

Virtual Meeting Participation Information:

Dial: 1-253-215-8782 Meeting ID No. 88311776308

Webinar link: <https://us02web.zoom.us/j/88311776308>

Physical Meeting Location:

Pierce Transit Training Center

3720 96th Street SW

Lakewood, WA 98499

Call to Order

Approval of Minutes – October 17, 2024, committee meeting

Special Business

1. Election of Chair and Vice Chair Chair Whalen

Public Comment

Citizens wishing to provide comment will be given up to three minutes to comment on transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to Djacobson@piercetransit.org.*

Discussion/Review

1. 2024 Rider Survey Results Kim McGilvery
Community Development Manager
2. Overview of FTA System Safety Data Reporting Requirements and Review of 2024 Q4 Data Rodney Chandler
Emergency Management Coordinator

Action Agenda

1. FS 2025-017, Authority to Execute a Multi-Year Contract with Tristar Claims Management Services, Inc., Contract No. E2152, to Provide Workers' Compensation Third Party Administrator Services Dawne Pasca
Sr. Risk Analyst
2. FS 2025-018, Authority to Increase the Contract Spending Authority Amount by \$280,000 with Atwork Commercial Enterprises, LLC, Contract No. 1412, for Routine Landscaping, Grounds Maintenance Services and Allowance Work Jace Banta
Facilities Assistant Manager

3. FS 2025-019, Authority to Execute Contract No. E2143 with NOVA Contracting, Inc., to Provide Sewer and Water Service Connections to the Spanaway Transit Center

Sean Robertson
Sr. Construction Project Manager

Commissioner Comments

Executive Session – None Scheduled

Adjournment

Pierce Transit does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Clerk's Office at 253.581.8066, before 4:00 p.m., no later than the Tuesday preceding the committee meeting.

**PIERCE TRANSIT
SERVICE DELIVERY & CAPITAL COMMITTEE MEETING**

October 17, 2024

MINUTES

CALL TO ORDER

Chair Hines called the meeting to order at 3:04 p.m.

ATTENDANCE

Service Delivery & Capital Committee members present:

Doug Fagundes, City of Fife Councilmember (*represents Fife, Milton, Auburn, Pacific, Gig Harbor, Steilacoom, and Ruston*)

Deirdre Maxwell, CTAG Non-voting Member

John Hines, City of Tacoma Councilmember, Chair of the SDCC

Jason Whalen, City of Lakewood Mayor, Vice Chair of SDCC

Service Delivery & Capital Committee members excused:

Olgy Diaz, City of Tacoma Councilmember

Ryan Mello, Pierce County Council (alternate SDCC member)

Staff present:

Mike Griffus, Chief Executive Officer

Mona Sullivan, Deputy Clerk of the Board

APPROVAL OF MINUTES

Commissioners Whalen and Fagundes **moved** and seconded to approve the April 18, 2024, meeting minutes as presented.

Motion **carried**, 3-0.

PUBLIC COMMENT

No public comments were received.

ACTION AGENDA

- 1. FS 2024-048, Authorize the Chief Executive Officer to enter into and execute a multi-year sole source contract with Courval Scheduling, Inc., (dba CSched) to provide transit scheduling support services in the amount of \$358,732.80.**

Andrew Arnes, Service Planning Assistant Manager, presented on the item and noted that Pierce Transit has been working with CSched since 2019 and they have provided a lot of work for schedule development and is compatible with the agency's Hastus system. He

noted that CSched has been very helpful in training and supporting our staff with the Hastus software. He believes that sole source is appropriate as this is a very niche area of expertise.

Vice Chair Whalen raised a concern regarding sole sourcing and just wanted to make sure that we are not violating any laws regarding that. Commissioner Fagundes agreed that sole source is a good option in this instance.

Commissioners Whalen and Fagundes **moved** and seconded to authorize the Chief Executive Officer to enter into and execute a multi-year sole source contract with Courval Scheduling, Inc., (dba CSched) to provide transit scheduling support services in the amount of \$358,732.80.

Motion **carried**, 3-0.

- 2. FS 2024-049, Authorize the Chief Executive Officer to increase the contract spending authority amount by \$300,000 with Bravo Environmental, Inc., (Contract No. 1340) to support scheduled and unscheduled environmental service needs, for a new contract spending authority of \$600,000**

Stephanie Prine, Parts Procurement Manager, requested that the agency continue contracting with Bravo Environmental, who provides stormwater services, maintenance out of oil/water separator systems, the disposal of hazardous waste, and responds to spills in the field.

Ms. Prine advised that a Request for Proposals was issued in 2021 and they were the only respondent, but they have been great to work with during the duration of this current contract. Asking for an extension of 2 years with the contract.

No questions or comments from commissioners.

Commissioners Fagundes and Whalen **moved** and seconded to authorize the Chief Executive Officer to increase the contract spending authority amount by \$300,000 with Bravo Environmental, Inc., (Contract No. 1340) to support scheduled and unscheduled environmental service needs, for a new contract spending authority of \$600,000.

Motion **carried**, 3-0.

DISCUSSION/REVIEW

Brittany Carbullido, Planner, briefed the commissioners on the proposed changes to how Pierce Transit evaluates its standards and noting that a benchmark methodology will be utilized to ensure that our standards remain fluid based upon our own yearly data. Yearly data will be broken down into quarters where we will focus on the routes that land in the top quarter and the bottom quarter. This methodology is in line with other agencies; however, there are no specific set standards for the metric goals.

This method will allow Pierce Transit to look at routes on a trip level and look at the data for that specific route. This will help Pierce Transit determine whether there are times that

the route is not being utilized to its fullest capacity and allow staff to make changes so that the route is more efficient and useful.

There will be a report put out each year in April that will showcase our benchmarks, productivity, actions taken, and customer service input/complaints.

This new methodology will be included in the new long-range plan. We will be exploring updates to how we categorize routes and how we might update them. Our first report will be delivered in April 2025.

Commissioner Whalen appreciated that we are looking at the data to help make decisions and that we are considering customer complaints and input. He asked if staff could reach out to the planners in local jurisdictions as well to get their feedback on what they see as needs in their communities.

Commissioner Hines thought that the benchmarks are a great idea and that he is excited to see the data shared with the community. He asked us to consider reaching out the municipalities where the routes are performing poorly to get help in what we could do better in those areas. He also thinks it would be a good idea to come to council meetings in the PTBA and share with them the data on the routes.

Ms. Carbullido clarified that because we are always using our own data, we will always have routes in the top 25 and bottom 25.

Commissioner Hines asked if we will also look at the data year over year.

COMMITTEE MEMBER COMMENTS

Commissioner Hines reminded the group that our next Service Delivery and Capital Committee meeting is scheduled for December 19, 2024.

EXECUTIVE SESSION

There was no executive session held.

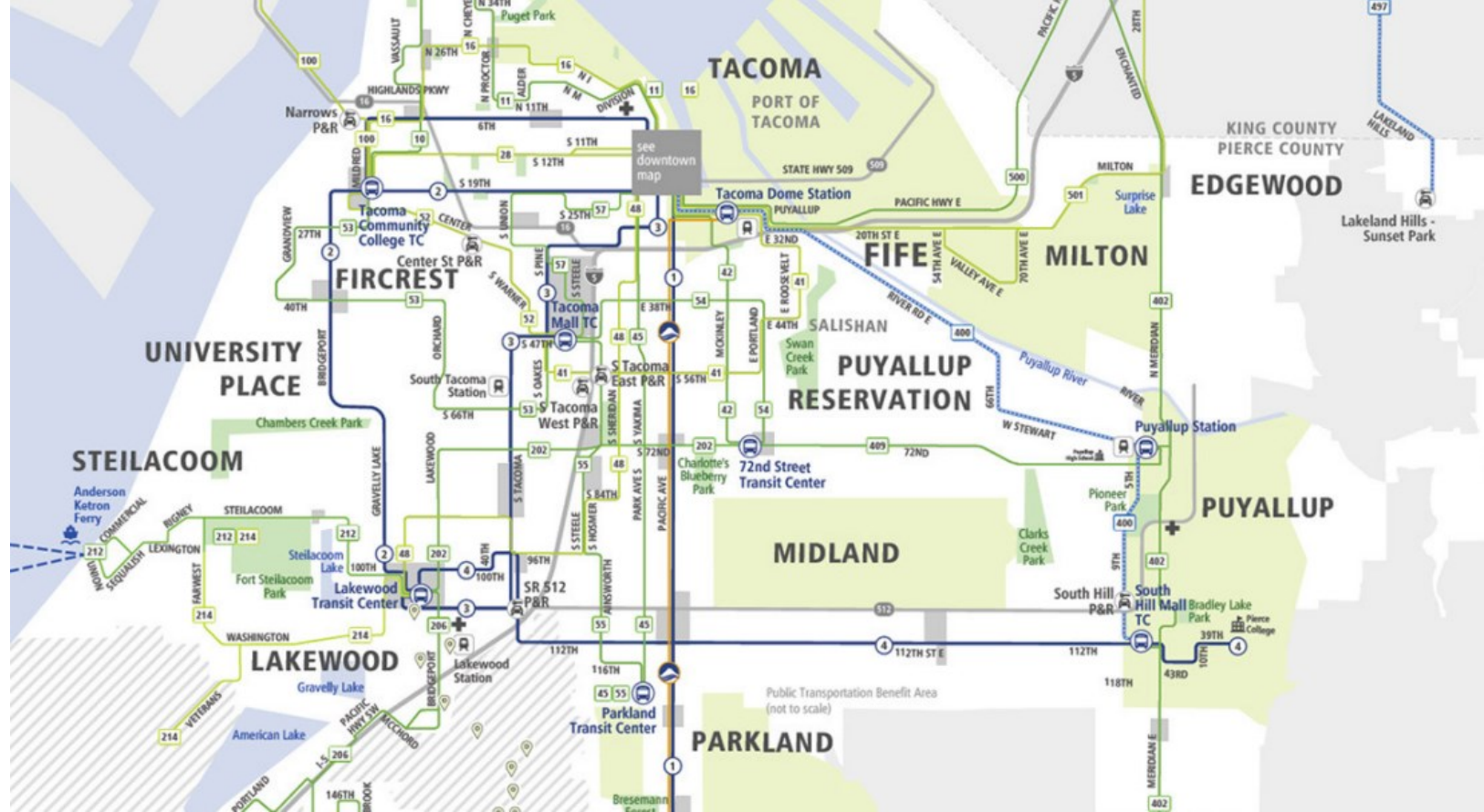
ADJOURNMENT

There being no further business, Commissioners Whalen and Fagundes **moved** and seconded to adjourn the meeting at 3:31 p.m.

Motion **carried**, 3-0.

