



# Boards of Directors Meetings

Joint Meeting Valley Metro RPTA and Valley Metro Rail	Valley Metro RPTA	Valley Metro Rail
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Date:  
June 20, 2024

Starting Time  
**11:15 a.m.**

Location:  
Valley Metro  
Boardroom/Webex  
101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor

**If you require assistance accessing the meetings please call 602.262.7433.**



# Agenda

June 13, 2024

**Joint Meeting Agenda  
Valley Metro RPTA  
And  
Valley Metro Rail  
Thursday, June 20, 2024  
Valley Metro, 101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor  
Boardroom/Webex  
**11:15 a.m.****

Action Recommended

1. Public Comment

1. For Information

The public will be provided with an opportunity at this time to address the committees on **non-agenda items and all action agenda items for the Joint, RPTA and VMR meeting agendas**. Up to three minutes will be provided per speaker unless the Chair allows more at their discretion. A total of 15 minutes for all speakers will be provided.

2. Chief Executive Officer’s Report

2. For information

Jessica Mefford-Miller, CEO, will brief the Joint Boards on current issues.

3. Audit and Finance Subcommittee Update

3. For information

Vice Mayor Goodman, AFS Chair, will provide an update on the discussions and actions taken at the AFS meeting.

**CONSENT AGENDA**

4A. Minutes

4A. For action

Minutes from the May 16, 2024, Joint Boards meeting are presented for approval.

4B. Fiscal Year 2025 (FY25) Intergovernmental Agreements (IGA)

4B. For action

Staff recommends that the Boards of Directors authorize the CEO to execute the FY25 IGAs and IGA amendments as listed and for the periods of performance.



4C. Financial Audit Services Contract Award

4C. For action

Staff recommends that the Boards of Directors authorize the CEO to execute a three-year joint RPTA-Valley Metro Rail contract with two one-year options with FORVIS for financial audit services in an amount not to exceed \$509,016 for the period of June 24, 2024, through June 23, 2029, and to establish a contract contingency of \$46,274.

4D. Claims Management Services Contract Award

4D. For action

Staff recommends that the Boards of Directors authorize the CEO to execute a one-year joint RPTA and Valley Metro Rail contract with Carl Warren & Company, LLC for claims management services in an amount not to exceed \$120,000 for the period of June 24, 2024, through June 23, 2025.

4E. Insurance Brokerage and Consulting Services Contract Award

4E. For action

Staff recommends that the Boards of Directors authorize the CEO to execute a three-year joint RPTA and Valley Rail cooperative contract under State of Arizona Contract with two one-year options with Alliant for insurance brokerage and consulting services in an amount not to exceed \$1,022,000.

4F. Allied Universal Security Services Contract Award

4F. For action

Staff recommends that the Boards of Directors authorize the CEO to procure a five-year contract with Allied Universal Security Services for revenue collections service. The period of authorization will cover FY2024 through FY2029 in a total amount not to exceed \$355,000, which includes a 5% contingency.

4G. Authorization to Issue a Request for Proposals (RFP) for Market Research Services

4G. For action

Staff recommends that the Boards of Directors authorize the CEO to issue a request for proposals for Market Research Services.



4H. Authorization to Issue a Joint Agency Competitive Solicitation for Fare Inspection and Security Services (FISS)

4H. For action

Staff recommends that the Boards of Directors authorize the CEO to develop a scope of work and issue a competitive solicitation for a total contract term not to exceed five years to provide Fare Inspection and Security Services for the Agency’s existing and future rail and bus operations footprint and maintenance facilities.

**REGULAR AGENDA**

5. Authorization to Continue the Purchase of IT Hardware and Maintenance Agreements for FY 2025

5. For action

Staff recommends that the Boards of Directors authorize the CEO to continue procuring necessary IT hardware and maintenance agreements. The period of authorization will cover FY 2025 in an amount not to exceed \$1,836,020, plus a 10% contingency of \$183,610, for a total not-to-exceed authorization amount of \$2,019,630.

6. Authorization to Continue the Purchase of IT Professional Services for FY 2025

6. For action

Staff recommends that the Boards of Directors authorize the CEO to continue procuring necessary IT professional services. The period of authorization will cover FY 2025 through FY 2027 in an amount not to exceed \$1,263,800, plus a 15% contingency of \$189,570, for a total not-to-exceed authorization amount of \$1,453,370.

7. Authorization to Continue the Purchase of Software Subscriptions and Maintenance Agreements in FY 2025

7. For action

Staff recommends that the Boards of Directors authorize the CEO to continue procuring necessary software subscriptions and maintenance agreements. The period of authorization will cover FY 2025 – FY 2029 in an amount not to exceed \$5,772,863, plus a 15% contingency of \$865,929, for a total not-to-exceed authorization amount of \$6,638,792.



8. Allied Universal Security (AUS) Services Contract Change Order – Wage Rates

8. For action

Staff recommends that the Boards of Directors authorize the CEO to execute a contract change order with AUS for fare inspection and security services to increase hourly wages to the 55<sup>th</sup> percentile of market. Wage adjustments would take effect July 1, 2024.

9. General Consulting Support Services (GCSS) Contract Award

9. For action

Staff recommends that the Boards of Directors authorize the CEO to execute a five-year contract with three, one-year extension options with Arcadis U.S., Inc., for General Consulting Support Services for an amount not-to-exceed \$15,400,000.

10. Multi-Temporary Staffing Services and Related Solutions – Cooperative Contracts

10. For action

Staff recommends that the Boards of Directors authorize the CEO to execute cooperative contracts competitively solicited by the Arizona Department of Administration State Procurement Office (SPO) for temporary staffing services with Regional Public Transportation Authority and Valley Metro Rail, Inc. in the amount of \$21,005,467, plus a contingency of \$3,150,820, for a total not to exceed amount of \$24,156,287, for the period of July 1, 2024, through the maximum term of the contracts, December 31, 2028.

11. Strategic Plan Goal Indicators

11. For information

Staff is requesting feedback on the indicators proposed for Valley Metro’s FY 2025 – FY 2030 Strategic Plan goals.

This item is being presented for information.

12. Travel and Expenditures

12. For information

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



13. Executive Session

13. For action

The Joint Boards of Directors may vote to enter Executive Session to discuss amendments to the contract for the contract for Valley Metro's Chief Executive Officer, as authorized by A.R.S. Sections 38-431.03 A(1), (3), and (4).

14. Executive Session Action Item(s)

14. For action

The Joint Boards of Directors may vote to take action on items discussed during Executive Session.

15. Report on Current Events and Suggested Future Agenda Items

15. For information

Chair Stipp will provide members the opportunity to report on current events and suggest future agenda items for consideration.

16. Next Meeting

16. For information

The next meeting of the Joint Board meeting is scheduled for **Thursday, August 22, 2024 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) 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](http://www.valleymetro.org).



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1****SUBJECT**

Public Comment

**PURPOSE**

The public will be provided with an opportunity at this time to address the committees on **non-agenda items and all action agenda items for the Joint, RPTA and VMR meeting agendas**. Up to three minutes will be provided per speaker unless the Chair allows more at their discretion. A total of 15 minutes for all speakers will be provided.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Jessica Mefford-Miller  
Chief Executive Officer  
[jmeffordmiller@valleymetro.org](mailto:jmeffordmiller@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 2**

**SUBJECT**

Chief Executive Officer's Report

**PURPOSE**

Jessica Mefford-Miller, Chief Executive Officer, will brief the Joint Boards of Directors on current issues.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Jessica Mefford-Miller  
Chief Executive Officer  
[jmeffordmiller@valleymetro.org](mailto:jmeffordmiller@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 3****SUBJECT**

Audit and Finance Subcommittee (AFS) Update

**PURPOSE**

Councilmember Goodman, AFS Chair, will provide an update on the discussions and actions taken at the AFS meeting.

**BACKGROUND | DISCUSSION | CONSIDERATION**

The Audit and Finance Subcommittee met on Wednesday, June 12, 2024. Draft minutes from that meeting are not available at this time.

**COST AND BUDGET**

None

**COMMITTEE PROCESS**

None

**RECOMMENDATION**

This item is presented for information only.

**CONTACT**

Ken Kessler

Chief Financial Officer

[kkessler@valleymetro.org](mailto:kkessler@valleymetro.org)

**ATTACHMENT**

None



# Minutes

June 13, 2024

AGENDA ITEM 4A

**Joint Boards of Directors**  
Thursday, May 16, 2024  
Lake Powell Conference Room/Webex  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

## **RPTA Meeting Participants**

Councilmember Bill Stipp, City of Goodyear - **Chair**  
Councilmember Max White, City of Avondale  
Councilmember Clay Goodman, City of Buckeye (phone)  
Councilmember Monica Dorcey, City of El Mirage  
Vice Mayor Peggy McMahon, Town of Fountain Hills  
Mayor Brigette Peterson, Town of Gilbert  
County Councilmember Francisco Heredia, City of Mesa (phone)  
Vice Mayor Jon Edwards, City of Peoria (phone)  
Councilmember Laura Pastor, City of Phoenix  
Councilmember Jeff Brown, Town of Queen Creek (phone)  
Councilmember Kathy Littlefield, City of Scottsdale (phone)  
Councilmember Aly Cline, City of Surprise (phone)  
Vice Mayor Jennifer Adams, City of Tempe  
Mayor Michael LeVault, Town of Youngtown (phone)

## **Members Not Present**

Vice Mayor O.D. Harris, City of Chandler – **Vice Chair**  
Councilmember Lauren Tolmachoff, City of Glendale  
Chairman of the Board, Jack Sellers, Maricopa  
Vice Mayor Lupe Bandin, City of Tolleson  
Mayor Rui Pereira, Town of Wickenburg

## **Valley Metro Rail Participants**

Councilmember Laura Pastor, City of Phoenix – **Chair**  
Vice Mayor Francisco Heredia, City of Mesa – **Vice Chair** (phone)  
Vice Mayor Jennifer Adams, City of Tempe

Chair Stipp called the meeting to order at 11:23 a.m.



Chair Stipp said we'll go ahead and call the joint meeting of the Valley Metro RPTA and Valley Metro Rail meeting to order. Thank you all for being here. Pat, would you please conduct the roll?

Ms. Dillon said good morning, everyone.

Roll call by Dillon.

Ms. Dillon said City of Avondale, Councilmember Max White? Present.

Ms. Dillon said City of Buckeye, Vice Mayor Clay Goodman? Present.

Ms. Dillon said City of Chandler, Vice Mayor OD Harris?

Ms. Dillon said City of El Mirage, Councilmember Monica Dorsey? Present.

Ms. Dillon said Town of Fountain Hills, Councilmember Peggy McMahon? Present.

Ms. Dillon said Town of Gilbert, Mayor Brigitte Peterson? Present.

Ms. Dillon said City of Glendale, Councilmember Lauren Tolmachoff?

Ms. Dillon said City of Goodyear, Councilmember Bill Stipp? Present.

Ms. Dillon said Maricopa County, Chairman Jack Sellers?

Ms. Dillon said City of Mesa, Vice Mayor Francisco Heredia? Here.

Ms. Dillon said City of Peoria, Vice Mayor John Edwards? Present.

Ms. Dillon said City of Phoenix, Councilmember Laura Pastor? Here.

Ms. Dillon said Town of Queen Creek, Councilmember Jeff Brown? Here.

Ms. Dillon said City of Scottsdale, Vice Mayor Kathy Littlefield? Here.

Ms. Dillon said City of Surprise, Councilmember Aly Cline? Here.

Ms. Dillon said City of Tempe, Vice Mayor Jennifer Adams? Present.

Ms. Dillon said City of Tolleson, Vice Mayor Lupe Bandin?

Ms. Dillon said Town of Wickenburg, Mayor Rui Pereira?

Ms. Dillon said And Town of Youngtown, Mayor Michael LeVault? Yes, Pat. I'm here.

Ms. Dillon said then we're ready to proceed.

Chair Stipp said okay, now we're ready.

## 1. Public Comment

Chair Stipp said first item on the agenda today is public comment. The public will be provided an opportunity to address the joint boards on non-agenda items and all action items for the Joint RPTA and Valley Metro meetings. Up to three minutes will be provided per speaker, unless the chair allows more at their discretion, which I will not. A total of 15 minutes for all speakers will be provided. Pat, do we have any speaker cards?

Ms. Dillon said yes, sir. Today we have Mr. David Medina. Hi, sir, will you please come up to this microphone?



Mr. Medina said hello. My name is David Medina, and I'm here to talk about the bus situations and basically customer service, their drivers and the actions that they do. So for the last past four days, I've been basically very, very late to work and I'm on the verge of losing my job once more again.

And for the last past three years, I've seen this pattern continue on and on, and nobody ever takes accountability for it. Buses pretty much do what they want whenever they want. They show up at the time they want to show up. If they show up at all. The application never has anything that can tell you what's going on, or they never inform you when the buses are out of service or anything.

And basically, when you call customer service, nobody helps you out with that anything at all. I filed over about, I would say in the last three years, 20 to 30 reports, all asking for my contact information, phone number, email address. I've never received a once any kind of feedback from Valley Metro or anyone. And honestly, I'm the type of person that likes to let things work out on their own and trust people and have faith that people will do what's right. But it's gotten to the situation where I'm even afraid to go to job interviews or even show up to them because of that one question that they tell me about reliable transportation. And every single time I tell them that it's the bus. I'm literally taking out of being a candidate for that job in any sort of way. So that's why I'm here today.

And honestly, as you can see, I'm probably the only public speaker here today. And that's another reason. It's because the public is scared. They're scared of Valley Metro, and they're scared that nothing's going to change or happen because it's not just me. I've spoken with many other people on the bus that have had situations that are similar, and they've all told me the same thing. The only reason they stopped doing anything is because they've always gotten the same response I've gotten. And that's why I'm here today. So, thank you for hearing me out.

Chair Stipp said thank you, Mr. Medina. What bus line do you take? Where are you taking it?

Mr. Medina said so I normally take the bus, the 35th Avenue bus to Metro Parkway. And from there, I take the way, excuse me, the rail to the airport where I work.

Chair Stipp said so it's getting from where you live to the light rail?

Mr. Medina said yeah, pretty much.

Ms. Mefford-Miller said Mr. Medina, staff is here, and will speak with you today so that we can get information and take action.

Mr. Medina said thank you.



Ms. Mefford-Miller said thank you for your presence today and your comments.

Chair Stipp said thank you. Any other speaker cards?

Ms. Dillon said Ms. Diane Barker.

Ms. Barker said good afternoon. My name is Diane Barker, and I'm the patron of the bus system and the rail and my bicycle. I was out at the Capitol today -- that I kind of kind of contentious, you know, when this election is coming up and there is mistrust in the counting of the votes. So they had a bill there that they -- the Secretary of State basically had reasons why not to do precinct counting. Anyway, you'll hear about it. But, you know, we're getting the regional road fund to be on that ballot. And I know people here are looking for it to supplement our local money so that we can have a better transit system.

In regard to Mr. Medina, I give him credit for coming here. I've never met the gentleman, but I can certainly understand. I have lived in seven cities in the Valley, and I came out here without a car. I was in real estate. I had a car but, you know, cars get expensive. And I came out here with no job, and so I started using the bus system. The more I used it, the healthier I got. I couldn't stand the smell of gasoline. So I know it gets a little bit weird, but I was saving money and I was able to have my own place, be independent, and afford my lifestyle without car ownership. So what I want to say is, is that I've made the system work for me. I believe in the system, and I know that our buses don't always come on time. But let me just say this. They're never supposed to be fast. If they're fast, they're operating on their own to go get a smoke break or something.

The thing is, they're problems and we know we have bottlenecks. We need to really look at the whole system. I've said this with the city, and I was over there when they voted to make the capital extension, which I think that it's the wrong thing. If we don't watch out where we're going, we could end up there.

Now, what you need to do is I've been up there to MetroCenter. You got buses there and everything. Start using your buses. Need to get BRT going and get down on 17. Bring it down. RPTA study, I tried to get that from you guys. I'm still following on that, where you'd have a drop off right at the new Lindsay tunnel, the new named and access the light rail. We need to look at why do we need it all at grade. And I'm putting in public records because this is what I'm saying, is our costs have gone up.

I want to know the bus costs. I'm going to listen to your (inaudible), but I want the rail costs because we have accidents. The woman got killed over at 16th and Washington, but we have a lot of these accidents. You hear about in the newspaper, then you don't hear anything because it goes to attorneys and the risk management to settle. I've heard that the automobiles don't carry enough insurance. So who's paying for it? It's



got to be the public. We need to look at what we are doing. The whole idea that everything should be at grade, this city should have monorail, if anything, and going around it. So anyway, thank you. I wanted to speak on something –

Chair Stipp said Ms. Barker, your time is up.

Ms. Barker said I will be putting the public record –

Chair Stipp said thank you. Any others, Pat? Okay.

## 2. Chief Executive Officer's Report

Chair Stipp said Item 2 on the agenda is the chief executive officer's report.

Ms. Mefford-Miller said good morning, Mr. Chair, members of the Board. Thank you for your time this morning. I do have a handful of items to provide you with updates on today.

Last week, we celebrated with the City of Avondale and the opening of the Avondale Transit Center. This is a project that Valley Metro supports. We delivered this project through our job order contract. This transit center includes two bus bays for both buses and microtransit vehicles, bus furnishings, and pedestrian connections to the adjacent parking garage. So congratulations to City of Avondale, Councilmember White. Valley Metro has also been partnering with City of Phoenix on zero emission fleet transition.

And last month we did submit under FY24, the low or no emissions grant opportunity on a joint application between our two organizations. The Valley Metro portion of that grant application included 20 diesel electric hybrid buses, 12 battery electric buses and infrastructure units, and upgrades to the Mesa facility, plus workforce development that's training for the teams who would operate and maintain this equipment in these vehicles.

The Valley Metro portion of this grant request totaled \$25.7 million, including a local match of \$4.15 million. The total federal request, and this is inclusive of the City of Phoenix portion of the grant was about \$73.6 million. We expect to hear before fall on this particular timeline.

Moving to Valley Metro Rail, we are now at about 82 percent complete on the South-Central extension. We're currently laying about 1300 linear feet of track a week. That is a pretty quick clip. And we have over 260 craft workers out in the field every single day. They're working between 55 to 58 hours a week. So high level of effort. Our most productive track laying day was 1800 feet laid in a single day recently. We're working to



power up all of the traction power substations right now, and every single station is under construction. We are on track to open in spring, summer of 2025.

We're also working on heat mitigation strategies throughout the corridor, which continues to be served by bus every single day. So bus stops have moved in response to construction. And before those permanent shelters are in place, you'll find temporary canopies are placed along the South-Central corridor.

We're talking a lot about how much track we're laying, the progress that we're making on the project, but I wanted to share a little information with you on the impact we're having to the community. We know that the biggest impact that we deliver as Valley Metro is through mobility. We're providing trips, we're promoting economic development, but we're also contributing to workforce. And this particular project has an extensive workforce development plan focused on South Central communities.

So to date, we're tracking, along with our partner, the zip codes of all of the workers who are contractors and subcontractors on the project. And South Phoenix workers have delivered over 263,000 hours on this particular project. The total craft hours are performed almost 73 percent by minority workers, and to date, over 3400 workers have been hired to deliver construction and craft services associated with this project. So this is an important point that I want to highlight as we think about delivering mobility, but also delivering upward economic mobility through the provision of jobs and skilled training.

Another note, art is a big part of all of our construction projects. You'll see here some of the artwork that's being placed at our stations along South Central. The lower left has already been placed at Buckeye and Central, and this sculpture is called the Giving Tree. It's beautiful. I hope you'll have the opportunity to see it. Other pieces of art are in the process of being manufactured and installed at stations throughout the corridor.

Moving on, looking out across the entire system, including bus and rail, our fare collection system modernization continues. We now have ticket vending machines. At least one has been installed at every single one of our light rail stations. Now we're working on making a second pass of ticket vending machines. We have 59 installed to date. We'll continue that progress and finish over the course of the summer. Beginning in July, new fare boxes, at last, will be installed on our buses, and that'll take place, I believe, over about up to a 90-day period of installing and testing those fare boxes everywhere.

We are conducting an extensive public outreach effort across the Valley, educating our customers, and getting fare media in their hands and ready for the new fare collection system. I know we've talked a lot about this and the challenges with our antiquated TVMs and boxes, so we're pleased to deliver new equipment.



Back on South Central, we hosted our third Fiesta on Central on April 20th. This was a great event. We had over 350 people. We had more than 30 vendors selling goods and services and excellent food. VMR chair, Councilwoman Pastor, as well as our newly appointed District 7, Councilmember Carlos Galindo-Elvira joined and celebrated with us. It was a great day. It's wonderful to share the progress on this important project. We look forward to our next Fiesta on Central, which will take place this fall.

Inside Valley Metro, one of our strategic initiatives, as you'll recall, is investing in talent. And I wanted to share a highlight that I've been particularly excited about. Valley Metro has long been a participant in a program called Eno/MAX. Eno/MAX is a cooperative exchange between transit agencies, typically big agencies across the US, where three agencies work together and a cohort group from each visits the other properties. And they learn a lot about the in-depth operations of that organization.

We decided to bring that concept home, and we developed a curriculum and program called VMAX. The purpose of this program is to provide cross-disciplinary training to team members within Valley Metro. Transit is a unique industry, and we often have to home grow our talent. VMAX is an important part of our employee development, but also our succession planning programs. Individuals visited facilities and departments across the organization, from railcar maintenance to accounting to learn about what we do and how we do it.

They also began to form relationships with counterparts across the organization that they might not otherwise cross paths with often. So we've taken feedback from our VMAX participants, which was really positive. It was just such a wonderful program. They graduated last month, by the way. And we'll make some small adjustments to that program, and we'll have another VMAX cohort group running through the program, which is about a three-month effort over the course of the fall.

So well done to our marketing, communications, and human resources team for developing this content. I think it's so wonderful and exciting. And this is an important part of our organizational sustainability. That concludes my remarks.

We do want to look ahead at the calendar. We will be back in this room on June 20th for a final board meeting of the fiscal year that will be preceded by TMC/RMC on June 5th and AFS on June 6th. We do have a scheduled recess for the month of July, though the TMC/RMC RTAG march for the August cycle will actually begin during the month of July. That concludes my report. May I answer any questions?

Chair Stipp said does anyone have any questions? I do want to give a brief shout out to Ken Kessler who presented yesterday with his counterpart from Phoenix Transportation to the Transportation Policy Committee on the new fare collection system. They did a great job. So, the cross-discipline that we're starting to see between Valley Metro and



MAG has kind of begun. Not that it hadn't existed before, but I want to give a shout out to Ken for a good job yesterday. Thank you for that. No other questions.

### 3. Audit and Finance Subcommittee Update

Chair Stipp said we will move on to Item 3, which is the Audit and Finance Subcommittee update. Vice Mayor Goodman?

Vice Mayor Goodman said thank you. And hope you can hear me. If not, it'll be a really quick report. The Audit and Finance Subcommittee met on May 2nd. We received Chief Financial Officer's update. Mr. Kessler provided an update on PTF revenues. Also, an internal audit update, and over the past month, Internal Audit completed its internal safety and security audit of safety Element Number 6, which has to do with Valley Metro Rail Hazard Management Plan. Additionally, there are two more safety and security audits in progress.

