



AGENDA MEETING NOTICE

Board of Directors Committees Meetings

DATE: Wednesday, May 26, 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: Robstown City Hall – 1STFloor Boardroom (101 E. Main Ave., Robstown, TX, 78380)

ADMINISTRATION & FINANCE COMMITTEE

PATRICIA DOMINGUEZ, Chairwoman

Lynn Allison Dan Leyendecker Eloy Salazar Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda 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.	Presentation – Self-Funded Health Program	J. Cruz-Aedo/ Roland Barrera	10 min.	<i>PPT</i>
6.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 28, 2021	P. Dominguez	3 min.	Pages 1-5
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Management Information System	R. Saldaña	3 min.	Page 6 <i>PPT</i>
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Issuance of a Request for Proposals (RFP) for Kleberg Bank Building Sale, Restoration and Repurposing	S. Montez	3 min.	Pages 7-8 <i>PPT</i>
9.	Committee Chair Report	P. Dominguez	3 min.	-----
10.	Adjournment	P. Dominguez	1 min.	-----

Total Estimated Time: 33 min.

AGENDA MEETING NOTICE

OPERATIONS & CAPITAL PROJECTS

ANNA JIMENEZ, Chairwoman

Gabi Canales Glenn Martin Michael Reeves Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	A. Jimenez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	A. Jimenez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda 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.	Discussion and Possible Action to Approve the Operations & Capital Projects Committees Meetings Minutes of April 28, 2021	A. Jimenez	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service	D. Majchszak	3 min.	Pages 5-6 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations	D. Majchszak	3 min.	Pages 7-8 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Qualifications (RFQ) for Project Management Services	S. Montez	3 min.	Page 9 PPT
9.	Committee Chair Report a) ARBOC Visit Update	A. Jimenez/ D. Majchszak	5 min.	PPT
10.	Adjournment	A. Jimenez	1 min.	-----

Total Estimated Time: 28 min.

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On **Friday, May 21, 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, APRIL 28, 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 March 24, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Dailey-Wells Communications for Thirty-Five (35) Portable Mobile Radio Purchase**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Policy**
9. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Plan**
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, 2nd 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, Angelina Gaitan, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña and Ashlee Winstead-Sherman.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board of Directors and guests in the audience. The Board and CEO will exit through the kitchen. He pointed out the area to meet will be the Clock Tower at the Station. Individuals are to assemble outside of the building, including shelter in-place in the West side Stairwell, and Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He commented do not use the elevators, and once you leave the building, do not re-enter until an 'all clear' is given by Security personnel.



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](#) online at 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 March 24, 2021

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MARCH 24, 2021. BOARD SECRETARY DAN 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 Award a contract to Dailey-Wells Communications for Thirty-Five (35) Portable Mobile Radio Purchase

Mr. Robert Saldaña commented this item aligns with the Board Priority Transparency. He reported CCRTA is part owner of the overall radio communication system, and I will provide you a list of those involved. He said the system provides the critical public safety and public service communications for the agencies throughout Nueces County. Mr. Saldaña commented various operations staff use portable mobile radios to communicate with buses and emergency crews when out on the street. He reported that all radio repairs going forward, we will make sure they are covered under the Inter-local agreement with the City of Corpus Christi. A slide was displayed to show who the radio system users are and he discussed each one; City of Corpus Christi, CCRTA, Nueces County, Port of Corpus Christi, Emergency Services District #1 through #6, Robstown Police, Fire and EMS, Refinery Terminal Fire Company, CCISD, Driscoll Police department, NAS, Port Aransas, Portland and San Patricio counties. He said there are a lot of people on this, yet only has four owners; City of Corpus Christi, CCRTA, Nueces County and Port of Corpus Christi.

