

Memorandum

Date: May 28, 2021

To: Gloria Boyce, General Manager

From: Jeff Lubeck, Director of Administrative Services; Julie Thompson, Sr. Budget & Grants Analyst

RE: Adoption of Resolution 30-2021 to Approve Projects and Update BFT's Capital Improvement Plan

Background

The development of a six-year Capital Improvement Plan (CIP) prioritizes resources in efforts to maintain existing assets in good repair and allow for continued enhancements to the transit system. The CIP is updated at least annually to be included (programmed) in both the regional Transportation Improvement Plan (TIP) and the State Transportation Improvement Plan (STIP). The CIP is also summarized in the Program of Projects (POP) as found inside the Transit Development Plan (TDP) which is also updated and submitted annually to the BFCOG.

BFT's CIP is developed within BFT's Transit Asset Management (TAM) Plan, the State of Good Repair Policy and Fleet Replacement Schedules. It is periodically updated as needed but at least annually for the addition of new projects, project scoping changes, budget authority, regional planning programming, and project closures. Once approved, these projects are then programmed in the planning documents referenced above as well as funded as part of the annual budget process in current and future capital budgets.

At this time, staff is requesting 1) project additions and revisions, 2) project closures and 3) change in the budget authority. The current and proposed project changes are listed in Exhibit A. The project additions are further detailed in Exhibit B.

The following table summarizes the changes to the Project and Budgeted values to arrive at the updated CIP Plan values.

Table of CIP Values and Budget

	<u>Project Value</u>	<u>Budgeted</u>
Current Approved CIP Values	\$110,699,734	\$54,914,007
Recommended Resolution Changes		
Project Increases	39,924,531	2,576,346
Project Decreases	(3,304,807)	(500,000)
Removal of Closed Projects	(4,378,527)	(4,378,527)
Subtotal Changes Per Resolution	<u>32,241,197</u>	<u>(2,302,181)</u>
Updated CIP Values	<u>\$142,940,931</u>	<u>\$52,611,826</u>

Project Additions/Increases

The table below summarizes the projects being added/increased:

Summary Table of Project Additions

EQP0017 – Vehicle Rooftop Scrapper System. Adding a new project to install a rooftop scraper system to scrape the snow off the top of transit vehicles to improve safety for drivers following BFT vehicles.

				Project Value			Budget Changes		
				From	By	To	From	By	To
Additions/Increases									
EQP0017	Vehicle Rooftop Scrapper System			-	45,000	45,000	-	45,000	45,000
FAC0005	Campus Improvements (2026 - 2027)			1,890,000	400,000	2,290,000	1,090,000	-	1,090,000
FAC0005	MOA Maintenance Facility HVAC Replacement			-	2,000,000	2,000,000	-	2,000,000	2,000,000
FAC0023	Facility Maintenance Building			1,168,690	1,081,310	2,250,000	1,168,690	-	1,168,690
FAC0032	Benton City Transit Facility			-	3,500,000	3,500,000	-	-	-
FAC0033	Prosser Transit Facility			-	3,500,000	3,500,000	-	-	-
FAC0034	Southridge Transit facility			-	3,500,000	3,500,000	-	-	-
FLT0028	(2021) Non-Revenue Vehicle	Up To	2	163,654	81,346	245,000	163,654	81,346	245,000
FLT0030	(2022) BUS - Electric	Up To	5	1,984,500	2,976,750	4,961,250	-	-	-
FLT0038	(2024) BUS - Electric	Up To	4	2,083,225	2,083,225	4,166,450	-	-	-
FLT0046	Electric Buses (FSC)	Up To	13	-	14,300,000	14,300,000	-	-	-
FLT0047	(2026) DAR	Up To	35	-	3,500,000	3,500,000	-	-	-
FLT0048	(2026) Non-Revenue Vehicle	Up To	1	-	75,200	75,200	-	-	-
FLT0050	(2027) Non-Revenue Vehicle	Up To	1	-	79,000	79,000	-	-	-
OTH0006	Human Resources Information System (HRIS)			-	1,952,700	1,952,700	-	-	-
TEC0010	IT Related Projects (Ongoing)			2,933,551	450,000	3,383,551	1,311,865	450,000	1,761,865
TEC0019	Simulator Training Unit			-	400,000	400,000	-	-	-
				10,223,620	39,924,531	50,148,151	3,734,209	2,576,346	6,310,555

FAC0005 – Campus Improvements. Campus Improvements to assist in the needs associated with the growth in administrative/support staff as well as common areas to be shared when staff are onsite. Add values for planning purposes FY2026 and FY2027.

