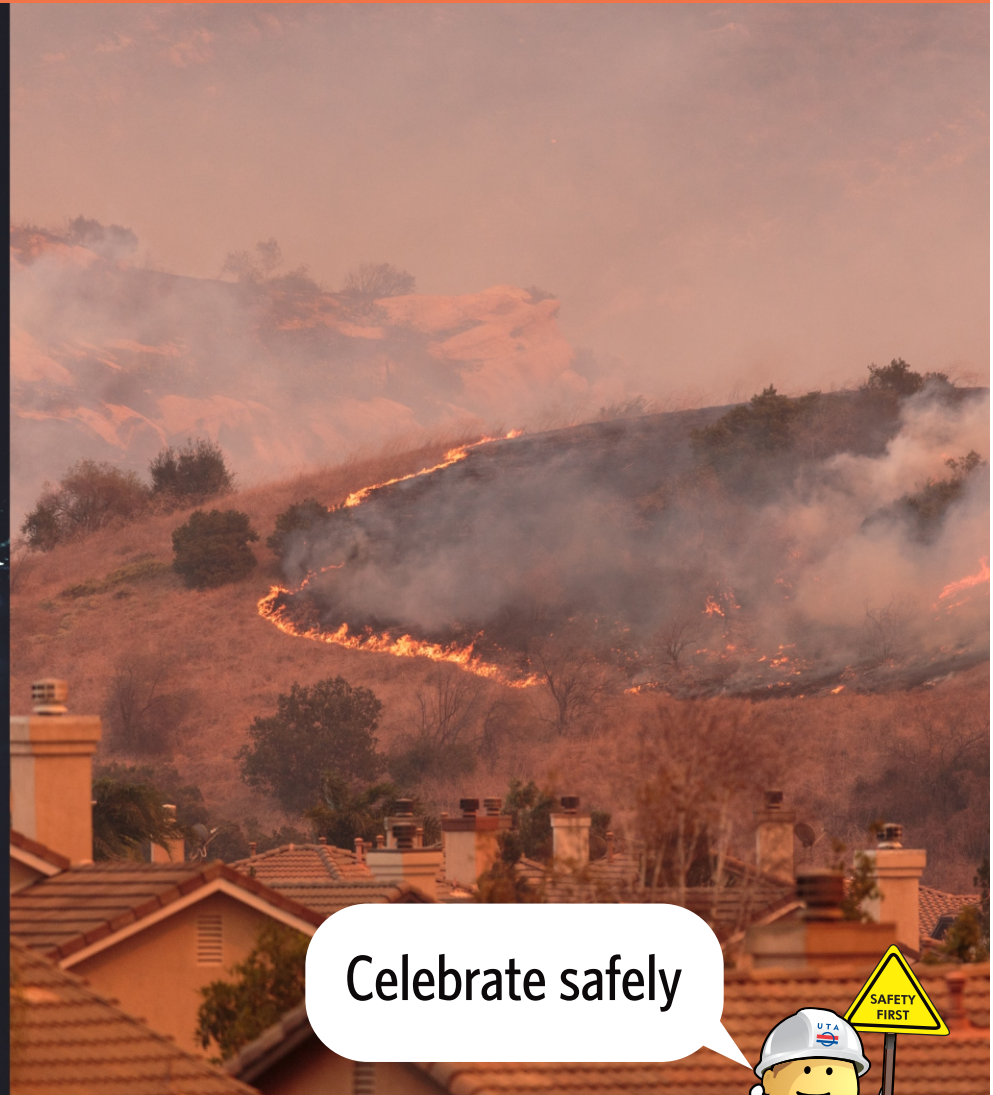


Each year, fireworks injure thousands and cause thousands of fires.



Celebrate safely





Report of the Finance & Audit Review Committee Meeting
of the Board of Trustees of the Utah Transit Authority (UTA)
Wednesday, July 11, 2018
10:30-12:00 p.m.
FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

Attending:

Gina Chamness Acting Committee Chair
Cort Ashton
Dannie McConkie
Jeff Acerson (via telephone)

Not Attending:

1. Audit Review Committee

Chair Chamness called the meeting to order at 10:31 a.m.

