint meeting is concluded.

With no further discussion the meeting adjourned at 12:45 p.m.



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 6****SUBJECT**

Videography Services Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute multiple two-year base contracts with two, one-year options with the following: The Flip Side Communications, DigiVid 360, Matter Films, Hernandez Creative and WulfenBear Media for videography services. Total expenditures across all vendors will not exceed \$170,000 for the first two years. The RPTA and VMR portions are split equally in the amount of \$85,000 each.

**COST AND BUDGET**

The videography contracts for approval have a total term of up to two years with two, one-year options. For the two-year base term across all vendors, the award is up to \$170,000 and work will be issued on a task order basis.

Please note: This is a task order-based contract and the Boards' approval does not commit the agency to any expenditures at this time, yet gives the agency flexibility into the future for this type of service.

For Fiscal Year 2020, the contract obligation is \$17,000 which is fully funded within the Valley Metro Adopted FY20 Operating and Capital Budget. Contract obligations beyond FY20 are incorporated into the Valley Metro RPTA and Rail Five-Year Operating Forecast and Capital Program (FY20 through FY24).

The source of funding is Proposition 400 (RPTA) and member city (VMR). There are no federal funds being used for this award.

**RECOMMENDATION**

Staff recommends the Boards of Directors authorize the CEO to execute multiple two-year base contracts with two, one-year options with the following: The Flip Side Communications, DigiVid 360, Matter Films, Hernandez Creative and WulfenBear Media for videography services. Total expenditures across all vendors will not exceed \$170,000 for the first two years. The RPTA and VMR portions are split equally in the amount of \$85,000 each.

**BACKGROUND | DISCUSSION | CONSIDERATION**



As a way to maintain a positive image of the system and to remain current in how we promote our services, video is considered a mainstay across various mediums, e.g. social media, website and broadcast media. Video is also used to capture and document milestone moments for the system, such as groundbreaking, ribbon cuttings and other special events. Video serves as a way to visually communicate our value and how we enhance and support our local communities through the services we provide.

Valley Metro is seeking the services of local videography firms who are qualified to provide pre-production, production and post-production services for videos of varying lengths to capture agency events, projects, services and rider activity. These firms have varying specialties, as well as capabilities of planning, scoping, concept development, scriptwriting, scheduling and are able to travel to the site of the filming, provide all equipment including lighting and audio, retain voiceover talent and/or music. In addition, there is the option to include video accessibility features as needed, e.g. closed captioning, sight-impaired descriptions.

On December 5, 2019, the Boards of Directors authorized the CEO to issue a competitive solicitation for videography services for a two-year contract term with two, one-year extension options.

On January 6, 2020, Valley Metro staff issued a Request for Proposals for videography services in compliance with the Valley Metro Procurement Manual.

The solicitation included the following technical and price evaluation criteria:

<b>Evaluation Criteria</b>	
<b>Qualifications &amp; Experience of the Firm &amp; Assigned Personnel</b>	300 points
<b>Videography Portfolio</b>	300 points
<b>Method of Approach and Innovation and Creativity</b>	200 points
<b>Cost Proposal</b>	200 points
<b>TOTAL POINTS AVAILABLE</b>	<b>1,000 Points</b>

Proposals were received on February 3, 2020. A total of nine offers were received and deemed responsive from the following proposers:

- Amoroma Productions
- Circuit Media
- DigiVid 360
- Hernandez Creative
- Matter Films
- On Advertising
- The Flip Side Communications
- Urias Communications
- WulfenBear Media

An evaluation committee, consisting of Valley Metro staff, was appointed to evaluate proposals in accordance with the evaluation criteria listed above. Based on the evaluation committee's scoring, it was determined that five proposers would be chosen



for award. By having a variety of videography firms available on contract, Valley Metro can work with the firm most suited to a particular project and ensure their availability at the time of the filming or event. Also, with having the five firms on an as-needed basis, there is also the ability to have these firms competitively bid on individual video projects.

The proposers and their total points are listed below:

<b>Proposers by Points</b>			
<b>Proposer</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
<b>The Flip Side Communications</b>	727	140	867
<b>DigiVid 360</b>	717	127	844
<b>Matter Films</b>	721	117	838
<b>Hernandez Creative</b>	708	112	820
<b>WulfenBear Media</b>	706	93	800
<b>Urias Communications</b>	705	82	787
<b>Amoroma Productions</b>	728	40	768
<b>Circuit Media</b>	618	121	739
<b>On Advertising</b>	515	200	715

As individual projects are identified, the following steps will be used to execute a task order:

- Valley Metro will match specific task orders with the appropriate videographer(s) based on specific expertise, workload, and availability.
- More than one videographer may be asked to provide a quote on the project.
- Valley Metro and individual videographer(s) will meet to define the scope.
- Valley Metro will prepare a scope of work and issue a task order request.
- The videographer will prepare a proposal and cost.
- Final negotiations occur and the task order is initiated.
- If price negotiations are not successful, Valley Metro reserves the right to solicit the other videographer firms on contract.

**COMMITTEE ACTION**

RTAG: March 17, 2020 for information  
 TMC/RMC: April 1, 2020 approved  
 Boards of Directors: April 16, 2020 for action

**CONTACT**

Susan Tierney  
 Communications Manager  
 602.523.6004  
[stierney@valleymetro.org](mailto:stierney@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 7****SUBJECT**

Travel, Expenditures and Solicitations

**PURPOSE**

The monthly travel, expenditures and solicitations are presented for information.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COST AND BUDGET**

None

**COMMITTEE PROCESS**

None

**RECOMMENDATION**

This item is presented for information only.

**CONTACT**

Paul Hodgins

Chief Financial Officer

602-262-7433

[phodgins@valleymetro.org](mailto:phodgins@valleymetro.org)

