

FORT WORTH TRANSPORTATION AUTHORITY

Board of Directors Meeting

Monday
November 20, 2017
3:30 p.m.

**Intermodal Transportation Center (ITC)
1001 Jones Street, 2nd Floor Community Room
Fort Worth, TX 76102**

TEXRail



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TRAVEL RENTALS EXPRESS



MetroArlington Express
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FORT WORTH TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS MEETING
AGENDA**

3:30 p.m., Monday, November 20, 2017

**Intermodal Transportation Center (ITC)
1001 Jones Street, 2nd Floor Community Room
Fort Worth, Texas 76102**

A. Call to Order

B. Pledge of Allegiance

C. Citizen Comments

D. Committee Reports

- Regional Transportation Council (RTC) – November 9, 2017- Scott Mahaffey
- Commuter Rail Committee Working Session – November 20, 2017 – Nick Genua
- Planning/Operations/Marketing Committee Working Session – November 20, 2017 – Jeff King
- Finance & Audit Committee Working Session – November 20, 2017 – Jeff King

E. Items to be Withdrawn from Consent Agenda

F. Consent Agenda

1. BA2018-11 TEXRail Huitt-Zollars EMF Design Contract No. 15-018 Amendment
2. BA2018-12 TEXRail Parsons-TranSystems Design Contract No. 14-030 Amendment
3. BA2018-13 Approval of Second Amendment to the Interlocal Agreement with Grapevine for the Acquisition, Construction, Operation and Maintenance of the TEXRail Commuter Rail Corridor, Including Rail Facilities and Stations
4. BA2018-14 CentrePort Transportation Services
5. BA2018-15 Fiscal 2018 Authorization to Submit Grant Applications and Related Funding Resolutions
6. BA2018-16 Computer Equipment Replacement FY18-FY21

G. President's Report - Paul Ballard

H. Chair's Report - Scott Mahaffey

I. Other Business

J. Executive Session

The Board of Directors may convene in Executive Session under the Texas Open Meetings Act for the consultation with its Attorney pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.

1. BA2018-17 Purchase of Real Property for TEXRail (X0680E)

K. Reconvene

L. Vote on Action Taken on Matters Deliberated in Executive Session

M. Adjourn

Next Meeting will be held on December 18, 2017 at 3:30 p.m., at the Intermodal Transportation Center, 2nd Floor Community Room



This facility is wheelchair accessible. For accommodations, for hearing or sight interpretive services, please contact Melanie Kroeker at (817) 215-8621, 48 hours in advance.

Action Items

Board of Directors Action Item

Item Number: BA2018-11

Meeting Date: November 20, 2017

Item Title: TEXRail Huitt-Zollars EMF Design Contract No. 15-018 Amendment



BACKGROUND

An Equipment Maintenance Facility (EMF), located along the TEXRail alignment, is in construction to support heavy and routine maintenance, fueling, washing, and storage of the TEXRail Diesel Multiple Unit (DMU) fleet.

The design for the EMF facility has been completed by Huitt-Zollars (HZ) and construction is currently scheduled to be complete in December, 2017. HZ has been providing construction administrative services through the construction effort.

Due to differing site conditions, utility conflicts, municipal requirements, and other project changes, HZ–has been required to make design adjustments and changes in several locations associated with the EMF Project.

The current contract amount, including contingency, will be, expended by the end of November 2017. Additional funds are needed to extend Huitt-Zollars construction administrative services through the end of the project.

PROCUREMENT

In accordance with FWTA's Procurement Policy, Contract 15-018 for the design of the EMF facility was awarded to HZ on July 30th, 2015 as a cost reimbursement plus fixed fee with a not- to-exceed amount of \$2,276,430. With contingency and one contract revision approved, the current approved contract amount is \$2,504,075.

The additional amount for Construction Administrative services is based on current contracted rates. All of the work is in the Scope of Work of the current contract. This request would add billable hours and does not change the Scope of Work.

FINANCING

The work will be funded from the established TEXRail Budget and no increase to the budget is required.

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Item Title: TEXRail Huitt-Zollars EMF Design Contract No. 15-018 Amendment



RECOMMENDATION

The Commuter Rail Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to issue a contract amendment to Huitt-Zollars (Contract 15-018) for an amount not-to-exceed \$280,000 for Construction Administrative Services, for a revised total contract amount \$2,784,075.



Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017

Board of Directors Action Item

Item Number: BA2018-12

Meeting Date: November 20, 2017

Item Title: TEXRail Parsons-TranSystems Design Contract No. 14-030
Amendment

BACKGROUND

On October 20, 2014, Fort Worth Transportation Authority (FWTA) awarded Contract No. 14-030, as authorized by BA2015-10, to Parsons/TranSystems for TEXRail Final Design Services. Since that time, Parsons/TranSystems has provided the design services for the TEXRail Commuter Rail Project.

Due to differing site conditions, utility conflicts, municipal requirements, and other project changes, Parsons/TranSystems has been required to make design adjustments and changes in several locations along the TEXRail Commuter Rail Corridor.

This Board Action request would authorize FWTA's President/Chief Executive Officer to issue a contract modification with Parsons/TranSystems that will add funds to close out Phase 1- Final Design Services and continue Phase 3 – Design Support Services during Construction through the end of the Project.

PROCUREMENT

The additional amount for Final Design Services is based on current contracted rates. All of the work is in the Scope of Work of the current contract. This request would add billable hours and does not change the Scope of Work.

The original Request for Qualifications No. 14-T030 (RFQ 14-T-030) established a Disadvantage Business DBE goal of 12% and an M/WBE goal of 18% for a total of 30% for the Disadvantaged, Minority and Women Business Enterprises. Parsons/TranSystems committed to an overall 34% DBE and M/WBE participation. Parsons/TranSystems has currently achieved 26%.

FINANCE

The work will be funded from the established TEXRail Budget and no increase to the budget is required.

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Item Title: TEXRail Parsons-TranSystems Design Contract No. 14-030
Amendment



RECOMMENDATION

The Commuter Rail Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to issue a contract modification for \$700,000.00 for Phase 1- Final Design Services and \$2,000,000.00 for Phase 3 - Design Support During Construction Services with Parsons/TranSystems (Contract 14-030) for an amount not-to-exceed \$2,700,000.00 for a revised total contract amount of \$37,137,607.00.



Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017

Board of Directors Action Item

Item Number: BA2018-13

Meeting Date: November 20, 2017

Item Title: Approval of Second Amendment to the Inter-local Agreement with Grapevine for the Acquisition, Construction, Operation and Maintenance of the TEXRail Commuter Rail Corridor, Including Rail Facilities and Stations

BACKGROUND:

On November 7, 2006, the citizens of Grapevine, Texas approved a proposition authorizing a three-eighths cent increase to the local sales tax rate to fund commuter rail service on the Cotton Belt Corridor. The proposed rail line, currently known as TEXRail would provide rail service from Downtown Fort Worth, to downtown Grapevine and into DFW International Airport, with stops in Fort Worth, Grapevine and the Airport. Riders would be able to eventually connect to Dallas via DART at the Airport.

On May 17, 2007, Fort Worth Transportation Authority's Board of Directors approved Action Item 2007-022 to enter into an Inter- Local Agreement (ILA) with Grapevine for the TEXRail Project. On November 30, 2015 a First Amendment to the ILA was signed.

Section 1.2.4 (e) ii of the 2007 ILA between Grapevine and The Fort Worth Transportation Authority:

Station Improvements. The T will identify a base estimated amount for funding for each station and associated parking facility (if any), including real property acquisition (the "standard station baseline"); the standard station baseline shall be consistent with the standard, existing stations, exclusive of the ITC; amounts exceeding the standard station baseline for station enhancements required by Grapevine for the Downtown Grapevine Station will be split fifty percent each between the T and Grapevine. Grapevine's additional funding shall come from funds other than the Sales Tax.

Second Amendment to the ILA negotiation points

- FWTA has agreed to pay Grapevine the amount of \$15 million to satisfy Section 1.2.4 (e) ii of the 2007 Inter-local agreement between Grapevine and The Fort Worth Transportation Authority from Grapevine Sales Tax revenue collected to date.
- Additionally FWTA will credit Grapevine the amount of \$250,000.00 a year for the next 20 years for a total of \$5 million.
- Grapevine will guarantee FWTA a total of 134 parking spaces in the parking garage for the next 42 years.

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Item Title: Approval of Second Amendment to the Inter-local Agreement with Grapevine for the Acquisition, Construction, Operation and Maintenance of the TEXRail Commuter Rail Corridor, Including Rail Facilities and Stations

RECOMMENDATION:

The Commuter Rail Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer the authority to negotiate and execute the Second Amendment to the ILA with Grapevine for the Acquisition, Construction, Operation and Maintenance of the TEXRail Commuter Rail Corridor, including Rail Facilities and Stations.

Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017 _____

Board of Directors Action Item

Item Number: BA2018-14

Meeting Date: November 20, 2017

Item Title: CentrePort Transportation Services

BACKGROUND

The Route 30 CentrePort Circulator service was implemented when the Trinity Railway Express (TRE) service began operating at the CentrePort/DFW Airport station in September 2000. The amount of service on Route 30 increased when TRE service was extended to downtown Fort Worth. The deadhead time of forty-five minutes and mileage (30 miles) from the FWTA garage to the CentrePort station made the service very costly for FWTA to operate.

In an effort to reduce operating costs, proposals were requested from several shuttle operators in the DFW area for the provision of the Route 30 service. SuperShuttle was selected as the provider and has been providing the service since November 2002. In 2010, Route 111 Bell was added to the contract to provide service between the TRE Bell Station and Bell Helicopter. In 2012, SuperShuttle was selected following a competitive RFP process to continue the service. This contract expires in December, 2017.

REQUEST FOR PROPOSAL (RFP)

In accordance with the Fort Worth Transportation Authority Procurement Policy, Request for Proposals (RFP18-T001) for CentrePort Transportation Services was advertised locally and posted on FWTA's web site for download. A total of 19 firms downloaded the RFP packet.

Three proposals were received: Echo Transportation, RATP DEV, and SuperShuttle.

The proposals were reviewed against a matrix of requirements by the evaluation committee, consisting of Carla Forman, Interim Director of Flexible and Contracted Services; Phil Dupler, Interim Director of Planning and Development, JD Smith, Assistant Vice President of Service Scheduling and Kathy Bridwell, Assistant Vice President of Procurement served as an ex-officio member. The proposal documents were evaluated based on: 1) Qualifications; 2) Relevant Experience, 3) Proposed Scope of Services; and 4) Fees. It is being recommended that FWTA contract with SuperShuttle.

All three proposers were evaluated as having the qualifications, relevant experience and required scope of services to provide the needed transportation services. The Request for Proposal asked proposers to include the hourly rates for one or more of three different approaches for providing the services. The three different approaches addressed whether Fort Worth Transportation Authority (FWTA) or the proposer provided the vehicles to perform the service and whether FWTA or the proposer provided vehicle maintenance (regardless of who provided the vehicles). Both Echo Transportation and SuperShuttle proposed rates based on FWTA provided vehicles with FWTA provided

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Item Title: CentrePort Transportation Services

maintenance while RATP DEV proposed a rate based on FWTA provided vehicles with RATP DEV provided maintenance.

Both Echo Transportation and RATP DEV proposed price escalation factors over the life of the contract while SuperShuttle did not. For comparing fees, FWTA maintenance estimates were added to the Echo Transportation and SuperShuttle costs. Fee evaluation over the potential life of the contract showed SuperShuttle with the lowest price proposal followed by Echo Transportation and then RATP DEV.

PROCUREMENT

FWTA's Procurement Department has followed procurement policy with the Request for Proposals and is in compliance with all applicable Federal, State, and FWTA procurement requirements.

FINANCING

Funds for this contract are available in the FY2018 Operating Budget. Approval for funding in future years will be requested in FWTA's proposed budgets.

DBE UTILIZATION

A minimum goal of 5% Disadvantaged Business Enterprise (DBE) participation was set for this solicitation; however, none of the proposers planned to use DBE subcontractor in the performance of the contract.

RECOMMENDATION

The Planning, Operations and Marketing Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to enter into a one-year contract with four (4) one-year options to renew with SuperShuttle for provision of Route 30 CentrePort and Route 111 Bell Transportation Services for an estimated annual cost of \$305,809 and a total estimated contract price for the five years of \$1,529,045.

Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017

Board of Directors Action Item

Item Number: BA2018-15

Meeting Date: November 20, 2017

Item Title: Fiscal 2018 Authorization to Submit Grant Applications and Related Funding Resolutions

BACKGROUND

Fort Worth Transportation Authority (FWTA) routinely applies for and receives Federal and/or State grants to support its transit initiatives. These grants are generally used for funding and capital projects, although certain operating activities are occasionally partially funded with grants. This Action Item provides Board approval to pursue all grants and submit any application for a grant that is intended to fund any budgeted capital project or operating activity of the FWTA. It also authorizes the Board Chair and Board Secretary to execute any resolution that is required by a grant application that the FWTA is submitting.

This item is reviewed and approved annually by the Board of Directors.