Chair Chamness yielded the floor to Dave Goeres, UTA Chief Safety & Security and Technology Officer, for a brief safety message.

2. Item(s) for Consent

Items for consent consisted of the following:

- Approval of June 13, 2018 Finance & Audit Meeting Report

A motion to approve the June 13, 2018 F&A Meeting Report was made by Trustee McConkie and seconded by Trustee Ashton. The meeting report was approved by unanimous consent.

3. May Financial Report and Dashboard

An overview of the May UTA Financial Report and Dashboard was presented by Bob Biles, UTA Vice President of Finance.

A motion to accept report and move it forward to the full board was made by Trustee McConkie and seconded by Trustee Ashton. The motion carried by unanimous consent.

4. Contracts, Disbursements & Change Orders

a. For Board Consent Approval

1. Contract: Heated Bridgeplate (Siemens)

This contract is for a light rail overhaul item.

A motion to approve the contract and forward to the board's consent agenda was made by Trustee Ashton and seconded by Trustee McConkie.

Roll call vote:

Trustee McConkie	Aye
Trustee Ashton	Aye
Trustee Chamness	Aye

Trustee Acerson joined the meeting at 10:48 a.m. via telephone.

2. Grounding Contact Assembly (Siemens)

This contract relates to the light rail overhaul project.

A motion to approve the contract and forward to the board's consent agenda was made by Trustee Ashton and seconded by Trustee McConkie.

Roll call vote:

Trustee McConkie	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye
Trustee Chamness	Aye

3. Contract: Bearing Tapered Assembly (Kaman)

This contract relates to light rail vehicle maintenance. A question was posed regarding the purchase and contract procedures. Todd Mills, UTA Senior Supply Chain Manager, responded.

A motion to approve the contract and forward to the board's consent agenda was made by Trustee McConkie and seconded by Trustee Ashton.

Roll call vote:

Trustee McConkie	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye
Trustee Chamness	Aye

4. Contract: Core Routes Consultant (Jarrett Walker and Associates)

Laura Hanson, UTA Planning Director, presented on this contract. Questions were asked and discussion ensued.

A motion to approve the contract and forward to the board's consent agenda was made by Trustee Ashton and seconded by Trustee McConkie.

Roll call vote:

Trustee McConkie	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye
Trustee Chamness	Aye

b. For Board Review

1. Low-No Battery Electric Buses (New Flyer)

An explanation of the terms of the contract was presented by Steve Meyer, UTA Interim Executive Director. Questions were asked and discussion ensued.

A motion to approve and forward the contract to the board for review was made by Trustee Ashton and seconded by Trustee McConkie with the stipulation that a presentation be given to the board explaining the details of the project. Mr. Meyer indicated that due to the production timelines, he plans to use his executive emergency approval authority to keep this project on schedule.

5. Pre-Procurement Update

An informational review of upcoming procurements was given by Mr. Meyer and UTA staff. The items included:

- EFC Program Manager
- Milestone Device Channel License
- Rideshare Van Maintenance
- Bus Tire Service Lease
 - Trustee Acerson requested information on the failure rate of leased tires.
- APC and IGBT Overhaul
- Propulsion Controller Overhaul
- Web Development for UTA Website
- Sandy Parking Garage
 - It was noted that this will be a shared structure and the cost will be split pro rata.
- Employee Health Clinic
- Airport Station TRAX Relocation
 - It was noted that this contract is for the first phase only. The second phase will be executed at a later date.

6. Other Business

A brief discussion on sales tax rates took place.