**ATTACHMENTS**

Valley Metro Travel Reimbursement Report

Valley Metro RPTA and Valley Metro Rail Monthly Accounts Payable over \$25,000

Active Requests for Proposals, Qualifications and Invitations for Bids



**Valley Metro**  
**Travel Reimbursement Report**  
For Travel Completion Dates  
2/16/20 through 3/15/20

Job Title	Purpose of Travel	Location	Dates Traveled	Total Travel Cost	Airfare	Other Transport	Lodging	Meals	Misc.
Quality Assurance Manager	Quality Assurance and Quality Control	Sacramento, CA	1/21/20-1/23/20	\$725.01	\$185.96	\$46.21	\$327.84	\$165.00	\$0.00
Manager, Rail Operations	Siemens Complete Vehicle FAI	Sacramento, CA	2/1/20-2/5/20	\$1,084.44	\$297.80	\$172.16	\$449.48	\$165.00	\$0.00
Sr. Project Compliance Coordinator	NTI Quality Assurance Training	Sacramento, CA	1/21/20-1/23/20	\$747.32	\$212.96	\$44.56	\$324.80	\$165.00	\$0.00
Deputy Director, Corridor Planning	RailVolution Steering Committee	Miami, FL	1/8/20-1/10/20	\$1,256.54	\$446.00	\$0.00	\$630.54	\$120.00	\$60.00
Manager, Service Planning	Impact of Autonomous Vehicles on Public Transport.	Palo Alto, CA	1/28/20-1/29/20	\$1,093.69	\$386.80	\$48.85	\$474.04	\$99.00	\$85.00
Mager of Safety & Training	Siemens Complete Vehicle FAI	Sacramento, CA	2/3/20-2/5/20	\$912.28	\$297.80	\$0.00	\$449.48	\$165.00	\$0.00
Lead LRV Maintenance Technician II	Siemens Complete Vehicle FAI	Sacramento, CA	2/2/20-2/6/20	\$1,344.96	\$328.80	\$0.00	\$719.16	\$297.00	\$0.00
Chief Exeurive Officer	City of Charlotte Strategy Meeting	Durham, NC	1/13/20-1/15/20	\$486.55	\$312.45	\$82.60	\$0.00	\$91.50	\$0.00
Chief Exeurive Officer	Palm Beach Transportation Peer Exchange	West Palm Beach, FL	1/15/20-1/17/20	\$978.83	\$312.46	\$55.39	\$458.78	\$152.20	\$0.00

Report reflects Out of State (AZ) Travel

<sup>1</sup> Parking

<sup>2</sup> Baggage

<sup>3</sup> Reimbursed by Host Agency

**Valley Metro Regional Public Transportation Authority**  
**Monthly AP Payments over \$25,000**  
**February 21, 2020 to March 20, 2020**

<b>Document Number</b>	<b>Name</b>	<b>Transaction Description</b>	<b>Effective Date</b>	<b>Transaction Amount</b>
20200312W001	First Transit, Inc.	Jan. 2020 Fixed Route Bus Service - Unification	3/12/2020	5,881,004.72
20200227W001	City of Phoenix	Bus Acquisition Reimb	2/27/2020	3,386,013.95
20200312W	City of Phoenix	Feb. 2020 FR Bus Svc, ADA, FR Op Supp, Media Distribution Fee	3/12/2020	2,417,101.54
20200227W004	Transdev Services, Inc	Dec 2019 Regional Paratransit Services	2/27/2020	1,677,051.89
20200305W	City of Phoenix	RTP Reimbursements for Bus Acquisitions	3/5/2020	1,282,377.73
20200228W	ADP, LLC	PPE 2-23-20 Wages Payable - Reverse Wire	2/28/2020	607,045.60
20200313W	ADP, LLC	PPE 3-8-20 Wages Payable - Reverse Wire	3/13/2020	603,736.76
20200320W001	Cigna Health and Life Insurance Company	March 2020 EE Medical & Vision Coverage	3/20/2020	363,152.38
20200228W	ADP, LLC	PPE 2-23-20 Federal, State, SS/Med EE/ER Tax-ACH	2/28/2020	246,220.07
20200313W	ADP, LLC	PPE 3-8-20 Federal, State, SS/Med EE/ER Tax - ACH	3/13/2020	245,633.67
20200320W004	Medical Transportation Management, Inc.	Jan. 2020 In-Person Eligibility Assessment and Travel Training Services	3/20/2020	143,837.36
20200228W001	ASRS	PPE 2-23-20 ASRS Contributions Employee	2/28/2020	112,778.94
20200228W001	ASRS	PPE 2-23-20 ASRS Contributions Employer	2/28/2020	112,778.94
20200313W001	ASRS	PPE 3-8-20 ASRS Contributions Employee	3/13/2020	110,652.65
20200313W001	ASRS	PPE 3-8-20 ASRS Contributions Employer	3/13/2020	110,652.65
41334	Dell Marketing L.P.	Mobile Precision 3541 Xcto Base, Keyboard & Mouse, Dell Latitude 5300, Precision 3431 CTO Base, Dell 24 Monitors	3/4/2020	79,161.90
20200316W025	Wells Fargo Bank	February 2020 Credit Card Transactions	3/16/2020	70,838.31
20200227W003	Second Generation, Inc. dba Ajo Transportation	Jan 2020 Rural Connector Route	2/27/2020	65,784.68
20200227W002	CopperPoint Insurance Company	March 2020 Mobility Center Rent	2/27/2020	52,008.57
41370	Enterprise Rideshare	December 2019 Vanpool Services	3/10/2020	46,975.25
20200229W003	City of Mesa	February 2020 Utilities	2/29/2020	44,898.83
41351	Mosaic451, LLC	January 2020 Managed Security Services	3/4/2020	34,600.00
20200312W002	Senergy Petroleum, LLC	Mesa Diesel Fuel	3/12/2020	33,931.54
41340	Guidesoft Inc.	Week Ending 1.19/20 and 1/26/20 IT Services Consultants	3/4/2020	31,923.93
20200320W002	City of Phoenix	Jan. 2020 Platinum Passes	3/20/2020	30,279.00
20200312W002	Senergy Petroleum, LLC	West Valley Diesel Fuel	3/12/2020	25,074.38
			<b>Total</b>	<b>17,815,515.24</b>



