



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Fox Cities Transit Commission

Wednesday, June 13, 2018

2:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0874](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes 05-23-18.pdf](#)

4. **Public Hearings/Apearances**

[18-0875](#) Public Participation on Agenda Items

5. **Action Items**

[18-0876](#) Authorization to Purchase Three New Buses

Attachments: [Request for Authorization to Purchase Buses 06.2018 \(002\).pdf](#)

[18-0877](#) Authorization to Purchase Intelligent Transit System

Attachments: [Memo to Purchase ITS System 06.2018.pdf](#)

6. **Information Items**

[18-0878](#) Updated Table of Organization

Attachments: [Table of Organization May 2018.pdf](#)

[18-0879](#) Request for Future Agenda Items

7. **Next Meeting Date & Time**
- July 25, 2018, 2:00 PM

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Fox Cities Transit Commission

Wednesday, May 23, 2018

2:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 11 - Kasimor, Detienne, Vice Chair Buckingham, Dearborn, Wurdinger, Brown, Wilson, Dexter, VandeHey, Martin and Stephenson

Excused: 2 - Nau and Lobner

3. Approval of minutes from previous meeting

[18-0754](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 04-25-18.pdf](#)

Aldersperson Martin moved, seconded by Commissioner Wurdinger, that the Minutes be approved. Voice Vote. Motion Carried.

4. Public Hearings/Appealances

[18-0756](#)

Public Participation on Agenda Items

There was no public participation on the agenda items.

5. Action Items

[18-0759](#)

Approve Tire Leasing Contract with Goodyear Tire Company

Attachments: [FCTC tire leasing contract memo.pdf](#)

Aldersperson Martin moved, seconded by Commissioner Dearborn, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

6. Information Items

[18-0757](#)

Approval of Payments

Attachments: [April 2018 Check Register.pdf](#)
 [April 2018 P-Card Statement.pdf](#)

This action item was moved to information items.

Aldersperson Martin moved, seconded by Commissioner Detienne, that the Report Action Item be approved. Voice Vote. Motion Carried.

[18-0760](#)

Transit Road Supervisor Introduction

This Presentation was presented

[18-0761](#)

Marketing Update

Attachments: [Red Shoes handout.pdf](#)

This Presentation was presented

[18-0762](#)

Financial Report

Attachments: [April 2018 FCTC Monthly Income Statement.pdf](#)
 [April 2018 FCTC Monthly Income Statement PT.pdf](#)

This Presentation was presented

[18-0765](#)

Ridership and Revenue

Attachments: [April 2018 Ridership and Revenue.pdf](#)

This Presentation was presented

[18-0763](#)

Extension of Running Inc. Contract

This Presentation was presented

[18-0766](#)

Intelligent Transit System Program Update

This Presentation was presented

[18-0767](#)

Trolley Update

This Presentation was presented

[18-0768](#)

Paratransit Services

This Presentation was presented

[18-0769](#)

Flag Day Parade Entry

This Presentation was presented[18-0770](#)

Pending Items Discussion

Attachments: [Pending Items.pdf](#)**This Presentation was presented**[18-0771](#)

Request for Future Agenda Items

This Presentation was presented**7. Next Meeting Dates & Time**

- June 13, 2018, 2:00 PM
- June 27, 2018, 2:00 PM (Cancelled)
- July 11, 2018, 2:00 PM (Cancelled)
- July 25, 2018, 2:00 PM

8. Adjournment

A motion was made by Alderperson Martin, seconded by Commissioner Deitienne, that this meeting was adjourned. The motion carried unanimously.



Date: June 7, 2018

To: Common Council
City of Appleton

Fox Cities Transit Commission

From: Ron McDonald, General Manager *RM*

Re: Request to Purchase Transit Buses

Valley Transit is hereby requesting authorization to purchase one (1) 40' and two (2) 35' New Flyer Xcelsior transit buses not to exceed \$1,425,000.00 inclusive of miscellaneous tools and parts.

The Federal Transit Administration will invest 80% (\$1,140,000) and local investment will be used for the remaining 20% (\$285,000).

The new buses will replace existing outdated Orion transit buses. The Federal Transit Administration requires heavy duty transit buses to be operated a minimum of 12 years or 500,000 miles. The Valley Transit buses scheduled for replacement have more than doubled the minimum requirements set forth by the Federal Transit Administration.

