



**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

Monday, November 13, 2017

SPECIAL MEETING 5:30 PM

WORK SESSION 5:45 PM

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

SPECIAL MEETING

- 1. **CALL TO ORDER** (President Robert Krebs)
- 2. **ACTION ITEM**
 - a. Authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.91..... **1**
- 3. **ADJOURN SPECIAL MEETING**

WORK SESSION

- 1. **CALL TO ORDER** (President Robert Krebs)
- 2. **DISCUSSION**
 - a. Advertising Update **5**
 - b. Proposed Service Advisory Committee Concept
 - c. Process and Timeline for Developing the 2021-2024 Statewide Transportation Improvement Program (STIP) **7**
- 3. **GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the December 14, 2017 Regular Meeting **13**
 - b. Upcoming Board Agenda Items **15**
 - c. Calendar Review **17**
- 4. **ADJOURN WORK SESSION**



Mission

Connecting people with places
through safe, friendly, and reliable public transportation services

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

Salem-Keizer Transit / 555 Court St NE, Suite 5230 / Salem, OR 97301 / (503) 588-2424 / www.cherriots.org



SPECIAL BOARD MEETING MEMO

Agenda Item SP.2.a

To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David G. Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: November 13, 2017

Subject: RFP #2018-023 Authorizing a Contract with Allied Universal for Transit Security Services (Unarmed)

ISSUE

Shall the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) for a not-to-exceed amount of \$1,513,367.91?

BACKGROUND AND FINDINGS

Salem Area Mass Transit District contracts with a private provider for the delivery of unarmed transit security services, which includes private security coverage at the Keizer Transit Center, Downtown Transit Center at Courthouse Square, and throughout the system, to provide a safe and secure environment for customers, employees, and members of the public who use our services.

Currently, this service is provided under a contract with G4S Secure Solutions Inc., which was extended through Board approval at the August 24, 2017 Board meeting, and will expire on December 31, 2017.

In preparation to re-procure these services, SAMTD staff engaged in a six-month internal process to review the existing contract to ensure the new Request for Proposal (RFP) was structured appropriately to provide for performance accountability and cost transparency.

The proposed contract was procured under procedures required by the Federal Transit Administration (FTA). SAMTD issued a Request for Proposal (RFP) on September 5, 2017. Listed below is a detailed summary of the activities of the procurement process performed by SAMTD staff:

1. RFP #2018-023 was issued on September 5, 2017.
2. A total of nine (9) proposals were received on the closing date of September 29, 2017.
3. An Evaluation Committee, comprised of SAMTD staff, was appointed to review and evaluate proposals based on the qualifications and experience of the firm; qualifications and experience of personnel; supervision, quality control and training; and cost.
4. Three (3) proposals were determined to be responsive to the above mentioned factors and were within the competitive range for consideration. These three were G4S Security Solutions, Inc. (Headquarters in Jupiter, FL), Allied Universal (dual headquarters in Santa Ana, CA and Conshohocken, PA), and Phoenix Protective Corp. PPC Solutions, Inc. (Headquarters in Spokane Valley, WA).
5. Two proposers were interviewed on October 12, 2017 and the third was interviewed on October 16, 2017.
6. Best and Final offers were requested and subsequently evaluated on October 30, 2017.
7. During their final meeting, the Evaluation Committee determined Allied Universal was the most responsive to the procurement criteria as detailed in the scoring matrix below:

Evaluation Criteria	Available Points	G4S Secure Solutions, Inc.	Allied Universal	Phoenix Protective Corp. PPC Solutions, Inc.
Qualifications and Experience of Firm	30	23.5	26	21
Qualifications and Experience of Personnel	25	18.25	21.5	19
Supervision, Quality Control, Training	20	13.75	18.25	16
Price Proposal/Cost	25	25	22.28	22.47
Total Score	100	81 (80.5)	89 (88.03)	78 (78.47)
<i>(3 YR. BASE/2 I-YR OPTIONS)</i>		\$ 1,349,220.24	\$ 1,513,367.91	\$ 1,500,623.07

In response to this RFP process, SAMTD experienced worthy competition and proposer interest. All proposers for the Transit Security Services (Unarmed) RFP are well-established, well-qualified firms with numerous contracts throughout the nation.