**Valley Metro Rail, Inc.**  
**Monthly AP Payments over \$25,000**  
**February 21, 2020 to March 20, 2020**

<b>Document Number</b>	<b>Name</b>	<b>Transaction Description</b>	<b>Effective Date</b>	<b>Transaction Amount</b>
20200320W006	Kiewit Infrastructure West Co.	Dec 2019 South Central Extension	3/20/2020	7,352,446.86
20200312W	Stacy and Witbeck, Inc.	Jan 2020 Tempe Streetcar Project	3/12/2020	3,627,919.58
20200305W004	Siemens Mobility, Inc.	Milestone C2 Light Rail Vehicle Acquisition Program	3/5/2020	2,420,671.83
20200305W002	Hensel Phelps Construction Co	Jan 2020 OMC Expansion	3/5/2020	1,506,312.00
20200320W	Alternate Concepts Inc.	Jan 2020 Transportation Services	3/20/2020	1,127,821.76
20200320W005	Jacobs Engineering	Jan 2020 NW Extension II	3/20/2020	1,011,730.17
20200227W001	Alternate Concepts Inc.	December 2019 Transportation Services	2/27/2020	938,285.58
20200227W007	Hill International, Inc.	Dec. 20 Program Management-Hill International	2/27/2020	697,936.20
20200305W001	Allied Universal Security Services	Jan 2020 Fare Inspection and Security Services	3/5/2020	608,163.44
20200227W006	HDR Engineering, Inc.	Nov. 2019 HDR Planning and Community Relations	2/27/2020	435,765.72
20200320W004	HDR Engineering, Inc.	Dec. 2019 HDR Planning and Community Relations	3/20/2020	429,239.23
035066	Salt River Project	Tempe Streetcar Non Prior Right Utilities	3/19/2020	357,980.88
20200305W	AECOM Technical Services, Inc.	Dec 2019 South Central LRT Extension	3/5/2020	232,993.27
20200227W005	DMS - Facility Services, Inc.	January 2020 Facilities and LRV Cleaning Services	2/27/2020	231,691.55
035061	PGH Wong Engineering, Inc.	Jan 2020 NW Extension Project Phase 2	3/19/2020	230,262.19
20200305W005	Stacy and Witbeck, Inc.	Jan 2020 50th ST Station	3/5/2020	201,050.00
20200227W003	City of Phoenix	Oct.-Dec. 2019 VMR Quarterly Advertising Revenue Payment	2/27/2020	176,251.00
035020	SDB Contracting Services	Jan 2020 Construction Services - JOC	3/10/2020	168,375.24
20200227W	101 North First Ave LLC	March 2020 Rent, CAM, RE Taxes 101 Bldg 9th-14th Floors	2/27/2020	160,532.46
20200229W	APS	February 2020 Utilities	2/29/2020	157,635.53
20200320W001	ARCADIS	Jan 2020 Consulting Support Services	3/20/2020	132,265.34
034993	Stantec Consulting Services, Inc.	Dec 2019 Tempe Streetcar Design Services	3/4/2020	99,840.00
20200229W020	SRP	February 2020 Utilities	2/29/2020	75,897.53
20200227W005	DMS - Facility Services, Inc.	January 2020 Facility Maintenance Services	2/27/2020	66,204.81
20200305W003	Knorr Brake Corporation (KBC)	LRV Brake Overhaul	3/5/2020	65,621.86
20200227W002	City of Mesa	Oct.-Dec. 2019 VMR Quarterly Advertising Revenue	2/27/2020	54,677.00
20200320W003	Dellner Inc.	LRV Coupler Overhaul	3/20/2020	42,996.00
20200320W007	Knorr Brake Corporation (KBC)	LRV Brake Overhaul	3/20/2020	42,556.77
034995	URW, LLC	Jan 2020 Facilities Landskeeping Services	3/4/2020	40,636.22
035071	Sanderson Ford, Inc.	2020 Ford F250 1FT7X2A63LEC50879	3/19/2020	39,772.36
20200227W003	City of Phoenix	Jan. 2020 Fare Handling Fee	2/27/2020	36,129.00
20200320W002	Award Winning Restorations	Change Color Scheme on Train 149	3/20/2020	33,960.00
035061	PGH Wong Engineering, Inc.	Jan 2020 Systemwide System Design Services	3/19/2020	32,717.81
034994	Tempe Police Department	Jan 2020 PM Platform Security Enforcement	3/4/2020	32,232.00
035013	Mary Lucking	District 3 Tempe SC Fabrication 7	3/10/2020	30,000.00
035068	Salt River Project	S Central Extension Non Prior Right Utilities	3/19/2020	28,158.51
			<b>Total</b>	<b>22,926,729.70</b>



Procurement Report  
as of 03/09/2020

**RECENTLY COMPLETED PROCUREMENTS**

Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Ed N	Joint	RFP	Transit Asset Management	No	June 2019	July 2019	January 2020	\$1,250,736.00	3 years + 2 one-year options	Executed.
Kianie K	Joint	RFP	Market Research Services	Yes	June 2019	July 2019	December 2019	\$587,617.00	5 years	Executed.

**ACTIVE PROCUREMENTS**

Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Susanna H	Joint	RFP	ERP and EAM Solution	No	September 2019	November 2019	TBD	\$5,000,000.00	TBD	In evaluation.
Kianie K	Joint	RFP	Videography Services	No	January 2020	February 2020	April 2020	\$170,000.00	2 years + 2 one-year options	Pending Board Approval.
Rick W	Joint	RFP	Operations Cleaning Services	No	March 2020	April 2020	June 2020	\$14,330,000.00	3 year + 2 options	SOW received, solicitation in development.
Ed N	RPTA	RFP	Bus Wash Replacement	No	November 2019	January 2020	May 2020	\$765,000.00	6 years	In evaluation.
Christian J	RPTA	COOP	Transit Service Planning software	No	N/A	N/A	May 2020	\$172,000.00	3 years	Initiating Documents.
Ed N	RPTA	RFP	Retail Sales Networks for Fare Collection and Customer Service	No	February 2020	April 2020	August 2020	\$30,000,000.00	5 years + 3 yr + 2 yr	Solicitation issued.
Ed N	RPTA	RFP	Tempe Circulator Vehicles	Yes	September 2019	November 2019	April 2020	\$11,425,000.00	5 Years	Pending Board Approval.
Christian J	RPTA	RFP	Transportation Demand Management (TDM) Platform Solution	No	November 2019	December 2019	April 2020	\$500,000.00	3 years + 2 one-year options	In negotiation.
Rick W	VMR	IFB	Paver Maintenance	No	December 2019	January 2020	NA	\$149,000.00	3 Years	In evaluation.

**FUTURE PROCUREMENTS**

Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Rick W	Joint	RFP	Landscaping Services	No	March 2020	April 2020	June 2020	\$2,450,000.00	3 year + 2 options	SOW Development.
Christian J	Joint	Sole Source	Aconex renewal & introduce archiving	No	July 2020	July 2020	September, 2020	\$1,800,000.00	5 years	Initiating Documents.
Rick W	RPTA	RFP	Bus Inspection Services	No	March 2020	April 2020	June 2020	\$1,600,000.00	5 years	SOW Development.
Susanna H	VMR	Sole Source	SCV Managed Inventory Program	No	N/A	N/A	December 2020	\$1,000,000.00	5 years	SOW Development.
Kianie K	VMR	IFB	Alignment Sweeping Services	No	March 2020	April 2020	June 2020	\$100,000.00	3 years + 2 options	SOW Development.
Christian J	VMR	Sole Source	Knorr LRV Brakes (Master Purch Agrmt)	No	TBD	TBD	TBD	\$100,000.00	5 years	SOW Development.



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 8****SUBJECT**

Future Agenda Items Request and Report on Current Events

**PURPOSE**

Chairs Hartke and Arredondo-Savage will request future agenda items from members, and members may provide a report on current events.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND/DISCUSSION/CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith  
Chief Executive Officer  
602-262-7433  
[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None.

**Pending Items Request**

Item Requested	Date Requested	Planned Follow-up Date



# Agenda

April 9, 2020

**RPTA Board of Directors**  
Thursday, April 16, 2020  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
**11:15 a.m.**

## Action Recommended

1. Public Comment (blue card)

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

2. Minutes

2. For action

Minutes from the March 19, 2020 Board meeting are presented for approval.

## **CONSENT AGENDA**

- 3A. TDM/Commute Solutions Software Platform Contract Award

- 3A. For action

Staff recommends that the Board of Directors authorize the CEO to execute a three-year base contract with two, one-year options with RideAmigos for a Transportation Demand Management (TDM) software solution supporting Commute Solutions' ShareTheRide.com platform for a total of \$407,550.

- 3B. Accessible Content Coordination Services Contract Award

- 3B. For action

Staff recommends that the Board of Directors authorize the CEO execute a two-year cooperative agreement under Knowledge Services for accessible content coordination services for an amount not to exceed \$225,000.



