



## BOARD OF COMMISSIONERS WORK STUDY MEETING AGENDA

**Date:** May 21, 2024

**Time:** 8:30AM – 10:00AM

**1. CALL TO ORDER**

**2. AGENDA REVIEW**

**3. CHAIRPERSON'S COMMENTS**

**4. FULL DISCUSSION / ACTION ITEMS**

- a. Origin and Destination Study
- b. Resolution No. 24-31, Award Contract SR 104 & Bond Rd. Park and Ride Design 1
- c. Resolution No. 24-32, Award Contract - Vessel Monitoring Service 6
- d. Circulator Bus Pilot Project, First Friday Art Walks

**5. EXECUTIVE DIRECTOR ITEMS**

**6. PUBLIC COMMENTS**

*Please state your name for the record. You will have 3 minutes to address the Board.*

**7. FOR THE GOOD OF THE ORDER:** Transit Board members' comments

**8. ADJOURN**

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## Board of Commissioners Agenda Summary

Meeting Date: 05/21/2024

**AGENDA ITEM:** Resolution No. 24-31, Award Contract SR 104 & Bond Rd P&R  
**SUBMITTED BY:** Steffani Lillie  
**TITLE:** Director  
**DEPARTMENT:** Service and Capital Development  
**EXHIBITS/ATTACHMENTS:** Resolution No. 24-31, Letter of Recommendation

### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 600,000.00

**EXPENDITURE REQUIRED:** \$ 671,720.98

**FUNDING SOURCE:** Capital

**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/14/2024

### **SUMMARY STATEMENT:**

On February 22, 2024, staff publicly advertised a Request for Qualifications (RFQ) KT 24-885 for the SR 104 & Bond Road Park and Ride Design project. Staff received two (2) proposals and PACE Engineers scored highest based on evaluation criteria. Staff completed a cost analysis and negotiations for the scope of work and considers PACE Engineers' cost proposal to be fair and reasonable in the amount of six hundred seventy-one thousand seven hundred twenty dollars and ninety-eight cents (\$671,720.98).

### **RECOMMENDED ACTION/MOTION:**

MOTION: Move to adopt Resolution No. 24-31, authorizing staff to contract with PACE Engineers for the SR 104 & Bond Road Park and Ride Design project, in the amount of six hundred seventy-one thousand seven hundred twenty dollars and ninety-eight cents (\$671,720.98).

## RESOLUTION NO. 24-31

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING STAFF TO AWARD A CONTRACT TO PACE ENGINEERS FOR  
THE SR 104 & BOND ROAD PARK AND RIDE DESIGN PROJECT

**WHEREAS**, on February 22, 2024, Kitsap Transit procurement staff publicly advertised a Request for Qualifications (RFQ) KT 24-885 for the SR 104 & Bond Road Park and Ride Design project; and

**WHEREAS**, this project will complete the required design and environmental analysis for National Environmental Policy Act (NEPA) and Right-of-Way Acquisition; and

**WHEREAS**, on March 7, 2024, staff received and evaluated qualifications and proposals from two (2) firms and PACE Engineers scored highest based on the proposal and evaluation criteria; and

**WHEREAS**, PACE Engineers has submitted a proposal for the SR 104 & Bond Road Park and Ride Design project for an amount of six hundred seventy-one thousand seven hundred twenty dollars and ninety-eight cents (\$671,720.98); and

**WHEREAS**, staff has completed a cost analysis and negotiations for the scope of work and considers PACE Engineers' cost proposal to be fair and reasonable; and

**WHEREAS**, this project was included in the 2024 Capital Budget – Transit Fund for the SR 104 & Bond Road Park and Ride Design project; and

**WHEREAS**, this proposal is seventy-one thousand seven hundred twenty dollars and ninety-eight cents (\$71,720.98) over the approved budget; and

**WHEREAS**, staff has reviewed the cost proposal budget overage and has deemed it fair and reasonable based on the market rate inflation since the 2024 budget was approved; and

**WHEREAS**, staff recommends award of the SR 104 & Bond Park and Ride Design project to PACE Engineers.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award a contract to PACE Engineers for design of the SR 104 & Bond Road Park and Ride in the amount of six hundred seventy-one thousand seven hundred twenty dollars and ninety-eight cents (\$671,720.98).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 21<sup>st</sup> day of May, 2024.

\_\_\_\_\_  
Greg Wheeler, Chairperson

ATTEST:

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Jackie Bidon, Clerk of the Board



# MEMORANDUM

**DATE: May 14, 2024**

**TO: Steffani Lillie**

**FROM: Patrick Rogers**

**SUBJECT: Recommendation to Award- SR 104 & Bond Road Park and Ride Design**

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On February 22<sup>nd</sup>, Procurement Staff released a Request for Qualifications; KT 24-885 SR 104 & Bond Road Park and Ride Design Project. On March 7<sup>th</sup>, Kitsap Transit received two (2) proposals in response to their request. Both proposals were deemed responsive and forwarded to the Evaluation Committee for review.

Kitsap Transit’s Evaluation Committee evaluated the proposals based on Project Approach and Methodology, Technical Capacity, Past Experience, and Key Personnel; as described in the solicitation. When the evaluations were complete, Procurement tabulated the scores. Pace was scored as the “most highly qualified” firm.

<b>Proposer</b>	<b>Score</b>
Pace	955.00
KPFF	910.00

In accordance with the “Brooks Act”, staff requested a Cost Proposal from Pace. Staff conducted negotiations on cost and scope to arrive at a “fair and reasonable” cost of \$671,720.98.

