



# AGENDA MEETING NOTICE

**DATE:** Wednesday, February 23, 2022  
**TIME:** 8:30 a.m.

**Administration & Finance Committee, and Operations & Capital Projects Committee**  
*(estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting)*

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

## ADMINISTRATION & FINANCE COMMITTEE

**PATRICIA DOMINGUEZ, Committee Chair**

Lynn Allison   Eloy Salazar   Philip Skrobarczyk

	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>Receipt of Conflict of Interest Affidavits</b>	P. Dominguez	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	P. Dominguez	3 min.	-----
<p><b><u>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</u></b></p> <p>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.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of November 17, 2021	P. Dominguez	3 min.	<b>Pages 1-5</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Second and Final Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment	A. Gaitan	3 min.	<b>Pages 6-7</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration’s Fiscal Year 2022 Certifications and Assurances	R. Saldaña	3 min.	<b>Pages 8-12</b> <i>Attachments</i> <i>PPT</i>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Adopt the New Fare Policy.	R. Saldaña	3. min.	<b>Pages 13-14</b> <i>Attachments</i> <i>PPT</i>
9.	<b>Committee Chair Report</b>	P. Dominguez	3 min.	-----
10.	<b>Adjournment</b>	P. Dominguez	1 min.	-----

**Total Estimated Time: 26 min.**

## OPERATIONS & CAPITAL PROJECTS

**ANNA JIMENEZ, Committee Chair**

**Gabi Canales   Beatriz Charo   Armando Gonzalez   Matt Woolbright**

	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>Receipt of Conflict of Interest Affidavits</b>	A. Jimenez	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	A. Jimenez	3 min.	-----
<p><b><i>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</i></b></p> <p>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.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes January 26, 2022	A. Jimenez	3 min.	<b>Pages 1-7</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply	D. Majchszak	3 min.	<b>Pages 8-9</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services	D. Majchszak	3 min.	<b>Pages 10-11</b> <i>PPT</i>
8.	<b>Update</b> on Pilot Route 93 Flex Serving Texas A&M Corpus Christi and Pilot Route 95 Port Aransas Express	D. Majchszak	3 min.	<i>PPT</i>
9.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Contract Modification for an Assignment of a Contract and Name Change from WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool.	S. Montez	3 min.	<b>Pages 12-13</b> <i>PPT</i>
10.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option Year with Hanson	S. Montez	3 min.	<b>Pages 14-15</b> <i>PPT</i>

	Professional Services, Inc., for General Engineering Service			
11.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two-Year Option with Clean Energy for Compressed Natural Gas (CNG) Maintenance Services	S. Montez	3 min.	<b>Pages 16-17</b> <i>PPT</i>
12.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Del Mar College Bus Stops	S. Montez	3 min.	<b>Pages 18</b> <i>PPT</i>
13.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue and Invitation for Bids (IFB) for Reconstruction of Port Ayers Transfer Station	S. Montez	3 min.	<b>Pages 19-20</b> <i>PPT</i>
14.	<b>Committee Chair Report</b>	A. Jimenez	3 min.	-----
15.	<b>Adjournment</b>	A. Jimenez	1 min.	-----

**Total Estimated Time: 31 min.**

On **Friday, February 18, 2022** 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, November 17, 2021**

**Summary of Actions**

- 1. Roll Call**
- 2. Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits**
- 4. Opportunity for Public Comment**
- 5. Action to Approve the Administration & Finance Committee Meeting Minutes of October 27, 2021**
- 6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2022: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance**
- 7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Award a Two-Year Contact to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance**
- 8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period for Depository and Banking Services**
- 9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period with Carr, Riggs & Ingram for Audit Engagement for 2021 & 2022 Financial Statements**
- 10. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution to Approve a Change to the Investment Policy, Designation of the Agency's Investment Advisor and Approve the list of Brokers/Dealers**
  - a) Proposed Investment Policy Resolution**
  - b) Proposed Investment Policy**
- 11. 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**

Patricia Dominguez; Chair, called the meeting to order at 8:31 a.m. Stephanie Alvarez called roll and state a quorum was present.



**Board Members Present** Patricia Dominguez, Lynn Allison, Dan Leyendecker, Eloy Salazar, and Philip Skrobarczyk

**Board Members Absent** None

**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendon, Robert Saldaña, Ashlee Winstead-Sherman and Stephanie Alvarez.

**Public Present**

**Safety Briefing**

Mike Rendon, explained the nearest emergency exists from the boardroom. He stated, if an emergency should occur everyone would shelter in place under the West stairwell.

