



# MEETING AGENDA

**DATE:** Wednesday, April 24, 2024  
**TIME:** 8:30 a.m.

**Administration & Finance Committee, Operations & Capital Projects Committee** (estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting),  
**Legislative Committee** (Immediately following Operations and Capital Projects Committee Meeting)  
**and Rural and Small Cities Committee** (No Meeting)

**LOCATION:** Staples Street Center – 2<sup>ND</sup> Floor Boardroom (602 North Staples St., Corpus Christi, TX)

## ADMINISTRATION & FINANCE COMMITTEE

Beatriz Charo, Committee Chair

Gabi Canales Armando Gonzalez Anna Jimenez Erica Maymi

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Confirm</b> Posting of Meeting’s Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	B. Charo	1 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	B. Charo	2 min.	-----
5.	<b>Opportunity for Public Comment</b> <b>3 min. limit – no discussion</b>	B. Charo	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
6.	<b>Discussion and Possible Action</b> to Approve the Administration and Finance Committee Meeting Minutes of March 27, 2024	B. Charo	3 min.	<b>Pages 1-4</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award a Five (5) year Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement	R. Saldaña	3 min.	<b>Pages 5</b> PPT
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Award a One-Year Contract to Acrisure LLC, dba Carlisle Insurance for Windstorm and Hail Insurance Coverage	M. Rendón	3 min.	<b>Pages 6-7</b> PPT
9.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award a Five-Year Contract to Sec-Ops, Inc. for Security Guard Services	R. Saldaña	3 min.	<b>Pages 8-10</b> PPT

10.	<b>Committee Chair Report</b>	B. Charo	3 min.	-----
11.	<b>Adjournment</b>	B. Charo	1 min.	-----

**Total Estimated Time: 27 min.**

**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

**Aaron Muñoz, Committee Chair**

**Lynn Allison Jeremy Coleman Armando Gonzalez Eloy Salazar**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Confirm</b> Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	A. Muñoz	1 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	A. Muñoz	2 min.	-----
5.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	A. Muñoz	3 min.	-----
	Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.			
6.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes of March 27, 2024	A. Muñoz	3 min.	<b>Pages 1-4</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to EAN Holdings LLC, dba as Commute with Enterprise for Vanpool Services	G. Robinson	3 min.	<b>Page 5-7 Attachment A PPT</b>
8.	<b>Committee Chair Report</b>	A. Muñoz	3 min.	-----
9.	<b>Adjournment</b>	A. Muñoz	1 min.	-----

**Total Estimated Time: 21 min.**

## LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair

Gabi Canales    Jeremy Coleman    Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
	<b>Roll Call</b>	M. Montiel	2 min.	-----
11.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
12.	<b>Confirm</b> Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	L. Allison	1 min.	-----
13.	<b>Receipt of Conflict of Interest Affidavits</b>	L. Allison	2 min.	-----
14.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	L. Allison	3 min.	-----
	Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.			
15.	<b>Update</b> Legislative Update	L. Allison	5 min.	-----
16.	<b>Committee Chair Report</b>	L. Allison	3 min.	-----
17.	<b>Adjournment</b>	L. Allison	1 min.	-----

**Total Estimated Time: 20 min.**

## RURAL AND SMALL CITIES COMMITTEE

Armando Gonzalez, Committee Chair

Beatriz Charo    Anna Jimenez    Erica Maymi    Eloy Salazar

**NO MEETING**

On **Friday, April 19, 2024** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

#### Mission Statement

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

#### Vision Statement

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, March 27, 2024**

**Summary of Actions**

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Opportunity for Public Comment – No Public Comments**
6. **Approved the Administration & Finance Committee Meeting Minutes of November 15, 2023 and February 28, 2024**
7. **Approved to Recommend the Board of Directors Adopt the Revised 2024 Emergency Preparedness Policy**
8. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances**
9. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Professional Services Agreement to TransPro to Perform the 2020-2023 Quadrennial Performance Audit**
10. **Approved to Recommend the Board of Directors Adopt a lower discount rate of 6.75% from 7.00% for the Defined Benefit Plan**
11. **Heard Committee Chair Report**
12. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room Corpus Christi, Texas.