7. Adjourn

The meeting adjourned at 12:07 pm

Transcribed by Teri Black
Senior Office Coordinator Finance
Utah Transit Authority
tblack@rideuta.com
801.287.3215

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/474699.html> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Committee Approved Contracts, Change-orders and Disbursements

Exhibit A

Item #	Board Motion	Criteria	Type	Project Manager	Project Title	Summary description & purpose	Vendor (or potential vendors)	Total Contract Value	Change-orders			Contract Start Date	Contract End Date (incl. options)	Included In 2018 budget?	Solicitation method	Number of firms which responded to solicitation	Total contract amount of next lowest bidder
									Change-order amount	Total contract amount after change-order	Percentage change						
A1	Motion to approve the contract and forward to Board for consent agenda	Contract is \$200,000 - \$999,999	Contract	Dan Hofer	VSP and LDO boards for PTC	Hardware and software components on the FrontRunner South signal system required in order to upgrade the system and implement the Positive Train Control System (PTC) on this section.	Alstom Group	\$ 219,000		N/A	N/A	8/1/2018	5/31/2019	Yes	Sole Source	1	N/A

Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 7/25/2018

Agenda Item #

Action Requested: Motion to approve the contract and forward to Board for consent agenda

Criteria: Contract is \$200,000 - \$999,999

Contract #: 18-2793BM

Contract Title: VSP and LDO Boards for PTC

Project Manager: Dan Hofer

Contract Administrator: Brian Motes

Impacted Areas: FrontRunner South Signal System

Included in budget? Yes

Procurement method: Sole-Source

Contractor: Alstom Group

Sole-Source Reason: Unique or Innovative Concept - Available from only one source

Total Contract Value \$ 219,000

Contract start date: 8/1/2018

Contract end date: 5/31/2019

Number of responding firms: 1

Next Lowest Bidder: N/A

Detailed Description & Purpose:

This purchase is for hardware and software components on the FrontRunner South signal system required in order to upgrade the system and implement the Positive Train Control System (PTC) on this section. If we do not perform this upgrade we will not be able to implement newer versions of key hardware components, nor would we be able to be compliant with PTC regulations.

Part numbers are: Ten (10) New VSP Boards- 31166-427-01 & Two (2) LDO boards are 3116-431-01, Thirty (30) Repaired VSP Boards and Thirty-Five (35) Repaired LDO Boards.

See requisition for pricing breakdown of multiple boards.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

Attachments: Contract routing sheet attached? Yes

Other attachments? Sole Source



CONTRACT ROUTING SHEET

Agenda Item No.: _____
Board Review Date: _____

CONTRACT SECTION

- 1) Contract/P.O. No. **18-2793BM** (Assigned by Purchasing) Contract Administrator: **Brian Motes**
Project Manager: **Dan Hofer**
- 2) Contract Type A. A&E/Design B. Blanket PO C. Construction D. Goods E. Modification
 F. Option G. Renewal H. Services I. Task Orders
- 3) Procurement Method RFQ (Quote) IFB (Low Bid) RFQU (Qualification)
 RFP (Best-value) Sole source Other: _____
- 4) Contract Title **VSP and LDO Boards for Positive Train Control (PTC)**
- 5) Description / Purpose (of contract or project) **Hardware and software components on the FrontRunner South signal system required in order to upgrade the system and implement the Positive Train Control (PTC) system.**
- 6) Contractor Name **Alstrom Group**
- 7) Effective Dates Beginning: **08/01/18** Ending: **05/31/19**
- 8) Option to renew? Yes No Renewal terms _____

FINANCIAL SECTION

- 9) Total Board Approval Amount: \$ 219,000.00
- 9a) Current Contract Value: \$ -
- 9b) Amendment Amount: \$ -
- 9d) New Contract Value (including all amendments) \$ -
- 9e) Is the amount an estimate? Yes No
(Estimate if per transaction cost)

9f) If estimated, how was the estimate calculated? _____

- 10) Is the amount a one-time purchase or annual recurring purchase? One-time Recurring
- 11) Account Code **40-3122.68912** Capital Project Code **MSP12218**
- 12) Budgeted? Yes No Budget amount: \$ **219,000.00**
- 13) Will this contract require support from another department? Yes No
- 14) If so, is the other department(s) aware of this contract and the required support? Yes No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified? Yes No

SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Bart Simmons</u>
Accounting Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Bryan Steele</u>
IT Review (IT software or hardware)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Dan Harmuth</u>
Up to \$10K Manager/Program Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Dan Hofer</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Paul Edwards</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Paul Edwards</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