It is the desire of Valley Transit to issue a purchase order to New Flyer through a Piggyback Procurement previously solicited by Connect Transit in Normal, IL. Please see the following Assignment of an Option to Purchase Agreement. In addition, please find an excerpt from the Federal Transit Administration Best Practices Procurement Manual regarding piggyback procurements.

RECOMMENDATION:

Authorize Valley Transit to enter into a contract with New Flyer to purchase one (1) 40' and two (2) 35' New Flyer Xcelsior transit buses not to exceed \$1,425,000.00 inclusive of miscellaneous tools and parts with a budget adjustment utilizing \$1,140,000 federal grant funding and \$285,000 restricted cash.





Request for Proposal
May 16, 2014
RFP# 14-02

Assignment of an Option to Purchase Agreement

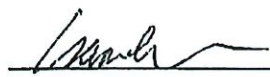
Connect Translt, "Assignor", hereby assigns to the City of Appleton -Valley Transit its options to purchase from New Flyer, "Seller", ten (10) ("Options Vehicles") at a price and under the terms and conditions contained in the Sellers written cost proposal dated December 5, 2014; Assignor's RFP# 14-02 dated May 16, 2014; and Assignor's Agreement dated May 14, 2015 ("Contract").

Such option commenced on May 14, 2015, and may be exercised at any time on or before May 14, 2020.

With respect to the Option Vehicles assigned hereunder and this Assignment, Assignee agrees to perform all covenants, conditions and obligations required of Assignor under said Contract and agrees to defend, indemnify and hold Assignor harmless from liability or obligation under said Contract. Assignee further agrees to hold Assignor harmless from any deficiency or Defect in the legality or enforcement of the terms of said Contract or option to purchase thereunder. Assignee agrees and understands that Assignor is not acting as a broker or agent in this transaction and is not representing Seller or Assignee, but rather is acting as a principle in assigning its interest in the above-referenced option to purchase the Option Vehicles under the Contract of Assignee.

Assignee hereby unconditionally releases and covenants not to sue Assignor upon any claims, liabilities, damages, obligation or judgments whatsoever, in law or in equity, whether known or unknown, or claimed, which they or either of them have or claim to have or which they or either of them may have or claim to have in the future against Assignor, with respect to the Option Vehicles or any rights whatsoever assigned hereunder.

Dated this 01 day of June, 2018.




Assignor
(Connect Translt)



Assignee
(City of Appleton-Valley Transit)

I hereby accept and approve the terms of this agreement and agree to hold Assignor harmless from any further liability of obligation under our agreement.



Seller
(New Flyer)



6.3.3 Joint Procurements of Rolling Stock and "Piggybacking"

Requirement

FTA Circular 4220.1E applies to all third party contract actions undertaken by grantees with Federal funds, including actions taken pursuant to the contracts of other entities, such as (1) the exercise of options which have been assigned to the grantee by another entity which awarded the contract initially, (2) the assignment of contracts themselves to a grantee by another entity (under which the grantee will spend Federal funds), and (3) joint procurements with other entities (under which the grantee will spend Federal funds).

Of particular significance are the following provisions of FTA Circular 4220.1E:

7.e. Intergovernmental Procurement Agreements.

Grantees are encouraged to utilize available state and local intergovernmental agreements for procurement or use of common goods and services. When obtaining goods or services in this manner, grantees must ensure all federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the grantee's purchase document. [16](#)

Grantees are also encouraged to jointly procure goods and services with other grantees. When obtaining goods or services in this manner, grantees must ensure all federal requirements, required clauses, and certifications are properly followed and included in the resulting joint solicitation and contract documents. [17](#)

Grantees may assign contractual rights to purchase goods and services to other grantees if the original contract contains appropriate assignability provisions. Grantees who obtain these contractual rights (commonly known as "piggybacking") may exercise them after first determining the contract price remains fair and reasonable. [18](#)

8.a. Full and Open Competition. All procurement transactions will be conducted in a manner providing full and open competition.

9.i.(1) Evaluation of Options. The option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the award, the exercise of such options will be considered a sole source procurement.

