

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 1, 2008

The Ames Transit Agency Board of Trustees met August 1, 2008 at 8:00 a.m. for a conference call transit board meeting. The meeting was called to order at 8:08 a.m. by President Anders. Trustees in attendance at CyRide: Trustees Madden and Anders. Trustees present via conference call were: Trustees Popken and Munoz. Trustees Absent: Schainker and Hayek.

PUBLIC COMMENTS: No public comments.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the minutes from the July 2, 2008 Ames Transit Agency Board of Trustees meeting. Trustee Popken seconded the motion. (Motion carried unanimously).

BIKE RACK PROCUREMENT AWARD: Director Kyras explained that this item was a follow up to the June Transit Board meeting where a bike rack demonstration project was approved. Since that time, staff has been working to implement this new program by adding bike racks at the Gillig factory to the four new buses that were delivered in mid July and preparing a Request For Proposal (RFP) for the purchase of the remaining bike racks. Staff prepared a multi-year bid so that a standard bike rack could be procured for the entire fleet.

The purpose of this item is for the transit board to award the procurement and authorize the purchase of bike racks for the first year of the RFP. This action requires board approval as the multi-year award exceeds the City of Ames authorization amount of \$25,000 for approval by the Director; however, the transit board will only need to commit to the first year of the procurement at this time.

CyRide received bids from SportWorks Inc., with two options, stainless steel or composite, and from Byk Rak. Following discussion with other transit agencies, the composite bike rack was found to be the most user friendly and maintenance free bike rack system. The three bike rack systems were evaluated and Sports Works racks were found to be best meet the RFP specifications.

The transit board budgeted \$8,500 for the purchase of ten bike racks (\$850 per rack) however the bids came in considerably lower at \$405.86 per bike rack. With this lower price, an additional eleven, as opposed to six, bike racks can be purchased with CyRide allowing for greater operational flexibility. It was also discussed that CyRide would fund the installation cost of these racks through its maintenance division budget.

Director Kyras explained that once the contract is awarded, CyRide drivers will be trained on the bike racks usage and a brochure will be completed and distributed to educate and communicate with the public about the program and how to use the racks. At that time, CyRide buses, equipped with the bike racks, will be placed on the identified route/trips.

Trustee Madden made a motion to approve the bike rack contract award to SportWorks, Inc and purchase eleven bike racks for a total of \$4,646.46. Motion seconded by Trustee Popken. (Motion carried unanimously.)

BUILDING CONSTRUCTION CLOSEOUT: Director Kyras explained that CyRide's office construction was substantially completed in May 2008. Since that time the contractor, HPC, has been working to complete all tasks required for final completion of the project. HPC submitted a final pay application of \$140,374.26 in July which included retainage. All documents for final payment have been received and or addressed:

- Punch List Items have been completed
- Architect has received all Operating and Maintenance Manuals
- As Built Drawings have been received
- All Lien Waivers have been received and sent to the City's Finance Department
- Final pay application were completed as of yesterday – met all requirements to close out the contract

Director Kyras explained that, after further review and discussions with the City's legal department, the sworn statement originally believed to be required was needed at the substantial completion stage only when early release of retainage is requested. As HPC is asking for final payment and closeout, this would not be a condition for this payment.

Following approval by the transit board, information will be submitted to the City Council for their approval at the August 12 meeting.

Trustee Madden made a motion to approve final payment in the amount of \$140,374.26, which includes retainage, to HPC Construction for the completion of CyRide's office building. Motion seconded by Trustee Munoz. (Motion carried unanimously.)

Trustee Madden asked about the outstanding flood issue. Director Kyras explained that it related to a valve that had not been included in the original bid documents and that it was outside the contract with HPC, therefore, the contractor is not required to complete this work. The architect and engineer have committed to completing this construction at their cost.

SET TIME AND PLACE OF NEXT MEETING: The next transit board meeting was previously scheduled to be held August 28 at noon. Due to a scheduling conflict, the meeting was rescheduled to Friday, August 29 at 8:00 a.m.

ADJOURN: Meeting adjourned at 8:22 a.m.