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Executive Board Meeting Agenda  
Monday, January 06, 2020  
11:00 AM  
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

II. AGENDA ADDITIONS/CHANGES-

III. PUBLIC COMMENTS (Comments will be limited to no more than three (3) minutes.)

IV. CONSENT AGENDA  
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. ACTION: Approve Minutes of the December 2, 2019 Executive Board Meeting Pages 4-6  
   The Executive Board will consider approval of the minutes for the December 2, 2019 Executive Board Meeting.

B. ACTION: Main Street Station Janitorial Services Pages 7-9  
   The action item is to approve a contract with the lowest and most responsive bidder for janitorial services for Main Street Station - bid results to be provided the day of the meeting.

V. FINANCE COMMITTEE - None

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Review Officer Succession and 2020 Nominations Page 10  
   Kelli Badesheim  
   The Executive Board will have the opportunity to discuss and consider for approval the officer succession and nominations for 2020 open positions.

B. ACTION: Electric Bus and Infrastructure Procurement Pages 11-13  
   Leslie Pedrosa  
   Staff requests the Executive Board consider recommending to the Board of Directors the purchase of electric buses and infrastructure with Proterra.

C. ACTION: Innovative Bike Share Project Pages 14-17  
   Dave Fotsch  
   Staff will provide a status report on the Innovative Bike Share procurement.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Public Transportation Agency Safety Plan Policy Pages 18-19  
   Leslie Pedrosa  
   Staff will recommend an outline for the Public Transportation Agency Safety Plan Policy.

B. INFORMATION: Procurement Calendar Page 20  
   The most current procurement calendar is included in the packet for information.
VIII. EXECUTIVE SESSION
The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j).

An action by the Executive Board may follow the Executive Session.

IX. ADJOURNMENT

Θ = Attachment
Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
February 3, 2020
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Mission Statement: Valley Regional Transit’s mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region’s citizens. (ValleyConnect 2.0 Plan approved 04/02/18)

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.
Executive Board Meeting Minutes
Monday, December 02, 2019
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING
Luke Cavener, City of Meridian
Elaine Clegg, City of Boise
Tom Dale, Canyon County Commission
John Evans, City of Garden City
Kent Goldthorpe, ACHD
Greg Hill, Boise State
Debbie Kling, City of Nampa (phone)
David Lincoln, ACCHD
Garret Nancolas, City of Caldwell
Darin Taylor, City of Middleton

MEMBERS ABSENT
Dave Bieter, City of Boise
Mark Carnopis, VRT
Paula Cromie, VRT
Gregg Eisenberg, First Transit
Rachel Haukkala, COMPASS
Jim Hansen, Dist. #1 ACHD
Stephen Hunt, VRT
Jason Jedry, VRT
Katie Justice, VRT
Justin Lucas, ACHD
Kaytlyn Marcotte, VRT
Ken Pidjeon, Citizen
Jill Reyes, VRT
Walter Steed, RAC
Alissa Taysom, VRT

OTHERS PRESENT
Kelli Badesheim, VRT

CALLING OF THE ROLL – The meeting was called to order by Chairman Tom Dale at 11:04 a.m., with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – None

PUBLIC COMMENTS – Ken Pidjeon spoke regarding electric buses and the procurement of such, and the City Go program.

CONSENT AGENDA
The consent agenda consisted of approval of the minutes of the November 4, 2019 Executive Board/RAC Joint Meeting. David Lincoln made a motion to approve the Consent Agenda; Elaine Clegg seconded the motion. The motion passed unanimously.

FINANCE COMMITTEE – None

EXECUTIVE BOARD - ACTION ITEMS
Authorization for Expenditure and Resolution on State Street Alternative Analysis
Stephen Hunt presented information regarding the need for the State Street Alternative Analysis and requested the Executive Board consider adoption of Resolution VEB19-006 and the associated
Authorization for Expenditure. Following discussion, Elaine Clegg made a motion to approve Resolution VEB19-006, as presented; John Evans seconded the motion. The motion passed unanimously.

**New Service and Public Notification Policy**
Mark Carnopis presented information on the New Service and Public Notification Policy. Following input, the Executive Board chose not to move on this item, but wait for updates and get feedback from the Regional Advisory Committee. The final draft will be presented to the Board at the January 6, 2020 meeting.