3C. Manufacture and Delivery of 30 Ft. Heavy Duty Circulator Buses Contract Award

3C. For action

Staff recommends that the Board of Directors authorize the CEO to execute a contract with Gillig, LLC for the purchase of 30 ft. heavy duty circulator buses in an amount not to exceed \$15,565,802.

3D. Intergovernmental Agreement (IGA) Amendment with Arizona State University (ASU) for Autonomous Vehicle Research and Analysis

3D. For action

Staff recommends the Board of Directors authorize the CEO to execute an IGA Amendment to 2018-TOMNET (task order) number SPA00002258, to extend the period of performance to December 30, 2020 to coincide with the federal grant period of performance.

3E. Federal Transit Administration Pass-Through Grant Agreement

3E. For action

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grants.

**REGULAR AGENDA**

4. Purchase of Replacement Vehicles for Regional Paratransit Service

4. For action

Scott Smith, CEO, will introduce Jim Hillyard, Chief Administrative Officer, who will request that the Board of Directors authorize the CEO to purchase up to 25 Ford Transit vans from Creative Bus Sales under ADOA Contract ADSPO16-1027 at combined federal and local cost not to exceed \$1.75 million for the Valley Metro regional paratransit program.

5. Proposed October 2020 Service Changes

5. For information

Scott Smith, CEO, will introduce Joe Gregory, Manager, Service Planning, who will provide an update on the proposed October 2020 transit service changes and community outreach plan.





6. Future Agenda Items Request and Report on Current Events 6. For information

Chair Hartke will request future agenda items from members, and members may provide a report on current events.

7. Next Meeting 7. For information

The next Board meeting is scheduled for **Thursday, May 21, 2020 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at [www.valleymetro.org](http://www.valleymetro.org)



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 1****SUBJECT**

Public Comment

**PURPOSE**

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

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**ATTACHMENT**

None



# Minutes

April 9, 2020

**AGENDA ITEM 2**

**Board of Directors**  
**Thursday, March 19, 2020**  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

## **RPTA Meeting Participants**

Mayor Kevin Hartke, City of Chandler (**Chair**)  
Mayor Kate Gallego, City of Phoenix (**Vice Chair**)  
Councilmember Jon Edwards, City of Peoria (**Treasurer**) (phone)  
Vice Mayor Pat Dennis, City of Avondale (phone)  
Vice Mayor Eric Orsborn, City of Buckeye (phone)  
Mayor Alexis Hermosillo, City of El Mirage (phone)  
Councilmember Mike Scharnow, Town of Fountain Hills (phone)  
Councilmember Brigette Peterson, Town of Gilbert (phone)  
Councilmember Lauren Tolmachoff, City of Glendale (phone)  
Vice Mayor Bill Stipp, City of Goodyear (phone)  
Supervisor Jack Sellers, Maricopa County (phone)  
Councilmember Francisco Heredia, City of Mesa (phone)  
Councilmember Jon Edwards, City of Peoria (phone)  
Mayor Gail Barney, Town of Queen Creek (phone)  
Councilmember Susanne Klapp, City of Scottsdale (phone)  
Councilmember Roland F. Winters Jr., City of Surprise (phone)  
Councilmember Robin Arredondo-Savage, City of Tempe  
Mayor Rui Pereira, Town of Wickenburg (phone)  
Mayor Michael LeVault, Town of Youngtown (phone)

## **Members Not Present**

Councilmember Linda Laborin, City of Tolleson

Chair Hartke called the RPTA meeting to order at 12:46 p.m.

### 1. Public Comment

Again, for today's meeting public comment is being taken in written format and will be entered into the official minutes of the meeting.

### 2. Minutes

Minutes from the February 20, 2020, board meeting are presented for approval. Are there any questions or comments?



Hearing none. I'd like it request a motion and a second to approve the board meeting minutes from February 20, 2020.

**IT WAS MOVED BY VICE MAYOR ORSBORN, SECONDED BY COUNCILMEMBER ARREDONDO-SAVAGE AND UNANIMOUSLY CARRIED TO APPROVE THE FEBRUARY 20, 2020 BOARD MEETING MINUTES.**

3. Fuel for Paratransit Service

Chair Hartke asked if there are any questions for this item. Hearing none.

**IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY VICE MAYOR STIPP AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO INCREASE THE COOPERATIVE AGREEMENT PURCHASE ORDER UNDER THE ARIZONA STATE CONTRACT FOR DIESEL AND UNLEADED FUEL BY \$1,760,000 FOR A TOTAL NOT TO EXCEED \$7,260,000 THROUGH JUNE 30, 2021.**

4. Future Agenda Item Request and Reports on Current Events

None.

Our next meeting is scheduled for April 16, 2020 at 11:15 a.m.

With no further discussion the meeting adjourned at 12:47 p.m.



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3A****SUBJECT**

TDM/Commute Solutions Software Platform Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute a three-year base contract with two, one-year options with RideAmigos for a Transportation Demand Management (TDM) software solution supporting Commute Solutions' ShareTheRide.com platform for \$370,500 plus a contract contingency of \$37,050 for a total contract value of \$407,550.

**COST AND BUDGET**

The RideAmigos contract for approval has a total term of up to five years (three-year base plus two, one-year options). For the total term, the award is \$370,500 plus a contract contingency of \$37,050 for a total of \$407,550.

For Fiscal Year 2020, the RPTA contract obligation is \$40,375, which is fully funded within the Valley Metro Adopted FY20 Operating and Capital Budget. Contract obligations beyond FY20 are incorporated into the Valley Metro RPTA Five-Year Operating Forecast and Capital Program (FY20 through FY25).

The cost for this software is entirely funded by MAG and Maricopa County grants and vanpool user fees. Specifically:

- Regional Rideshare and Telework Grant Agreement
- Trip Reduction Program Expansion Grant Agreement
- Regional Vanpool Program

No Proposition 400 funding is utilized as part of this service.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a three-year base contract with two, one-year options with RideAmigos for a Transportation Demand Management (TDM) software solution supporting Commute Solutions' ShareTheRide.com platform for a total of \$407,550.



## **BACKGROUND | DISCUSSION | CONSIDERATION**

Valley Metro Commute Solutions assists employers in the Maricopa County Travel Reduction Program (TRP), as well as the public, in finding commuting alternatives to driving alone.

A key element of this program is ShareTheRide.com. ShareTheRide is Valley Metro's free, online commute-matching system. The tool connects Maricopa County commuters to a secure matching platform that displays carpooling, vanpooling, transit and/or bicycle options. The homepage of ShareTheRide includes links to additional information for various modes. For commuters, in addition to creating commute matches, the new and enhanced system will:

- Manage online incentive programs to reward alternative mode users
- Offer a more user-friendly mobile app
- Calculate pollution, fuel, and financial savings from alternative mode use
- Provide results and reporting on an individual or aggregated basis
- Provide real-time information on traffic, transit routes and more

ShareTheRide also allows companies to manage their TRPs online, streamlining tracking efforts. Employers can manage their internal TRP contests and obtain reports of their employees using ShareTheRide and alternative modes. Employers can also create ShareTheRide accounts for employees without internet access.