FINANCIAL IMPACT

Funds are included for the remainder of this fiscal year in the adopted FY 2018 and future year budgets will include appropriate funding levels based on the contract award.

RECOMMENDATION

The Evaluation Committee recommends that the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.91?

PROPOSED MOTION

I move that the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.91.



November 2017

Information for Cherriots Board of Directors

Commercial Advertising on Cherriots Vehicles

What is the breakdown in the number of local versus national advertisements? To date, there are no national ads on the Cherriots buses. National agencies, however, have been informed that the Salem market (Portland DMA) is now part of the Stott Outdoor inventory.

Who are the current advertisers?


- Oregon State Credit Union (2nd contract just confirmed)
- Oregon Dept. of Transportation
- Serenity Lane
- State Auto Glass (In progress)
- Reboot Computer Shop
- Del Taco
- Siamak's Car Company
- Planet Fitness (in progress)
- Dave Morton Auto (in progress)
- PCL (in progress)
- Stott's busadsrock.com


How many vehicles have ad installations? Every fixed-route bus has one ad or multiple ads on one or more sides. These include the busadsrock.com ads.

What is the goal of the busadsrock.com campaign? The goal of this campaign was to design a collection of simple, yet eye-grabbing, ads to create a buzz in the community. Not only does it make the public aware that transit advertising is available, but directs people to the busadsrock.com website. This URL was created as an introductory page leading them to more detailed information about transit advertising.

2021-2024 STIP and the 2018-2021 TIP


The Difference and the Issues






Why the Discussion?

- Two processes under way concurrently
- Cherriots has an interest in both
- Cherriots efforts need clarity



2018-2021 TIP Amendment


- The current 2018-2021 TIP process
- SKATS and CMAQ funding role
- Cherriots' efforts and projects



Cherriots' Projects

- Transit Signal Priority / Green Extension - \$487,500
- Security Camera System Replacement - \$440,700
- Real-Time Vehicle System Monitoring - \$78,000
- Open Payment Fare System - \$65,000
- Integrated Software Package - \$344,500
- Project Management - \$42,471

- **Total Project Cost - \$1,458,171**




The Timeline

- November 2017 Applications Submitted

- December 2017 – February 2018 project review and public input

- March 2018 – SKATS Policy Committee approves final list of projects for funding



Cherriots 2018-2021 TIP Involvement


- Submit application (completed)

- Present project to SKATS Technical Advisory, and Policy Committees

- Support projects with Board Letter of support




The Second Process




2021-2024 STIP Process

- The overall STIP process is ongoing
- The Oregon Transportation Commission's (OTC) role
- Guidelines and Timeline set up-front




Timeline

- First applications due May 2018
- February 2020 Draft 2021-2024 STIP released for public review
- June 2020 OTC approval of Final 2021-2024 STIP
- Cherriots' interest start now, before all of this...

 **CHERRIOTS**


The Issue

- OTC has recommended no bus replacement funding, a change from past practice
- Non-Highway Enhance funding had been used in the past to replace buses
- HB 2017 funding was not intended to replace these funds

 **CHERRIOTS**

Cherriots Action

- A letter sent to the OTC expressing the District's concern for the potential loss of this funding (copy provided)
- Cooperation with SKATS, and other agencies in supporting this message

 **CHERRIOTS**

Summary

- Two separate processes
- Two important issues
- Clear direction for action on the different issues

November 8, 2017

Chair Tammy Baney and Commissioners
Oregon Transportation Commission
355 Capitol Street NE, MS #11
Salem, OR 97301-3871

Re: 2021-2024 STIP Transportation Enhancement Discretionary Non-Highway Bus
Replacement Funding

Dear Chair Baney and Commissioners:

House Bill 2017 is opening new opportunities for public transportation in Oregon and will begin to meet many longstanding needs within local communities. These funds, as identified in the bill, will be used to enhance public transportation services, especially for individuals facing daily financial challenges.

Salem Area Mass Transit District, known in our community as Cherriots, is hoping to be able to provide Saturday, Sunday, later weekday, and some holiday service to the people in our community. Many of the people who will benefit from the addition of service during these times, are also those who are employed in lower paying jobs and are looking for any way possible to stretch their dollars a little further each month. To them, public transportation is a crucial resource that has been missing for far too long in our community. But now, with the revenue to provide additional public transportation service, our community will see greater opportunities to access employment, goods and services.