**Set Public Hearing Date for January 6, 2020 to Discuss the FY2020 Budget Amendment and FY2019 Carry-Forwards**
Following discussion, Darrin Taylor made a motion to set the Public Hearing date to discuss the FY2020 budget amendment and FY2019 carry-forwards to coincide with the January 6 Board/Executive Board meetings; Garrett Nancolas seconded the motion. The motion passed.

**Meeting Schedule for 2020 and Proposed Meeting Schedule for 2021 Executive Board and Board of Director's Meetings**
Elaine Clegg made a motion to accept the revised Board and Executive Board 2020 and proposed 2021 meeting schedules for Valley Regional Transit; Luke Cavener seconded. The motion passed unanimously.

** Proposed Agenda for January Board Meeting**
Following discussion, Elaine Clegg made a motion to approve the proposed Board of Directors January 2020 agenda with a note that staff has the authority to add or remove items as necessary; John Evans seconded the motion. The motion passed unanimously.

**EXECUTIVE BOARD – INFORMATION ITEMS**
**Electric Bus Purchase**
Kelli Badesheim provided an update on the two electric bus procurement projects. The Executive Board asked that more information regarding the procurement process be presented at the January meeting.

**Local Cost Allocation**
Jill Reyes presented information on the implications of a new local cost allocation methodology.

**Transportation Development Plan**
Jill Reyes presented the scope and schedule of the 2021-2025 Transportation Development Plan.

**Procurement Calendar**
The most current procurement calendar was included in the packet for information.

**Department/Staff Reports**
The most current department/staff reports were included in the packet for information.

**Valley Regional Transit/COMPASS Holiday Luncheon**
The annual VRT/COMPASS holiday luncheon will take place on December 16, 2019, noon, at the Nampa Civic Center.
EXECUTIVE SESSION - None

ADJOURNMENT - The meeting was adjourned at 12:15.

NEXT VRT EXECUTIVE BOARD MEETING:
Monday, January 6, 2019
11:00 a.m. – 12:00 p.m. (followed by the Board meeting at noon)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642
AUTHORIZATION FOR EXPENDITURE
VRT EXECUTIVE BOARD APPROVAL

**PROCUREMENT DESCRIPTION:**
Main Street Station Janitorial Services – Vanguard Cleaning Systems

**TOTAL COST:** NTE $99,000

**PURPOSE/ACTION:**
VRT is renewing the contract for janitorial services at Main Street Station. The contract is winding down, the scope of work over the life of the contract has notably changed, and additional items are needed in the contract. Staff would also like to ensure that competitive pricing is achieved. As such, a new solicitation was listed and bid.

**SCOPE OF WORK:**
The work in question involves all janitorial and related services for Main Street Station for 2020 through 2022 with one extension possible out to 2023. This work involves sweeping, mopping, waxing, disinfecting, vacuuming and other services. Also included are dispenser filling and other sundry related items.

**DISCUSSION:**
VRT started serving Main Street Station in October of 2016. After the initial three years of service, the cleaning scope has notably changed and been adjusted. The existing service provider has adjusted scope, but the proper way to have a contract is to include all relevant items in the main contract so that options to cure and responsibilities are clear. Staff also feels that proper competitive pricing is important to maintain for VRT’s benefit and also to be fair to the contractor. As such, the contract is being re-bid.

**ALTERNATIVES:**
An extension to this contract could be given, but VRT would be extending contract limits beyond what is considered good practice by the FTA. VRT also would continue to face the issue of lack of clarity in the project scope and limited options to cure in the past procurement.

**FISCAL IMPACT:**
Funding for this project is included in the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors. Funding for this effort in out years would be approved as each annual budget is submitted.

**RECOMMENDATION/JUSTIFICATION:**
Valley Regional Transit staff has followed federal procurement guidelines and VRT’s policy for procuring services. Staff recommends that the Executive Board approve Resolution VEB20-002 for the Main Street Station Janitorial Services to Vanguard Cleaning Systems, over the life of the contract not to exceed $99,000.00.