In 2009, the Board authorized the CEO to enter into a contract with RideShark to implement, host, maintain and administer the current ride-matching software program supporting ShareTheRide.com. The current service will expire on June 30, 2020.

In November 2019, Valley Metro issued a Request for Proposals (RFP) with the goal of replacing the legacy software system's web and mobile applications and to meet existing gaps and future growth opportunities as customers' needs evolve and new mobility services emerge.

The RFP included the following technical and price evaluation criteria:

<b>Evaluation Criteria</b>	
<b>Functional Requirements</b>	40%
<b>Implementation Plan and Timeline</b>	20%
<b>Qualifications and Experience</b>	20%
<b>Pricing</b>	20%
<b>TOTAL POSSIBLE SCORE</b>	100%

On December 10, 2019, three proposals were received from the following firms: the incumbent RideShark, RideAmigos and Trapeze.



An evaluation committee consisting of Valley Metro, City of Tempe Transportation Division, Maricopa County Air Quality Travel Reduction and Outreach, as well as technical staff from these respective agencies, was appointed to evaluate proposals, establish a competitive range and select the proposer to receive the contract award.

The evaluation committee concluded its evaluation by reaching a consensus and unanimously recommending award to RideAmigos for their proposed TDM solution.

Proposers	Score	Rank
RideAmigos	925	1
Trapeze	887	2
RideShark	724	3

The RideAmigos platform offers significant, untapped opportunities, including real time information, a matching system that is truly multi-modal, a robust mobile application, corridor incentivizing, special event transportation options and the opportunity to build more customizable sub-sites for employers. It also provides ongoing user academy and learning opportunities that Valley Metro can share with employers in the program.

### **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 1: Increase customer focus
- Goal 2: Advance performance based operation
- Goal 3: Grow transit ridership

### **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

TMC: April 1, 2020 approved

Board: April 16, 2020 for action

### **CONTACTS**

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### **ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3B****SUBJECT**

Accessible Content Coordination Services Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute a two-year cooperative agreement under Knowledge Services for accessible content coordination services for an amount not to exceed \$225,000.

**COST AND BUDGET**

The Knowledge Services cooperative agreement for approval has a total term of two years. For the total term, the award cost is \$225,000.

For Fiscal Year 2020, the RPTA contract obligation is \$25,000, which is fully funded within the Valley Metro Adopted FY20 Operating and Capital Budget. Contract obligations beyond FY20 are incorporated into the Valley Metro RPTA Five-Year Operating and Capital Forecast (FY20 through FY24).

The source of funding is regional Public Transportation Funds.

See below for budget allocations by year.

Purchase	Vendor	Contract	Cost
Accessible Content Coordinator	Knowledge Services	State Contract: ADSP017-174599	\$225,000
		<b>FY 2020 Total</b>	<b>\$25,000</b>
		<b>FY 2021 Total</b>	<b>\$100,000</b>
		<b>FY 2022 Total</b>	<b>\$100,000</b>

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO execute a two-year cooperative agreement under Knowledge Services for accessible content coordination services for an amount not to exceed \$225,000.

**BACKGROUND/DISCUSSION/CONSIDERATION**

Accessible Content Coordinators are professionals trained to ensure websites, mobile applications, eLearning modules, documents and videos comply with federal agency Section 508 and Web Content Accessibility Guidelines (or WCAG) 2.0 requirements.





This service creates a more accessible, online user experience, particularly for people with disabilities.

Based on local and federal legal requirements for accessible content, Valley Metro began using the services of Knowledge Services to make our website/trip planner, online documents, marketing materials, customer forms, etc. more accessible. There is an ongoing need for this service to ensure accessibility compliance for all users.

The accessible content coordination services are procured from Knowledge Services utilizing a cooperative contract awarded by the Arizona State Procurement Office. Purchasing under a cooperative contract saves Valley Metro resources due to the simplified acquisition process, the cooperative purchasing power of multiple agencies and the use of terms and conditions that have previously been negotiated.

The proposed cost is based on approximately 2,000 hours per year to support the needs of the agency. This service is particularly utilized by Accessible Transit, Marketing and IT, but is available as a resource across the organization.

#### **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

TMC: April 1, 2020 approved

Board of Directors: April 16, 2020 for action

#### **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 1: Increase customer focus
- Goal 3: Grow transit ridership

#### **CONTACTS**

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#### **ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3C****SUBJECT**

Manufacture and Delivery of 30 Ft. Heavy Duty Circulator Buses Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute a contract with Gillig, LLC for the purchase of 30 ft. heavy duty circulator buses in an amount not to exceed \$15,565,802

**COST AND BUDGET**

The cost for the base quantity of 17 buses and optional quantity of 14 buses is included in the chart below:

Fiscal Year	Qty.	Length	Bus Type	Fuel Type	Mfg.	Base Price	Total
FY 21	17	30 ft.	Std.	CNG	Gillig	\$468,946	\$7,972,082
FY 22	14	Optional Bus Orders			Gillig	\$475,980	\$6,663,720
		Optional Components			Gillig	\$30,000	\$930,000
<b>Total</b>	<b>31</b>						<b>\$15,565,802</b>

The above chart is based on the current bus specifications and may change based on the final requirements of the pending bus build with Gillig. Any cost increases will be determined once a notice to proceed has been issued to the vendor and all optional equipment has been identified to place the vehicle into revenue service.

All buses are included in the RPTA Proposed FY21 Operating and Capital Budget. Contract obligations beyond FY21 are included in the RPTA Proposed Five-Year Operating Forecast and Capital Program (FY2022 thru FY2026).

All buses are funded with a combination of Federal Transit Administration (FTA) funds and Regional Proposition 400 funds.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a contract with Gillig, LLC for the purchase of 30 ft. heavy duty circulator buses in an amount not to exceed \$15,565,802.



## **BACKGROUND | DISCUSSION | CONSIDERATION**

In January 2019, the Valley Metro Board of Directors authorized the CEO to issue a competitive solicitation for the purchase of medium and/or heavy-duty buses for neighborhood circulator service operated by Valley Metro. On September 6, 2019, Valley Metro issued a Request for Proposals (RFP) solicitation with solutions due on November 13, 2019. A total of eight proposals were received from the following three bus manufacturers:

- Gillig, LLC (proposed 1 bus type)
- Creative Bus Sales (proposed 5 different bus types)
- Alliance Bus Group (proposed 2 different bus types)

As part of the evaluation process, technically responsive vendors were required to present their proposed bus for review by the selection committee. This presentation consisted of a static walk around review, an on the rack visual review and a test-drive of the bus. The evaluation committee, which consisted of Valley Metro staff members as well as representatives from Tempe, Mesa, and Arizona State University identified three bus types that could meet the performance and technical requirements outlined in the solicitation. Following the bus demonstrations, the evaluation committee short-listed the selection to two buses and conducted Best and Final Offers (BAFO) with these two vendors.

