



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS BUDGET WORKSHOP #5

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2022 Budget Workshop #5 a. Operations Budgets	R. Saldaña	20 min.	<i>PPT Attachment</i>

Total Estimated Time: 20 min.

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On **Friday, September 17, 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
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 25, 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 July 28, 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 Unleaded Fuel Supply**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations for –**
 - a) **General Architectural Services with Gignac Architects; Turner/Ramirez Architects; Able City, LLC; and WKMC Architects, Inc. as Architects of Record, and**
 - b) **Architectural Design Services with Gignac Architects for the Port Ayers Transfer Station Renovation Project, and**
 - c) **Architectural Design Services with Turner/Ramirez Architects for the Del Mar College South Campus – Bus Stops (2)**
8. **Committee Chair Report**
9. **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 8:32 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Anna Jimenez, Committee Chairwoman; Directors Michael Reeves, Glenn Martin and Gabi Canales.

Board Members Absent Matt Woolbright.

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.

Public Present Ben Schmit, MV Transportation; Robert Lott, SEC-OPS Inc.

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.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 28, 2021

VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JULY 28, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

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

Mr. Derrick Majchszak commented this item aligns with the Board Priority Public Image & Transparency. He commented for unleaded fuel, we have 36 maintenance, security, supervisor and other support vehicles that utilize unleaded fuel. We also have 3 cut-away vans utilized by the City of Port Aransas, 29 new ARBOC buses delivered in 2021, with an additional 13 to be delivered at the beginning of 2022 and 9 more by end of 2022. He said this is a result of all pending manufacturing issues that are going on currently.

Mr. Majchszak commented the current contract board approved on November 7, 2018 is a two-year base contract with a one-year option pending board approval. He provided the need for the unleaded fuel supply agreement in that it helps to ensure product availability, more predictable pricing and utilizes the oil pricing information service that is pretty much an industry standard marketing index for oil. He reported the pricing includes discounts or markups, and will be marked per site delivery date and the IFB will be issued as a two-year base contract. Mr. Majchszak commented Staff will collaborate with the successful bidder to pursue any DBE participation. He stated the total expenditures will be determined by consumption and by OPIS with funds being accounted for in the board approved annual operating budgets.

A slide presented displayed a chart to show the estimated costs consumption for 2022 and 2023. This includes the delivery of the 13 ARBOCs in early 2022 and additional 9 in late 2022. He said these numbers are affected by demand for B-Line and any additional services that the Board authorizes us to put out. Estimated annual usage in gallons for 2022 is 218,180 at a cost of



\$499,466.90; and in 2023 we anticipate using 394,868 gallons at a cost of \$904,247.30. These fuel costs are based off of \$2.29 per gallon which is our budgeted cost estimates used in 2022. He also commented that our Finance department helps us in put this together while also looking at some of the short and long range forecasts.

VICE CHAIRMAN REEVES MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BID (IFB) FOR UNLEADED FUEL SUPPLY. DIRECTOR GABI CANALES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations for – a) General Architectural Services with Gignac Architects; Turner/Ramirez Architects; Able City, LLC; and WKMC Architects, Inc. as Architects of Record; b) Architectural Design Services with Gignac Architects for the Port Ayers Transfer Station Renovation Project.; c) Architectural Design Services with Turner/Ramirez Architects for the Del Mar College South Campus – Bus Stops (2)

Ms. Sharon Montez commented this item aligns with the Board Priority of Facilities – Safety & Security. She said the CCRTA has used various architectural firms over the years to design various buildings and transfer stations, and this practice involved hiring one architectural firm for each project, and this process typically ranges from 4 to 6 months to hire the architect. Ms. Montez commented that in doing a review for efficiencies, we concluded and spoke with other agencies, that a pool of architectural firms would actually expedite the overall project schedule. She said the intent is to develop a pool of qualified firms to provide architectural services for our various projects and assignment of firms to specific projects is at the sole discretion of the CCRTA. She also stated that while the agency desires to use all firms in the qualified pool it develops, they are not guaranteed minimum work, and may not be assigned to any future projects if deemed in the agency's best interest.

Ms. Montez commented the purpose of having architects of record, serves the following objectives; assists with design of shovel ready projects in anticipation of additional grant funding; expedites unforeseen work assignments; supports CCRTA staff with projects that could run parallel and need to be fast-tracked; and a structured contract term at a fixed 3-year contract with one 2-year option to be brought back to Board for approval. She reported the two major projects; new Port/Ayers Station estimated at \$1.14M for construction; and the two bus stops at the new DelMar College South Campus estimated at \$2.11M will require architectural design services. She also mentioned that potential projects in the future could include Park 'N Ride projects, electric charging station projects and the Southside Transfer Station improvements.