Mona Sullivan
Deputy Clerk of the Board

Jason Whalen, Chair
Service Delivery & Capital Committee



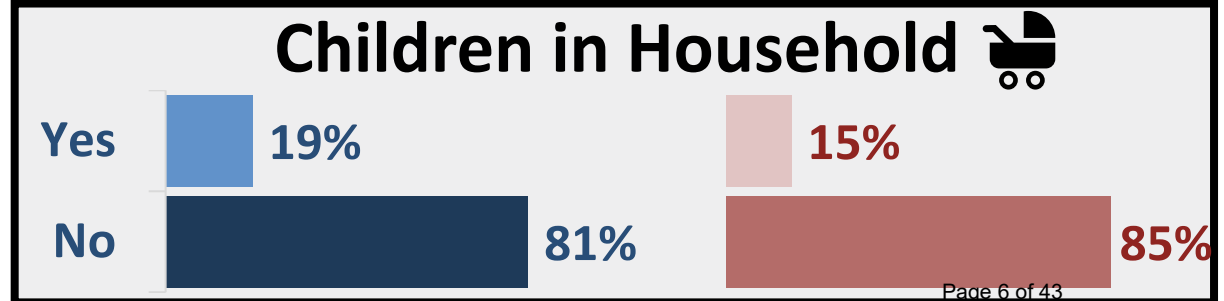
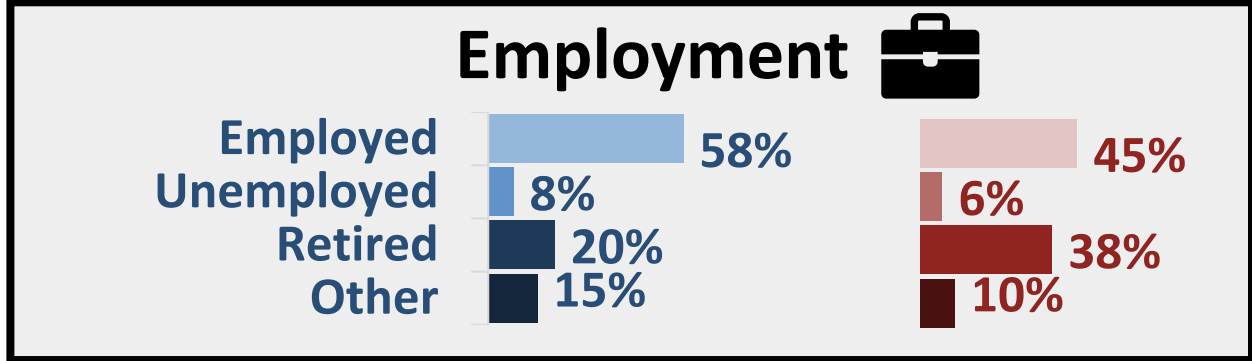
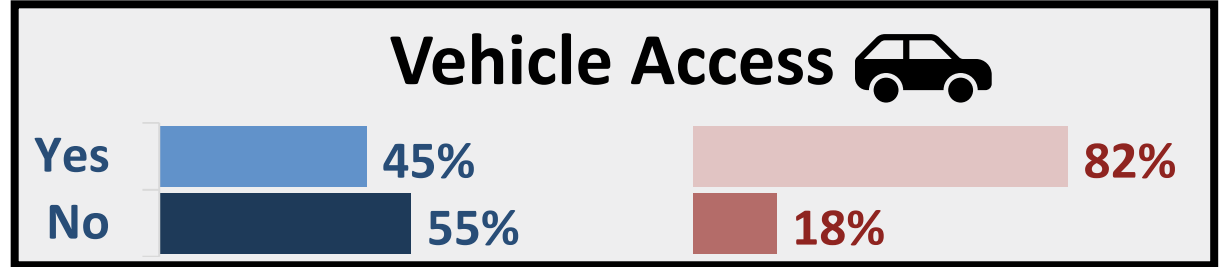
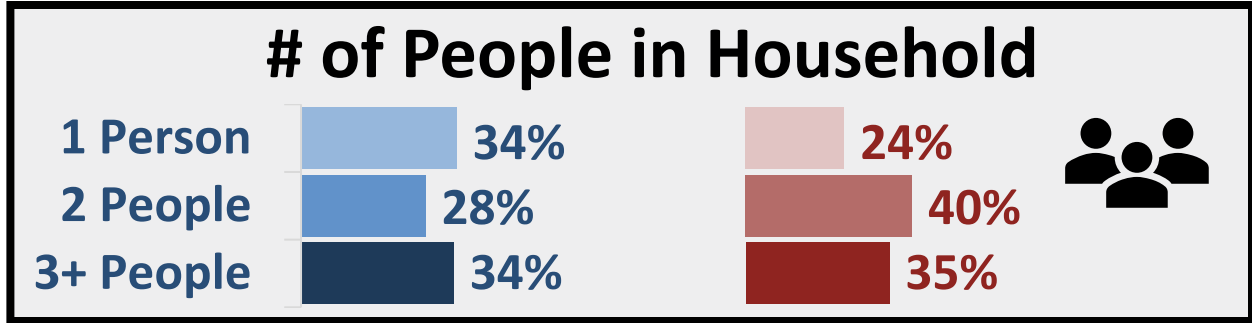
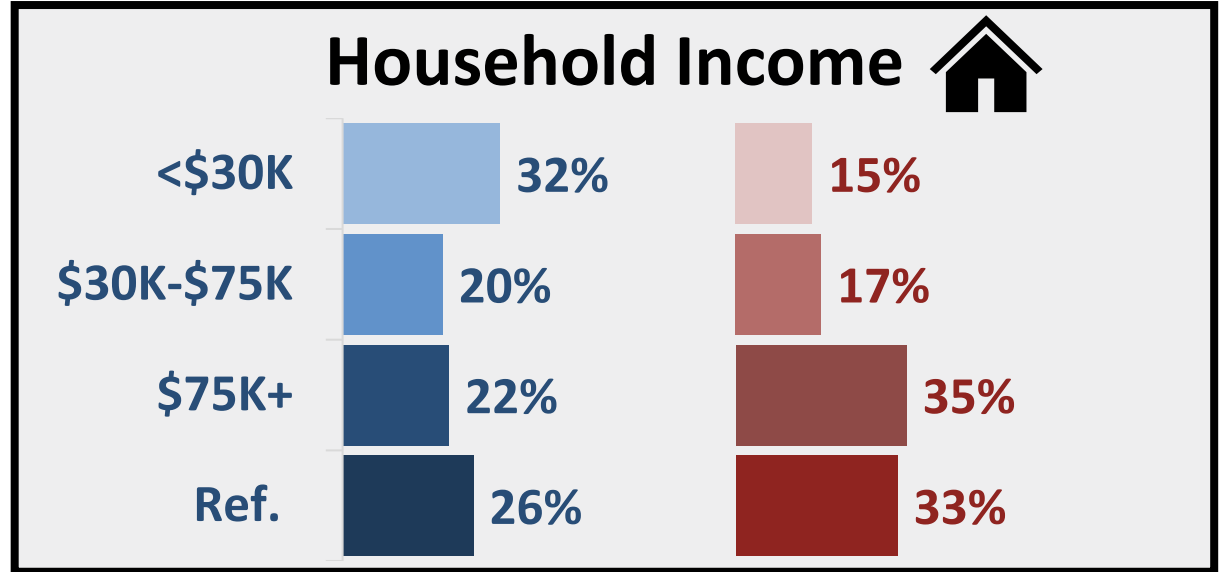
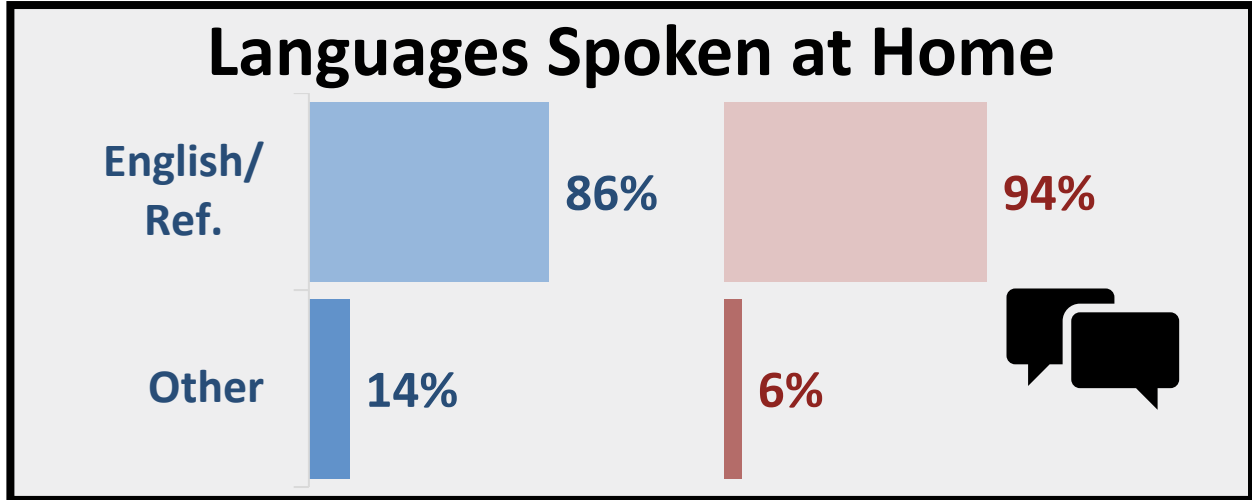
Pierce Transit Rider Survey

November 2024

- ▶ Public online survey of Pierce Transit riders
- ▶ Survey invitations and links distributed by a variety of outreach methods, including:
 - Customer email lists and text message subscribers
 - Pierce Transit’s website, Facebook, Twitter, and Instagram accounts
 - Physical outreach via signage on-board buses and at stops/shelters
 - On-board audio announcements
- ▶ Survey conducted October 7th – November 19th, 2024
- ▶ 643 interviews (n) total;
 - Includes 465 **Current Riders** and 110 occasional/lapsed **“Infrequent” Riders**, and 68 **Non-Riders**
- ▶ *Comparison caveats: Throughout this report, select comparisons are made to past Pierce Transit rider survey data. Differences in survey approach, particularly prior to the COVID-19 pandemic, may account for some of the response shifts over time. Durable shifts in commute patterns and ridership are also factors when comparing rider responses to previous years. Differences in survey language, response categories, and availability of previous years’ data are also noted throughout.*

Please note that due to rounding, some percentages may not add up to exactly 100%.

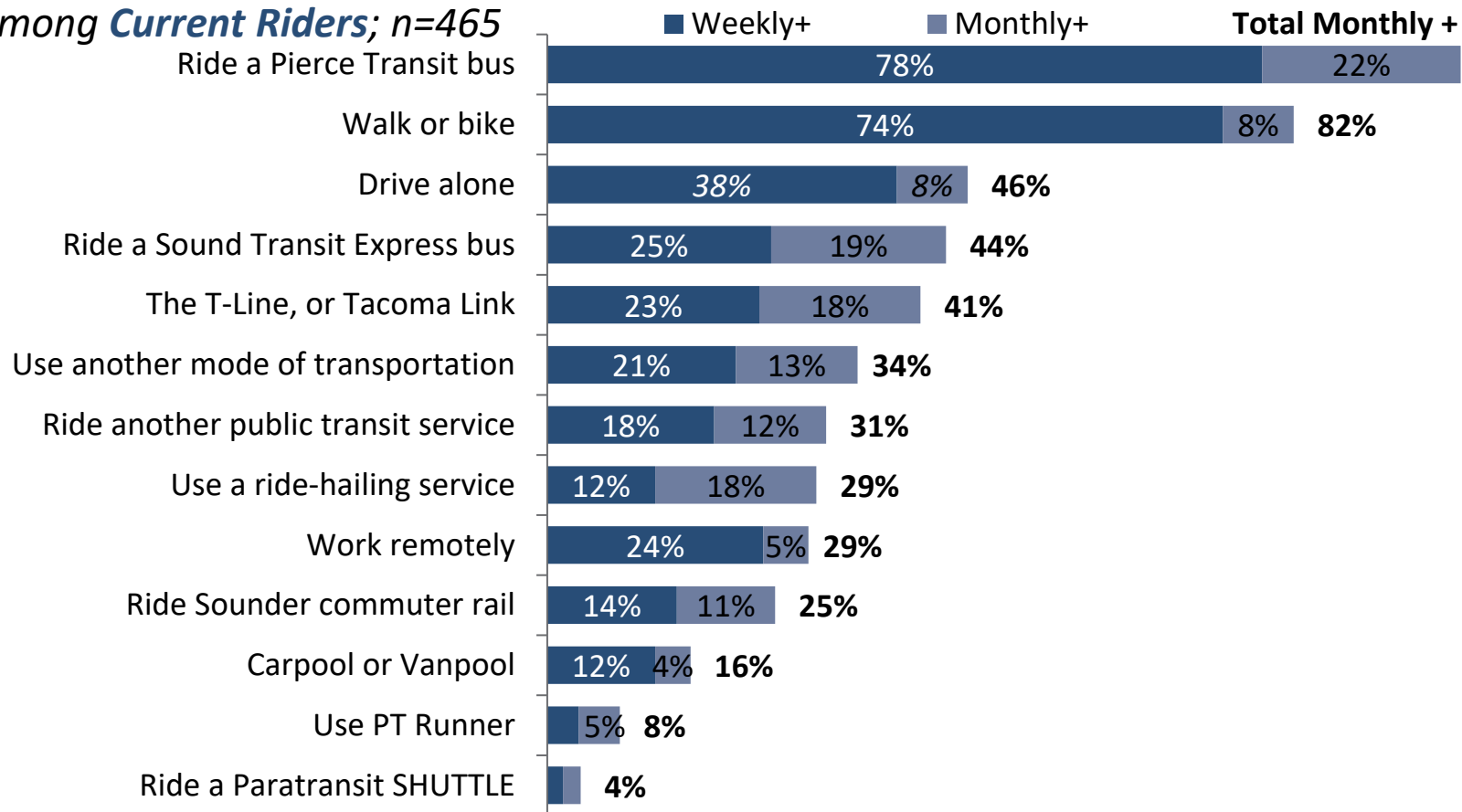
Respondent Profile – Current and Infrequent Riders



Additional Travel Modes by Current PT Riders

Current Riders are very likely to walk or bike to destinations in and around Pierce County, in addition to using the bus. A variety of other public transit options are also employed. Fewer than half indicate that they drive alone regularly in their trips around the region. About one-quarter indicate that they regularly work from home, instead of traveling.

