



# AGENDA MEETING NOTICE

## Board of Directors Committees Meetings

**DATE:** Wednesday, March 24, 2021

**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, Chairwoman**

**Lynn Allison    Dan Leyendecker    Eloy Salazar    Philip Skrobarczyk**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	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>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.cccta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.cccta.org/news-opportunities/agenda">www.cccta.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 February 24, 2021	P. Dominguez	3 min.	<b>Pages 1-3</b>
6.	<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 to The Doctor's Center for Occupational Medical Services	A. Gaitan	3 min.	<b>Page 4 PPT</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 Abtech Technologies for Disaster Recovery Services and a Cloud Backup	R. Saldaña	3 min.	<b>Page 5 PPT</b>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022	M. Rendón	3 min.	<b>Page 6 PPT</b>
9.	<b>Adjournment</b>	P. Dominguez	1 min.	-----

**Total Estimated Time: 23 min.**

# AGENDA MEETING NOTICE

## OPERATIONS & CAPITAL PROJECTS

**ANNA JIMENEZ, Chairwoman**

**Anne Bauman**

**Glenn Martin**

**Michael Reeves**

**Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	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>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">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 of February 24, 2021	A. Jimenez	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Qualifications (RFQ) for General Architectural Services	S. Montez	3 min.	<b>Pages 5-6 PPT</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Execute a Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of a New Bus Stop and One Bus Turn-In at the New Mary Carroll High School	S. Montez	3 min.	<b>Pages 7-8 PPT ATTACHMENT A</b>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII	S. Montez	3 min.	<b>Pages 9-10 PPT</b>
9.	<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 Concrete Bus Pad Infrastructure	S. Montez	3 min.	<b>Page 11 PPT</b>
10.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities	S. Montez	3 min.	<b>Pages 12-13 PPT</b>
11.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an	D. Majchszak	3 min.	<b>Page 14 PPT</b>

# AGENDA MEETING NOTICE

	Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems			
12.	<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 Brite Star Services, Ltd. for Maintenance Uniform Rental Services	D. Majchszak	3 min.	<b>Pages 15-16</b> <i>PPT</i>
13.	<b>Adjournment</b>	A. Jimenez	1 min.	-----

**Total Estimated Time: 35 min.**

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On **Friday, March 19, 2021** this Notice was posted by **Dena Linnehan** 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, FEBRUARY 24, 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 January 27, 2021**
6. **Action 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 2021 Certifications and Assurances**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment**
8. **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**

Chairwoman Patricia Dominguez called the meeting to order at 8:31 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

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

**Board Members Absent** None.

**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

**Held Safety Briefing**

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience, and the Board and CEO will exit through the kitchen. He pointed out the area to meet will be the Clock Tower at the Station where individuals are to assemble outside of the building, including shelter in-place in the West side Stairwell, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

**Action to receive Conflict of Interest Affidavits**

None received.



**Public Present      *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.

No public comment received in-person or online. No public attended.

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

**BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JANUARY 27, 2021. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.**

**Action 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 2021 Certifications and Assurances**

Mr. Robert Saldaña commented this item aligns with the Board Priority of Public Image and Transparency. For background information, he commented that in 1995 the Federal Transit Administration (FTA) was required by law to consolidate all the consolidations and assertions, and what that does, is as the recipient, we comply with all these certifications in here, the federal transit agency will understand that we have the means and the technical capacity to execute all our purchases properly. He stated that in order to receive this financial assistance we first must submit our certification and assurances on an annual basis. Mr. Saldaña commented these certifications and assurances range 18, 22, 23, and for this year we have 21 different categories. He also commented that all the provisions of the categories apply to every procurement but those that do apply we need to make sure that we comply with them. Mr. Saldana said before the FTA awards any grants, both formula funding and any competitive grants, we need to submit our certifications and assurances, and they must be signed by the agency's CEO as well as the agency's legal counsel attorney. Mr. Saldaña mentioned there is no DBE goal to be met. He stated there is no direct financial impact, however, if we don't comply with these certifications and assurances, the agency would not be eligible for any formula or competitive grants.

**DIRECTOR LYNN ALLISON MADE A MOTION 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 2021 CERTIFICATIONS AND ASSURANCES. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment**

Ms. JoAnna Serna spoke on behalf of Ms. Angelina Gaitan who is out on medical leave. Ms. Serna provided background information that the original contract began March 14, 2018 and will expire March 13, 2021 at the annual cost of \$90,150. She said the CCRTA provides group life term and accidental death and dismemberment coverage to the CCRTA employees at no cost. There is \$100K coverages provided to employees in both categories. A slide was presented showing the coverages available to employees. She said for this item, by exercising the first option year will ensure continuous term life coverage to our employees, and our employees will have options available to them for unforeseen incidents occur. This carrier has been satisfactory with their services by enhancing their online systems to allow employees to efficiently select additional coverages and complete that is evident of insurability online as opposed to completing a paper form and mailing it in. She said there is no DBE goal to meet, and the financial impact would be the annual cost at \$98,342 which is split between the agency and the employees; CCRTA expense out \$54,950 and the employees reimburse us \$43,391. This is 100 percent budgeted within all departments. Ms. Serna stated the increase of \$8K for rates is due to the size of our workforce, and the age rate increases is why it fluctuates in the years.