Final evaluations resulted in the following scores and recommendation:

<b>Proposers by Points and Rank Order</b>				
<b>Proposer</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>	<b>Ranking</b>
<b>Gillig, LLC</b>	635	250	885	1
<b>Creative Bus Sales</b>	618	197	815	2

The results of the technical review, price points and bus demonstrations resulted in Gillig, LLC scoring the highest in both technical and price. As a result, staff recommends awarding this contract to Gillig, LLC.

## **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan FY 2016 – 2020:

- Goal 1: Advance performance-based operations

## **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

TMC: April 1, 2020 approved

Board of Directors: April 16, 2020 for action



**CONTACT**

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**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3D****SUBJECT**

Intergovernmental Agreement (IGA) Amendment with Arizona State University (ASU) for Autonomous Vehicle Research and Analysis

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute an IGA amendment between Valley Metro and ASU to allow more time for ASU to complete its analysis of the autonomous vehicle pilot.

**COST AND BUDGET**

No additional project cost – time extension only

**RECOMMENDATION**

Staff recommends the Board of Directors authorize the CEO to execute an IGA Amendment to 2018-TOMNET (task order) number SPA00002258, to extend the period of performance to December 30, 2020 to coincide with the federal grant period of performance.

**BACKGROUND | DISCUSSION | CONSIDERATION**

Valley Metro executed the IGA with ASU in April of 2019. The current task order expires April 30, 2020. ASU's role is to undertake a number of tasks to address key research questions and collect, archive and analyze data to obtain insights about the behavioral impacts and operational aspects of Autonomous Vehicle MOD services. In order to finish this project, the period of performance will need an extension.

**COMMITTEE ACTION**

RTAG: March 17, 2020 for information

TMC/RMC: April 1, 2020 approved

Board of Directors: April 16, 2020 for action

**CONTACT**

Jim Hillyard

Chief Administrative Officer

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**ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3E****SUBJECT**

Federal Transit Administration Pass-Through Grant Agreement

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute an IGA with the City of Phoenix to allow Valley Metro to be reimbursed for eligible expenses and lost revenue associated with the COVID-19 pandemic.

**COST AND BUDGET**

All expenses are in the approved FY 2020 Adopted Operating and Capital Budget and 5-Year Capital Program. The grant funds will offset expenses, reducing the net cost to the Public Transportation Fund and member agency budgets.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grants.

**BACKGROUND | DISCUSSION | CONSIDERATION**

Valley Metro is being provided federal funds through the Federal Transit Administration (FTA) from funds made available through the CARES Act. The table below summarizes the funding available:

Grant	FTA Program	Federal Share	Local Share	Total
TBD	CARES Act (Phx-Mesa UZA)	\$43,845,399	\$0	\$43,845,399
TBD	CARES Act (Avn-Gdy UZA)	\$836,723	\$0	\$836,723
<b>Total</b>		<b>\$44,682,122</b>	<b>\$0</b>	<b>\$44,682,122</b>

- Funds from the CARES Act are awarded for use within the Phoenix-Mesa and Avondale-Goodyear Urbanized Areas to support operating expenses and lost revenues as a direct result of the COVID-19 pandemic.

The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro.



The pass-through IGAs are required in order for Phoenix to reimburse Valley Metro for eligible expenses.

**STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 2: Advance performance based operation

**COMMITTEE PROCESS**

Board of Directors: April 16, 2020 for action

**CONTACT**

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**ATTACHMENT**

None



# Information Summary

## DATE

April 9, 2020

## AGENDA ITEM 4

## SUBJECT

Purchase of Replacement Vehicles for Regional Paratransit Service

## PURPOSE

To request authorization for the Chief Executive Officer (CEO) to purchase up to 25 Ford Transit vans from Creative Bus Sales under ADOA Contract ADSPO16-1027 at combined federal and local cost not to exceed \$1.75 million for the Valley Metro regional paratransit program.

## COST AND BUDGET

Paratransit vehicles are eligible for 80% federal funding. Staff is working with the Maricopa Association of Governments to program \$1.4 million in federal funding for these replacement vehicles. The 20% local match will utilize PTF funding requested in the FY 2021 budget. Costs are allocated between cities in proportion to the miles of regional paratransit operated in each jurisdiction during FY 2020. For FY 2021, the total local match is anticipated to be \$344,000.

## RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to purchase up to 25 Ford Transit vans from Creative Bus Sales under ADOA Contract ADSPO16-1027 at combined federal and local cost not to exceed \$1.75 million for the Valley Metro regional paratransit program.

## BACKGROUND | DISCUSSION | CONSIDERATION

Since July 2012, Valley Metro has not owned any paratransit fleet. From 2012 to 2017, paratransit service was provided by taxicabs. In July 2017, Transdev began operating paratransit service under the current contract which required Transdev to provide dedicated vehicles. The cost of those vehicles was amortized over the life of each vehicle as a part of cost per trip. In July 2017, Transdev purchased a fleet of 51 wheelchair accessible Dodge Caravans (one wheelchair position per vehicle) with a three-year lifespan and 54 traditional wide-body cutaway paratransit vans (three wheelchair positions per vehicle) with five-year lifespans. The Caravans will reach their normal end of life on July 1, 2020. The wide-body cutaways will reach the end of their normal useful life on July 1, 2022.

In 2018, Valley Metro amended its contract with Transdev to address shortcomings in the original solicitation's trip number and length forecasts. To reduce the cost of the contract, Valley Metro took on replacement of the paratransit vehicles. As these





vehicles are eligible for federal funds when purchased directly by Valley Metro, this shift reduces the locally funded cost of replacing 104 vehicles by \$2.8 million. The amendment requires replacement vehicles continue to be operated and maintained by Transdev.

Staff recommends replacing the current fleet of 104 vehicles over the course of four years starting with the 25 vehicles authorized by this action in FY 2021. Staff further recommends replacing both the current Caravans and cutaway vehicles with Ford Transit paratransit vehicles. The advantages of these vehicles are:

- Ford Transits have a lower five-year total cost of ownership than the Caravans or the cutaways, due to longer lifespan than Caravans and better gas mileage than cutaways. Transits save:
  - \$2,660 per vehicle versus Caravans
  - \$47,280 per vehicle versus cutaway
- The Transit’s five-year lifespan allows Valley Metro to replace 20% of the fleet each year smoothing capital costs from year to year.
- The Transit’s three wheelchair capacity allows for more shared trips. This may result in the need for fewer vehicles.
- Fleet uniformity simplifies maintenance and scheduling.
- The Transit is more maneuverable than the current cutaway and provides a smoother ride for passengers.