In light of this good news, however, there is an issue that is raising concerns within the transit industry in Oregon. For most agencies, the revenue received from HB 2017 is a long awaited resource to support transit operations that have not been possible because of a lack of sustainable funding.

The concern now is a consideration by the Oregon Transportation Commission to eliminate the Transportation Enhancement Discretionary Non-highway funds in the 2021-2024 STIP as a revenue source for bus replacements. The 2018-21 STIP includes \$15 million for bus replacements. Reliable public transportation is dependent on two types of funding: capital

funding such as the Transportation Enhancement Non-highway funds, and operating revenue that has been inadequate in most communities for many years.

Considering revenue from HB 2017 as an exchange for Transportation Enhancement Non-highway funds was not the plan to improve transit by those working on HB 2017. Exchanging these funds would continue the current practice by many agencies of sacrificing valuable operating revenue on capital replacements just to keep reliable vehicles on the road.

HB 2017 was meant to enhance public transportation in Oregon, and we are asking that we do not take a step backward by eliminating Transportation Enhancement Non-highway funds as a revenue source for bus replacements.

As we all work together to improve public transportation services for our citizens, we thank you for your consideration of this matter. The need is great, and we are just now taking a step in the right direction to begin meeting that need.

Sincerely,

A handwritten signature in blue ink that reads "R Krebs". The signature is fluid and cursive, with a large initial "R" and a clear last name "Krebs".

Robert Krebs, President
SAMTD Board of Directors

Cc: SAMTD Board of Directors

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

DRAFT

Thursday, December 14, 2017 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Jerry Thompson (Subdistrict #5)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION**
2017 Association for Commuter Transportation 40 Under 40 Award Presentation recognizing Kiki Dohman, Cascade Chapter Director for ACT and Trip Choice Program Specialist for Cherriots.
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR - [Action]**
 - 1. Approval of Minutes**
 - a.
 - b.
 - 2. Routine Business**
 - a.
 - b.
 - c.
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Award Contract for Legislative Advocacy Services
 - 2. Appointments to Special Transportation Fund Advisory Committee
 - 3. Citizen Member Appointments to Budget Committee
 - 4. Resolution No. 2017-XX Rescind and Replace the Bylaws for the Citizens Advisory Committee – Attachment A

I. INFORMATION ITEMS

1. January 2018 Service Change Briefing
2. Performance Report – First Quarter
3. Finance Report – First Quarter
4. Trip Choice Report – First Quarter

J. BOARD & MANAGEMENT REPORTS

1. General Manager
2. Board of Directors

K. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, January 25, 2018

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV's website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.

Upcoming Board Meeting and Work Session Agenda Items
November 13, 2017

Work Session	Board Meeting
November 13, 2017 Packets due to GM office: November 6 <u>Special Meeting/</u> <ul style="list-style-type: none"> • Award Contract for Security Services <u>Work Session</u> <ul style="list-style-type: none"> • Advertising Update • STIP Process, Roles and Timeline • Service Advisory Committee Concept 	November - No Board meeting
December – No work session	December 14, 2017 Packets due to GM office: November 30 <ul style="list-style-type: none"> • Rescind/Replace CAC Bylaws – Resolution 2017-XX • Award Contract for Legislative Advocacy Services • January Service Change Briefing • Appointments to the STFAC • Appointment to Budget Committee • Q1 finance, trip choice, perf report • 40 Under 40 Award Presentation
January 8, 2018 Packets due to GM office: January 2 <ul style="list-style-type: none"> • Present draft 2018 legislative agenda 	January 25, 2018 Packets due to GM office: January 11 <ul style="list-style-type: none"> • Adoption of 2018 legislative agenda
February 12, 2018 Packets due to GM office: February 5 <ul style="list-style-type: none"> • 	February 22, 2018 Packets due to GM office: February 8 <ul style="list-style-type: none"> • Q2 finance, trip choice, performance report
March 12, 2018 Packets due to GM office: March 5 <ul style="list-style-type: none"> • 	March 22, 2018 Packets due to GM office: March 8 <ul style="list-style-type: none"> •
April 9, 2018 Packets due to GM office: April 2	April 26, 2018 Packets due to GM office: April 12 <ul style="list-style-type: none"> • May Service Change Briefing
May 14, 2018 Packets due to GM office: May 7 <ul style="list-style-type: none"> • 	May 24, 2018 Packets due to GM office: May 10 <ul style="list-style-type: none"> • Consent: Adopt FY2019 BOD meeting schedule • Q3 finance, trip choice, performance report