**DIRECTOR SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXECUTE FIRST OPTION YEAR WITH MINNESOTA LIFE FOR LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.**

**Adjournment**

There being no further review of items, the meeting adjourned at 8:44 a.m.

Submitted by: Dena Linnehan



**Subject:** Exercise the First Option Year to The Doctor's Center for Occupational Medical Services

**Background**

The RTA provides medical occupational services as noted below, through The Doctor's Center. The current contract is set to expire on April 17, 2021. The services currently provided include, but is not limited to:

- Post Job Offer Physicals
- DOT Physicals & Recertification
- Return to Work Medical Examinations
- Medical Services for Work Related Injuries
- Drug & Alcohol Test Screening
- Employee Health Education

**Identified Need**

This contract was initially awarded in April of 2018. The Doctor's Center has proven their ability to provide the necessary compliance with the FTA's regulations and has provided a satisfactory level of service to the RTA and its employees.

**Disadvantaged Business Enterprise**

There is no DBE goal.

**Financial Impact**

The cost of utilizing The Doctor's Center on an annual basis is estimated to be approximately \$28,945.00. These funds are budgeted in the Human Resources Department.

**Board Priority**

This item aligns with the Board Priority – Workforce Development.

**Recommendation**

Staff request that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Exercise the First Option Year with The Doctor's Center for Occupational Medical Services.

Submitted & Reviewed by: Angelina Gaitan  
Director of Human Resources

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



**Subject:** Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup

**Background**

The CCRTA's current data backup solution has been in place since 2012 and provides data backups, redundancy, and encryption for approximately 4 terabytes (TB) of data to support the CCRTA's file, email, website, and database servers. At the time that it was put in place, it was a leap forward in technology, as it replaced a legacy tape-based backup solution, and offered secure backup solution to meet all of the security and privacy standards.

**Identified Need**

In the recent years, the CCRTA has implemented, or is in the process of implementing, a large number of technology initiatives, including Management Systems replacement project, and the possible migrating the current email solution to the Office 365 cloud, and implementing a new virtual server infrastructure to support the growing needs of the CCRTA. The Abtech Technologies Dell backup solution offers a modern, scalable backup solution geared towards supporting modern technology and future needs for the CCRTA. The Disaster Recovery Solution will help against Ransomware, and protect backups by isolating them from the internal network so it can prevent the spreading of the infection to protected data.

**Disadvantaged Business Enterprise**

For this procurement the DBE goal is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

**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. The estimated cost for a 5-year contract will be \$160,705.73. Funds for the Disaster Recovery Services and Cloud Backup were identified in the MIS 2021 Capital Budget using local funds.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup.

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo, Chief Executive Officer



**Subject:** Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022

**Background**

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2021.

**Identified Need**

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

**Financial Impact**

The 2020-2021 premium for windstorm and hail coverage for identified CCRTA assets was \$109,410.00. The 2021-2022 10% premium estimate for windstorm and hail coverage is \$120,351.00 a difference of \$10,941.00.

**Board Priority**

This item aligns with the Board Priority – Facilities – Safety and Security.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for fiscal year 2021-2022.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón  
Director of Safety and Security

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, JANUARY 27, 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 Operations & Capital Projects Committee Meeting Minutes of January 27, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts**
9. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply**
10. **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**

Chairwoman Anna Jimenez called the meeting to order at 8:46 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present** Anna Jimenez, Committee Chairwoman; Anne Bauman, Glenn Martin and Matt Woolbright.

**Board Members Absent** Michael Reeves.

**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

**Held Safety Briefing**

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience, and the Board and CEO will exit through the kitchen. He pointed out the area to meet will be the Clock Tower at the Station where individuals are to assemble outside of the building, including shelter in-place in the West side Stairwell, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.



**Action to receive Conflict of Interest Affidavits**

None received.