**Call to Order & Roll Call**

Beatriz Charo; Committee Chair, called the meeting to order at 8:32 a.m. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

Beatriz Charo, Gabi Canales, Armando Gonzalez and Anna Jimenez.

**Board Members Absent**

Erica Maymi.

**Staff Present**

David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón and Robert Saldaña.



## **Public Present**

None

## **Safety Briefing**

Mr. Miguel Rendón, Deputy CEO, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. Marisa would account for all board members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

## **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**

Ms. Montiel confirmed proper posting of the meeting.

## **Receipt of Conflict of Interest Affidavits**

None received

## **Opportunity for Public Comment**

None received

**Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](#) online at [www.ccrta.org/news-opportunities/agenda](http://www.ccrta.org/news-opportunities/agenda) or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.**

## **Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of November 15, 2023 and February 28, 2024**

**DIRECTOR GABI CANALES MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 15, 2023 AND FEBRUARY 28, 2024. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. CHARO, CANALES, GONZALEZ, AND JIMENEZ VOTING IN FAVOR. ABSENT MAYMI.**

## **Discussion and Possible Action to recommend the Board of Directors Adopt the Revised 2024 Emergency Preparedness Policy**

Mr. Mike Rendón presented the item and provided the background stating that during and after an emergency situation, the CCRTA has a responsibility to provide a service to the citizens of Corpus Christi and nine surrounding areas. CCRTA has a responsibility to work



cooperatively with the City of Corpus Christi and the Nueces County Emergency Management Office “EMO”. In the event sustained wind speeds are greater than or equal to 35 miles per hour prior to, during, or after landfall or water levels or other conditions become unsafe, buses shall not operate due to safety reason. He described the policy that applies to all CCRTA employees discussing emergency events, essential positions, essential employees, non-essential employees and employee refuge of last resort. He continued to discuss when the CEO declares the Emergency Response Plan and how Department Directors notify employees of responsibilities. The conditions phases were discussed including Phase 3 “Readiness”, Phase 2 “Essential Services” and Phase 1 “Activation Phase”. He closed with discussing the return to duty phase.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT THE REVISED 2024 EMERGENCY PREPAREDNESS POLICY. DIRECTOR GABI CANALES SECONDED THE MOTION. CHARO, CANALES, GONZALEZ, AND JIMENEZ VOTING IN FAVOR. ABSENT MAYMI.**

**Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances**

Mr. Robert Saldaña presented the item stating the Board Priority of Public Image and Transparency. He provided background stating in 1995, FTA authorized to consolidate the Certifications & Assurances (C&A) required by law into a single document. The C&A ensures that the recipient complies with the required federal regulations of any particular FTA funding award. To receive federal assistance, the recipient must submit the annual C&A before federal assistance is awarded. He listed the 21 categories within the C&A that CCRTA must comply with. There is no DBE for this project. There is no direct financial impact, however, by not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXECUTE AND SUBMIT THE FEDERAL TRANSIT ADMINISTRATION (FTA) 2024 CERTIFICATIONS AND ASSURANCES. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. CHARO, CANALES, GONZALEZ, AND JIMENEZ VOTING IN FAVOR. ABSENT MAYMI.**

**Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award a Professional Services Agreement to TransPro to Perform the 2020-2023 Quadrennial Performance Audit**

Mr. Robert Saldaña presented the item stating the Board Priority of Public Image and Transparency. He provided background by noting the Quadrennial Performance Audit is required by Texas Transportation Code Section 451.454, CCRTA’s enabling legislation, to inform the State. The examination covers one or more areas on a rotating basis. The