Mr. Saldaña commented the current system is working OK, but we need to update the system to a P25 compliance, and our new buses have already been upgraded to the P25 radio, so we just need to update 35 of our portable radios. He said Dailey-Wells Communications is the only authorized dealer to provide service and support. Mr. Saldaña said we will be using the Texas Department of Information Resources (DIR) pricing, and this basically pulls together several municipalities that enables us to get good pricing on services and products. He commented the cost for this is \$113,977.64 one-time purchase and is also budgeted in the 2021 CIP.



DIRECTOR LYNN ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO DAILEY-WELLS COMMUNICATIONS FOR THIRTY-FIVE (35) PORTABLE MOBILE RADIO PURCHASE. DIRECTOR 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 to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)

Mr. Saldaña commented this item aligns with the Board Priority of Innovation. He reported on the background and said we are currently with Spectrum and have been with them for about 5 years. He said they provide services for our wide area and local area networks, support for our email, free wi-fi in our buildings, the bus AVL systems or automatic vehicle location including support to our customer service. Mr. Saldaña said as mentioned earlier our systems are working fine, though as we move forward to the Cloud, and potentially continue to work from home, we want to increase our service so we do not have any type of disruptions for our system, continued support of our communications and our customer service, also want this scalable for future growth.

He reported we are currently 200MB and want to increase it to 1GB to provide faster download and upload speeds for Cloud services, offsite backups and public wi-fi. He said it will also provide faster communications with our buses AVL, our vehicle locations system, including our TransLoc application as well. He reported we also would like to increase our Metro Fiber speed from 2GB to 5GB. He said this will help connect enterprises across the network in the metropolitan area, and will provide against double data entry, as well as help communicate between the two CCRTA facilities. Mr. Saldaña commented CCRTA will purchase these services through the DIR, or Texas Department of Information Resources, which pools local government accounts to leverage our buying power on products and services. He said Spectrum will be the provider for this item and estimated cost for the 3-year contract will be \$217,324.80, or about \$72K a year.

BOARD SECRETARY LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXECUTE A THREE-YEAR CONTRACT FOR INTERNET AND FIBER DATA COMMUNICATIONS WITH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES (DIR). DIRECTOR ALLISON 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 Adopt the Revised 2021 Emergency Preparedness Policy

Mr. Mike Rendón reported I will go over basically four conditions, and this is an introduction of what we do before and right after, and sometimes these conditions overlap and repeat themselves, yet this is the part that I have to explain and present today. He said the purpose of the Emergency Preparedness Policy is to outline responsibilities of the employees of the authority in the event of an emergency and or a disaster. He said CCRTA has the responsibility to the citizens to work with the city's emergency management office, or EMO. The EMO may call upon the agency to provide services for the benefit of the general public during the emergencies, including transportation service. He said that the EMO may request services before, during and



after an emergency. He commented the application to this policy applies to all CCRTA employees, including part-time and temporary employees.

Mr. Rendón went over the various definitions of the policy. He referenced the various phases of the emergency event and stated the CEO has the authority to say the plan is activated or that conditions warrant the use of this policy. Condition 4 automatically goes into effect at the beginning of the hurricane season, which is June 1ST and goes through November 30TH of each year. He commented that Condition 3 will be declared when the course of a hurricane has been established and the national weather service predicts a likely landfall within 36 hours or within 100 miles of Corpus Christi. He also commented this condition has the probability of moving into Condition 2. Director Dan Leyendecker asked for the slides to be advanced, and Mr. Rendón stated there are no slides, as this is a 15-page policy I am targeting the important parts that you will be approving. Condition 2 is the Essential Services Phase and will be declared by the EMO to which has the potential loss of life or damage to property. He said this could be triggered by hurricane, tornado, severe thunderstorm warning, or any notification of existence of a direct threat. He commented this condition also is declared by the National Weather Service if they indicate the possibility of a hurricane landfall close enough to cause damaging winds or rising tides in the Corpus Christi in the next 24 hours. He said the CEO or designee will declare that this policy is in effect.