**Public Present** *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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No public comment received in-person or online. No public attended.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 27, 2021**

**DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 27, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply**

Mr. Derrick Majchszak commented the Board Priority aligns with Public Image and Transparency. He said the fleet utilizes Gillig's Allison 4000 Series transmissions and average age of the fleet is 7.5 years and climbing. Mr. Majchszak commented this item will be for a two-year base contract with a one-year option, need this to maintain the state of good repair of the fleet. He commented the agency utilizes rebuilt transmissions that will meet or exceed the OEM standards, and this will help to achieve fixed costs and to maintain an inventory for timely repairs. Mr. Majchszak stated we will collaborate with the successful bidder to pursue DBE participation. Total expenditures are based on actual usage and are accounted for in the department's annual operating budget at a two-year base contract is \$90K. He said replacement will be for 18 transmissions at \$5K each.

**DIRECTOR WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BID (IFB) FOR REBUILT TRANSMISSION SUPPLY. DIRECTOR MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center**

Mr. Majchszak commented this item also aligns with the Board Priority, Public Image and Transparency. He said the Federal State of Good Repair Best Practices (SOGP) states agency's must maintain their assets to OEM standards, and we do this by conducting oil testing every 6K miles to monitor the wear and tear of engines. He said technicians mainly look for iron and copper,

and also look for zinc and other chemicals. Mr. Majchszak commented the agency conducts mid-life engine overhauls to ensure CCRTA meet the useful life thresholds of all of our assets, and this item is for our CNG fleet powered by the 8.9 Liter Cummins engine. He said we also conduct proactive PMs such as engine overhaul to mitigate major engine failures that can cause additional damage to other components, or to other engine components or the bus around it. This process safeguards the CNG valve recession and also helps to maintain our EPA emissions standards. Mr. Majchszak stated we expect to replace 15 engines in 2021 and these are all on vehicles that have already met and exceeded their mid-life in miles, and are the 2015 Gillig CNG buses. The original one-year base contract was approved by the Board on May 6, 2020 with a one-year option following board approval. This contract is funded by Federal Formula 5307 funds and CCRTA's 20 percent portion is \$117,450, Federal 80 percent portion at \$469,800 for a contract budget in the 2021 CIP at \$587,250. He displayed a slide with a breakdown of costs per engine at \$39,150, or 2.1 percent increase from the cost of 2020 cost per engine. Mr. Majchszak stated there is no DBE goal, or zero percent.

**DIRECTOR MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE THE OPTION YEAR ON THE BUS ENGINE SUPPLIER CONTRACT WITH FRENCH ELLISON TRUCK CENTER. DIRECTOR WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts**

Mr. Majchszak commented that again this item aligns with the Board Priority of Public Image and Transparency. He gave background information and stated there is over 1,900 unique replacement parts maintained by our inventory department to include, but not limited to instrumentation, vehicle body, drivetrain, electrical, engine motor systems, accessories and various other parts all needed to keep our vehicles in good repair. The contract agreement helps to achieve volume discounts and allow for firm pricing, and to also make sure we have some guaranteed product availability that has been a special concern this year. He said we are also getting competitive pricing. Mr. Majchszak commented all parts are OEM or approved equal. He said this item is divided into 3 contracts within categories broken down into chassis, transmission, suspension, body and glass, brakes and other parts. There is zero percent DBE participation, and total expenditures are determined by actual usage. The funds are budgeted in the 2021 Maintenance budget with one-year cost estimate based on 2020 usage and our expected service levels. A chart displayed provided a breakdown of the total one-year combined project estimated cost at \$501,935. He said this is an increase from our 2020 budget and a direct result of the service adjustments related to the COVID pandemic. There are 10 multiple vendors who be supplying our various replacement parts with 2 vendors being local.

**DIRECTOR WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR TWO ON THREE INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS AND ENGINE PARTS. DIRECTOR MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply**

Mr. Majchszak commented that it also aligns with the Board Priority of Public Image and Transparency. He stated this contract is similar to the last item as it too has over 1,900 replacement parts to help the agency to achieve volume discounts and firm pricing. Mr. Majchszak said all these parts will be OEM or approved equal, and will really help us to ensure that we have product availability, especially this last year when some of our supply chains have been strained, including helping us achieve competitive pricing. He said the contracts are actually with each awardee and dependent on their specialty in various categories. Some listed are air system, air conditioning, body, glass, cooling system, suspension, transmission and wheelchair ramp parts. Again there is a zero percent DBE participation and total expenditure is based on actual usage as budgeted in Maintenance department FY2021 budget. He said the one-year estimate is also based on the 2020 usage and expected future usage and service levels. A chart displayed provided a breakdown of the total one-year combined project estimated cost at \$366,717. He said this is a four percent increase from the 2020 budget. There are 8 multiple vendors who be suppling our various replacement parts with 1 vendor being local.

**DIRECTOR WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR TWO ON INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS PARTS SUPPLY. DIRECTOR MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**

**Adjournment**

There being no further review of items, the meeting adjourned at 9:04 a.m.