Authorities compliance with statutory requirements of Texas Transportation Code Chapter 451 and covered the examination of the performance indicators. A request for quotes was issued on February 8, 2024 which defined the scope of work for the Quadrennial review and CCRTA received two quotes. Transpro - \$70,721.24 and Crowe LLP - \$179,287.50. The prior Quadrennial Performance Review was conducted in 2021 by First Transit at a cost of \$22,944.69. He provided background on the recommended company Transpro Consulting and took any question from the Board.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO TRANSPRO TO PERFORM THE 2020-2023 QUADRENNIAL PERFORMANCE AUDIT. DIRECTOR GABI CANALES SECONDED THE MOTION. CHARO, CANALES, GONZALEZ, AND JIMENEZ VOTING IN FAVOR. ABSENT MAYMI.**

**Discussion and Possible Action to recommend the Board of Directors Adopt a lower discount rate of 6.75% from 7.00% for the Defined Benefit Plan**

Mr. Robert Saldaña presented the item and provided the background stating in 2019, the Board approved a plan to lower the discount rate 25 basis points from 7.5% to 7.00% incrementally over five years. He displayed a chart of factors that impact the Defined Benefit Plan and the risk assessment associated with assumptions. He also displayed and discussed other plan factors to consider covering investment income, benefit paid and benefits pair year over year % increase from years 2019-2023. The 2022 audit identified the 7.00% discount rate to be higher than average used for the valuation rendered, which could result in an understatement of the pension liability. Staff is recommendin to increase the 2024 annual contribution by \$323,690 to bring the total to \$2,317,966 from \$1,994,276. Also, to lower the discount rate from 7.00% to 6.75%. He displayed a sensitivity analysis and stated the financial impact for 2024 is \$323,690 funded by the available for spending reserve which is estimated at \$26,100,543.

**DIRECTOR ARMANDO GONZALEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT A LOWER DISCOUNT RATE OF 6.75% FROM 7.00% FOR THE DEFINED BENEFIT PLAN. VICE CHAIR ANNA JIMENEZ SECONDED THE MOTION. CHARO, CANALES, GONZALEZ, AND JIMENEZ VOTING IN FAVOR. ABSENT MAYMI.**

**Heard Committee Chair Report**

Committee Chair Charo thanked staff for detailed information on agenda items.

**Adjournment**

There being no further review of items, the meeting adjourned at 8:57 a.m.

Submitted by: Marisa Montiel



**Subject:** Award a Five (5) Year Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement

**Background**

Various CCRTA personnel utilize copiers for business purposes. Currently Eight (8) of the CCRTA's leased copiers are included in lease agreement that are up for a new contract. Toshiba America Business Solutions, Inc. is our current vendor for Multifunction Printing and Cloud document software archiving services.

**Identified Need**

To minimize cost the CCRTA is trying to phase out desktop printers, and centralize all network scanning, faxing, and printing. The new copiers' multifunctional features would streamline these functions for all departments. The new agreement that the CCRTA is requesting will contain Printing Management Software, Eight (8) Multifunction Printers, Four (4) MICR Printers and Two (2) Heavy Duty Paper Shredders.

**Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Estimated cost for a 5-year contract will be \$157,373.40. These monies are budgeted in the 2024 budget and will come from local funds.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Five (5) Year Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer



**Subject:** Award a One-Year Contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage.

**Background**

Acrisure LLC dba Carlisle Insurance has carried windstorm and hail coverage for the CCRTA for the last six years. The premium history is provided below:

YEAR	PREMIUM	PERCENTAGE INCREASE
2018-2019	\$84,000	
2019-2020	\$92,589	10% increase over 2018-2019
2020-2021	\$109,410	20% increase over 2019-2020
2021-2022	\$132,048	22% increase over 2020-2021
2022-2023	\$189,757	43.7% increase over 2021-2022
2023-2024	\$219,608	15.73% increase over 2022-2023

The current coverage expires on July 27, 2024.