While this board action only authorizes the replacement of 25 vehicles in FY 2021, the anticipated five-year scheduled is shown below:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 and beyond
<b>Purchase Ford Transits</b>	25	≤26	27	27	≤21
<b>Caravans Retained</b>	51	0	0	0	0
<b>Cutaways Retained</b>	54	54	27	0	0
<b>Ford Transits Retained</b>	0	25	≤51	≤78	≤84
<b>Capital Outlay (\$FY20)<sup>1</sup></b>	<b>\$1.723M</b>	<b>≤\$1.792M</b>	<b>\$1.860M</b>	<b>\$1.860M</b>	<b>\$1.446M</b>
<b>20% Local Match (\$FY20)</b>	<b>\$0.344M</b>	<b>≤\$0.358M</b>	<b>\$0.372M</b>	<b>\$0.372M</b>	<b>\$0.289M</b>
<b>Available Fleet Vehicles</b>	130	≤105	≤105	≤105	≤105

*Note: To facilitate the transition to a five-year replacement schedule, Caravans will be retained in FY 2021 and Cutaways in FY 2022 to provide the required number of vehicles.*

<sup>1</sup> Valley Metro is working with Creative Bus Sales on final specifications for the vehicles. In addition, as the State contract expires in FY 2021, some inflation should be assumed for FY 2022 – FY 2025. These factors will likely result in modest changes in the estimated annual costs prior to presentation to TMC/RMC.



The FY 2021 purchase will utilize the state of Arizona's competitively procured cooperative contract for Ford Transits vans. The state's contract was procured for the purchase of large quantities vehicles and therefore provides more competitive pricing than Valley Metro could secure on its own. The state contract expires in August 2020 but may be extended or rebid by the State. Valley Metro will determine an appropriate procurement vehicle prior to requesting authorization for the remaining vans.

After the first 25 Dodge Caravans are replaced, Valley Metro will evaluate the impact the Transit's greater capacity has on the total number of vehicles needed for future purchases.

### **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 1: Increase customer focus
- Goal 2: Advance performance-based operation

### **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

TMC: April 1, 2020 approved

Board: April 16, 2020 for action

### **CONTACT**

Jim Hillyard

Chief Administrative Officer

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### **ATTACHMENT**

None



# Information Summary

## DATE

April 9, 2020

## AGENDA ITEM 5

## SUBJECT

Proposed October 2020 Service Changes

## PURPOSE

To provide an update on the proposed October 2020 transit service changes and community outreach plan.

## COST AND BUDGET

The estimated costs of the proposed service changes and adjustments are still under evaluation. Once the list of service changes is finalized, staff will define the impact on bus service operating contracts and member agency Intergovernmental Agreements.

## RECOMMENDATION

This item is for information only.

## BACKGROUND | DISCUSSION | CONSIDERATION

Transit service changes are scheduled twice each year in April and October. In preparation for these service change dates, Valley Metro staff works closely with the Service Planning Working Group (SPWG), comprising representatives from Valley Metro member agencies, to determine needed changes and to coordinate across jurisdictions; the SPWG meets monthly. The changes work in coordination with the five-year Short Range Transit Program (SRTP) as well as the Board-adopted Transit Standards and Performance Measures (TSPM) performance quartiles.

Changes have been proposed and continue to be discussed with the SPWG. Valley Metro staff is analyzing the proposed route changes in terms of the Board-adopted TSPM, Title VI impacts, defining possible fleet needs and all costs involved. The following is a preliminary list of all changes currently being analyzed for possible modification. Included are changes proposed to Valley Metro operated and/or funded services and those operated and/or funded by other jurisdictions. More information about each potential route change will be provided on the Valley Metro website throughout the public outreach process. Overall the proposed changes include route additions, route modifications, service optimization and schedule adjustments. As a part of the public outreach process, impacts to paratransit service caused by fixed route changes will be communicated to the public to solicit comments.



### Proposed Route and Schedule Changes:

- Route 41 – Indian School: Match Phoenix service span expansion 5AM-Midnight Weekdays and Weekends.
- Route 62 – Hardy Dr: Modify route so that both directions travel on Ash Ave., currently the southbound trip travels on Farmer Dr.
- Route 108 – Elliot Rd: Remove route deviation on San Marcos Pl, Chilton Dr, and Arizona Ave, simplifying route by staying on Elliot Rd.
- Route 136 – Gilbert Rd: Extend evening service weekdays until 9PM and Saturdays to Chandler and Gilbert.
- Route Earth – Orbit Earth: Rerouting to serve new developments in the area of Rural Rd./Playa del Norte Dr.
- FLASH – Modify route to directly serve Lot 59 and additional ASU activity centers. Run at 10 minute frequency during the daytime and at 15 minutes during the evening.
- Peoria on the Go (POGO) – Eliminate the existing Monday through Friday route; introduce five separate pilot routes to serve additional areas in Peoria on a Friday through Sunday schedule.

### City of Tempe Proposed Paratransit Changes

- Same day Valley Metro Paratransit service would be eliminated
- Non-ADA certification would no longer be available

### Public Outreach

Valley Metro is conducting community outreach beginning in April to notify the public and solicit input on the proposed service changes. Comments will be accepted from 5/4/2020-06/05/2020. Customers can provide feedback through the following channels:

- On-site region-wide information sessions (based on service change impacts)
- Webinar (May 14, 2020)
- Social media
- Via email at [input@valleymetro.org](mailto:input@valleymetro.org)
- Public hearing (May 19, 2020)

Valley Metro communicates these input opportunities through newspaper advertising (30 days in advance – English and Spanish publications), news release(s), website, email, social media, city publications and targeted outreach at key locations.

Following the public review process and final review by the Service Planning Working Group, proposed service changes operated and/or funded by Valley Metro will be brought before the Board for action. This will include any actions necessary to adjust affected transit service operating contracts and Intergovernmental Agreements with member agencies.



## **STRATEGIC PLAN ALIGNMENT**

This item addresses three goals in the Board-adopted FY16-20 Strategic Plan:

- Goal 1: Increase customer focus
- Goal 2: Advance performance based operations
- Goal 3: Grow transit ridership

## **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

TMC: April 1, 2020 for information

Board of Directors: April 16, 2020 for information

## **ATTACHMENT**

None

## **CONTACT**

Wulf Grote, P.E.

Director, Capital and Service Development

602-322-4420

[wgrote@valleymetro.org](mailto:wgrote@valleymetro.org)



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 6****SUBJECT**

Future Agenda Items Request and Report on Current Events

**PURPOSE**

Chair Hartke will request future agenda items from members, and members may provide a report on current events.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**STRATEGIC PLAN ALIGNMENT**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith

Chief Executive Officer

602-262-7433

[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None

**Pending Items Request**

Item Requested	Date Requested	Planned Follow-up Date



# Agenda

April 9, 2020

**Valley Metro Rail**  
Thursday, April 16, 2020  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
**11:15 a.m.**

## Action Recommended

1. Public Comment (blue card)

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

2. Minutes

2. For action

Minutes from the March 16, 2020 Board meeting are presented for approval.

## CONSENT AGENDA

3A. Light Rail Vehicle (LRV) Seat Refurbishment Contract Award

3A. For action

Staff recommends that the Board of Directors authorize the CEO to execute a contract with American Seating Company for the purchase of seat inserts to complete a fleet wide LRV seat refurbishment in an amount not to exceed \$264,200.

