MEETINGS OF THE
Boards of Directors

| Joint Meeting of Valley Metro RPTA and Valley Metro Rail | Valley Metro RPTA | Valley Metro Rail |

Date
Thursday, October 19, 2017

Starting time
11:15 a.m.

Meetings to occur sequentially

Location
Valley Metro
Lake Powell Conference Room (10A)
101 N. 1st Avenue, 10th Floor
Phoenix

If you require assistance accessing the meetings on the 10th floor, please go to the 13th floor or call 602-262-7433.
The Pledge of Allegiance will be recited.

1. **Items from Citizens Present (yellow card)**

   An opportunity will be provided to members of the public at the beginning of the meeting to address the Board on non-agenda items. Up to three minutes will be provided per speaker or a total of 15 minutes for all speakers.

2. **Chief Executive Officer’s (CEO) Report**

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

3. **Minutes**

   Minutes from the September 21, 2017 Joint Board meeting are presented for approval.

4. **Public Comment on Agenda Action Items (blue card)**

   The public will be provided with an opportunity at this time to address the Boards on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

### CONSENT AGENDA

5A. **Ticket Vending Machine (TVM) Computer Upgrade Contract Award**

   Staff recommends that the Boards of Directors authorize the CEO to execute a contract with Scheidt & Bachmann to perform computer upgrades to Valley Metro TVMs in an amount not to...
exceed $670,584. VMR costs are $579,964 and RPTA costs are $90,620.

5B. Commercial Property and Liability Insurance Coverage Purchase

Staff recommends that the Boards of Directors authorize the CEO to purchase renewal coverage for Valley Metro’s insurance needs for an amount not to exceed $1,747,084.

5C. Non-Revenue Fleet Maintenance Services Contract Award

Staff recommends that the Boards of Directors authorize the CEO to execute a 3-year contract and two 1-year options with All Fleet Services, LLC for non-revenue vehicle fleet maintenance services in an amount not to exceed $698,000. VMR costs are $650,000 and RPTA costs are $48,000.

REGULAR AGENDA

6. Executive Session

The Boards may vote to enter Executive Session for the purpose of obtaining legal advice with regard to any matter on the agenda to discuss and consult with attorney(s) concerning Valley Metro’s position regarding claim(s), federal and state statutory requirements and related issues, employment agreements and to instruct and authorize attorney(s) to proceed regarding claims that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve possible litigation. A.R.S. 38-431.03(A)(1) (Personnel Matters).

7. Executive Session Action Items

The Boards may take action related to items discussed as part of Agenda Item 6.

8. Travel, Expenditures and Solicitations

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


Chairs Klapp and Glover will request future agenda items from members, and members may provide a report on current events.
Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audiocassette, or computer diskette) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org.
DATE
September 27, 2017

SUBJECT
Items from Citizens Present

PURPOSE
An opportunity will be provided to members of the public at the beginning of the meeting to address the TMC/RMC on non-agenda items. Up to three minutes will be provided per speaker or a total of 15 minutes for all speakers.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
None
DATE
September 27, 2017

SUBJECT
Chief Executive Officer’s Report

PURPOSE
Scott Smith, Chief Executive Officer, will brief the TMC/RMC on current issues.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
None
Minutes of a Joint Meeting of
Valley Metro RPTA
and
Valley Metro Rail
Boards of Directors
Thursday, September 21, 2017
11:15 a.m.

RPTA Meeting Participants
Councilmember Suzanne Klapp, City of Scottsdale, Chair
Councilmember Lauren Tolmachoff, City of Glendale, Vice Chair
Councilmember Mark Stewart for Vice Mayor Kevin Hartke, City of Chandler, Treasurer
Councilmember Pat Dennis, City of Avondale
Councilmember Brigette Peterson, Town of Gilbert
Councilmember Chris Glover, City of Mesa
Vice Mayor Jon Edwards, City of Peoria - (phone)
Councilmember Thelda Williams, City of Phoenix
Councilmember Skip Hall, City of Surprise - (phone)
Vice Mayor Robin Arredondo-Savage, City of Tempe
Mayor Everett Sickles, Town of Wickenburg
Mayor Michael LeVault, Town of Youngtown

Members Not Present
Councilmember Eric Orsborn, City of Buckeye
Councilmember Jack Palladino, City of El Mirage
Councilmember Bill Stipp, City of Goodyear
Supervisor Steve Gallardo, Maricopa County
Councilmember Linda Laborin, City of Tolleson

Valley Metro Rail Meeting Participants
Councilmember Chris Glover, City of Mesa, Chair
Councilmember Thelda Williams, City of Phoenix, Vice Chair
Councilmember Lauren Tolmachoff, City of Glendale
Vice Mayor Kevin Hartke, City of Chandler
Vice Mayor Robin Arredondo-Savage, City of Tempe

Chair Klapp called the joint meeting to order at 11:16 a.m. The pledge was recited. I'd like to welcome Mayor Michael LeVault from the Town of Youngtown who's joined our Board, so welcome. And I believe we have Vice Mayor John Edwards on the line.

The first item on the agenda today is public comment. Mr. Crowley.
1. **Public Comment**

Mr. Crowley said how you doing this morning, Board? Did any of you happen to get the New Times from August 31st to September 2nd with the article of the deportation of an individual for riding the light rail? Well, I came and asked about the situation. And when I last saw Mr. Smith he said, well, there was more there to the story. But then this morning when I just happen to cross three transit police officers at a fire, I asked them about it. And they said, well, Milton is a transit officer.

So rather than going into it and wasting a lot of my time, I'll show it to any of y'all that would like to see it afterwards. And it discusses that if you're an illegal alien and you're not going to be paying for your fare on the rail that if we catch you, we deport you.

The main part that I had a problem with in the article is that it states that half the people that are using the rail are not paying. And I don't see how that is because every single person that transfers from the bus, as all of you know, pay their fare because you can't get on the bus without the ticket.

The other part of it is on what part did our security, the Allied Burton, have in that is one of my questions.

And then the second question being that there's supposedly, in my opinion, I thought that they were ticket-takers, but I've been told their main function is security. What part did they have in that murder up on Dunlap and the 19th Avenue Station?

That was in the light rail, so it would be under their auspices. What participation are they having in the investigation? And what was their participation in making it secure enough that somebody got murdered on the light rail platform from two individuals coming off of the rail?

But then what I really need to speak to both of you on again over and over again is you just got through spending a million-and-a-half dollars on different doodads with the web, et cetera.

I need you to get the mind set for each of your communities that one of the things that needs to be out there in infrastructure is bus stops.

As I look at our Chair, I go, do you know on Thomas Road, the first five of them, might be a reason you don't cover them, but then that would be negligence. So, please, all of your communities get on board. Thank you for your time.

2. **Chief Executive Officer’s Report**

Chair Klapp said the next item is the Chief Executive Officer's Report, Mr. Smith.

Mr. Smith said thank you, Madam Chair, appreciate all of you and welcome, Mayor LeVault, to our fine organization. We like Youngtown being a part of this.
You know, as always a lot is going on at Valley Metro, and I'd like to give you some update on some of the things we're involved in.

First of all, we conducted the August meeting of the Valley Metro Accessibility Advisory Group. This group is about one year old. It was established to allow our community that is very much affected, impacted by accessibility issues to give us their update and their input as to the things that we're doing to make their life easier and to comply with, frankly, what the requirements are.

The topics covered in this meeting included an update on our paratransit transition, an update on Valley Metro RideChoice which has been expanded in many areas of our Valley, an overview on the planned RFP for eligibility certification services which is coming up quickly, and an overview of a study to develop potential future paratransit operations and maintenance facility that we're trying to do. Constantly working to try and improve that service long term.

We presented to a group -- also related to accessible transit, we presented to a group of approximately sixty Valley Metro paratransit customers and stakeholders at a meeting hosted by the Ability 360 there on Washington and 50th Street right where we're building the 50th Street Station.

Ability 360 asked us to come in there because of the issues that we've been talking about in here related to our transition of paratransit services. The customers provided a significant number of comments regarding our paratransit services, challenges and concerns. It was an open forum. We were there to listen.

Representatives from Valley Metro, Transdev and AAA Transportation, our two service providers, compiling comments, following back with specific instances and, once again, trying to learn as best we can as to how to adjust that service. And I know a lot of you have issues and questions. We’re now not quite into our third month -- finished with the third month, and we continue to work to improve that.

And we, as I mentioned in the memo I sent to all of you, there are some specific issues as it relates to: a new service facility in the Northwest; new software we’re working to improve with some of our service providers with Transdev; and we’re also finding that many of these new services that we are instituting have created some challenges with the customers and confusion as to exactly what services are available and eligible. And just as a side bar, many of the comments and the complaints we have are customers who basically have changed the mode of transportation. I will give you one example.

Part of the directions that this Board gave to us and Management also was to somehow bring some cost control into the paratransit issue. This is an on-demand service which means if somebody needs a service and they qualify we pick them up. It makes it extremely difficult to control costs, but we do the best we can while providing the level of service.
One of the ways that we have implemented with the -- not only the cooperation but with the suggestion of your staff is to go more to shared-ride service which is, under federal paratransit rules, is basically supposed to be a shared-ride service. We in this region have moved away from that in many years. And it has been more of a single-ride service, especially as we've utilized taxi services to provide many of our service.

So we have implemented, under the new Transdev contract, we have brought or expanded our shared services with the idea that if we carry more than one person to a destination, we can reduce the cost per rider.

As you can imagine, this has been met with some bit of skepticism by customers who are used to a single ride. And so we're doing our best to not only provide the kind of service that they can appreciate but also to educate them that this is the type of service we're trying, so we can continue to provide the coverage that we want. At the end of the day, we can do what we can with the resources that we have. So this is just an example of the things we're working on.

This will take time for us to fully phase into. And that's not an excuse. It's just a reality that we're dealing with. We're working every day with our partners at the cities and also our partners at Transdev to identify the issues.

We had the opportunity to go out and meet with Surprise. And they were very honest with us.

Councilmember Hall, I got that report that you were extremely straightforward. And many of you have been straightforward with us. And we don't shy away from that kind of input. We will identify and address the issues you bring up.

Many times they're absolutely legitimate issues that we're working on. Sometimes there's information that we can, hopefully, help fill in because there are gaps in information you get, and we try to find a balance.

But our ultimate goal is to, once again, improve this service because that's what we do. And especially with this customer base that is the most vulnerable of our customers. So that's my update there.

We also had the opportunity to host MAG Framework Study Workshop. This is the Regional Transit Framework Study. Alongside member agencies, staff reviewed a compilation of the Plan 2040 Local Transit Service Network. MAG is working on the 2040 Transportation Plan of which obviously transit is a huge part. It will become a growing part.

I think one of the things that people in the region are beginning to realize is that we are continuing to grow. And if you look inside the loop which, what I would say, is the 101, 202, and even if you expand it out to the 303, it's going to get denser. There's going to
be more people. And we're not going to build a whole lot more freeway space or road space. There's just not room.

Therefore, transit is going to take on an increasingly important role, as we move inside the loop especially, and get people down to their places of work, school, and entertainment. And we're working diligently with MAG to try to define what the system will look like twenty-plus years from now when we're supposed to add over a million people to our population.

We also have a Transit Police Officer Program. During June 28, 2017, during two sessions, our Safety and Security and Quality Assurance Crew provided two-hour overview to Mesa and Tempe police officers interested in the Transit Police Officer Program. This is focused primarily on rail at this time.

I think we've talked about the overall emphasis on safety and security.

We're focusing on rail primarily because it's a more well-defined issue. We will take what we learn there and expand it eventually transitwide to all of our other services. But we had three sessions attended by over a hundred police officers as each police department starts to identify specific task force within the groups within their departments that focus on transit.

Transit is a gathering place. Whenever in our society we bring people together, we're going to bring all the good and, yes, the challenges that we have in our society together, and we're no different. Especially on light rail where you have about 60,000 people a day -- think about that. That's one Sun Devil Stadium completely full that we put on our light rail. And everything that you can experience is going to happen.

We are very fortunate that we don't have a large number of serious incidents, but we're very concerned about that. And the next month or two, just a little teaser here, we're going to be bringing before you -- actually, next month we're going to be bringing before you some very specific things, that we're already starting to measure with your staffs, related to how we're going to upgrade our service and upgrade the safety and security on our system with an updated Manners Matter and Code of Conduct and those kind of issues, so be prepared for that.

The day ended for each group with boarding of an LRV, overview of the safety and security features. Mesa officers began the program in July and Tempe a couple weeks later.

There was a lot of enthusiasm. So we're very happy that the three police departments where we have light rail service are joining with us in an upgraded effort. Would like to give you an update of something you approved about a year ago. This is out at our operations and maintenance center. One year ago there was no fence around our OMC. You drive by it, if you're on the 202 near the 143, and you can see that while it sits out there in sort of an island, there was no fence. And we had a lot of
stragglers, people hiking through there. And in today's environment we needed to improve our security.

You approved the construction of a fence project which was recently completed with new automated access on the road, card access pedestrian fence for employees. And since we've installed it, our level of trespassers has declined to almost nothing. So it's been very successful so far.

I'd like to share with you something that I'm proud to be a part of and our staff takes a great deal of pride also in being a part of and that's the computer donation that we have with Cox Communications.

We are very fortunate to partner with Cox. We've done this for a couple of years now last year in Northwest Phoenix, this year out near our Gilbert Road extension, and two elementary schools in Mesa Lowell and Longfellow where the majority of the students are Title I school lunch, so it's a lower income area. Many of these families, believe it or not, do not have access to computers like many of us take for granted.

We refurbished and cleaned 140 of our computers. We had interns and staff who learned how to cleanse the computers. Rather than sell these for scrap for which we get literally cents on the dollars, Cox helped us with a program they have to put computers into houses at a very low cost. And we donated these to families in these areas.

And to be out there as part of Cox Connect to Compete a couple weeks ago, it was amazing to see these families, many of whom this was the first computer they'd ever have, and you look at the kids and the smiles. They can do homework.

They can connect and be part of the same opportunity that many of us have. And we're so happy for our staff. Rob Antoniak, you're there, and if any of our IT staff are out here who led this effort, thank you.