Mr. Rendón reported that Condition 1, or Activation Phase is declared when dangerous conditions or emergency events are imminent. Such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosions, widespread civil disturbance, damaging tides or other similar events will constitute a Condition 1 Declaration. He commented the CEO or designee will staff the EOC, and inform CCRTA staff of the status of the emergency and will provide emergency service necessary. This is where we have two individuals; one at the City, one at the County, and they update our CEO or designee quarterly during the day. He commented that when he was there during Harvey, 3-1/2 years ago, he spent 5 days, 24 hours a day. This is a task where we report back to our CEO and Senior staff on the status of the event, and this is how we react during this time.

Mr. Rendón said the Return to Duty Phase is where employees report to work to assist restoring normal service to the community as soon and safely as possible. He stated the policy identify the essential and nonessential employees, and to name a few; CEO, all Managing Directors, all Directors, Bus Operators, Dispatch, Safety & Security Administrator and Customer Service personnel. He pointed on that on the last page of this policy, it summarizes the policy and is the core itself. He said the CEO declares it is active before June 1ST, and he communicates with staff to make them aware we are in the season; hurricane season. Mr. Rendón mentioned the other phases of the policy from the last page summary and gave details on each phase.

DIRECTOR SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT THE REVISED 2021 EMERGENCY PREPAREDNESS POLICY. 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 Adopt the Revised 2021 Emergency Preparedness Plan



Mr. Mike Rendón commented that the previous item is a policy and that this item is the actual plan. He said it also aligns with the Board Priority of Safety & Security. This plan explains what we actually do during the emergency. Background information included that after an emergency the Agency has the responsibility to provide service to the citizens of Corpus Christi, and as you can see, listed are all the small city locations and also the Nueces County unincorporated areas we service. For the Emergency Preparedness Phases, Mr. Rendón stated the Corpus Christi and Nueces County activate the EOC, and the Agency has representatives at both of these locations. He said the Agency immediately suspends fares when activated, and any person can proceed to any bus stop to travel to transfer stations where these evacuees are then transported on dedicated buses to the Natatorium. He states that the rural areas evacuees will be transported to the Richard M. Borchard Fairgrounds and this includes our B-Line Paratransit service provided by MV Transportation.

Mr. Rendón stated buses continue to transport evacuees within the safe operating condition. Until we get sustained wind speeds of 35 miles per hour or less. He said at this point service levels will be suspended based on conditions like when sustained wind speeds exceed 35 miles per hour, or water levels become unsafe. He said there are times where there are winds and very little rain, or a lot of rain and little wind, or a combination of one of these levels. The City will process evacuees at the Natatorium. He stated the CEO will declare when the Plan is activated in Pre-Landfall Action of the Plan. He commented essential employees report to work and nonessential are released. Mr. Rendón reported the Agency and MV Transportation pre-position buses at 3 locations to minimize exposure and damage; Staples Street Station, Southside Station and at our Bear Lane Maintenance & Operations Facility. He said that the reason we do this, is to make sure that in the event of flooding in one area, not all buses will get flooded. He mentioned that during Harvey, the Agency transported county jail inmates from the annex to the Nueces County jail because of flooding, and transported CCFD firefighters from the FEMA dome to the Natatorium, and transported all EOC staff to the Corpus Christi international airport cause of power outages. Mr. Rendón stated that the Agency also provided staged buses at security barriers for possible dignitaries at the CC International airport.

He continued to comment on the Return to Duty Phase and said that reverse service is provided once the City of Corpus declares all clear and when evacuees may return. He said everything discussed above will basically go back into place for after an emergency the same way the Agency performed for post emergency. Dedicated buses will transport evacuees from the Natatorium to transfer stations, they will ride regular bus routes to return home and employees report work at the start of the next regularly scheduled shift. If an employee is unable to return, they must notify a supervisor or manager.

BOARD SECRETARY LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT THE REVISED 2021 EMERGENCY PREPAREDNESS PLAN. DIRECTOR PHILIP SKROBARCZYK 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 9:04 a.m.