Submitted by: Dena Linnehan



**Subject:** Issue a Request for Qualifications (RFQ) for General Architectural Services

### **Background**

The CCRTA has used various architectural firms over the years to design various buildings/transfer stations. The practice involved hiring one architectural firm for each project. This process typically ranges from four to six months based on the following steps:

- Present to Operations and Capital Projects Committee a request for authorization to Issue a Request for Qualifications for Architectural Service
- Present to the Board of Directors a request for authorization to Issue a Request for Qualifications for Architectural Services
- Issued according to Procurement Department schedule
- Conduct a 45-day bid process, followed by a panel evaluation process, and at times, hold interviews with the top firms before making a final recommendation
- Return to the Committee and Board of Directors with a recommendation to enter into negotiations for a contract for architectural services.

The CCRTA in reviewing the existing process, for enhanced effectiveness, concluded that creating a pool of architectural firms would not only expedite the overall project schedules, but would also allow different architectural firms a potential opportunity to work with the CCRTA, if they are selected for the pool.

### **Identified Need**

It is CCRTA's intent, to develop a pool of qualified firms to provide architectural services, for various Projects. As Projects are scheduled to be implemented, the CCRTA will assign Projects to qualified firms. The assignment of firms to specific Projects is at the sole discretion of the CCRTA. While it is the CCRTA's desire to use all firms in the qualified pool developed by the CCRTA, firms are not guaranteed any minimum amount of work and may not be assigned to any future Projects if deemed in the best interest of the CCRTA.

The purpose of having architects of record serves the following objectives:

- Assists with the design of "shovel ready projects" in anticipation of additional grant funding.
- Expedites unforeseen work assignments that might require a quick response.
- Supports CCRTA staff with projects that might run parallel/simultaneously and that might need to be fast tracked.

The structure of the term of the contract will be a fixed 3-year contract with one 2-year option. The option year will be brought back to the Board for approval providing the services have been responsive and satisfactory.

Currently, there are two major projects that will require architectural design services:

- The new Port Ayers Transfer Station – Estimated construction costs \$5,143,227
- The two new Bus Stops at Del Mar College South Campus – Estimated construction costs \$2,110,848

Potential projects that may require design services over the next few years include:

- Park and Ride lots
- Electric Charging Station lots
- Southside Transfer Station Improvements

**Financial Impact**

Architectural fees are based on a percentage of construction. Please see the CCRTA's schedule of fees below:

<b>Project Cost</b>	<b>Percent of Total Construction Cost</b>	<b>Percent of Total Renovation Cost</b>
Under \$500,000	8.75%	9.25%
\$500,000 - \$750,000	8.25%	8.75%
\$750,000 - \$1 million	8.00%	8.50%
\$1 - \$2 million	7.75%	8.25%
\$2 - \$3 million	7.625%	7.725%
Over \$3 million	7.50%	8.00%

It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

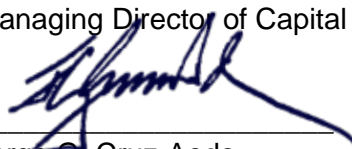
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Qualifications (RFQ) for General Architectural Services for a Fixed 3-Year Contract with one 2-Year Option.

Respectfully Submitted,

Submitted and Sharon Montez

Reviewed by: Managing Director of Capital Programs and Customer Services

Final Approval by:

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



**Subject:** Execute a Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of a New Bus Stop and One Bus Turn-In at the New Mary Carroll High School

**Background**

This project is similar to the joint partnerships that were developed between CCRTA and CCISD for the Veterans Memorial High School Bus Stop and Cunningham at South Park Bus Stops.

The CCRTA/CCISD Memorandum of Agreement will include, the architectural/engineering design fees, bus turn-in, bus shelter and concrete infrastructure to support the bus stop shelter.

The new Mary Carroll High School is being built near the corner of Kostoryz Road and Saratoga Boulevard. The high school is scheduled for completion in August 2022.

**Identified Need**

Currently, the CCRTA does not have a bus stop at the new location, or in the area, however by the time the high school opens, a route will be developed to serve the new high school and other trip generators along the new route.

The 2019-2020 student enrollment for Carroll High School was 1,415 students.

**Disadvantaged Business Enterprise (DBE)**

This project is funded with local funds and does not have a DBE requirement.

**Financial Impact**

The estimated design costs for the bus stop shelter is \$150,000.