October is Ride Share Month. Each October we give Valley commuters an invitation to leave their cars at home and encourage them to carpool, vanpool, ride the bus or rail, telework, bike, walk, do whatever they can to get out of their car and find a different mode of transportation.

We have a commuter challenge that commuters can take. They can go to ShareTheRide.com and join up. And we actually identify and celebrate a super commuter every year. We look at people who do some amazing things like ride their bike to downtown Phoenix and they live in Gilbert. It does happen. It's amazing what they do.

We also are very proud of our staff and Total Transit staff here in the Valley, Northwest Valley. They came together for $1,500 in donations to Hurricane Harvey. They were touched by what happened down there and called us and said, listen, our drivers, our employees out here want to do something.
And so we looked into the Southwest Transit Association, of which we are a member, the Texas Transit Association asked them what we could best do, and they told us give us gift cards. So our employees and -- Total Transit actually led this. Their employees led the way to get gift cards to send to transit employees and their families who were affected by Hurricane Harvey.

We've had other donations that, for example, one of our rural transit agencies had their office and computer equipment completely destroyed. We sent an electronic gift card they were able to use immediately to purchase small desktop printer and some office supplies to complete their payroll.

We purchased more than 250 items at Wal-Mart.com that were used to help transit families displaced from their homes. I guess unless you're down there you can't fully imagine what it would be like to be without your home and some of them might be there for months.

One more item, on the Valley Metro Rail agenda we have an Office Space Update. We've talked about this. And the reason it's on the Valley Metro Rail agenda is because the lease for this building is actually under Valley Metro Rail's name. They're the lessee in this building.

Also, the need for expanded space, of which we'll be discussing later, is directly related to the expansion and the number of capital projects which are rail projects. So we're leasing -- we're proposing to lease more space. We're proposing to move people around to gain some efficiencies.

It will impact all of us who work on RPTA matters, but this is a Valley Metro Rail technical matter because it's in their lease, and they will bear the cost of this additional space through the project budgets. If those of you who are on the RPTA Board want to sit around and listen to the explanation or ask, Rob Antoniak can answer any questions you've got as far as the office changes that we're proposing and the new lease space.

But I just want to make you aware of that that we're not forgetting about all of you who are on RPTA but not on Valley Metro Rail, but that's why it's on Valley Metro Rail's agenda.

And for October for RPTA we have a very slim agenda. We will be talking to you more. There's actually only one action item and that will be related to security and a Code of Conduct, so we'll be talking with you because you can come in here and travel if you'd like. We'd still provide you with lunch. Or, it might be a good one if you want to join by phone. We'll be talking with you more, but just wanted to give you a heads-up on that.

November 16 is the Board meeting for November. So since that's around the holidays, we wanted to make you aware of when that was. And, Madam Chair, that's my report in 25,000 words or less.
Chair Klapp said I might note that I believe that is the week that National League of Cities has a conference, so I don't know how many members here are planning to attend in the middle of November to that conference.

Mr. Smith said and that's why we had it there. If you're going to NLC just let us know, and we'll find out if we have quorum issues or if there's someone else we'll look at that. That's why I wanted to make you aware of that. So thank you for pointing that out.

3. Minutes

Minutes from the August 17, 2017 Joint Boards meeting were presented for approval.

IT WAS MOVED BY COUNCILMEMBER GLOVER, SECONDED BY COUNCILMEMBER WILLIAMS AND UNANIMOUSLY CARRIED TO APPROVE THE AUGUST 17, 2017 JOINT BOARDS MEETING MINUTES.

4. Public Comment on Agenda Action Items

Chair Klapp said we'll move on to Public Comment. This is the opportunity for the public to talk on all action agenda items for up to three minutes. And we have one person who has submitted a card and that is Blue.

Mr. Crowley said if y'all will go to agenda Item 8, and it's the travel and expenses. If you look under the Allied Security Services, well, their primary thing it says there is fare inspection and then security services. So when they're not out there watching the people's fares or checking them, what are they doing?

And then I'd also like to find out, Phoenix, you're charging them $38,000 for handling the fare fees. I thought that pass back and through was happening. I didn't know that every month that Valley Metro needs to cover that amount to you.

And to the items of five, I'm glad that we are bringing up to speed the ADA compliance and the testing for the compliance. I find it fascinating that it's going to take us a hundred thousand dollars to do it -- or $115,000 to do it. And then it's going to cost a hundred thousand to check it. Interesting, you know.

And the contract on 5B, y'all do things according to importance. Well, if you'll go and turn to the next page and you start reading through the important things that these guys are going to be doing, you know, bus and light rail operations and maintenance facility upgrades, but if you go all the way down to the bottom, you know, like the last three, which would be an importance of what. Well, look it has install bus bays and shelters. But, Ms. Williams, don't be so surprised at that. Look at the one right underneath it and its importance of emergency service for track repair, switch replacement, transaction power, communication and other assistance to light rail operations.

Now, I don't know about other emergency situations. To me, getting those bus shelters and stuff out there is an emergency. But when it comes to importance, like I said, with
what you're doing with these people, wouldn't it be nice if install bus bays and shelters move up a little bit and be aware if you've got an emergency situation that would be something you deal with first.

I just found it fascinating that how many of them had to go to a conference and the amount of money we spent on flight and such because, heck, $600 a flight, ten of those flights buys me half of a bus stop.

Chair Klapp said thank you, sir.

5. **Consent Agenda**

Chair Klapp said the items listed next on the agenda are consent items. There's 5A and 5B, so I'll first ask if there's anyone that would like to pull any of these items for separate consideration? Okay.

**IT WAS MOVED BY COUNCILMEMBER GLOVER, SECONDED BY COUNCILMEMBER WILLIAMS AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA.**

6. **Executive Session**

No action was taken.

7. **Executive Session Action Items**

No action was taken.

8. **Travel, Expenditures and Solicitations**

This item was presented for information.

9. **Future Agenda Items Request and Report on Current Events**

Councilmember Dennis said MS. SPEAKER: I just wanted to make an announcement. Avondale October 23 our ZOOM North will be beginning, so I just wanted to make sure everyone knew about that.

With no further discussion the meeting adjourned at 11:42 a.m.
DATE
September 27, 2017

SUBJECT
Public Comment on Agenda Action Items

PURPOSE
The public will be provided with an opportunity at this time to address the TMC/RMC on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
None
DATE
October 12, 2017

SUBJECT
Ticket Vending Machine (TVM) Computer Upgrade Contract Award

PURPOSE
To request authorization for the Chief Executive Officer (CEO) to execute a contract with Scheidt & Bachmann to perform computer upgrades to Valley Metro TVMs in an amount not to exceed $670,584. VMR costs are $579,964 and RPTA costs are $90,620.

BACKGROUND/DISCUSSION/CONSIDERATION
Valley Metro Rail currently has 128 TVMs along the 26 mile rail alignment and RPTA has 20 TVMs along its Bus Rapid Transit (BRT) stations. The TVMs are in need of a computer upgrade as the current Microsoft XP operating system is no longer supported and the current motherboards are no longer available for replacement.

Contractor will perform the TVM computer upgrades that includes hardware engineering, software development, and software implementation. The computer upgrade installation will be done onsite in coordination with Valley Metro personnel and will include comprehensive testing. Contractor will work with Valley Metro to develop both a plan and a schedule for the work. The plan will include logistics and the support required at any given stage, and will be coordinated with Valley Metro’s operational needs.

The recommended contractor is Scheidt & Bachmann, the original equipment manufacturer (OEM). This is a sole source procurement because Scheidt & Bachmann is the only provider of these parts. An independent cost estimate and a sole source justification have been completed.

COST AND BUDGET
The VMR contract amount for contract is an amount not to exceed $579,964. The RPTA contract amount for the contract is an amount not to exceed $90,620.

The VMR contract obligation is fully funded within the VMR Adopted FY 2018 Operating and Capital Budget. Contract Obligations beyond FY 2018 are incorporated into the VMR Five-Year Operating Forecast and Capital Program (FY 2018 thru FY 2022).

The RPTA contract obligation is fully funded within the FY 2018 RPTA Adopted Operating Budget. Contract Obligations beyond FY 2018 are incorporated into the RPTA Five-Year Operating Forecast and Capital Program (FY 2018 – FY 2022).
STRATEGIC PLAN ALIGNMENT
This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 2: Advance performance based operation
  - Tactic A: Operate an effective, reliable, high performing transit system

COMMITTEE PROCESS
RTAG: September 19, 2017 for information
TMC/RMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Boards of Directors authorize the CEO to execute a contract with Scheidt & Bachmann to perform computer upgrades to Valley Metro TVMs in an amount not to exceed $670,584. VMR costs are $579,964 and RPTA costs are $90,620.

CONTACT
Ray Abraham
Chief Operations Officer
602-652-5054
rabraham@valleymetro.org

ATTACHMENT
None
DATE
October 12, 2017

SUBJECT
Commercial Property and Liability Insurance Coverage Purchase

PURPOSE
To request authorization for the Chief Executive Officer (CEO) to purchase renewal coverage for Valley Metro’s insurance needs, for an amount not to exceed $1,747,084. RPTA’s obligation is $268,394. VMR’s obligation is $1,478,690.

BACKGROUND/DISCUSSION/CONSIDERATION
Valley Metro purchases commercial insurance to cover losses to Valley Metro property and to protect Valley Metro from third-party claims. RPTA and VMR jointly purchase the insurance.

Valley Metro’s insurance broker, Arthur J. Gallagher & Co., has obtained quotes from insurance carriers to meet the agency’s ongoing insurance needs. Staff met with member agency risk managers and our insurance broker to discuss our insurance renewal process and proposals.

Table 1 summarizes the current insurance proposal pricing for RPTA. These figures represent RPTA’s allocation of the combined RPTA and VMR insurance premium. Total excess liability limits are $60 million excess of a $250,000 self-insured retention.

Table 2 summarizes the current insurance proposal pricing for VMR. These figures represent VMR’s allocation of the combined RPTA and VMR insurance premium. Total excess liability limits are $100 million excess of a $250,000 self-insured retention.

Valley Metro’s insurance policies cover exposures of RPTA and VMR. The premium is split between RPTA and VMR based on risk exposure as determined by the market and evaluated by insurance underwriters. This combined approach provides the agency with greater coordination in coverage and in overall purchasing power.

COST AND BUDGET
The premium costs by type of insurance for RPTA and VMR are provided in the following table:
<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>RPTA Premium</th>
<th>VMR Premium</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td><strong>Renewal Coverage</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Property</td>
<td>$7,758</td>
<td>$133,301</td>
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<td>Inland Marine Rolling Stock</td>
<td>NA</td>
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<td>Auto Liability &amp; Physical Damage</td>
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<td>$70,430</td>
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<td>Excess Liability – Buffer Layer</td>
<td>$37,023</td>
<td>$143,577</td>
<td>$180,600</td>
</tr>
<tr>
<td>Primary Excess Liability – 1st layer</td>
<td>$105,067</td>
<td>$407,455</td>
<td>$512,522</td>
</tr>
<tr>
<td>Excess Liability – 2nd layer</td>
<td>$29,846</td>
<td>$115,744</td>
<td>$145,590</td>
</tr>
<tr>
<td>Excess Liability – 3rd layer</td>
<td>$18,494</td>
<td>$71,718</td>
<td>$90,211</td>
</tr>
<tr>
<td>Excess Liability – 4th layer</td>
<td>$28,546</td>
<td>$110,704</td>
<td>$139,250</td>
</tr>
<tr>
<td>Excess Liability – 5th layer</td>
<td>N/A</td>
<td>$81,528</td>
<td>$81,528</td>
</tr>
<tr>
<td>Excess Liability – 6th layer</td>
<td>N/A</td>
<td>$40,145</td>
<td>$40,145</td>
</tr>
<tr>
<td>Pollution Liability (Renewed in 2015 – 3 yrs.)</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand-Alone Terrorism (NCBR)</td>
<td>$2,093</td>
<td>$38,155</td>
<td>$40,248</td>
</tr>
<tr>
<td>Cyber/Privacy</td>
<td>$15,530</td>
<td>$15,530</td>
<td>$31,061</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$268,394</strong></td>
<td><strong>$1,478,690</strong></td>
<td><strong>$1,747,084</strong></td>
</tr>
</tbody>
</table>

For the term December 1, 2017 – November 30, 2018, the RPTA contract obligation is $268,394, which is fully funded within the FY 2018 RPTA Adopted Operating Budget. Contract Obligations beyond FY 2018 are incorporated into the RPTA Five-Year Operating Forecast and Capital Program (FY 2018 – FY 2022).

For the term December 1, 2017 – November 30, 2018 the VMR contract obligation is $1,478,690 which is fully funded within the VMR Adopted FY 2018 Operating and Capital Budget. Contract Obligations beyond FY 2018 are incorporated into the VMR Five-Year Operating Forecast and Capital Program (FY 2018 thru FY 2022).

**STRATEGIC PLAN ALIGNMENT**

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

- Goal 2: Advance performance based operation
  - Tactic A: Operate an effective, reliable, high performing transit system.
  - Tactic E: Maintain strong fiscal controls to support Valley Metro’s long-term sustainability.