FAC0005E – Maintenance HVAC System. Replace MOA Maintenance HVAC System which consists of using an engineering consultant to provide schematic design and construction documents for the new HVAC system to replace existing in the MOA Maintenance Building.

FAC0023 – Facility Maintenance Building. Increase to project value to match current scope and cost estimates for construction of a Facilities Maintenance Building located at the Maintenance Operations Administration (MOA) Campus.

FAC0032/FAC0033/FAC0034 – Benton City, Prosser and Southridge Transit Facilities. BFT proposes the design and construction of three new transit facilities in Benton County that BFT refers to as mobility hubs. This project will include the design and construction of three new small-scale transit hubs in the Southridge area in Kennewick, Benton City, and Prosser to address recent and projected long-term growth. These projects are programmed for 2024 with construction completion in 2027. To assist in the planning stages of two of the three small-scale transit hubs, BFT recently received of awarded \$50,000 from Washington State Department of Transportation’s

(WSDOT) Consolidated Grant Program for planning activities related to the Benton City and Prosser transit services improvement project.

FLT0028 – Non-Revenue Vehicle (2021). Two non-revenue service trucks were previously planned and budget for 2021. This increase is to change these fleet service trucks from a standard to heavy-duty vehicle to be equipped to respond to road service calls. The needed increase to the facilities maintenance truck is to accommodate the addition of a crane attachment. Equipping the truck with the crane will reduce the need to rent equipment.

FLT-Multiple. Federal requirements require public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of capital assets. This final rule also establishes state of good repair standards and four state of good repair (SGR) performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database. BFT follows a fleet replacement schedule in efforts to maintain state of good repair standards to meet these federal requirements.

Over the next six years, purchase up to seven (7), non-electric, fixed route vehicles and purchase up to twenty-two (22) electric fixed route vehicles following BFT's fleet replacement schedule (14 years or 500,000 miles) and Transit Development Plan. Vehicles programmed through FY2025 are included in the currently approved CIP.

Over the next six years, purchase up to twelve (12) dial-a-ride vehicles following BFT's fleet replacement schedule (9 years or 250,000 miles) and Transit Development Plan. Vehicles programmed through FY2025 are included in the currently approved CIP.

OTH0006 – Human Resource Information System (HRIS). Implement a new, fully integrated Human Resources Information System (HRIS) to replace the functions currently performed by a variety of non-integrated systems including Fleet-Net, Neo-Gov, Vivid Learning and a multitude of Excel spreadsheets. The new system would have capabilities in Onboarding, Employee File Management, Employee Performance Management, Benefits Management, Learning Management (LMS), and HR related Analytics.

TEC0010 – IT Related Projects. This project contains all IT related projects such as network servers and infrastructure, agency-wide software licenses, telephone system replacement, records management and archiving, additional computer hardware, software, other support equipment, and non-vehicle related ITS. Add values for planning purposes FY2026 and FY2027.

TEC0019 – Simulator Training Unit. This project is to acquire and implement a training simulator for Drivers. Simulators help operators to learn basic skill development, situation awareness, decision-making, judgment training, and vehicle operations.

Simulators enable trainers to supplement behind-the-wheel training to promote the safe and efficient operation of transit vehicles. Training simulators provide exposure to challenging scenarios in a controlled Environment. Simulation-based training enhances initial bus operator training, periodic refresher training, and driver assessments allowing you to conduct practical real-

world training, using different scenarios, road and weather conditions. Simulation training reinforces positive decision making, situation and spatial awareness, and promotes mastery of core skills through training in a realistic, risk-free environment with repeatable scenarios.

The detail for each of these projects are listed in Exhibit B.

Once approved, these projects are then programmed in planning documents and grants as well as developed in future capital budgets.