We received FY24 third quarter budget review from Mr. Olson and FY2025 operating capital budget information for Valley Metro RPTA and Valley Metro Rail from Mr. Kessler.

And we will have a June meeting of AFS that will be an executive session to conduct a performance review of the chief audit officer. And AFS committee members are encouraged to attend in person. And that meeting will be June 6th at 12 noon. Mr. Chair, that concludes my report.

Chair Stipp said awesome. Thank you, Vice Mayor. Does anybody have questions for the Audit and Finance Subcommittee.

### 4. Consent Agenda

Chair Stipp said next item on the agenda is the actual Consent Agenda. Items 4A, 4B are presented for our consideration. If there are no questions, I will entertain a motion to approve the consent agenda.

A motion. And a second? Oh, Monica, did you say? Okay. I'm sorry.

Motion by Councilmember White, second by Councilmember Dorcey.

Chair Stipp said we have a motion and a second. Any other discussion? All in favor, say aye. Any opposed? The ayes have it.

**IT WAS MOVED BY COUNCILMEMBER WHITE, SECONDED BY COUNCILMEMBER DORCEY, AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA, ITEMS 4A-B.**



5. Travel, Expenditures, and Solicitations

Chair Stipp said Item 5 on the agenda is presented for our information, which is the travel and expenditure report. Does anybody have any questions from that?

Councilmember White said I have a couple questions, Chair.

Chair Stipp said Councilmember White?

Councilmember White said give me just a moment. I'm locating the information on the report. I noticed a triplicate of expenses there. I just wanted to make sure we clarify that. Thank you for your patience. You know, I go through this in detail, so I just want to make sure I get to the right line item for everyone.

So we can go to the items for March 2024. If you look at payment number ending 35, 50 and 51, those are all fixed route bus services. City of Phoenix once paid on March 1st, two are paid on March 8th. All three items are the exact same dollar amount, which always causes a former banker concern. I just want to clarify and make sure those are three different expenses, and make sure the payment on the 8th twice is not a duplicate inadvertently. \$5.4 million is the item amount.

Ms. Mefford-Miller said thank you, Councilmember White. I'm going to invite Ken Kessler, our chief financial officer, to answer that question.

Mr. Kessler said actually, we pay Phoenix for service that they operate, that's funded with PTF. And that was just catching up for three quarters worth of billings on that. So they had not previously billed us, so we were just getting caught up for the year.

Councilmember White said thank you so much. That makes perfect sense.

Chair Stipp said any other questions on travel and expenditures? There's none.

6. Report on Current Events and Suggested Future Agenda Items

Chair Stipp said Item 6 on the agenda is report on current events and suggested future agenda items. Does anybody have anything they'd like to see after I leave office? I'm saying for the August meeting.

Councilmember White said Chair Stipp, I just have an acknowledgement I would like to give to Valley Metro's capital team. Laura Staley and Scott Loveland helped out a lot with the bus stops as we opened up the new facility in Avondale that our CEO referred to. So I wanted to just shout them out by name to make sure we acknowledge people



who make things happen in the city of Avondale for us. So thank you very much. And thank you to your staff and team.

Chair Stipp said awesome.

7. Next Meeting

Chair Stipp said our next joint meeting, which will be my last, is June 20th at 11:15.

The next meeting of the Joint Boards is scheduled for Thursday, June 20, 2024, at 11:15 a.m.

Without further discussion, the meeting was adjourned at 11:49 a.m.



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 4B****SUBJECT**

Fiscal Year 2025 (FY25) Intergovernmental Agreements (IGA)

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute FY25 IGAs and IGA amendments for projects in the approved Valley Metro RPTA FY25 Operating and Capital Budget.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to execute the FY25 IGAs and IGA amendments as listed and for the periods of performance.

**BACKGROUND | DISCUSSION | CONSIDERATION**

There are a number of IGAs and IGA amendments that require Board approval prior to the start of FY25. The attachment provides a list of the FY25 RPTA required IGAs and renewals.

The IGAs are based on the latest estimates of costs and services funded by each member. IGA changes that are required as a result of service changes in October 2024 and April 2025 will be brought to the Board for approval after the final list of service changes is determined.

**COST AND BUDGET**

Please see the attached spreadsheet.

**COMMITTEE PROCESS**

RTAG: May 14, 2024 for information

TMC/RMC: June 5, 2024 approved

Boards of Directors: June 20, 2024 for action

**CONTACT**

Ken Kessler

Chief Financial Officer

[kkessler@valleymetro.org](mailto:kkessler@valleymetro.org)

**ATTACHMENT**

Attachment 1 - List of FY25 IGAs

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
PTF Reimbursement	City of Avondale 106-75-2025	ADA Allocations	\$311,850	\$321,206	\$9,356
PTF Reimbursement	City of Avondale 106-75-2025	Fixed Route Transit Services	\$907,212	\$1,890,257	\$983,045
PTF Reimbursement	City of Avondale 106-75-2025	RideChoice	\$65,778	\$135,834	\$70,056
PTF Reimbursement	City of Avondale 106-75-2025	Paratransit	\$246,072	\$185,372	(\$60,700)
Revenue	City of Avondale 106-75-2025	RideChoice	\$29,328	\$65,579	\$36,251
Revenue	City of Avondale 106-75-2025	Paratransit	\$0	\$0	\$0
Revenue	City of Avondale 106-75-2025	Fixed Route Transit Services	\$646,626	\$0	(\$646,626)
PTF Reimbursement	City of Avondale 106-75-2025	Transit Center	\$0	\$100,000	\$100,000
PTF Reimbursement	City of Avondale 106-75-2025	Transit Shelters	\$0	\$500,000	\$500,000
PTF Reimbursement	City of Buckeye 166-75-2025	Fixed Route Transit Services	\$12,627	\$21,552	\$8,925
Revenue	City of Buckeye 166-75-2025	Fixed Route Transit Services	\$54,663	\$54,663	\$0
PTF Reimbursement	City of Chandler 118-75-2025	ADA Allocations	\$2,402,110	\$2,374,174	(\$27,936)
PTF Reimbursement	City of Chandler 118-75-2025	Fixed Route Transit Services	\$10,905,986	\$12,406,049	\$1,500,063
PTF Reimbursement	City of Chandler 118-75-2025	Paratransit	\$2,078,217	\$1,915,588	(\$162,629)
Revenue	City of Chandler 118-75-2025	Paratransit	\$0	\$0	\$0
Revenue	City of Chandler 118-75-2025	Fixed Route Transit Services	\$0	\$0	\$0
Revenue	City of Chandler 118-75-2025	RideChoice	\$465,573	\$759,523	\$293,950
PTF Reimbursement	City of El Mirage 121-48-2025	ADA Allocations	\$30,555	\$31,472	\$917
PTF Reimbursement	City of El Mirage 121-48-2025	Paratransit	\$10,952	\$31,472	\$20,520

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
Revenue	City of El Mirage 121-48-2025	Paratransit	\$0	\$7,377	\$7,377
PTF Reimbursement	City of Glendale 133-75-2025	ADA Allocations	\$876,838	\$903,143	\$26,305
PTF Reimbursement	City of Glendale 133-75-2025	Fixed Route Transit Services	\$6,224,100	\$7,494,218	\$1,270,118
Revenue	City of Glendale 133-75-2025	Paratransit	\$1,875,502	\$1,200,000	(\$675,502)
Revenue	City of Glendale 133-75-2025	RideChoice	\$0	\$438,000	\$438,000
PTF Reimbursement	City of Goodyear 136-75-2025	ADA Allocations	\$16,485	\$16,980	\$495
PTF Reimbursement	City of Goodyear 136-75-2025	Paratransit	\$16,485	\$16,980	\$495
PTF Reimbursement	City of Goodyear 136-75-2025	Fixed Route Transit Services	\$288,021	\$608,238	\$320,217
Revenue	City of Goodyear 136-75-2025	Fixed Route Transit Services	\$0	\$0	\$0
Revenue	City of Goodyear 136-75-2025	Paratransit	\$69,466	\$50,018	(\$19,448)
Revenue	City of Goodyear 136-75-2025	RideChoice	\$202,393	\$456,702	\$254,309
PTF Reimbursement	City of Litchfield Park 142-75-2025	RideChoice	\$0	\$0	\$0
Revenue	City of Litchfield Park 142-75-2025	RideChoice	\$23,002	\$15,875	(\$7,127)
Revenue	City of Mesa 145-75-2025	Paratransit	\$0	\$0	\$0
PTF Reimbursement	City of Mesa 145-75-2025	ADA Allocations	\$5,700,330	\$5,899,842	\$199,512
PTF Reimbursement	City of Mesa 145-75-2025	Fixed Route Transit Services	\$23,522,894	\$25,533,503	\$2,010,609
PTF Reimbursement	City of Mesa 145-75-2025	Paratransit	\$3,436,070	\$3,739,552	\$303,482
PTF Reimbursement	City of Mesa 145-75-2025	RideChoice	\$2,030,136	\$2,160,290	\$130,154
Revenue	City of Mesa 145-75-2025	Fixed Route Transit Services	\$4,531,454	\$4,876,502	\$345,048
Expense	City of Mesa 145-58-2025	Public Access Video	\$0	\$0	\$0

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
Expense	City of Mesa 145-67-2025	Safety and Security	\$0	\$0	\$0
Revenue	City of Mesa 145-75-2025	RideChoice	\$0	\$60,578	\$60,578
PTF Reimbursement	City of Peoria 151-75-2025	ADA Allocations	\$281,085	\$289,518	\$8,433
PTF Reimbursement	City of Peoria 151-75-2025	Fixed Route Transit Services	\$3,299,887	\$3,988,980	\$689,093
PTF Reimbursement	City of Peoria 151-75-2025	Paratransit	\$0	\$0	\$0
Revenue	City of Peoria 151-75-2025	Paratransit	\$856,625	\$996,642	\$140,017
Revenue	City of Peoria 151-75-2025	Fixed Route Transit Services	\$743,190	\$0	(\$743,190)
Expense	City of Phoenix 150638-2025	Fixed Route Transit Services - RPTA Buys	\$40,880,337	\$41,032,339	\$152,002
PTF Reimbursement	City of Phoenix 143071-2025	Fixed Route Transit Services	\$2,706,773	\$3,231,526	\$524,753
PTF Reimbursement	City of Phoenix 143071-2025	Paratransit	\$7,674,610	\$6,389,512	(\$1,285,098)
PTF Reimbursement	City of Phoenix 143071-2025	ADA Allocations	\$20,792,366	\$21,402,434	\$610,068
Revenue	City of Phoenix 143071-2025	Paratransit	\$0	\$0	\$0
Revenue	City of Phoenix 143071-2025	Fixed Route Transit Services - Phx Buys	\$11,327,970	\$12,759,714	\$1,431,744
Revenue	City of Phoenix 154-55-2025	AZ-2024-001-RPTA	\$0	\$1,687,500	\$1,687,500
Expense	City of Phoenix 155-67-2025 132482-5	Safety and Security	\$0	\$0	\$0
Expense	City of Phoenix 155-58-2025	Public Access Video	\$0	\$0	\$0
Revenue	City of Phoenix 155-33-2025	Public Transportation Software	\$0	\$628,340	\$628,340
Revenue	City of Phoenix 155-84-2025	Phoenix RPTA RideChoice	\$0	\$956,000	\$956,000
Expense	Regional Transportation Authority 203-75-2025	Regional Fixed Route Transit Services	\$794,461	\$599,762	(\$194,699)

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
PTF Reimbursement	City of Scottsdale 160-75-2025	ADA Allocations	\$1,812,658	\$2,093,025	\$280,367
PTF Reimbursement	City of Scottsdale 160-75-2025	Fixed Route Transit Services	\$11,342,537	\$12,447,128	\$1,104,591
PTF Reimbursement	City of Scottsdale 160-75-2025	Paratransit	\$1,382,225	\$1,357,544	(\$24,681)
Revenue	City of Scottsdale 160-75-2025	Paratransit	\$0	\$0	\$0
Revenue	City of Scottsdale 160-75-2025	RideChoice	\$0	\$0	\$0
PTF Reimbursement	City of Scottsdale 160-75-2025	RideChoice	\$430,433	\$644,512	\$214,079
PTF Reimbursement	City of Surprise 166-75-2025	ADA Allocations	\$60,060	\$61,862	\$1,802
PTF Reimbursement	City of Surprise 166-75-2025	Paratransit	\$60,060	\$61,862	\$1,802
PTF Reimbursement	City of Surprise 166-75-2025	Fixed Route Transit Services	\$277,140	\$948,411	\$671,271
Revenue	City of Surprise 166-75-2025	Fixed Route Transit Services	\$485,362	\$0	(\$485,362)
Revenue	City of Surprise 166-75-2025	RideChoice	\$911,609	\$1,554,974	\$643,365
Revenue	City of Surprise 166-75-2025	Paratransit	\$287,364	\$354,883	\$67,519
Expense	City of Tempe 169-75-2025	EVBOM	\$8,654,578	\$10,203,420	\$1,548,842
Revenue	City of Tempe 169-31-2025	Paratransit	\$11,279	\$92,896	\$81,617
Revenue	City of Tempe 169-31-2025	RideChoice	\$803,145	\$1,147,515	\$344,370
PTF Reimbursement	City of Tempe 169-31-2025	Fixed Route Transit Services	\$11,881,547	\$12,917,515	\$1,035,968
Revenue	City of Tempe 169-31-2025	Fixed Route Transit Services	\$24,756,829	\$28,550,543	\$3,793,714
PTF Reimbursement	City of Tempe 169-31-2025	ADA Allocations	\$1,313,130	\$1,352,524	\$39,394
PTF Reimbursement	City of Tempe 169-31-2025	Paratransit	\$1,313,130	\$1,352,524	\$39,394

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
Expense	City of Tempe 169-67-2025	Safety and Security	\$0	\$0	\$0
Expense	City of Tempe 169-58-2025	Public Access Video	\$0	\$0	\$0
PTF Reimbursement	City of Tolleson 172-75-2025	ADA Allocations	\$13,125	\$13,519	\$394
PTF Reimbursement	City of Tolleson 172-75-2025	Fixed Route Transit Services	\$460,805	\$544,100	\$83,295
PTF Reimbursement	City of Tolleson 172-75-2025	Paratransit	\$13,125	\$13,519	\$394
PTF Reimbursement	City of Tolleson 172-75-2025	RideChoice	\$0	\$0	\$0
Revenue	City of Tolleson 172-75-2025	Paratransit	\$79,028	\$26,428	(\$52,600)
Revenue	City of Tolleson 172-75-2025	Fixed Route Transit Services	\$0	\$0	\$0
Revenue	City of Tolleson 172-75-2025	RideChoice	\$25,267	\$28,031	\$2,764
Revenue	Gila River Indian Community 128-75-2025	Fixed Route Transit Services	\$175,708	\$191,829	\$16,121
Revenue	Maricopa Association of Governments (MAG) #1199-2025	Transit Planning Services	\$724,720	\$724,720	\$0
Revenue	Maricopa Association of Governments (MAG) #1025-2025	Regional Rideshare/Telework	\$594,000	\$594,000	\$0
PTF Reimbursement	Maricopa County 215-75-2019-06	Paratransit	\$163,065	\$167,957	\$4,892
Revenue	Maricopa County 215-75-2019-06	Demand Services	\$1,693,332	\$1,480,000	(\$213,332)
PTF Reimbursement	Maricopa County 215-75-2019-06	ADA Allocations	\$163,065	\$167,957	\$4,892
Revenue	Maricopa County 215-15-2025	Trip Reduction Expansion	\$356,000	\$356,000	\$0
Revenue	Maricopa County 215-14-2025	Trip Reduction	\$200,000	\$200,000	\$0
PTF Reimbursement	Town of Fountain Hills 124-75-2025	ADA Allocations	\$17,115	\$17,628	\$513
PTF Reimbursement	Town of Fountain Hills 124-75-2025	Fixed Route Transit Services	\$65,039	\$0	(\$65,039)

<b>Expense/ Revenue</b>	<b>Member Agency/Jurisdiction Intergovernmental Agreement No.</b>	<b>Brief Description</b>	<b>FY 2024 Amount</b>	<b>FY 2025 Amount</b>	<b>Change from FY 2024 to FY 2025</b>
PTF Reimbursement	Town of Fountain Hills 124-75-2025	RideChoice	\$17,115	\$17,628	\$513
Revenue	Town of Fountain Hills 124-75-2025	RideChoice	\$52,954	\$45,625	(\$7,329)
Revenue	Town of Fountain Hills 124-75-2025	Special RideChoice	\$0	\$34,500	\$34,500
PTF Reimbursement	Town of Gilbert 130-75-2025	Fixed Route Transit Services	\$5,523,325	\$5,928,067	\$404,742
PTF Reimbursement	Town of Gilbert 130-75-2025	Paratransit	\$1,717,630	\$2,399,159	\$681,529
PTF Reimbursement	Town of Gilbert 130-75-2025	ADA Allocations	\$1,717,630	\$2,399,159	\$681,529
Revenue	Town of Gilbert 130-75-2025	Paratransit	\$405,380	\$132,443	(\$272,937)
Revenue	Town of Gilbert 130-75-2025	RideChoice	\$642,076	\$767,321	\$125,245
PTF Reimbursement	Town of Youngtown 172-75-2025	Paratransit	\$1,890	\$1,947	\$57
PTF Reimbursement	Town of Youngtown 172-75-2025	ADA Allocations	\$1,890	\$1,947	\$57
Revenue	Town of Youngtown 172-75-2025	Paratransit	\$128,775	\$108,023	(\$20,752)



# Information Summary

## DATE

June 13, 2024

## AGENDA ITEM 4C

## SUBJECT

Financial Audit Services Contract Award

## PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute a three-year joint RPTA-Valley Metro Rail contract with 2 one-year options with FORVIS (“Contractor”), for financial audit services in an amount not to exceed \$509,016. for the period of June 24, 2024, through June 23, 2029, and to establish a contract contingency of \$46,274 that is included within the overall budget established for the project.

## RECOMMENDATION

Staff recommends that the Boards of Directors authorize the CEO to execute a three-year joint RPTA-Valley Metro Rail contract with two one-year options with FORVIS (“Contractor”), for financial audit services in an amount not to exceed \$509,016 for the period of June 24, 2024, through June 23, 2029, and to establish a contract contingency of \$46,274 that is included within the overall budget established for the project.

## BACKGROUND | DISCUSSION | CONSIDERATION

Annually, the Agency receives financial audit services including auditing two (2) Annual Comprehensive Financial Reports, two single audit act reports, performs agreed-upon procedures required by the Federal Transit Administration for the National Transit Database (NTD) reporting, submits and certifies the Data Collection Form and other related reports required by professional auditing/accounting standards, laws, regulations, or agreements.

The Contractor must prepare an opinion and submit, pursuant to the Single Audit Act of 1984, P.L. 98-502, “the Act” and its Amendments in 1996. The audit is intended to result in the expression of an opinion of Agency’s general purpose combined financial statements of the various funds, including the accompanying notes to the financial statements, prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Arizona Revised Statute § 48-5122, Valley Metro By-Laws, and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) require that the Board of Directors of the Regional Public Transportation Authority and Valley Metro Rail to cause an audit to be conducted at least annually by a Certified Public Accountant. The contract with FORVIS will enable both Boards to fulfill these requirements.



*Procurement Information*

A Request for Proposal procurement was processed in accordance with the Agency’s Joint Procurement Manual.

5 offerors submitted proposals deemed responsive and responsible. An evaluation committee of Agency staff and member city representatives evaluated those offers based on the following criteria with a maximum possible point total of 1,000:

<b>Evaluation Criteria</b>	
<b>Qualifications and experience of the firm</b>	220 Points
<b>Qualifications and experience of the assigned personnel</b>	200 Points
<b>Understanding/Approach to Scope of Work</b>	180 Points
<b>Project schedule</b>	150 Points
<b>Cost proposal</b>	250 Points
<b>TOTAL POINTS AVAILABLE</b>	1,000 Points

Proposals were submitted on February 28, 2024. Discussions and negotiations were conducted on March 21 and March 22, 2024, and offerors submitted revised offers on March 28, 2024. The evaluation committee evaluated the revised offers and requested Best and Final Offers (“BAFO”) April 17, 2024. BAFOs were submitted on April 24, 2024. The offers were then re-evaluated by the committee.

Heinfeld Meech was determined to be non-responsive for taking exception to the state insurance requirement in the solicitation. An independent cost estimate was completed, and the proposed price has been deemed to be fair and reasonable.

After reaching consensus, the evaluation committee recommends an award to FORVIS, LLP as the firm who offers the “best value” to the agency based on the following results:

<b>Proposers in Ranked Order</b>	
<b>FORVIS, LLP</b>	906.5 Points
<b>Clifton Larson Allen</b>	905.81 Points
<b>Crowe, LLP</b>	862.07 Points
<b>Eide Bailly, LLP</b>	853.96 Points
<b>Heinfeld Meech</b>	Non-responsive

*Contract Type and Term*

A contract contingency not to exceed \$ 46,274 is established that is included within the overall budget established for the project for unanticipated changes. The contract is a fixed-price contract. The contract will begin on or about June 24, 2024, for an initial three-year term with two one-year options to extend, for a maximum term of five years.



## **COST AND BUDGET**

The Financial Audit Services contract for approval has a total term of five years (three-year base contract plus two one-year extensions). For the total term of the contract, the award cost is \$462,742, with the RPTA portion being \$254,508 and the VMR portion totaling \$208,234. The cost of the financial audit services, inclusive of all option years, is a not to exceed contract value of \$509,016, which includes a 10% contingency.

- For fiscal year 2024, the estimated RPTA contract obligation for initial audit work will be \$14,000. For fiscal year 2025, The RPTA contract obligation is \$58,839. This will be fully funded within the Valley Metro Adopted FY2024 and FY2025 Operating and Capital Budget. Contract Obligations beyond FY 2025 are incorporated into the Valley Metro RPTA Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).
- For fiscal year 2024, the estimated VMR contract obligation for initial audit work will be \$12,000. For the fiscal year 2025, the VMR contract obligation is \$48,141. This will be fully funded within the VMR Adopted FY2025 Operating and Capital Budget. Contract Obligations beyond FY2025 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).

The source of funds for RPTA is public transportation funds, regional area road funds, and member cities. The source of funds for Valley Metro Rail is member cities.

## **COMMITTEE PROCESS**

RTAG: May 14, 2024, for information

TMC/RMC: June 5, 2024 approved

Boards of Directors: June 20, 2024, for action

## **CONTACT**

Ken Kessler

Chief Financial Officer

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## **ATTACHMENT**

None



# Information Summary

## DATE

June 13, 2024

## AGENDA ITEM 4D

## SUBJECT

Claims Management Services Contract Award

## PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute a one-year joint RPTA and Valley Metro Rail contract with Carl Warren & Company, LLC for claims management services in an amount not to exceed \$120,000 for the period of June 24, 2024, through June 23, 2025.

## RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute a one-year joint RPTA and Valley Metro Rail contract with Carl Warren & Company, LLC for claims management services in an amount not to exceed \$120,000 for the period of June 24, 2024, through June 23, 2025.

## BACKGROUND | DISCUSSION | CONSIDERATION

Claims Management Services previously was part of the agency's Insurance Brokerage and Consulting Contract. This year, this service was priced separately as Insurance Brokerage and Consulting Services will be acquired under a cooperative contract which does not include these services. The Agency requested claims management services to provide professional, effective, and efficient assistance specifically related to Agency's operations.