Submitted by: Dena Linnehan



Subject: Approve Issuing a Request for Proposals (RFP) for a Management Information System

Background

The CCRTA' current Management Information System (MIS), Fleet Net, which is the primary software for Finance, Fleet, Human Resources and other functional areas that have been in place since 2003. Replacement of the MIS software is imperative to meet future informational needs of the organization; particularly related to cloud services and electronic reporting for the organization that will allow the capabilities for off-site operations.

Identified Need

The CCRTA's IT Department, working with user departments, has defined the need for a new Management Information System to help meet the requirements of the Authority. This new information system will be robust enough for current and future needs, and have the capability to provide expansion. The replacement of the MIS will address three major areas of need:

1. Real time reporting
2. Cloud system adaptability
3. User/system interfaces

Financial Impact

The Management Information System is budgeted under the 2021 CIP at an estimated cost of \$1,034,923. The 2021 CIP project will be funded by a 5307 grant at an 80/20 split.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff request that the Administration & Finance Committee to recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Management Information System.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Final Review 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 Kleberg Bank Building Sale, Restoration, and Repurposing

Background

The former Kleberg Bank building that currently resides on the CCRTA property purchased for the future Port Ayers Transfer Station Reconstruction project, is a fifty-year-old building. During the required completion of a 106 Environmental Review Process, a consensus was reached between the Federal Transit Administration (FTA), the Texas Historical Commission (THC) and the Corpus Christi Regional Transportation Authority (CCRTA), whereby the CCRTA is to issue a Request for Proposals thereby, attempting to either sell, restore or repurpose the Kleberg Bank during a two-year period. If at the end of that two-year timeframe, no one is interested in the former Kleberg Bank building, then the CCRTA will have the right to demolish the building.

Identified Need

It is Staff's intention to issue a Request for Proposals for Kleberg Bank Building Sale, Restoration and Repurposing. The proposal is intended to afford those interested in the former Kleberg Bank building an equal opportunity to negotiate and execute a sale, restoration and/or repurposing agreement for the Kleberg Bank Building with the CCRTA.

The Building includes the existing Kleberg Building and the attached motor bank facility together with the land on which the facilities are located immediately east of the new transfer ("Transfer Station") being constructed by the CCRTA. The real estate interests to be conveyed with the building shall include driveway access to S. Port Avenue and Ayers Street and pedestrian access to Transfer Station.

The proposal elements should include:

- Restoration Plan – 25 pts
- Financial Arrangements – 25 pts
- Experience in similar restorations– 20pts
- Sale Price Proposal – 30 pts

Board Priority

The Board Priority for this item is Facilities.

Financial Impact

To be determined at the time of the evaluation of all proposals, and will be presented to the Board of Directors for review. The estimated costs for publication is roughly \$1,000.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Kleberg Bank Building, Sale Restoration and Repurposing.

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, APRIL 28, 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 Committees Meetings Minutes of February 24, 2021 and March 24, 2021 (NO QUORUM)**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Cummins Inc. for Heavy-Duty Vehicle Filters**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) on contracts with Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Arguindegui Oil Co. for Lubricant & Fluid Supplies**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies**
9. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles**
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, 2nd Floor Board Room, Corpus Christi, Texas.

Call to Order & Roll Call

Chairwoman Anna Jimenez called the meeting to order at 9:11 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Anna Jimenez, Committee Chairwoman; Glenn Martin, Michael Reeves and Matt Woolbright.

Board Members Absent None.

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

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 commented do not use



the elevators, and once you leave the building, do not re-enter until an 'all clear' is given by Security personnel.