<table>
<thead>
<tr>
<th>ROUTING #</th>
<th>ORDER OF REVIEW</th>
<th>DATE APPROVED</th>
<th>RESOLUTION #</th>
</tr>
</thead>
</table>
| 1         | EXECUTIVE DIRECTOR
Up to $49,999 |               |              |
| 2         | EXECUTIVE BOARD
Approves procurements over $50,000 to $200,000 | On agenda 01/06/20 | VEB20-002 |
| 3         | VRT BOARD
Approves procurements $200,000 and over |               |              |
EXECUTIVE BOARD RESOLUTION

Main Street Station Janitorial Services – Vanguard Cleaning Systems
RESOLUTION VEB20-001

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH VANGUARD CLEANING SYSTEMS FOR MAIN STREET STATION JANITORIAL SERVICES. LIST OF BIDDERS AND RESULTS PROVIDED THE DAY OF THE MEETING.

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, 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, VRT has identified a need to update and renew the janitorial services contract for Main Street Station; and

WHEREAS, the contract for this procurement will be through March 31, 2022 with an option to extend for one (1) extension year to 2023, for an amount not to exceed $99,000 total expended over the horizon of the contract; and

WHEREAS, funding for this procurement is available in the FY2020 budget – Resolution VBD19-011 approved on 08/05/19; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

VEB20-001
WHEREAS, staff determined that the noted firm is the most responsive and responsible offeror to provide the best value to meet VRT’s needs; 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; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011.

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

Section 1. That the Executive Board approves a contract with Vanguard Cleaning Systems for Main Street Station Janitorial Services not to exceed $99,000 through March 31, 2023.

Section 2. That the Executive Board 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 Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of January, 2020.

APPROVED by the Executive Board Chair this 6th day of January, 2020.

ATTEST:  
EXECUTIVE ASSISTANT

APPROVED:  
CHAIR OF EXECUTIVE BOARD

VEB20-001
TOPIC: VRT Board Officer Succession and Nominations for Calendar Year 2020

DATE: December 30, 2019

Summary

The Valley Regional Transit Board voted at the April 2011 Board meeting to proceed with a change to the governance structure of VRT. The change maintained the existing representative Board structure and created an Executive Board elected from the full Board. The full Board meets quarterly to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the full VRT Board of Directors.

The VRT bylaws sets the January meeting for the VRT Board of Directors to elect a new slate of Executive Board members. The bylaws state, “The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position”. The VRT Board combines the secretary and treasurer position into one position. It has been the practice of VRT to retain the current chair on the Executive Board as the immediate past chair. The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

With the outcome of the fall election, we do not have a chair-elect or a vice chair to move up in the board officer positions. Tom Dale offered to stay on as chair for one more year so we can maintain the continuity in leadership in the coming year. Elaine Clegg is willing to take the chair-elect position. This leaves an open vice-chair for Canyon County and a secretary/treasurer for Ada County. This approach maintains the leadership alternating between Ada and Canyon counties.

Aside from the two officer positions described above, there will be six at-large positions, three each from Ada and Canyon counties. Greg Hill will continue to hold the Boise State University position. Staff sent an email to the existing Executive Board members to determine their willingness to serve, and any willingness to serve in the officer positions. Staff will report on the results of those contacts at the meeting.

To date I have heard from John Evans, Dave Lincoln, and Kent Goldthorpe about being interested and willing to maintain their positions on the Executive Board. Dave Lincoln agreed to be nominated and serve in an officer position.

Recommendation

This is for information only. The Executive Board will discuss nominations for the open positions at the January 6 meeting, and prepare a recommendation for the VRT Board. We need nominations for the two Ada County positions (including the secretary/treasurer) and three Canyon County at-large positions.

For additional information contact: Kelli Badesheim, Executive Director, 258-2712, kbadesheim@valleypportionalttransit.org
TOPIC: Electric Bus and Infrastructure Procurement

DATE: December 17, 2019

Summary:

Low No-Emission Grant- Procure Eight Electric Vehicles

Valley Regional Transit (VRT) completed an analysis to evaluate the costs and benefits of adding electric fuel technology to the fixed-route operations. The VRT Board adopted resolution VBD019-007 allowing staff to consider all low and no-emission fuel technologies when procuring rolling stock. Staff determined electric vehicles were the best fuel technology for upcoming fixed-route vehicle procurements.