Among **Current Riders**; n=465



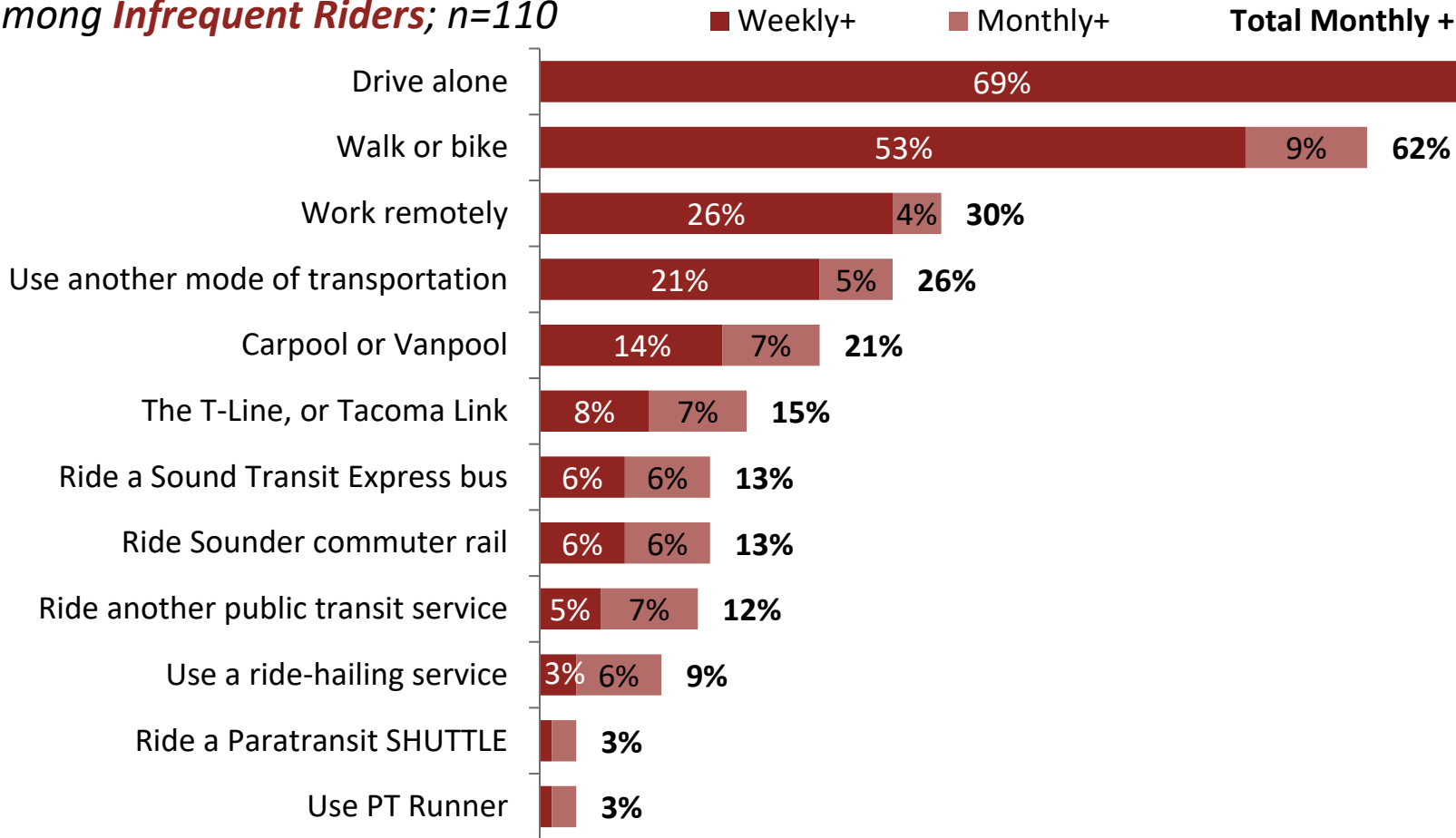
2022	Total Monthly+
Ride a PT bus	100%
Walk or bike	80%
Ride a ST Express bus	44%
Drive alone	42%
Use another mode of transportation	34%
Ride another public transit service	33%
Use a ride-hailing service	28%
Work remotely	27%
Ride Sounder commuter rail	21%
Carpool or Vanpool	15%
Ride a Paratransit SHUTTLE	5%
Use PT Runner	3%

Q5-Q17. We would like to understand how you and others in your household travel in and around Pierce County. How often do you use each of the following to travel to destinations in and around Pierce County, currently? Your best estimate is fine. Any modes you never use can be left as the default "Never" selection.

Alternative Travel Modes by **Infrequent PT Riders**

About two-thirds of Infrequent Riders are regularly driving alone in a car to get around the region, but many also walk or bike. These riders are less-likely to use other forms of public transit than Current Riders.

Among **Infrequent Riders**; n=110



2022	Total Monthly+
Drive alone	83%
Walk or bike	55%
Work remotely	43%
Use another mode of transportation	30%
Carpool or Vanpool	19%
Ride another public transit service	10%
Use a ride-hailing service	8%
Ride Sounder commuter rail	5%
Ride a ST Express bus	4%
Ride a Paratransit SHUTTLE	3%
Use PT Runner	0%

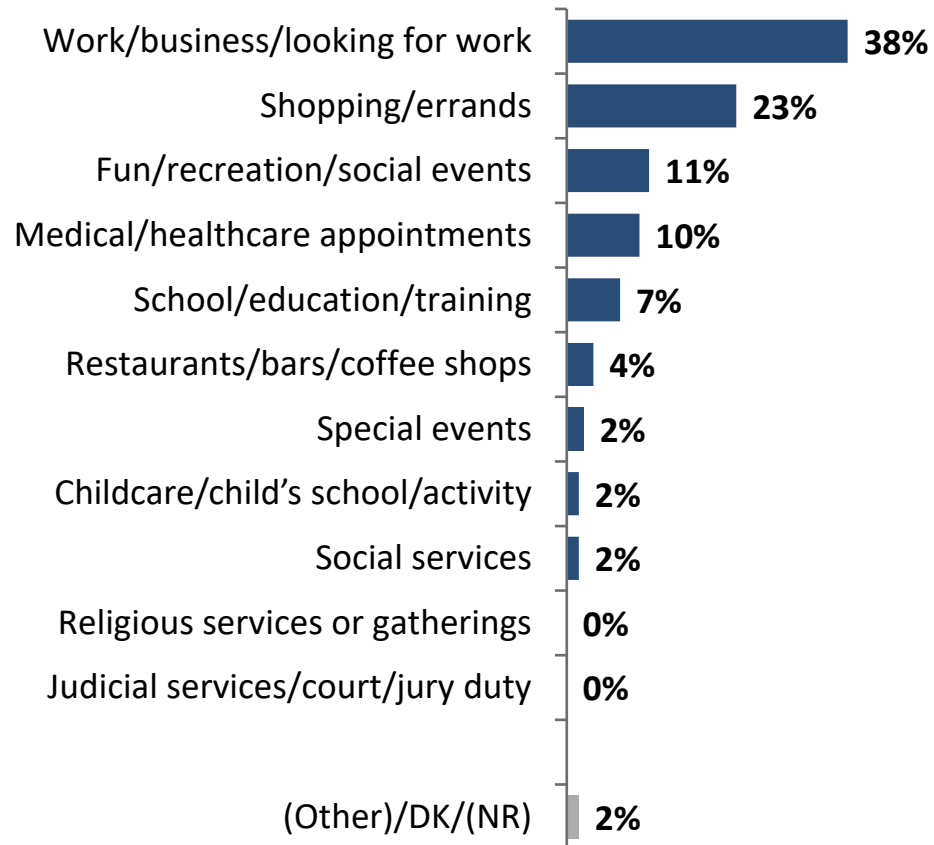
Q5-Q17. We would like to understand how you and others in your household travel in and around Pierce County. How often do you use each of the following to travel to destinations in and around Pierce County, currently? Your best estimate is fine. Any modes you never use can be left as the default "Never" selection.

Primary Purpose of Pierce Transit Trips by Ridership Status

When looking only at the first, most primary ride purpose, it is clear that Current Riders are nearly double as likely to rely on PT buses to get to employment or job opportunities. Nearly 1-in-5 Infrequent riders are primarily using the bus for special events.

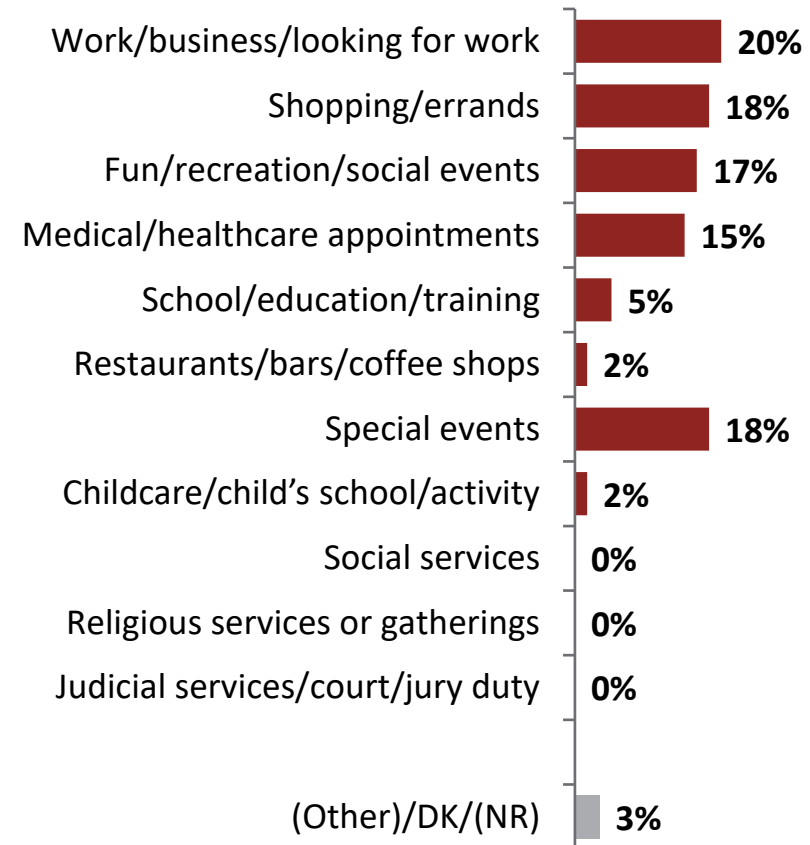
Current Riders

(n=465)



Infrequent Riders

(n=110)