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 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 Operations & Capital Projects Committee Meeting Minutes of February 24, 2021 and March 24, 2021 (NO QUORUM)

BOARD VICE-CHAIRMAN MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF FEBRUARY 24, 2021 AND MARCH 24, 2021 (NO QUORUM). DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Cummins Inc. for Heavy-Duty Vehicle Filters

Mr. Derrick Majchszak commented the Board Priority aligns with Public Image and Transparency. He commented the IFB was for 11 different filters that are primarily used in support of our daily Gillig fleet of 50 Cummins CNG and 20 Cummins engines. We must meet or exceed the minimum requirements of Cummins, and about half our engines have some type of warranty as part of the mid-life replacement program. He said we want to share that our PM program is completed at or above the OEM requirements and assets are maintained in a state of good repair. Mr. Majchszak stated the contract expires in April of 2021, and the IFB is issued as a base contract with a two-year option following board approval. He commented there is no DBE participation and expenses will be determined by actual usage. Projected cost for the three-year base contract is \$139,844.61 and funds are accounted for in the annual operating budgets which the board approves every year. He displayed a slide with a chart showing the breakdown of bids received and Cummins bid came in at 139,844 for the three years, French Ellison was almost \$148K and Farm and City Supplies at almost \$169K.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO CUMMINS INC. FOR HEAVY-DUTY VEHICLE FILTERS. BOARD VICE-CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) on contracts with Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Arguindegui Oil Co. for Lubricant & Fluid Supplies

Mr. Majchszak commented this item also aligns with the Board Priority, Public Image and Transparency. He commented all our oil has to meet the lubricant tests and the manufacturer requirements, and is needed to maintain fleet integrity. He stated that the lubricant and fluids must meet specifications as outlined by OEM specifications, and as required by Ellison for their transmissions. Mr. Majchszak provided 5 manufacturer specified criteria, and stated these are by Allison, by Cummins for our various different products. He said we want to ensure that we maintain the FTA state of good repair by properly maintaining our equipment, and this contract helps us leverage longevity and bulk pricing to secure cost savings and firm pricing to also help eliminate supply shortages. Mr. Majchszak said it is currently structured with three-year base contracts and 2 one-year options following board approval. He stated that the Board authorized awarding the base contracts on July 11, 2018. As part of this, Staff will monitor DBE participation and will collaborate with awardees to include subcontracting opportunities.

Mr. Majchszak reported total expenditures will be determined by actual usage, and the estimated cost of option year one is \$99,424.35 and is budgeted in the 2021 operating budget. A slide with a chart showing the breakdown of the descriptions was displayed. Mr. Majchszak commented that Oil Patch Petroleum has a contract for regular motor oil for diesel, and motor oil that is specific for the CNG engines and transmission fluid, French Ellison has a contract to provide antifreeze, Arnold oil company supplies wheel bearing grease, and Arguindegui provides a differential rear axle fluid and the total for all these contracts is \$99,424.35.

DIRECTOR WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR ONE (1) ON CONTRACTS WITH OIL PATCH PETROLEUM, FRENCH ELLISON, ARNOLD OIL COMPANY, AND ARGUINDEGUI OIL CO. FOR LUBRICANT & FLUID SUPPLIES. BOARD VICE-CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies

Mr. Majchszak commented that again this item aligns with the Board Priority of Public Image and Transparency. He said the CCRTA stocks various types of fasteners for our bus fleet, and also stocks maintenance repair and operational supplies that includes adhesives, aerosols, earplugs, protective gloves, respirator and masks, and safety glasses. Mr. Majchszak commented the current contract is with L&M Industrial Supply. He stated this is a three-year base contract with 2 one-year options that was approved on June 22, 2016, and the option years are running out on this particular contract. He reported the purpose of this supply agreement is to allow the CCRTA to maintain firm pricing on products with the vendor paying for the freight and associated costs to our facility at Bear Lane. Mr. Majchszak said the current contract will expire in August this year, and the IFB is divided into 25 sections being awarded to the lowest overall bidder based on estimated usage, and is structured with a three-year base with 2 one-year options following board approval.



Mr. Majchszak commented that Staff will collaborate with the successful bidder to pursue DBE participation, and the projected three-year base cost is \$120K, also based on actual usage. He said the funds are accounted for in the 2021 CIP, with future board approval of operating budgets.