Following this action staff submitted an application for the Low or No-Emission Bus Program grant in May 2019. The federal regulations for this particular discretionary grant allows grantees to partner with private sector bus manufacturers to jointly submit an application. The regulations allowed the grant application process to satisfy the federal requirements for procurements.

Staff completed a due diligence review of electric vehicle manufacturers, Gillig, Proterra, BYD, New Flyer and Creative Bus. This process included contacting all vendors to determine an interest in partnering with VRT, whether they manufactured the size vehicles VRT needs; and, if they had the level of experience to provide the technical support and training required to ensure a successful transition to electric fuel technology. Creative Bus Sales only had non-accessible shuttle buses available, New Flyer was not willing to give costs, and BYD never returned any phone messages.

Gillig is very new to production of electric buses and only offered 40’ vehicles. 35’ buses would not be available until 2021, at the earliest. Proterra met VRT’s vehicle size requirement. Gillig base bus cost was $150,000 more than Proterra. Gillig did not offer a battery lease. Proterra’s battery lease reduced the base bus cost an additional $196,000. Proterra also satisfied the other criteria including capacity to partner on the application, and experience in the industry at delivering the quality and technical supports required for a successful transition to electric fuel technology. Based off the information provided, VRT chose to partner with Proterra to submit the grant application by the May deadline.

In August 2019, the Federal Transit Administration (FTA) awarded a total of $84,951,386 in federal funding for Low or No-Emission Bus Projects, with $3,000,000 being awarded to VRT to purchase up to eight battery-electric buses, charging stations, and personnel training. Staff will combine this $3,000,000 grant award with $750,000
local match, and $2,780,596 in previously programmed federal formula funds and local
match totaling $9,408,550 to procure eight vehicles.

Staff completed work with Proterra to determine bus specifications, project timeline, and
charging specifications. VRT is opting to procure the batteries through an annual lease.
Leasing the batteries allows VRT to use the savings in CNG fuel costs to fund the
battery fuel over the life of the vehicle. A breakdown of all costs will be provided as a
handout at the Executive Board meeting.

FY2020 Capital Budget – Four Electric Vehicles
The VRT Board adopted a budget on August 5, 2019 including capital federal and local
funding to procure four additional electric vehicles. VRT researched procurement
options and learned the State of Idaho passed legislation repealing and amending
Section 67-2807 of Idaho Code, effective July 1, 2019. This legislation now allows Idaho
governments to procure based on cooperative purchasing programs with other
governmental entities or associations.

VRT staff reviewed other approved statewide contracts to procure four (4) additional
electric vehicles budgeted in the FY2020 budget. Based off of the change to Idaho
Code Section 67-2807, VRT has found that the Virginia statewide contract will best suit
VRT needs. The total amount of funds programmed for this project is $3,028,500. The
funding will be used for vehicles since the Low No-emission grant funding will cover the
one-time costs required to adopt electric fuel technology.

Staff requested a legal review on the procurement to support the Board’s decision-
making process for this complex procurement.

Staff Recommendation/Request:
This is an action item. Staff requests the Executive Board recommend approval to the
Board of Directors, for the purchase of electric buses and infrastructure with Proterra.

Implication (policy and/or financial):
VRT staff will continue to evaluate and provide information on options for the region with
the evolving landscape of fuel technology advancements. The decision to purchase
electric buses and infrastructure will support better environmental outcomes and reduce
the costs VRT expected to spend to enhance the CNG infrastructure.