FINANCING

Grant applications are submitted based on the Financial Plan and consideration of financial constraints and financial policies.

RECOMMENDATION

The Finance & Audit Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to submit grant applications that could provide federal, state and local funding for any budgeted capital project or operating activity. It is also recommended that the Board of Directors authorizes the Board Chair and Board Secretary to execute any resolution that is required by a grant application that FWTA is submitting.

Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017

Board of Directors Action Item

Item Number: BA2018-16

Meeting Date: November 20, 2017

Item Title: Computer Equipment Replacement: FY18-FY21

BACKGROUND

In 2013 the Fort Worth Transportation Authority (FWTA) implemented a four-year project to replace/upgrade all desktop PCs. Useful life of PC equipment is approximately four years.

By reinstating the 4-year replacement cycle for PC equipment and including monitors, the FWTA can reduce downtime due to equipment failure and ensure end user equipment is capable to handling future requirements.

TEXAS DEPARTMENT OF INFORMATION RESOURCES

In accordance with the FWTA's Procurement Policy, the quotation for PC equipment from Dell Inc. was secured using an established State of Texas DIR contract (DIR-SDD-1951). These types of contracts allow eligible customers, such as FWTA, to buy IT products and services at aggressive discounts. This contract complies with state purchasing requirements.

PROCUREMENT

Dell Inc. is the equipment provider associated with our existing PC equipment under State of Texas DIR contract DIR-SDD-1951.

FINANCING

Funds for this replacement/upgrade project were included in the FY2018 Capital budget.

RECOMMENDATION

The Finance & Audit Committee recommends that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to replace computer equipment over a four year period, utilizing the existing Texas DIR contract No. (DIR-SDD-1951) with Dell Inc., for the purchase cost of \$263,680 (with a 10% contingency of \$26,368), for a total requested approval cost of \$290,048.

Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017

Board of Directors Action Item

Item Number: BA2018-17

Meeting Date: November 20, 2017

Item Title: Purchase of Real Property for TEXRail (X0680E)




BACKGROUND

Property located at 3700 North Sylvania Avenue, has been identified as needed to construct, operate and maintain the TEXRail corridor. This property is owned by Mercantile Partners. The acquisition is a fee interest of 31,735 square feet (SF). This property was identified as being needed in October, 2017 and is needed for construction immediately.

This property is required to resolve a construction issue that has been identified with the proposed retaining wall construction to support the Equipment Maintenance Facility (EMF) lead track. This property will allow for additional grading for the track embankment, which will resolve the construction issue and eliminate the need for constructing the retaining wall for this section. An appraisal will be completed on the subject property once the survey is available. A previous appraisal for this property was completed by Harry Company. At that time, the property for the EMF site was valued at \$2.80/SF, which would be \$88,858 if applied to this transaction. As with the previous purchase, the owner is expected to submit a counter offer of \$3.75/SF, being a total of \$119,007. Although changes to the acquisition area are not anticipated, approval up to \$130,000 is being sought.

- If Fort Worth Transportation Authority (FWTA) must acquire possession of the subject interests by condemnation, FWTA will be delayed in gaining possession of the interests. If this matter were pursued through condemnation proceedings, due to the various parties and legal counsel involved, litigation costs would likely exceed \$100,000 dollars, which would be a significant increase. There is also a chance that the owner could receive higher settlements during the condemnation proceedings which could be closer to the values of the property recently sold by the landowner.
- This property is being purchased following the Uniform Relocation Assistance and Real property Policies Act of 1970, as amended. At this time no relocation costs are anticipated.
- The Fort Worth Transportation Authority has the power of eminent domain, granted by Transportation Code, § 452.058(c). Condemnation is not anticipated for this parcel. The appraisal is not expected to require FTA approval and neither is the administrative settlement.

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Item Title: Purchase of Real Property for TEX Rail (X0680E)



FINANCING

This purchase is included in the fiscal year 2016-2017 capital budget and will be federally funded.

RECOMMENDATION

We recommend that the Fort Worth Transportation Authority's Board of Directors authorize the President/Chief Executive Officer to enter into a possession and use agreement immediately and a purchase contract once the appraisal is complete for the property for an amount up to \$130,000.00. Upon completion of the necessary acquisition steps, appraisal, offer and administrative settlement, we also recommend that the President/Chief Executive Officer be authorized to sign the necessary closing documents for the purchase price plus customary closing costs to acquire the interests necessary for TEX Rail in accordance with the terms described above.



Disposition by Board of Directors

Secretary Approval: _____ Date: 11/20/2017