GIGNAC ARCHITECTS

Prepared By: Paul Rybalka

CCRTA - NEW BUS TURN-IN/OUT LANE AND BUS SHELTER

NEW MARY CARROLL HIGH SCHOOL

03/18/21

**PRELIMINARY PROJECT BUDGET/ESTIMATE**

Description		Total
<b>A</b>	<b>Construction Cost Budget</b>	<b>\$125,500.00</b>
1	Bus Turn In-Out Lane & Adjacent 5' Wide Sidewalk (For 45 Mph Speed Limit Street)	\$70,000.00
2	Bus Shelter Concrete Pad - Includes Extensions For Bus ADA Ramp & Bicycle Rack	\$3,500.00
3	Bus Shelter (Incl. Benches, Solar Powered Digital Screen)	\$40,000.00
4	Site Furnishings (Trash Receptacle, Bicycle Rack, & Bicycle Repair/Pump Stand)	\$2,000.00
5	Permit & Fees/General Conditions/CMAR (Fulton Construction) Fees	\$10,000.00
<b>B</b>	<b>A/E Services Fees Estimate - Bus Turn-in/Out Lane, Bus Shelter &amp; Site Furnishings</b>	<b>\$22,500.00</b>
1	Civil (Urban Engineering)	\$9,500.00
2	Architectural & Project Management (Gignac Architects)	\$13,000.00
<b>C</b>	<b>Materials Testing Services Fees Estimate (RETL)</b>	<b>\$2,000.00</b>
<b>Total (A+B+C)</b>		<b>\$150,000.00</b>

See Attachment A for CCRTA Memorandum of Agreement to be presented to CCISD to be used as the financial instrument to allow for the full reimbursement to CCISD for the

**Board Priority**

This item is classified under the Facilities Board Priority category.

**Recommendation**

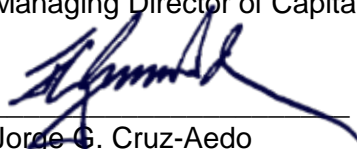
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Execute a Memorandum of Agreement (MOA) in the estimated amount of \$150,000 with Corpus Christi Independent School District for the design and construction of a new bus stop with bus stop amenities, and one bus turn-in at the new Mary Carroll High School.

Respectfully Submitted,

Submitted and  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

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

**MEMORANDUM OF AGREEMENT**  
**Corpus Christi Independent School District**  
**and Corpus Christi Regional Transportation Authority**  
**Construction of 1 Bus Stop and a Bus Turn-In at Mary Carroll High School**

This Memorandum of Agreement is entered into by and among the Corpus Christi Regional Transportation Authority (CCRTA) and the Corpus Christi Independent School District (CCISD).

**WHEREAS**, CCISD is in the process of constructing a new high school, to replace the existing Mary Carroll High School, at the intersection of Kostoryz Road and Saratoga Boulevard, in Corpus Christi, Texas; and

**WHEREAS**, the CCRTA have will a route that travels on Kostoryz Road in front of the new high school and will provide public transportation services to that location; and

**WHEREAS**, the CCRTA and CCISD desire to collaborate in the design and construction of one new improved bus stop with shelter and a bus turn-in in front of the new high school (the "Transit Improvements"); and

**WHEREAS**, in the spirit of cooperation, CCISD and the CCRTA have agreed to retain CCISD's architect for the middle school, Gignac & Associates, LLP ("Gignac"), to design the Transit Improvements to ensure that they adhere to the architectural appearance of the new high school, and CCISD shall utilize its contractor for the high school, Fulton Construction Corporation, to construct the Transit Improvements; and

**WHEREAS**, the CCRTA has agreed to reimburse CCISD for the cost to design and construct the Transit Improvements at the new high school up to a maximum specified amount;

**NOW, THEREFORE, the CCRTA and CCISD agree as follows:**

1. Design of Transit Improvements. CCISD has entered into a contract with Gignac to design the new high school and administer the construction of improvements in connection with the new high school. CCISD agrees to retain Gignac to design the Transit Improvements. CCISD and the CCRTA jointly shall approve the plans and specifications for the Transit Improvements to be designed by Gignac. The Transit Improvements shall include one stop on the school side of the street with a bus turn-in, along with a 17' bus stop shelter/amenities.

2. Construction. Upon joint approval of the plans and specifications, CCISD shall negotiate a change order with its construction contractor to construct the Transit Improvements. The change order additionally shall be reviewed and approved by the CCRTA. Upon approval, CCISD shall cause the Transit Improvements to be constructed by its contractor. CCISD shall be responsible for contract administration and management including occasional periodic site observations by the architect. The CCRTA or its designees reserves the right to conduct its own inspections of all work to ensure that the work complies with the plans and specifications for the Transit Improvements. Upon completion of the work and concurrence by CCRTA, CCISD will be responsible for final acceptance of the Transit Improvements.

3. CCRTA Funding. The CCRTA agrees to pay an amount not to exceed \$150,000.00 to defray all the costs of the Transit Improvements. Such funds shall be paid to CCISD as and when the Transit Improvements are constructed pursuant to draw requests submitted by CCISD and approved by CCISD's consulting architect. Under no circumstances shall the CCRTA be in any way responsible for more than this amount. CCISD shall be solely liable for all other costs in connection with the construction of the new middle school.