Valley Metro's expectation for the Claims Management Services provider is a firm that can furnish the agency with efficient and effective claims management and administration assistance, subrogation of various claim types on the agency's behalf, damage claims, general property damage claims involving the agency's infrastructure, consulting services to manage various property damage claims, and complete collection services to include receipt and examination of all reports of accidents, incidents, claims or cases which are or may be the subject of a subrogation claim.

### *Procurement Information*

A Request for Proposal procurement was processed in accordance with Valley Metro's Joint Procurement Manual.

Two offerors were submitted; however, one proposal was deemed non-responsive. An evaluation committee of agency staff evaluated those offers based on the following criteria with a maximum possible point total of 1,000:



Evaluation Criteria	
Qualifications and experience of the firm	250 Points
Qualifications and experience of the assigned personnel	260 Points
Understanding/Approach to Scope of Work	270 Points
Cost proposal	220 Points
<b>TOTAL POINTS AVAILABLE</b>	<b>1,000 Points</b>

Proposals were submitted on March 21, 2024. Discussions and negotiations were conducted on April 24, 2024, and offeror and a Best and Final Offer (“BAFO”) was requested April 24, 2024. The BAFO was submitted on April 26, 2024. The offers were then re-evaluated by the committee.

An independent cost estimate was completed, and the proposed price has been deemed to be fair and reasonable.

After reaching consensus, the evaluation committee recommends an award to Carl Warren & Company, LLC as the firm who offers the “best value” to the agency based on the following results:

Proposers in Ranked Order	Points
<b>Carl Warren</b>	976.67
<b>Sedgewick Claims Management</b>	non-responsive

*Contract Type and Term*

A contract contingency not to exceed \$120,000 is established that is included within the overall budget established for the project for unanticipated changes. The contract is a fixed-price contract. The contract will begin on or about June 24, 2024, for a one-year term.

**COST AND BUDGET**

The Claims Management Services contract for approval has a total term of one year. For the total term of the contract, the award cost is \$120,000 with the RPTA portion being \$13,200 and the VMR portion totaling \$106,800. The cost of the claims management services is a not to exceed contract value of \$120,000.

- For the Fiscal Year 2025, The RPTA contract obligation is \$13,200, which is fully funded within the Valley Metro Adopted FY2025 Operating and Capital Budget.
- For the Fiscal Year 2025, The VMR contract obligation is \$106,800, which is fully funded within the VMR Adopted FY2025 Operating and Capital Budget.

The source of funds is member cities.



**COMMITTEE PROCESS**

RTAG: May 14, 2024, for information

TMC/RMC: June 5, 2024, approved

Boards of Directors: June 20, 2024, for action

**CONTACT**

Michael Wawro

Chief Legal Officer

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**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 4E****SUBJECT**

Insurance Brokerage and Consulting Services Contract Award

**PURPOSE**

Authorization for the Chief Executive Officer (CEO) to enter into a three-year joint RPTA-Valley Metro Rail cooperative contract under State of Arizona Contract with two one-year options with Alliant, for insurance brokerage and consulting services in an amount not to exceed \$1,022,000 for a period of June 24, 2024, through June 23, 2029. Further authorize the Chief Financial Officer to disburse all funds related to this item.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to execute a three-year joint RPTA and Valley Metro Rail cooperative contract under a State of Arizona Contract with two one-year options with Alliant for insurance brokerage and consulting services in an amount not to exceed \$1,022,000.

**BACKGROUND | DISCUSSION | CONSIDERATION**

The contract will design and implement a comprehensive insurance and risk financing program, provide risk management consulting and advisory services, and make recommendations to eliminate any existing or potential gaps in coverage, enhance existing coverage, and prepare unique endorsements specifically related to all of Agency's operations.

This will be accomplished by the identification and assessment of Agency's operational risks and determining the most effective insurance and risk financing to address these risks. Insurance brokerage services shall include, but not be limited to, overall marketing, placement, completion of new or renewal applications, and negotiations for the procurement or renewal of insurance policies.

Contractor is the current incumbent for services and has successfully completed their contract term with Valley Metro.

*Procurement Information*

A contract will be established through a non-competitive process using a cooperative contract through the State of Arizona in accordance with the Agency's Joint Procurement Manual.



**Contract Type and Term**

The contract is a fixed-price contract. The contract will begin on or about June 20, 2024, for an initial three-year term with two (2) one-year options to extend, for a maximum term of five (5) years.

**COST AND BUDGET**

The cost of the insurance brokerage and consulting services, inclusive of all option years, is a not to exceed contract value of \$1,022,000.

Initial Term by year

Cost per year of the Initial 5-year term	
Year 1	\$191,000
Year 2	\$196,000
Year 3	\$205,000
<b>Total</b>	<b>\$592,000</b>

Optional years

Price per optional year	
Year 6	\$212,000
Year 7	\$220,000
<b>Total</b>	<b>\$432,000</b>

- For the Fiscal Year 2025, The RPTA contract obligation is \$21,010, which is fully funded within the Valley Metro Adopted FY25 Operating and Capital Budget. Contract Obligations beyond FY25 are incorporated into the Valley Metro RPTA Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).
- For the Fiscal Year 2025, The VMR contract obligation is \$169,990, which is fully funded within the VMR Adopted FY25 Operating and Capital Budget. Contract Obligations beyond FY25 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).

The source of funds is member cities.

**COMMITTEE PROCESS**

RTAG: May 14, 2024, for information  
TMC/RMC: June 5, 2024, approved  
Boards of Directors: June 20, 2024, for action



**CONTACT**

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**ATTACHMENT**

None



# Information Summary

## Date

June 13, 2024

Agenda Item 4F

## SUBJECT

Allied Universal Security Services Contract Award

## PURPOSE

Request to authorization for the Chief Executive Officer (CEO) to enter a cooperative contract between Regional Public Transit Authority ("RPTA") and Valley Metro Rail, Inc. ("VMR"), with Allied Universal Security Services for armed security services.

## RECOMMENDATION

Staff recommends that the Boards of Directors authorize the CEO to execute a five-year contract with Allied Universal Security Services for revenue collection services. The period of authorization will cover FY 2024 through FY 2029 in a total amount not to exceed \$355,000, which includes a 5% contingency.

### *Procurement Information*

A contract will be procured through a State of Arizona cooperative contract in accordance with the agency's Joint Procurement Manual.

### *Contract Type and Term*

The contract is a fixed price contract. The contract will begin on or about April 22, 2024, with an in-service date of July 1, 2025, for an initial two-year term with three one-year option to extend, for term not to exceed five years.

## BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro staff will begin collecting fare revenue from all the Fare Vending Machines (TVM's) located along the rail alignment as well as both the Mesa and Tempe bus facilities. To ensure the safety of Valley Metro personnel, armed security will accompany staff as they remove and replace both cash and coin vaults on the rail alignment, collect bus revenues from both Mesa and Tempe facilities, and transport the funds to the City of Phoenix cash room located at their South Bus Garage.

## Cost and Budget

Cost for the initial term is \$158,000. Cost for the option years is \$180,000. A contingency of \$17,000, or five percent of the full-term cost. The aggregate contract value will not exceed \$355,000.

Funds for security services are included in the approved FY2024 RPTA and VMR Operating and Capital Budgets. Contract obligations beyond FY2024 are included in the FY2025 through FY2029 Operating and Capital Forecast.



The source of funds are member city contributions and Prop400.

**COMMITTEE PROCESS**

RTAG: May 14, 2024, for information

TMC/RMC: June 5, 2024, approved

Boards of Directors: June 20, 2024, for action

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**ATTACHMENT(S)**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 4G****SUBJECT**

Authorization to Issue a Request for Proposals (RFP) for Market Research Services

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to issue a request for proposals for Market Research Services.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to issue a request for proposals for Market Research Services.

**BACKGROUND / DISCUSSION / CONSIDERATION**

In 2020, following a competitive solicitation, a five-year contract was awarded to WestGroup Research, Inc. for Market Research Services. Over the past several years, Valley Metro has utilized this contract to design and implement innovative research solutions to meet data and feedback needs through focus groups, surveys and market research projects. Specific market research projects have included:

- Rider sentiment intercept and online surveys
- Transportation Demand Management phone surveys
- Wayfinding focus groups
- Fare policy feedback surveys
- Two-line rail system research
- Technology feedback/testing
- Other ad hoc needs

This service continues to be critical in providing Valley Metro and member cities with comprehensive analysis of market research and survey findings that provide insights to solving business challenges and making effective decision-making. The new contract scope of work would consist of the types of market research services noted above.

**COST AND BUDGET**

Utilization of the existing WestGroup contract indicates that the five-year not-to-exceed amount for Market Research Services could be as much as \$900,000 for combined RPTA and VMR support. Contract obligations for FY25 are included in the Valley Metro



Adopted FY25 Operating and Capital Budget. Contract obligations beyond FY25 will be incorporated into the Valley Metro Five-Year Operating Forecast and Capital Program.

**COMMITTEE PROCESS**

TMC/RMC: June 5, 2024 approved  
Boards of Directors: June 20, 2024 for action

**CONTACT**

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**ATTACHMENT**

None



# Information Summary

## DATE

June 13, 2024

## AGENDA ITEM 4H

## SUBJECT

Authorization to Issue a Joint Agency Competitive Solicitation for Fare Inspection and Security Services (FISS)

## PURPOSE

To request authorization for the Chief Executive Officer (CEO), to develop a scope of work and issue a competitive solicitation for Regional Public Transportation Authority and Valley Metro Rail, Inc., jointly and severally (the "Agency"), to provide fare inspection and security services for the agency's existing rail operations, maintenance facilities, Mesa Bus Operations and Maintenance facility, and future rail and bus operations and maintenance facility needs, with a term not to exceed a total five years.

## RECOMMENDATION

Staff recommends that the Boards of Directors authorize the CEO to develop a scope of work and issue a competitive solicitation for a total contract term not to exceed five years to provide Fare Inspection and Security Services for the Agency's existing and future rail and bus operations footprint and maintenance facilities.

## BACKGROUND/DISCUSSION/CONSIDERATION

This contract is needed to provide fare inspection services across the light rail alignment and provide unarmed security services throughout the light rail alignment, park-and-ride lots, and bus and rail operations and maintenance facilities. The timeline includes the intent to publish a solicitation in July 2024, with a "go-live" date in May 2025 to coordinate with the planned opening of the South-Central Extension/Downtown Hub in mid-2025.

## COST AND BUDGET

Costs of these services are included within the Valley Metro Preliminary FY2025 Operating and Capital Budget. Contract obligations beyond FY2025 are included in the Valley Metro Five-Year Operating Forecast and Capital Program FY2025 thru FY2029. Sources of funds include Local and Prop400.

## COMMITTEE PROCESS

RTAG: May 14, 2024, for information

TMC/RMC: June 5, 2024, approved

Boards of Directors: June 20, 2024, for action



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**ATTACHMENT(S)**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 5**

**SUBJECT**

Continue the Purchase of IT Hardware and Maintenance Agreements Authorization for FY 2025.

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to continue procuring Information Technology (IT) hardware and maintenance agreements to maintain Valley Metro's IT operations.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to continue procuring necessary IT hardware and maintenance agreements. The period of authorization will cover FY 2025 in an amount not to exceed \$1,836,020, plus a 10% contingency of \$183,610, for a total not-to-exceed authorization amount of \$2,019,630.

**BACKGROUND | DISCUSSION | CONSIDERATION**

In FY 2023 the IT department began presenting all on-going hardware and maintenance agreements that require authorization in a single annual memo. This approach frees up valuable time on Board agendas, allows the Board to easily differentiate new services from continuing operations, and provides the Board with a holistic view of Valley Metro's use of hardware. New initiatives involving hardware purchases or hardware maintenance agreements requiring authorization continue to be brought to the board individually.

As IT goods and services are purchased by virtually all Arizona public entities, Valley Metro obtains the best volume discounts by utilizing statewide cooperative contracts.



Single-Year Authorization Request	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025 Budget
Cisco SmartNET	\$205,135	\$202,664	\$250,000
End User Computer Equipment	\$346,740	\$658,351	\$596,750
Primary Storage Infrastructure & Maintenance	\$35,539	\$38,007	\$589,310
Secondary Storage Infrastructure & Maintenance	\$31,608	\$31,999	\$360,300
Telecommunications & Networking Equipment	\$29,719	\$107,976	\$39,660
<b>Single-Year Subtotal</b>	<b>\$648,741</b>	<b>\$1,038,997</b>	<b>\$1,836,020</b>

Single-Year Authorization

*Cisco SmartNET*

Cisco’s SmartNET maintenance agreement provides ongoing operating and security updates for Valley Metro’s network and telephone equipment; next-business-day hardware replacement if a component or device fails; 24x7x365 access to the engineers in Cisco’s Technical Assistance Center; and access to the extensive Cisco.com online knowledgebase, resources, and tools. SmartNET equipment maintenance plans have covered Valley Metro’s routers, switches, firewalls, video conferencing equipment, and telephony equipment for over a decade. SmartNET is renewed annually through HyeTech Network and Security Solutions, LLC. and is anticipated to increase 23% in FY 2025 as the three-years of coverage included at purchase expires on the core networking equipment purchased during the pandemic.

*End User Computer Equipment*

Valley Metro’s IT department purchases most end-user equipment through Dell, Inc. This includes desktops, laptops, tablets, docking stations, monitors, keyboards, mice, headsets, and web cameras. The end user equipment will be purchased annually from Dell directly. In response to the need to replace a significant number of machines purchased at the beginning of the pandemic, Valley Metro is adjusting the timing of hardware replacements in an effort to smooth costs across several years. As a result, a portion of equipment replacements were pulled forward into FY 2024<sup>2</sup> and a portion will be delayed until the beginning of FY 2026. This smoothing results in a 9% decrease in FY 2025 costs are compared to FY 2024.

<sup>1</sup> Items in italics are actuals for FY 2023 Q1 – Q3 plus estimates for Q4

<sup>2</sup> March 2024 Joint agenda item #4C



*Primary Storage Infrastructure & Maintenance*

Valley Metro’s daily operations depend on 200TB of high availability network data storage. This equipment was purchased between FY 2017 and FY 2018 and will reach end of life in FY 2025. As a result, this authorization includes both the cost of replacing the hardware and an initial three years of maintenance. The agency will be shifting from Nimble Storage products purchased through Hewlett-Packard Enterprise to Pure Storage products purchased through Network and Security Solutions, LLC.

*Secondary Storage Infrastructure & Maintenance*

Secondary data storage devices are used to hold data for systems that are used regularly but where a slower response speed doesn’t impact productivity -- such as vehicle incident videos, service planning modelling data, and information security logs. This storage, which requires 650TB, was purchased between FY 2017 and FY 2018, and will reach end of life in FY 2025. This authorization includes both the cost of replacing the hardware and an initial three years of maintenance. The agency will continue using Cohesity products but will shift from Transource to Network and Security Solutions, LLC. as the vendor.

*Telecommunications & Networking Equipment*

This authorizes funds for the purchase, maintenance, support, and software licensing for VoIP phones and minor networking equipment. A 64% decrease is projected for FY 2025 as compared to FY 2024 as Valley Metro was able to replace most end-of-life secondary network switches in FY 2024<sup>3</sup>.

**COST AND BUDGET**

The funds for the hardware and maintenance agreements outlined in this memo are included in the RPTA and VMR FY 2025 Operating and Capital Budget requests. In addition to the totals above, a 10% contingency is requested. This results in a total requested authorization of not to exceed \$2,019,630 in FY 2025. The RPTA portion is \$1,009,815 and the VMR portion is \$1,009,815.

The hardware and maintenance agreements will be procured through various cooperative contracts to ensure a competitively negotiated price and leverage the better volume discounts available through the contracts. If a different vendor on the below list, or a different Procurement-approved cooperative vehicle provided by one of the vendors listed below offers a more advantageous price, that vendor/cooperative vehicle combination may be used to realize those savings.

Vendor	Cooperative Vehicle	Contract #
Dell	Arizona State Procurement Office	CTR030308-3
HyeTech	1 Government Procurement Alliance	22-02PV-08

<sup>3</sup> March 2024 Joint agenda item #4C



**COMMITTEE ACTION**

RTAG: May 14, 2024 for information

TMC/RMC: June 5, 2024 approved

Boards of Directors: June 20, 2024 for action

**CONTACT**

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**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 6**

**SUBJECT**

Authorization to Continue the Purchase of IT Professional Services for FY 2025

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to continue procuring Information Technology (IT) professional services to maintain Valley Metro's IT operations.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to continue procuring necessary IT professional services. The period of authorization will cover FY 2025 through FY 2027 in an amount not to exceed \$1,263,800, plus a 15% contingency of \$189,570, for a total not-to-exceed authorization amount of \$1,453,370.

**BACKGROUND | DISCUSSION | CONSIDERATION**

In FY 2022 the IT department began presenting all on-going professional services contracts that require authorization in a single annual memo. This approach frees up valuable time on Board agendas, allows the Board to easily differentiate new services from continuing operations, and provides the Board with a holistic view of the Valley Metro IT Department's use of professional services. New initiatives involving professional services requiring authorization continue to be brought to the board individually.

As IT goods and services are purchased by virtually all Arizona public entities, Valley Metro obtains the best volume discounts by utilizing statewide cooperative contracts. In many cases, these contracts can be utilized on a year-to-year basis. In a few cases, however, multi-year agreements are necessary to obtain the best prices. As a result, in order to provide the Board with a holistic view of the IT Department's use of professional services, this memo includes both services for which new single- or multi-year authorization is needed and services with existing previous Board authorizations. All three categories are detailed the tables below:



Single-Year Authorization Request	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025 Budget
Digital Accessibility Auditing Services	\$30,896	\$20,476	\$30,000
Managed Audio/Visual Services	\$37,612	\$164,542	\$30,000
Managed Print Services	\$98,519	\$97,103	\$112,800
Oracle Mission Critical Services	\$43,750	\$38,000	\$38,000
Telecommunications Managed Services	\$189,205	\$268,405	\$282,000
<b>Single-Year Subtotal</b>	<b>\$399,982</b>	<b>\$588,526</b>	<b>\$492,800</b>

Multi-Year Authorization Request	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025 Budget	FY 2026 Request	FY 2027 Request
SOC and IR Services	\$293,515	\$255,722	\$257,000	\$257,000	\$257,000
<b>Multi-Year Subtotal</b>	<b>\$293,515</b>	<b>\$255,722</b>	<b>\$257,000</b>	<b>\$257,000</b>	<b>\$257,000</b>

	FY 2025	FY 2026	FY 2027
<b>Requested Authorization</b>	<b>\$749,800</b>	<b>\$257,000</b>	<b>\$257,000</b>
<b>Combined Total Authorization</b>	<b>\$749,800</b>	<b>\$257,000</b>	<b>\$257,000</b>

Information Technology uses professional services in three circumstances:

- When specific technical skills are needed on a less than a full-time basis
- When the service required benefits from economies of scale and can therefore be provided more cost effectively by a larger firm than in-house
- When the need for a service is expected to vary and the use of a contract enables the Valley Metro to match the supply to the demand.

### Single-Year Authorization

#### *Digital Accessibility Auditing Services*

Valley Metro contracts with Deque to review the accessibility of the mobile app and website platforms against the Web Content Accessibility Guidelines standard to ensure usability for all riders. In FY 2025, a 50% one-time increase in these services will be needed to ensure accessibility as Valley Metro updates its website to match new functionality being added to the mobile app. These services are procured through SHI International Corp.

<sup>1</sup> Actuals in this instance includes fiscal year Q1 – Q3 actual spend, but estimated spend for Q4



### *Managed Audio/Visual Services*

Immedia provides design, sourcing and installation services for agency A/V equipment, along with maintenance and priority repair services with a guaranteed two-hour response time. Valley Metro has contracted with Immedia Integrated Technologies for support of the agency's audio/visual systems for the better part of a decade. The agency's major conference rooms were refreshed in FY 2024. As a result, usage is anticipated to return to a normal level. These services are procured directly from Immedia.

### *Managed Print Services*

Valley Metro contracts with Imagine Technologies for maintenance and repair services, parts, and supplies needed to operate the Agency's fleet of printers and copiers. Valley Metro also procures new units through this partnership, along with installation and configuration services for large multi-function printers. These services are procured directly from Imagine Technologies with rates anticipated to increase 16% next year due to the additional printing needs of two new call centers, the shift of select operational contractors to using Valley Metro-owned systems and equipment including printers, and the general increase of in-office staff presence.

### *Oracle Mission Critical Services*

Valley Metro contracts with Oracle for advanced technical support for their Fusion Cloud Enterprise Resource Planning platform. These services included evolving integrations with other systems (e.g. ADP Payroll and Trapeze Enterprise Asset Management), testing of quarterly updates and resolution of any discovered issues, 24x7x365 mission-critical support, report and dashboard development/maintenance. Contracting for this support allows the ERP system to be effectively managed with only a single devoted Valley Metro FTE. These funds will continue that support as we move forward with implementing new functionality in the Financial and Human Resources Information System portions of Oracle Fusion Cloud and integrate with additional systems to automate labor-intensive workflows.

### *Telecommunications Managed Services*

Valley Metro contracts with Hye Tech Network & Security Solutions, LLC to provide managed networking and telephony services. Hye Tech provides a team of experts with a wide range of skills available 24x7x365 including proactive monitoring and alerting. This approach is preferable to achieving the same scope of coverage by adding multiple staff FTEs as it provides greater support and skill set availability at a lower cost. These services are procured directly from Hye Tech and are anticipated to be about 5% higher in FY 2025.



Multi-Year Authorization

*Security Operations Center (SOC) and Incident Response (IR) Services*

Valley Metro contracts with Kudelski to provide 24x7x365 cybersecurity monitoring, alerting, and first-tier incident response for the agency’s IT systems. Valley Metro switched service providers from Avertium at the beginning of FY 2024 to realize a lower price point along with a better quality of service. After assessing Kudelski’s performance over the past year on a single-year engagement, staff is seeking authorization to enter a three-year contract (FY 2025 – FY 2027) to preserve the current renewal price. This authorization would replace the existing five-year authorization for Avertium through FY 2026 from March 2021 Joint agenda item #04C at an annual savings of \$41,700 (14%).

**COST AND BUDGET**

The funds for the professional services outlined in this memo are already included in the RPTA and VMR FY 2025 Operating and Capital Budget requests and the accompanying five-year budget projections (FY 2025 – FY 2028). In addition to the totals noted above, a larger than usual 15% contingency is requested due to the volatile nature of inflation and the current job market. This results in a total requested authorization of not to exceed \$1,453,370 over the next three years.. The RPTA portion is \$743,935 and the VMR portion is \$709,435.

The professional services will be procured through various cooperative contracts to ensure a competitively negotiated price and leverage the better volume discounts available through the contracts. If a different combination of vendor and Procurement-approved cooperative contract vehicle is identified that offers more advantageous pricing or better performance, that vendor/cooperative vehicle combination may be used in place of those listed below in order to realize that value.