**COMMITTEE ACTION**

RTAG: September 19, 2017 for information
TMC/RMC: October 4, 2017 approved
Boards of Directors: October 19, 2017 for action

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to purchase renewal coverage for Valley Metro’s insurance needs for an amount not to exceed $1,747,084.
CONTACT
Michael J. Minnaugh
General Counsel
Legal Division
(602) 744-5599
mminnaugh@valleymetro.org

ATTACHMENT
Table 1 Insurance Proposal Pricing for RPTA
Table 2 Insurance Proposal Pricing for VMR
### TABLE 1 - Insurance proposal pricing for RPTA

<table>
<thead>
<tr>
<th>Line of Coverage</th>
<th>Policy Limit</th>
<th>Renewal Premium</th>
<th>Expiring Premium</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Coverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td>Blanket Limit</td>
<td>$7,758</td>
<td>$7,758</td>
<td>0.00%</td>
</tr>
<tr>
<td>Crime</td>
<td>$2,000,000</td>
<td>$2,999</td>
<td>$2,997</td>
<td>0.67%</td>
</tr>
<tr>
<td>Auto Liability &amp; Physical Damage</td>
<td>$750,000</td>
<td>$21,038</td>
<td>$13,080</td>
<td>60.84%</td>
</tr>
<tr>
<td>Excess Liability SIR Buffer Layer</td>
<td>$500,000</td>
<td>$37,023</td>
<td>$37,023</td>
<td>0.00%</td>
</tr>
<tr>
<td>Primary Excess Liability 1st layer in excess of $750,000</td>
<td>$10,000,000</td>
<td>$105,067</td>
<td>$104,796</td>
<td>0.26%</td>
</tr>
<tr>
<td>Excess Liability – 2nd layer</td>
<td>$10,000,000</td>
<td>$29,846</td>
<td>$30,135</td>
<td>-0.96%</td>
</tr>
<tr>
<td>Excess Liability – 3rd layer</td>
<td>$15,000,000</td>
<td>$18,494</td>
<td>$17,485</td>
<td>5.77%</td>
</tr>
<tr>
<td>Excess Liability – 4th layer</td>
<td>$25,000,000</td>
<td>$28,546</td>
<td>$27,470</td>
<td>3.92%</td>
</tr>
<tr>
<td>Stand-Alone Terrorism (NCBR)</td>
<td>$50,000,000</td>
<td>$2,093</td>
<td>$2,219</td>
<td>-5.68%</td>
</tr>
<tr>
<td>Cyber/Privacy 2</td>
<td>$2,000,000</td>
<td>$15,530</td>
<td>$10,878</td>
<td>42.77%²</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$268,394</td>
<td>$253,842</td>
<td></td>
<td>5.73%</td>
</tr>
</tbody>
</table>

¹ The auto liability and physical damage coverage applies to RPTA non-revenue vehicles. It does not apply to buses used in revenue service.

² This nominal increase was due to increasing the limits from 1M to 2M for Cyber coverage.
<table>
<thead>
<tr>
<th>Line of Coverage</th>
<th>Policy Limit</th>
<th>Renewal Premium</th>
<th>Expiring Premium</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Coverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td>Blanket Limit</td>
<td>$133,301</td>
<td>$133,301</td>
<td>0.00%</td>
</tr>
<tr>
<td>Inland Marine Rolling Stock</td>
<td>$150,660,000</td>
<td>$181,758</td>
<td>$181,452</td>
<td>0.00%</td>
</tr>
<tr>
<td>Inland Marine Town Lake Bridge</td>
<td>$22,581,224</td>
<td>$30,710</td>
<td>$30,710</td>
<td>0.00%</td>
</tr>
<tr>
<td>DIC – Excess Flood &amp; Quake</td>
<td>$15,000,000 x/o</td>
<td>$34,936</td>
<td>$34,936</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$5mil u/l</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crime</td>
<td>$2,000,000</td>
<td>$2,999</td>
<td>$2,997</td>
<td>0.067%</td>
</tr>
<tr>
<td>Auto Liability &amp; Physical Damage¹</td>
<td>$750,000</td>
<td>$70,430</td>
<td>$66,347</td>
<td>6.15%</td>
</tr>
<tr>
<td>Excess Liability Buffer Layer (SIR)</td>
<td>$500,000</td>
<td>$143,577</td>
<td>$143,577</td>
<td>0.00%</td>
</tr>
<tr>
<td>Primary Excess Liability 1st layer in excess of $750,000</td>
<td>$10,000,000</td>
<td>$407,455</td>
<td>$406,405</td>
<td>.258%</td>
</tr>
<tr>
<td>Excess Liability – 2nd layer</td>
<td>$10,000,000</td>
<td>$115,744</td>
<td>$116,865</td>
<td>-960%</td>
</tr>
<tr>
<td>Excess Liability – 3rd layer</td>
<td>$15,000,000</td>
<td>$71,718</td>
<td>$67,808</td>
<td>5.77%</td>
</tr>
<tr>
<td>Excess Liability – 4th layer</td>
<td>$25,000,000</td>
<td>$110,704</td>
<td>$106,530</td>
<td>3.92%</td>
</tr>
<tr>
<td>Excess Liability – 5th layer</td>
<td>$25,000,000</td>
<td>$81,528</td>
<td>$77,400</td>
<td>5.33%</td>
</tr>
<tr>
<td>Excess Liability – 6th layer</td>
<td>$15,000,000</td>
<td>$40,145</td>
<td>$40,145</td>
<td>0.00%</td>
</tr>
<tr>
<td>Pollution Liability 2</td>
<td>$5,000,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Stand-Alone Terrorism (NCBR)</td>
<td>$50,000,000</td>
<td>$38,155</td>
<td>$40,459</td>
<td>-5.69%</td>
</tr>
<tr>
<td>Cyber/Privacy²</td>
<td>$2,000,000</td>
<td>$15,530</td>
<td>$10,878</td>
<td>42.77%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$1,478,690</td>
<td>$1,459,809</td>
<td>$1,459,809</td>
<td>1.29%</td>
</tr>
</tbody>
</table>

¹ The auto liability and physical damage coverage applies to VMR non-revenue vehicles. It does not apply to rail cars used for service.

² This was renewed in 2015 for a 3-year policy term at a premium of $23,673. It will renew next year.

³ This increase was due to increasing the limits from 1M to 2M for Cyber coverage.
DATE
October 12, 2017

AGENDA ITEM 5C

SUBJECT
Non-Revenue Fleet Maintenance Services Contract Award

PURPOSE
To request authorization for the Chief Executive Officer (CEO) to execute a 3-year contract and two 1-year options with All Fleet Services, LLC for non-revenue vehicle fleet maintenance services in an amount not to exceed $698,000. Valley Metro Rail (VMR) costs are $650,000 and Regional Public Transportation Authority (RPTA) costs are $48,000.

BACKGROUND/DISCUSSION/CONSIDERATION
Valley Metro currently has 82 non-revenue vehicles in its fleet, 66 VMR vehicles and trailers and 16 RPTA vehicles. The vehicles are used for the ongoing maintenance of the 26.2-mile light rail line, support of contracted light rail operations, and for integrated agency staff use. The average mileage on our existing fleet is over 72,000 miles with some vehicles having over 150,000 miles on them. The average age of the fleet is approximately 6 years old. Most of the maintenance vehicles travel between 100 miles to 150 miles per day. The amount paid on the current 3-year contract that expires October 31, 2017 will be approximately $310,000. Valley Metro is expecting an expansion of non-revenue vehicles in the next 5 years.

Contractor will perform preventative maintenance and general repair services on non-revenue vehicles to include, but not limited to, brakes, suspension, heat/air conditioning systems, electrical systems, engine, tires, accident repairs, etc. Valley Metro's preference is to have a primary contractor that has the ability to perform all required services. The contractor is to provide drop off and pick up services, tow trucks if applicable, and manage all vehicle maintenance and repairs.

In June 2017, Valley Metro issued a Request for Proposals (RFP) soliciting qualified contractors for the provision of Non-Revenue Fleet Maintenance Services. The RFP included both VMR and RPTA non-revenue vehicles to seek the economies of scale and competition that a joint procurement between the two agencies can provide. The RFP included the following evaluation criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications &amp; Experience of the Firm</td>
<td>175</td>
</tr>
<tr>
<td>Qualifications &amp; Experience of Assigned Personnel</td>
<td>175</td>
</tr>
<tr>
<td>Understanding/Approach to the Scope of Work</td>
<td>250</td>
</tr>
<tr>
<td>Price</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

In June 2017, Valley Metro issued a Request for Proposals (RFP) soliciting qualified contractors for the provision of Non-Revenue Fleet Maintenance Services. The RFP included both VMR and RPTA non-revenue vehicles to seek the economies of scale and competition that a joint procurement between the two agencies can provide. The RFP included the following evaluation criteria:
Proposals were submitted prior to the proposal closing date of July 21, 2017. The following proposals were received:

1. All Fleet Services, LLC
2. Berge Ford
3. Camelback Ford
4. Sun Devil Auto

A five member evaluation committee was comprised of Valley Metro staff and a representative of Valley Metro’s light rail transportation services contractor. Proposals were evaluated using the evaluation criteria listed in the RFP. After review and scoring of the proposals, the evaluation committee identified All Fleet Services, LLC as deemed the most advantageous and the best offer meeting Valley Metro’s requirements. An independent cost estimate and price analysis has been completed. The proposed price has been deemed fair and reasonable based on the independent cost estimate and price analysis. The following table shows each firm’s ranking on the basis of total points:

<table>
<thead>
<tr>
<th>Proposers by Points and Rank Order</th>
<th>Technical Points</th>
<th>Price Points</th>
<th>Total Points</th>
<th>Rankings</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Fleet Services, LLC</td>
<td>510</td>
<td>400</td>
<td>910</td>
<td>1</td>
</tr>
<tr>
<td>Berge Ford</td>
<td>478</td>
<td>270</td>
<td>748</td>
<td>2</td>
</tr>
<tr>
<td>Camelback Ford</td>
<td>297</td>
<td>368</td>
<td>665</td>
<td>3</td>
</tr>
<tr>
<td>Sun Devil Auto</td>
<td>139</td>
<td>381</td>
<td>520</td>
<td>4</td>
</tr>
</tbody>
</table>

COST AND BUDGET
The VMR contract amount for the three-year fleet maintenance services contract is an amount not to exceed $390,000. Cost for the Option years is $260,000 for a total five year value of $650,000. The RPTA contract amount for the three year fleet maintenance services contract is an amount not to exceed $30,000. Cost for the Option years is $18,000, for a total five-year value of $48,000.

The VMR contract obligation is $650,000 which is fully funded within the VMR Adopted FY 2018 Operating and Capital Budget. Contract Obligations beyond FY 2018 are incorporated into the VMR Five-Year Operating Forecast and Capital Program (FY 2018 thru FY 2022).

The RPTA contract obligation is $48,000 which is fully funded within the FY 2018 RPTA Adopted Operating Budget. Contract Obligations beyond FY 2018 are incorporated into the RPTA Five-Year Operating Forecast and Capital Program (FY 2018 – FY 2022).

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

- Goal 2: Advance performance based operation
  - Tactic A: Operate an effective, reliable, high performing transit system
COMMITTEE PROCESS
RTAG: September 19, 2017 for information
TMC/RMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Boards of Directors authorize the CEO to execute a 3-year contract and two 1-year options with All Fleet Services, LLC for non-revenue vehicle fleet maintenance services in an amount not to exceed $698,000. VMR costs are $650,000 and RPTA costs are $48,000.

CONTACT
Ray Abraham
Chief Operations Officer
602-652-5054
rabraham@valleymetro.org

ATTACHMENT
None
DATE
October 12, 2017

SUBJECT
Executive Session

PURPOSE
The Boards may vote to enter Executive Session for the purpose of obtaining legal advice with regard to any matter on the agenda to discuss and consult with attorney(s) concerning Valley Metro’s position regarding claim(s), federal and state statutory requirements and related issues, employment agreements and to instruct and authorize attorney(s) to proceed regarding claims that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve possible litigation. A.R.S. 38-431.03(A)(1) (Personnel Matters).

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
The Board may vote to enter Executive Session.

CONTACT
Michael Minnaugh
General Counsel
602-262-7433
mminnaugh@valleymetro.org

ATTACHMENT
None
DATE
September 14, 2017

AGENDA ITEM 7

SUBJECT
Executive Session Action Items

PURPOSE
The Board may take action related to items discussed as part of the Agenda Item 6.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
The Board may take action related to the items discussed as part of Agenda Item 6.

CONTACT
Michael Minnaugh
General Counsel
602-262-7433
mminnaugh@valleymetro.org

ATTACHMENT
None
DATE
October 12, 2017

SUBJECT
Travel, Expenditures and Solicitations

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

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Paul Hodgins
Chief Financial Officer
602-262-7433
phodgins@valleymetro.org

ATTACHMENTS
Valley Metro Travel Reimbursement Report
Valley Metro RPTA and Valley Metro Rail Monthly Accounts Payable over $25,000
Active Requests for Proposals, Qualifications and Invitations for Bids
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Purpose of Travel</th>
<th>Location</th>
<th>Dates Traveled</th>
<th>Total Travel Cost</th>
<th>Airfare</th>
<th>Other Transport</th>
<th>Lodging</th>
<th>Meals</th>
<th>Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Operations Officer</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,729.64</td>
<td>$316.40</td>
<td>$301.06</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$59.00</td>
</tr>
<tr>
<td>Sr Management Analyst</td>
<td>FTA 2017 Roundtable</td>
<td>Boston, MA</td>
<td>8/27/17-8/30/17</td>
<td>$1,687.98</td>
<td>$425.40</td>
<td>$121.50</td>
<td>$899.58</td>
<td>$241.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,369.58</td>
<td>$316.40</td>
<td>$0.00</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCADA Network Administrator</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,369.58</td>
<td>$316.40</td>
<td>$0.00</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Network Systems Engineer</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,369.58</td>
<td>$316.40</td>
<td>$0.00</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Maintenance of Way Supervisor</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,372.58</td>
<td>$316.40</td>
<td>$0.00</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$3.00</td>
</tr>
<tr>
<td>Rail Activation Manager</td>
<td>SCADA Testing</td>
<td>Oakland, CA</td>
<td>8/27/17-8/31/17</td>
<td>$1,369.58</td>
<td>$316.40</td>
<td>$0.00</td>
<td>$742.68</td>
<td>$310.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registered Engineer CQM Contractor's Course</td>
<td>San Diego, CA</td>
<td>8/8/17-8/10/17</td>
<td>$531.26</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$417.26</td>
<td>$114.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Registered Engineer CQM Contractor's Course</td>
<td>San Diego, CA</td>
<td>8/8/17-8/10/17</td>
<td>$956.24</td>
<td>$0.00</td>
<td>$396.98</td>
<td>$417.26</td>
<td>$114.00</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td>Construction and Utilities Manager</td>
<td>CQM Contractor's Course</td>
<td>San Diego, CA</td>
<td>8/8/17-8/10/17</td>
<td>$369.00</td>
<td>$0.00</td>
<td>$255.00</td>
<td>$0.00</td>
<td>$114.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transit Security Coordinator</td>
<td>Transit Rail Incident Investigation</td>
<td>Boston, MA</td>
<td>8/20/17-8/25/17</td>
<td>$2,663.13</td>
<td>$733.95</td>
<td>$50.38</td>
<td>$1,499.30</td>
<td>$379.50</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Report reflects Out of State (AZ) Travel