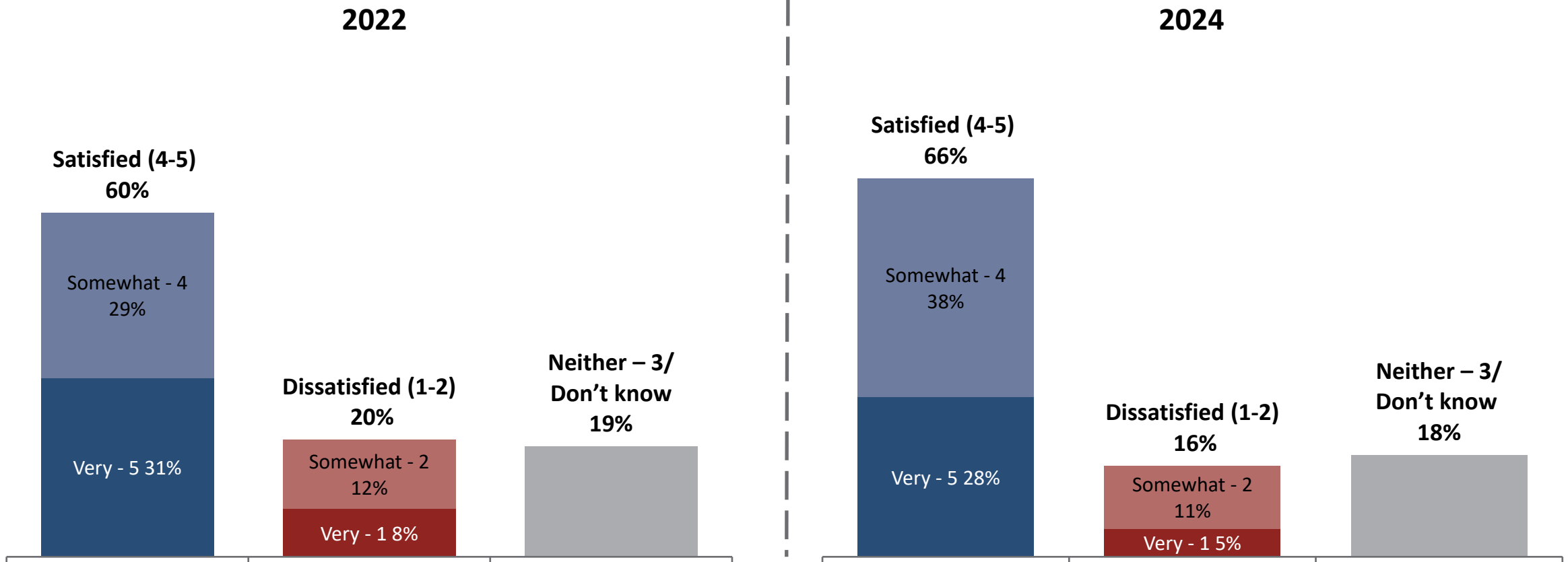


Pierce Transit Satisfaction

Pierce Transit Satisfaction by Ridership Status

Current Riders continue to be satisfied with their overall experience with Pierce Transit.

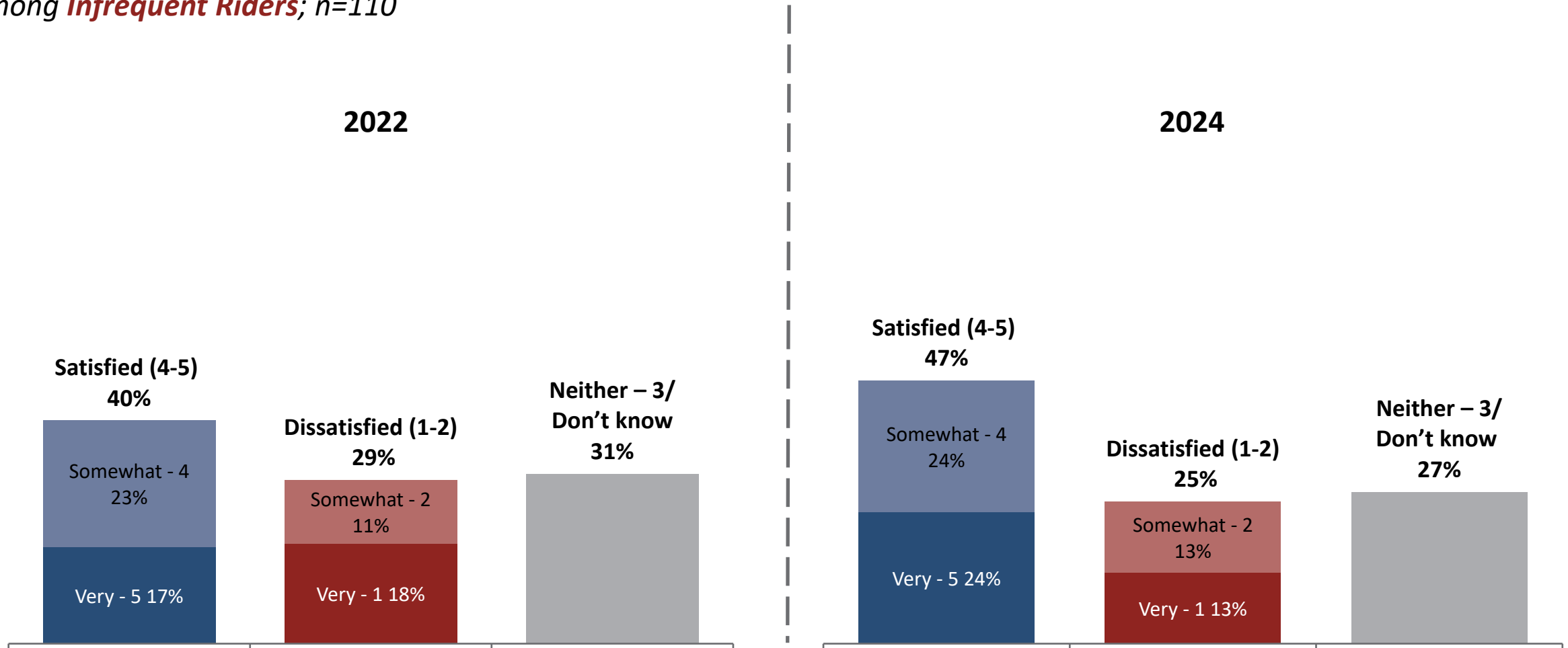
Among *Current Riders*; n=465



Pierce Transit Satisfaction by Ridership Status

By comparison, Infrequent Riders show less satisfaction, but satisfaction has grown marginally since 2022.

Among **Infrequent Riders**; n=110

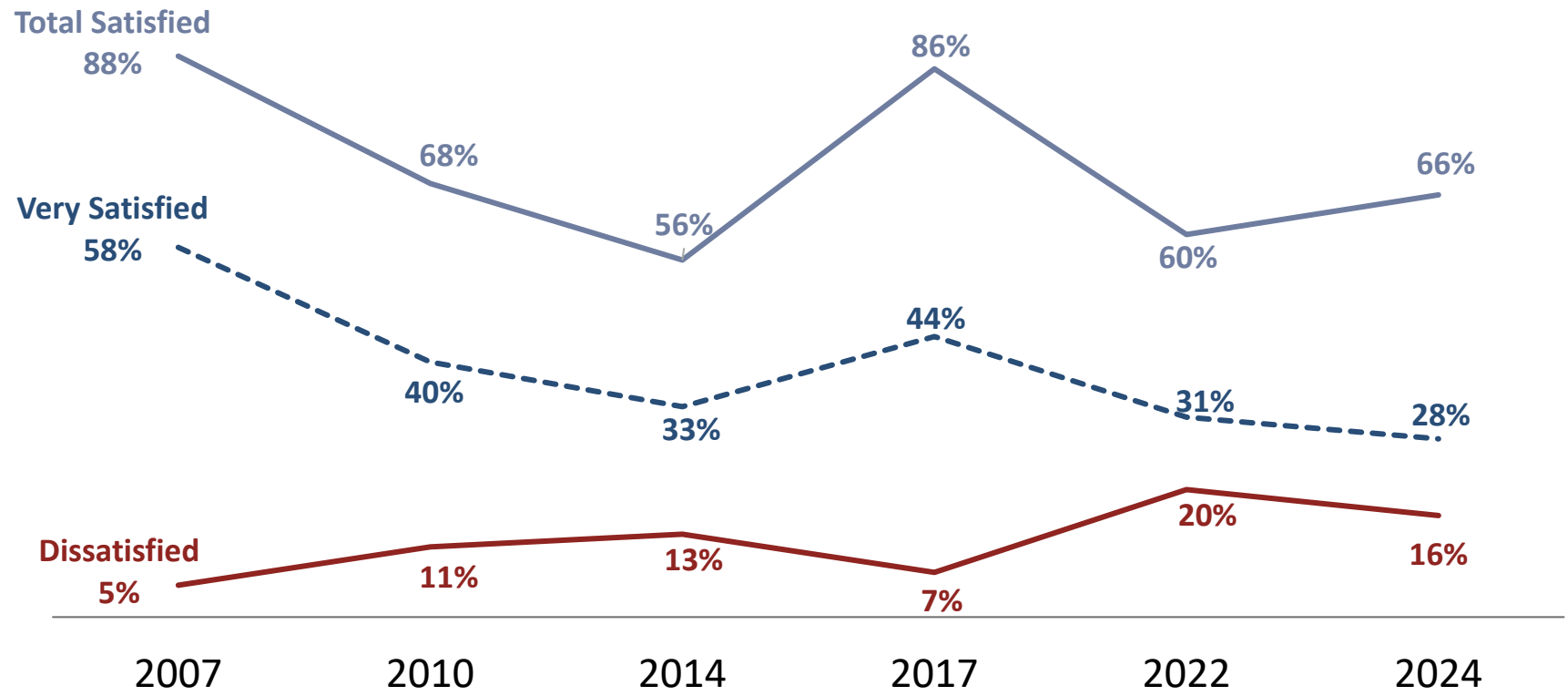


Overall Satisfaction – Multi-year Comparison

Overall satisfaction has ticked up slightly in the last two years, while dissatisfaction has fallen from its peak of 20% in 2022.

Year	Scale
2007	11-point scale; Dissatisfied (0-4); Total Satisfied (6-8); Very Satisfied (9-10)
2010	
2014	
2017	
2022	5-point scale; Dissatisfied (1-2); Total Satisfied (4-5); Very Satisfied (5)
2024	

How satisfied are you with your overall experience with Pierce Transit?

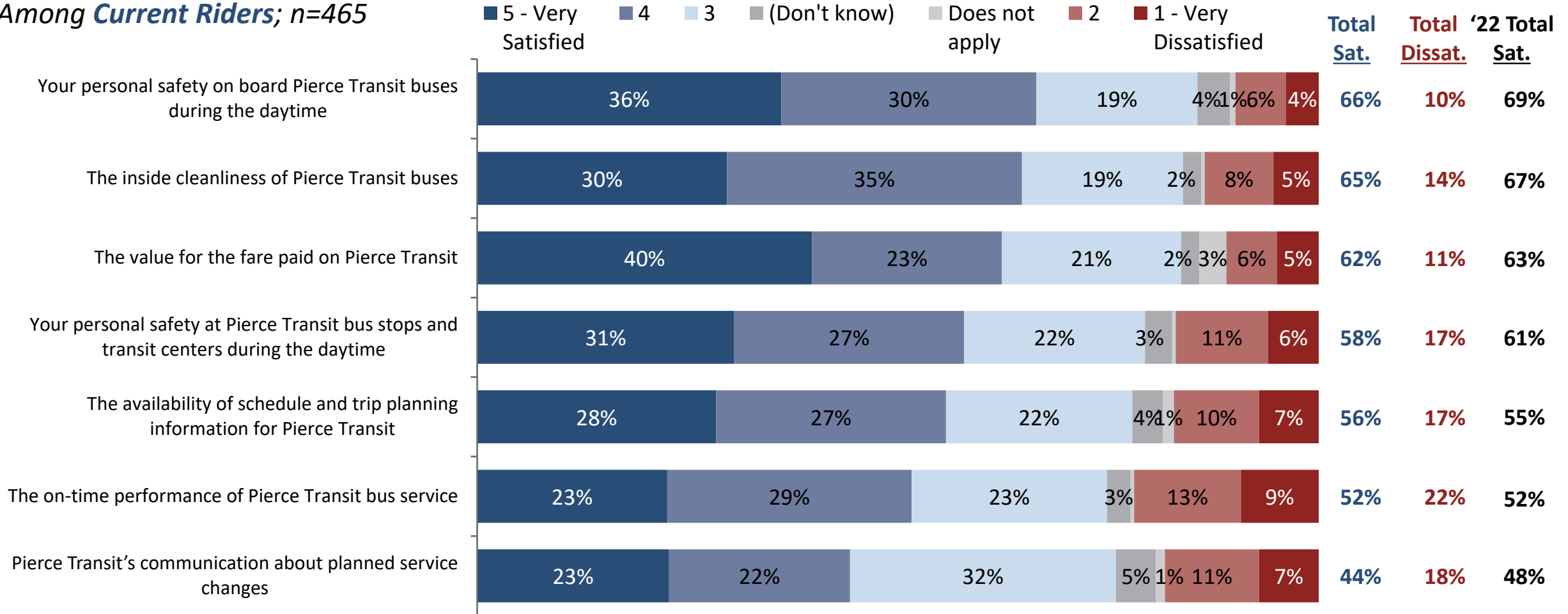


*Data shown among current riders in each survey year

Pierce Transit Satisfaction – Current Riders

Riders show strong satisfaction with their personal safety on busses during the daytime and the value for their PT fare. There is strong overall satisfaction with bus cleanliness. Daytime safety at stops and transit centers is also positive.