SOLE-SOURCE PROCUREMENT REQUESTToday's Date 7/12/2018

UTA procurement procedures allow a procurement by noncompetitive proposals only when the award of a contract under small purchase procedures, sealed bids, or competitive proposals (or as, applicable statements of qualification) is impractical and not in the best interests of UTA, and at least one of the circumstances below applies. Please identify which of the following exceptions apply to your project. UTA's Chief Procurement Officer will make the final determination if it is a justifiable Sole-source purchase. **If this request is not approved, normal procurement procedures will be necessary.** Less than \$3,500 = Micro-purchase (Sole-Source Justification is not necessary).

Signed Requisition attached? Yes No If No please explain: 5513Source of Funds: Local Federal Budgeted?: No Yes: Cost center: MSP12218 GL #:Term (incl. options): months N/A Total contract term amount (incl. options) \$ 219,000One time purchase? Yes No Requires Board approval? (Over \$200K) Yes NoPublication Required? (if greater than \$50,000) Publication is required Publication not required

Source (vendor providing the product or service):

Vendor Name: Alstom Phone: _____Contact Person: Brenda Heinlein Email Address: Brenda.heinlein@alstomgroup.com

Detailed Description of Part Number(s), Product or Service:

Hardware and software components on the FrontRunner South signal system require periodic updates from the vendor to keep up with technology. If we were not to do this update, UTA would not be able to implement The Positive Train Control System (PTC) on FrontRunner South. We would then not be compliant with PTC regulations. These upgrades/updates require UTA to update the necessary hardware and software components to a certain level to ensure the technology is running as it should be. UTA needs to purchase some newer versions of key hardware components in order to keep the FrontRunner South system operating as it should.

Part numbers are: Ten (10) New VSP Boards- 31166-427-01 & Two (2) LDO boards are 3116-431-01, Thirty (30) Repaired VSP Boards and Thirty-Five (35) Repaired LDO Boards

SOLE-SOURCE REASON

The product or services are available only from a single source because one of the conditions described below is present: (please select only one)

- Unique or Innovative Concept – available from only one source
- Patents or Restricted Data Rights – patent or data rights restrictions preclude competition.
- Substantial Duplication Costs in the case of a follow-on contract for the continued development or production of highly specialized equipment and/or major components, when it is likely that award to another source would result in substantial duplication of costs that are not expected to be recovered through competition.
 - Cost / Benefit analysis must be attached. Sample Cost Benefit Analysis.docx
- Unacceptable Delay - in the case of a follow-on contract for the continued development or production of highly specialized equipment and/or major components, when it is likely that award to another source would result in unacceptable delays.

- The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation:
-

- FTA has authorized non-competitive negotiations. Identify which of the following FTA determinations apply to your project:

- Consortium, Joint Venture, Team Partnership – FTA has approved the participation of a particular firm or combination of firms in the project work including, without limitation, as part of a successful grant application.
- Statutory Authorization or Requirement – to comply with DOT appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.
- National Emergency – to maintain a facility, producer, manufacturer, or other supplier available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.
- Research – to establish or maintain an educational or other non-profit institution or federally funded research and development center that has or will have an essential engineering, research, or development capability.
- Protest, Disputes, Claims, Litigation – to acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.
- International Arrangements – when precluded by the terms of an international agreement or treaty between the US and a foreign government or international organization.
- National Security – when the disclosure of the recipient's needs would compromise national security.
- Public Interest – when UTA determines that full and open competition in connection with a particular acquisition is not in the public interest.

Justification:

- 1) Explain what part(s)/services of the stated specification restricts the requisition to one manufacturer or provider.

Hardware and software components on the FrontRunner South signal system require periodic updates from the vendor to keep up with technology. If we were not to do this UTA would not be able to implement The Positive Train Control System (PTC) on FrontRunner South. We would then not be compliant with PTC regulations. These upgrades/updates require UTA to update the necessary hardware and software components to a certain level to ensure the technology is running as it should be. This request will allow UTA to update two key cards to the current version and also purchase a few spares. Alstom is the owner of this technology and they are the only ones who can supply the parts and services being requested in this sole source request.