Vendor	Cooperative Vehicle	Contract #
Hye Tech	Arizona State Procurement Office	CTR059868
Imagine Technologies	Arizona State Procurement Office	ADSP018-216034
Immedia	Arizona State Procurement Office	ADSP017-184595
QCM Technologies	Mohave Education Service Cooperative	18N-QCM-0130
SHI	Omnia Partners	2018011-02

**COMMITTEE ACTION**

RTAG: May 14, 2024 for information  
TMC/RMC: June 5, 2024 approved  
Boards of Directors: June 20, 2024 for action



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**ATTACHMENT**

None



1

## Authorization to Continue Purchase of IT Professional Services in FY 2025

- IT professional services include:
  - Digital ADA accessibility auditing
  - Audio/Visual (AV) equipment installation and maintenance
  - Managed printer services
  - Advanced software and hardware support services
- FY 2025 costs decreased by \$95,726 (16%)
  - A technology refresh for key conference rooms was completed in FY 2024
- All staffing augmentation items previously in this memo are now included in the Staffing Co-op Contract memo by Procurement

2



2



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 7**

**SUBJECT**

Authorization to Continue the Purchase of Software Subscriptions and Maintenance Agreements in FY 2025

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to continue procuring software subscriptions and maintenance agreements to maintain Valley Metro's operations.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorization for the CEO to continue procuring necessary software subscriptions and maintenance agreements. The period of authorization will cover FY 2025 – FY 2029 in an amount not to exceed \$5,772,863, plus a 15% contingency of \$865,929, for a total not-to-exceed authorization amount of \$6,638,792.

**BACKGROUND | DISCUSSION | CONSIDERATION**

In FY 2022 the IT department began presenting all on-going software subscriptions and maintenance agreements that require authorization in a single annual memo. This approach frees up valuable time on Board agendas, allows the Board to easily differentiate new services from continuing operations, and provides the Board with a holistic view of Valley Metro's use of software. New initiatives involving software subscriptions or software maintenance agreements requiring authorization continue to be brought to the board individually.

As IT goods and services are purchased by virtually all Arizona public entities, Valley Metro obtains the best volume discounts by utilizing statewide cooperative contracts. In many cases, these contracts can be utilized on a year-to-year basis. In a few cases, however, multi-year agreements are necessary to obtain the best prices. As a result, to provide the Board with a holistic view of Valley Metro's use of software, this memo includes both software for which new single- or multi-year authorization is needed and software with existing previous Board authorizations. All three categories are detailed in the tables below:



Single-Year Authorization Request	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025 Budget
Adobe Suite	\$46,108	\$60,175	\$61,100
Alesig Customer Assistance System (CAS) RPTA	\$52,614	\$68,538	\$52,620
Asana	\$28,536	\$24,307	\$30,200
Automated Speech Recognition <sup>RPTA</sup>	\$84,663	\$112,884	\$112,900
Demisto	\$0	\$89,741	\$89,750
Eleveo <sup>RPTA</sup>	See Existing	See Existing	\$71,500
Google Maps APIs <sup>RPTA</sup>	\$75,483	\$103,652	\$117,110
Keboola	\$49,286	\$49,385	\$51,780
LastPass	\$19,277	\$17,681	\$18,570
Manage Engine	\$69,661	\$78,007	\$78,100
NextRide <sup>RPTA</sup>	\$63,600	\$63,600	\$63,600
Oracle Aconex <sup>VMR</sup>	\$309,225	\$336,613	\$403,940
Oracle ERP	\$334,152	\$357,776	\$460,000
Oracle Primavera <sup>VMR</sup>	\$33,428	\$32,319	\$37,600
Tableau	\$46,487	\$54,963	\$95,200
Tenable.io	\$43,165	\$47,839	\$103,000
Trapeze ATIS <sup>RPTA</sup>	\$120,431	\$133,147	\$146,462
Trapeze PASS <sup>RPTA</sup>	\$347,088	\$192,956	\$225,000
Twilio SMS Short Code <sup>RPTA</sup>	\$32,936	\$25,183	\$40,000
Veeam	\$37,566	\$37,494	\$40,400
Workfront <sup>RPTA</sup>	\$24,313	\$24,501	\$25,800
Workiva	\$38,749	\$42,393	\$46,000
<b>Single-Year Subtotal</b>	<b>\$1,856,768</b>	<b>\$1,953,154</b>	<b>\$2,370,632</b>

Multi-Year Authorization Request	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025 Budget	FY 2026 Request	FY 2027 Request	FY 2028 Request	FY 2029 Request
Esri GIS EA	\$102,937	\$105,853	\$132,400	\$132,400	\$132,400	Re-auth	-
Trapeze EAM <sup>VMR</sup>	\$308,294	\$334,152	\$671,000	\$505,700	\$531,000	\$557,600	\$585,400
VMware	\$23,909	\$28,171	\$154,331	\$0	\$0	Re-auth	-
<b>Multi-Year Subtotal</b>	<b>\$435,140</b>	<b>\$468,176</b>	<b>\$957,731</b>	<b>\$638,100</b>	<b>\$663,400</b>	<b>\$557,600</b>	<b>\$585,400</b>

<sup>1</sup> The "FY23 Actuals" column is Q1 – Q3 actuals plus Q4 estimates



Existing Authorization	FY 2023 Actuals	FY 2024 Est. <sup>1</sup>	FY 2025	FY 2026	FY 2027
Cisco Collab. Flex Plan	\$201,346	\$9,356	\$0	Re-auth	
Cisco Security EA	\$229,426	\$229,426	\$258,300	Re-auth	
Eleveo <sup>RPTA</sup>	\$140,461	\$144,824	see single yr.	Re-auth	
Microsoft EA	\$430,471	\$494,701	\$515,400	Re-auth	
OpenGov	\$0	\$105,413	\$71,570	\$75,148	Re-Auth
Remix	\$62,113	\$77,342	\$70,200	\$70,200	Re-auth
<b>Existing Subtotal</b>	<b>\$1,063,817</b>	<b>\$1,061,062</b>	<b>\$915,470</b>	<b>\$145,348</b>	<b>\$0</b>

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<b>Authorization Requested</b>	<b>\$3,328,363</b>	<b>\$638,100</b>	<b>\$663,400</b>	<b>\$557,600</b>	<b>\$585,400</b>
<b>Combined Total Authorization</b>	<b>\$4,243,833</b>	<b>\$783,448</b>	<b>\$663,400</b>	<b>\$557,600</b>	<b>\$585,400</b>

### Single-Year Authorization

#### *Adobe Suite*

The Adobe Suite is a collection of 20+ applications and services used by staff in various departments<sup>2</sup> to create print and digital media (photos, videos, digital documents, web content, social media content, brochures, posters, signage, advertising, etc.). One component, Adobe Document Cloud, is used agency-wide for creating and editing PDF files, publishing digital forms, and signing documents electronically. The Adobe Suite is procured annually through SHI International Corp., with costs anticipated to increase 2% in FY 2025.

#### *Alesig Customer Assistance System (CAS)*

Valley Metro’s Customer Service team uses Alesig’s CAS software to record, track, share, process, and report on customer complaints. CAS is purchased directly from Alesig Consulting, LLC with spend expected to decrease by 36% in FY 2025 due to the one-time cost for implementing automated customer surveys in FY 2024.

#### *Asana*

Asana is used by staff in various departments<sup>3</sup> for tasks and project management. Asana is procured annually through SHI International Corp. The 25% anticipated cost increase in FY 2025 is due to increasing adoption across the organization.

#### *Automated Speech Recognition (ASR)*

Google’s ASR services allow the Regional Customer Service Call Center to handle 40% of basic customer inquiries without the involvement of a Customer Service

<sup>2</sup> Marketing, Communications, Community Relations, and Graphic Design

<sup>3</sup> IT, Administrative Support Services & Project Management, Human Resources, Community Relations, and the Transit Asset Management group in Operations among others



Representative, saving the equivalent of just under 9 FTE annually. Google's ASR services and support by Workflow Concepts is procured annually through SHI International Corp. Costs are anticipated to remain flat in FY 2025. In FY 2024, Google required users to upgrade to a new product.

#### *Demisto*

Valley Metro's Information Security team uses Demisto as their ticketing system to track incident and investigation status. Demisto also allows the automation of various tasks such as threat intelligence lookup that significantly reduce the man-hours required each month for certain repetitive processes such as reviewing and assessing reported phishing emails. Demisto was originally procured for a three-year period through CDW-G and shifted to an annual renewal schedule in FY 2024. Costs are expected to remain flat in FY 2025.

#### *Eleveo<sup>6</sup>*

Eleveo provides Valley Metro with agent scheduling, quality assurance, and performance reporting for the agency's various call centers. Other agency staff also make use of Eleveo for quality assurance and call recording in situations where the conversation may become relevant in law enforcement or legal actions. Eleveo is procured on a triennial basis (most recently in FY 2023). In FY 2024 licensing was expanded to include the new Accessible Transit Services call center. During that expansion, it was discovered that Eleveo had mis-quoted the level of licensing required for certain features. The vendor agreed to provide the functionality gratis for the remainder of FY 2024 but requires Valley Metro to true-up to the higher tier of licensing to retain the functionality in FY 2025 and beyond.

#### *Google Maps APIs*

Google Maps APIs are the core technology behind the trip planning features of our website. API access is procured through CDW-G and usage is expected to increase by 13% in FY 2025 as riders return and new online features and fares are introduced, driving more traffic to the website. While usage credits are purchased up front, any credits not used in FY 2025 will roll over into FY 2026.

#### *Keboola*

Valley Metro's Business Intelligence team uses Keboola to identify, locate, and pull together all data relevant to the agency's business from both Valley Metro and third-party sources, manage the data load and organize it into a standard structure, and then push that data into the agency's data warehouse. Keboola is procured through CDW-G with costs anticipated to grow 5% in FY 2025.

#### *LastPass*

LastPass is Valley Metro's enterprise password manager. It is used to create, store, and organize logins to websites, applications, and services that do not support single-sign-on with their Valley Metro credentials. This solution also allows IT to monitor password policy compliance, reset and update third-party passwords, and manage



shared accounts that have multiple users in support of maintaining compliance with the FTA-mandated NIST-CSF<sup>4</sup> Access Management standards. LastPass is procured annually through SHI International Corp., and FY 2025 renewal costs are anticipated to increase 5%.

#### *Manage Engine*

ManageEngine is a suite of tools used to manage IT services including to assign and track service requests, trouble tickets; and changes, identify underlying problems driving multiple tickets, manage assets, mobile devices, user accounts, and user access, monitor networks, deploy and update software automatically and remotely, secure third-party browsers like Chrome and Firefox, and perform security auditing. ManageEngine is procured annually through Northwind Ventures, Inc. FY 2025 costs are anticipated to be flat.

#### *NextRide*

The NextRide platform provides customers with real-time next arrival times for any selected station via SMS text, phone (IVR), and the website. Nextride is purchased directly from Alesig Consulting, LLC. NextRide will be phased out in FY 2025 in coordination with a refresh of stop and station signage and, therefore, will not be reprocured in FY 2026.

#### *Oracle Aconex*

Capital Development uses Oracle's Aconex Construction Management solution to collaborate with contractors and subcontractors, review and approve work and payments, to store and manage plans, permits, and other project documentation, as well as various other project control functions for Valley Metro's portfolio of capital projects. Oracle Aconex is purchased through DLT Solutions, LLC. Renewal costs are based on the capital cost of projects and are expected to increase by up to 20% in FY 2025 due to ongoing impacts of Oracle's acquisition of Aconex and changes to project costs, particularly those required to the Capitol Expansion by recent legislation.

#### *Oracle Enterprise Resource Planning (ERP)<sup>5</sup>*

Oracle ERP is Valley Metro's tool for managing day-to-day business activities including accounting, budget, capital project management, human resources, learning management, payroll, and procurement. The initial four-year contract ends in FY 2024, and costs are expected to increase by up to 29% at the FY 2025 renewal.

#### *Oracle Primavera*

Capital Development uses Oracle's P6 Enterprise and Primavera Cloud project management solutions for scheduling, resource management, and risk management for each of the capital projects in Valley Metro's portfolio. Oracle Primavera is procured

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<sup>4</sup> National Institute of Standards and Technologies Cyber-Security Framework

<sup>5</sup> October 2018 RPTA agenda item #03B (HRIS) & June 2020 Joint agenda item #09 (ERP, EAM)



annually through Mythics, an Oracle Platinum Partner, with FY 2025 renewal costs anticipated to increase by up to 16% due to additional licensing.

#### *Tableau*

Tableau is a reporting and analytics platform used by Valley Metro's Business Intelligence team to produce custom reports, dashboards, and data visualizations, and share those with external partner agency staff. Tableau is procured through CDW-G. Licensing costs are anticipated to grow 73% in FY 2024 due to an initiative to make reports, dashboards, and data available more widely within the organization and to various city partners staff members.

#### *Tenable.io*

Valley Metro's Information Security team has used Tenable products to detect, track, and confirm remediation of vulnerabilities across Valley Metro's information systems since 2019. Tenable.io is procured annually through CDW-G, with FY 2024 costs increasing due to an FY 2025 budget initiative to expand Tenable.io's use to the agency's Operational Technology (OT) systems.

#### *Trapeze Automated Transit Information System (ATIS)*

Customer Service utilizes ATIS to provide over-the-phone trip planning and information services to customers. Renewal costs in FY 2024 are expected to increase by 10% due to Trapeze's regular price increase schedule.

#### *Trapeze Enterprise Asset Management (EAM)*

Trapeze EAM is Valley Metro's tool for managing the maintenance of the agency's physical assets (e.g., buses, light rail vehicles, facilities, track, etc.) throughout each asset's lifecycle. The initial four-year contract with Denovo ends in FY 2024, and Valley Metro will begin procuring directly from Trapeze. The FY 2025 renewal includes a budget initiative for additional integrations including with various vehicle telemetry systems for direct import of fault data and with Keolis' maintenance system for the East Valley bus fleet. The FY 2025 renewal cost is expected to increase by 100%, with \$148,000 (44%) of the increase being a one-time cost.

#### *Trapeze PASS*

PASS is used by Accessible Transit Services (ATS) to manage Paratransit eligibility certification, scheduling and dispatch of trips, automatic notification and reminders to passengers, and online payments. This item covers keeping the system running until an in-process RFP for Demand-Response Software<sup>6</sup> can be completed and the resulting solution implemented. Renewal costs for FY 2025 are anticipated to increase by as much as 17% due to a combination of increased ATS ridership and Trapeze's price increase.

#### *Twilio*

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<sup>6</sup> January 2024 RPTA agenda item #01C



Twilio's cloud communications platform-as-a-service provides valley metro with a 5-digit short code through which Valley Metro may communicate with the ridership using SMS messaging. This functionality enables customers who can't or won't install Valley Metro's mobile apps to communicate with the NextRide and AlertVM platforms using SMS text messaging, as well as to receive notifications and route alerts from the RideText SMS alert system. Twilio is transitioning from a five-year contract to an annual renewal in FY 2025. Monthly usage costs are expected to increase by up to 59% in FY 2025 due to increased traffic as the short code will be part of a budget initiative to expand Communications and Public Relations outreach.

#### *Veeam*

Veeam is Valley Metro's backup and disaster recovery solution. Veeam is procured annually through CDW-G, with FY 2024 renewal costs anticipated to increase by 8% as the number of systems and amount of data being backed up continues to grow.

#### *Workfront*

Workfront is the job management software used by Valley Metro's Marketing team to intake, track, assign, collaboratively proof, and measure the cycle time of its production tasks and campaigns. Workfront is procured annually through SHI International Corp., with FY 2025 renewal costs anticipated to increase 5%.

#### *Workiva*

Finance uses this software to produce the Comprehensive Annual Financial Reports (CAFR) for both RPTA and VMR. Workiva is procured annually through SHI International Corp, with renewal costs anticipated to increase 9% in FY 2025 based on prior year cost increases.

#### Multi-Year Authorization

#### *Esri Geographical Information Systems (GIS) Enterprise Agreement*

GIS is a suite of software programs for organizing and displaying information on maps. Valley Metro uses GIS to inform, monitor, and manage transportation planning throughout its processes -- from planning and design through survey and construction management to operations and maintenance to facilitate greater efficiency and informed decision making. It aids in determining capacity enhancements, operational improvements, and identifying strategic investments to keep the transit system running optimally. In addition, essential economic, demographic, and cost estimate data can be quickly provided and analyzed for planning new routes or analyzing existing routes. GIS licensing is procured directly from Esri and is up for triennial renewal in FY 2025, with annual costs anticipated to increase by 25% based on the price change at the prior renewal.

#### *VMware*

VMware is Valley Metro's server virtualization platform, allowing the IT department to run 206 virtual servers and appliances while only needing to procure and maintain 14



physical machines. In November 2023 VMware was acquired by Broadcom, who rapidly moved to increase prices to speed their return on investment. Our FY 2025 annual renewal cost would be \$72,018, an increase of 156%. However, if Valley Metro renews for three years up front, the annual payments would be \$51,444, reducing the year-over-year increase to 83% and locking in that price for the next three years. This would also give staff time to investigate competing products and plan a structured transition should Broadcom's price increases exceed VMware's value to the agency. VMware is procured through CDW-G.

### Existing Authorization

#### *Cisco Collaboration Flex Plan*<sup>7</sup>

Cisco's Collaboration Flex Plan covers the licensing for Valley Metro's phone system, Webex Meetings teleconferencing platform, and the Webex Teams instant messaging and collaboration platform. The Cisco Flex Plan is procured triennially.

#### *Cisco Security Enterprise Agreement*<sup>8</sup> (EA)

Valley Metro uses the following Cisco products as part of its "defense in depth" cybersecurity stance: firewalls, advanced endpoint detection and response, virtual private network, multi-factor authentication, network access policy enforcement, enterprise network security for remote users and sites, web security and content management, email security and malware threat defense, and threat intelligence and analysis.

#### *Eleveo*<sup>6</sup>

Valley Metro's Customer Service team uses Eleveo in the regional call center for agent scheduling, quality assurance, and performance reporting. Several other groups<sup>9</sup> also make use of Eleveo for quality assurance and call recording in situations where the conversation may become relevant in law enforcement or legal actions. Eleveo replaced Calabrio in FY 2023 and is procured for and paid triennially. Eleveo was expanded to cover the new ATS Reservation Call Center in FY 2024.

#### *Microsoft Enterprise Agreement (EA)*<sup>6</sup>

This three-year software agreement provides Valley Metro with office productivity software (Microsoft Office), project management software, flowcharting and diagramming software, email and calendaring software, database system software, online document collaboration, secure file sharing, secure public-facing application publishing, application single-sign-on, long-term off-site backup storage, and desktop and server operating systems. The Microsoft EA is procured triennially but paid annually.

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<sup>7</sup> May 2023 Joint agenda item #04E

<sup>8</sup> October 2020 Joint agenda item #06B

<sup>9</sup> Accessible Transit Services, Transit Security, and the Bus Operations Control Centers at EVBOM and MTF



*OpenGov*<sup>10</sup>

OpenGov is the procurement lifecycle and contract management system that replaced Procurement in FY 2024. Procurement is purchased directly from OpenGov, Inc. and post-implementation renewal costs in FY 2025 are expected to decrease by 23%.

*Remix*<sup>11</sup>

Service Planning uses Remix to perform route design as well as the modification of existing transit routes in order to create complex service planning scenarios and communicate those scenarios visually, quickly, and simply to elected officials, member agency staff, stakeholders, and the public. Remix is procured triennially and paid for annually.

**COST AND BUDGET**

The funds for the software licensing and support outlined in this memo are already included in the RPTA and VMR FY 2025 Operating and Capital Budget requests and are included in the accompanying five-year budget projections (FY 2026 – FY 2029). In addition to the amounts described above, a 15% contingency is requested due to the unusually high rate of inflation over the past two years and the fact that most of the quotes this memo is based will no longer be valid when the renewals occur. This results in a total request for authorization not to exceed \$6,638,792 over the next three years. The RPTA portion is \$3,343,328 and the VMR portion is \$3,295,464.

The software subscriptions and maintenance agreements will be procured through the vendors and cooperative contracts listed below to ensure a competitively negotiated price and leverage the better volume discounts available through the contracts. If a different vendor on the below list, or a different Procurement-approved cooperative vehicle provided by one of the vendors listed below offers a more advantageous price, that vendor/cooperative vehicle combination may be used to realize those savings.

Vendor	Cooperative Vehicle	Contract #
<b>Alesig Consulting, LLC</b>	GSA Schedule 70	GS-35F-0576W
<b>Bentley Systems, Inc.</b>	GSA Schedule 70	GS-35F-0119Y
<b>CDW-G</b>	Arizona State Procurement Office	CTR031739-2
<b>DLT Solutions, LLC</b>	US Communities	180233
<b>HyeTech</b>	1 Government Procurement Alliance	22-02PV-08
<b>Northwind Ventures, Inc.</b>	GSA Schedule 70	47QTCA19D009H
<b>Oracle Corporation</b>	Arizona State Procurement Office	CTR031342-5
<b>SHI International Corp.</b>	Arizona State Procurement Office	CTR046099
<b>SHI International Corp.</b>	OMNIA Partners	2018011-02

<sup>10</sup> October 2023 Joint agenda item #04B

<sup>11</sup> June 2023 Joint agenda item #07E



**COMMITTEE ACTION**

RTAG: May 14, 2024 for information

TMC/RMC: June 5, 2024 approved

Boards of Directors: June 20, 2024 for action

**CONTACT**

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**ATTACHMENT**

None

## 7. Authorization to Continue the Purchase of Software Subscriptions & Maintenance Agreements in FY25



1

### Authorization to Continue Software Subscriptions & Maintenance Agreements in FY 2025

- Renewal of 26 software tools used across the agency
- Significant FY 2025 increase, \$907,033, driven primarily by:
  - Trapeze EAM (\$336k) – After an initial 4-year contract limiting price increases, renewal includes a 7% year-over-year increase.
  - VMware (\$127k) – A massive post acquisition price increase was partially mitigated by a three-year, paid-up front license agreement.
  - Oracle ERP (\$100k) – After an initial 4-year contract limiting price increases, renewal includes a 6% year-over-year increase.
  - Eleveo (\$73k) – new ADA and fare call centers, cost increase, & increased utilization.
  - Teneble.io (\$63k) – Adds IT security monitoring for Operational Technology (OT)
  - Tableau (\$45k) – Expands licenses for city staff

2



2



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 8**

**SUBJECT**

Allied Universal Security Services Contract Change Order – Wage Rates

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute a contract change order with Allied Universal Security Services (AUS) to address wage rate challenges in the regional labor market for fare inspection and security services.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to execute a contract change order with AUS for fare inspection and security services to increase hourly wages to the 55<sup>th</sup> percentile of the market. Wage adjustments would take effect July 1, 2024.

**BACKGROUND | DISCUSSION | CONSIDERATION**

On November 14, 2023, Valley Metro issued a letter of concern to AUS. A primary concern was the high vacancy level of Field Security Officers. Since that time, working with Valley Metro staff, AUS has increased recruitment activities, established hiring bonuses, audited training, added supervisor positions, and added a Field Security Officer Advocate (at no cost the agency).

These efforts have resulted in a reduced vacancy level; however, critical supervisory positions remain difficult to fill due to the narrow gap between Field Security Officer and Field/Shift Supervisor positions (<\$1). Further, while the overall vacancy rate has gone down, the turnover rate is averaging at 262%. Many of those who respond to exit interview questions cite existing hourly wages as a primary reason for leaving.