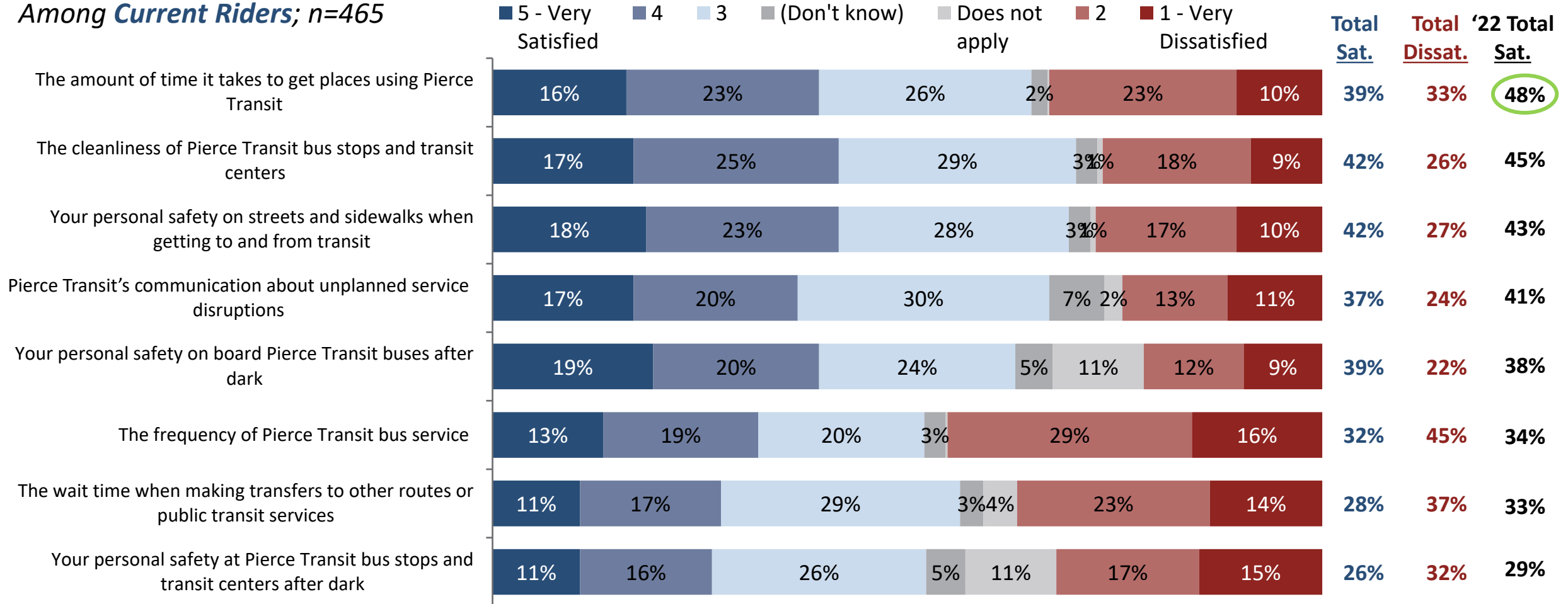
Among **Current Riders**; n=465



Pierce Transit Satisfaction – Current Riders

Riders are less-satisfied with how long it takes to get places on the bus, frequency of service, and cleanliness of the stops and transit centers. While safety at night is more positive on busses, it is quite low at stops and transit centers.

Among **Current Riders**; n=465



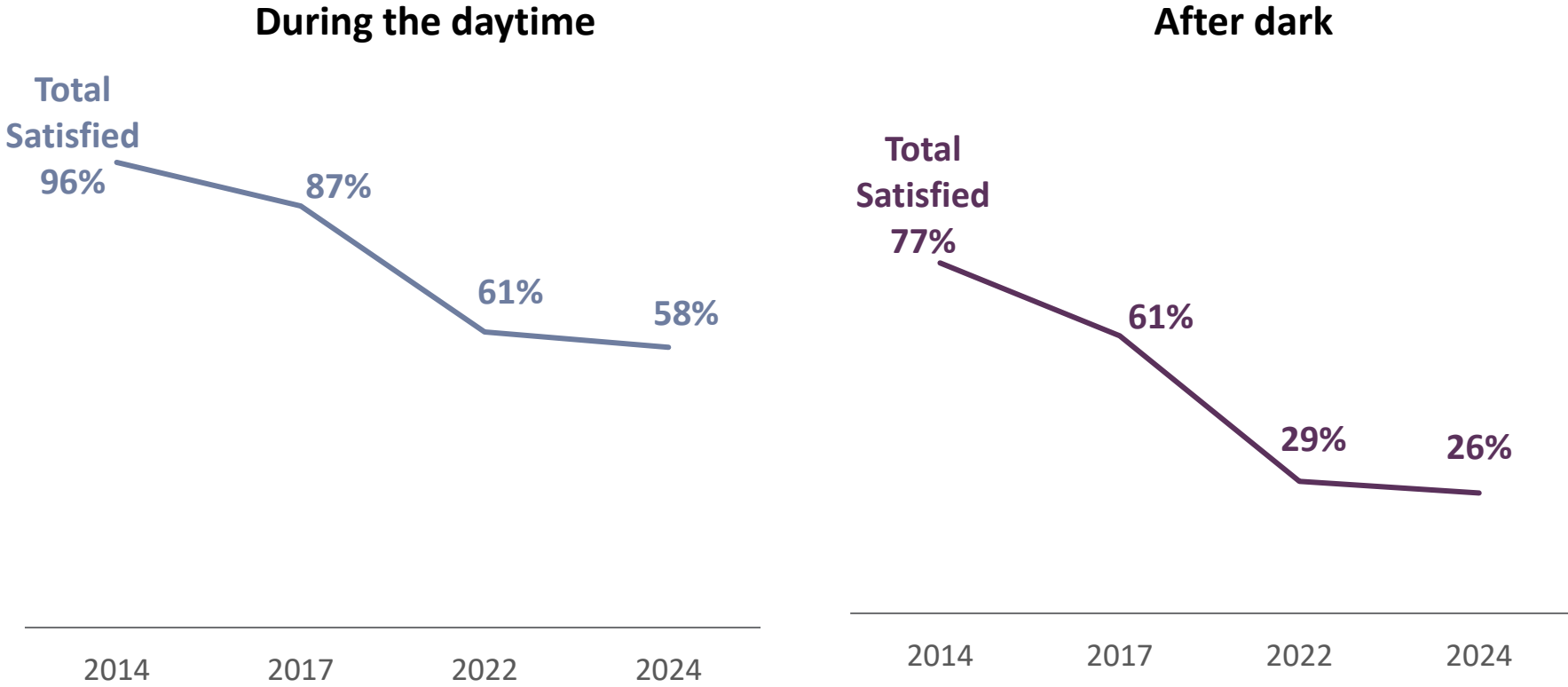
Stop/Station Safety Comparison – Current Riders



Over time, satisfaction with safety at stops and transit centers has declined, but fear for safety has not dropped significantly from 2022 levels.

Year	Scale
2017	11-point scale; Dissatisfied (0-4); Total Satisfied (6-8); Very Satisfied (9-10)
2014; 2022; 2024	5-point scale; Dissatisfied (1-2); Total Satisfied (4-5); Very Satisfied (5)

How satisfied are you with your personal safety at Pierce Transit bus stops and transit centers...

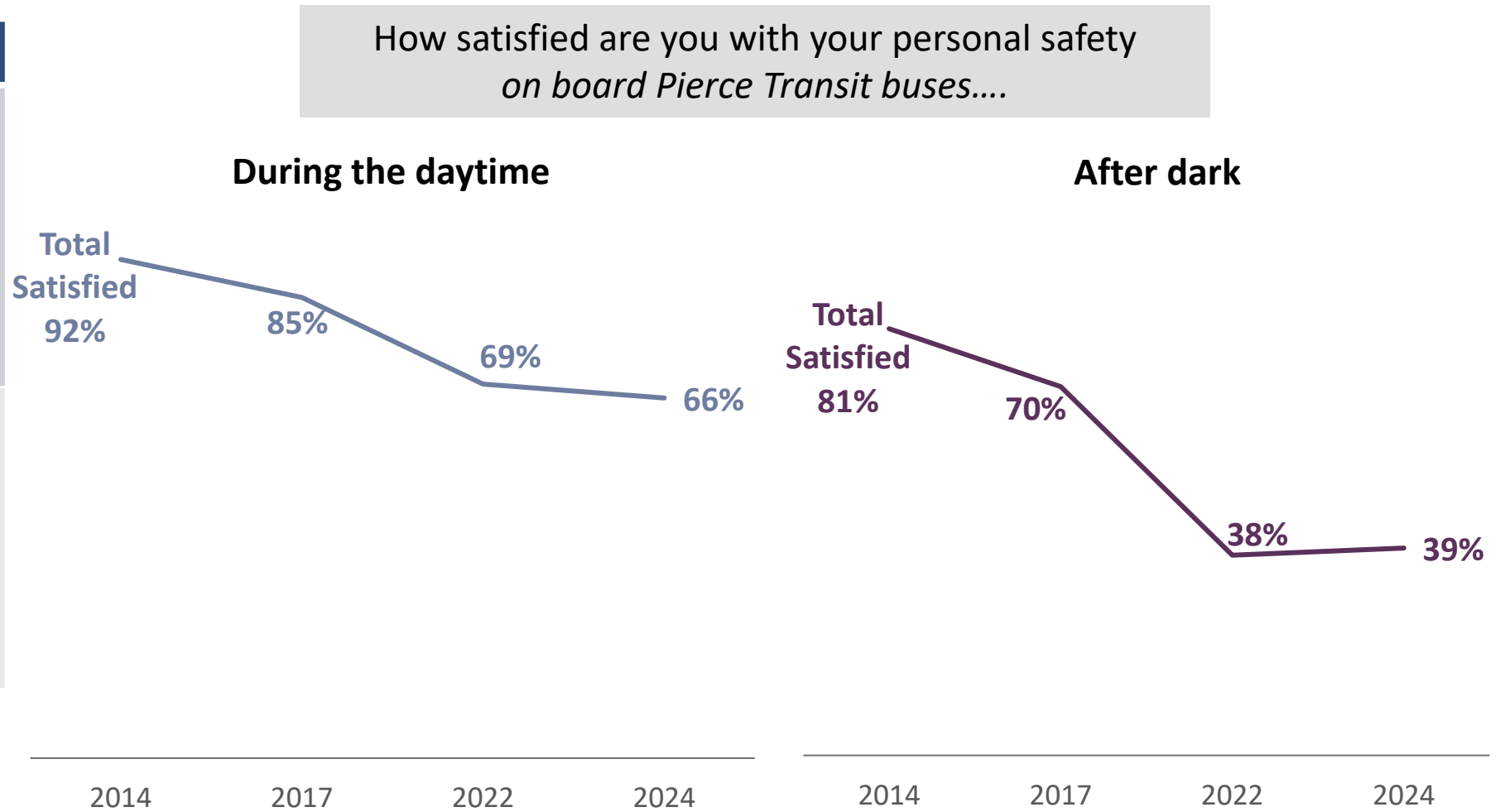


*Data shown among current riders in each survey year Q40/41.