Project Decreases

The table below summarizes the projects being rescoped/decreased:

Summary Table of Project Decreases

				Project Value			Budget Changes		
				From	By	To	From	By	To
Project Decreases									
OTH0005	<i>Business Continuity IT Equipment & Infrastructure</i>			700,000	(500,000)	200,000	700,000	(500,000)	200,000
FLT0029	(2022) BUS	Up To	3	3,312,242	(1,656,121)	1,656,121	-	-	-
FLT0037	(2024) BUS	Up To	4	3,446,057	(1,148,686)	2,297,371	-	-	-
				7,458,299	(3,304,807)	4,153,492	700,000	(500,000)	200,000

OTH0005 – Business Continuity IT Equipment & Infrastructure. This project is rescoped to the include only the redesign of BFT’s external website. This project was created during the early response to the COVID-19 pandemic. The majority of purchases have been smaller items under the capitalization threshold or have fallen within the umbrella of the general TEC0010 project.

FLT0029 – (2022) BUS. The number of diesel buses were reduced to offset the increase in electric buses for the continued efforts in further implementation of zero emission vehicles into BFT’s fleet.

FLT0037 – (2024) BUS. The number of diesel buses were reduced to offset the increase in electric buses for the continued efforts in further implementation of zero emission vehicles into BFT’s fleet.

Project Closures

As identified in the Table of Project Closures below, a total of 8 projects are completed, ready to close and be removed from the 2020-2025 CIP.

Table of Project Closures

			Project Value			Budget Changes		
			From	By	To	From	By	To
Project Completions/Closeouts								
<i>FLT0016</i>	<i>DAR</i>	<i>Up To 12</i>	1,151,400	22,199	1,173,599	1,151,400	22,199	1,173,599
<i>FLT0018</i>	<i>(2019) DAR</i>	<i>Up To 10</i>	969,095	(61,264)	907,831	969,095	(61,264)	907,831
<i>FLT0019</i>	<i>(2019) DAR - 5310 Funds</i>	<i>Up To 4</i>	414,511	(14,299)	400,212	414,511	(14,299)	400,212
<i>FLT0026</i>	<i>(2020) Non-Revenue: OPS Supervisor Vehicles</i>	<i>Up To 10</i>	395,000	5,078	400,078	395,000	5,078	400,078
<i>FLT0044</i>	<i>DAR - State Funding</i>	<i>Up To 11</i>	1,100,000	(57,247)	1,042,753	1,100,000	(57,247)	1,042,753
<i>FAC0003</i>	<i>Transit Centers - Renovation 22nd</i>		89,721	(411)	89,310	89,721	(411)	89,310
<i>EQP0015</i>	<i>Garbage/Compactor Truck</i>	<i>Up To 1</i>	158,800	(20,658)	138,142	158,800	(20,658)	138,142
<i>EQP0016</i>	<i>Cleaning/Disinfecting Systems</i>		100,000	(100,000)	-	100,000	(100,000)	-
			4,378,527	(226,602)	4,151,925	4,378,527	(226,602)	4,151,925

Funding

Budgeted: Pending
 Budget Source: Capital
 Funding Source: Federal and Local

Recommendation

Staff recommends approval of Resolution 30-2021 Updating BFT’s Capital Improvement Plan to increase the Project Value by \$32,241,197 and approving the net decrease of \$2,302,181 to the budget authority. Staff further recommends the removal of all closed projects from the Capital Improvement Plan.

Forward as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 30-2021

A RESOLUTION UPDATING BFT'S CAPITAL IMPROVEMENT PLAN

WHEREAS, Resolution 30-2021 approves updates to BFT's current Capital Improvement Plan (CIP) to plan for current and future capital needs; and

WHEREAS, in May 2021, the Capital Improvement Committee (CIC) completed a call for capital projects; and

WHEREAS, the CIC, Executive Management Team, and General Manager have determined these projects to be important to the future of BFT and have approved the attached list of projects (Exhibit A) as detailed on the attached CIP forms (Exhibit B); and

WHEREAS, the Executive Management Team and General Manager have determined the projects listed in Exhibit C have been completed are ready to close their respective project values and budgets;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The projects as listed on Exhibit A and on the detailed CIP forms (Exhibit B) are approved.
2. The projects as listed on Exhibit C are removed from and/or reduced in the updated Capital Improvement Plan.
3. The Board of Directors approve the increase in the current Project Values by \$32,241,197.
4. The Board of Directors approve the net decrease in the Budgeted Values by \$2,302,181.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, June 10, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Carina Cassel, Interim Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