The requirements for most Security Officers on the Valley Metro contract differ from many standard Security Officer position and include the following:

- Working on and around an active rail system
- Working with the public in challenging situations in exposed outdoor environments
- Addressing passengers experiencing quality of life issues and mental health situations; medical interventions
- Addressing passengers under the influence of alcohol or controlled substances



- Ability to adapt to unforeseen environmental factors involving public interaction, biohazards spills, etc.

In benchmarking peer agencies of similar size and conditions, as well as local large-scale security contracts, staff findings indicate that adjusting wages would make Valley Metro security positions more competitive. More competitive wages would also likely result in a higher caliber candidate pool for the critical, open supervisory positions that require a higher level of responsibility and leadership ability.

**COST AND BUDGET**

In collaboration with AUS, staff proposes the following wage increases on the Valley Metro fare inspection and security contract.

Position	Current FY24		55 <sup>th</sup> Percentile	
	Wage Rate	Bill Rate	Wage Rate	Bill Rate
Field Sec Officers	\$19.86	\$28.38	\$24.00	\$33.84
Field Supervisors	\$20.81	\$29.73	\$27.00	\$38.07
OMC Officers	\$17.05	\$24.50	\$22.00	\$31.02
Dispatchers	\$18.38	\$26.35	\$24.00	\$33.84
Shift Supervisors	\$22.49	\$31.96	\$30.00	\$42.30
Recruiter	\$18.21	\$26.17	\$26.00	\$36.66
Trainer	\$22.08	\$31.51	\$27.00	\$38.07
Asst Manager	\$26.53	\$35.20	\$33.65	\$47.45

Due to the high level of vacancies, at this time, staff anticipates no added cost to the previously approved total contract authority.

**COMMITTEE ACTION**

TMC/RMC: June 5, 2024, approved  
Boards of Directors: June 20, 2024, for action

**CONTACT**

Adrian Ruiz  
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**ATTACHMENT**

None

## 8. Allied Universal Services Contract Change Offer - Wage Rates



1

## Security Contract Status

- AUS contract performance monitoring - corrective action
  - Filling Field Security Officer and added Supervisor positions
  - Added Field Security Officer Advocate
    - No expense to Valley Metro
  - Training program for improvements
- Fare Inspection and Security Services Contract
  - Summer 2024 - Request Board approval to commence re-procurement process
  - Spring/Summer 2025 - Contract award and onboard new security contractor



City of Phoenix



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## Proposed Phased Wage Adjustment

Position	Current FY24		55 <sup>th</sup> Percentile	
	Wage Rate	Bill Rate	Wage Rate	Bill Rate
Field Sec Officers	\$19.86	\$28.38	\$24.00	\$33.84
Field Supervisors	\$20.81	\$29.73	\$27.00	\$38.07
OMC Officers	\$17.05	\$24.50	\$22.00	\$31.02
Dispatchers	\$18.38	\$26.35	\$24.00	\$33.84
Shift Supervisors	\$22.49	\$31.96	\$30.00	\$42.30
Recruiter	\$18.21	\$26.17	\$26.00	\$36.66
Trainer	\$22.08	\$31.51	\$27.00	\$38.07
Asst Manager	\$26.53	\$35.20	\$33.65	\$47.45

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3



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 9**

**SUBJECT**

General Consulting Support Services (GCSS) Contract Award

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to award a contract for General Consulting Support Services (GCSS) with Arcadis U.S., Inc, for an amount not to exceed \$15.4 million.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to execute a five-year contract with three, one-year extension options with Arcadis U.S., Inc., for General Consulting Support Services for an amount not-to-exceed \$15,400,000.

**BACKGROUND | DISCUSSION | CONSIDERATION**

On June 9, 2016, the Boards of Directors authorized the CEO to execute a five-year base contract, with three, one-year extension options, for the General Consulting Support Services (GCSS) Contract with Arcadis, Inc. This contract is set to expire on June 30, 2024.

Valley Metro needs continued consultant support with a wide range of specialty expertise to support various types of project implementation. The GCSS consultant supports projects of various sizes including rail state of good repair, bus infrastructure projects with member cities, and technical support for the large rail extension projects. Most of the services required will be short-term in duration and on an as-needed basis. The types of services provided by the GCSS Consultant are architectural/engineering design, construction management/inspection, project controls, project scheduling, cost estimating, environmental, quality assurance, real estate support and other technical services as required.

On February 9, 2023, the Joint Boards of Directors authorized the CEO to issue a federally-compliant competitive solicitation for GCSS for a contract term of up to eight years. On February 27, 2024, Valley Metro issued a Request for Qualifications (RFQ) to solicit Statement of Qualifications (SOQ) for GCSS. The RFQ published evaluation criteria and corresponding point values as shown below.



Evaluation Criteria	Total Point Value (1000)
Project Manager’s Qualifications & Experience	300
Personnel Qualifications & Experience	250
Firm Qualifications & Experience	200
Understanding/Approach to the Scope of Services	250

A pre-submittal conference was held on March 7, 2024 and the RFQ closed on March 27, 2024. A total of two offers were received and deemed responsive from the following firms:

1. Arcadis U.S., Inc.
2. Bowman Consulting, Ltd.

A selection committee made up of four Valley Metro employees and one City of Mesa employee were appointed to evaluate the responsive SOQs. The selection committee prepared their final scoring and ranking results as reflected below.

Offeror	Ranking
<b>Arcadis U.S., Inc.</b>	1st
<b>Bowman Consulting, Ltd.</b>	2nd

Based on the selection committee’s initial scoring, it was determined that one firm would be invited to participate in negotiations. Upon completion of negotiations, Valley Metro reached consensus with Arcadis, U.S., Inc., on contract terms and fees. This firm’s rates have been negotiated and agreed to pending the award of this contract.

Task orders for specific projects will be negotiated and assigned to the GCSS Consultant over the duration of the contract. As individual projects are identified, the following steps will be used to execute a task order:

1. Valley Metro and the GCSS Consultant will meet to define the scope of work.
2. Valley Metro will prepare a scope of work and issue a task order request.
3. The GCSS Consultant will prepare a task order proposal and cost.
4. Valley Metro will prepare an independent cost estimate prior to approval and execution of individual task orders.
5. Final negotiations occur and the task order is executed after the funding source is verified in the appropriate budget.
6. If price negotiations are not successful, then Valley Metro reserves the right to advertise via open competition.



### **COST AND BUDGET**

The GCSS contract will be task order based. The source of funding will be determined on a task order by task order basis specific to a project. Typical sources of funding for the projects will be from the regional Public Transportation Fund (Prop 400/PTF), federal funding, and/or Member Cities. Based on historical expenditures and upcoming, planned projects, the contract authority needed for the new contract is estimated to be \$15.4 million over eight years, with an estimated 15% of work attributed to RPTA and 85% to VMR.

Prior to any task orders being issued, funding sources are verified and will be accounted for in the appropriate RPTA and/or VMR budgets.

### **COMMITTEE ACTION**

RTAG: May 14, 2024 for information

TMC/RMC: June 5, 2024 approved

Boards of Directors: June 20, 2024 for action

### **CONTACT**

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### **ATTACHMENT**

Examples of Past General Consulting Support Services Projects



## ATTACHMENT

### EXAMPLES OF PAST GENERAL CONSULTING SUPPORT SERVICES PROJECTS

- 1) RPTA General Consulting Support Services
  - a) Bus Stop Improvements Design (Avondale Bus Stops)
  - b) Transit Center Design (Avondale Transit Center)
  - c) Park-and-Ride (PNR) Design (Peoria PNR, Buckeye PNR Expansion)
  - d) Bus Operations and Maintenance Center Facilities Improvements
  - e) Systemwide Emergency Preparedness Plan Update
  - f) Independent Cost Estimating Support
  - g) Job Order Contract Project Management and Inspection
  
- 2) VMR General Consulting Support Services
  - a) Safety and Security System Facilities Improvements
  - b) Traffic Controller Testing Support Services for Light Rail Extension Projects
  - c) Structural Analysis for Equipment Installation at Existing Facilities
  - d) HVAC Rehabilitation and Improvements at Existing Facilities
  - e) Operations and Maintenance Center Guard House Design
  - f) Systemwide Threat Vulnerability Assessment Update
  - g) Capital Project Program Controls Support
  - h) Independent Cost Estimating Support
  - i) CADD Support
  - j) Transit Asset Management Inspections
  - k) Third-Party Utility Review for Developer and Capital Projects
  - l) Blue Staking Support
  - m) Emergency Repair Design
  - n) Wayfinding Station Signage Design
  - o) Job Order Contract Project Management and Inspection



1

## Scope

- Consultant Support
  - Engineering
  - Architecture
  - Construction Management
  - Inspections
  - Cost Estimating
  - Environmental
  - Real Estate Support



2



2

## GSCC Contract Award

- Arcadis U.S., Inc
- Five-year contract, three one-year extension options
- Not to exceed \$15.4M total contract authority



3



3



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 10****SUBJECT**

Multi-Temporary Staffing Services and Related Solutions – Cooperative Contracts

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute cooperative contracts competitively solicited by the Arizona Department of Administration State Procurement Office (SPO), Mohave Cooperative, and The Strategic Alliance for Volume Expenditures (S.A.V.E.) for temporary staffing services in an amount not to exceed \$24,156,287, for the period of July 1, 2024, through the maximum term of the contracts, December 31, 2028.

**RECOMMENDATION**

Staff recommends that the Boards of Directors authorize the CEO to execute cooperative contracts competitively solicited by the Arizona Department of Administration State Procurement Office (SPO) for temporary staffing services with Regional Public Transportation Authority and Valley Metro Rail, Inc., jointly and severally, in the amount of \$21,005,467, plus a contingency of \$3,150,820, for a total not to exceed amount of \$24,156,287, for the period of July 1, 2024, through the maximum term of the contracts, December 31, 2028.

Estimated Agency Spend by Fiscal Year			
Fiscal Year	Non-IT Spend	IT Spend	Agency Spend
FY24 (information only)	\$477,985	\$3,083,945	\$3,561,930
FY25	\$506,664	\$3,386,490	\$3,893,154
FY26	\$537,064	\$3,842,680	\$4,379,744
FY27	\$569,288	\$4,475,154	\$5,044,442
FY28	\$603,445	\$4,475,154	\$5,078,599
FY29 (six months)	\$319,826	\$2,289,702	\$2,609,528
<b>TOTAL</b>	<b>\$2,536,287</b>	<b>\$18,469,180</b>	<b>\$21,005,467</b>

**BACKGROUND | DISCUSSION | CONSIDERATION**

Most agency departments use temporary staffing at varying levels to backfill open positions, extend resources on a project basis, and/or temporarily secure specialized skills. Competitively bid contracts are available to all public agencies in Arizona. The



agency obtains the best volume discounts by utilizing statewide cooperative contracts. The table below outlines FY24 usage and estimated future fiscal year needs.

Information Technology uses professional services in three circumstances:

1. When specific technical skills are needed on a less than full-time basis.
2. When the service requires benefits from economies of scale and can, therefore, be provided more cost-effectively by a larger firm than in-house.
3. When the need for a service is expected to vary, the use of a contract enables the Valley Metro to match the supply to the demand.

<b>Technology Spend Detail by Fiscal Year</b>						
<b>Fiscal Year</b>	<b>Total IT</b>	<b>Dev. Svcs.</b>	<b>ERP Suppt.</b>	<b>Info. Sec.</b>	<b>Svc. Desk</b>	<b>Vacancy</b>
<b>FY 24</b>	<b>\$3,083,945</b>	\$209,999	\$510,846	\$789,985	\$988,265	\$584,850
<b>Notes for FY24: 5% triennially</b>						
<b>FY 25</b>	<b>\$3,386,490</b>	\$369,460	\$500,000	\$790,000	\$106,080	\$584,850
<b>Notes for FY25: Add one Info. Sec. Admin in FY 26</b>						
<b>FY 26</b>	<b>\$3,842,680</b>	\$390,000	\$525,000	\$1,050,000	\$106,080	\$727,800
<b>Assumptions / Notes for FY26: 15% price increase at renewal, +1 tech in FY27</b>						
<b>FY 27</b>	<b>\$4,475,154</b>	\$468,000	\$525,000	\$1,310,000	\$1,444,354	\$727,800
<b>Notes for FY27: 3 positions, 1213 hours (7 months) @ \$150/hr each, increase to 4 in FY 26</b>						
<b>FY 28</b>	<b>\$4,475,154</b>	\$468,000	\$525,000	\$1,310,000	\$1,444,354	\$727,800
<b>FY 29 (6 mo.)</b>	<b>\$2,289,702</b>	\$273,000	\$275,625	\$655,000	\$722,177	\$363,900
<b>Total</b>	<b>\$18,469,180</b>	\$1,968,460	\$2,350,625	\$5,115,000	\$3,823,045	\$3,132,150

**COST AND BUDGET**

For the Fiscal Year 2025, the Agency’s contract obligation is \$3,893,154, which is fully funded within the Preliminary FY2025 Operating and Capital Budget. Contract obligations beyond FY2025 are incorporated into the Agency’s Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).

The source of funds is Prop400 and local funds.

**COMMITTEE PROCESS**

RTAG: May 14, 2024 for information  
 TMC/RMC: June 5, 2024, approved  
 Boards of Directors: June 20, 2024, for action



**CONTACT**

Ken Kessler  
Chief Financial Officer  
[kkessler@valleymetro.org](mailto:kkessler@valleymetro.org)

**ATTACHMENT**

Draft agreements are available upon request.



1

## Staffing Co-op Contracts

- Requesting Authorization to execute cooperative contracts from three sources that were all competitively solicited: 1) Arizona Department of Administration State Procurement Office (SPO), 2) Mohave Cooperative, and 3) Strategic Alliance for Volume Expenditures (S.A.V.E.) for temporary staffing services.
- Period of July 1, 2024, through the maximum term of the SPO contracts, December 31, 2028.
- The requested cooperative contracts are available to all public agencies in Arizona.
- Amount of \$21,005,467, plus a contingency of \$3,150,820, for a total not to exceed amount of \$24,156,287.

2



2

## Staffing Co-op Contracts (Continued) IT Staffing

- IT uses staffing contracts to staff the Service Desk team, partially staff the Information Security and Development teams, reduce the in-house FTEs required to administer the ERP system, and to temporarily fill technical roles with specialized skills that normally require significant time to hire
- Five-year anticipated changes:
  - One service desk tech in FY 25, 60% offset by vacancy savings from the end of the part-time apprentice program
  - Development services in FY 25 and FY 27 for digital expansion
  - Increase vacancy backfill in FY 26 based on increased turnover due to demand for IT personnel
  - One InfoSec role in FY 26 dedicated to Operational Technology (OT) systems and another in FY 27 for IT systems
  - The current 5-year service desk contract ends in FY 27, expect a 5% year-over-year compounding increase at renewal

3



3

## Staffing Co-op Contracts (Continued) Non-IT Staffing

- The agency uses temporary staffing for non-IT purposes on an as needed basis to
  - Temporarily backfill open positions
  - Extend resources on a project basis
  - Temporarily secure specialized skills

4



4



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 11****SUBJECT**

Strategic Plan Goal Indicators

**PURPOSE**

To obtain feedback from the Boards of Directors on the indicators proposed for Valley Metro's FY 2025 – FY 2030 Strategic Plan goals.

**RECOMMENDATION**

No formal action is required.

Staff is requesting feedback on the indicators proposed for Valley Metro's FY 2025 – FY 2030 Strategic Plan goals.

**BACKGROUND | DISCUSSION | CONSIDERATION**

The Boards of Directors approved Valley Metro's FY 2025 – FY 2030 Strategic plan in January 2024. The approved plan includes nine overarching goals for the five-year period. Under each goal, the plan identified four to five "initiatives" (essentially tactics) to impact the goals. In each of the plan's five years, Valley Metro will identify and implement specific actions to accomplish the initiatives in pursuit of the goals.

To encompass the region's aspirations and Valley Metro's organizational health and effectiveness over the next five years, the goals are deliberately broad. Therefore, the indicators to measure progress toward the goals must also be high-level measures reflective of a wide range of efforts. By comparison, the initiatives represent more specific objectives. As a result, as initiatives are pursued, the Valley Metro staff will establish benchmarks for both the implementation of the initiative and the outcome sought.

Reporting to the Boards will occur on a rotating quarterly basis. In May and November, Valley Metro staff will provide updates on the actions and initiatives associated with goals two (Invest in Talent), six (Leadership & Execution), seven (Board Governance), and nine (Financial Sustainability). In February and August, updates will be provided for the actions and initiatives associated with goals one (Customer Experience), three (Safety & Security), four (Data & Technology), five (Stakeholder Collaboration), and eight (Operational Excellence). These updates will include progress reports on the implementation of initiatives, their associated performance measures, and trend data for goal indicators.



In the development of goal indicators, when possible, Valley Metro sought a blend of objective measures (e.g. on-time-performance, security incidents, and preventable accidents) and subjective data (e.g. rider net promoter score, rider satisfaction with security, and operator and staff understanding of and confidence in the safety management system). By capturing both dimensions, the data becomes richer and more actionable.

The proposed goal indicators are listed below. Indicators in plain text already exist. Indicators in *italics* require development.

#	Measure	Modes	Source	Frequency
<b>Excellent Customer Experience</b>				
1.a	Complaints per Boarding	All	Complaint System	Monthly
1.b	Net Promoter Score	All	Rider Survey	Annual
1.c	Boardings	All	Farebox/APC	Monthly
1.d	Boardings/Rev Mile	All	Farebox/APC	Monthly
1.e	VM Mobile App Rating	All	App Store Rating	Monthly
<b>Invest In Talent</b>				
2.a	Turn-Over Rate		HRIS	Monthly
2.b	% Internal promotions		HRIS	Twice /year
2.c	<i>% of VM staff who agree with “I have opportunities to learn and grown within VM.”</i>		<i>VM Employee Survey</i>	<i>Annual</i>
2.d	<i>% of VM staff who agree with “Valley Metro respects the contributions of all staff.”</i>		<i>VM Employee Survey</i>	<i>Annual</i>
<b>Safety &amp; Security on Transit</b>				
3.a	Accidents	All	Safety Mgt System	Monthly
3.b	Security Incidents	Rail, Bus	AUS and PD Reports	Monthly
3.c	Rider Satisfaction with Security	Rail, Bus	Rider Survey	Annual
3.d	<i>% of workers who agree with “I know how to report risks of unintentional harm to staff or riders and that Valley Metro will take any report seriously.”</i>		<i>All Worker Survey</i>	<i>Annual</i>



<b>Leverage Data &amp; Technology</b>				
<b>4.a</b>	% of VM managers who agree with “I have access to the data I need.”		VM Employee Survey	Annual
<b>4.b</b>	% of city staff who agree with “I have access to the transit data I need.”		City Survey	Annual
<b>4.c</b>	VM App active users	All	App Store	Monthly
<b>4.d</b>	Mobile fare active users	All	Fare System	Monthly
<b>Stakeholder Collaboration</b>				
<b>5.a</b>	Number of frontline staff engagements		CSI & Ops Reporting	Quarterly
<b>5.b</b>	Attainment of DBE spending goals		DBE Reporting	Quarterly
<b>5.c</b>	% of city staff who agree with “My city has a voice in service and system planning.”		City Survey	Annual
<b>5.d</b>	General Public Sentiment		TBD	TBD
<b>5.e</b>	Capital project stakeholder satisfaction with community engagement		TBD	TBD

#	Measure	Modes	Source	Frequency
<b>Leadership &amp; Execution</b>				
<b>6.a</b>	% of VM staff who agree with “I understand how my work impacts VM’s goals.”		VM Employee Survey	Annual
<b>6.b</b>	% of VM staff who agree with “Valley Metro respects the contributions of all staff.”		VM Employee Survey	Annual
<b>Board Governance</b>				
<b>7.a</b>	% of Board members who agree “VM engages Board members sufficiently on policy issues and effectively supports the Board’s policy-making authority and decisions.”		Board Survey	Annual
<b>7.b</b>	% of Board members who agree with “The Valley Metro Board of Directors provides effective transit leadership for the region.”		Board Survey	Annual



<b>Operational Excellence</b>				
<b>8.a</b>	On-Time Performance	All	Clever/Swiftly	Monthly
<b>8.b</b>	% Completed Trips	Rail, Bus	Clever/Swiftly	Monthly
<b>8.c</b>	Mean Distance Between Failures	All	Maint Reporting	Monthly
<b>8.d</b>	Fleet Availability	All	Maint Reporting	Monthly
<b>Financial Sustainability</b>				
<b>9.a</b>	Farebox Recovery Ratio	All	Finance Report	Monthly
<b>9.b</b>	Operating Cost/Boarding	All	Finance Report	Annual

Valley Metro will seek additional feedback from the Board at its June meeting. In the August Board cycle, Valley Metro intends to share the initiatives it will focus on during FY 2025. Subsequent updates will follow the quarterly cycle described above.

