

Table of Contents

Agenda	2
PROCUREMENT - Regional Transportation Development Plan & System Analysis	
AFE-RTDP Additional Funding	4
Resolution VBD16-007 - RTDP Additional Funding.	5
PROCUREMENT - Main Street Station - Budget Change #2	
AFE - Main Street Station Budget Change #2.	8
Resolution VBD16-008 - Main Street Station Budget Change #2	9
PROCUREMENT - Remove, Replace, and Re-install Twenty- Four (24) CNG Fuel Tanks	
AFE-CNG Fuel Tanks.	11
Resolution VBD16-009-CNG Fuel Tanks	12

Valley Regional Transit Board of Directors SPECIAL Meeting Agenda

Monday, May 16, 2016

11:00 a.m.

VRT – 1st Floor Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENT

IV. ACTION ITEMS

A. PROCUREMENTS

1. Regional Transportation Development Plan & System Analysis Θ

Pages 4-7 Rhonda Jalbert

*The VRT Board of Directors will consider for approval **Resolution VBD16-007** and corresponding Authorization for Expenditure (AFE) to approve additional funding for the Regional Transportation Development Plan (RTDP) and System Analysis.*

2. Main Street Station - Budget Change #2 Θ

Pages 8-10 Jake Hassard

*The VRT Board of Directors will consider for approval **Resolution VBD16-008** and corresponding Authorization for Expenditure (AFE) for approval of Budget Change #2 for Main Street Station (aka Multi-Modal Center) project.*

3. Remove, Replace, and Re-install Twenty-Four (24) CNG Fuel Tanks Θ

Pages 11-13 Billy Wingfield

*The VRT Board members will review for approval **Resolution VEB16-009** to remove, replace, and re-install twenty-four (24) CNG Fuel Tanks for the ValleyRide/Boise Services facility.*

ADJOURNMENT

Θ = Attachment

Agenda order is subject to change.

NEXT REGULARLY SCHEDULED VRT BOARD MEETING:

Monday, July 11, 2016

12:00 p.m.

VRT Board Room

700 NE 2nd Street

Meridian, Idaho

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:

<http://www.valleyregionaltransit.com/Portals/0/Policies/BoardAgenda%20Preparation&ApprovalPolicy.pdf>

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 258-2702 if an auxiliary aid is needed.



**AUTHORIZATION FOR EXPENDITURE
VRT BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Regional Transportation Development Plan & Public Transportation System Analysis	TOTAL COST: \$100,000 was approved on 9/28/15, requesting an additional \$100,000 for \$200,000 total cost
---	---

PURPOSE/ACTION:
Valley Regional Transit has established a contract with Kittelson & Associates for professional services to analyze and develop a regional public transportation development plan (TDP) and analyze, review, and propose options for the structure of the public transportation system, especially in Canyon County and Western Ada County. (Resolution VBD15-021 approved 09/28/15).

SCOPE OF WORK:
Requesting an additional \$100,000 for Task Orders #3 - Community Transportation–Transportation Development Plan and Task Order #4 - Printed Schedules under PSA 2015-08-03 with Kittelson & Associates to provide professional services for the Regional Transportation Development Plan and Public Transportation System Analysis.

DISCUSSION:
The professional services are necessary to facilitate the analysis, planning, design, and implementation of the TDP needed to support important financial and service standards decisions made by the VRT Board of Directors. This information will be used to incorporate the Community Transportation system VRT has been developing into the broader Regional Transportation Development Plan. This will facilitate programming and planning of federal funding provided to the region that support community-based transportation services. The 2005 plan didn't include a significant analysis of the community-based services needed to serve rural, suburban and urban communities more cost effectively with limited resources.

ALTERNATIVES:
The alternate would be to not implement the TDP; therefore, causing Valley Regional Transit to make budget and service standards decisions with a plan that is incomplete and out of date.

FISCAL IMPACT:
The funding available for this Project is found in the FY15 & FY16. The total amount of funding available is \$110,000 with funding of \$100,000 approved on 9/28/15 per Resolution VBD15-021. Staff is requesting an additional \$100,000 to finish the project. Funding of the additional \$100,000 was included in the FY16 Budget through Coordinated Marketing project for the printed schedules and Mobility Management for the Community Transportation -Transportation Development Plan.