Onboard Safety Comparison – Current Riders

The story is similar with onboard safety – decreased from pre-pandemic, but similar to 2022.

Year	Scale
2017	11-point scale; Dissatisfied (0-4); Total Satisfied (6-8); Very Satisfied (9-10)
2014; 2022; 2024	5-point scale; Dissatisfied (1-2); Total Satisfied (4-5); Very Satisfied (5)



*Data shown among current riders in each survey year

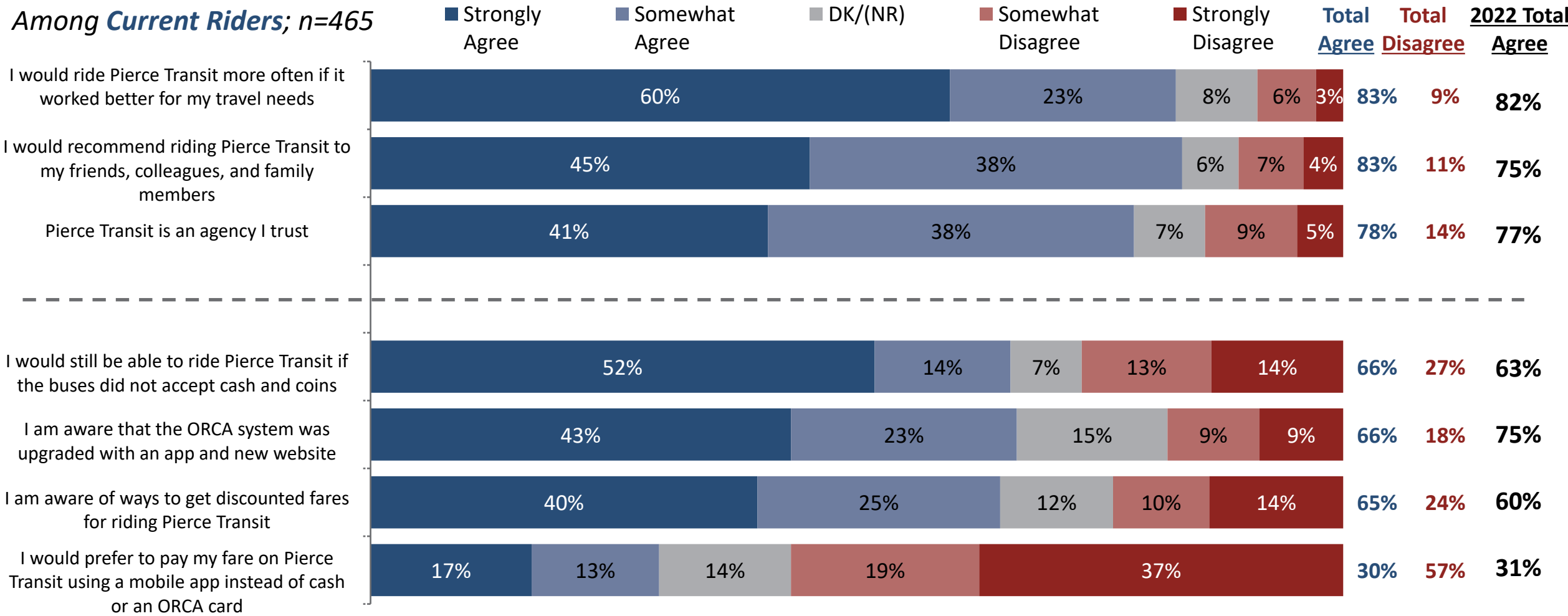


Pierce Transit Attitudes

Pierce Transit Attitudes – Current Riders

Current Riders are strong promoters of riding PT busses, and this sentiment has increased modestly from 2022. Trust in the agency is also quite high. A majority disagree that they would prefer mobile app payment over Cash or ORCA card.

Among **Current Riders**; n=465



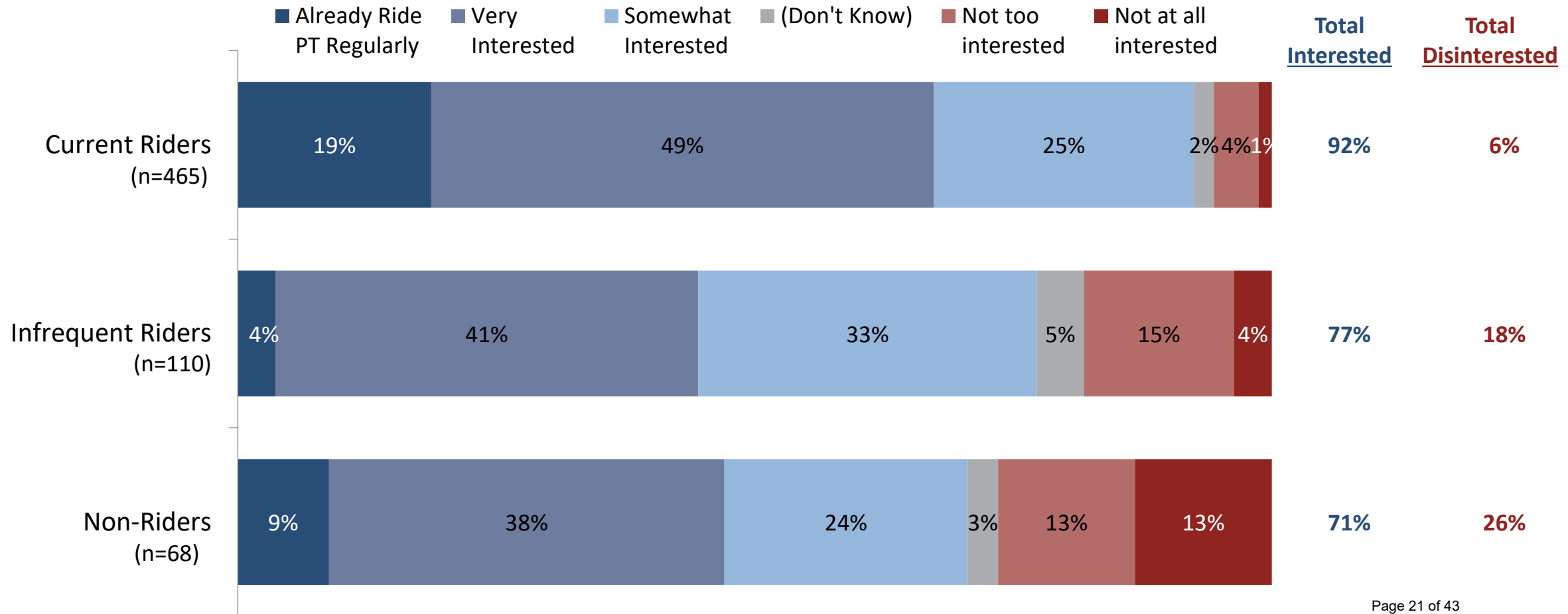


Ridership Interest, Top-of-Mind Improvements & Sources of Information

Interest in Using Pierce Transit in the Future

Current Riders are most interested in utilizing PT more in the future, but significant numbers of Infrequent and Non-Riders also show interest, and, importantly, lack of interest only peaks heavily among Non-Riders.

In general, how interested are you in using Pierce Transit more often in the future?

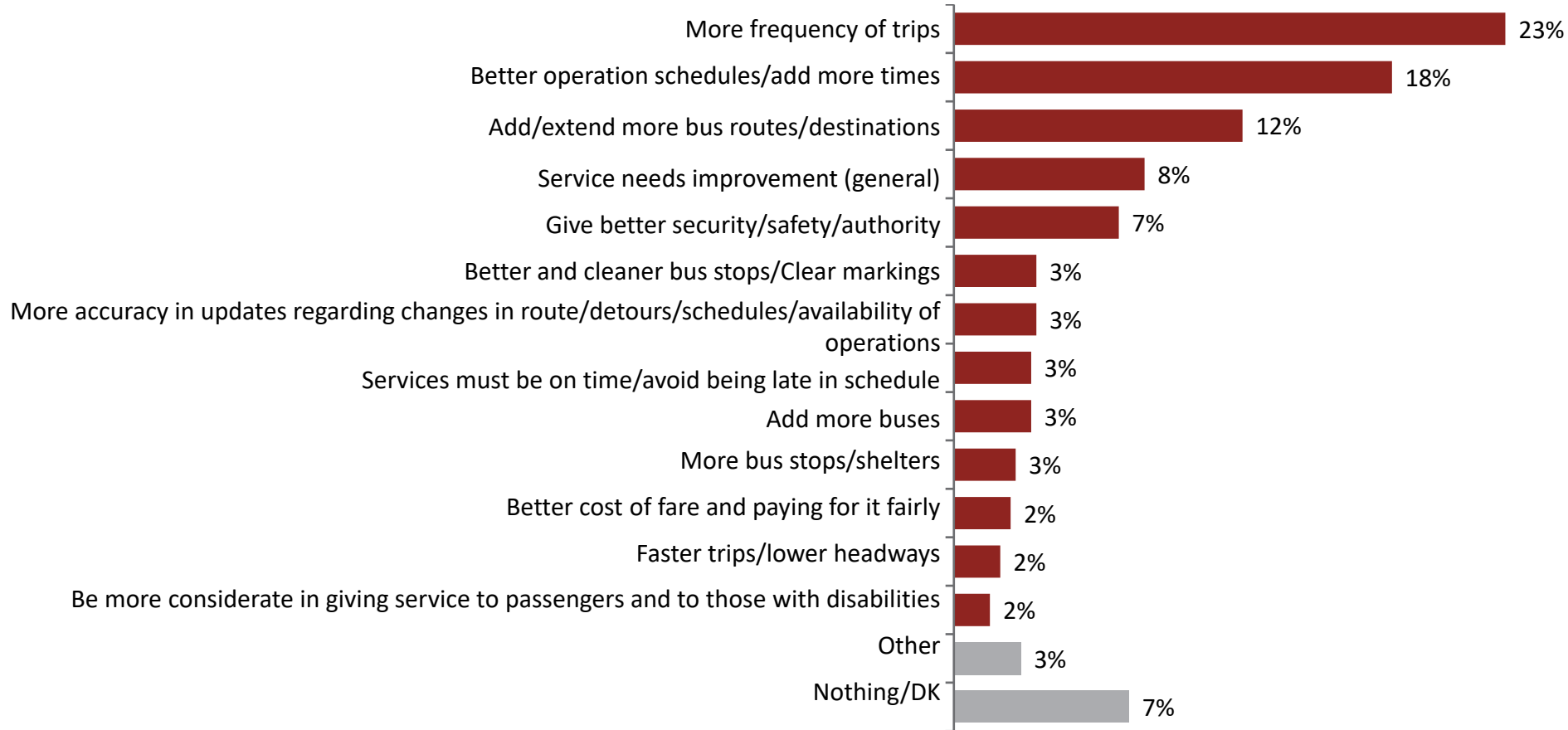


Suggested Improvements – Current Riders

Current riders are most likely to want more frequency of busses, and adding more times to schedules. New routes, however, are also desired.

Among **Current Riders**; n=465

What is the primary change Pierce Transit could make to improve its service?