**COMMITTEE PROCESS**

TMC/RMC: June 5, 2024, for information

Boards of Directors: June 20, 2024, for information

**CONTACT**

Jim Hillyard

Chief Administrative Officer

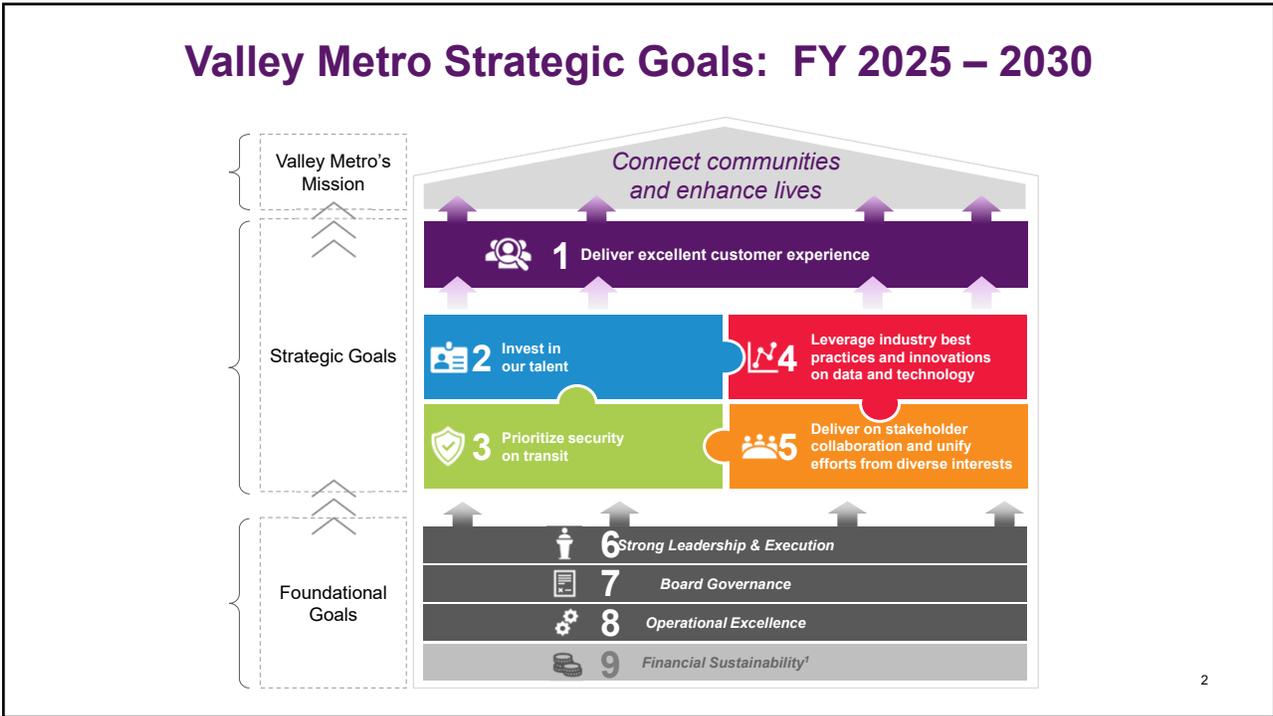
[jhillyard@valleymetro.org](mailto:jhillyard@valleymetro.org)

**ATTACHMENT**

None

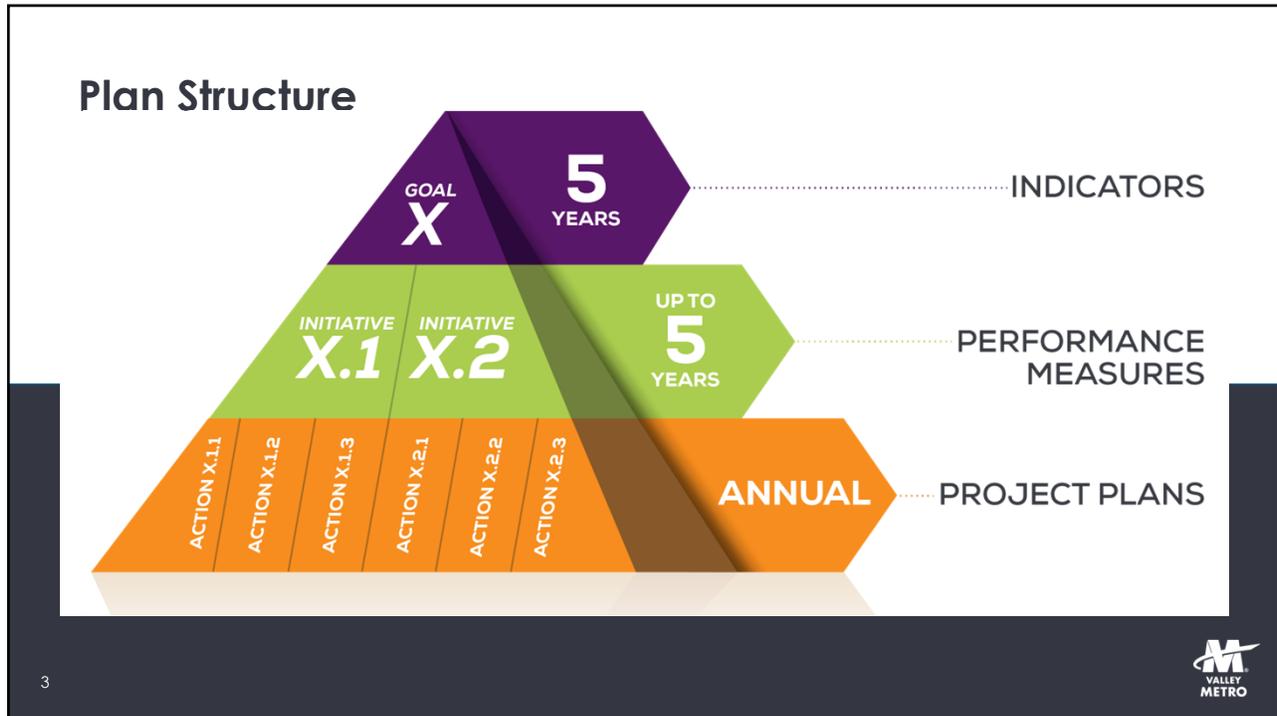


1



2

2





# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 12****SUBJECT**

Travel and Expenditures

**PURPOSE**

The monthly travel and expenditures are presented for information.

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COST AND BUDGET**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Ken Kessler

Chief Financial Officer

[Kkessler@valleymetro.org](mailto:Kkessler@valleymetro.org)

**ATTACHMENTS**

Valley Metro Travel Report

Valley Metro RPTA and Valley Metro Rail Monthly Accounts Payable over \$25,000

**Valley Metro  
Travel Reimbursement Report**

	<b>Job Title</b>	<b>Purpose of Travel</b>	<b>Location</b>	<b>Dates Traveled</b>	<b>Total Travel Cost</b>	<b>Airfare</b>	<b>Other Transport</b>	<b>Lodging</b>	<b>Meals</b>	<b>Misc.</b>
Marty Ziech	Capital Planning Manager	SW Community Streetcar Coalition	Charlotte, NC	4/06/24-4/09/24	\$1,452.45	\$575.46	\$66.95	\$721.29	\$88.75	
Alexis Tameron Kinsey	Director, Government Relations	2024 Legislative Conference	Washington, DC	4/07/24-4/09/24	\$2,089.17	\$997.21	\$151.50	\$762.96	\$177.50	
Joshua Matthews	Principal Planner	APA Nat'l Planning Conf 2024	Minneapolis, MN	4/12/24-4/16/24	\$1,477.25	\$304.96	\$112.08	\$704.71	\$355.50	
Michael Pal	Chief Transportation Officer	APTA Mobility Conference	Portland, OR	4/27/24-4/30/24	\$1,374.29	\$328.96		\$817.83	\$227.50	
Melissa Boyles	Chief of Staff	APTA Mobility Conference	Portland, OR	4/28/24-4/30/24	\$1,185.33	\$454.98	\$90.00	\$515.60	\$124.75	
Justin Sheldon	Accessible Transit Svcs Mgr	APTA Mobility Conference	Portland, OR	4/27/24-5/01/24	\$1,959.14	\$501.70		\$1,090.44	\$297.00	\$70.00

Total this reporting period

\$9,537.63

**Year to Date**

**\$94,045.55**

*Report reflects Out of State (AZ) Travel*

\* Misc

<sup>1</sup> Baggage Fees

**Valley Metro Regional Public Transportation Authority**  
**Monthly AP Payments over \$25,000**  
**April 2024**

<b>Payment Number</b>	<b>Date</b>	<b>Supplier or Party Name</b>	<b>Transaction Description</b>	<b>Amount</b>
10002226	4/5/2024	Keolis Transit Services LLC	Fixed Route Bus Operations/Maintenance/Professional Services	8,384,274.19
10002248	4/12/2024	Keolis Transit Services LLC	Fixed Route Bus Operations/Maintenance/Professional Services	7,027,231.29
90000282	4/19/2024	ADP Inc	PPE 04/14/2024 Payroll Liabilities	1,316,045.54
90000280	4/5/2024	ADP Inc	PPE 03/31/2024 Payroll Liabilities	1,283,778.06
10002262	4/19/2024	MTM Transit LLC	Paratransit/Mobility Service and Fuel	1,068,517.44
10002243	4/12/2024	Keolis Transit Services LLC	Fixed Route Bus Operations/Maintenance/Professional Services	963,259.03
10002244	4/12/2024	MJM Innovations	Ridechoice Management Services	668,322.67
90000283	4/26/2024	Cigna Health and Life Insurance Company	Health Insurance Premiums	565,009.51
10002266	4/19/2024	MJM Innovations	Ridechoice Management Services	524,990.41
10002228	4/5/2024	MJM Innovations	Broker Services	413,494.79
90000281	4/19/2024	ASRS	PPE 04/14/24 ASRS Contributions & LTD	352,835.11
90000279	4/5/2024	ASRS	PPE 03/31/24 ASRS Contributions & LTD	346,019.67
10002225	4/5/2024	National Express Transit Corporation	West Valley Contracted Fixed Route and Maintenance Services	317,578.84
10002242	4/12/2024	National Express Transit Corporation	West Valley Contracted Fixed Route and Maintenance Services	302,833.43
10002265	4/19/2024	MJM Innovations	Ridechoice Management Services	295,582.30
10002247	4/12/2024	Commute with Enterprise	Van Pool Services	204,100.98
10002268	4/26/2024	101 North First Ave LLC	101 Building Rent	175,092.51
10002231	4/5/2024	Commute with Enterprise	Van Pool Services	159,943.52
1002243	4/5/2024	Hye Tech Network & Security Solutions L	Managed Services-Network, Security and Unified Communications	150,196.00
10002273	4/26/2024	First Transit Inc	City of Tempe-Fixed Route Bus Operations and Maintenance Service	120,977.24
90000287	4/30/2024	Surepays	RPTA Monthly Utilities	104,287.66
10002222	4/5/2024	MTM Transit LLC	Paratransit Eligibility Assessment/Travel Training Services	102,541.67
10002263	4/19/2024	Vix Technology USA Inc	Customer Service Network Fees	93,148.00
90000284	4/26/2024	Wells Fargo Bank	Monthly Credit Card Charges	73,717.16
10002269	4/26/2024	ACRO Service Corporation	Staffing Services	63,053.43
10002260	4/19/2024	Senergy Petroleum LLC	Bulk Fuel	61,573.98
10002218	4/5/2024	Senergy Petroleum LLC	Bulk Fuel	60,921.23
1002283	4/19/2024	City of Peoria	PTF Reimbursement	58,853.00
10002207	4/5/2024	ACRO Service Corporation	Staffing Services	57,585.99
10002209	4/5/2024	CDW Government LLC	Kebola Connection Subscription Renewal	52,060.39

Valley Metro Regional Public Transportation Authority

1002293	4/26/2024	Hye Tech Network & Security Solutions L	Telecommunications & Networking Equipment	46,584.42
10002252	4/19/2024	Clean Energy	CNG Facility Operations & Maintenance	37,254.30
1002284	4/19/2024	City of Scottsdale, Remittance Process	PTF Reimbursement	36,342.00
10002237	4/12/2024	CDW Government LLC	Tenable Renewal	34,535.21
1002271	4/12/2024	The Colibri Collective	Community Relations Support Services	27,752.50
<hr/>				25,550,293.47

**Valley Metro Rail, Inc**  
**Monthly AP Payments over \$25,000**  
**April 2024**

<b>Payment Number</b>	<b>Date</b>	<b>Supplier or Party Name</b>	<b>Transaction Description</b>	<b>Amount</b>
50002068	4/12/2024	Kiewit Infrastructure West Co	CMAR Services for South Central-Downtown Hub	10,870,773.92
50002063	4/12/2024	Alternate Concepts Inc	Transaction Services - Direct Labor Costs	1,622,811.33
50002089	4/19/2024	Allied Universal Security Services	Fare Inspection and Security Services	826,211.79
50002086	4/19/2024	SRP	Construction Utilities SCE	691,176.66
50002087	4/19/2024	SRP	Construction Utilities SCE	661,932.98
50002088	4/19/2024	AECOM Technical Services Inc	Design Services for SCE-Downtown Hub	519,921.75
50002069	4/12/2024	Kiewit-McCarthy, a Joint Venture	CMAR Services for Northwest Phase II	516,121.06
90000034	4/30/2024	Surepays	VMR Monthly Utilities	437,409.48
50002107	4/26/2024	Jacobs Engineering	Design Services for NWE Phase II	369,932.47
5002525	4/12/2024	Zetron Inc	Data Voice/Multimedia Network Equipment/Platforms and Accessories	357,178.00
50002079	4/19/2024	Centurylink	Third Party Construction Utilities	209,480.11
50002072	4/12/2024	Siemens Mobility Inc	LRV Vehicle Communication and Video System Upgrade	205,747.39
50002071	4/12/2024	PGH Wong Engineering Inc	System Design Services - SCE	179,764.03
50002106	4/26/2024	HDR Engineering Inc	Community Relations Support Services On-Call	154,077.45
50002085	4/19/2024	SRP	Construction Utilities SCE	149,182.50
50002090	4/19/2024	Brookville Equipment Corp	Streetcar Vehicle Additional Items	135,866.32
5002496	4/5/2024	Railquip Inc	Railcar Mover for OMC	92,305.00
50002044	4/5/2024	HDR Engineering Inc	Service Planning Support	89,894.70
5002561	4/26/2024	Jenco Inc	Repair of MV insulator and Switch Bank Repairs	75,726.12
50002111	4/26/2024	URW LLC	Landscape Maintenance Services	73,380.89
5002477	4/5/2024	RS Americas Inc	AC Axial Fan	70,456.89
50002050	4/5/2024	QCM Technologies Inc	Information Technology Services - DILAX Citisense	64,240.61
50002059	4/5/2024	Qognify Inc	NVR Camera - Equipment Support	60,157.02
50002051	4/5/2024	Siemens Mobility Inc	LRV-Spare Parts, Special Tools & Test Equipment	58,234.80
50002041	4/5/2024	Award Winning Restorations	Paint and Repairs on LRV	57,521.24
50002062	4/5/2024	City of Phoenix	MAG Tickets	53,737.90
50002116	4/26/2024	City of Phoenix	Fare Handling Fee	45,436.00
50002046	4/5/2024	Kiewit Infrastructure West Co	CMAR Services for South Central-Downtown Hub	41,250.00
50002099	4/26/2024	AECOM Technical Services Inc	Service Planning Support - West Phoenix	38,896.88
5002537	4/19/2024	Sunland Asphalt & Construction LLC	Asphalt, Concrete and Related Ancillary Services	38,139.66

Valley Metro Rail

5002572	4/29/2024 Visit Phoenix	Fare Revenue Refund - 2024 Men's Final Four	35,703.00
50002047	4/5/2024 Kiewit-McCarthy, a Joint Venture	CMAR Services for Northwest Phase II	30,400.00
50002060	4/5/2024 WEX Bank	Fleet Card Services	26,499.48
<hr/>			18,859,567.43



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 13****SUBJECT**

Executive Session

**PURPOSE**

To enter into Executive Session

**RECOMMENDATION**

The Joint Boards of Directors may vote to enter Executive Session to discuss amendments to the contract for the contract for Valley Metro's Chief Executive Officer, as authorized by A.R.S. Sections 38-431.03 A(1), (3), and (4).

**CONTACT**

Micael Wawro

Chief Legal Officer

[mwawro@valleymetro.org](mailto:mwawro@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 14**

**SUBJECT**

Executive Session Action Item(s)

**PURPOSE**

To take action on items discussed during the Executive Session.

**RECOMMENDATION**

The Joints Boards of Directors may vote to take action on item(s) discussed during Executive Session.

**CONTACT**

Michael Wawro  
Chief Legal Officer  
mwawro@valleymetro.org

**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 15****SUBJECT**

Report on Current Events and Suggested Future Agenda Items

**PURPOSE**

Chair Stipp will provide members the opportunity to report on current events and suggest future agenda items for consideration.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND/DISCUSSION/CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Jessica Mefford-Miller  
Chief Executive Officer  
[jmeffordmiller@valleymetro.org](mailto:jmeffordmiller@valleymetro.org)

**ATTACHMENT**

None.

**Pending Items Request**

Item Requested	Date Requested	Planned Follow-up Date



# Agenda

June 13, 2024

**Valley Metro RPTA**  
Thursday, June 20, 2024  
Boardroom/Webex  
Valley Metro, 101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor  
**11:15 a.m.**

Action Recommended

## CONSENT AGENDA

1A. Minutes

1A. For action

Minutes from the May 16, 2024, Board meeting are presented for approval.

1B. AJO Service (Route 685) Intergovernmental Agreement Amendment

1B. For action

Staff recommends that the Board of Directors authorize the CEO to execute an amendment for the required Insurance limits with RTA of Pima County.

1C. City of Phoenix Grant Pass-Through Intergovernmental Agreements (IGA) Amendments

1C. For action

Staff recommends that the Board of Directors authorize the CEO to execute IGA amendments with the City of Phoenix for the listed grants.

1D. Review of the Bus (non-rail mode) Public Transportation Agency Safety Plans (PTASP)

1D. For action

Staff recommends that the Board of Directors approve the Bus (non-rail mode) Public Transportation Agency Safety Plan (PTASP).



## REGULAR AGENDA

2. West Valley Fixed Route Bus Service - Contract Change Order 2. For action

Staff recommends that the Board of Directors authorize the CEO to execute a contract change order with National Express to exercise the three-year option period. This request also includes an increase in contract authority in the amount of \$12,327,000, plus a contingency of \$600,000, for a total increase not to exceed \$12,927,000. The option term will be from July 1, 2024, through June 30, 2027.

3. Sublease Agreement with Total Transit Enterprises 3. For action

Staff recommends that the Board of Directors authorize the CEO, to execute a sublease agreement for the West Valley bus operations and maintenance facility by and between Regional Public Transportation Authority and Total Transit Enterprises, LLC, for the period July 1, 2024, through March 30, 2034. The lease cost, including tax, is \$3,896,000, plus a contingency of \$390,000, for a total not to exceed \$4,286,000.

4. Fiscal Year 2025 (FY25) Election of Valley Metro RPTA Board Officers and Subcommittee Positions 4. For action

The Board will vote to elect Board officers and Board subcommittee positions for FY 2025.

*This item will be sent under separate cover.*

5. Report on Current Events and Suggested Future Agenda Items 5. For information

Chair Stipp will provide members the opportunity to report on current events and suggest future agenda items for consideration.

6. Next Meeting 6. For information

The next Board meeting is scheduled for **Thursday, August 22, 2024 at 11:15 a.m.**



Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) 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](http://www.valleymetro.org)



# Minutes

June 13, 2024

AGENDA ITEM 1A

**Valley Metro RPTA**  
Thursday, May 16, 2024  
Lake Powell Conference Room/Webex  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

## **RPTA Meeting Participants**

Councilmember Bill Stipp, City of Goodyear - **Chair**  
Councilmember Max White, City of Avondale  
Councilmember Clay Goodman, City of Buckeye (phone)  
Councilmember Monica Dorcey, City of El Mirage (phone)  
Vice Mayor Peggy McMahon, Town of Fountain Hills  
Mayor Brigette Peterson, Town of Gilbert  
County Councilmember Francisco Heredia, City of Mesa (phone)  
Vice Mayor Jon Edwards, City of Peoria (phone)  
Councilmember Laura Pastor, City of Phoenix  
Councilmember Jeff Brown, Town of Queen Creek (phone)  
Councilmember Kathy Littlefield, City of Scottsdale (phone)  
Councilmember Aly Cline, City of Surprise (phone)  
Vice Mayor Jennifer Adams, City of Tempe  
Mayor Michael LeVault, Town of Youngtown (phone)

## **Members Not Present**

Vice Mayor O.D. Harris, City of Chandler – **Vice Chair**  
Councilmember Lauren Tolmachoff, City of Glendale  
Chairman of the Board, Jack Sellers, Maricopa  
Vice Mayor Lupe Bandin, City of Tolleson  
Mayor Rui Pereira, Town of Wickenburg

Chair Stipp called the meeting to order at 11:49 a.m.

Chair Stipp said with that, we'll move right into the Valley Metro RPTA meeting.

### 1. **Consent Agenda**

Chair Stipp said begins with the consent agenda. Item 1A1B, 1C, 1D, and 1E are presented for collective action. May I have a motion to approve?



Councilmember Pastor said move item 1A through 1E.

Vice Mayor Adams said second.

Chair Stipp said motion and a second by –

Councilmember Pastor said Pastor.

Chair Stipp said Vice Mayor Adams was the second. No one could miss who made the motion.

Motion by Councilmember Pastor, second by Vice Mayor Adams.

Chair Stipp said any discussion on the consent items?

Councilmember White said yes. Thank you so much, Chair. I have a question on the consent item. Just taking a look here, I know that -- and maybe I'm looking at the wrong agenda. Maybe I should have brought this forward. Yes, I probably should have brought it before, but I just want to make sure cities get access and have a login to the Swiftly program so that they can monitor as well. I think I hit the wrong agenda item. Sorry. With consent there, I wrote it for consent on the second one. I just want to put it in the record, though. Thank you.

Chair Stipp said stand on this agenda, how do we want to address that? I'm going to look at Michael, I guess from a legal perspective. Can we just do it under future/current, make it a request?

Councilmember White said that would be fine. Thank you.

Chair Stipp said let's do it at the end of the meeting. So if there are no other questions on the consent agenda, got a motion and a second. All in favor, say aye. Any opposed? The eyes have it.

**IT WAS MOVED BY COUNCILMEMBER PASTOR, SECONDED BY VICE MAYOR ADAMS, AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA ITEMS 1A-1E.**

2. Valley Metro RPTA Fiscal Year 2025 (FY25) Proposed Operating and Capital Budget and Five-Year Operating Forecast and Capital Program (FY25 through FY29)

Chair Stipp said Item 2 on the agenda is the Valley Metro RPTA fiscal year 2025 proposed operating and capital budget. This is for final adoption and approval. Should



be noted that this is the month of May and not the month of June. So congratulations to everybody for bringing this one over the finish line. Ken?

Mr. Kessler said thank you, Chair, members of the Board. I will be providing a very brief overview of the proposed '25 budget here today for your approval. I just want to start out by thanking Tyler and the budget team, all the Valley Metro staff and the executive team for all their work and efforts in compiling this budget and making the revisions along the way.

I also want to thank your staff, the management committees and the Audit and Finance Subcommittee for the input and feedback we received through the process. And, you know, allowed us to make some changes and some adjustments along the way. So really appreciate all those efforts and really an overall team effort to get us here, as you mentioned, Chair to May for approval a month ahead of last year's process. So very positive and very great work by everybody involved.

Do want to mention that this is a very brief overview. I'm going to present here today. And your packet has the full details of the budgets, as well as the five-year forecast for operating and capital. Okay. So I'm going to turn this on. Okay. So just an overview of the operating budget for RPTA \$277.7 million budget for fiscal year '25. And then on the sources that fund the operating budget, the public transportation fund, federal funds, and fares being the lion's share of the sources that fund that operating budget.

And then on the capital side, fleet being the biggest use there in addition to debt service for existing debt that we're about to exhaust next year. And then the source of funds that support that capital program, again, being primarily the public transportation funds and the fund balances are carry forwards and reserves of PTF funds along with federal funds.

And then just want to highlight that the pass-throughs, again, pass through are mainly mostly from RPTA to VMR. But we also do have the Arizona Lottery funds that are passed through to member jurisdictions. So that's my quick overview. And here's the recommendation for board approval. Happy to answer any questions.

Chair Stipp said thank you. I asked as we prepared the agenda for today that we not go through the entire what we've been through the last four months. So Ken did a great job and being very brief. So I will open then the floor up for -- actually let me do a -- no, we'll do questions. So does anybody have questions they'd like to ask?

Councilmember Pastor said no, I'm going to move the item.

Chair Stipp said I do have. I've heard from a couple of board members over the last couple of days regarding the \$250,000 for bus advertising that there is some concern



regarding what it is we're going to try to accomplish, et cetera, and not just write a \$250,000 blank check. So for transparency, I had a conversation with our CEO yesterday and asked that we consider putting kind of a caveat on that 250 for the bus advertising.

That we ensure that this is a coordinated effort as we work to improve the bus system, the on-time reliability, the cleanliness, the safety, et cetera, all the things that that are currently in our strategic plan, we don't have to finish them, but we at least show that we're coordinating that effort between improving the actual product that we're going to try to market. And then try to get kind of a detailed marketing effort that have measurables for the Board that are kind of very specific beyond -- okay, we're going to "increase ridership" or we're going to increase our social media likes by 10 percent.

We need to have something a little bit more deliverable for this so that we can truly get the return on the investment that we're looking for as a board. So I would just ask that we, in addition to adopting this, that we make that an ask of the CEO that we go through that. And that was from a couple of board members. So I don't know if anybody wants to have any discussion on that. If they like it, don't like it. Want to tell the few board members to go.