Highlights:
- City of Boise City Council adopts a resolution requiring CNG to be the preferred
  fuel technology for fixed-route in 1993
- March 2019    FTA released Notice of Funding Opportunity for Low or No-
  Emission Bus Projects grants
- April 2019    VRT Board of Directors approved Resolution VBD19-007
  which authorized staff to consider all low or no-emission fuel
  technology options when procuring rolling stock
- April 2019    VRT completed a due diligence review and determined
Proterra would be the most advantageous private partner for the grant application

- May 2019  Grant application submitted
- August 2019  VRT awarded $3 million dollars in federal funding to proceed with the low or no-emission bus program project
- September 2019  Kick-off meeting with Proterra
- January 2020  Procurement to Board of Directors
- 1st quarter FY21  VRT expects buses be delivered to VRT
- 2nd quarter FY21  VRT expects buses to be in revenue service

More Information:
Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
TOPIC: Innovative Bike Share Procurement Update

DATE: December 30, 2019

Summary:
Service Contractor Procurement
Valley Regional Transit issued a request for proposal (RFP) in summer 2019. The Statement of Objective allowed potential proposers to offer a solution to VRT that would introduce e-bikes to the market, leverage existing funding partnerships with sponsors, and allow for scaling the numbers of bikes and changes anticipated in technology as systems evolve.

The VRT Board approved Resolution VBD19-015 authorizing the Executive Director to execute a contract with Drop Mobility, the partner determined to provide the most advantageous solution for VRT's bike share system. At the time, staff notified the VRT Board about a protest filed by another proposer on the RFP. VRT legal counsel provided the attached response to the protest. Per Idaho Code, the VRT Board will hear an appeal presented by the proposer filing a protest if requested.

VRT is close to finalizing the agreement with Drop Mobility. We are determining the scale and phasing of the e-bike deployment over the horizon of the contract. The vendor will be providing the e-bikes. The contract provides for the repayment of the capital investment through revenues collected by patrons using the system.

Private Sponsorships
Currently, the GreenBike system is funded by a combination of title sponsors, station sponsors, and user-fees. The title sponsors, SelectHealth and St. Luke’s, fund Approximately 44 percent of the current system. This level of investment allows them to be the exclusive partner for Boise GreenBike, including naming and branding rights for the current equipment.

The new bike share model will require a higher level of investment from sponsors. VRT is currently considering changing the sponsorship model to provide for multiple sponsors, with sponsorship revenues tied directly to the number of bikes a sponsor is funding. This will provide a more sustainable revenue stream over time so the system can grow to meet the demand. VRT will sustain the growth of the system through securing additional sponsors.

This approach will require renaming and rebranding the system. We are working to have these issues resolved before we place the initial order for bikes. Staff anticipates implementing the system in summer 2020.

Staff Recommendation/Request:
This is for information only.
Implication (policy and/or financial):
The bike share solution negotiated with Drop Mobility is the most advantageous for VRT because it allows for a sustainable approach to expansion and future technology advancements without reliance on public funds for capital or operating expenses.

Highlights:
- VRT launched the Boise GreenBike system in spring 2015
- City of Boise allowed the introduction of e-scooters to downtown Boise in October 2018
- VRT was notified by existing vendor that support of bikes and technology will end after November 2021
- Boise GreenBike staff conducted an analysis through a steering committee and initiated an RFP in summer 2019
- The team selected Drop Mobility as the most advantageous firm in September 2019
- VRT responded to a protest submitted by another proposer
- Legal counsel determined VRT followed the process and the protest was unfounded

More Information:
For detailed information contact: Dave Fotsch, Bike Share Director, 208.331.9266, dfotsch@valleymetror REGIONALTRANSIT. ORG
October 17, 2019

VIA EMAIL (Jason@blilielaw.com)

Jason Blilie
Blilie Law
350 Lincoln Road
Miami Beach, Florida 33139

Re: Valley Regional Transit – Bike Share Program

Dear Jason:

My firm represents Valley Regional Transit ("VRT"). I have been asked to respond to your letter to Kelly Jakovac, dated October 2, 2019.

I’ve reviewed this matter and can briefly summarize it as follows: Based on the written responses to the RFP, your client received the top scores. That is reflected on the scoring sheet you received.

After those written submissions, the top three candidates, including your client, were asked to demonstrate their technology capabilities to VRT. Your client participated in that second level of review. After that process, your client did not receive the highest ranking.

As provided in the RFP, VRT began negotiations with the highest ranked respondent. Those negotiations remain ongoing. If those negotiations are not successful, VRT will initiate negotiations with the next ranked respondent.