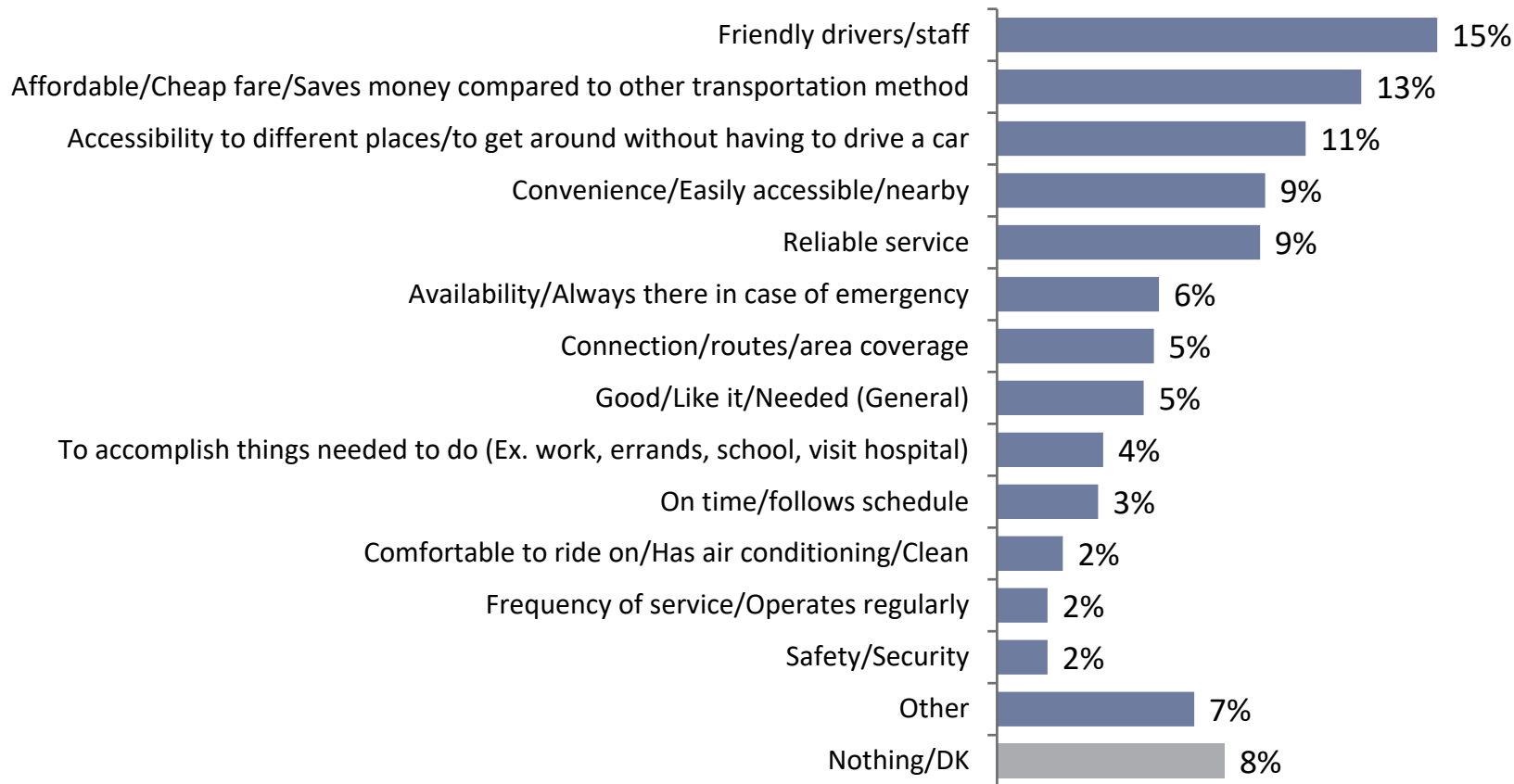
*Responses <2% shown in "other" category Q49.

Positive Attributes – Current & Infrequent Riders

Riders overall say Pierce Transit’s staff, including drivers, are what they value the most from the service. The affordability of fares is also appreciated, as are not using a car, and the ease of use and reliability of the system.

Among Combined Current and Infrequent Riders; n=575

What is the primary thing you value most about Pierce Transit service?



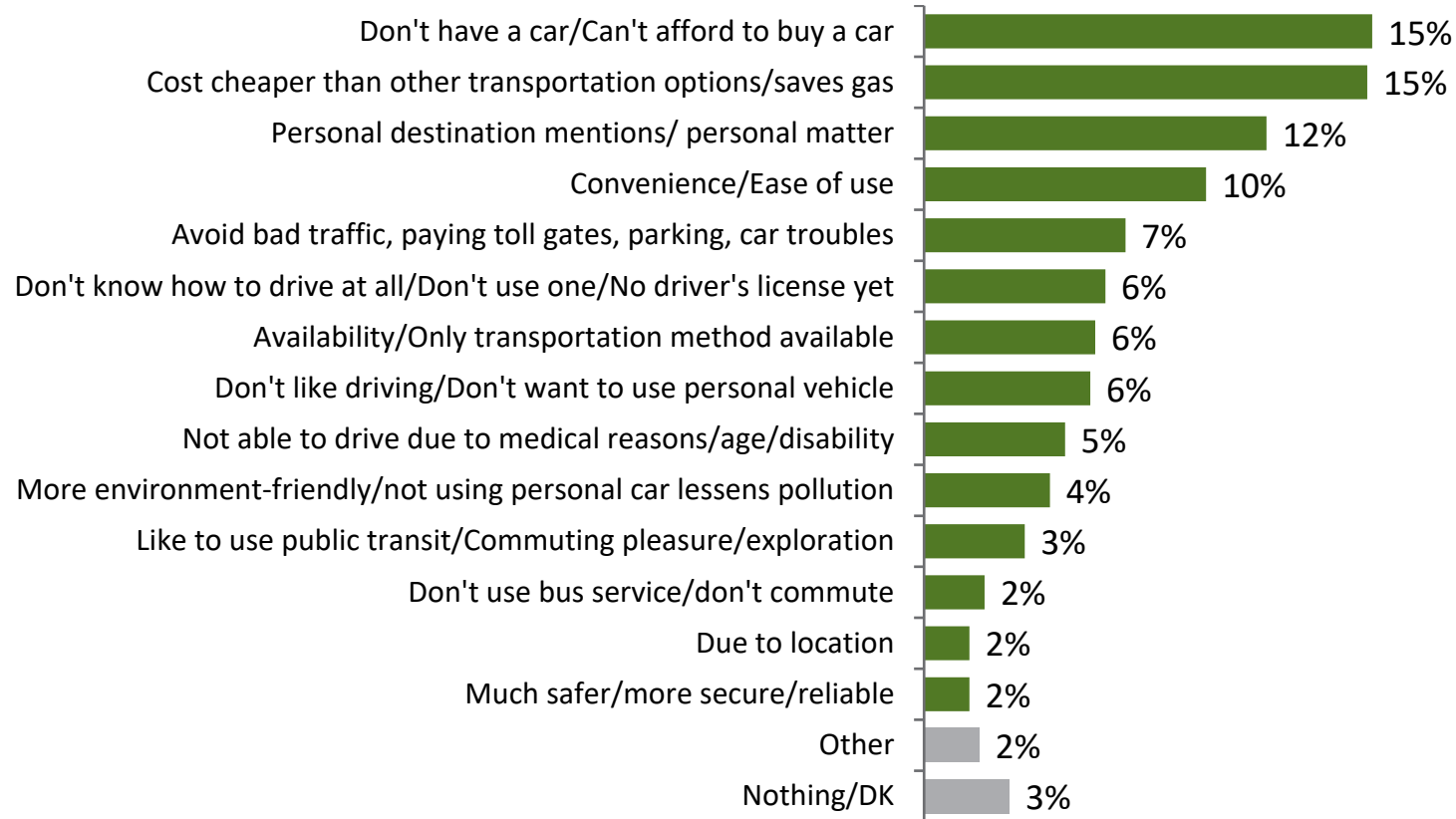
*Responses <2% shown in “other” category Q51.

Reasons for Ridership - Current & Infrequent Riders

Access to a car, and the cost of transportation by car are primary motivations of Pierce Transit bus use. Convenience and traffic avoidance are also major reasons riders choose to take the bus.

Among Combined Current and Infrequent Riders; n=575

What is the primary reason you use Pierce Transit instead of getting around some other way?



*Responses <2% shown in "other" category Q50.

Pierce Transit Info Sources

When it comes to getting information about PT, both Current and Infrequent Riders tend to go to the official website. Current Riders are more likely to seek information from the Transit App or the Trip Planner, but rider alerts by text are reportedly used at similar rates. Use of social media outlets to get information is relatively uncommon among both cohorts of riders.

Information Sources <i>*Multiple responses accepted</i>	Current Riders (n=465)	Infrequent Riders (n=110)
Pierce Transit's website	61%	71%
TransitApp	35%	24%
Pierce Transit Trip Planner	30%	35%
Rider alerts via text message	30%	22%
A smartphone for real-time information	28%	24%
Posted information at stops/transit centers	27%	19%
One Bus Away	23%	15%
Google	20%	16%
Real-time info signs/monitors at transit centers	18%	17%
Pierce Transit's customer service call center	8%	6%
Rider alerts via email	6%	9%
Pierce Transit's X, formerly Twitter	3%	5%
Pierce Transit's Instagram	3%	3%
Pierce Transit's Facebook page	3%	6%
(No response)/(Other)/Don't know	4%	9%

Main Device Used <i>*Single response</i>	Current Riders	Infrequent Riders
Smartphone	86%	65%
Laptop/Desktop computer	10%	25%
Tablet	2%	5%
Something Else	1%	2%
Don't Know/(No Response)	1%	3%

Q31. Which of the following do you use to get information about Pierce Transit?
 Q32. Which device do you use most often to get information about Pierce Transit?



Ian Stewart
ian@emcresearch.com
206.851.3099

Brendan Kara
brendan@emcresearch.com
202.686.5902

Harrison Louie
harrison@emcresearch.com
206.204.8048



FTA System Data Reporting Requirements

Effective Date: September 25, 2024



SEPTEMBER 25th, 2024

FTA Issues General Directive to Protect Nation's Frontline Transit Workers from Assault

Today, FTA issued a General Directive to protect our nation's frontline transit workers from assaults. General Directive 24-1:

Required Actions Regarding Assaults on Transit Workers will require more than 700 transit agencies nationwide to take action and address ongoing incidents of assaults on transit workers. The directive reflects FTA's commitment to the safety of transit workers and the need to address at the federal level the problem of verbal and physical assaults they face while at work. **Assaults have increased more than 120 percent between 2013 and 2021.** The General Directive requires all transit agencies subject to FTA's Public Transportation Agency Safety Plans (PTASP) regulation to complete a safety risk assessment. They are required to assess the risk of assaults on their workers using the Safety Management System processes outlined in their agency safety plans. The directive, a significant and necessary next step in FTA's efforts to better protect frontline transit workers, requires transit agencies to: **Assess the risk of assaults on the agency's transit workforce using the Safety Management System (SMS) processes outlined in its Agency Safety Plan (ASP). Conduct a safety risk assessment related to assaults on transit workers. If a transit agency's safety risk assessment shows an unacceptable level of risk of assaults on transit workers, they must identify strategies to mitigate that risk and improve transit worker safety.** For transit agencies serving large urbanized areas (with populations of 200,000 or more), they must comply with PTASP requirements to involve the joint labor-management Safety Committee when identifying safety risk mitigations and strategies. **Provide information to FTA within 90 days on how they are assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers.** This information will help FTA understand how transit worker assault safety risk assessments and safety risk mitigations vary throughout the industry, informing the agency of further activities that may be effective in reducing the risk of assaults on transit workers

Summary of Directive

Required Actions Regarding Assaults on Transit Workers

- FTA is issuing a General Directive to address the significant and continuing safety risk associated with assaults on transit workers. FTA has identified a national-level hazard that transit workers must interact with the public and, at times, must clarify or enforce agency policies, which can present a risk of transit workers being assaulted on transit vehicles and in revenue facilities.
- Each transit agency must use the SRM process documented in its ASP as defined at CFR 673.25(d) to identify safety risk mitigations or strategies necessary as a result of the agency's safety risk assessment.
- Each covered transit agency must also provide information to FTA on how it is assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers.