RECOMMENDATION/JUSTIFICATION:
Recommend: VRT staff recommends the VRT Board approve Resolution VBD16-007 approving the additional amount of \$100,000 to Kittelson & Associates, 101 S. Capitol Blvd., Boise, Idaho 83702 bringing the total proposed price for the overall project to \$180,000 with a \$20,000 (10%) contingency for a total of \$200,000.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.	On agenda 05/16/16	VBD16-007

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Regional Transportation Development Plan & Public Transportation System Analysis - Additional Funding Request

RESOLUTION VBD16-007

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE ADDITIONAL FUNDING REQUEST OF \$100,000 FOR TASK ORDERS #3 – COMMUNITY TRANSPORTATION-TRANSPORTATION DEVELOPMENT PLAN AND #4 – PRINTED SCHEDULES UNDER PSA 2015-08-03, WITH KITTELSON & ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR THE REGIONAL TRANSPORTATION DEVELOPMENT PLAN AND PUBLIC TRANSPORTATION SYSTEM ANALYSIS

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**”) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors in April 2003 and updated in July 2005, November 2010, August 2011, July 2012, and July 2015 and in compliance with all local and FTA requirements; and

WHEREAS, on 09/28/16 the VRT Board approved Resolution VBD15-021 approving award of task orders to PSA 2015-08-03, a master services contract with Kittelson & Associates to provide professional services for the regional Transportation Development Plan (TDP) and the Public Transportation System Analysis; and

WHEREAS, Valley Regional Transit has established a professional services contract with Kittelson & Associates to analyze and develop a regional public transportation development plan (TDP) and analyze, review, and propose options for the structure of the public transportation system, especially in Canyon County and Western Ada County; and

WHEREAS, the professional services are necessary to facilitate the analysis, planning, design, and implementation of the TDP required to assist the Valley Regional Transit Board make sound and effective decisions on transportation investments; and

WHEREAS, VRT Board of Directors approved funding of \$100,000 on 9/28/15 for this project via Resolution VBD15-021; and

WHEREAS, VRT is requesting an additional \$100,000 for the Community Transportation – Transportation Development Plan and Printed Schedule Document update; and

WHEREAS, VRT is completing the entire scope of the Request for Proposal (RFP 2015-08-03) which will include Community Transportation (Mobility) in the Transportation Development Plan and updating corresponding documents to include the system analysis changes; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2016 budget; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit Regional approves an additional \$100,000 for Task Orders #3 - Community Transportation–Transportation Development Plan and Task Order #4 - Printed Schedules under PSA 2015-08-03 with Kittelson & Associates to provide professional services for the Regional Transportation Development Plan and Public Transportation System Analysis.

Section 2. That the Board of Valley Regional Transit delegates authority to the Valley Regional Transit Executive Director to finalize and execute the contract.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 16th day of May, 2016.

APPROVED by the Board Chair this ____day of _____, 2016.

ATTEST:

APPROVED:

SECRETARY

CHAIR

**AUTHORIZATION FOR EXPENDITURE
VRT BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Project funding update to the Main Street Station (Multi-Modal Center) Project	TOTAL COST: Increase of additional \$140,000 to increase total project expenditure amount from \$11,810,000 to \$11,950,000																
<p><u>PURPOSE/ACTION:</u> Valley Regional Transit (VRT) staff is seeking approval from the Valley Regional Transit Board for an increase of \$140,000 in the total project funding amount for the Main Street Station (Multi-Modal Center) project for additional construction costs and equipment for the facility</p> <p><u>SCOPE OF WORK:</u> The additional costs are related to items staff has requested at the site related to pedestrian and cyclist safety, pedestrian, cyclist and rider connectivity and comfort; namely, a bike storage room and electronic street signage for safety and other minor site improvements and equipment requested by staff.</p> <p><u>DISCUSSION:</u> Since the last approved budget update VRT staff has been able to obtain approval on several small funding allotments from various sources. These funds increase the total amount of dollars available to the project approved since the last Board approval. Under the current contract, the developer is limited to only request for additional funds for items that VRT staff has requested. This total available budget increase will allow VRT staff to use the new funding sources on the project for items that staff has deemed necessary to request. These items are street signage improvements for pedestrian and cyclist safety, bike room amenities and equipment, and other minor site improvements for rider comfort, as well as maintaining the small project contingency.</p> <p><u>ALTERNATIVES:</u> If not approved, Valley Regional Transit staff will not be able to add notable safety related amenities to the site, as well as bike and pedestrian improvements to aid the first-mile / last-mile connection and other notable pedestrian and cyclist amenities. ITS related items would also likely be curtailed.</p> <p><u>FISCAL IMPACT:</u> The funding available for this project is included in programmed federal dollars from various sources and is included in the FY16 budget. A project funding update was approved on 09/28/15 by Resolution VBD15-017.</p> <p><u>RECOMMENDATION/JUSTIFICATION:</u> Valley Regional Transit staff recommends the VRT Board authorize an increase of \$140,000 increasing the total project expenditure amount from \$11,810,000.00 to \$11,950,000.00.</p>																	
<table border="1"> <thead> <tr> <th>ROUTING #</th> <th>ORDER OF REVIEW</th> <th>DATE APPROVED</th> <th>RESOLUTION #</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EXECUTIVE DIRECTOR</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>VRT BOARD Approves all procurements over \$75,000.</td> <td>On agenda 05/16/16</td> <td>VBD16-008</td> </tr> </tbody> </table>	ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #	1	EXECUTIVE DIRECTOR			2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.			3	VRT BOARD Approves all procurements over \$75,000.	On agenda 05/16/16	VBD16-008	
ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #														
1	EXECUTIVE DIRECTOR																
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.																
3	VRT BOARD Approves all procurements over \$75,000.	On agenda 05/16/16	VBD16-008														