Based on your client’s bid protest, if VRT successfully negotiates an agreement with a company other than your client, your client will be given an opportunity to continue its protest by personally appearing before the VRT board as set forth in Exhibit E to the RFP, paragraph (q).
Please let me know if that’s your client’s intention.

Sincerely yours,

HAWLEY TROXELL ENNIS & HAWLEY LLP

Thomas J. Mortell

TJM:
TOPIC: Public Transportation Agency Safety Plan and Policy

DATE: December 17, 2019

Summary:

The Federal Transit Administration (FTA) has published Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) that requires certain operators of public transportations systems that are recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 to develop a Public Transportation Agency Safety Plan (PTASP). The PTASP must include the processes and procedures necessary for implementing Safety Management Systems (SMS). Each transit operator is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020.

Each safety plan must include an approval by the agency’s Accountable Executive and Board of Directors, designation of a Chief Safety Officer, documented processes of the agency’s SMS, an employee reporting program, performance targets, criteria to address all applicable requirements and standards, and a process and timeline for conducting an annual review and update of the safety plan.

Transit operators that operate 100 or fewer vehicles in peak service that do not operate rail transit systems, may have their state develop a safety plan on their behalf or may opt to develop their own.

The PTASP will meet FTA’s requirement for a Public Transportation Agency Safety Plan and will include all sub-recipients of the agency.

The PTASP Policy will include:

- Introduction which will include agency information, approvals and updates
- Safety information that will include performance targets, management practices, risk management, assurances and promotions
- The plan will be written by the Idaho Transportation Department’s Public Transportation (ITD-PT) Office in coordination with all of the state MPOs

Staff Recommendation/Request:

Information item. Staff will recommend an outline for the Public Transportation Agency Safety Plan and Policy. Staff requests input from the Executive Board on the outline of the Public Transportation Agency Safety Plan and Policy.

Implication (policy and/or financial):

The policy will ensure that the plan produced by ITD-PT coincides with the business that all sub-recipients and contractors provide. The policy will also ensure goals and targets will be attainable.
Highlights:
January 2020
• Executive Board – Information Item – Public Transportation Agency Safety Plan and Policy Outline
February 2020
• Executive Board – Information Item – Public Transportation Agency Safety Plan and Policy
March 2020
• Executive Board – Action Item - Public Transportation Agency Safety Plan Policy
April 2020
• Board of Directors - Action Item – Approve Public Transportation Agency Safety Plan Policy

More Information:
Dave Meredith, Compliance Officer, 208-258-2729 dmeredith@valleyregionaltransit.org
Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
<table>
<thead>
<tr>
<th>Goods/Service</th>
<th>Total Procurement Amount</th>
<th>Potential Executive Board Action</th>
<th>Potential VRT Board of Directors Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Call Transit Bus Graphics and Associated Services</td>
<td>Approx. $125,000 annually or $625,000 Over five-year term.</td>
<td></td>
<td>January 6, 2020</td>
<td>Valley Regional Transit (VRT) is seeking on-call contractor services to print, install, remove and repair graphics on its fleet of buses and shuttles. Term: Two years with three (3) one-year extensions.</td>
</tr>
<tr>
<td>Fixes Line 35’ Buses – Eight Electric – Ada County</td>
<td>$9,408,600</td>
<td></td>
<td>January 6, 2020</td>
<td>Procuring six replacements (35’ buses) and two expansions (35’ buses) for fixed line services through contractor Proterra from the Low No Emissions grant award.</td>
</tr>
<tr>
<td>Fixed Line 35’ Buses – Ada County – Four Electric</td>
<td>$3,028,500</td>
<td></td>
<td>January 6, 2020</td>
<td>VRT will be seeking proposals for four fixed line electric buses for Ada County. There is a possibility that VRT will use an already approved Statewide procurement for this purchase.</td>
</tr>
<tr>
<td>On-Call A &amp; E for Construction</td>
<td>$200,000</td>
<td></td>
<td>January 6, 2020</td>
<td>VRT will be soliciting On-Call A &amp; E vendors to provide professional services for work that will lead to construction.</td>
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Upcoming/Active Procurements:

Executive Board Approval Levels: $50,000 - $199,999
VRT Board of Directors Approval Levels: $200,000 and over

Updated 12/18/2019