The solicitation was posted twice in the Caller Times newspaper, posted to the CCRTA’s website, and on B2Gnow. A pre-proposal conference was held on Monday, March 4, 2024. There were two firms in attendance. Affordable Insurance of Texas and Albert AJ Johnson Insurance & Financial Services. No Requests for Information (RFIs) were received. All proposals were received by Tuesday, March 26, 2024.

**Identified Need**

Windstorm and hail insurance coverage is needed to ensure protection of the CCRTA’s assets.

One proposal was received from Acrisure LLC dba Carlisle Insurance, the incumbent.

Firm	Qualifications and Experience (20 Points Max)	Price Score (80 Points Max)	Total Score	Carriers
Acrisure LLC DBA Carlisle Insurance	55.00	40	95.00	Velocity Risk & Starstone

	Option 1	Option 2	Option 3
Total Insured Values	\$44,055,557	\$44,055,557	\$44,055,557
Loss Limits	\$5,000,000	\$5,000,000	\$7,500,000
Named Storm Deductible	2% Min \$100,000	3% Min \$100,000	5% Min \$100,000
Wind / Hail Deductible	\$25,000 per Occurrence	\$25,000 per Occurrence	\$100,000 per Occurrence
Premium	\$330,229	\$293,029	\$289,812

Note: We are still negotiating with Carlisle Insurance to agree on loss limits between 10 and 12.5 million.

Specifications of the policy received from Acrisure LLC dba Carlisle Insurance are as follows: a deductible increase from 2% to 5% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$100,000 minimum per occurrence – Named storm wind/hail with (\$25,000 per occurrence for option 1), (25,000 per occurrence for option 2) and (\$100,000 per occurrence for option 3).

Note: We are still negotiating with Carlisle Insurance to agree on loss limits between 10 and 12.5 million.

The policy term is from July 28, 2023, through July 27, 2024.

**Financial Impact**

Funds are budgeted in FY 2024 Operating Budget, local funds.

**Board Priority**

This item aligns with Board Priority – Safety and Security.

**Recommendation**

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a one-year contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage Option three in the amount not to exceed \$289,812.

Respectfully Submitted,

Submitted by: Mike Rendon  
Miguel Rendón  
Deputy CEO/Chief Safety Officer

Final Approval by: Derrick Majchszak  
Derrick Majchszak  
Chief Executive Officer

**Subject:** Award a 5-year, \$6,361,726.50 dollar contract to SEC-OPS INC Security for security services provided for the following locations and assignments. Staples Street Center, Bear Lane Operations Facility, Supervisor / Rover, Bus Rides, and Project Manager.

### Background

Currently the CCRTA utilizes SEC-OPS INC to provide security guard services at the Staples Street Center, Bear Lane Operations Facility, and all transfer station platforms. In addition, they also provide bus rides, a supervisor / Rover, and a project manager. The current contract expires June 27, 2024.

### Identified Need

The RFP is structured as a five-year contract. The table below summarizes the guards, hours, and locations where the services will be provided:

Location / Assignments	
Staples St. Center / Bear Ln Ops Facility	
Staples St. Center, (Check Point)	
(4) Transfer Station (Platforms)	
Bus Rides	
Supervisor / Rover	
Project Manager	
<b>Total Hours</b>	<b>48,672</b>

On Thursday, April 4, 2024, twenty-two (22) proposals were received. Fourteen (14) proposals were deemed responsive and eight (8) were deemed non-responsive.

The non-responsive companies were:

- Blue Sheild Security & Protection, Inc.
- GPI Defense - Global Investments International LLC
- Risk Management Armored Security
- Servexo Protective Services
- Security Reconnaissance Team, Inc.
- 24/7 Security & Investigations, Inc.
- Smith Protective Services, Inc.
- Eddie Garza Security & Investigation Services LLC

The evaluation team consisted of:

- Mike Rendon, Deputy CEO / Chief Safety Officer.
- Sharon Montez, Managing Director of Capital Projects, and Customer Services.
- Rita Patrick Managing Director of Public Relations.
- Gordon Robinson, Managing Director of Operations.
- Robert Saldana Managing Director of Administration.