Parking
<table>
<thead>
<tr>
<th>Document Number</th>
<th>Name</th>
<th>Transaction Description</th>
<th>Effective Date</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20170825W004</td>
<td>FirstGroup America, Inc.</td>
<td>July 2017 Fixed Route Bus Service - Unification</td>
<td>8/25/2017</td>
<td>5,172,662.51</td>
</tr>
<tr>
<td>20170915W</td>
<td>ADP</td>
<td>Wages Payable PPE 9-10-17</td>
<td>9/15/2017</td>
<td>480,405.53</td>
</tr>
<tr>
<td>20170901W005</td>
<td>ADP</td>
<td>PPE 8-27-17 Wages Payable - Reverse Wire</td>
<td>9/1/2017</td>
<td>461,988.43</td>
</tr>
<tr>
<td>20170901W004</td>
<td>United Healthcare</td>
<td>Sept 2017 EE Dental, Medical, Vision Coverage</td>
<td>9/1/2017</td>
<td>334,731.06</td>
</tr>
<tr>
<td>20170915W</td>
<td>ADP</td>
<td>Payroll Taxes PPE 9-10-17</td>
<td>9/15/2017</td>
<td>200,539.84</td>
</tr>
<tr>
<td>20170901W005</td>
<td>ADP</td>
<td>PPE 8-27-17 Federal, State, SS/Med EE/ER Tax - ACH</td>
<td>9/1/2017</td>
<td>194,584.59</td>
</tr>
<tr>
<td>20170901W003</td>
<td>Total Transit Enterprises, LLC</td>
<td>July 2017 Zoom (Avondale) Bus Run</td>
<td>9/1/2017</td>
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# Valley Metro
## Monthly RTAG Solicitation Update

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DATE
October 12, 2017

SUBJECT
Future Agenda Items Request and Report on Current Events

PURPOSE
Chairs Basha and Brady will request future agenda items from members, and members may provide a report on current events.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
Pending Items Request
Pending Items Request

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1. Public Comment on Agenda Action Items (blue card)

The public will be provided with an opportunity at this time to address the Board on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

2. Minutes

Minutes from the September 21, 2017 Board meeting are presented for approval.

3. Valley Metro Code of Conduct

Scott Smith, CEO, will provide an overview of the Valley Metro Code of Conduct and request that the Board of Directors approve the Valley Metro “Respect the Ride” Code of Conduct.

4. Future Agenda Items Request and Report on Current Events

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

5. Next Meeting

The next meeting of the Board is scheduled for Thursday, November 16, 2017 at 12:15 p.m.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audiocassette, or computer diskette) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org
DATE
October 12, 2017

AGENDA ITEM 1

SUBJECT
Public Comment on Agenda Action Items

PURPOSE
The public will be provided with an opportunity at this time to address the Board on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
None
Minutes

DATE
October 21, 2017

Minutes of the
Valley Metro RPTA
Board of Directors
Thursday, September 21, 2017
11:15 a.m.

RPTA Meeting Participants
Councilmember Suzanne Klapp, City of Scottsdale, Chair
Councilmember Lauren Tolmachoff, City of Glendale, Vice Chair
Councilmember Mark Stewart for Vice Mayor Kevin Hartke, City of Chandler, Treasurer
Councilmember Pat Dennis, City of Avondale
Councilmember Brigette Peterson, Town of Gilbert
Councilmember Chris Glover, City of Mesa
Vice Mayor Jon Edwards, City of Peoria - (phone)
Councilmember Thelda Williams, City of Phoenix
Councilmember Skip Hall, City of Surprise - (phone)
Vice Mayor Robin Arredondo-Savage, City of Tempe
Mayor Everett Sickles, Town of Wickenburg
Mayor Michael LeVault, Town of Youngtown

Members Not Present
Councilmember Eric Orsborn, City of Buckeye
Councilmember Jack Palladino, City of El Mirage
Councilmember Bill Stipp, City of Goodyear
Supervisor Steve Gallardo, Maricopa County
Councilmember Linda Laborin, City of Tolleson

Chair Klapp called the meeting to order at 1:01 p.m.

1. Items for Citizens Present

Mr. Crowley said in your packet there, there's Item 4, which is proposed changes. I don't have that little document I got from y'all in the past that was made in '06 that said these are things that we're going to be doing in 18 and 19 and 17 and 16.

And one of them was expanding west side over to Litchfield and that you start figuring out how Litchfield is going to be working into the routing because that's also one of them. I'd like you to be doing the infrastructure on those things beforehand to get people used to thinking that there might even be a bus there.

But when I see what you're doing, it's inadequate on what you were told to do by the committee that put together the legislation, because what we were saying was continually expand the grid and do the in-fill that way, but my favorite one on here and the chairman knows that it isn't one of my favorite routes, you're going to expand down
on 24th Street -- the southern part. Well, that route is called the 70. It's not called the 24. The reason it's called the 70 -- it's on Glendale Avenue and Lincoln and did you know that Lincoln goes right into Scottsdale and you could go -- if the bus were to ride on Lincoln from 24th Street or 32nd where the end of Phoenix goes, all the way to Scottsdale that would add connectivity to the routes and such, but I know that that goes through parasite valley and they don't want bus service in their community. Well, damn, just drive the bus through there. It don't need to stop. But we need to be expanding service in that way.

I mean, really, Glendale isn't on the edge of Jomax. It's right in the heart. And then you look at Camelback. How extensively in the communities is that being done? And that is one of the ones that's supposed to be making it all the way to Litchfield. So I go, Phoenix, when you expanded the 29 and that which also is supposed to go and you stop instead of working with Avondale and Goodyear, et cetera on that side of town like you have with Tempe and Scottsdale, how are we really getting the system done and to the extent that it's supposed to be.

I'd cover the other things that were in the minutes, but we'll get to that at the next one and you get ten seconds back.

Chair Klapp said thank you.

2. Minutes

Chair Klapp said minutes from the September 21, 2017 Board meeting are presented for approval.

IT WAS MOVED BY COUNCILMEMBER GLOVER, SECONDED BY COUNCILMEMBER TOLMACOFF AND UNANIMOUSLY CARRIED TO APPROVE THE SEPTEMBER 21, 2017 BOARD MEETING MINUTES.

3. Authorization to Issue a Request for Proposals (RFP) for Paratransit Eligibility Certification and Fixed-Route Travel Training Services

Chair Klapp said we will move on to Item No. 3. And I'll ask Mr. Smith to introduce this item.

Mr. Smith said thank you, Madam Chair. This is an item related to the eligibility process for our ADA customers mainly paratransit and others that we conduct out at our Mobility Center. And if you haven't had the opportunity to visit our Mobility Center, I would strongly suggest it, and we would love to have you out there. You can talk to Ron Brooks, Carol Ketchersides and arrange for you to go out and visit.
At the Mobility Center we do a couple things, and we primarily contract with an outside service, to evaluate and assess the eligibility of those who have some kind of a qualified issue under ADA and that makes them eligible for many of our services.

We also, as part of this, train and educate those who might have some form of disability on how best to use our system. And that's what's great about the Mobility Center. It's not just a testing place, but it's also a training and education.

We have contracted for the last several years with the same firm who actually helped us to do this. Their contract is now expiring and we're looking to put out an RFP -- this is purely just an RFP. We're not awarding it -- to put this service this evaluation service out on the market.

But I wanted to use this as a pitch to have you visit our eligibility center. If you want, talk to Pat and she can help arrange it because I think it would be well worth it. And that's it, Madam Chair.

Chair Klapp said thank you. I need a motion to authorize the CEO to issue a federally compliant RFP for a total term of six years, three-year base contract plus one three-year renewal option to provide paratransit eligibility certification and fixed-route travel training services.

IT WAS MOVED BY COUNCILMEMBER GLOVER, SECONDED BY COUNCILMEMBER TOLMACHOFF AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO ISSUE A FEDERALLY COMPLIANT RFP FOR A TOTAL TERM OF SIX YEARS, THREE-YEAR BASE CONTRACT PLUS ONE THREE-YEAR RENEWAL OPTION TO PROVIDE PARATRANSIT ELIGIBILITY CERTIFICATION AND FIXED-ROUTE TRAVEL TRAINING SERVICES.

4. Proposed April 2018 Transit Service Changes

Chair Klapp said the next item on the agenda is a non-action item, but I will see if Mr. Smith would like to introduce the item so that we could possibly discuss it.

Mr. Smith said a couple of times a year we come to you with an update as to where we are in our service planning and our transit service. We officially change or adjust our transit service twice a year in April and October. We're already working on 2018.

Joe Gregory, who is in our Planning and Accessible Services, who's going to give you an update as to where we are on the April 2018 changes. Joe.

Mr. Gregory said thank you, Mr. Smith. Madam Chair, Members of the Board, this is an information item providing an update on the proposed route changes that Valley Metro intends to present to the public through community outreach.
These proposed changes are a result of coordination with member agencies through the Service Planning Working Group and the Short-Range Transit Program.

Overall the proposed changes include service improvements, route extensions, route modifications, route optimization, and service decreases. I'll go through these types in the following slides.

- Proposed Changes (4 slides)
- Public Outreach Plan

The details for all of these proposals are in the memo and I'm happy to answer any questions you may have.

Councilmember Hall said can you be specific about key locations for public meetings? Where?

Mr. Gregory said especially for the route optimization for the Northwest Valley EXPRESS. We planned it to be at all of the Park-and-Rides where they're affected and then also downtown to talk to the people on both ends of the trip at downtown and out at their locations.

Councilmember Hall said so you are going to have them out there in Surprise?

Mr. Gregory said yes.

Chair Klapp said are there any other questions? Thank you.

5. **Future Agenda Items Request and Report on Current Events**

None.

With no further discussion the meeting adjourned at 11:55 a.m.
DATE
October 12, 2017

AGENDA ITEM 3

SUBJECT
Valley Metro Code of Conduct and Installation of Security Designations and Signage at Rail Platforms

PURPOSE
To request approval of the Valley Metro “Respect the Ride” Code of Conduct.

BACKGROUND/DISCUSSION/CONSIDERATION
Since its opening in December 2008, Valley Metro Rail has focused its security efforts on fare compliance. The growth and maturation of the system combined with changes in societal behavior over the past nine years have presented new challenges in both real and perceived security issues that must be addressed.

Valley Metro light rail is a safe system. Serious safety incidents involving rail passengers are rare. However, riders are increasingly affected by boorish behavior of other riders. This increase in bad behavior has created the perception that rail is not safe, which has driven riders from the system and threatens overall public support. The relatively few serious incidents on rail are widely reported in the media, which further advances the perception that the system is not safe.

Valley Metro staff in partnership with staff from partner cities has developed a multi-faceted effort to confront both the real and perceived security issues. The overall objective of this effort is to enhance the rider experience. Our enforcement philosophy is to be firm, yet respectful. More than anything, we are determined to create an atmosphere where those who use our system with Respect the Ride.

The increase in problematic behavior has caused Valley Metro staff to review the entire security environment. To begin, we looked closely at our rules of passenger conduct, how we communicated those rules to both riders and the public, and how Allied Universal contract personnel, city police departments and prosecutors enforced them. Staff recognized that our rules would form the foundation for all other activities, and prepared a new Code of Conduct. This new code is more detailed and expansive than the existing code, both in its definition of acceptable behavior and list of prohibited activities.

Valley Metro Safety and Security staff is also working with Allied Universal and Phoenix, Tempe and Mesa police departments to finalize enforcement coverage, protocol and procedures. Security staff training will be completed by the end of the year. Complete enforcement activities will be in place by January 2018.
COST AND BUDGET
There are no costs to RPTA at this time.

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

Goal 1: Increase Customer Focus
  • Tactic A: Improve customer satisfaction
  • Tactic B: Evaluate and enhance customer safety and security
  • Tactic C: Enhance customer service to member cities

Goal 2: Advance performance based operation
  • Tactic C: Deliver projects and services on time/on budget

Goal 3: Grow Transit Ridership
  • Tactic C: Communicate availability, attractiveness and safety of transit service

COMMITTEE PROCESS
RTAG: September 19, 2017 for information
TMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Board of Directors approve the Valley Metro “Respect the Ride” Code of Conduct.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
Respect the Ride Code of Conduct – DRAFT
Valley Metro “Respect the Ride” Code of Conduct

Policy Definition

Valley Metro provides safe and reliable public transportation in metropolitan Phoenix. In order to maintain a welcoming environment for all riders, Valley Metro has implemented a “Respect the Ride” policy and code of conduct for those using Valley Metro services. Every rider has the right to feel safe and secure on board Valley Metro bus, rail and paratransit/Dial-a-Ride services.

The “Respect the Ride” Code of Conduct is focused on creating a safe and positive rider experience, while also discouraging disruptive, intrusive, unsafe or inappropriate behaviors in a public setting. Violations of the Code of Conduct will not be tolerated and are just cause for removal from the system and/or further penalties.

Transit Violations and Prohibited Behaviors

No individual may engage in prohibited or unsafe behavior on transit vehicles nor on/around public and non-public Valley Metro facilities and property, including rail station platforms, park-and-ride locations, Traction Power Substations, administrative, operational and maintenance offices and facilities, and any other property that is managed or maintained by Valley Metro. Inappropriate behavior is also unacceptable when directed towards passengers and/or Valley Metro personnel.

The following is a list of behaviors and activities that are expected or prohibited on Valley Metro property or vehicles:

A. Conduct/Civility

1. Riders are expected to treat other passengers with respect and courtesy, and abide by the rules and regulations in the Code of Conduct.

2. Spitting, defecating, or urinating is prohibited on any Valley Metro vehicle or property. Entering any Valley Metro vehicle or property with clothing containing blood, urine, vomit or defecation is also prohibited.