**Action to receive Conflict of Interest Affidavits**

None received

**Public Comment**

None received

***DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.***

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**Action to Approve the Administration & Finance Committee Meeting Minutes of October 27, 2021**

**DIRECTOR ELOY SALAZAR MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 27, 2021 DIRECTOR LYNN ALLISON SECONDED THE MOTION. DOMINGUEZ, SALAZAR AND SKROBARCZYK VOTING IN FAVOR.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2022: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance**

Mr. Mike Rendon reviewed The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) and explained the lines of coverage for FY 2022. He reported the Authority is self-insured through the Texas Municipal League Intergovernmental Risk Pool. He stated that the CCRTA has been a member of the Liability Property Fund since the year 1990 and also joined the Worker's Compensation Fund in 2009. He noted that participating in these funds was initiated by entering into inter-local agreement with the participating pool member of local governments. Mr. Rendon reviewed a PowerPoint of types of coverage and total contributions in 2020 and 2021. He reported what was expected for our upcoming year of 2022. He concluded his presentation with a request that the Administration and Finance Committee to recommend the Board of Directors to execute payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP).

**DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS TO EXECUTE PAYMENT OF \$562,053 TO TEXAS MUNICIPAL LEAGUE INTER-GOVERNMENTAL RISK POOL (TMLIRP) FOR THE FOLLOWING LINES OF COVERAGE FOR FY2022: AUTO LIABILITY INSUREANCE, AUTO CASTASTROPHE OMISSIONS INSSURANCE, LAW ENFORCEMENT LIABILTY AND WORKERS' COMPENSATION INSURANCE. DIRECTOR PHILLIP SKROBARCZYK SECONDED THE MOTION. DOMINGUEZ, LEYENDECKER, AND SALAZAR VOTING IN FAVOR.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Award a Two-Year Contract to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance**

Ms. Angelina Gaitan reviewed the contract to UNUM for long-term disability (LTD) and short-term disability (STD). She explained CCRTA provided long term disability to full time employees with the completion of one year of employment. She stated that the premium was paid by the Agency. It was reported the CCRTA provides STD to employees who work 32 hours per week and the employee is responsible for the premium payment. Mrs. Gaitan reported the United HealthCare plan and what was offered for LTD and STD employee services. The contract expires December 31, 2021 and a RFP was issued on August 4, 2021. There was a total of (4) proposals received; (3) deemed as disqualified; UNUM received an overall 98.00 points.



**DIRECTOR ELOY SALAZAR MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE AWARD A TWO-YEAR CONTACT TO UNUM TO PROVIDE LONG-TERM DISABILITY AND SHORT-TERM DISABILITY INSURANCE DIRECTOR DAN LEYENDECKER SECONDED THE MOTION. DOMINGUEZ, ALLSION AND SKROBARCZYK VOTING IN FAVOR.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period for Depository and Banking Services**

Mr. Robert Saldana reviewed the contract with Frost Bank for depository and banking services. The contract began January 1, 2019 with a three-year base, with one two-year option. Mr. Saldana reviewed all services that were included in the contract. He noted that exercising the option ensures continuity of the depository and banking services currently provided, through December 31, 2023. Mr. Saldana reported that Frost Bank had met the needs of the Authority in a satisfactory manner.

**DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION PERIOD FOR DEPOSITORY AND BANKING SERVICES DIRECTOR ELOY SALAZAR SECONDED THE MOTION. DOMINGUEZ, LEYENDECKER AND SKROBARCZYK VOTING IN FAVOR.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period with Carr, Riggs & Ingram for Audit Engagement for 2021 & 2022 Financial Statements**

Mr. Robert Saldana reviewed the contract with Carr, Riggs, & Ingram for Independent Auditing Services. He mentioned that the initial contract was dated February 8, 2019. He stated it was a three-year base, with one (1) two-year option. He listed the services that the contract included. Mr. Saldana noted that exercising the option would ensure compliance with regulatory requirements of both the Authority and the Defined Benefit Plan. Mr. Saldana reported the fees and description for 2021 and 2022 with a total amount of \$157,000.

**DIRECTOR DAN LEYENDECKER MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION PERIOD WITH CARR, RIGGS & INGRAM FOR AUDIT ENGAGEMENT FOR 2021 & 2022 FINANCIAL STATEMENTS DIRECTOR ELOY SALAZAR SECONDED THE MOTION. DOMINGUEZ, ALLSION, AND SKROBARCZYK VOTING IN FAVOR.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution to Approve a Change to the Investment Policy, Designation of the Agency's Investment Advisor and Approve the list of Brokers/Dealers**

- a) **Proposed Investment Policy Resolution**
- b) **Proposed Investment Policy**

Mr. Robert Saldana reviewed the Texas Government Code; Section 2256.005 (Public Funds Investment Act) he noted that it requires the Board of Directors of the Authority to review on an annual basis. This review is to adopt the investment policy that governs investing Authority funds. He reported, that November 4, 2020 was the last approved policy by the Board of Directors. Mr. Saldana explained the Investment Policy, Investment Strategy and Investment Objectives. Mr. Saldana stated there are five changes to the current authorized list of brokers and dealers. He concluded his presentation recommending the Administration and Finance Committee to continue management service with investment advisors by Meeder Public; the parent company of Patterson & Associates.