DIRECTOR MARTIN 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 FASTENERS AND MISCELLANEOUS SHOP SUPPLIES. BOARD VICE-CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles

Mr. Majchszak commented that it also aligns with the Board Priority of Public Image and Transparency. He reported that the transportation support vehicles help us with assisting service we provide across the 846 square mile service area, and these will be mainly used by support staff, and occasionally the street supervision or operators for reliefs. He said they also assist with detours, weather, special events, accidents and incidents, service interruptions, safety and security, maintenance of our electronic equipment on the vehicles and any other associated needs we ever in the area. Mr. Majchszak stated the current vehicles have exceeded their useful life, and said these are 2009 and 2011 vehicles we are replacing. He commented we want to make sure we are not incurring excessive maintenance costs. Staff will pursue DBE participation with the bidder, and the 4 transportation support vehicles project is budgeted for \$211,992 and is a funded by both local and Formula funds in the 2021 CIP, the local match is about \$42,398 and the Federal match of \$169,594.

DIRECTOR WOOLBRIGHT 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 FOUR (4) TRANSPORTATION SUPPORT VEHICLES. DIRECTOR MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 9:28 a.m.

Submitted by: Dena Linnehan



Subject: Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service

Background

CCRTA utilizes a contractor for tire leasing and service charges for the bus fleet. Tires are leased based on actual miles driven and have a minimum operating tread depth, front 4/32nds and rear 2/32nds.

A contracted Tire Technician provides a turnkey service to include; conduct monthly inventory, document all tire transactions, mount and dismount tires, repair damaged tires, ensure proper tire pressure, and identify/mitigate tire related concerns. In addition, the contractor is responsible for the disposal of scrap tires in accordance with all state and federal laws.

CCRTA staff analyzed performing services in-house. However, the high capital investment and implementation cost, additional staffing and liability of scrap tire disposal, were deemed not to be cost effective.

Identified Need

The current contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service will expire in August of 2021.

The turnkey service ensures a specialized technician, trained on current and new advances, will maintain the fleet's tires to industry standards; tire wear, alignment, repair or replacement due to road hazards, tire installs and demounting processes.

The Bus Tire and Leasing Services contract is structured with a three (3) year base and two (2) one-year options following Board approval.

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

Two bids were received and Bridgestone Americas Tire Operations, LLC is the low bidder. The projected cost for the three (3) year base contract is \$444,619.93. Expenditures will be determined by actual usage. Funds will be accounted for within the Board approved operating budgets for each year.

BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC							
TIRE SIZE	TIRE RATE (YEAR 1)	TIRE RATE (YEAR 2)	TIRE RATE (YEAR 3)	AVERAGE LEASE RATE		EST. TIRE MILES (3 YEARS)	ESTIMATED CONTRACT LEASE
315/80R22.5	\$0.004766	\$0.004862	\$0.004958	\$0.004862	X	53,310,114	= \$259,193.77
	YEAR 1	YEAR 2	YEAR 3	AVERAGE CHARGE			EST. TOTAL SERV. CHARGE
MONTHLY SERVICE CHARGE	\$4,950.08	\$5,148.09	\$5,354.01	\$5,150.73	X	36 Months	= \$185,426.16
THREE YEAR BASE, ESTIMATED TOTAL COST							\$444,619.93

GOODYEAR TIRE AND RUBBER COMPANY							
TIRE SIZE	TIRE RATE (YEAR 1)	TIRE RATE (YEAR 2)	TIRE RATE (YEAR 3)	AVERAGE LEASE RATE		EST. TIRE MILES (3 YEARS)	ESTIMATED CONTRACT LEASE
315/80R22.5	\$0.006142	\$0.006264	\$0.006452	\$0.006286	X	53,310,114	= \$335,107.38
	YEAR 1	YEAR 2	YEAR 3	AVERAGE CHARGE			EST. TOTAL SERV. CHARGE
MONTHLY SERVICE CHARGE	\$6,770	\$7,040	\$7,322	\$7,044	X	36 Months	= \$253,584.00
THREE YEAR BASE, ESTIMATED TOTAL COST							\$588,691.38

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing Service.