3B. Federal Transit Administration Pass-Through Grant Agreement

3B. For action

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grant.



## REGULAR AGENDA

4. Future Agenda Items Request and Report on Current Events 4. For information

Chair Arredondo-Savage will request future agenda items from members and members may provide a report on current events.

5. Next Meeting 5. For information

The next meeting of the Board is scheduled for **Thursday, May 21, 2020 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at [www.valleymetro.org](http://www.valleymetro.org)





# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 1****SUBJECT**

Public Comment

**PURPOSE**

Public Comment is being taken in written format and will be entered into the official minutes of the meeting.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Scott Smith

Chief Executive Officer

602-262-7433

[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None



# Minutes

April 9, 2020

AGENDA ITEM 2

## **Board of Directors**

Thursday, March 19, 2020  
Lake Powell Conference Room  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

### **Meeting Participants**

Councilmember Robin Arredondo-Savage, City of Tempe (**Chair**)  
Mayor Kevin Hartke, City of Chandler  
Mario Paniagua for Mayor Kate Gallego, City of Phoenix (phone)  
Councilmember Francisco Heredia, City of Mesa (phone)

Chair Arredondo-Savage called the meeting to order at 12:48 p.m.

Chair Arredondo-Savage said we are going to go ahead and move right into our Valley Metro Rail board meeting. Thank you all for being here.

### 1. Public Comment

Chair Arredondo-Savage said public comment is being taken in written form and will be entered into the official record.

The following written comment was submitted by Blue Crowley.

“We need to be looking at future technology as a way to supplement electricity like magnetic lavation, solar, and even wind, whatever is needed.”

### 2. Minutes

Chair Arredondo-Savage said our next agenda item are the minutes from February 20, 2020, board meeting. Is there a motion and a second to approve the Board meeting minutes.

**IT WAS MOVED BY MAYOR HARTKE, SECONDED BY MARIO PANIAGUA AND UNANIMOUSLY CARRIED TO APPROVE THE FEBRUARY 20, 2020 BOARD MEETING MINUTES.**

3. Consent Agenda

Chair Arredondo-Savage said items are presented on the consent agenda for approval. Are there any questions? Hearing none I will take a motion to approve the consent agenda.

**IT WAS MOVED BY MARIO PANIAGUA, SECONDED BY MAYOR HARTKE AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA.**

4. Future Agenda Items Request and Report on Current Events

Is there any future agenda items or any reports on current events that anybody would like to give? No.

With no further discussion the meeting adjourned at 12:49 p.m.



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 3A****SUBJECT**

Light Rail Vehicle (LRV) Seat Refurbishment Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute a contract with American Seating Company for the purchase of seat inserts to complete a fleet wide LRV seat refurbishment in an amount not to exceed \$264,200.

**COST AND BUDGET**

The cost for the LRV seat refurbishment is \$264,200 which includes all freight costs. The cost for the LRV seat refurbishment is included in the Valley Metro Rail Adopted FY 2020 Operating and Capital Budget. Contract obligations beyond FY2020 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2020 thru FY2024).

The source of funding is from member cities.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a contract with American Seating Company for the purchase of seat inserts to complete a fleet wide LRV seat refurbishment in an amount not to exceed \$264,200.

**BACKGROUND | DISCUSSION | CONSIDERATION**

The current age of the light rail vehicles is 11 years in revenue service. There are currently 50 light rail vehicles (LRVs) in the total fleet. The current LRV fleet has cushioned upholstered seats and Valley Metro changes the upholstery on worn and damaged seat backs and bottoms regularly. Valley Metro wishes to replace the upholstered seats with a form fitted fiberglass/plastic seat. This will be a one-time project for the entire LRV fleet. Reasons for the change to the plastic seats are as follows:

- Easier to clean and sanitize
- Customers will be able to identify a spill easier on a seat as compared to upholstered seats
- Will not require reupholstering



- The seats will last through the remaining life of the vehicle unless a seat gets damaged.

The recommended vendor to purchase the seat inserts from is American Seating Company and is a sole source procurement due to the company being the original equipment manufacturer (OEM). They are the owners of the seat drawings and we have no ability to reproduce in order to get the correct specifications for any new supplier to design the seats to those specific design features. They have provided the first two LRVs with a proto-type which has worked well.

The purpose of the refurbishment is to keep the equipment in a state of good repair and to maintain safe and reliable operation. This is consistent with the approved Transit Asset Management (TAM) Plan.

An independent cost estimate including a cost comparison and price analysis have been completed. The proposed price has been deemed fair and reasonable based on the price analysis.

### **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 2: Advance performance-based operation

### **COMMITTEE PROCESS**

RTAG: March 17, 2020 for information

RMC: April 1, 2020 approved

Board of Directors: April 16, 2020 for action

### **CONTACT**

Ray Abraham

Chief Operations Officer

602-652-5054

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### **ATTACHMENTS**

None



# Information Summary

## DATE

April 9, 2020

## AGENDA ITEM 3B

## SUBJECT

Federal Transit Administration Pass-Through Grant Agreement

## PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute an Intergovernmental Agreement (IGA) with the City of Phoenix to allow Valley Metro to be reimbursed for eligible expenses and lost revenue associated with the COVID-19 pandemic.

## COST AND BUDGET

All expenses are in the approved FY 2020 Adopted Operating and Capital Budget and 5-Year Capital Program. The grant funds will offset expenses, reducing the net cost to the Public Transportation Fund and member agency budgets.

## RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grant.

## BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro is being provided federal funds through the Federal Transit Administration (FTA) from funds made available through the CARES Act. The table below summarizes the funding available:

Grant	FTA Program	Federal Share	Local Share	Total
TBD	CARES Act	\$45,123,200	\$0	\$45,123,200
<b>Total</b>		<b>\$45,123,200</b>	<b>\$ 0</b>	<b>\$45,123,200</b>

- Funds from the CARES Act are awarded to support operating expenses and lost revenues as a direct result of the COVID-19 pandemic.

The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro.



The pass-through IGAs are required in order for Phoenix to reimburse Valley Metro for eligible expenses.

### **STRATEGIC PLAN ALIGNMENT**

This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 2: Advance performance based operation

### **COMMITTEE PROCESS**

Board of Directors: April 16, 2020 for action

### **CONTACT**

Paul Hodgins  
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### **ATTACHMENT**

None



# Information Summary

**DATE**

April 9, 2020

**AGENDA ITEM 4****SUBJECT**

Future Agenda Items Request and Report on Current Events

**PURPOSE**

Chair Arredondo-Savage will request future agenda items from members, and members may provide a report on current events.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND/DISCUSSION/CONSIDERATION**

None

**COMMITTEE ACTION**

None

**CONTACT**

Scott Smith  
Chief Executive Officer  
602-262-7433  
[ssmith@valleymetro.org](mailto:ssmith@valleymetro.org)

**ATTACHMENT**

None

### Pending Items Request

Item Requested	Date Requested	Planned Follow-up Date