4. Maintenance. CCISD owns the new high school and shall be responsible for all maintenance of sidewalks, fencing, lighting, parking lot improvements, green space, and ADA and crosswalk enhancements related to the Transit Improvements. Notwithstanding the foregoing, the CCRTA will maintain the bus shelter portion of the Transit Improvements and will be responsible for trash pick-up for the trash receptacle located thereon.

5. Easement and Use of Transit Improvements. CCISD agrees to grant the CCRTA an easement for the Transit Improvements to the extent any portion of the Transit Improvements are not in the public right of way. CCISD covenants and agrees that throughout the useful life of the new high school, the Transit Improvements shall be used and remain available for public transit and transportation purposes.

6. Insurance. Throughout the period of construction, CCISD agrees to require its construction contractor to carry general liability insurance naming the CCRTA as an additional named insured on the same basis as provided for CCISD.

7. Notice. Written notice to the parties shall be provided as follows:

If to the CCRTA:	If to CCISD:
Regional Transportation Authority	Corpus Christi Independent School District
Attn: Chief Executive Officer	Attn: Superintendent
602 North Staples	801 Leopard St
Corpus Christi, Texas 78401	Corpus Christi, Texas 78401

8. Term. This Agreement shall begin upon approval by CCISD and its execution by the RTA Chief Executive Officer and shall continue for the useful life of the respective components of the new high school and the Transit Improvements, the same being a minimum of twenty (20) years from the date of completion of the new high school.

9. Remedies. If there is a breach of this Agreement by any party, the party not in breach will have against the defaulting party all lawful remedies for breach of contract. The prevailing party shall be entitled to recover reasonable attorney's fees. This Agreement is for the exclusive benefit of CCISD and the CCRTA and in no way may be construed to be for the benefit of any third party.

10. Amendment. This Agreement may be amended only by mutual agreement in writing by duly authorized officials of CCISD and the CCRTA. Modifications that do not change the essential scope and purpose of this Agreement may be approved by the Superintendent on behalf of CCISD and by the Chief Executive Officer of the CCRTA. This Agreement and any rights of either party may not be assigned in whole or in part by such party without the express written consent of the other party, however, such consent shall not be unreasonably withheld.

11. Authority of Parties. Each party by its signature hereon states that the person signing is a duly authorized official of that party and that all acts necessary to authorize this

Agreement have been taken.

12. Inclusion of Federal and State Provisions. CCISD agrees to include such provisions in its construction documents as reasonably required by the RTA in order to meet the requirements of the federal government for providing federal transit assistance and applicable State laws.

13. Indemnification. CCISD agrees, subject to the limitations of applicable law and without the establishment of a sinking fund, to defend and fully indemnify the CCRTA against all claims, liabilities, and expenses (including reasonable attorney’s fees and expenses incurred in defense of such claims) caused by the acts or omissions of their agents, employees, invitees or subcontractors which are in any way connected with the new high school constructed, maintained and operated under this Agreement. CCISD shall assume the defense and payment of any such claims without the requirement of any consent or approval by the CCRTA.

14. Entire Agreement. This Agreement represents the entire agreement between the parties and may not be modified by any oral agreements or understandings.

**EXECUTED ON** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Name: Jorge Cruz-Aedo  
Title: Chief Executive Officer



**Subject:** Issue a Request for Qualifications (RFQ) for Engineering Design Services and an Invitation for Bids (IFB) for ADA Bus Stop Improvements – Phase VIII

### **Background**

To date the CCRTA has completed six ADA Bus Stop Improvement Phases and is in the process of starting the seventh phase. Currently, there are an estimated 1,375 bus stops and 831 are ADA compliant stops, bringing us to a compliancy percentage of 60.

Historically, the overall project model consisted of several bus stop zones, in our service area, which allowed for bidding opportunities for several different engineering firms and contractors.

The model also assists the CCRTA in meeting the Disadvantaged Business Enterprise (DBE) percentage goal, which is required due to the receipt of federal funds. The model provides more prospects for the CCRTA's DBE Program, which enhances the success of meeting the DBE requirements set forth by the Federal Transit Administration.

### **Identified Need**

The RTA continues to pursue 100% ADA compliance with the remaining non-compliant bus stops in the service area and has budgeted funds in the 2021 Capital Projects Budget for ADA Bus Stop Improvement Project Phase VIII.

The project model will be similar to the previous ADA Bus Stop Improvement Projects, in the sense that there will be two zones to bid on and two engineering firms selected for the design of the ADA bus stops. By dividing the work into zones this creates opportunities for more construction firms to be awarded an ADA Bus Stop Improvement zone.