**DIRECTOR DAN LEYENDECKER MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT A RESOLUTION TO APPROVE A CHANGE TO THE INVESTMENT POLCY, DESIGNATION OF THE AGENCY'S INVESTMENT ADVISOR AND APPROVE THE LIST OF BROKERS/DEALERS DIRECTOR LYNN ALLISON SECONDED THE MOTION. DOMINGUEZ, SALAZAR AND SKROBARCZYK VOTING IN FAVOR.**

**Heard Committee Chair Report**

Nothing reported at this time.

**Adjournment**

There being no further review of items, the meeting adjourned at 8:38 a.m.

Reviewed by: Marisa Montiel  
Submitted by: Stephanie Alvarez



**Subject: Execute Second Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment**

**Background**

The authority provides group life term and accidental death and dismemberment (AD&D) coverage at no cost to the employees. Employees are provided with coverage \$100,000 in both areas. In addition, employees may voluntarily purchase \$25,000 life coverage for their spouse and/or \$10,000 for each eligible dependent at a monthly cost of \$2.00 and up to an additional \$100,000 (in \$5,000 increments) in supplemental life coverage. The current contract is set to expire on March 13, 2022.

**Identified Need**

The Group Life Insurance was awarded to Minnesota Life in February of 2018 for a three-year base contract with two (2) one year options. Exercising the second option year of this contract will ensure continuous coverage to our employees. The authority has identified the need for our employees to have life insurance options available to them when unexpected incidents occur. The authority has been pleased with the services that Minnesota Life has offered to our Human Resources department and our employees.

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

**Financial Impact**

The cost of having Life Insurance available for our employees on an annual basis is estimated to be approximately \$98,342. This cost is split with a portion of about \$43,391 being paid by the employee for additional voluntary products and the remaining \$54,951 paid by the CCRTA. These monies are 100% budgeted within individual operating department budgets.

**Board Priority**

This item aligns with the Board Priority Transparency.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Second Option year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment Insurance.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Reviewed by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize to Execute and Submit the Federal Transit Administration (FTA) 2022 Certifications and Assurances

### **Background**

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (*see attached "FTA FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES"*).

The annual Certifications and Assurances for federal fiscal year 2022 (October 2021 through September 2022) covers all projects for which the CCRTA seeks funding for in 2022. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2022 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2022 Certifications and Assurances were published in the Federal Register on February 07, 2022.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants

14. Infrastructure Finance Programs
15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Cybersecurity Certification for Rail Rolling Stock and Operations
20. Tribal Transit Program
21. Emergency Relief Program

By signing the annual Certifications and Assurances, the CCRTA understands and agrees that every provision in these Certifications and Assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

**Identified Need**

Before FTA may award a federal grant to the CCRTA, the CCRTA must submit all Certifications and Assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the CCRTA to obtain a current affirmation signed by the agency's attorney affirming CCRTA's legal authority to certify its compliance with the FTA Certifications and Assurances that CCRTA has selected.

**Financial Impact**

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

**Board Priority**

This item aligns with Board Priority – Public Image & Transparency.

**Disadvantaged Business Enterprises (DBE)**

This item does not consist of spending any federal funds, thereby no need for DBE consideration.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2022 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by:   
Jorge G. Cruz-Aedo, Chief Executive Officer

**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES  
FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of categories 01–21. \_\_\_\_\_

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<u>No.</u>	<u>Category</u>	<u>Certification</u>
01.	Certifications and Assurances Required of Every Applicant	_____
02.	Public Transportation Agency Safety Plans	_____
03.	Tax Liability and Felony Convictions	_____
04.	Lobbying	_____
05.	Private Sector Protections	_____
06.	Transit Asset Management Plan	_____
07.	Rolling Stock Buy America Reviews and Bus Testing	_____
08.	Urbanized Area Formula Grants Program	_____
09.	Formula Grants for Rural Areas	_____
10.	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
12.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13.	State of Good Repair Grants	_____
14.	Infrastructure Finance Programs	_____
15.	Alcohol and Controlled Substances Testing	_____
16.	Rail Safety Training and Oversight	_____
17.	Demand Responsive Service	_____
18.	Interest and Financing Costs	_____
19.	Cybersecurity Certification for Rail Rolling Stock and Operations	_____
20.	Tribal Transit Programs	_____
21.	Emergency Relief Program	_____

FEDERAL FISCAL YEAR 2022 FTA CERTIFICATIONS AND ASSURANCES  
SIGNATURE PAGE

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2022)

AFFIRMATION OF APPLICANT

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute Certifications and Assurances Fiscal Year 2022.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of the Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

February 23, 2022

**Subject:** Adopt New Fare Policy

### **Background**

The CCRTA Board of Directors has established twenty-three (23) Board Polices ranging from Accessibility to Services Standards. On April 5, 2006, the Board of Directors adopted its most updated Fare Policy to set limits on the current fare structure. One of the limits set was increasing the fixed route from \$0.50 to \$0.75. This current Fare Policy was also affirmed by the Fare Approval Committee on April 28, 2006.