- 2) List any company, other than your suggested source, who supplies a product with similar functions, and the reasons the competing products are not satisfactory. (attach documentation and/or written quotes, if necessary):

→ Alstom is the owner of this technology and they are the only ones who can supply the parts and services being requested in this sole source request.

- 3) If Item is to be used with existing equipment check the appropriate box below: N/A

As a repair replacement part new component to be interfaced

Rev. 06-11-18

- a. Give Brand and Model number of existing equipment and why the product/service is the only one that will work properly.

Part numbers are: Ten (10) New VSP Boards- 31166-427-01 & Two (2) LDO boards are 3116-431-01, Thirty (30) Repaired VSP Boards and Thirty-Five (35) Repaired LDO Boards

4) (Applies to Federally Funded procurements or when Duplication of Cost is selected)

- a. Cost/Price Analysis documentation attached? Yes A cost analysis should provide sufficient information to determine the reasonableness of the price. If the justification of price reasonableness can be provided based on catalog or market price of a commercial product sold in substantial quantities to the general public, or based on prices set by law or regulation, a Cost Analysis is not required. Federal Sample Cost Benefit Analysis.docx Duplicate cost sample (link)

5) Give any additional information or other considerations you feel may aid the Sole-source justification:


These items typically have long lead times, sometimes in excess of a year. The earlier orders can be placed, the better.


From my research and investigation, this is the only product that can be used to accomplish the task necessary in an appropriate manner. This product is available only from the source indicated and there is no other distribution network. I attest that the above is true and correct to the best of my knowledge and belief. I also attest that I am independent of, and have no conflict of interest in the source recommended above.

Daniel Hofer  7/12/2018 X1958
 Requestor: Print Name Signature Date Phone Number/Ext.

Requested effective term
 One-time purchase
 1 Year
 2 Year
 3 Year
 Other
 Reason for requested "other" Term:

Brian W. Motes  7/13/18 X3059
 Buyer: Print Name Signature Date Phone Number/Ext.

 7/13/18
 Signature Procurement Manager Review Date

 7/13/18
 Signature Sr. Supply Chain Mgr. Review Date

Richard C. Swensen  7/14/18
 Signature Chief Procurement Officer Approval Date

Acting Chief Procurement Officer

UTA Board review and/or approval? (if applicable) Yes No

X3059
 Phone Number/Ext.

Approved Effective Term
 Date: _____

 Witnessed by

REQUISITION FOR PURCHASE-RSS

Requisition Number 5513 OU Department 3700 ASSET MANAGEMENT - SGR

Requested By 1366097 Hofer, Daniel Charles
Request Date

Date 7/10/201

Title VSP & LDO Boards

Justification

Line	Description	Qty	UoM	Unit Price	Extended	Line Status	Account Number	Subledger-Type	Percent
1.000	New VSP Board	10	EA	5,355.0000	53,550.00	Approved	40-3122.68912	MSP12218 C	100.0000
2.000	NEW LDO BOARDS	2	EA	3,750.0000	7,500.00	Approved	40-3122.68912	MSP12218 C	100.0000
3.000	REPAIR/UPGRADEVSP BOARDS	80	EA	1,200.0000	96,000.00	Approved	40-3122.68912	MSP12218 C	100.0000
4.000	REPAIR/UPGRADELDO BOARDS	35	EA	1,200.0000	42,000.00	Approved	40-3122.68912	MSP12218 C	100.0000
5.000	CONTINGENCY(10%)	1	EA	19,950.0000	19,950.00	Approved	40-3122.68912	MSP12218 C	100.0000

Approval History

Process ID	Line No.	Approver Number and Name	Approver Action Taken	Date and Time Updated
5253	Order Level	1317232 Edwards, Michael Paul	Approved	7/11/2018 132142
5253	Order Level	4835 Meyer, William Steven	Approved	7/11/2018 132753

Total
219,000