The proposals were assessed based on the following evaluation criteria.

Section	Evaluation Criteria	Points
1	Training	25
2	Project Approach	20
3	Relevant Experience and Past Performance	20
4	Key Personnel Experience	15
5	Cost	20
<b>Total</b>		<b>100</b>

The chart below summarizes the final scoring points along with the ranking:

Proposer	Score	Price	Rank
Sec-Ops, INC	93.70	\$6,361,726.50	1
Allied Universal Security	84.80	\$6,140,196.30	2
Inter Con Security	78.73	\$8,569,669.05	3
Andy Frain Services	77.83	\$6,520,735.00	4
Good Guard Texas, INC	74.45	\$6,957,544.10	5
Universal Security Guard	72.53	\$6,419,400.00	6
Providers International Arizona, LLC	71.31	\$6,782,765.10	7
Arber, INC	71.23	\$6,451,756.80	8
Reyes Medical and Safety Services, LLC	66.56	\$7,504,161.00	9
Rocky Mountain Protective Servies	66.11	\$9,087,995.30	10
Team Signal	65.96	\$6,618,127.00	11
AAY Security	65.17	\$9,769,409.30	12
Vets Securing America	63.17	\$7,593,227.50	13
American Custom Private SEC	62.18	\$7,592,161.20	14

SEC-OPS INC has been awarded the highest overall total points for its exceptional security services. The company has an established local office and has been in business since 2005. Currently, SEC-OPS provides security services to the Port of Corpus Christi, Nueces County, and the City of Corpus Christi Police Department. Additionally, they provide security for the Drug Enforcement Agency in the state of

Texas. They also provide security services for other local businesses in the Coastal Bend area.

**Financial Impact**

The total cost for the five-year base contract, with no option years, is \$6,361,726.50 and is budgeted in the Safety and Security 2024 operating budget. Budget will be requested for subsequent years during the annual budget process.

**Board Priority**

This item aligns with the Board Priority – Safety and Security

**Recommendation**

Staff requests that the Board of Directors authorize the CEO or designee to award a 5-year, \$6,361,726.50 dollar contract to SEC-OPS INC for security services.

Respectfully Submitted,

Submitted by: Mike Rendon  
Miguel Rendon  
Deputy CEO / Chief Safety Officer

Final Approval by: Derrick Mascherak  
Derrick Majchszak  
Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, March 27, 2024**

**Summary of Actions**

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Provided Opportunity for Public Comment – None Received**
6. **Approved the Operations & Capital Projects Committee Meeting Minutes of January 24, 2024**
7. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Purchase Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract**
8. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Two-Year Option to Brite Star Services, Ltd. for Maintenance Uniform Rental Services**
9. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations for General Engineering Services Pool**
10. **Heard Committee Chair Report**
11. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room Corpus Christi, Texas.

**Call to Order & Roll Call**

Committee Chair Aaron Muñoz, called the meeting to order at 8:58 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

Lynn Allison, Jeremy Coleman, Armando Gonzalez, Aaron Muñoz and Eloy Salazar.

**Board Members Absent**

None.

**Staff Present**

David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón and Robert Saldaña.



## **Public Present**

None

## **Safety Briefing**

Mr. Miguel Rendón, Deputy CEO, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his left and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

## **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**

Ms. Montiel confirmed proper posting of the meeting.