General Directive and Required Actions

In accordance with 49 U.S.C. 5329(f)(2), 49 CFR § 670.25, and Office of Management and Budget Control Number 2132-0580

(c) Submit Required Information to FTA

The transit agency must submit to FTA responses to the following questions, utilizing the Safety Risk Matrix:

1. Date of completed safety risk assessment
2. Hazard assessed: transit workers must interact with the public and, at times, must clarify or enforce agency policies
3. Potential Consequence: Transit workers are assaulted on transit vehicles
4. Potential Consequence: Transit workers are assaulted in revenue facilities
5. Risk Rating (provide overall risk rating resulting from safety risk assessment)
6. For transit agencies serving a large urbanized area, did the joint labor-management Safety Committee identify and recommend safety risk mitigations?
7. If you answered no to Question 6, please explain.

Q4 Overall System Data Compared to Public Safety Report

Security Event Type	Q4 2024 Data	Q4 2024 Data From PSR	Delta
Security: Assault (other employees)	3	3	0
Security: Assault (Passenger(s))	21	10	-11
Security: Assault (Operator employees)	19	5	-14
Security: Drugs or Alcohol	80	15	-65
Security: Disruptive Behavior	158	27	-131
Security: Events Caught on Camera	2	0	-2
Security: Exclusion	31	0	-31
Security: Policy Enforcement	5	0	-5
Security: Theft	8	0	-8
Security: Transit Police Action	61	0	-61
Security: Suspicious Activity / Package	4	0	-4
Security: Vandalism / Graffiti	177	13	-164
Security: Trespass	47	10	-37
Security: Weapon Violation	10	0	-10
Totals	626	83	-543





Pierce Transit

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Discussion/Questions



TITLE: Authority to Execute Contract a Multi-Year Contract with TRISTAR Claims Management Services Inc. to provide Workers' Compensation Third Party Administrator Services

DIVISION: Administration

SUBMITTED BY: Karen Thesing, Risk Manager

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Employee

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 600,000	The contract term will be up to five years with an estimated cost of not to exceed \$600,000
Grant/Other Amounts	\$	
Total Expenditure	\$ 600,000	

BACKGROUND:

Pierce Transit's Risk Management Department is responsible for the management of Pierce Transit's workers' compensation program, including administration of the Third-Party Administrator (TPA) agreement and coordination of all aspects of the workers' compensation program with the TPA. This includes general oversight of the workers' compensation program, file reviews, training, and other services as requested by Pierce Transit. The third-party administrator is responsible for all aspects of the claims adjudication process. It begins with contacting the employee, Pierce Transit, and the medical provider. It entails ensuring the proper benefits are provided to the injured worker, assisting employees returning to work, as well as meeting regularly with staff for comprehensive claims reviews.

A Request for Proposal was published January 8, 2025. Pierce Transit received five proposals on February 7, 2025. Pricing was requested based on an average total number of open claims of 73. A selection team of four staff members scored the proposals based on published evaluation criteria and determined that TRISTAR Claims Management Services ranked the most qualified to provide the services.

STAFF RECOMMENDATION:

Authorize award of Contract E2152 to TRISTAR Claims Management Services.

ALTERNATIVES:

Do not authorize. This would leave Pierce Transit without any assistance with administration of our self-insured workers' compensation program.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute a multi-year with TRISTAR Claims Management Services, Inc., Contract No. E2152, to provide workers' compensation third party administrator services for a total contract spending authority not to exceed amount of \$600,000.

TITLE: Authority to Increase the Contract Spending Authority with AtWork Commercial Enterprises, LLC, Contract No.1412, to Perform Routine Landscaping and Grounds Maintenance Services to Pierce Transit Properties

DIVISION: Maintenance

SUBMITTED BY: Jace Banta, Assistant Manager Facilities

RELATED ACTION:

FS 2022–021, Authorize Chief Executive Officer to Execute a Multi-Year Contract with Atwork Commercial Enterprises, LLC, Contract No. 1412, for Routine Landscaping and Grounds Maintenance Services at Pierce Transit Properties.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Internal

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Pierce Transit Landscape Maintenance Service Contract

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority	\$ 504,867	This contract increase is covered in the operating budget. This contract extension covers from May 2025 through April 2026.
Increase Contract Authority Amount	\$ 280,000	
New Contract Authority Amount	\$ 784,867	

BACKGROUND:

In May of 2022 Pierce Transit executed a contract with Atwork Commercial Enterprises, LLC., after a competitive solicitation process and committee approval. Staff is requesting authority to increase the contract authority amount with Atwork Commercial Enterprises, LLC., in the amount of \$280,000 for continued landscape services through April 2026 to service 15 properties owned by Pierce Transit.

The increase would cover a contract increase in the amount of 2.5 percent (prevailing wages apply) and includes an increase for allowance items to help improve the customer experience by elevating the appearance of all properties operated by Pierce Transit. Specifically, there is a need to make additions and improvements to aging irrigation systems, bark and sod application, tree trimming, and improving the state of good repair at transit locations.

ALTERNATIVES:

Do not authorize the contract increase amount. This is not recommended as maintaining the state of good repair for transit facilities is essential for the safety of all customers and to maintain and attract customers to the Pierce Transit system.

RECOMMENDATION:

Staff recommends increasing the contract spending authority by \$280,000 which allows for extending the contract term and an increase to the allowance work.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to increase the contract spending authority by \$280,000 with Atwork Commercial Enterprises, LLC, Contract No. 1412, for routine landscaping, grounds maintenance services and allowance work for a new total contract spending authority amount of \$784,867.



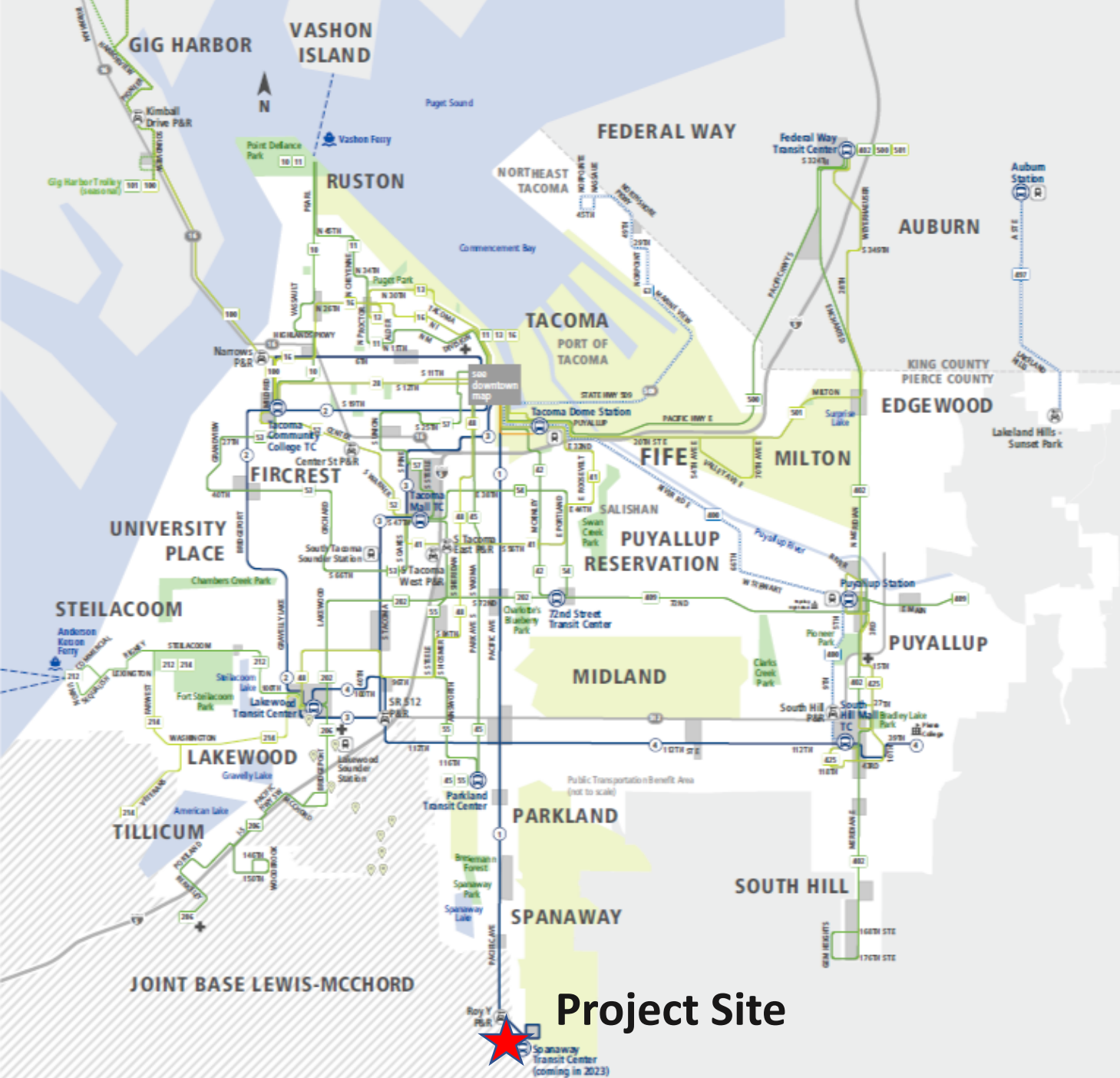
**Pierce
Transit**

**Spanaway Transit Center
Sewer & Water Bid**

April 17, 2025

Sean Robertson, Senior Project Manager

Site's Location Within System



Scope of Project



8" Sewer Main

12" Water Main



Bid Results

- Advertised on March 18th, 2025
- Bids Due on April 9th, 2025
- Three bids were received
- Lowest Responsible Bidder: Nova Contracting Inc.



Questions?



TITLE: Authority to Execute Contract No. E2143 with NOVA Contracting, Inc., to Install Sewer and Water Services to the Spanaway Transit Center

DIVISION: Finance

SUBMITTED BY: Sean Robertson, Sr Project Manager

RELATED ACTION:

FS 2018-086, A resolution amending the 2018 Capital Budget to Include Funding for Pacific Avenue/SR7 Park and Ride & Authorizing the CEO to Enter into and execute an Agreement with the WA State Dept of Transportation to Receive Regional Mobility Grant Funds for the Pacific Avenue/SR7 Park and Ride

FS 2019-019, Authorization to Execute a Contract with KPFF for Architectural and Engineering Services for the Spanaway Turnaround Facility.

FS 2020-025, Authorizing the Chief Executive Officer to Execute a Purchase and Sale Agreement to Acquire Real Property for the Spanaway Transit Center

FS 2022-043, Authority to Execute a Contract with Construct, Inc., Contract No, 1136, for Construction of Phase 1 of the Spanaway Transit Center

FS 2024-044, Authority to Increase the Spanaway Transit Center Project Budget 556

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Capital Project 556 – Spanaway Transit Center

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 914,000.00	Contract amount: \$864,000.00
Grant/Other Amounts	\$	Contingency: \$50,000.00
Total Expenditure	\$ 914,000.00	Total Authorized Spending NTE: \$914,000.00

BACKGROUND:

In 2018, the Board directed staff to identify a site for a new transit center in Spanaway. The location was to serve as the southern end of Route 1, which is Pierce Transit's most utilized fixed route. It will eventually serve as the southern terminus of Pierce Transit's Stream line as well.

The new facility includes an off-street turnaround for buses, a comfort station for operators, a drop off area for passengers, as well as shelters, benches and signage. The expansion of the park & ride lot is a separate capital project yet to be constructed.

The new Transit Center is nearly complete, with a few outstanding items. The most significant work remaining includes connecting the already installed water and sewer lines on the site to mains that are on the east side of State Route 7.

The water and sewer service connections contract No. E2143 was released for public bidding on March 18th, 2025. There were three bidders that responded to this request for bid. Of those bidders NOVA Contracting, Inc. is the apparent low bidder with a total bid amount of \$864,000.

ALTERNATIVES:

Reject the bid and put the project back out for bid. This is not recommended, as it would delay the project with no guarantee of a future lower bid.

RECOMMENDATION:

Authorize the Chief Executive Officer to execute contract No. E2143 with NOVA Contracting, Inc. to provide sewer and water service connections to the Spanaway Transit Center.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute contract No. E2143 with NOVA Contracting, Inc., and authorize a total contract spending authority of \$914,000 to provide sewer and water service connections to the Spanaway Transit Center.