The scope of work will include the construction of bus stop shelter pads, sidewalk improvements, curb cuts and some curb and gutter work.

Initially, the Request for Qualifications for Engineering Design Services will be released. Once the proposals are submitted they will be evaluated by a panel of CCRTA staff and a recommendation of two firms will be presented to the Board of Directors.

After the engineering firms complete the design work for the two zones an Invitation for Bids will be issued for the construction component of the project model. This will also be presented to the Board of Directors for authorization to issue contracts.

### **Financial Impact**

The estimated project budget is \$500,000 and is federally funded.

### **Recommendation**

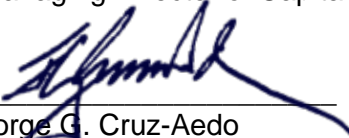
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements – Phase VIII.

Respectfully Submitted,

Submitted and  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:



Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Issue an Invitation for Bids for Concrete Bus Pad Infrastructure

**Background**

Throughout the years that the CCRTA has been in operation, numerous bus pads, located in the streets have been constructed. The bus pads are typically 60 ft. x 12 ft. of 8" concrete to support the weight of the buses.

The construction of concrete bus pads in the street better supports the weight of the buses on the streets, which makes for a smoother ride for our riders during stopping and departing service. Also, it extends the useful life of that section of roadway.

**Identified Need**

The CCRTA has budgeted for the installation of an estimated 16 bus pads, which will be constructed at high ridership/high frequency bus stops. The locations/design of the bus pads will be presented to the local municipalities impacted by the construction, for their review and discussion.

**Board Priority**

The Board Priority for this item is Facilities.

**Financial Impact**

The estimated project budget is roughly \$721,315 and is federally funded.

**Recommendation**

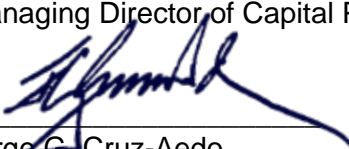
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure.

Respectfully Submitted,

Submitted and  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

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



**Subject:** Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities

**Background**

The CCRTA has the following number of bus stops and bus stop amenities:

- 1375 Bus stops
- 71 Existing Tolar shelters
- 128 Sun shade shelters
- 40 new 13' Tolar Shelter sets (inclusive of solar lighting, 6' advertising bench, and a trash receptacle)
- 874 Benches and 12 Simme Seats
- 647 Trash receptacles

The CCRTA started a new Shelter Expansion/Replacement Program in 2020. In 2020 40 new shelter sets were added to the existing number of shelters, bringing the total number of shelters in the service area to 239. The oldest shelters in the service area, are the 128 sun shades, which are over 22 years old. These will be the first to be replaced.

**Identified Need**

The CCRTA, as part of the “American Rescue Plan Act”, is expected to receive an estimated 17.6 million in additional federal funding. As part of the plan to allocate that funding, shelter procurement timelines will be accelerated to include the purchase of 300 sets of shelter amenities this year.

The process will require the release of a Request for Proposals (RFP) for the procurement of 300 sets of shelters this year, with additional opportunities for future procurements, through 2025. The RFP will be structured as a 3-year fixed contract with a one 2-year option.

The overall master plan, encompasses the continuation of the Shelter Expansion/Replacement Program for the enhancement of the CCRTA’s shelter amenities in the service area and to meet the goals of the Federal Transit Administration’s State of Good Repair Program mandate.

Below is the proposed capital schedule for bus stop shelter amenities for 3 years:

No.	Description	Total Est. Qty. for 3 Years	Est. Unit Costs	Total Est. Costs
1	13' x 5' Non-Advertising Shelter	350	\$ 11,252	\$ 3,938,200
2	6' Advertising Bench with Seat Separators	586	\$ 860	\$ 486,760
3	44 Gallon Trash Can with Locking Mechanism and Rubber Liner	453	\$ 1,135	\$ 514,155
4	Solar Lighting	350	\$ 2,572	\$ 900,200
5	Smart 13' Shelter	1	\$ 26,000	\$ 26,000
6	Beacon Light	230	\$ 2,172	\$ 499,560
7	Labor			\$ 240,000
8	Simme Seat	230	\$ 515	\$ 118,450
9	Freight			\$ 80,000
10	Total Estimated Costs for 3 Years			\$ 6,803,325

The Request for Proposal for the procurement of shelter amenities will be evaluated on the following criteria:

- Bus Shelter Design
- Experience and Past Performance
- Maintainability/Durability
- Responsiveness to RFP instructions
- Delivery Timeframe
- Price

**Board Priority**

The Board Priority for this item is Facilities.