Councilmember Pastor said no, I don't want to do that.

Chair Stipp said Councilmember Pastor, go ahead.

Councilmember Pastor said what I'm hearing is that you would like to see or bring back to the Board what the marketing plan looks like, and how is that going to be coordinated and meet the strategic plan benchmarks in ways that we can see increase in ridership versus having us adopting a \$250,000 budget and unaware of what the plan looks like or how we're increasing.

Chair Stipp said and I think the idea would be not to pull the item because that becomes counterproductive, but at least set it in there so that we have the budget authority, and we have the ability to do it. And then just ask for the, as they say, the receipts later and get what is the plan and how are we going to how are we going to implement it, what are we going to do with that \$250,000 and move forward. I think many of us would rather not see another water bottle and lanyard with that \$250,000. We'd rather see some true, you know, what can we get for it and what's the measurement. So that was the ask that I'm relaying. So that's possible as we go through, unless someone says, that's a horrible idea, let's not do that. All right.

Chair Stipp said Seeing none. So with that, I will entertain a motion to approve the Fiscal Year 2025 proposed operating and capital budget in five-year operating forecast and capital program FY 25 through 29 with the caveat on the \$250,000.



Motion by Councilmember Pastor, second by Councilmember White.

Chair Stipp said motion and a second. Any discussion on that? Seeing none. All in favor, say aye. Any opposed? The ayes have it. Okay. And congratulations. I think this is a huge moment for everybody, you know, yeah.

Mayor Peterson and have been through this battle and she's like, oh my God, we're doing this in May. So it's a big deal, and I think we should recognize that. I think that goes to show Jessica's leadership, and then it shows the response by the organization to really kind of rally around this and make this process better.

Councilmember Pastor said Chair, yes, I wanted to just add to that. I know we had discussion a minute ago, but I think this is past the motion and this is more discussion to thank you to Jessica and your leadership, because as Councilmember Stipp said, we have seen many budgets come through here that we have asked and asked and asked for things over and over and over again. We are getting those things now from this team, and so we appreciate you and thank you for that. And thank you for listening. I think it makes it easier for all of us in the long run, as you see us here in May approving this final budget. So congratulations to all of you and thank you for that. I think we feel comfortable leaving Valley Metro in a really great place when both of our terms are done. So thank you.

Chair Stipp said absolutely. Thank you.

**IT WAS MOVED BY COUNCILMEMBER PASTOR, SECONDED BY COUNCILMEMBER WHITE, AND UNANIMOUSLY CARRIED TO APPROVE THE VALLEY METRO RPTA FISCAL YEAR 2025 (FY25) PROPOSED OPERATING AND CAPITAL BUDGET AND FIVE-YEAR OPERATING FORECAST AND CAPITAL PROGRAM (FY25 THROUGH FY29).**

3. Election of FY25 Board Officers and Subcommittee Members

Chair Stipp said Item 3 on the agenda is the election of Fiscal Year 25 board officers and subcommittee meeting members. This is really presented for our information, just to make us all aware that in June of each fiscal year, the RPTA elects board officers, in addition to electing members to two standing subcommittees of the Board, the Joint Board Subcommittee and the Audit Finance Subcommittee. The Board and subcommittee members must be elected officials and participate on the respective subcommittees are limited to elected officials only. This is presented. You will see a memo from Pat which will come out, I'm going to say, shortly.

Ms. Dillon said Chair, this memo is actually in the board packet today, but I will resend to include your Intergovs and your support staff.



Chair Stipp said this process generally happens pretty quickly. So please read the memo because clearly, I forgot it was in the back end. So please go through and review that and make sure that if that is of interest to you, that you work through that, that process.

#### 4. Report on Current Events and Suggested Future Agenda Items

Chair Stipp said Item 4 on the agenda is report on current events and suggested future current agenda items. Councilmember White?

Councilmember White said thank you so much, Chair Stipp. I just wanted to, first of all, commend Jessica, your leadership, your leadership team. Everybody sits at the table with you, really comes and puts their hands to work. We really appreciate that. As we were looking at the Swiftly program, I think that it would be beneficial for all because a lot of times (inaudible) reach out to the cities where they have the issues and in regard to on time responses in regard to accidents or anything else. So I was just wondering if we could take a look at giving the city transportation organizations access to Swiftly to possibly be able to check and see some of that information. I don't know if we need a full agenda item on it. I think that would be an Intergov follow up if possible.

Ms. Mefford-Miller said I can actually answer it right now. Councilmember White, Mr. Chair, thank you for your question. Actually, today the board has taken two actions to provide operational data, not just to Valley Metro staff, but to our member city staff. Swiftly is a software as a service and we actually purchase it according to the number of assets, so the number of vehicles that we'll be monitoring. So the additional licenses or accesses at no additional cost. We just need a list of names for city users who wish to access that tool.

Swiftly is mostly monitoring our automated vehicle system as well as our SCADA, our rail control system, so where buses and trains are in real time. We're also working to put more data in the hands of not only our team, but our member cities. So there was an item, an initiative under advanced stakeholder collaboration in the budget that the Board just advanced to purchase additional Tableau licenses to deliver to member city staff. So we appreciate your support of this item.

We are making decisions based on our operational data. We're monitoring that information daily, weekly, monthly. We're sharing this information. We started this this past year with our member cities via our monthly meetings or monthly subregional meetings of East Valley, West Valley. Plus, we have a Rail Cities meeting, so we are focused on performance. And we are daylighting that performance for our city staff. Thank you, Councilmember.



Councilmember White said absolutely. Sunlight is the best sanitizer. Thank you. And you guys make sure we get those names over for the points of contacts in each of our representative areas to make sure they have access to see what they need.

Chair Stipp said I think given the low attendance at the last meeting, perhaps this is something that we get sent out to the staff to make sure that they're aware of it. And so that no offense to my colleagues, but I know I'm terrible about telling people how to, you know, about following back up with things. So if we can have it come both ways, I think that would be helpful.

Chair Stipp said Great.

Councilmember White said I've got some news. Some good news in the West Valley with WeRide. Just wanted to share that we achieved 100,000 riders throughout the system in April. And then, Avondale alone got 50,000 riders. So we just want to celebrate WeRide's impact and thank Valley Metro for the support that they're showing to the West Valley Avondale. Of course, I'm going to toot our horn, but I know that Goodyear and Surprise will really appreciate that type of support from Valley Metro. And we want to do what we can to make that last mile easier and avoid any type of service interruption. So thank you for doing that for our West Valley communities. We truly appreciate that. And I'm done, Chair Stipp. Thank you.

Chair Stipp said however, that brings me to I think it's a great highlight to talk about. MicroTransit as a transit option. It is not currently contemplated in Prop 479, but I think that there's a door that is kind of left ajar on that topic that this Board and future boards are going to have to really kind of examine the viability, which we're, I think, demonstrating very clearly the impact that we can have with a MicroTransit system that is not fixed route, that is not big bus, that is, you know, smaller vehicles, more efficient. That we're really going to have to look at that as a modernization of public transit. So thanks for bringing that up.

##### 5. Next Meeting

Chair Stipp said in all seriousness, our next meeting is still on June 20th at 11:15 for RPTA. And with that, I will adjourn this meeting and take a short break before VMR starts.

The next Board meeting is scheduled for Thursday, June 20, 2024, at 11:15 a.m.

With no further discussion the meeting adjourned at 12:05 p.m.



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1B****SUBJECT**

AJO Service (Route 685) Intergovernmental Agreement Amendment

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute an amendment to the Intergovernmental Agreement (IGA) with Regional Transportation Authority (RTA) of Pima County to revise the existing insurance limits.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute an amendment for the required Insurance limits with RTA of Pima County.

**BACKGROUND | DISCUSSION | CONSIDERATION**

On November 16, 2023, the Board of Directors authorized the CEO to enter into an RTA of Pima County for contracted transportation services to operate Route 685 (Ajo/Gila Bend) Rural Connector Service which is a flex (on-demand) type service within the City of Buckeye.

**COST AND BUDGET**

There are no changes to the cost and budget.

**COMMITTEE PROCESS**

RTAG: May 14, 2024 for information

TMC: June 5, 2024 approved

Board of Directors: June 20, 2024 for action

**CONTACT**

Tom Young

Deputy Chief, Bus and Paratransit Operations

[tyoung@valleymetro.org](mailto:tyoung@valleymetro.org)

**ATTACHMENT**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1C****SUBJECT**

City of Phoenix Grant Pass-Through Intergovernmental Agreements (IGA) Amendments

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute IGA amendments with City of Phoenix extending the term of grant pass-through IGA's.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute IGA amendments with the City of Phoenix for the listed grants.

**BACKGROUND | DISCUSSION | CONSIDERATION**

Valley Metro requests extensions to the grant pass-through IGAs for AZ-2021-049, AZ-2021-51 and AZ-2021-052. The extensions are needed to allow additional time to complete the project identified in the grants. The table below summarizes the requested changes:

Grant	Source	Extension
AZ-2021-049	Section 5307; Operating Funds	09/30/2026
AZ-2021-051	Section 5307; Capital Funds	09/30/2026
AZ-2021-052	Section 5339; Bus and Bus Facilities	09/30/2026

Grant AZ-2021-049 has \$1,773,714 of federal funding remaining from the original award amount of \$2,784,134. The funding will be used to pay for fixed route bus, Ridechoice, and ADA Paratransit operating costs for the Avondale/Goodyear UZA. The grant IGA will expire on September 30, 2024. An extension until September 30, 2026, is needed to provide additional time to fund ongoing operational costs.

Grant AZ-2021-051 has \$7,218,200 of federal funding remaining from the original award amount of \$7,643,518. The funding will be used to pay for the purchase of buses. The grant IGA will expire on September 30, 2024. An extension until September 30, 2026, is needed to provide additional time to utilize the funding.



Grant AZ-2021-052 has \$644,062 of federal funding remaining from the original award amount of \$3,602,236. The funding will be used to pay for the purchase of buses. The grant IGA will expire on September 30, 2024. An extension until September 30, 2026, is needed to provide additional time to utilize the funding.

The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro/RPTA undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro. The pass-through IGA's are required for Phoenix to reimburse Valley Metro for eligible expenses.

### **COST AND BUDGET**

There are no changes in the cost and budget.

### **COMMITTEE PROCESS**

RTAG: May 14, 2024 for information

TMC: June 5, 2024 approved

Board of Directors: June 20, 2024 for action

### **CONTACT**

Ken Kessler

Chief Financial Officer

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### **ATTACHMENTS**

None



# Information Summary

## DATE

June 13, 2024

## AGENDA ITEM 1D

## SUBJECT

Review of the Bus (non-rail mode) Public Transportation Agency Safety Plans (PTASP)

## PURPOSE

Provide for review and approval, under the FTA Rule 49 CFR 673, Public Transportation Agency Safety Plans (PTASP)

## COST AND BUDGET

NONE

## RECOMMENDATION

Staff recommends that the Board of Directors approve the Bus (non-rail mode) Public Transportation Agency Safety Plan (PTASP).

## BACKGROUND | DISCUSSION | CONSIDERATION

In June 2019, the Director of Safety, Security and Quality Assurance (SSQA), presented an overview of the requirements of transit agencies, both bus and rail, to have an approved PTASP by July 20, 2020 (revised to December 31, 2020). This information was designed to bring to the attention of both boards, the requirement to approve the PTASP by the respective boards. In keeping with a regional approach, prior to review by RTAG, Committee or Board, the attached Bus (non-rail mode) PTASP has been authored in conjunction with the City of Phoenix Public Transit Department. Below is the background information presented to the Board in 2019.

Through the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and the Fixing America's Surface Transportation Act (FAST Act), Congress required operators of public transportation systems that receive FTA funds to develop and implement a Public Transportation Agency Safety Plan. FTA is implementing this requirement through publication of the Public Transportation Agency Safety Plan, or PTASP, final rule (49 CFR Part 673). The PTASP Final Rule is one of four components of a comprehensive public transportation safety program Congress required FTA to establish in federal law, including:

- The rule implements an innovative, performance-based approach to improving transit safety founded on [Safety Management System \(SMS\)](#). SMS is a comprehensive, collaborative approach to managing safety. It brings management and labor together to control risk better, detect and correct safety



problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. SMS implementation will provide transit agency leadership with a better understanding of the safety risks within their organizations and enable them to maximize federal, state and local transit investments to proactively implement appropriate solutions to address those risks and ensure the safety of transit passengers and employees. This is codified at 49 U.S.C. § 5329(d).

**COMMITTEE ACTION**

RTAG: May 14, 2024 for information

TMC: June 5, 2024 approved

Board of Directors: June 20, 2024 for action

**CONTACT**

Adrian Ruiz

Director Safety, Security and Quality Assurance

[aruiz@valleymetro.org](mailto:aruiz@valleymetro.org)

**ATTACHMENT**

PTASP – Bus (non-rail mode) PTASP is available upon request



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## Summary of Changes Valley Metro Non - Rail Agency Safety Plan Revision 4

- **Updated *Approval/Signature* Page to reflect addition of Bus Safety Committee Chair and change to RPTA Board Chair.**
- **Section 4.0 Safety Performance Targets**
  - Established Bus Performance Targets for CY2024
  - CY 2024 elected targets, are as follows, Passenger falls, Pedestrian strikes, Rear ending Collisions.
  - In addition to FTA selected Performance targets RPTA has elected to track the above targets at a reduction Goal of 10% from CY2023 or below USDOT standard. This will be specified in Section 4.1
- **Appendix B: Organizational Charts**
  - Updated Organizational Charts to reflect Paratransit/bus rolls and responsibilities.



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 2****SUBJECT**

Sublease Agreement with Total Transit Enterprises

**PURPOSE**

To request Board authorization for the Chief Executive Officer (CEO) to execute a sublease agreement of the West Valley bus operations and maintenance facility.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a sublease agreement for the West Valley bus operations and maintenance facility by and between Regional Public Transportation Authority and Total Transit Enterprises, LLC, for the period July 1, 2024, through March 30, 2034. The lease cost, including tax, is \$3,896,000, plus a contingency of \$390,000, for a total not to exceed \$4,286,000.

**BACKGROUND/DISCUSSION/CONSIDERATION**

In November 2023, RPTA issued an RFP for the West Valley Express, Fixed Route Bus, and Demand Response Services. Part of the requirement was for proposers to provide an operation and maintenance facility. Proposals submitted included leased facilities with a base term expense (five-year base contract) between \$4.65 and \$5.45 million and facility improvement expenses to bring the facilities up to standard to perform transit operations and maintenance between \$1.1 and \$2 million for a total five-year cost between \$5.7 and \$7.5 million.

In addition, at least one prospective proposer who attended the pre-proposal conference did not submit a proposal because they could not locate an affordable facility that met the overall transit need.

RPTA has a need for a long-term solution for an operations and maintenance facility in the west valley to accommodate rubber-tired transit vehicles including bus, paratransit, and microtransit. RPTA is initiating a study to identify current and future service needs, facility needs programming, and site selection/screening. This facility study will include a conceptual layout, cost estimate, and schedule estimate to construct a new facility. The work necessary to complete this study and deliver a West Valley operations and maintenance facility is at minimum, a five-to-seven-year endeavor. Project delivery will be driven in part by RPTA's ability to successfully attract federal discretionary grant funding to support this effort.



Currently the facility located at 12815 N. 39<sup>th</sup> Avenue, Phoenix, AZ 85029 is leased by Total Transit from 39Sweet, LLC and is used as the Contractor's West Valley Bus Operations and Maintenance Center. RPTA has determined that subleasing this property from Total Transit is in the RPTA's best interest. Projected costs savings for the next five years is approximately \$4,000,000 compared to the costs associated with the contractor providing the facility.

The Total Transit Lease for the property started in April 2019 when RPTA awarded contract the West Valley Contracted Fixed Route and Maintenance Services. As Valley Metro prepares to re-solicit for these services, this facility is critical to the continued successful operations of the West Valley bus system. To ensure continuity of service for the West Valley, RPTA has negotiated a sublease agreement with Total Transit to provide continued access to the facility regardless of the vendor awarded the operational contract.

#### *Procurement Information*

A contract will be established through a non-competitive process using a competition impractical determination in accordance with RPTA's Joint Procurement Manual.

Market research identified few comparable properties with some of the necessary characteristics for the operations and maintenance center. Seven "comparable" properties were reviewed. The available properties are either in construction with configuration options or available properties configured as warehouse space with docks and/or limited drive through bays.

Valley Metro used the comparative numbers from the previous solicitation to establish a cost estimate for providing the facility. The estimated cost to acquire a leased facility with a base term expense (five-year base contract) is between \$4.65 and \$5.45 million. To bring the facilities up to a standard to perform transit operations and maintenance between \$1.1 and \$2 million.

The estimated five-year cost of the current facility is \$1,928,023. As the facility is currently in use there is no configuration cost. Based on this comparison, the cost of the sublease was determined to be fair and reasonable.

#### *Contract Type and Term*

The contract is a fixed-price contract. Its term is 9.75 years, beginning on or about July 1, 2024, and expiring on March 30, 2034.

#### **COST AND BUDGET**

The sublease agreement has a total term of 9.75 years. The cost for the total term of the contract, inclusive of tax, is \$3,896,000. A contract change contingency of 10% equal to \$390,000 for repair, maintenance, and environmental issues is included within the overall budget established for the project.



**Lease Cost Per Year:**

<b>Cost per year</b>	
Year 1 (partial year)	\$252,941
Year 2	\$347,372
Year 3	\$357,793
Year 4	\$368,527
Year 5	\$379,583
Year 6	\$390,970
Year 7	\$402,699
Year 8	\$414,780
Year 9	\$427,224
Year 10	\$440,040
<b>Total</b>	<b>\$3,781,928</b>

For Fiscal Year 2025, the contract obligation is \$252,941 which is fully funded within the RPTA adopted FY2025 Operating and Capital Budget. Contract Obligations beyond FY2025 are incorporated into the RPTA Five-Year Operating Forecast and Capital Program (FY2025 thru FY2029).

The source of funding is Prop 400 and federal grants.

**COMMITTEE PROCESS**

RTAG: May 14, 2024 for information

TMC: June 5, 2024 approved

Board of Directors: June 20, 2024 for action

**CONTACT**

Tom Young

Deputy Chief, Bus and Paratransit Operations

[tyoung@valleymetro.org](mailto:tyoung@valleymetro.org)

**ATTACHMENTS**

None

Available upon request:

- Sub-lease agreement between RPTA and Total Transit Enterprises, LLC
- Lease agreement between Total Transit Enterprises, LLC and 39Sweet



## 2. West Valley Fixed Route Bus Service – Contract Change Order

1

### West Valley Contract Extension

- 5-year base contract expiration June 30, 2024
  - One three-year option to extend
  - Additional two-year option to extend
- Contract includes “Termination for Convenience” Clause to allow for cancellation prior to 2027
- Extension to afford time to re-procure services under multi-modal Request for Proposal

2



2

## Contract Extension – Cost Breakdown

- Fiscal Year 2025 – **\$3,897,748**
  - Fixed cost - \$1,134,333
  - Variable cost - \$2,763,414
- 1.5% increase from current cost
- Future year increase at 4.39% and 7.16% respectively
- Total cost for all extension years not to exceed \$12,326,663

3





# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 3****SUBJECT**

West Valley Fixed Route Bus Service - Contract Change Order

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to exercise the three-year option including a contract value adjustment to the contract with National Express Transit Corporation, dba Total Ride ("National Express"), for West Valley Fixed Bus Service in an amount of \$12,327,000, plus contingency of \$600,000, for a total increase not to exceed \$12,927,000.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a contract change order with National Express to exercise the three-year option period. This request also includes an increase in contract authority in the amount of \$12,327,000, plus a contingency of \$600,000, for a total increase not to exceed \$12,927,000. The option term will be from July 1, 2024, through June 30, 2027.

**BACKGROUND | DISCUSSION | CONSIDERATION**

In March of 2023, the Board of Directors authorized the CEO to issue a Request for Proposals to perform Transit Services (express, fixed route, and demand response) in the West Valley. Proposals were received on December 22, 2023, and evaluated. The proposal evaluation team included representatives from Avondale and Glendale. Internally, Valley Metro was represented by staff with subject matter experts from ATS, Bus Transportation, Bus Maintenance, and Procurement. After a thorough evaluation process, the evaluation committee came to a consensus that the proposal was insufficient and that proceeding with a contract award would not be in the best interest of the region. As a result, the RFP for the West Valley Express, Fixed Route Bus, and Demand Response Service was cancelled.

Valley Metro's West Valley Fixed Route Bus Service is provided by National Express. The current five-year base contract period expires June 30, 2024. The Contract has one three-year option to extend with an additional two-year option for a total not to exceed term of 10 years. To afford the time necessary to re-procure these services, Valley Metro desires to exercise the available three-year option period.



July 1, 2024	Option Year 1 \$	Option Year 2 \$	Option Year 3 \$
<b>Annual Cost</b>	<b>\$3,897,748</b>	<b>\$4,068,829</b>	<b>\$4,360,086</b>
<b>Fixed Rate</b>	\$1,134,333	\$1,179,143	\$1,226,084
<b>Variable Rate</b>	\$2,763,414	\$2,889,686	\$3,134,002
<b>THREE-YEAR TOTAL COST</b>			<b>\$12,326,663</b>
<b>Total Annual Miles</b>	224,559	224,559	224,559
<b>Fixed Rate per Month</b>	\$94,527	\$98,261	\$102,173
<b>Variable Rate per Revenue Mile</b>	\$12.30	\$12.87	\$13.95

**COST AND BUDGET**

For the Fiscal Year 2025, the anticipated costs are estimated to be \$3,897,748.00, which is included in the RPTA FY25 Operating and Capital Budget. Contract obligations beyond FY25 are included in the Valley Metro Five-Year Operating Forecast and Capital Program (FY2025 through FY2029).