Discussion

Recently, there has been a growing trend amongst transit systems to become creative in the acquisition of rolling stock. The most constructive of these techniques involve advance planning and joint procurement by several systems. FTA encourages this technique. In these joint procurements, the needs of the various transit systems are defined in the solicitation and the manufacturers are asked to bid upon the total known needs of the agencies involved. In other situations, transit agencies will identify an existing contract of another agency and "piggyback" that contract by means of an assignment of contract rights such as an assignment of options....



Date: June 7, 2018

To: City of Appleton Common Council
Fox Cities Transit Commission

From: Ron McDonald 

Award Recommendation to Replace Intelligent Transportation System (ITS)

BACKGROUND

Valley Transit purchased and installed its first ITS system in 2011 from a vendor called Trapeze. The system included hardware onboard each vehicle: a processing unit (on-board server); driver display/keypad; GPS & cellular antennas; modem; next bus stop interior signs; and interface cabling to the farebox and headsign. To manage the system and operational parameters, Trapeze installed software on a server at City Hall. Trapeze's web-based program, called ITS, was included for staff to monitor operations, run reports and make minor system adjustments.

The main benefits of the system were to provide access to more data for the benefit riders and Valley Transit staff. This data included vehicle location, next bus arrival texts for riders, onboard announcements, and various types of operation data.

From the outset, the Trapeze system did not function properly. There have been significant issues on the hardware and software side. The system is very complex to manage and designed for large urban transit systems. It requires full-time monitoring by an in-house expert and continual follow-up with the vendor. The current system is now over 7 years old and requires replacement. After considering these factors and reviewing other products available in the market, Valley Transit determined the best course was to procure a new system.

In preparation for this procurement, Valley Transit staff began formulating a request for proposal (RFP) to solicit contractors to provide a new ITS system. As part of this process staff reviewed similar RFP documents used by other transit systems that recently purchase an ITS system. In the scope of work, staff took into consideration lessons learned from the previous ITS system. This included selecting a contractor that would provide a solution that was easy for staff to maintain and included the following features: cloud-based server; tablet-based onboard hardware; a smartphone bus tracking app; increased install and acceptance terms; and proven success at similar sized transit systems. All of these issues were incorporated into the RFP document for consideration and review during the evaluation process.

The RFP document was sent directly to vendors who were known ITS system suppliers; posted on the State of Wisconsin's VendorNet system; and advertised online with the *Post-Crescent*



and *Passenger Transport* (transit publication). Proposals were due on May 9, 2018. Seven proposals were received and all met the mandatory requirements in response to the RFP.

ANALYSIS

An evaluation team was assembled to review the proposals. The team included Valley Transit staff, an IT department rep and a planning/GIS rep. Each proposal was evaluated based on the proposed ITS solution, experience, technical support & price. The evaluation team agreed that two of the seven vendors were in a competitive range and able to move forward with the evaluation. The two remaining vendors were invited to a demonstration and interview on May 25, 2018. After considering the initial evaluation and interview, the evaluation team unanimously concluded that DoubleMap (Indianapolis, IN) had proposed the best solution for Valley Transit. Additionally, DoubleMap's was the best value with the lowest cost proposal.

DoubleMap's solution includes the following hardware: a rugged tablet; interface cabling; automatic passenger counters (APC) and cellular/GPS antennas. The server is cloud-based.

A summary of the tools & features of the new system includes: mobile bus tracking app; bus tracking public website; automatic voice announcement system; automatic passenger counting system; GTFS feed generation (data needed for Google Transit); pre-trip/post-trip e-forms; administrative software; and access to data in established reports or raw format.

FISCAL IMPACT

The project will have a total year-one fiscal impact of \$315,901.01. The project includes an additional support agreement for years 2-5 with an annual fee of \$34,034.68.

The operating costs will be supported within Valley Transit's operating budget. The current annual support amount provided to Trapeze and Sprint is \$59,836. The agreement with DoubleMap results in an annual operating cost savings of \$25,801.32.

Valley Transit has secured federal grants to support 80% of the capital costs and the remaining 20% will be covered by the restricted cash account.

RECOMMENDATION

Authorize Valley Transit to enter into a contract with Double Map to purchase an ITS System not to exceed \$315,901 utilizing \$252,720 federal grant funding and \$63,181 restricted cash.