On January 8, 2020, the CCRTA Board of Directors adopted a revised Fare Structure to potentially increase the max fixed-route fare from \$.075 to \$1.00 per trip, increase the Paratransit per trip rate from \$1.25 to \$2.00, and set limits of multi-day passes not to exceed an amount equal to two and one-half times the applicable fare per day. As the CCRTA moves more to a progress way on collecting fare, the fare policy is also adding the ability for the CCRTA to collect fares via credit card and electronic payments.

### **Identified Need**

Before staff can implement the new fare structure and updated collection options, the Board of Directors needs to adopt an updated fare policy.

### **Financial Impact**

The financial impact will be determined by the future ridership and the method of payment. Staff has estimated that with an increase of the base fare, the potential impact to the fare revenue will range from \$200,000 - \$350,000 per year. With the current state of ridership across the nation and the ongoing effects of Covid-19, staff is expecting the increase in fare revenue to be on the lower range for 2022.

### **Board Priority**

This item aligns with Board Priority – Public Image & Transparency.

### **Disadvantaged Business Enterprises (DBE)**

No DBE implications.

### **Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors adopt the revised Fare Policy.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by:   
Jorge G. Cruz-Aedo, Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD POLICY**

**FARES**

**POLICY STATEMENT**

Fixed Route Fares (Including Trolleys)

Not to exceed \$1.00 for adults, with discounts for children, students, senior citizens and disabled as authorized by the Board.

B-Line Fares

Not to exceed \$2.00 for adults, plus the current \$2.00 surcharge for service outside three-quarters of one mile from fixed route service.

Premium Service Fares

Not to exceed \$2.00 for adults, with discounts for children, students, senior citizens and the disabled as authorized by the Board. For waterborne services, not to exceed \$5.00 for adults, with discounts for children, students, senior citizens and the disabled as authorized by the Board.

Passes

The cost of day passes and other multi-day passes shall not exceed an amount equal to two and one-half times the applicable fare per day.

Vanpooling Service

Not to exceed 100% of actual operating cost.

The updated fare policy is also to include the allowance of the CCRTA to accept credit cards and electronic payment methods.

Original Fare Structure Approved in 1985.

Amended by RTA Board 11/4/92; approved by Fare Approval Committee 11/17/92.

Amended by RTA Board 7/1/98; approved by Fare Approval Committee 10/19/98.

Amended by RTA Board 4/5/06; approved by Fare Approval Committee 4/28/06.

Amended by RTA Board \_\_\_\_\_, approved by Fare Approval Committee \_\_\_\_\_.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, January 26, 2021**

**Summary of Actions**

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits**
- 4. Provided Opportunity for Public Comment**
- 5. Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 17, 2021**
- 6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission Parts**
- 7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for External and Internal Engine Parts**
- 8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Bus Stop Maintenance Services**
- 9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Bus Stop Shelter Amenities**
- 10. 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, Anna Jimenez, called the meeting to order at 8:32 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

Anna Jimenez, Gabi Canales, Beatriz Charo attended in person. Armando Gonzalez and Matt Woolbright attended virtually.

**Board Members Absent**

NONE



**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Rita Patrick, Robert Saldaña, Ben Schmidt; MV Transportation and Marisa Montiel

**Public Present**

**Safety Briefing**

Mr. Mike Rendon stated that if there is an emergency all Board of Directors and staff will exit through the kitchen door and the audience would exit to the door on his right. He asked to report to the clock tower adjacent to the transfer station. He noted that Ms. Montiel would make sure all Board Members are properly accounted for and that he would account for those in the audience. Also, during an emergency to not use the elevators and to not return to the building unless given the all clear. He asked that everyone wear their masks and that those participating virtually to make sure that their camera is on. Mr. Jorge Cruz-Aedo asked Mr. Rendon what the employee rate of absenteeism is for the security company. Mr. Rendon responded approximately 38-39 individuals to date. About 15 employees last week were positive and 20 or so have been exposed. He noted that the staff is doing what they can at the Staples St. Center to help, but it has been bad.

**Receive Conflict of Interest Affidavits**

None Received

**Opportunity for Public Comment**

None Received

**DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.**

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) 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 Operations & Capital Projects Committee Meeting Minutes of November 17, 2021**

**DIRECTOR BEATRIZ CHARO, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 17, 2021. DIRECTOR GABI CANANLES SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**



**Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Suspension, Wheelchair Ramp, and Transmission Parts**

Mr. Derrick Majchszak stated that the Board Priority for this item is Public Image and Transparency. Mr. Majchszak pointed out that there are over 1,900 unique replacement parts that involve instrumentation, vehicle body, drive train, electrical, engine/motor systems and accessories. Replacement parts are always required to be approved OEM or Approved Equal. He stated that contract agreements help achieve volume discounts and firm pricing. Mr. Majchszak stated for this item there will be multiple contracts within defined categories Air System, Air Conditioning, Brake System, Body, Chassis Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp and Transmission Parts. The current contracts expire May of 2022 and this IFB will be issued for two-year contract. He noted that there is no DBE requirement for this procurement. Also that the total expenditures are determined by the actual usage. He stated that funding historically has included combined resources from Federal Preventative Maintenance (5307) and local funds. The funds are allocated in the Board approved annual operating budgets and that the estimated two-year project cost is \$1,124,000. Director Canales asked how long after the IFB do the items come up before the Board. Mr. Majchszak responded that it would be approximately two years before it is brought back up to the Board. She asked for clarification as at the last Board meeting, there was discussion on the current delays of supplies and backorder issues. She also asked if we need to expedite the items. Mr. Majchszak responded that the issues do come up but we do not have set vendors, we establish contracts with multiple vendors that way if the issue arises, we may move on to another vendor and the contract pricing is in place.

**DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR MULTIPLE CONTRACTS FOR BUS PARTS SUPPLY: AIR SYSTEM, AIR CONDITIONING, BRAKE SYSTEM, BODY, CHASSIS, COOLING SYSTEM, ELECTRICAL, GLASS, SUSPENSION, WHEELCHAIR RAMP, AND TRANSMISSION PARTS. DIRECTOR GABI CANALES SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for External and Internal Engine Parts**

Mr. Derrick Majchszak stated that the Board Priority for this item is Public Image and Transparency. He stated that this items looks similar to the previous item presented noting that there are over 1,900 unique replacement parts that involve instrumentation, vehicle body, drive train, electrical, engine/motor systems and accessories. Replacement parts are always required to be approved OEM or Approved Equal. Mr. Majchszak stated for this item there will be multiple contracts within defined categories



external engine Parts to include turbo, exhaust gas recirculation cooler, etc. and internal engine parts to include cylinder head, pistons, rods, etc. The current contracts expire June of 2022 and this IFB will be issued for one-year contract. He noted that the one-year contract is due to the current market volatility and that there have been many price adjustments. There is no DBE requirement for this procurement. Also that the total expenditures are determined by the actual usage. He stated that funding historically has included combined resources from Federal Preventative Maintenance (5307) and local funds. The funds are allocated in the Board approved annual operating budgets and that the estimated two-year project cost is \$136,750.00.

**DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR EXTERNAL AND INTERNAL ENGINE PARTS. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Bus Stop Maintenance Services**

Ms. Sharon Montez stated that the Board Priority for this item is Public Image and Facilities. She then gave some background information noting the Board capital initiative for additional trash receptacles. There were approximately 150 trash receptacles in the service area previously and the count after procurement is 860. There is an increased maintenance need due to 710+ trash receptacle placements. Ms. Montez noted that the RTA has 1,375 bus stops which cover 838 square miles and there are 860 trash receptacles. There are 196 bus stops outside of Corpus Christi and there are nine cities within the RTA's service area. Ms. Montez emphasized how the RTA wants to keep the bus stops and their adjacent areas clean. Ms. Montez discussed the identified need and stated that earlier this year, Mr. Mike Rendon, the Managing Director of Executive Affairs who oversees the Safety and Security department, was being informed by the police officers roving the bus service area that some bus stops had increased levels of individuals, loitering, and littering at the stops. Also, in combination with those reports, Customer Service was receiving reports from riders of the same occurrences. It was then decided to increase the frequency at the bus stops that were being identified and those new elements were added to the proposal.

Ms. Montez then discussed the scope of services. The original scope of services included weekly inspection of all bus stops, trash/liter removal, graffiti removal on all amenities, tree trimming around bus stops and lawn maintenance/weed/ant prevention at stops. The new services include hot spot trash removal, shopping cart/bulky trash removal, and extended grass mowing at intersections to improve line of sight at those corners. She noted that this will be a five-year contract and the RFP was issued December 2, 2021. The pre-proposal was held December 16, 2021 and eight companies attended. Three proposals were received January 13, 2022, two of which were non-responsive. Evergreen's overall score was 96.80 and the total price for the five-year contract was \$2,124,288. The minimum



requirements for all proposers are the following: must have adequate financial resources, must have a satisfactory record of past performance, must be qualified as an established firm, and must be regularly engaged in this type of business. Also, the proposer must be qualified and eligible to federal, state, county or municipal laws. Ms. Montez also noted that the proposer must certify that it is not on the U.S. Comptroller's General's list of ineligible contractors. Also, that they must maintain insurance and hold general liability of one million dollars and workers' compensation of \$300,000. The evaluation criteria for Evergreen's proposal came out to a total score of 96.80 out of 100.00 which included the following: Approach and Work Plan – 25 points, Experience – 25 points, Qualifications and References – 20 points and Cost – 30 points. Evergreen's references were displayed and it was noted that they have performed in a satisfactory, professional, courteous and timely manner. The estimated five-year costs are \$2,214,288 and include the same 2016 pricing levels for the original services. Estimated annual costs \$424,858. Committee Chair Jimenez asked if there were a total of three proposals submitted. Ms. Montez stated that yes, that was correct and that two of them were non-responsive. Director Canales asked point-wise, how close they were. Ms. Montez that since they were non-responsive, they were not opened. Ms. Canales asked for clarification if three of them were responsive. Ms. Montez, stated that no, only one was responsive. Ms. Canales asked what makes a proposal non-responsive. Ms. Montez noted that in this instance, they did not submit the correct documentation for all of the categories. Director Dominguez asked if Evergreen is the current company that the RTA is using for these services. Ms. Montez replied that yes, they are the incumbent. Committee Chair asked clarification if they were holding to their same pricing as the 2016 services. Ms. Montez replied that yes, they are for the original scope of services, however, additional services that have been added have updated pricing and she pulled up the slide displaying the new services to show the original scope and the new services. Committee Chair Jimenez noted that the bus stops and the maintenance look great and that it is definitely recognizable.

**DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT OR BUS STOP MAINTENANCE SERVICES. DIRECTOR GABI CANALES SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Bus Stop Shelter Amenities**

Ms. Sharon Montez noted that this item aligns with the RTA's Facilities and Public Image Board Priority. She noted that the background is very similar, however this is more specific to amenities. There are currently 1,375 bus stops, 71 existing Tolar shelters, 128 sun shade shelters and 40 new ones were ordered in 2020. There are 874 benches, 12 Simme Seats and to date there are 647 trash receptacles. The RTA's Maintenance and Expansion/Replacement programs began in 2019. That same year, the RTA awarded a contract for shelter refurbishment. In 2020, 40 new shelter sets were added and brought the total



shelter number to 239. She stated that when you look at the whole universe of the RTA's bus stops, 239 is about 18%. The new shelter program required release of a request for proposals, which will cover three years and go into 2025. Originally, it was a three-year fixed with two one-year options, but with the unpredictability of pricing and supply vendors are a little nervous about holding their pricing so it was changed to a two-year, with a one-year option. Ms. Montez then presented a schedule of what will be ordered over the next three years. At the end of the three-year time, the RTA will order 375 13-foot shelters, 699 advertising benches, 530 trash cans, 375 solar lighting for the shelters, two additional smart shelters, 345 beacon light and seating kits and anti-bacterial coating for the benches, 699 applications.

Ms. Montez noted the proposals were evaluated on the following criteria: qualification of the firm, bus shelter design, qualification of staff, qualification of the subcontractor, DBE because it's a federally funded project, and the price. Two proposals were received on January 12<sup>th</sup>. The Tolar Manufacturing had a total score of 100 and their total price for the three-year and the option year was \$8,180,230. The firm is deemed as being the best overall in value as they have been in business for about 30 years, they specialize in transit shelter amenities and they are also at a lot of the Expos. Tolar has worked with Capital Metro in Austin, Trinity Metro in Fort Worth Dallas area Rapid Transit and numerous other transit agencies throughout the U.S. CCRTA previously purchased 40 shelters from Tolar in 2020 with a 17-foot shelter at Dr. Hector P. Garcia Clinic next to it and two 17-foot shelters at Cunningham and South Park Middle School. Ms. Montez noted the DBE percentage for this particular procurement was 11% and the contractor committed to 12.5%. The total cost, including the option year is \$8,180,230. The two-year fixed is \$7,082,145 and the one-year option is \$1,098,085. The project is federally funded and it will be divided over three years. The first order to be placed will be for the 300 shelters, priced at approximately \$4,932,500. Mr. Jorge Cruz-Aedo commented that from an operational perspective, with these 350 shelters, with Board approval, the CCRTA's process would be to install the Tolar bus stop shelters and place them where the existing high demand shelters are today. Also, to take those shelters and put those in our rehab program so that they're refurbished and placed in new bus stops. That way our community will receive the benefit in our primary networks of new shelters throughout the city.

**DIRECTOR GABI CANALES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT OR BUS STOP SHELTER AMENITIES. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**



**Heard Committee Chair Report**

Ms. Anna Jimenez stated she would like to see everyone healthy and encouraged getting their vaccinations and practicing safe measures.

**Adjournment**

Adjourned at 8:58 a.m.

Reviewed by: Sharon Montez

Submitted by: Marisa Montiel



**Subject:** Authorization to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply

**Background**

The RTA will require approximately 120,162 gallons of diesel fuel annually to operate the fixed-route buses. In compliance with the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the RTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

**Identified Need**

A Texas Ultra Low Sulfur Diesel fuel supply agreement will help ensure product availability is able to meet demand while maintaining firm pricing. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of diesel fuel. The IFB will be issued for a two (2) year agreement.

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

**Financial Impact**

Total expenditures will be determined by actual usage. The estimated cost of the two (2) year agreement is \$632,052, and funds are allocated in the Board approved annual operating budgets.

	<b>Gallons</b>	<b>Price</b>	
Year 1	120,162	\$2.63	\$316,026
Year 2	120,162	\$2.63	\$316,026
<b>Total</b>			<b>\$632,052</b>

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency.