3. Littering is prohibited on any Valley Metro property.

4. Bringing commercial or large-size carts, recumbent bikes, handcarts or bicycle trailers on board a transit vehicle is prohibited, unless collapsed. Riders may bring a small, personal-use-size stroller or small cart, which must be securely held and cannot block aisles or doorways.

5. Strollers may be brought on board; but they must not block an aisle or doorway.

6. Roller-skating, in-line skating and skateboarding are prohibited on all Valley Metro property.

7. Bicycles may not be ridden on platforms or any Valley Metro vehicle. The bicyclist should attempt to use the storage racks inside of the train or on the front of the bus. On light rail, if a rider cannot reach the rack or the rack is full,
Valley Metro “Respect the Ride” Code of Conduct

the rider may stand and hold their bike as long as the bike is not blocking the doorway. Bicycles may not be secured to the station/stop structure, railings, etc. and could be confiscated.

8. Indecent exposure is prohibited. Tops, bottoms and footwear are required at all times.

9. Stealing or willfully damaging Valley Metro property is prohibited.

10. Taking up more than one seat is prohibited. Saving or “holding” seats is also prohibited.

11. A person may not block the entrance/exit of a light rail train, bus, or other transit vehicle.

12. Other forms of disorderly conduct are prohibited, including actions that prevent passengers and personnel from safely and comfortably riding/using Valley Metro services/facilities, including destroying, defacing or drawing graffiti on Valley Metro-owned/operated property taking away from the intended use/purpose and value of the property.

B. Fares

1. Riders must pay the applicable fare to utilize the Valley Metro system. Using or attempting to use the system without a valid fare is prohibited. Refusing to show valid fare/transit pass to any Valley Metro personnel or law enforcement officer upon request is prohibited and may result in removal from the system.

2. Riders must pay for and utilize the transit fare for which they are eligible. The misuse of fare/transit pass is prohibited. Reduced Fare passes may not be used unless the rider is in possession of applicable documentation showing eligibility for Reduced Fare.

3. Distributing or selling a counterfeit or stolen fare/transit pass is prohibited. Fares/transit passes may not be transferred from one rider to another.

4. Possession of proper fare does not excuse a rider from following all rules and the code of conduct.

C. Food, Drink, Alcohol, Tobacco and Illegal Drugs

1. Riders may not bring open food or beverage containers onto Valley Metro trains, buses or other vehicles. Food must be kept in a sealed or resealable container and beverages must be sealed or in a spill-proof container. Eating food is strictly prohibited. Fast food items, drinks, and convenience store beverages are prohibited as they can create spill hazards. This restriction does not apply to agency personnel at authorized locations or to anyone giving food or beverage to a child under the age of five.
Valley Metro “Respect the Ride” Code of Conduct

2. Bringing open or unsealed alcoholic beverages onto Valley Metro property or fleet is prohibited. Drinking alcoholic beverages anywhere on Valley Metro vehicles or property is also prohibited.

3. All forms of smoking, including tobacco, marijuana, electronic cigarettes and vaporizers is prohibited anywhere on Valley Metro vehicles or property. Chewing tobacco is also prohibited.

4. Use or sales of any illegal substances is prohibited on any Valley Metro-owned and operated property.

D. Safety

1. Valley Metro is a destination-based service. Riders may not remain on board a light rail vehicle after arriving at their destination.
   - Light rail riders may not remain in vehicles after they have completed their trips. All riders must exit the train and clear the platform area and Valley Metro property when arriving at their destination or the end-of-line station. Riders should not enter a Valley Metro vehicle if directed otherwise by authorized personnel nor remain on board a train or station if banned from the premises.

2. Except for legitimate emergencies, entering, exiting or passing through any emergency door of any train or bus is prohibited.

3. Entering the operator’s cab or driver’s seat of any train or bus is prohibited, unless in an emergency.

4. Threat of assault or intimidation of any person is prohibited.

5. Hindering or disturbing the operation of a Valley Metro train, bus, paratransit/Dial-a-Ride vehicle, operator or passengers of a train or bus is prohibited.

6. Fighting, taunting or other aggressive/disorderly behavior is prohibited.

7. Harassing, threatening, following or stalking Valley Metro passengers or personnel is prohibited.

8. Interfering with or avoiding properly-functioning safety or security measures including interfering with a metal detector, fare enforcement operation or standard fare inspection is prohibited.

9. The possession of flammable, explosive or hazardous materials is prohibited. Using a match, lighter or torch is prohibited.

10. Children under the age of eight (seven or younger) cannot ride alone and must be accompanied by a responsible person, which is defined as one who
Valley Metro “Respect the Ride” Code of Conduct

can directly control and supervise the child.

11. Entering a light rail platform by crossing the trackway and tactile strip from the street, or any location other than a marked crosswalk, is prohibited.

E. Noise

1. Riders should use electronic devices in an appropriate manner that does not interfere with the quiet enjoyment of other passengers. Audio and visual devices, including radios, CD players, iPods, MP3 devices, mobile phones and other similar devices must not be audible to other passengers. Mobile phone conversations should be conducted quietly in a manner that does not disturb other passengers.

2. Causing sounds or behaving in a way that is unreasonably loud or highly disruptive to other’s use of Valley Metro vehicles or property is prohibited. Examples include, but are not limited to: being loud, abusive, indecent, profane or disruptive.

F. Commercial Activity/Solicitation

1. Engaging in solicitation or commercial sales of goods of any type without permission is prohibited on any Valley Metro property throughout the Valley Metro system.

2. Distributing commercial flyers or any other materials to passengers is prohibited, unless sponsored by Valley Metro.

G. Animals

1. All animals (except service animals) must be carried inside an enclosed and secured cage or carrying case small enough to fit on a rider’s lap, and must not endanger or disturb other passengers.

2. Service animals that are trained to assist an individual with a disability are welcome on board Valley Metro vehicles and property. Service animals must be under the control of their handlers, must not block seats or aisles and must not pose a direct threat to any passengers or employees. Service animal handlers are responsible for any damage caused by their service animals. In accordance with the Americans with Disabilities Act requirements, Valley Metro personnel may ask whether a passenger’s animal is a service animal and what service the passenger’s animal is trained to perform.
DATE
October 12, 2017

SUBJECT
Future Agenda Items Request and Report on Current Events

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

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT
Pending Items Request
### Pending Items Request

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1. Public Comment on Agenda Action Items (blue card)

The public will be provided with an opportunity at this time to address the Board on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

2. Minutes

Minutes from the September 21, 2017 Board meeting are presented for approval.

**CONSENT AGENDA**

3A. Gilbert Road LRT Extension Construction Manager at Risk Contract Authority Modification

Staff recommends that the Board of Directors authorize the CEO to increase the GRE construction contract authority by $5,000,000. Funds will be held by Valley Metro staff and made available to the Construction Manager at Risk (CM@Risk), Stacy and Witbeck/Sundt, a Joint Venture, as needed to complete the construction of the project.

3B. Gilbert Road LRT Extension Public Art Services Contract Amendments

Staff recommends that the Board of Directors authorize the CEO to amend two Public Art Services contracts for GRE for an amount not to exceed $117,365 plus an additional $11,737 (10%) contingency.
REGULAR AGENDA

4. South Central Light Rail Extension Project Update and Contract Amendments

Scott Smith, CEO, will introduce Wulf Grote, Director, Capital and Service Development, who will request that the Board of Directors authorize the CEO to approve contract amendments to facilitate the proposed downtown changes as follows:

- Design (AECOM) - $2,487,000
- Construction Manager at Risk (Kiewit) - $400,000
- Public Artist Services (Artists to be defined) - $700,000

4. For action

5. Valley Metro Code of Conduct

Scott Smith, CEO, will provide an overview of the Valley Metro Code of Conduct and request that the Board of Directors approve the Valley Metro “Respect the Ride” Code of Conduct with related enforcement and communication efforts to implement the Code, to designate rail platforms and adjoining areas as Paid Fare Zones, and to authorize the installation of striping, signage and safety striping on tactile strips at all rail platforms using existing contracts in an amount not to exceed $450,000, plus an additional $45,000 (10%) contingency.

5. For action

6. Future Agenda Items Request and Report on Current Events

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

6. For information

7. Next Meeting

The next meeting of the Board is scheduled for Thursday, November 16, 2018 at 12:15 p.m.

7. For Information

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audiocassette, or computer diskette) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org
DATE
October 12, 2017

AGENDA ITEM 1

SUBJECT
Public Comment on Agenda Action Items

PURPOSE
The public will be provided with an opportunity at this time to address the Board on all action agenda items. Up to three minutes will be provided per speaker to address all agenda items unless the Chair allows more at his/her discretion. A total of 15 minutes for all speakers will be provided.

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

CONTACT
Scott Smith
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ssmith@valleymetro.org

ATTACHMENT
None
Minutes of the
Valley Metro Rail
Board of Directors
Thursday, September 21, 2017
11:15 a.m.

Meeting Participants
Councilmember Chris Glover, City of Mesa, Chair
Councilmember Thelda Williams, City of Phoenix, Vice Chair
Councilmember Lauren Tolmachoff, City of Glendale
Vice Mayor Robin Arredondo-Savage, City of Tempe
Vice Mayor Kevin Hartke, City of Chandler

Councilmember Glover called the meeting to order at 11:56 a.m. and said the first agenda item is public comment on agenda action items.

1. Public Comment on Agenda Action Items

Mr. Crowley said I'll go quickly over the specifics on the action items. On the design for the contract for the north phase, I've stated more than once that it needs to be going across I-17 at Dunlap not where it is or at least going through at the ACDC, because it could get across, and you do have participation on your committee of managers. There's an ad hoc member known as ADOT, so maybe we could get them to be all on board and understand that it's a multimodal system that we're supposed to be developing.

And then I'd also like to refer back to the minutes. I find it fascinating that I can talk for three minutes and you can cover it in four paragraphs. But part of what I expressed at that time was an incident on the light rail with the Allied Burton individuals. I called that in to complain while I was on the rail. I got a call back over this.

When I was on the rail and called it in, I stated what the people looked like, what rail I was on, what direction it was going, you know, descriptions and that. And when one of the officers threatened to have me arrested for interfering because I asked her what her name was because the people at the customer service said, well, what do they look like. I then at the end of my conversation with customer service went to go back through what I had said to them to make sure that it was done right. And she said to me when I told her that the woman had threatened with arrest. She said I don't know that. I didn't hear that. You told me that. Awe, that ain't too bad.
But then when I got the call from y'all that wanted to know what had happened and I asked the individual: Have you heard the tape - either one of them? He said no. I'm just doing this off a sheet of paper. And I said, dude, you need to get back, listen to what the tape is, what I had to say on it, because all those questions you're asking me to come up from memory have already been covered. And I knew that he was supposed to be calling me on a second incident. I still have not heard back from them.

What we have heard about is the incident on the 11th where my girlfriend and I got passed up by a bus almost. Now she does have a handicap cane and there was a homeless guy there, so he said that, you know, I didn't know whether you guys were there. And instead of kneeling the bus or backing up for her, she got to walk about 200 yards and step up onto the bus.

But, like I said, when I have called in a complaint and tried to be as graphic and descriptive as possible, it would be nice if the system had listened to it before they give me a call saying what happened, you know, because Ms. Ruiz's people aren't doing what they're supposed to, like it says.

2. Minutes

Chair Glover said the minutes from the September 21, 2017 Board meeting are presented for approval.

IT WAS MOVED BY COUNCILMEMBER WILLIAMS, SECONDED BY COUNCILMEMBER ARREDONDO-SAVAGE AND UNANIMOUSLY CARRIED TO APPROVE THE SEPTEMBER 21, 2017 BOARD MEETING.

3. Consent Agenda

Chair Glover said the next items are the items that are listed on the consent agenda for approval. Mr. Smith, are there any presentations on them?

Mr. Smith said Chair, we'd like Wulf Grote, if he could, to explain to you just briefly exactly what item 3B is since it is a pretty big dollar amount and there's a reason for that.

Mr. Grote said Chair, members of the Board, Item 3B Systems Design Services Contract that we intend to award today, and what we have done in the past on our light rail projects is that the systems engineering which includes things like our traction power, our communication systems, our fare collection, a lot of the different elements such as that they have always been included, at least in the last couple of projects, they've been included with the engineering contract for that project, so we didn't have a separate systems engineering contract.
But what we realized is that since we have a number of projects coming up now all concurrently that we wanted to make sure that some of these system elements are consistent from one project to the next.

So starting with the South Central project and moving forward with the projects coming after that that this consulting team will help us to manage the engineering work and do the engineering work for those efforts as it relates to systems, and they will integrate with the engineering teams that are doing the civil engineering contracts as well.

In the long term, what we're trying to do is make sure that we don't have four different kinds of fare machines or four different kinds of traction power substations one for each different project. We want to make sure that there’s consistency. It provides for ease of use and also for ease of maintenance and saves maintenance costs as well. So that’s the intent here.

And we have been through a procurement process and we are recommending that PGH Wong be hired as that systems contractor for a seven-year initial period with three one-year extensions to go with that for an amount of $30 million and a contingency of $3 million or 10 percent on top of that that we would hold the staff.

Councilmember Williams said Wulf, we have talked about the fare machines being updated in probably the next five years. As you're going through these projects and working with the company, will that be taken into consideration so that -- I mean, I don't want install a host system and then a year later try to put it into a new system.

So we're going to make sure that either they're compatible for upgrade and the old ones are compatible?

Mr. Grote said Chair, Councilmember Williams, yes, we, definitely, one of the things that we're going to be asking this team when they first come on board is to really take a look at all of our systems including some of the fare elements and make sure that we’re looking at where things are going in the future and make sure that what we -- if we are changing that we're considering that as we implement future projects, so yes.

Chair Glover said are there any other questions? Thank you. Are there any items that the Board members would like to remove from the consent agenda? Seeing none, can I get a motion and a second to approve the consent agenda?

**IT WAS MOVED BY VICE MAYOR HARTKE, SECONDED BY COUNCILMEMBER ARREDONO-SAVAGE AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA.**
4. **Northwest Phase II Light Rail Extension Project Overview**

Chair Glover said the next item on the agenda is the Northwest Phase II Light Rail Extension Project Overview. Mr. Smith, will you introduce this item?