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: Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations

Background

Currently, the CCRTA contracts with MV Transportation, Inc. to operate paratransit, select fixed-routes, flexible, and our autonomous services. Paratransit service (B-Line) is an origin-to-destination transportation service that the CCRTA is required to provide for riders determined eligible using the Americans with Disabilities Act (ADA) guidelines. In 2019 (pre-COVID), paratransit passenger trips totaled 209,023 and in 2020 (COVID) totaled 128,029.

In addition to transportation services, MV Transportation, Inc. also provides administrative and support staff, Information Technology infrastructure, operator training, safety training, and maintains the fleet of 57 cutaway style vehicles and 45 support vehicles according to manufacturer specifications.

Identified Need

The current Paratransit and Small Bus Operations contract with MV Transportation, Inc. expires on December 31, 2021. A new contract is needed to ensure continuity of the CCRTA's transportation services. The RFP will be structured with a five (5) year base contract with one two (2) year option.

Included in the RFP will be several enhancements over our current contract such as: minimum wage standards, cost of living adjustments each year, equivalent benefits and cost of benefits for all employees, interactive voice response (IVR) phone system, and a mobile scheduling app for smartphones.

Below is the proposed project timeline:

Issue Request for Proposals	June 09, 2021
Pre-Proposal Meeting	June 23, 2021
Requests for Information (RFI) Due	June 30, 2021
Responses to RFI's Due	July 07, 2021
RFP Submission Deadline	July 21, 2021
Staff Recommendation to the Board	September 01, 2021
Contract Award	September 08, 2021
Contract Effective Date	January 01, 2022

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement, but staff will collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Paratransit and Small Bus Operations funds are accounted for in the Board approved annual Purchased Transportation budgets. Total costs of the base contract will be determined by: service provider rates on the contract awarded by the Board, Board approved annual budgets representing the level of service provided to the community, and paratransit ridership demand.

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations.

Submitted by: Derrick Majchszak
 Managing Director of Operations

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



Subject: Approve Issuing a Request for Qualifications (RFQ) for Project Management Services for Various Projects

Background

As part of the Federal Transit Administration's Competitive Grant Award package, to the Corpus Christi Regional Transportation Authority (CCRTA), two of the projects, Port Ayers Transfer Station Reconstruction and Del Mar College – Southside Bus Stops, has Project Management Oversight Services included as part of the overall project budget. Typically, any CCRTA, federal construction project with a budget over 1 million dollars, the CCRTA will budget for Project Management Services.

When the FTA conducts their Triennial Review of the CCRTA's procurement and management practices, the FTA will request all project management oversight documentation for the federal projects they select to audit/review. Consequently, with the hiring of a Project Management Firm for larger CCRTA projects, it allows for an independent project monitoring process, separate from the Architectural Design Team and CCRTA Staff.

Identified Need

The CCRTA Staff's intent is to release a Request for Qualifications for Project Management Services, for Port Ayers Transfer Station Reconstruction Project and Del Mar College – Southside Campus Bus Stops. The CCRTA Staff believes that these professional services would provide requisite oversight—resulting in reduced costs, and improved coordination with a more aggressive implementation schedule. Both of the above-mentioned projects will be tracking parallel timeframes and the additional support will only strengthen the RTA project team already in place, and will provide an additional layer of project tracking to be provided to FTA.

The term of the contract would be for two (2) years with a (1) year option if needed.

Financial Impact

The funding for these services is included as part of the FTA's Competitive Grant Award package to CCRTA. The services are budgeted at 2.5% of the overall construction costs. The estimated Project Management Services cost for the Del Mar – Bus Stops projects is \$31,730.02, and for the Port Ayers Transfer Station Reconstruction project the estimate is \$128,580.69.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Qualifications (RFQ) for Project Management Services for Various Projects.

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