**COMMITTEE PROCESS**

RTAG: May 14, 2024, for information  
 TMC: June 5, 2024, approved  
 Board of Directors: June 20, 2025, for action

**CONTACT**

Tom Young  
 Deputy Chief, Bus and Paratransit Operations  
[tyoung@valleymetro.org](mailto:tyoung@valleymetro.org)

**ATTACHMENT**

None



### 3. Sublease Agreement with Total Transit Enterprises

1

## West Valley Bus Operations and Maintenance Facility Sub-lease

- Requirement that West Valley Contractors provide facility increased service cost
- Valley Metro's subleasing of current West Valley Bus Operations and Maintenance facility will allow for continuity of service for perspective proposers
- Current facility is not available to lease for other prospective proposers
- Valley Metro's sub-lease will allow other prospective proposers to use the facility at a cost substantially less than cost of alternative facilities

2



2



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 5****SUBJECT**

Report on Current Events and Suggested Future Agenda Items

**PURPOSE**

Chair Stipp will provide members the opportunity to report on current events and suggest future agenda items for consideration.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND | DISCUSSION | CONSIDERATION**

None

**COMMITTEE PROCESS**

None

**CONTACT**

Jessica Mefford-Miller  
Chief Executive Officer  
[jmeffordmiller@valleymetro.org](mailto:jmeffordmiller@valleymetro.org)

**ATTACHMENT**

None

**Pending Items Request**

Item Requested	Date Requested	Planned Follow-up Date



# Agenda

June 13, 2024

**Valley Metro Rail**  
**Thursday, June 20, 2024**  
Boardroom/Webex  
Valley Metro, 101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor  
**11:15 a.m.**

Action Recommended

## CONSENT AGENDA

- |   |                |
|---|----------------|
| 1A. <u>Minutes</u><br>Minutes from the May 16, 2024, Board meeting are presented for approval.  | 1A. For action |
| 1B. <u>City of Phoenix Grant Pass-Through Intergovernmental Agreements (IGA) Amendment</u><br>Staff recommends that the Board of Directors authorize the CEO to execute IGA amendments with the City of Phoenix for the listed grants.                    | 1B. For action |
| 1C. <u>Public Transportation Agency Safety Plan (PTASP-RAIL) Annual Review</u><br>Staff recommends that the Board of Directors approve the Public Transportation Agency Safety Plan (PTASP-RAIL) Annual Review.   | 1C. For action |
| 1D. <u>Altec Aerial Vehicles Contract Award and Price Increase Approval</u><br>Staff recommends that the Board of Directors authorize the CEO to execute a contract with Altec Aerial Vehicles and a price increase of \$54,000 for a total of \$359,000. | 1D. For action |



## REGULAR AGENDA

2. West Phoenix High-capacity Transit Alternatives Analysis – Locally Preferred Alternative (West Phx HCT AA – LPA) 2. For action

Staff recommends that the Board of Directors approve the Indian School/75th Avenue Alignment with two options to connect into the existing system (Appendix A) as the LPA for the West Phx HCT AA project. The LPA also advances light rail as the mode to serve the corridor.

3. Fiscal Year 2025 (FY25) Election of Valley Metro Rail (VMR) Board Officers and Subcommittee Positions 3. For action

The Board will vote to elect Board officers and Board subcommittee positions for FY 2025.

*This item will be sent under separate cover.*

4. Report on Current Events and Suggested Future Agenda Items 4. For information

Chair Pastor will provide members the opportunity to report on current events and suggest future agenda items for consideration.

5. Next Meeting 5. For information

The next meeting of the Board is scheduled for **Thursday, August 22, 2024, at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) 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. The supporting information for this agenda can be found on our web site at [www.valleymetro.org](http://www.valleymetro.org)



# Minutes

June 13, 2024

AGENDA ITEM 1A

**Valley Metro Rail**  
Thursday, May 16, 2024  
Lake Powell Conference Room/Webex  
101 N. 1st Avenue, 10<sup>th</sup> Floor  
11:15 a.m.

## **Valley Metro Rail Participants**

Councilmember Laura Pastor, City of Phoenix – **Chair**  
Vice Mayor Francisco Heredia, City of Mesa – **Vice Chair** (phone)  
Vice Mayor Jennifer Adams, City of Tempe

## **Members Not Present**

Vice Mayor O.D. Harris, City of Chandler

Chair Pastor called the meeting to order at 12:09 p.m.

Chair Pastor said we are going to begin the VMR meeting and welcome members to the main meeting.

### 1. Consent Agenda

Chair Pastor said Item Number 1 is, the consent agenda is presented for action, Items 1A through 1C. Are there any questions on any of the consent items that need to be pulled?

Motion by Vice Mayor Adams, second by Councilmember Pastor.

Chair Pastor said we have a motion to approve and a second. All those in favor say aye. Those who disapprove? The ayes take it.

**IT WAS MOVED BY VICE MAYOR ADAMS, SECONDED BY COUNCILMEMBER PASTOR, AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA ITEMS 1A-1C.**



2. Valley Metro Rail, Inc. Fiscal Year 2025 (FY25) Proposed Operating and Capital Budget and Five-Year Operating Forecast and Capital Program (FY25 through FY29)

Chair Pastor said Item Number 2 is Valley Metro Rail Fiscal Year 2025 (FY 25) proposed operating and capital budget and the five-year operating forecast and capital program (FY 25 through FY 29).

Mr. Kessler said thank you, Madam Chair. Again, we'll briefly just review the proposed budget for adoption today. VMR for FY 25, the operating budget, a \$97 million budget, \$8 million increase primarily driven by some security initiatives and the full year of Northwest Extension Phase 2 operations. And the funds supporting the operating budget, primarily member city contributions as well as fares.

And then on the capital side, a \$261.6 million budget for FY 25. Large projects there being the completion of South Central and the capital extension project ramping up. And the sources that support the capital program are primarily federal funds, along with public transportation funds and member city contributions. So that's an overview of the budget. Here's the recommendation. Happy to answer any questions if there are any, before moving forward.

Chair Pastor said are there any questions. No questions, Ken.

Vice Mayor Adams said motion to approve.

Chair Pastor said we have a motion to approve. Do I have a second?

Motion by Vice Mayor Adams, second by Vice Mayor Heredia.

Chair Pastor said any discussion? No discussion. All those in favor, please say aye. Those not in favor? Ayes take it.

**IT WAS MOVED BY VICE MAYOR ADAMS, SECONDED BY VICE MAYOR HEREDIA, AND UNANIMOUSLY CARRIED TO APPROVE THE VALLEY METRO RAIL, INC., FISCAL YEAR 2025 (FY25) PROPOSED OPERATING AND CAPITAL BUDGET AND FIVE-YEAR FORECAST AND CAPITAL PROGRAM (FY25 THROUGH FY29).**

3. Election of FY25 Board Officers and Subcommittee Members

Chair Pastor said Item Number 3. Election of FY 25 board officers and subcommittee members. This item is being presented for information only. Board officers' elections will be held at the June board meeting. In your packet is a memo outlining what seats



are available and when letters of interest are due. If you have any questions, please contact Pat.

4. Executive Session

Chair Pastor said we now are at Item Number 4 where we will be entering the executive session. Can I have a motion? I have a motion and a second. Second? I give it a second.

Motion by Vice Mayor Adams, second by Councilmember Pastor.

Chair Pastor said there's a motion and a second. All those in favor to go into exec session, please let me know. Ayes? All those that are opposed, please let me know. The ayes take it. We are now into exec section.

**IT WAS MOVED BY VICE MAYOR ADAMS, SECONDED BY VICE MAYOR HEREDIA, AND UNANIMOUSLY CARRIED TO MOVE INTO EXECUTIVE SESSION.**

Regular meeting adjourned at 12:13 p.m.

5. Executive Session Action Item

Executive Session adjourned 1:12 p.m.

6. Report on Current Events and Suggested Future Agenda Items

There are none.

7. Next Meeting

The next meeting of the Board is scheduled for Thursday, June 20, 2024, at 11:15 a.m.

Without further discussion, the meeting was adjourned at 1:12 p.m.



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1B**

**SUBJECT**

City of Phoenix Grant Pass-Through Intergovernmental Agreements (IGA) Amendment

**PURPOSE**

To request authorization for the Chief Executive Officer (CEO) to execute IGA amendments with City of Phoenix extending the term of grant pass-through IGA's.

**RECOMMENDATION**

Staff recommends that the RMC forward to the Board of Directors authorization for the CEO to execute IGA amendments with the City of Phoenix for the listed grants.

**BACKGROUND | DISCUSSION | CONSIDERATION**

Valley Metro requests extensions to the grant pass-through IGAs for AZ-2019-031 and AZ-2021-047. The extensions are needed to allow additional time to complete the project identified in the grants. The table below summarizes the requested changes:

Grant	Source	Extension
AZ-2019-031	Section 5309; Tempe Streetcar	6/30/2025
AZ-2021-047	Section 5307 SoGR & Light Rail Vehicle Communication Upgrade	3/31/2027

Grant AZ-2019-031 has \$2,255,118 of federal funding remaining from the original award amount of \$75,000,000. The grant IGA expired on April 5, 2024. An extension until June 30, 2025, is needed to provide additional time to fund ongoing streetcar vehicle acquisition costs.

Grant AZ-2021-047 has \$1,300,660 of federal funding remaining from the original award amount of \$2,304,386. The funding will be used to pay for the Light Rail Vehicle communication system upgrade and State of Good Repair parts. The grant IGA will expire on September 30, 2024. An extension until March 31, 2027, is needed to provide additional time to utilize the funding.



The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro/RPTA undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro. The pass-through IGA's are required for Phoenix to reimburse Valley Metro for eligible expenses.

### **COST AND BUDGET**

There are no changes in the cost or budget.

### **COMMITTEE PROCESS**

RTAG: May 14, 2024 for information

RMC: June 5, 2024 approved

Board of Directors: June 20, 2024 for action

### **CONTACT**

Ken Kessler

Chief Financial Officer

[kkessler@valleymetro.org](mailto:kkessler@valleymetro.org)

### **ATTACHMENTS**

None



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1C****SUBJECT**

Public Transportation Agency Safety Plan (PTASP-RAIL) Annual Review

**PURPOSE**

Provide information regarding the federal requirement to conduct an annual review and approval of the Public Transit Agency Safety Plan (PTASP).

**RECOMMENDATION**

Staff recommends that the Board of Directors approve the Public Transportation Agency Safety Plan (PTASP-RAIL) Annual Review.

**BACKGROUND | DISCUSSION | CONSIDERATION**

In 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 Code of Federal Regulations Part 673. The rule requires public transportation agencies receiving federal funds to develop and certify compliance of a PTASP by December 31, 2020. Valley Metro's Agency Safety Plan (ASP) was approved and signed by the Board of Directors and certified by the State Safety Oversight Agency (SSOA) in October 2020.

The PTASP Final Rule and Bipartisan Infrastructure Law requires that ASPs be reviewed annually, and all updates be approved and signed by a joint labor-management safety committee, the Accountable Executive (Chief Executive Officer) and the transit agency's Board of Directors.

Updates to the ASP for CY2024 include:

- Safety Performance Targets
- Safety Accountabilities and Responsibilities
- Safety Promotion / Competencies and Training
- Updates as required to comply with the Arizona Department of Transportation's Program Standard Revision #8

Staff is providing this information to inform and prepare the Board for the requirement to review and approve updates to the ASP.

**COST AND BUDGET**

None



**COMMITTEE ACTION**

RTAG – May 14, 2024 for information

RMC – June 5, 2024 approved

Board of Directors – June 20, 2024 for action

**CONTACT**

Adrian Ruiz

Director Safety, Security and Quality Assurance

[aruiz@valleymetro.org](mailto:aruiz@valleymetro.org)

**ATTACHMENT**

Valley Metro Rail Agency Safety Plan – Revision #4



## Summary of Changes Valley Metro Rail Agency Safety Plan Revision 4

- Updated *Approval/Signature* Page to reflect change of submitted by signee and Board Approval chair
- **Section 2.0** Updated Leadership Team
- **Section 4.0** Safety Performance Targets
  - Established Rail Performance Targets for CY2024.
- **Section 6.2**
  - Added roles and responsibilities
- **Section 8.2** Updated language for RCRC
- **Section 9.0** Updated methods of contact and communication
- **Section 9.2** Updated staff positions requiring certain certifications
- **Appendix A: SSO Event Notification Thresholds & Reporting Timeframes**
  - Section modified to be compliant and consistent with revision #8 of the ADOT Program Standard.
- **Appendix B: SSO Notification Procedures**
  - Section modified to be compliant and consistent with revision #8 of the ADOT Program Standard.
- **Appendix C: NTSB Event Notification Thresholds and Reporting Timeframes**
  - Section modified to be compliant and consistent with revision #8 of the ADOT Program Standard.
- **Appendix E: Organizational Charts**
- **Appendix F: SMS Implementation Plan**
  - Updated Implementation activity dates & responsibilities where applicable.
- **Appendix H:** Added comprehensive Safety Training Program Plan to the ASP.



# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 1D**

**SUBJECT**

Altec Aerial Vehicles Contract Award and Price Increase Approval

**PURPOSE**

Request approval for a contract award and price increase for Altec Aerial Vehicles and a price increase of \$54,000 for a total of \$359,000.

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the CEO to execute a contract with Altec Aerial Vehicles for a price increase of \$54,000 for a total of \$359,000.

**BACKGROUND | DISCUSSION | CONSIDERATION**

On October 21, 2021 the Valley Metro Rail Board of Directors approved the purchase of two aerial device vehicles for the Operations and Maintenance Center. The approval was communicated to Altec Industries and they began the build of the equipment.

Altec Industries notified Valley Metro Rail in January 2024 that the previous model of aerial vehicle was discontinued, and a new model was being built that was seven feet higher. Derek Huffer the Account Manager, stated “*change is because Altec discontinued the AT30G, and the AT37G is the same unit but 7 feet higher.*” He identified that the previous quote had been revised to account for the model change.

Totals previously approved by the Board:

<b>Ford F450 Bucket Truck</b>	<b>1</b>	<b>\$140,000</b>
<b>Ford F450 Bucket Truck - Hi-Rail Equip.</b>	<b>1</b>	<b>\$165,000</b>

The bucket truck without hi rail equipment is to be delivered in May 2024 (FY24). The total due is \$167,707. The bucket truck with equipment is to be delivered in September 2024 (FY25). Total due \$190,959. The initial pricing approved by the board did not include sales tax.



New totals with increase and sales tax:

<b>F450 Bucket Truck</b>	<b>\$167,707</b>
<b>F450 Bucket Truck – Hi-Rail Equipment</b>	<b>\$190,959</b>

### **COST AND BUDGET**

The cost for the two F450 Bucket Trucks will not exceed \$359,000. The cost's are included in the Valley Metro Rail Proposed FY2024 Operating and Capital Budget. Contract obligations beyond FY2024 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2025 thru FY2029).

The source of funding is from PTF funds.

### **COMMITTEE PROCESS**

RTAG: May 14, 2024, for information

RMC: June 5, 2024, approved

Board of Directors: June 20, 2024, for action

### **CONTACT**

Darren Curry

Chief Maintenance Officer

[DCurry@valleymetro.org](mailto:DCurry@valleymetro.org)

### **ATTACHMENTS**

None



# Information Summary

## DATE

June 13, 2024

## AGENDA ITEM 2

## SUBJECT

West Phoenix High-capacity Transit Alternatives Analysis – Locally Preferred Alternative (West Phx HCT AA – LPA)

## PURPOSE

To request approval of the West Phoenix High-capacity Transit Alternatives Analysis (West Phx HCT AA) locally preferred alternative (LPA), connecting the existing light rail system at either 19th Avenue and Camelback Road or Central Avenue and Indian School Road to western Phoenix and Maryvale.

## RECOMMENDATION

Staff recommends that the Board of Directors approve the Indian School/75th Avenue Alignment with two options to connect into the existing system (Appendix A) as the LPA for the West Phx HCT AA project. The LPA also advances light rail as the mode to serve the corridor.

## BACKGROUND | DISCUSSION | CONSIDERATION

The West Phx AA project is part of the high-capacity transit programs outlined in the Maricopa Association of Governments' approved Momentum 2050 regional transportation plan. The West Phx HCT AA project emerged to improve multimodal connectivity in the Maryvale, Encanto and Alhambra urban villages, as well as to provide connections to the anticipated I-10 West Extension Project at the Desert Sky Transit Center and Phoenix's 35th Avenue Bus Rapid Transit Project. Accordingly, the analysis investigated alignments to serve all three urban villages, as well as providing connections to the existing light rail system and future, planned HCT investments. The project examined multiple alignment alternatives and two different HCT modes (bus rapid transit and light rail transit). Input was solicited from the public and local stakeholders in four series of public outreach meetings.

The West Phx HCT AA process was a two-tiered analysis. The Tier I analysis evaluated ten alignments. Based on technical analysis and public / stakeholder input, two alignment options (mode neutral) were identified to advance into the Tier II process. These options were:

- 1) Green Alternative: Central Avenue/Indian School Road – 75th Avenue/Indian School Road – 79th Avenue/Thomas Road.
- 2) Red Alternative: Central Avenue/Indian School Road – 51st Avenue/Indian School Road – 79th Avenue/Indian School Road.



Tier II furthered the screening process using quantitative evaluation criteria to compare the two alternatives by three operating and transit mode scenarios: center-running light rail, center-running bus rapid transit, and side-running bus rapid transit. Each alternative and mode were evaluated and scored based on its performance using six criteria: mobility improvements, access, potential impacts, land use/economic development, cost, and efficiency. The recommended alignment option was the alternative and mode that received the highest score.

The technical analysis revealed that the recommended alternative, the Green Alternative with light rail as the mode, outperformed the other alignment options in the following aspects:

- It is projected to generate the highest number of daily transit trips, especially transit-dependent trips in the 2050 horizon year.
- It has the fastest transit travel time to key activity centers.
- It has the best access to nearby resources and opportunities, including affordable housing units, bikeways, and activity centers.
- It has fewer potential impacts on existing infrastructure and buildings, impacting fewer parcels, buildings, and square footage of parcel portions.
- It also has the highest number of crashes that potentially can be reduced, indicating a higher safety level.

Concurrent with the technical evaluation, the project team pursued an extensive public engagement effort that included:

- Meetings with community groups.
- Meetings with key stakeholders and businesses along the corridor.
- Participating in community events.
- Conducting four series of public meetings.

Based on public feedback on the Green Alternative, the team re-evaluated the easternmost portion of the alignment of where it would connect to the existing light rail system. Additional analysis was conducted on the connection point at Central Avenue/Indian School Road and the connection at 19th Avenue/Camelback Road. The results of this technical analysis were presented to the public for feedback and discussion. After this series of public outreach, the project team is recommending advancing both potential connection options as part of the LPA, as both options meet the purpose and need of the project and have support from the public. The project team anticipates additional discussion to occur on these options in future stages of the project, at which point one of the two eastern connection points will be advanced.

In advance of the VMR Board process, the LPA was considered for adoption by Phoenix City Council in the following timeline:

- Phoenix Citizens Transportation Commission (CTC): approved on April 25, 2024



- Phoenix Council Subcommittee on Transportation, Infrastructure and Planning (TIP): approved on May 15, 2024
- Phoenix City Council: approved on May 29, 2024

### **COST AND BUDGET**

There is no anticipated cost at this time; timing and costs of future stages of the project will be determined in collaboration with City of Phoenix.

### **COMMITTEE PROCESS**

RTAG: May 14, 2024, for information

RMC: June 5, 2024, approved

Board of Directors: June 20, 2024, for action

### **CONTACT**

Trevor Collon

Chief, Capital Development

[tcollon@valleymetro.org](mailto:tcollon@valleymetro.org)

### **ATTACHMENT:**

Attachment A – West Phx AA – Recommended Alternative

## Attachment A – West Phx AA – Recommended Alternative

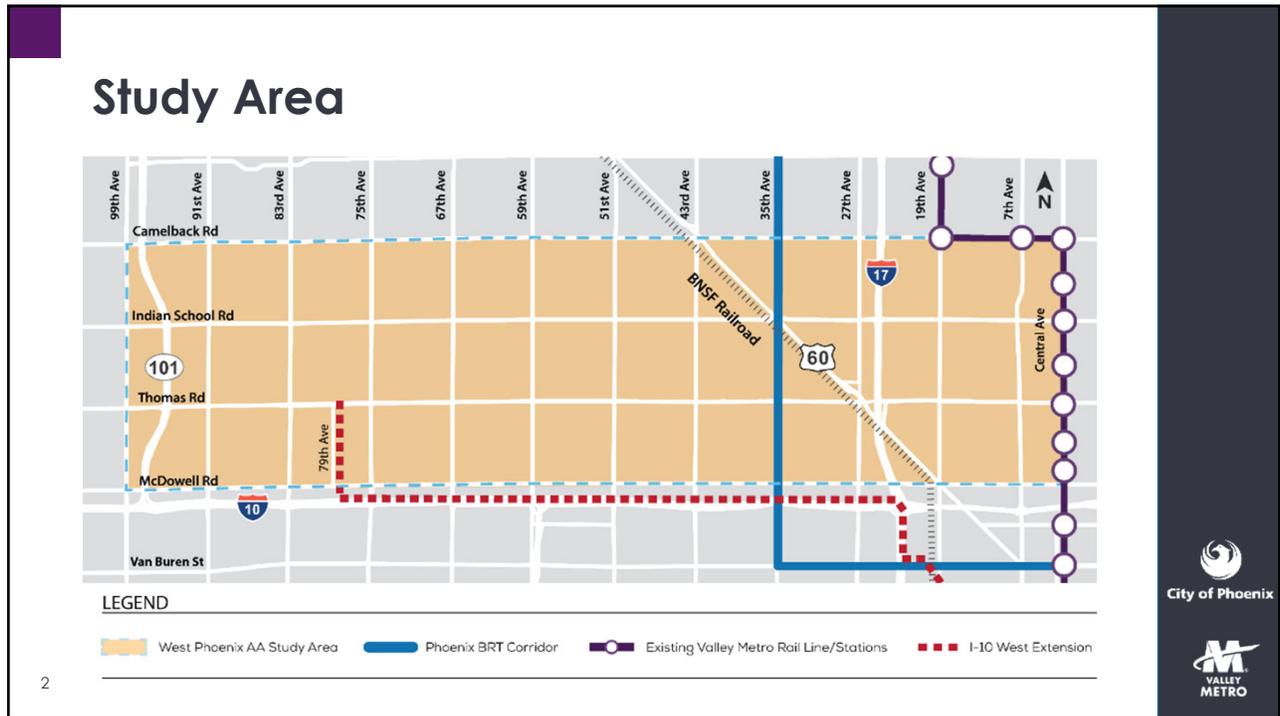


### LEGEND

	West Phoenix AA Study Area		Alternate Routes Evaluated		Phoenix BRT Corridor		Existing Valley Metro Rail Line/Stations
	Recommended Route		Optional Route Extension		I-10 West Extension		Desert Sky Mall Transit Center



1



2

2

# Public Meetings

- 15 public meetings
  - March 2023 - March 2024
  - 10 in-person, 5 virtual
  - 426 attendees
  - Over 900 comment forms



3



3

# Recommended Alternative



### LEGEND

- |                            |                            |                      |  |
|----------------------------|----------------------------|----------------------|--|
| West Phoenix AA Study Area | Alternate Routes Evaluated | Phoenix BRT Corridor | Existing Valley Metro Rail Line/Stations |
| Recommended Route          | Optional Route Extension   | I-10 West Extension  | Desert Sky Mall Transit Center           |

4



4

## Next Steps

- LPA approved by Phoenix City Council on May 29, 2024
- Valley Metro Board Cycle: June 2024
- MAG Committee Cycle: August 2024
- Project next steps
  1. Continuation of community outreach
  2. Continuation of planning activities
    - Key considerations:
      - Station locations
      - Potential to phase implementation
      - Operations plans
      - Funding
      - Implementation timeline

5





# Information Summary

**DATE**

June 13, 2024

**AGENDA ITEM 4****SUBJECT**

Report on Current Events and Suggested Future Agenda Items

**PURPOSE**

Chair Pastor will provide members the opportunity to report on current events and suggest future agenda items for consideration.

**COST AND BUDGET**

None

**RECOMMENDATION**

This item is presented for information only.

**BACKGROUND/DISCUSSION/CONSIDERATION**

None

**COMMITTEE ACTION**

None

**CONTACT**

Jessica Mefford-Miller  
Chief Executive Officer  
[jmeffordmiller@valleymetro.org](mailto:jmeffordmiller@valleymetro.org)

**ATTACHMENT**

None

### Pending Items Request

Item Requested	Date Requested	Planned Follow-up Date