## **Recommendation**

Procurement Staff has completed the responsiveness and responsibility checks and has deemed Pace responsive and responsible. It is my recommendation that Pace be awarded the KT 24-885 SR 104 & Bond Road Park and Ride Design project.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers  
Purchasing Coordinator



## Board of Commissioners Agenda Summary

Meeting Date: 05/21/2024

**AGENDA ITEM:** Resolution No. 24-32, Award Contract Vessel Monitoring Svc.  
**SUBMITTED BY:** Raymond Scott  
**TITLE:** Director  
**DEPARTMENT:** Marine Services  
**EXHIBITS/ATTACHMENTS:** Resolution No. 24-32, Letter of Recommendation



### **BUDGETARY IMPACT** *(if applicable)*

**BUDGETED AMOUNT:** \$ 267,400.00

**EXPENDITURE REQUIRED:** \$ 267,400.00

**FUNDING SOURCE:** Capital

**REVIEWED BY:** Executive Director

**REVIEWED DATE:** 05/14/2024

### **SUMMARY STATEMENT:**

This resolution authorizes staff to enter into a contract with IO Currents to purchase equipment for each of Kitsap Transit's (KT) 10 vessels and a subscription for three (3) years of vessel monitoring services. This contract allows KT to provide fleet-wide machinery/equipment monitoring, reporting, and software services that will allow KT to predict maintenance needs and schedules.

The equipment included in this bid totals one hundred thousand dollars (\$100,000) and is included in the 2024 Capital Budget. The total subscription cost totals one hundred sixty-seven thousand four hundred dollars (\$167,400) and is included in the 2024 Ferry Operating Budget approved via Resolution 23-68, on November 07, 2023. The total proposed expenditure is two hundred sixty-seven thousand four hundred dollars (\$267,400).

### **RECOMMENDED ACTION/MOTION:**

**MOTION:** Move to adopt Resolution No. 24-32, authorizing staff to contract with IO Currents for Kitsap Transit 24-901 Vessel Monitoring Services, in the amount of two hundred sixty-seven thousand four hundred dollars (\$267,400).

## RESOLUTION NO. 24-32

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS  
AUTHORIZING KITSAP TRANSIT STAFF TO AWARD CONTRACT KT 24-901  
VESSEL MONITORING SERVICES TO IO CURRENTS

**WHEREAS**, On April 19th, 2024, Procurement Staff released a Request for Proposals; KT 24-901 Vessel Monitoring Services; and

**WHEREAS**, this contract will provide fleet-wide machinery/equipment monitoring, reporting, and software service that will allow Kitsap Transit (KT) to view equipment and allow for trend analysis and better predict maintenance schedules; and

**WHEREAS**, On May 8<sup>th</sup>, 2024, KT received four (4) bids in response to the solicitation; and

**WHEREAS**, IO Currents was the apparent highest scored bidder pending responsiveness and responsibility checks in the estimated amount of two hundred sixty-seven thousand four hundred dollars (\$267,400); and

**WHEREAS**, staff completed a responsive and responsibility check and has deemed IO Currents bid responsive and responsible; and

**WHEREAS**, staff has determined the bid pricing received from IO Currents to be fair and reasonable; and

**WHEREAS**, the equipment included in this bid totals one hundred thousand dollars (\$100,000) and is included in the 2024 Capital Budget approved via Resolution 23-68 on November 07, 2023; and

**WHEREAS**, the subscription service is fifty-five thousand eight hundred dollars (\$55,800) a year for a contract period of three (3) years bringing the total subscription cost for three (3) years to one hundred sixty-seven thousand four hundred dollars (\$167,400); and



**WHEREAS**, the cost for the first year in the amount of fifty-five thousand eight hundred dollars (\$55,800) is included in the 2024 Ferry Operating Budget approved via Resolution 23-68 on November 07, 2023.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award contract KT 24-901 to IO Currents for Vessel Monitoring Services in the amount of two hundred sixty-seven thousand four hundred dollars (\$267,400).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 21st day of May 2024.

ATTEST:

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Greg Wheeler, Chairperson

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Jackie Bidon, Clerk of the Board

DRAFT



# MEMORANDUM

**DATE: 5/10/2024**

**TO: Raymond Scott, Jen Cook, Andrea Carey, Lisa Dunas**

**FROM: Michael Ricketts**

**SUBJECT: Recommendation to Award – KT 24-901 Vessel Monitoring Service**

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On April 19<sup>th</sup> 2024, Procurement Staff released an Request for Proposals; KT 24-901 Vessel Monitoring Services. On May 8<sup>th</sup>, 2024, Kitsap Transit received four (4) Proposals in response to this solicitation. After review of qualifications, and scores assigned by the evaluation committee, it was determined that IO Currents was the highest scored responsive and responsible vendor.

	Weighted Score	Cost Score		Total Score
IO Currents	1047.50000	241.87430		1289.37430
Onboard	825.00000	400.00000		1225.00000
S3 Maritime	352.50000	275.22208		627.72208
Spinergie	840.00000	390.9877161		1230.98772

Procurement Staff has reviewed pricing and determined it was fair and reasonable and matching KT's final scope of work. It is procurements recommendation that IO Currents be awarded the KT 24-901 Vessel Monitoring Service project in the amount of \$267,400 for three years of service.

If you have any questions, please contact me at 360-473-1127.

Sincerely,

Michael Ricketts  
Purchasing Specialist