**Financial Impact**

The procurement would be structured as a 3-year fixed contract with one 2-year option. The estimated total cost for the three-year fixed contract would be approximately \$6,803,325.

The estimated cost for 2021 is \$5,224,400, and \$3,810,050 will be funded through the American Rescue Plan Act, while \$789,462 will be budgeted per years 2022 and 2023.

Upon completion of the three-year fixed contract, the two-year option award would be based on a satisfactory performance in the prior years and budget availability. The option year contract would require the Board of Directors authorization to move forward with the contract.

**Recommendation**

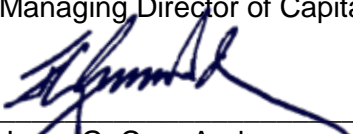
Staff requests the Operations & Capital Projects Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities.

Respectfully Submitted,

Submitted and  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

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



**Subject:** Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems

**Background**

Staff is requesting to retrofit eleven (11) of our 2017 Gillig 35' buses with fully automatic wheelchair securement systems. On October 9 of 2020, CCRTA began a pilot program utilizing a Q'Straint Quantum fully automatic wheelchair securement system on vehicle 1022, a 2015 Gillig 40' bus.

A fully automatic wheelchair securement system allows customers in a wheelchair or scooter to secure and release themselves without assistance. Customers back their wheelchair or scooter into the system, press a button and independently secure themselves in less than 25 seconds. A motorized arm lowers and hugs the wheel safely, securing the wheelchair.

**Identified Need**

A fully automatic wheelchair securement system assists in improving the safety of our customers and Operators by minimizing unnecessary physical contact. These securement systems also help provide increased independence for our customers who utilize wheelchairs and scooters.

**Disadvantaged Business Enterprise**

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

The estimated cost of this project is \$160,000.00. This project will qualify for a full 100 percent grant funding under the CARES act.

**Board Priority**

This item aligns with the Board Priority – Safety & Security.

**Recommendation**

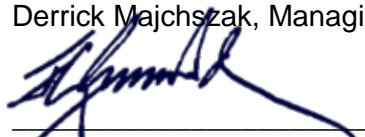
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Managing Director of Operations

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo, Chief Executive Officer



**Subject:** Award a contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services

**Background**

Due to the nature of the work conducted by Facilities and Vehicle Maintenance, CCRTA rents the uniforms for these employees. Each employee is provided eleven (11) sets of shirts and pants. All garments and related items are furnished, laundered, maintained, picked-up, and delivered to the CCRTA facility by the contractor on a weekly basis. The contractor also provides lockers, entrance mats, and shop towels as part of this service. Approximately sixty (60) employees consisting of Facilities Maintenance, Vehicle Maintenance, and Garage Service Technicians along with Janitorial and Materials Management staff are serviced by this contract.

**Identified Need**

In order to maintain a professional image, the CCRTA follows strict uniform guidelines. Uniform components require maintenance and replacement in order to ensure front line employees represent CCRTA in a professional manner.

On December 07, 2016, the Board of Directors awarded a two-year base contract with one 2-year option to UniFirst.

**Disadvantaged Business Enterprise**

For this procurement the DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

**Financial Impact**

The contract is structured as a three-year base contract with a one 2-year option following Board approval.

The estimated total cost of the three-year contract is \$69,187.56 for Maintenance Uniform Rental Services. Total amount of expenditures will be determined on actual usage. Funds are accounted for in the annual operating budgets in the Vehicle and Facility Maintenance departments and the program is locally funded.

There were three bid submittals and two were deemed responsive. Brite Star Services, Ltd. was the low bid of the responsive bidders.

**MAINTENANCE UNIFORM RENTAL SERVICES**

<b>IFB NO. 2021-SP-01</b>			
	<b>Unifirst</b>	<b>CINTAS</b>	<b>Brite Star Services Ltd.</b>
3-Year Base - Uniforms	\$ 16,653.00	\$ 19,038.76	\$ 17,742.92
3-Year Base - Related Items	\$ 2,959.84	\$ 6,402.24	\$ 5,319.60
Total Cost per 52 weeks (1-yr.)	\$ 19,612.84	\$ 25,441.00	\$ 23,062.52
Final Cost 3-Year Base	<b>\$ 58,838.52</b>	<b>\$ 76,323.00</b>	<b>\$ 69,187.56</b>
	Nonresponsive		

**Board Priority**

This Board Priority aligns with Public Image & Transparency.

**Recommendation**

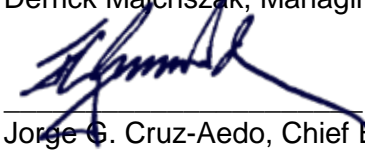
Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Managing Director of Operations

Final Approval by:



Jorge G. Cruz-Aedo, Chief Executive Officer