<p>June 12, 2018 Packets due to GM office: June 4</p> <ul style="list-style-type: none"> • 	<p>June 22, 2018 Packets due to GM office: June 14</p> <ul style="list-style-type: none"> • Hearing/Res#2018-XX adopt FY19 budget • Res#2018-XX Amendment to FY18 Budget • Approval of FY2019 United Way Donation (C)
<p>July 10, 2018 Packets due to GM office: July x</p> <ul style="list-style-type: none"> • 	<p>July 27, 2018 Packets due to GM office: July xx</p> <ul style="list-style-type: none"> • Accept Preliminary Annual Year-end Financial Report for FY2017
<p>August xx, 2018 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • DBE Goals (2020) • Board Committee assignments (2018) • Issue GM Performance Evaluation Packets • Review of Neighborhood Association Contacts 	<p>August xx, 2018 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2018) • Trip Choice Report – 4th Quarter/Year End • September Service Change Briefing • Performance Report – 4th Quarter
<p>September XX, 2018 Packets due to GM office: September x</p> <ul style="list-style-type: none"> • 	<p>September xx, 2018 Packets due to GM office: September xx</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • Fiscal year end Performance Report • GM performance evaluation (Executive Session)
<p>October xx, 2018 Packets due to GM office: October x</p> <ul style="list-style-type: none"> • Proposed FY2020 Budget Calendar 	<p>October xx, 2018 Packets due to GM office: October xx</p> <ul style="list-style-type: none"> • Approval of FY2020 Budget Calendar (C)
<p>To Be Scheduled</p> <ul style="list-style-type: none"> • Board Ethics Training • Preview of new Website w/OMBU 	<p>To Be Scheduled</p> <ul style="list-style-type: none"> • Stops & Shelters Construction/Design Contract • COOP

UPDATED: November 8, 2017

TO: SAMTD BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• NOVEMBER 2017

3	Fri	10:30 AM	Ribbon Cutting Ceremony for "Salem Station" exhibition at the Gilbert House
5	Sun		DAYLIGHT SAVINGS TIME ENDS – Fall Back
7	Tue	3:00 PM	STF Advisory Committee
10	Fri		HOLIDAY OBSERVANCE Veteran's Day: Cherriots Administration Offices CLOSED; Buses running Regular Schedule; Customer Service OPEN
11	Sat	CLOSED	HOLIDAY: Veterans Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service
13	Mon	5:30 PM	SAMTD Board Work Session
23	Thu	CLOSED	HOLIDAY: Thanksgiving Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• DECEMBER 2017

5	Tue	11:30a-1:30p	Cherriots Employee Holiday Luncheon
7	Thu	12:00-1:00p	Employee Transportation Coordinators (ETC) Luncheon
9	Sat		Keizer Holiday Parade
14	Thu	6:30 PM	SAMTD Board of Directors Meeting
25	Mon	CLOSED	HOLIDAY: Christmas Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• JANUARY 2018

1	Mon	CLOSED	HOLIDAY: New Year's Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service
2	Tue	3:00-4:30p	STF Advisory Committee
8	Mon	5:30 PM	SAMTD Board Work Session
25	Thu	6:30 PM	SAMTD Board of Directors Meeting MWVCOG Annual Dinner

• FEBRUARY 2018

6	Tue	3:00-4:30p	STF Advisory Committee
12	Mon	5:30 PM	SAMTD Board Work Session
19	Mon	CLOSED	HOLIDAY: President's Day Cherriots Administration Offices-Customer Service Closed: NO Bus Service
22	Thu	6:30 PM	SAMTD Board of Directors Meeting

• MARCH 2018

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit's website at: www.cherriots.org/board or at the District's Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past Board meetings, go to www.cctvsalem.org.