## **Receive Conflict of Interest Affidavits**

None Received

## **Opportunity for Public Comment**

None Received

## **Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 24, 2024**

**DIRECTOR JEREMY COLEMAN MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 24, 2024. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, GONZALEZ, AND SALAZAR VOTING IN FAVOR. ABSENT NONE.**

## **Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract**

Mr. Gordon Robinson, Managing Director of Operations, presented the item noting the Board Priority is Public Image and Facilities. He provided background summarizing the heavy-duty bus fleet consists of 61 buses, of which 11 are diesel and 50 are CNG. These are primarily used on CCRTA directly operated fixed routes, utilized for special events and emergency services. The Federal Transit Administration (FTA) defines minimal useful life is 12 years or 500,000 miles. The FAST Act, Section 3019 authorizes the purchase of vehicles from state cooperative contracts. Next, Mr. Robinson provided background information on Gillig and New Flyer bus manufacturers, which are the only heavy-duty bus manufacturers remaining that meet the Buy America requirements. New Flyer made the decision not to provide a bid for this procurement cycle. Next, he adds



that the purchase of 15 Gillig 35 ft. CNG buses will be required to replace an equal number of buses that have met their useful life. The estimated delivery timeframe for 15 buses is 12-15 months upon issuance of purchase order. There is no DBE requirement. Per Gillig, the cost estimate for the 15 buses will remain within total \$12,750,000 or \$850,000 each. Federal 85% would be \$10,837,500 and CCRTA 15% would be \$1,912,500. Within FY2023 and FY2024 Capital Improvement Program (CIP), 15 Gillig 35' CNG buses budgeted for \$14,328,583 and funded partially by 5307 Formula Funds. CCRTA will seek an additional FTA grant for replacement of 8 of these buses under the FTA Low or No Emission Vehicle Program, pending Board approval of grant resolution in April. At this time, Mr. Robinson answered any questions. Director Salazar thanked staff for the presentation and noted there is only one available option to pick from.

**DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE THE PURCHASE OF (15) FIXED ROUTE COMPRESSED NATURAL GAS (CNG) BUSES FROM GILLIG FROM THE STATE OF WASHINGTON DEPARTMENT OF ENTERPRISE SERVICES CONTRACT. DIRECTOR LYNN ALLISON SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, GONZALEZ, AND SALAZAR VOTING IN FAVOR. ABSENT NONE.**

**Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Two-Year Option to Brite Star Services, Ltd. for Maintenance Uniform Rental Services**

Mr. Gordon Robinson, presented the item noting the Board Priority is Public Image and Facilities. He provided background summarizing the current contract approved by Board of Directors on March 24, 2021 with Brite Star Services, Ltd. It is a three-year base term with a two-year option, and expires April 27, 2024. The two-year option will service approximately 76 CCRTA employees. Each employee received 11 sets of shirts and pants, all garments are furnished, laundered, maintained, picked up, and delivered to Bear Lane Operations Facility weekly. The two-year option will include an expansion of 16 additional employees, which accounts for additional Facility Maintenance employees and IT Department employees added. There is no DBE requirement and the estimated cost of the two-year option is \$81,998.00 to support 76 employees, expenditures will be determined by actual usage. Next, he displayed the cost increase over the two-year option due to the 16 additional employees. At this time, he answered question.

**DIRECTOR LYNN ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE TWO-YEAR OPTION TO BRITE STAR SERVICES, LTD FOR MAINTENANCE UNIFORM RENTAL SERVICES. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, GONZALEZ, AND SALAZAR VOTING IN FAVOR. ABSENT NONE.**