**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Final Review: Derrick Majchszak  
Managing Director of Operations

Approval:   
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services

### **Background**

The Corpus Christi Regional Transportation Authority (CCRTA) vanpool program is a resource for businesses and community groups to access carpooling services through the 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 lease vehicles from Commute with Enterprise Holdings, LLC. The CCRTA subsidizes a participants' lease by paying a flat rate subsidy directly to the contractor based upon van size and mileage. Currently, the vanpool program is comprised of 22 vans providing transportation to the following employers:

- Federal Correctional Institution (FCI) Three Rivers (7 vans)
- Naval Air Station Kingsville (3 vans)
- Border Patrol Station Falfurrias (4 vans)
- Border Patrol Station Freer (3 vans)
- Border Patrol Station Kingsville (5 vans)

Ridership levels within the vanpool program have increased 20.4 percent between April 2019 and December 2021.

### **Identified Need**

The current contract with Enterprise Holdings, dba as Commute with Enterprise and Enterprise Rent-A-Car, was awarded on April 1, 2019, as a Three (3) Year base contract with Two (2) One-Year options. The base contract will expire on March 31, 2022. As the contractor, Commute with Enterprise, is performing its obligation per the contract and continues to work with CCRTA staff to promote and manage our vanpool program with no concerns.

### **Disadvantaged Business Enterprise**

Not applicable.

### **Financial Impact**

Total expenditures will be determined by actual usage and demand for vanpools. The estimated cost of option year one (1) is \$112,211, and funds are allocated in the Board approved annual operating budgets.

Year	Estimated Number of Vanpools	Estimated Cost
2022 (Apr-Dec)	25	\$ 83,711
2023 (Jan-Mar)	28	\$ 28,500
<b>Total</b>		<b>\$ 112,211</b>

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Derrick Majchszak  
Managing Director of Operations

Final Approval by:   
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Contract Modification for an Assignment of a Contract/Name Change From WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool

### **Background**

The CCRTA currently has a General Architectural Pool, consisting of four firms. The firms in the Design Services Pool include: Gignac and Associates, Turner/Ramirez Architects, Able City, LLC and WKMC Architects, Inc. that the Board approved last fall.

Recently, Bill Wilson, II, with WKMC Architects, Inc., informed the CCRTA, that his partner retired and they chose to close WKMC Architects, Inc. However, Mr. Wilson, will move forward with his practice, under the name of Bill T. Wilson II, FAIA-Architect and would like to take on the existing contract.

CCRTA reached out to legal counsel, John Bell, and he advised Staff to review the original proposal to determine if the work was going to be performed by Mr. Wilson. Mr. Bell, also stated that the CCRTA could permit an assignment if WKMC Architects, Inc., provided a notice it was assigning its rights under the contract to Bill Wilson's new firm, which it did.

The original Staff evaluation panel, once again reviewed the proposal, and determined that Bill Wilson, was the Principal in charge in the proposal, and the projects listed were managed by Mr. Wilson. The sub-consultants listed in the original proposals are still part of the new contract.

### **Identified Need**

The approval of this contract modification for an assignment of a contract and name change from WKMC Architects to Bill Wilson, II – FAIA, maintains the existing Design Services Pools, which allows for a variety experienced firms, while still maintaining four firms in the pool.

### **Financial Impact**

There is not a financial change from the original contract, to this new contract.

### **Board Priority**

The Board Priority is Facilities and Public Image.

### **Recommendation**

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Contract Modification for an Assignment of a contract and a name change from WKMC Architects to Bill T. Wilson, II, FAIA – Architects, as part of the Architectural Design Services Pool.

Respectfully Submitted,

Submitted & Sharon Montez  
Reviewed by: Managing Director of Customer Services and Capital Projects

Final Approval by:   
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Exercise the First Option Year with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services

### **Background**

The CCRTA entered into an engineering/architectural/environmental services contract on April 15, 2019 with Hanson Professional Services, Inc. for a three-year fixed contract, with two one-year options. The first option period extends services from April 15, 2022 through April 14, 2023.

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, as well as, environmental services.

### **Identified Need**

The purpose of having an engineering/architect/environmental company of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked

Hanson Professional Services, Inc., has provided excellent support/guidance services throughout the previous three-year contract.

### **Disadvantaged Business Enterprise (DBE)**

Hanson Professional Services, Inc. has committed to meeting the DBE goal of 7% for this contract.

### **Financial Impact**

The annual cost estimate is \$150,000. The services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis.

### **Board Priority**

This project aligns with the Board Priority – Facilities.

**Recommendation**

Staff requests the Operations and Capital Projects Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the first option year with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services.

The last one-year option will be presented, to the Board of Directors, for approval, contingent upon a previous history of satisfactory performance.