MR. SMITH: Thank you, mister chair. We've talked a lot over the last few months and maybe a year or so about some of our big projects: Gilbert Road Extension, Tempe Streetcar, South Central.

When you have that many different projects, sometimes significant projects sort of get lost in the shuffle. And we have a very big project coming up, which Councilmember Williams knows very well since it's in her district and this is near and dear to her, but we recognize that the rest of you may not be as quite as familiar.

And since we actually have a contract award for the construction manager at risk that follows this item, and you're going to be hearing a lot more about the Northwest Phase II, we thought it would be good to give you an update as to where we are on that. And I'd like to introduce Abhi Dayal who will give you this update on the Northwest II, which is not the young child or the forgotten child, but is a very important project for us.

Mr. Dayal said Chair, members of the Valley Metro Rail Board, I'm going to give a quick overview of Northwest Light Rail Phase II Extension Project that we've been working with our partners and the City of Phoenix on for the past couple of years.

Mr. Dayal provided a presentation which included the following:

- Future Transit System (map)
- Previous Board Actions
- Locally Preferred Alternative – Feb. 2015
- Project Funding
- Project Status
- Northwest Phase II LRT Extension
- Dunlap/25th Avenue Station
- 25th Avenue Station
- Metrocenter Station
- Project Design Considerations
- End-of-Line Configuration
- Next Steps

Chair Glover said thank you. Are there any questions? Thank you for the presentation.

5. **Northwest Phase II Light Rail Extension Construction Management at Risk Contract Award**

Chair Glover said the next item on the agenda is Northwest Phase II Light Rail
Extension Construction Management at Risk Contract Award.

Mr. Smith said as Abhi talked about, we are actually presenting to you the first contract related to this project which is to Kiewit-McCarthy as construction manager at risk and this is for primarily the pre-construction. One of the beauties of the CM@Risk is that the contractor becomes involved at the earliest stages of design. As you can see we are at 15 percent design. And we would like to take advantage of their expertise in helping us to, as we work through those designs to, as you can tell, there's a lot of engineering issues, bridges, especially I-17.

One of the reasons why Kiewit-McCarthy is being proposed is that they have -- especially McCarthy, both Kiewit and McCarthy, have a lot of experience in vertical construction. And when you're building a bridge, as you can see, that bridge turns over I-17 and the elevated station, you have different concepts than just laying track in a street.

So it's a good team. We feel very, very good about them. And so we're asking you to approve this contract $1.6 million dollars plus contingency so they can be part of the team that is actually designing and planning how this will be built.

Councilmember Williams said I'd just like to make a comment. I'm very familiar with these companies. They have done a lot of work out at Sky Harbor.

Mr. Smith said yes.

Councilmember Williams said so they have done a lot of very good work. And I think it would be absolutely a good design.

Chair Glover said can I get a motion and a second to authorize the CEO to execute a contract for the Northwest Phase II Light Rail Extension CM@Risk Contractor for Pre-construction Services with Kiewit-McCarthy for an amount not to exceed $1.6 million plus an additional $160,000, 10 percent contingency.

IT WAS MOVED BY COUNCILMEMBER WILLIAMS, SECONDED BY COUNCILMEMBER TOLMACHOFF AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO EXECUTE A CONTRACT FOR THE NORTHWEST PHASE II LIGHT RAIL EXTENSION CM@RISK CONTRACTOR FOR PRE-CONSTRUCTION SERVICES WITH KIEWIT-MCCARTHY FOR AN AMOUNT NOT TO EXCEED $1.6 MILLION PLUS AN ADDITIONAL $160,000, 10 PERCENT CONTINGENCY.
6. **Office Space Lease – 14th Floor**

Chair Glover said the next item on the agenda is the Office Space Lease for the 14th floor. Mr. Smith.

Mr. Smith said thank you. I'd like to introduce Rob Antoniak. And just to give you a little bit -- Rob's going to go into the details, but there was one question that came up in the management meeting which is the timing of this.

We've been talking for a long time about our additional projects that are coming up, one which we just talked about. We've actually also been talking in last year's part of the budget discussions about the additional staff both Valley Metro and consultant staff that would have to be brought on board as part of these processes.

That budget was actually approved several months ago, but there was one thing that was lingering out there that cast some doubt and that was the situation in Washington and the federal moneys.

As Abhi showed you, Northwest II will rely on federal moneys. South Central will rely on federal moneys. And so with that uncertainty we held off any commitment related to additional office space.

We are now bringing this to you at this time because the situation has become more clear, the risks have been reduced, and we feel confident based on our interactions with FTA with members of Congress and what Congress has done so far with funding, for example, including Tempe Streetcar in a formal appropriations related budget that was approved for the current year that we felt now was a time we couldn't really wait any longer because we've literally run out of space to bring you this plan.

And I will now turn it over to Rob Antoniak who will go into the details of the plan that we have. Rob.

Mr. Antoniak said thank you, sir. Chair and Board members, what you have in front of you is a request for authorization for the CEO to execute an eight-and-a-half-year lease agreement for the 14th floor -- an average rate of roughly about $404,000. The specifics are in there -- as well as the ability to work on and enter into agreements for the relocation, furnishings, and equipment associated with this not to exceed $500,000.

So this is the floor plan of the 14th floor. And if I were sitting in your shoes, I would look at that and say oh, wow, you're moving the executive offices and HR up there. It's really nice that you all get these nice new shiny objects and the rest of the staff has to stay put.
But what's really important to note in the memo is if you look at the second page is it has a breakdown of the divisions and how they all work together. And one of the biggest impetus behind this is the fact that a lot of the capital projects that are happening in the Valley associated with our agency have a lot of staff coming on and staff means space and space means we're running out in the floors that we do have today.

And the second page of the memo it has a breakdown of the new floors and the floors that the staff are currently on, and you can kind of see how some of those functions are going to coalesce with one another where it makes sense.

And we're taking the opportunity to get some synergy between the divisions and between the staffs that, you know, something like finance and procurement instead of jumping up and down elevators and stairs, now they walk across the floor and can be able to work together, close together, that sort of thing.

On the capital services and delivery team, they right now are really squeezed in. We literally have used closets to put workstations in with two, three, four people in some cases for them to work together.

They now will be between two floors. And when they have to do things like over-the-shoulder reviews and do plan sets and react to design changes, that sort of thing, it just makes the efficiencies work better.

So 14th floor would be similar finishes to what you've seen if you've walked around the 12th, 13th floors, so it's not going to be anything opulent. It would be very similar to what we experience throughout the office.

I think I covered most everything in the presentation and just open it up for questions.

Chair Glover said are there any questions?

Councilmember Tolmachoff said thank you. Do we offer any opportunities for telecommuting to any of the Valley Metro employees?

Mr. Antoniak said absolutely. I want us to take the best of the HR policy that we have. We have several staff members that do take advantage of telecommuting. I mean, we're in the business of promoting that in our commute solutions and trip-reduction programs and that staff often is telecommuting.

We have some call even -- not in this building, but some call center agents that are actually set up at home and do their work on a daily basis from home. But staff is required - I think they're offered that.
Mr. Smith said we do it where we can. The nature of our business really is one of being there. It's very difficult to telecommute when you're in finance or you're in procurement or you're on an engineering staff where you literally need to be physically next to someone. And we like it when people telecommute. We like it when they come in if they come in on transit. And we encourage that wherever possible.

For example, call center it really doesn't matter if they're in the call center or they're at home, and so we make that available. We actually spend money in setting that up.

It's more difficult when you're dealing with HR and the functions that we have in our administrative function to actually divvy that up and have people work primarily from home. And that's why, frankly, we need the space is we need people to be here to be in this building and to be next to each other because the types of work they do and the collaborative nature of our -- especially on eleven and twelve where design happens, the collaborative nature of that work.

Councilmember Arredondo-Savage said one of the things that we talked about on the finance committee was, and you mentioned a little bit, Rob, about staffing. And then there was some discussion -- and I'm new. That was my very first meeting -- but there was some discussion I think that you brought up about zero-based staffing or some staffing auditing that's happening within the departments.

Can you talk a little bit about that to, you know, and how this really plays into what we're doing and the need for more staff space?

Mr. Smith said and the reason we're not just punting to Paul, but basically our staffing decisions are an integral part of our budgeting process. And as we know -- and you didn't have the great privilege, Vice Mayor, being part of this discussion last year. We had a serious discussion on staff level, so we'll turn it over to Paul and he can talk to you about how that plays into our regular process.

Mr. Hodgins said thank you, Mr. Smith. Chair, Vice Mayor, we did have some extensive discussions last year about staffing. And we did have, as Councilmember Williams, I believe, said, a jaw-dropping request for additional staff that there was a lot of analysis that was done particularly related to capital projects and the staffing needs whether it's agency staff or consultant staff to complete those projects. So that led to this increase in staffing for the agency.

But we also committed to do some analysis of the other staff, you know, the non-capital project staff particularly related to any long-term vacancies. If those positions are still needed, we want to take a closer look at all of that other staffing.
And then related to some of the additional staffing we will come back and part of that need was converting consultant to agency staff, so we committed to come back and talk about, you know, the results of that, whether we were able to do that, whether there were substantial savings as we had hoped.

So we'll continue that analysis, but as we work through the fiscal ’19 budget process, we'll work closely with the Financial Working Group and the Audit and Finance Subcommittee beginning probably in October to talk about some of the assumptions, strategic initiatives, and then the staffing discussion, analysis of current staff, and then any new requests that might be related to strategic initiatives will probably end up at the Audit and Finance Subcommittee in January. So we'll continue to do some of that analysis.

Vice Mayor Hartke said is it my understanding that part of this space is also for obviously not just staff related to Valley Metro but those that you're going to be working closely with. And this lists about 500,000 rental. How does that play when we're providing -- what's the percentage breakdown when we're providing space for a consultant organization or a construction organization to provide office space for them? Do you have those figures?

Mr. Hodgins said we anticipate that with the 14th floor we'll have about roughly 235 seats for employees or consultants or whatever just for this building. Obviously, we have other staff that are at our operating facilities and the Mobility Center. But based on the adopted budget it's about 175 agency staff, so that leaves us about 60 seats for consultants. So that's our longer-term consultants planning and community relations support, general engineering, program management, construction management, but also the design teams for the major capital projects.

We estimate overall it's probably about 10 percent of the space will be used for consultants or city staff that are coming in to coordinate the projects, so it will be an allocation of the rent cost for the building that goes to the projects for that consultant staff and then the rest will kind of end up being divvied up among agency staff. So I don't know if that answers your question.

Vice Mayor Hartke said so I think you said about 10 percent of that space will be directly outside employment with that and that they will be contributing towards the rent space or 10 percent about $50,000. Would that be correct then?

Mr. Hodgins said well, it would be 10 percent of the space in the building, not of the 14th floor. So the overall rent is going to be I think $1.8 or $1.9 million a year on average. So it would be about call it $200,000 a year would be a direct contribution by the projects where the consultants are working, and then the rest of the rent would be allocated among VMR and RPTA staff cost.
Vice Mayor Hartke said and I assume that's just written into the contracts rather than transaction in itself; correct? Or financial transaction it's just written into the cost of doing business with the outside groups?

Mr. Smith said well, actually, there's a different rate included. If a consultant employee is onsite, they bill it at a lower rate than if the consultant contract is -- for example, HDR, for example, is in this office. They have engineers that work on our deal at our office in HDR space. They bill at a higher rate than those that are in our offices, so that's how the difference is made up. There's actually a facility's charge or a facility's portion that is a deduct from their gross billing that pays for their space in our office.

Vice Mayor Hartke said so regardless what that rough number is even if that wasn't a consideration you need more space is what you're saying. Oh, okay. Thank you.

Mr. Hodgins said yes.

Chair Glover said any other questions? Seeing no other questions, can I get a motion and a second to authorize the CEO to execute an eight-and-a-half-year lease agreement for the 14th floor in the 101 North First Avenue Building with USBC Real Estate, LLC at an average rate of $403,668 per year excluding taxes and authorization for the CEO to issue procurements and enter into agreements for staff relocation, furnishings and equipment not to exceed $500,000 in total?

**IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY VICE MAYOR HARTKE AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO EXECUTE AN EIGHT-AND-A-HALF-YEAR LEASE AGREEMENT FOR THE 14TH FLOOR IN THE 101 NORTH FIRST AVENUE BUILDING WITH USBC REAL ESTATE, LLC AT AN AVERAGE RATE OF $403,668 PER YEAR EXCLUDING TAXES AND AUTHORIZATION FOR THE CEO TO ISSUE PROCUREMENTS AND ENTER INTO AGREEMENTS FOR STAFF RELOCATION, FURNISHINGS AND EQUIPMENT NOT TO EXCEED $500,000 IN TOTAL.**

7. **Future Agenda Items Request and Report on Current Events**

Chair Glover said the next item on the agenda is Future Agenda Items Request and Report on Current Events. Are there any agenda items for the future meetings, or is there anything that a board member would like to inform the board about?

Seeing none, then our next meeting is Thursday, October 19 at 11:15 a.m.

Thank you. This meeting is adjourned. With no further discussion the meeting adjourned at 12:27 p.m.
DATE
October 12, 2017

AGENDA ITEM 3A

SUBJECT
Gilbert Road LRT Extension Construction Manager at Risk Contract Authority Modification

PURPOSE
To request authorization for the Chief Executive Officer (CEO) to increase the Gilbert Road LRT Extension (GRE) construction contract authority by $5,000,000. Funds will be held by Valley Metro staff and made available to the Construction Manager at Risk (CM@Risk), Stacy and Witbeck/Sundt (SWS), a Joint Venture, as needed to complete the construction of the project.