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Main Street Station (aka Multi-Modal Center) Project Additional Funding Request for Additional Construction Costs and Equipment for the Facility

RESOLUTION VBD16-008

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE ADDITIONAL FUNDING REQUEST OF \$140,000 FOR THE MAIN STREET STATION PROJECT FOR ADDITIONAL CONSTRUCTION COSTS AND EQUIPMENT FOR THE FACILITY

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**”) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit has established a contract with the Gardner Company to design and construct a bus transfer facility in downtown Boise; and

WHEREAS, VRT staff have maintained, updated, and managed project costs for additional items needed by VRT to operate the facility and requested by the developer according to the Master Development Agreement and other required changes; and

WHEREAS, funds have been programmed out of FTA grant dollars for this project and for this purpose; and

WHEREAS, VRT Board of Directors approved funding of \$11,810,000 on 9/28/15 for this project via Resolution VBD15-017; and

WHEREAS, VRT is requesting an additional \$140,000 for additional construction costs and equipment for the facility related to pedestrian and cyclist safety, pedestrian, cyclist and rider connectivity and comfort - namely a bike storage room and electronic street signage for safety and other minor site improvements and equipment requested by staff; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit approves additional funding of \$140,000 for additional construction costs and equipment for the Main Street Station facility for a total project amount of \$11,950,000.00.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the change order related to this request.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 16th day of May, 2016.

APPROVED by the Board Chair this ___day of _____, 2016.

ATTEST:

APPROVED:

SECRETARY

CHAIR



**AUTHORIZATION FOR EXPENDITURE
VRT BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Replace, Remove, and Re-Install Twenty-Four (24) CNG Fuel Tanks at ValleyRide/Boise Services Facility	TOTAL COST: \$144,091.44
---	---------------------------------

PURPOSE/ACTION: Valley Regional Transit requests a qualified firm to remove, replace and re-install twenty-four (24) CNG Fuel Tanks at the ValleyRide/Boise Services facility.

SCOPE OF WORK: A contract to Remove, Replace and Re-Install Twenty-four (24) CNG Fuel Tanks at the ValleyRide/Boise Services facility.

DISCUSSION: VRT requires the removal and decommission of twenty four (24) CNG Fuel tanks from buses currently being used in daily operations. These tanks are required to be removed no later than October 1, 2016 in accordance with federal guidelines. VRT, through a formal competitive bidding process, was able to locate a qualified vendor who provided a fair and reasonable price. The subject work **must** begin no later than June 1, 2016 in order to meet the October deadline. All bids received were reviewed and evaluated as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors (July 2015) and in compliance with all local and FTA requirements. VRT is recommending a signed contract be awarded to McNeilus Truck and Manufacturing Inc. to provide the aforementioned services. The cost for such services is estimated at \$144,091.44.

ALTERNATIVES: Without the subject contract, VRT vehicles, identified under these regulations will have to be removed from service.

FISCAL IMPACT: Funding for this procurement is available within VRT's FY 2016 Operations budget.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the VRT Board approve the award of the contract in the amount of \$144,091.44 to McNeilus Truck and Manufacturing Inc.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff believes having the contract in place to be in the best overall interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.		
3	VRT BOARD Approves all procurements over \$75,000.	On agenda 05/16/16	VBD16-009

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Remove, Replace and Re-Install Twenty-Four (24) CNG Fuel Tanks at the ValleyRide/Boise Services Facility

RESOLUTION VBD16-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT AUTHORIZING APPROVAL OF A CONTRACT TO REMOVE, REPLACE, AND RE-INSTALL TWENTY-FOUR (24) CNG FUEL TANKS AT THE VALLEYRIDE/BOISE SERVICES FACILITY

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **“Valley Regional Transit”**) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit requires the removal and decommission of twenty-four (24) CNG fuel tanks currently being used in daily operations at the Valley/Boise Services facility; and

WHEREAS, Valley Regional Transit Staff, recommends the removal of the tanks in accordance with federal regulations and to avoid subject buses being removed from service required of Valley Regional Transit; and

WHEREAS, Valley Regional Transit has included this purchase in its procurement projects for FY 2016 budget; and

WHEREAS, inasmuch as the review and evaluation of the bids received in response to this RFB indicate the subject work must begin no later than June 1, 2016 and must be completed by October 1, 2016, and the next regularly schedule VRT Board of Directors meeting is not until July 11, 2016;

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors in April 2003 and updated in July 2005, November 2010, August 2011, July 2012, and July 2015 and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided

VBD16-009

in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit authorizes approval of a contract with McNeilus Truck and Manufacturing, Inc. to remove, replace, and re-install twenty-four (24) CNG Fuel Tanks at the ValleyRide/Boise Services Facility.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 16th day of May, 2016.

APPROVED by the Board Chair this ___ day of _____, 2016.

ATTEST:

APPROVED:

SECRETARY

CHAIR