## **Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations for General Engineering Services Pool**

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item noting the Board Priority is Facilities. She provided background noting the RTA utilizes general engineering services for various tasks that include a full range of technical demands related to design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, cost estimates, renderings, project timelines for various grant packages, as well as environmental compliance services. Currently CCRTA is nearing the end of the last option year with Hanson Professional Services, for general engineering services, which ends April 14, 2024. Moving forward, instead of having one general engineering firm of record, CCRTA is creating a “General Engineering Services Pool”, similar to the Architectural Services Pool. In order to create the General Engineering Services Pool, a Request for Qualification was issued. Twelve proposals were received, two were deemed non-responsive. Nine proposals were reviewed and evaluated. The tenth proposal submitted by Ardurra will not be evaluated until after July 10<sup>th</sup> of this year. The firm’s regional Director for Texas and Louisiana is Dan Leyendecker, CCRTA’s former Board Chair, his last day was January 10, 2024. Ms. Montez displayed the analysis on how the firms were evaluated along with their scores. Staff recommends all firms be selected to be part of the General Engineering Services Pool: AECOM Technical Services, Inc., Hanson Professional Services, Inc., Half Associates, Inc., Pape-Dawson Engineers, Terracon, Munoz Engineering, UES, AGCM and N. Martinez & Associates, Inc. (DBE Firm). All firms are committed to meeting DBE requirements and services will be requested on an as-needed basis historically fees range from 6.5%-12% of construction, plus additional services and reimbursables. Director Salazar thanked staff for expanding opportunities for small businesses.

**DIRECTOR JEREMY COLEMAN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ENTER INTO NEGOTIATIONS FOR GENERAL ENGINEERING SERVICES POOL. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, GONZALEZ, AND SALAZAR VOTING IN FAVOR. ABSENT NONE.**

### **Heard Committee Chair Report**

Committee Chair Munoz thanked staff for their hard work. Director Salazar discussed the Port Ayers construction and noted it was demolished quickly and said Camacho did a good job. Director Allison inquired about the ribbon cutting and the tentative date of June 14<sup>th</sup> was announced.

### **Adjournment**

Adjourned at 9:26 a.m.

Submitted by: Marisa Montiel



**Subject:** Award a Contract to EAN Holdings LLC, dba as Commute with Enterprise for Vanpool Services

**Background**

The vanpool program is a resource for businesses and community groups to access carpooling services through the Corpus Christi Regional Transportation Authority (CCRTA) and is a cost-effective public transit option. Commuters travel together in high-capacity vehicles between their homes or a designated location to a common work destination. The goal of the vanpool program is to reduce traffic congestion, improve air quality, and provide a cost-effective travel alternative for commuters.

Vanpool participants currently lease vehicles from EAN Holdings LLC, dba as Commute with Enterprise, in which the CCRTA provides a subsidy based on van size and mileage. The vanpool program has grown 119% from 16 vans in February 2019 to 35 vans as of April 2024.

**Identified Need**

The current contract with EAN Holdings LLC, dba as Commute with Enterprise, was awarded on April 1, 2019 as a three (3) year base contract with two (2) one-year options. The contract is in its final option year with an expiration date of May 31, 2024. Pending approval, the new contract will become effective on June 1, 2024.

**Analysis**

A Request for Proposals (RFP) was issued on February 12, 2024. The RFP was posted in the Corpus Christi Caller-Times newspaper and within the B2Gnow System. The RFP was structured as a five (5) year contract. The Pre-Proposal Conference was held on February 26, 2024. Four firms signed up to attend. Proposals were due on March 25, 2024. CCRTA received one (1) proposal from EAN Holdings LLC, dba as Commute with Enterprise. The following evaluation criteria was used to evaluate proposals:

<b>Evaluation Criteria</b>	<b>Weight</b>
Qualifications of Firm	25 Points
Technical Experience	30 Points
Work Plan	30 Points
Cost	15 Points
Total	100 Total Maximum Points

The results for the proposal evaluated are included below:

<b>Firms</b>	<b>Qualifications of Firms (25 points)</b>	<b>Technical Experience (30 points)</b>	<b>Work Plan (30 points)</b>	<b>Price (15 points)</b>	<b>Total Score Maximum Points 100</b>
EAN Holdings LLC	23.20	28.20	27.80	15.00	94.20

EAN Holdings LLC, dba as Commute with Enterprise provides a turnkey vanpool program which includes vehicle maintenance and insurance coverage, National Transit Database reporting and an innovative Mobile App for participants to utilize to record ridership and other information. EAN Holdings LLC, dba as Commute with Enterprise is the most established vanpool service provider in Texas and throughout the nation, providing service to the following Texas transit properties, including but not limited to, Capital Metro (Austin), Denton County Transportation Authority (DCTA), Trinity Metro (Fort Worth), and VIA (San Antonio).