Respectfully Submitted,

Submitted & Sharon Montez  
Reviewed by: Managing Director of Capital Programs and Customer Services

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Action to Exercise Two (2) Year Option, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services

### **Background**

In November 2012, the Corpus Christi Regional Transportation Authority (CCRTA) completed the construction of a Compressed Natural Gas (CNG) fueling station at the Bear Lane facility. It consists of three (3) 500 hp. Compressors, a dryer, buffer tanks and six (6) fueling dispensers.

The CCRTA entered into a three-year option contract for CNG Maintenance Services with Clean Energy, on April 29, 2019 through April 28, 2022. Clean Energy has been in the business since 2001, nationwide, specializing in the CNG maintenance arena.

The maintenance support services have been performed in a satisfactory manner.

### **Identified Need**

Exercising the option period of this contract assures that the CCRTA will continue to have access to a CNG maintenance company that is very familiar with the CCRTA CNG fueling equipment, and who will maintain current pricing levels through the final two-year option period, from April 29, 2022 through April 28, 2024.

### **Disadvantaged Business Enterprise (DBE)**

This project is not funded with federal funds.

### **Financial Impact**

Based on the scope of work and annual fuel consumption estimate (1,037,037 gallons), the estimated costs for maintenance services for the CNG fueling station are as follows:

- Annual estimated costs - \$280,000
- Total estimated two-year option - \$560,000

The annual estimated cost is budgeted in the Facilities Maintenance Department 2022 Operating Budget.

### **Board Priority**

The item aligns with the Board Priority – Facilities.

### **Recommendation**

Staff requests the Operations and Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to exercise a Two-Year Option, with Clean Energy for Compressed Natural Gas (CNG) Maintenance Services.

Respectfully Submitted,

Submitted &  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize Issuing an Invitation for Bids for Del Mar College South – Bus Stops  
(2)

### **Background**

In 2019, The Federal Transit Administration (FTA) announced the opportunity to apply for funds under the grants for Buses and Bus Facilities Infrastructure Investment Program (CFDA - #20.526) The CCRTA submitted three projects for a grant and was awarded full funding for all three projects. Del Mar College South – Bus Stops was one of the projects.

### **Identified Need**

The Master Agreement for Architectural Design Services for the reconstruction of the Port Ayers Station has been awarded. Following the completion of the design/construction documents the CCRTA will need to issue an Invitation for Bids for the construction of the Del Mar College South – Bus Stops.

The project will consist of two super bus stops on the new Del Mar College South Campus. One on stop will be located on Yorktown and one stop will be located on Roddfield. The infrastructure for both stops will be constructed in the initial phase, along with two shelter canopies, safety elements, technology and customer amenities at each location.

### **Financial Impact**

The estimated construction cost, including allowances is \$2,185,849. This project is federally funded, at an 80% (federal) and a 20% (local). Breakdown.

### **Board Priority**

The Board Priority is Facilities.

### **Recommendation**

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue and Invitation for Bids for Del Mar College South – Bus Stops (2).

Respectfully Submitted,

Submitted & Reviewed by: Sharon Montez  
Managing Director of Customer Services and Capital Projects

Final Approval by:   
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize Issuing an Invitation for Bids for the Construction of Port Ayers Transfer Station

### **Background**

In 2019, The Federal Transit Administration (FTA) announced the opportunity to apply for funds under the grants for Buses and Bus Facilities Infrastructure Investment Program (CFDA - #20.526) The CCRTA submitted three projects for a grant and was awarded full funding for all three projects. The construction of a new Port Ayers Transfer Station was one of them.

### **Identified Need**

The Master Agreement for Architectural Design Services for the construction of the Port Ayers Station has been awarded. Following the completion of the design/construction documents the CCRTA will need to issue an Invitation for Bids for the Construction of the Port Ayers Station.

The new structure is located 4311 Ayers Street, at the intersection of Port Street and Ayers Street. The existing station was built in 1994. The station has the second highest ridership, after the Staples Street Station. There are three bus bays on Ayers Street and four on the Port Street side. The objective is to keep the existing station in operation while building the new station.

CCRTA owns the property adjacent to Port Ayers Transfer Station, which consist of approximately 3 acres, which has a parking lot and a bank building on it. The portion of the property with the Bank, motor bank driveways and some adjacent parking will be left intact, while construction is underway for the new station. The bank section of the property will still intact for 2 years, while a Request for Proposals is issued, to determine any interest for the bank property.

The new station will be located on the property and completely off Ayers Street and Port Street. The CCRTA would like the new station to have a similar open canopy like design scheme as the Staples Street Station at 602 North Staples, but with enhancements. The new enhancements will include safety elements that strengthen the area surrounding the station and adjacent to it; and the design process will consist of a ADA universal design concept, along with modern technology elements, the latest in energy efficient lighting and equipment, as well as, customer amenities.

### **Financial Impact**

The estimated construction cost, including allowances is \$4,478,968. This project is federally funded, at an 80% (federal) and a 20% (local) breakdown.

### **Board Priority**

The Board Priority is Facilities.

**Recommendation**

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue and Invitation for Bids for the Construction of the Port Ayers Transfer Station.

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