BACKGROUND/DISCUSSION/CONSIDERATION
The contract for SWS was executed in October 2015. There have also been two Board approved amendments as summarized below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Cost</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2015</td>
<td>Preconstruction</td>
<td>$1,275,000</td>
<td>$0</td>
</tr>
<tr>
<td>June 2016</td>
<td>Early Construction</td>
<td>$9,676,228</td>
<td>$967,623</td>
</tr>
<tr>
<td>February 2017</td>
<td>Full Notice to Proceed</td>
<td>$99,999,308</td>
<td>$4,999,965</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$110,950,536</td>
<td>$5,967,588</td>
</tr>
</tbody>
</table>

Since that time construction contract changes have occurred including several City of Mesa funded Concurrent Non-Project Activities (CNPA) such as sewer replacement and lining, upgrades of the LeSueur Street pedestrian crossing, and overhead to underground electrical related changes totaling nearly $2 million. While the Concurrent Non-Project Activities are funded outside of the project, their execution still increase the CM@Risk Contractor’s total contract value. The current Board authorized contingency for the CM@Risk contract totals $5,967,588, or approximately 5% of the awarded contract total of $110,950,536. Most of the remaining CM@Risk contract contingency is either spent or anticipated to be used through pending change orders. Approximately $640,000 remains, as illustrated in the contingency summary in Attachment 1.

Given that project construction will not be complete until mid-2019, it is anticipated that additional change orders will occur and that additional contract authority will be needed. To avoid project delay and allow the contractor to continue with their efforts, staff recommends that an additional $5 million be allocated to the CM@Risk contract authority. This will bring the total contract contingency to just under 10% of the construction contract, which is typically the amount of contingency requested from the Board for other Valley Metro construction projects.

Board action is needed to authorize the CEO to allocate the proposed $5 million increase to contract authority for the CM@Risk contract.
COST AND BUDGET
The current total CM@Risk contract authority is $116,918,124. The amount of the proposed increase to contract contingency is $5,000,000, bringing the total contract authority to $121,918,124. Funds are available in the project’s overall contingency and this change will not increase the overall project budget of $186,029,221.

Project funding is included in the Valley Metro Rail adopted FY18 Operating and Capital Budget. Contract obligations beyond FY18 are incorporated into the Five-Year Operating Forecast and Capital Program (FY18 thru FY22).

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

- **Goal 2: Advance performance based operation**
  - Tactic C: Deliver projects and services on-time/on-budget.

- **Goal 3: Grow transit ridership**
  - Tactic A: Expand and improve transit services to reach new markets.
  - Tactic B: Improve connectivity of transit services for greater effectiveness.

COMMITTEE PROCESS
RTAG: September 19, 2017 for information
RMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Board of Directors authorize the CEO to increase the GRE construction contract authority by $5,000,000. Funds will be held by Valley Metro staff and made available to the Construction Manager at Risk (CM@Risk), Stacy and Witbeck/Sundt, a Joint Venture, as needed to complete the construction of the project.

CONTACT
Wulf Grote, P.E.
Director, Capital & Service Development
602-322-4420
wgrote@valleymetro.org

ATTACHMENT
1 - Contingency Summary
## Gilbert Road LRT Extension Contingency Summary

<table>
<thead>
<tr>
<th>Executed Change Orders</th>
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<tbody>
<tr>
<td>Sewer and Lining on - CNPA</td>
<td></td>
</tr>
<tr>
<td>LeSueur Pedestrian Crossing - CNPA</td>
<td></td>
</tr>
<tr>
<td>LeSueur Pedestrian Crossing Hardscape Increase - CNPA</td>
<td></td>
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<tr>
<td>Power – Overhead to Underground Changes - CNPA</td>
<td></td>
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<tr>
<td>Traffic Control Setup at Harris</td>
<td></td>
</tr>
<tr>
<td>Addendum 1 Changes excluding Utilities</td>
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<tr>
<td>90% to 100% Design Changes on Power</td>
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<tr>
<td>90% to Addendum 1 Changes on Utilities</td>
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<tr>
<td><strong>Executed Change Order Total</strong> $3,862,858</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pending Changes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer and Water Changes - CNPA</td>
<td></td>
</tr>
<tr>
<td>Addendum 3 Changes</td>
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</tr>
<tr>
<td>Encasements for Sewer Storm Drain Crossings</td>
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<tr>
<td>Delete Water Realignment</td>
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<tr>
<td>Tennant Improvements for 1240 E. Main Street</td>
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<tr>
<td>Additional Sewer Tie-ins</td>
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<tr>
<td>Addendum 2 Changes</td>
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</tr>
<tr>
<td>Northwest Corner of Horne Cut and Reface</td>
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<tr>
<td>Frontier Hotel Sign</td>
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<tr>
<td><strong>Pending Changes Total</strong> $1,464,728</td>
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</table>

<table>
<thead>
<tr>
<th>Contract Contingency $5,967,588</th>
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</thead>
<tbody>
<tr>
<td><strong>Less Executed Change Order Total</strong> ($3,862,858)</td>
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<tr>
<td><strong>Less Pending Changes Total</strong> ($1,464,728)</td>
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</tr>
<tr>
<td><strong>Forecasted Contingency Remaining / (Shortfall)</strong> $640,002</td>
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</tr>
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DATE
October 12, 2017

AGENDA ITEM 3B

SUBJECT
Gilbert Road LRT Extension Public Art Services Contract Amendments

PURPOSE
To request authorization for the Chief Executive Officer (CEO) to amend two Public Art Services contracts for the Gilbert Road LRT Extension (GRE) for an amount not to exceed $117,365, plus an additional $11,737 (10%) contingency.

BACKGROUND/DISCUSSION/CONSIDERATION
In October 2015, the Board authorized the CEO to execute four contracts for the GRE Public Art Services for a not-to-exceed amount of $731,365. The original contracts included public art at two stations, the park-and-ride, and a traction power substation.

During the project’s design process, the community has been actively engaged in review of proposed public art. As a result of input received from stakeholders, it was agreed that art at the Stapley Drive and Gilbert Road stations would be swapped. In addition, the City of Mesa requested that art medallions be added to light poles along the entire light rail extension. This will affect funding amounts for two of the public art contracts for the project, including the Hans Van Meeuwen and John Randall Nelson contracts. Additional contingency funds are also needed to accommodate remaining uncertainties in the artist's design.

Board action is required to amend the two Public Art contracts to accommodate the additional work.

COST AND BUDGET
The total current Public Art contract authority (for four artists) is $731,365. Additional funding for two public artist contracts is proposed to be $117,365 to facilitate recommended changes. An additional $11,737 (10%) contingency, to be held by staff, is also needed to address unforeseen changes that may arise during the completion of the artists’ work. The total contract authority for the art program would be $860,467. All additional funds are available in the GRE’s project contingency and will not increase the overall project budget.

The GRE project is funded with federal Surface Transportation Program and Congestion Mitigation and Air Quality grants funds. Local matching funds are provided by the City of Mesa. No regional funds are used for this project.

Project funding is included in the Valley Metro Rail adopted FY18 Operating and Capital Budget. Contract obligations beyond FY18 are incorporated into the Five-Year Operating Forecast and Capital Program (FY18 thru FY22).
STRATEGIC PLAN ALIGNMENT
This item relates to the following goals and strategies in the Five-Year Strategic Plan, FY 2016 – 2020:

- Goal 2: Advance performance based operation  
  - Tactic C: Deliver projects and services on-time/on-budget.

- Goal 3: Grow transit ridership  
  - Tactic A: Expand and improve transit services to reach new markets.  
  - Tactic B: Improve connectivity of transit services for greater effectiveness.

COMMITTEE PROCESS
RTAG: October 3, 2017 for information  
RMC: October 4, 2017 approved  
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Board of Directors authorize the CEO to amend two Public Art Services contracts for GRE for an amount not to exceed $117,365 plus an additional $11,737 (10%) contingency.

CONTACT
Wulf Grote, P.E.  
Director, Capital & Service Development  
602-322-4420  
wrote@valleymetro.org

ATTACHMENT
None
DATE
October 12, 2017

AGENDA ITEM 4

SUBJECT
South Central Light Rail Extension Project Update and Contract Amendments

PURPOSE
To provide an update on proposed downtown Phoenix light rail design modifications in conjunction with the South Central Light Rail Extension and to request authorization for the Chief Executive Officer (CEO) to approve contract amendments to facilitate the proposed downtown changes.

BACKGROUND/DISCUsSION/CONSIDERATION
The South Central Light Rail Extension is approximately five miles long. The extension begins at Washington Street in downtown Phoenix and extends southward along Central and First avenues toward Baseline. South of downtown, First and Central avenues merge and the alignment proceeds on Central Avenue to Baseline Road.

Final design for the project started this summer and construction is anticipated to begin in 2019. An early focus has been to evaluate how this new extension will connect with the existing light rail line in downtown Phoenix.

The South Central project was added to the Regional Transportation Plan in 2014 and given a programmed completion date of 2034, which was outside of the defined funding envelope for light rail projects. Following approval of Transportation 2050 funding by Phoenix voters in 2015, project funding became more certain, and the City of Phoenix advanced the project’s completion to 2023. This is the same year the light rail line from downtown to the State Capitol is also scheduled to be completed. Having two new rail lines converge in the downtown area concurrently has created a new dynamic, which caused Valley Metro and Phoenix staff to reconsider how the lines should connect and operate in the area.

Key factors to consider as the two new light rail lines are implemented in downtown Phoenix include:

- minimizing light rail construction impacts on downtown intersections
- maximizing the positive impact of transit in downtown Phoenix
- creating the most efficient and effective light rail system configuration
- optimizing station locations to facilitate connections between light rail lines
- maintaining existing light rail operations during construction
- minimizing traffic impacts created by implementing multiple rail lines
- providing light rail operating flexibility
**Proposed Downtown Configuration**

The completion of the South Central and the Capitol light rail extensions creates an opportunity to establish a two-line, east-west/north-south light rail system that intersects in downtown Phoenix. This two-line system provides several efficiencies and opportunities for transit riders, downtown stakeholders and light rail operations. It also minimizes traffic impacts on Central and 1st Avenues.

Staff proposes to shift certain design elements and costs from the Capitol/I-10 Light Rail Extension to the South Central project in an effort to construct all proposed light rail within downtown Phoenix within a single time period, to optimize passenger connections and to facilitate flexibility in rail operations. New project elements are also included to improve operability of the proposed downtown light rail configuration.

The proposed South Central project components for downtown include:

- Addition of track on Washington Street from Central to 3rd avenues
- Addition of track on Jefferson Street from 1st to 3rd avenues
- Relocation of two passenger stations (from the Capitol/I-10 project) on the north side of Washington Street between Central and 1st Avenue, and on the south side of Jefferson Street between 1st and Central avenues
- Construction of a new passenger station on the east side of Central Avenue between Jefferson and Washington streets
- Addition of light rail track on 5th Street and 3rd Avenue to provide operational connections and flexibility

Attachment 1 depicts the light rail configuration in the downtown area as currently defined in planning documents, while Attachment 2 depicts the proposed configuration.

Staff will provide a presentation at the meeting to further explain the proposed downtown light rail configuration and the reasons for proposed project elements.

**Contract Modifications Needed**

The Board has awarded several contracts that will be affected by the proposed downtown configuration changes. Board authorization to increase funding for these contracts is needed. Included are:

- Design services with AECOM Technical Services Inc.
- Construction Manager at Risk (CM@Risk) with Kiewit Infrastructure Co.
- Public Art Services, which will involve multiple contracts
COST AND BUDGET
The costs for contract amendments needed to perform the proposed additional downtown work are defined in the following table.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Current Contract Authority (including contingency)</th>
<th>Added Contract Amount</th>
<th>Additional Contingency (10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design (AECOM)</td>
<td>$35,621,938</td>
<td>$2,487,000</td>
<td>$249,000</td>
</tr>
<tr>
<td>CM@Risk (Kiewit)</td>
<td>$2,640,000</td>
<td>$400,000</td>
<td>$40,000</td>
</tr>
<tr>
<td>Public Art (multiple)</td>
<td>$3,300,000</td>
<td>$700,000</td>
<td>$70,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$41,561,938</strong></td>
<td><strong>$3,587,000</strong></td>
<td><strong>$359,000</strong></td>
</tr>
</tbody>
</table>

These additional services would be funded entirely from regional Public Transportation Funds (PTF) already programmed for the South Central and Capitol/I-10 Light Rail Extensions. Additional construction costs for all proposed downtown changes are currently being evaluated.

The South Central Light Rail Extension is funded by a combination of federal, regional and City of Phoenix funds. All costs identified herein will be included in the South Central Light Rail Extension’s project cost forecast and expenses expected within FY18 will be included in the Valley Metro Rail FY18 Operating and Capital Budget as part of a mid-year budget adjustment. Contract obligations beyond FY18 will be incorporated into the FY19 thru FY23 Five-Year Operating Forecast and Capital Program.

STRATEGIC PLAN ALIGNMENT
This item relates to the following goals and strategies in the Five-Year Strategic Plan:

- **Goal 2: Advance performance based operation**
  - Tactic C: Deliver projects and services on-time/on-budget.
- **Goal 3: Grow transit ridership**
  - Tactic A: Expand and improve transit services to reach new markets.
  - Tactic B: Improve connectivity of transit services for greater effectiveness.

COMMITTEE PROCESS
RTAG: September 15, 2017 for information
RMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Board of Directors authorize the CEO to approve contract amendments to facilitate the proposed downtown changes as follows:
• Design (AECOM) - $2,487,000
• Construction Manager at Risk (Kiewit) - $400,000
• Public Artist Services (Artists to be defined) - $700,000

In addition, a 10% contingency to be available for each of these contracts is recommended for Board approval.