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

**Financial Impact**

As compared to the existing contract, EAN Holdings LLC, dba as Commute with Enterprise is proposing an overall average price increase of 24%, which varies by van size and mileage, that will be held constant for the entire five (5) year contract term. Attachment A contains the price schedule by van size and mileage.

- CCRTA will continue to provide the same subsidy as the existing contract as included in table below.

<b>One-Way Miles</b>	<b>7-8 Passenger Van</b>	<b>9-10 Passenger Van</b>	<b>11-15 Passenger Van</b>
Varies	\$450	\$475	\$500

- Based on the projected number of vanpool program participants, the total estimated cost for the five (5) year contract term is \$1,178,160.00. Funds are allocated in the Board approved annual operating budgets.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to EAN Holdings LLC, dba as Commute with Enterprise for vanpool services as a five (5) year contract.

Respectfully Submitted,

Submitted by: Liann Alfaro  
Director of Planning

Reviewed by: Gordon Robinson  
Managing Director of Operations

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

**Attachment A - Price Schedule**

**RFP No. 2024-S-03 Vanpool Services**

**Proposer: EAN Holdings, LLC**

<b>CCRTA VANPOOL PROGRAM</b>									
Contractor's Annual Not-To-Exceed Price Report (price before program subsidy)									
In the table below, enter the van type and monthly Lease Rate (Use Fee) for each vehicle size at each corresponding milage interval for each van you operate. On a separate page, provide a description of the major features for each van type.									
Monthly Mileage Allowance	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type
	Total Seats 7	Total Seats 8	Total Seats 9	Total Seats 10	Total Seats 11	Total Seats 12	Total Seats 13	Total Seats 14	Total Seats 15
500	\$1,340	\$1,340	\$1,450	\$1,450	\$1,500	\$1,500	\$1,720	\$1,720	\$1,720
750	\$1,340	\$1,340	\$1,450	\$1,450	\$1,500	\$1,500	\$1,720	\$1,720	\$1,720
1000	\$1,415	\$1,415	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
1250	\$1,415	\$1,415	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
1500	\$1,425	\$1,425	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
1750	\$1,425	\$1,425	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
2000	\$1,425	\$1,425	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
2250	\$1,425	\$1,425	\$1,505	\$1,505	\$1,600	\$1,600	\$1,770	\$1,770	\$1,770
2500	\$1,525	\$1,525	\$1,705	\$1,705	\$1,800	\$1,800	\$1,970	\$1,970	\$1,970
2750	\$1,525	\$1,525	\$1,705	\$1,705	\$1,800	\$1,800	\$1,970	\$1,970	\$1,970
3000	\$1,525	\$1,525	\$1,705	\$1,705	\$1,800	\$1,800	\$1,970	\$1,970	\$1,970
3250	\$1,525	\$1,525	\$1,705	\$1,705	\$1,800	\$1,800	\$1,970	\$1,970	\$1,970
3500	\$1,675	\$1,675	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
3750	\$1,675	\$1,675	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
4000	\$1,925	\$1,925	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
4250	\$1,925	\$1,925	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
4500	\$1,925	\$1,925	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
4750	\$1,925	\$1,925	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170
5000	\$1,925	\$1,925	\$1,905	\$1,905	\$2,000	\$2,000	\$2,170	\$2,170	\$2,170

**NOTE:** Monthly Use Fee price is to include everything normally billed to a customer except fuel, car washes, tolls, and parking charges, etc.

Dan Gulley

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Printed Name

DocuSigned by:  
*Danny Gulley*

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Signature

Vice President/General Manager

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Title

3/20/2024

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Date