CONTACT
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Director, Capital and Service Development
602-322-4420
wgrote@valleymetro.org

ATTACHMENT
Map 1: Downtown Phoenix Light Rail Configuration as Currently Defined
Map 2: Downtown Phoenix Light Rail Configuration as Proposed
Map 1
Downtown Area Light Rail Configuration as Currently Defined

Map 2
Downtown Area Light Rail Configuration as Proposed
South Central Light Rail Extension Project Update and Contract Amendments

October 2017

Downtown Phoenix LRT Configuration: Purpose

- Key factors to consider as the two new light rail lines are implemented in downtown Phoenix:
  - Minimize light rail construction impacts on downtown intersections
  - Maximize positive impact on light rail in downtown
  - Create the most efficient and effective LRT system configuration
  - Optimize station locations to facilitate LRT connections
  - Maintain existing light rail operations during construction
  - Minimize traffic impacts created by multiple rail lines
  - Provide light rail operating flexibility
Light Rail System Configuration - 2023

Light Rail System Configuration - 2023
Downtown Phoenix LRT Configuration: Elements

- Proposed South Central project components for downtown:
  - Addition of track on Washington Street from Central to 3rd avenues
  - Addition of track on Jefferson Street from 1st to 3rd avenues
  - Relocation of Capitol/I-10 passenger stations on Washington and Jefferson streets from 3rd Avenue to Central/1st Avenue
  - Construction of passenger station on Central Avenue between Jefferson and Washington streets
Downtown Phoenix LRT Configuration: Two-Line Concept

Downtown Phoenix LRT Configuration Concept
Phoenix, Arizona
Jefferson Street near Central Avenue

Downtown Phoenix
Jefferson Street near Central Avenue
Downtown Phoenix
Central Avenue near Washington Street
Contract Modifications Needed

- The Board has awarded contracts that will be affected by the proposed downtown configuration changes
  - Design services with AECOM Technical Services Inc.
  - Construction Manager at Risk with Kiewit Infrastructure Co.
  - Public Art Services, which will involve multiple contracts

- Board authorization to increase funding for these contracts is needed

<table>
<thead>
<tr>
<th>Contract</th>
<th>Current Contract Authority (including contingency)</th>
<th>Added Contract Amount</th>
<th>Additional Contingency (10%)</th>
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<td><strong>$359,000</strong></td>
</tr>
</tbody>
</table>
Funding

- South Central Extension is funded by a combination of federal, regional and City of Phoenix funds

- Funding for additional services would be 100% regional PTF including programmed funds shifted from Capitol/I-10 LRT Extension

Recommendation

- Staff recommends that the RMC forward to the Board of Directors authorization for the CEO to approve contract amendments to facilitate the proposed downtown changes as follows:
  - Design (AECOM) - $2,487,000
  - Construction Manager at Risk (Kiewit) - $400,000
  - Public Artist Services (Artists to be defined) - $700,000
  - Available contingency at 10% for each of these contracts
DATE
October 12, 2017

AGENDA ITEM 5

SUBJECT
Valley Metro Code of Conduct and Installation of Security Designations and Signage at Rail Platforms

PURPOSE
To request approval of the Valley Metro “Respect the Ride” Code of Conduct with related enforcement and communication efforts to implement the Code, to designate rail platforms and adjoining areas as Paid Fare Zones, and to authorize the installation of striping, signage and safety striping on tactile strips at all rail platforms using existing contracts in an amount not to exceed $450,000, plus an additional $45,000 (10%) contingency.

BACKGROUND/DISCUSSION/CONSIDERATION
Since its opening in December 2008, Valley Metro Rail has focused its security efforts on fare compliance. The growth and maturation of the system combined with changes in societal behavior over the past nine years have presented new challenges in both real and perceived security issues that must be addressed.

Valley Metro light rail is a safe system. Serious safety incidents involving rail passengers are rare. However, riders are increasingly affected by boorish behavior of other riders. This increase in bad behavior has created the perception that rail is not safe, which has driven riders from the system and threatens overall public support. The relatively few serious incidents on rail are widely reported in the media, which further advances the perception that the system is not safe.

Valley Metro staff in partnership with staff from partner cities has developed a multi-faceted effort to confront both the real and perceived security issues. The overall objective of this effort is to enhance the rider experience. Our enforcement philosophy is to be firm, yet respectful. More than anything, we are determined to create an atmosphere where those who use our system with Respect the Ride.

The increase in problematic behavior has caused Valley Metro staff to review the entire security environment. To begin, we looked closely at our rules of passenger conduct, how we communicated those rules to both riders and the public, and how Allied Universal contract personnel, city police departments and prosecutors enforced them. Staff recognized that our rules would form the foundation for all other activities, and prepared a new Code of Conduct. This new code is more detailed and expansive than the existing code, both in its definition of acceptable behavior and list of prohibited activities.

In order to facilitate public awareness of the new code and enforcement, staff has created Valley Metro Orange colored striping with embedded wording that will
delineate Paid Fare Zones around each light rail platform. Also, signs at stations and inside trains will include a listing of rules and will communicate behavioral expectations to all riders. The work to install the striping and signage on all 35 light rail stations and inside train cars will commence after Board approval and be completed prior to the end of the year. Concurrent with the security work at the stations, the 24-inch tactile strip that identifies the edge of the platform will be enhanced with 12 inches orange striping on the outermost edge. This colored striping is needed to clearly identify the platform edge. The existing tactile strip is a neutral color that may not be easily distinguishable from the concrete track bed below. The striping will be the same material as the Paid Fare Zone stripes, and performing the work at the same time will save money.

Valley Metro Safety and Security staff is also working with Allied Universal and Phoenix, Tempe and Mesa police departments to finalize enforcement coverage, protocol and procedures. Security staff training will be completed by the end of the year. Complete enforcement activities will be in place by January 2018.

Board action is required to formally adopt the Respect the Ride Code of Conduct as Valley Metro policy and to authorize the work to be done on the light rail stations.

**COST AND BUDGET**
The total cost for striping and signage work on all 35 light rail station platforms and inside all 50 light rail cars will be performed under the existing general construction contract previously approved by the Board. The total cost will not exceed $450,000, plus an additional 10 percent contingency ($45,000). Project funding can be accommodated in the Valley Metro Rail adopted FY18 Operating and Capital Budget. No regional funds will be used for the initial stages of this project.

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

**Goal 1: Increase Customer Focus**
- Tactic A: Improve customer satisfaction
- Tactic B: Evaluate and enhance customer safety and security
- Tactic C: Enhance customer service to member cities

**Goal 2: Advance performance based operation**
- Tactic C: Deliver projects and services on time/on budget

**Goal 3: Grow transit ridership**
- Tactic C: Communicate availability, attractiveness and safety of transit service
COMMITTEE PROCESS
RTAG: September 19, 2017 for information
RMC: October 4, 2017 approved
Board of Directors: October 19, 2017 for action

RECOMMENDATION
Staff recommends that the Board of Directors approve the Valley Metro “Respect the Ride” Code of Conduct with related enforcement and communication efforts to implement the Code, to designate rail platforms and adjoining areas as Paid Fare Zones, and to authorize the installation of striping, signage and safety striping on tactile strips at all rail platforms using existing contracts in an amount not to exceed $450,000, plus an additional $45,000 (10%) contingency.

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ATTACHMENT
Respect the Ride Code of Conduct – DRAFT
Valley Metro “Respect the Ride” Code of Conduct

Policy Definition

Valley Metro provides safe and reliable public transportation in metropolitan Phoenix. In order to maintain a welcoming environment for all riders, Valley Metro has implemented a “Respect the Ride” policy and code of conduct for those using Valley Metro services. Every rider has the right to feel safe and secure on board Valley Metro bus, rail and paratransit/Dial-a-Ride services.

The “Respect the Ride” Code of Conduct is focused on creating a safe and positive rider experience, while also discouraging disruptive, intrusive, unsafe or inappropriate behaviors in a public setting. Violations of the Code of Conduct will not be tolerated and are just cause for removal from the system and/or further penalties.

Transit Violations and Prohibited Behaviors

No individual may engage in prohibited or unsafe behavior on transit vehicles nor on/around public and non-public Valley Metro facilities and property, including rail station platforms, park-and-ride locations, Traction Power Substations, administrative, operational and maintenance offices and facilities, and any other property that is managed or maintained by Valley Metro. Inappropriate behavior is also unacceptable when directed towards passengers and/or Valley Metro personnel.

The following is a list of behaviors and activities that are expected or prohibited on Valley Metro property or vehicles:

A. Conduct/Civility

1. Riders are expected to treat other passengers with respect and courtesy, and abide by the rules and regulations in the Code of Conduct.

2. Spitting, defecating, or urinating is prohibited on any Valley Metro vehicle or property. Entering any Valley Metro vehicle or property with clothing containing blood, urine, vomit or defecation is also prohibited.

3. Littering is prohibited on any Valley Metro property.

4. Bringing commercial or large-size carts, recumbent bikes, handcarts or bicycle trailers on board a transit vehicle is prohibited, unless collapsed. Riders may bring a small, personal-use-size stroller or small cart, which must be securely held and cannot block aisles or doorways.

5. Strollers may be brought on board; but they must not block an aisle or doorway.

6. Roller-skating, in-line skating and skateboarding are prohibited on all Valley Metro property.

7. Bicycles may not be ridden on platforms or any Valley Metro vehicle. The bicyclist should attempt to use the storage racks inside of the train or on the front of the bus. On light rail, if a rider cannot reach the rack or the rack is full,
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the rider may stand and hold their bike as long as the bike is not blocking the doorway. Bicycles may not be secured to the station/stop structure, railings, etc. and could be confiscated.

8. Indecent exposure is prohibited. Tops, bottoms and footwear are required at all times.

9. Stealing or willfully damaging Valley Metro property is prohibited.

10. Taking up more than one seat is prohibited. Saving or “holding” seats is also prohibited.

11. A person may not block the entrance/exit of a light rail train, bus, or other transit vehicle.

12. Other forms of disorderly conduct are prohibited, including actions that prevent passengers and personnel from safely and comfortably riding/using Valley Metro services/facilities, including destroying, defacing or drawing graffiti on Valley Metro-owned/operated property taking away from the intended use/purpose and value of the property.

B. Fares

1. Riders must pay the applicable fare to utilize the Valley Metro system. Using or attempting to use the system without a valid fare is prohibited. Refusing to show valid fare/transit pass to any Valley Metro personnel or law enforcement officer upon request is prohibited and may result in removal from the system.

2. Riders must pay for and utilize the transit fare for which they are eligible. The misuse of fare/transit pass is prohibited. Reduced Fare passes may not be used unless the rider is in possession of applicable documentation showing eligibility for Reduced Fare.

3. Distributing or selling a counterfeit or stolen fare/transit pass is prohibited. Fares/transit passes may not be transferred from one rider to another.

4. Possession of proper fare does not excuse a rider from following all rules and the code of conduct.

C. Food, Drink, Alcohol, Tobacco and Illegal Drugs

1. Riders may not bring open food or beverage containers onto Valley Metro trains, buses or other vehicles. Food must be kept in a sealed or resealable container and beverages must be sealed or in a spill-proof container. Eating food is strictly prohibited. Fast food items, drinks, and convenience store beverages are prohibited as they can create spill hazards. This restriction does not apply to agency personnel at authorized locations or to anyone giving food or beverage to a child under the age of five.
Valley Metro “Respect the Ride” Code of Conduct

2. Bringing open or unsealed alcoholic beverages onto Valley Metro property or fleet is prohibited. Drinking alcoholic beverages anywhere on Valley Metro vehicles or property is also prohibited.

3. All forms of smoking, including tobacco, marijuana, electronic cigarettes and vaporizers is prohibited anywhere on Valley Metro vehicles or property. Chewing tobacco is also prohibited.

4. Use or sales of any illegal substances is prohibited on any Valley Metro-owned and operated property.

D. Safety

1. Valley Metro is a destination-based service. Riders may not remain on board a light rail vehicle after arriving at their destination.
   - Light rail riders may not remain in vehicles after they have completed their trips. All riders must exit the train and clear the platform area and Valley Metro property when arriving at their destination or the end-of-line station. Riders should not enter a Valley Metro vehicle if directed otherwise by authorized personnel nor remain on board a train or station if banned from the premises.

2. Except for legitimate emergencies, entering, exiting or passing through any emergency door of any train or bus is prohibited.

3. Entering the operator’s cab or driver’s seat of any train or bus is prohibited, unless in an emergency.

4. Threat of assault or intimidation of any person is prohibited.

5. Hindering or disturbing the operation of a Valley Metro train, bus, paratransit/Dial-a-Ride vehicle, operator or passengers of a train or bus is prohibited.

6. Fighting, taunting or other aggressive/disorderly behavior is prohibited.

7. Harassing, threatening, following or stalking Valley Metro passengers or personnel is prohibited.

8. Interfering with or avoiding properly-functioning safety or security measures including interfering with a metal detector, fare enforcement operation or standard fare inspection is prohibited.

9. The possession of flammable, explosive or hazardous materials is prohibited. Using a match, lighter or torch is prohibited.

10. Children under the age of eight (seven or younger) cannot ride alone and must be accompanied by a responsible person, which is defined as one who
Valley Metro “Respect the Ride” Code of Conduct

...can directly control and supervise the child.

11. Entering a light rail platform by crossing the trackway and tactile strip from the street, or any location other than a marked crosswalk, is prohibited.

E. Noise

1. Riders should use electronic devices in an appropriate manner that does not interfere with the quiet enjoyment of other passengers. Audio and visual devices, including radios, CD players, iPods, MP3 devices, mobile phones and other similar devices must not be audible to other passengers. Mobile phone conversations should be conducted quietly in a manner that does not disturb other passengers.

2. Causing sounds or behaving in a way that is unreasonably loud or highly disruptive to other’s use of Valley Metro vehicles or property is prohibited. Examples include, but are not limited to: being loud, abusive, indecent, profane or disruptive.

F. Commercial Activity/Solicitation

1. Engaging in solicitation or commercial sales of goods of any type without permission is prohibited on any Valley Metro property throughout the Valley Metro system.

2. Distributing commercial flyers or any other materials to passengers is prohibited, unless sponsored by Valley Metro.

G. Animals

1. All animals (except service animals) must be carried inside an enclosed and secured cage or carrying case small enough to fit on a rider’s lap, and must not endanger or disturb other passengers.

2. Service animals that are trained to assist an individual with a disability are welcome on board Valley Metro vehicles and property. Service animals must be under the control of their handlers, must not block seats or aisles and must not pose a direct threat to any passengers or employees. Service animal handlers are responsible for any damage caused by their service animals. In accordance with the Americans with Disabilities Act requirements, Valley Metro personnel may ask whether a passenger’s animal is a service animal and what service the passenger’s animal is trained to perform.
DATE
October 12, 2017

AGENDA ITEM 6

SUBJECT
Future Agenda Items Request and Report on Current Events

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

BACKGROUND/DISCUSSION/CONSIDERATION
None

COST AND BUDGET
None

COMMITTEE PROCESS
None

RECOMMENDATION
This item is presented for information only.

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ATTACHMENT
Pending Items Request
## Pending Items Request

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