She provided information on the RFQ that was issued June 24, 2021, and five proposals were received on August 5, 2021. Criteria used to evaluate the proposals were shown in the analysis she presented, and ratings were shown in the chart presented where Gignac was rated the highest at 94.6 total points; Turner Ramirez at 83.2 points; Able City at 79.75 points; WKMC at 71.2 points and Fresch at 62.6 points. Ms. Montez commented after assessment of the 5 firms, four of them were selected as recommendations of record, or 'pool'; Gignac, Turner Ramirez, Able City and WKMC. She provided additional background on each of the four firms and history with the CCRTA, and also stated that each of the firms indicated they will strive to meet the DBE goal of 5 percent. She said the estimated fees for architectural services are based on a percentage of the total construction costs that typically range from 8 to 11 percent.



Ms. Montez commented and asked the Board of Directors to authorize the CEO or designee to enter into negotiations for General Architectural Services with Gignac; Turner Ramirez Architects; Able City, LLC; and WKMC Architects, Inc. as the 'Architects of Record', and Architectural Design Services with Gignac Architects for the Port Ayers Transfer Station Renovation Project, and Architectural Design Services with Turner Ramirez Architects for the DelMar College South Campus 2 Bus Stops. She said the agreements will cover 3 years for the four firms and the 2-year option will be presented to the Board for approval, contingent upon a previous history of satisfactory performance.

DIRECTOR CANALES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ENTER INTO NEGOTIATIONS FOR – A) GENERAL ARCHITECTURAL SERVICES WITH GIGNAC ARCHITECTS; TURNER/RAMIREZ ARCHITECTS; ABLE CITY, LLC; AND WKMC ARCHITECTS, INC. AS ARCHITECTS OF RECORD; B) ARCHITECTURAL DESIGN SERVICES WITH GIGNAC ARCHITECTS FOR THE PORT AYERS TRANSFER STATION RENOVATION PROJECT,; C) ARCHITECTURAL DESIGN SERVICES WITH TURNER/RAMIREZ ARCHITECTS FOR THE DEL MAR COLLEGE SOUTH CAMPUS – BUS STOPS (2). VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Heard Committee Chair Report

Chairwoman Jimenez commented no new business to report on my side, and asked the other committee members for their comments. Director and Vice Chairman Reeves commented this would be his final committee meeting for his tenure with the CCRTA. His parting words for next week's Board meeting that he wanted to thank staff and everyone on the committee for the opportunity and lots of great memories. He said we have been through a lot together with many of you, and some of you who are new on the Board. He welcomed them to continue on and stated his appreciation. Chairwoman Jimenez thanked him and said she had learned a lot from him and it has been a pleasure working with him.

Chairwoman Jimenez asked Director Martin for any comments. He responded that he has enjoyed working with everyone, all his questions have always been answered in a timely manner and we are going to have to figure out something else...laughter. Chairwoman Jimenez replied we have learned so much from you and thank you for all the laughs, and always a kind smile.

Adjournment

There being no further review of items, the meeting adjourned at 8:56 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Dena Linnehan



Subject: Authorize Issuing an Invitation for Bids (IFB) for Lubricant & Fluid Supply

Background

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outlined by OEM specifications. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

Identified Need

The previous Lubricant & Fluid Supply contracts were structured with three-year base contracts and two one-year options following Board approval. The Board had authorized awarding the first option year on May 5, 2021. Due to market volatility, the contracted vendors opted not to sign the option year agreement.

This IFB will be structured with a one-year base contract and two one-year options following Board approval. The proposals must meet or exceed manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard for units built after 2016 and 2018)

Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with Bidders to pursue DBE participation, including subcontracting opportunities.

Financial Impact

This IFB is for a firm price supply agreement for Lubricant & Fluid Supplies. The projected cost of the one-year base contract is \$114,504.17, but expenditures will be determined by actual usage. Funds are accounted for the FY2021 and future Board approved annual operating budgets.

TYPE OF LUBRICANT/FLUID	EST. 1 YEAR USAGE/GALLONS	EST. COST PER GALLON/LB	EST. TOTAL COST
DIESEL ENGINE OIL/HYDRAULIC	667	\$ 15.25	\$ 10,171.75
NATURAL GAS ENGINE OIL	1400	\$ 23.55	\$ 32,970.00
ENGINE COOLANT	880	\$ 9.50	\$ 8,360.00
TRANSMISSION FLUID	1000	\$ 51.00	\$ 51,000.00
FRONT WHEEL BEARING GREASE (LBS)	1550	\$ 4.65	\$ 7,207.50
DIFFERENTIAL/REAR AXLE FLUID	400	\$ 12.00	\$ 4,800.00
TOTAL:			\$ 114,509.25

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 Issue an Invitation for Bids (IFB) for Lubricant & Fluid Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Enter into Negotiations with MV Transportation, Inc. for a Five (5) Year Contract 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 negotiations are for a five (5) year base with two one (1) year options following Board approval.

The proposed new contract contains several enhancements over the current contract such as: minimum wage standards, equivalent benefits and cost of benefits for all employees, an interactive voice response (IVR) phone system, and a mobile scheduling app for smartphones.

Analysis

A Request for Proposals was issued on June 9th, and proposals were due August 4th. Five proposals were received and a structured format was used to evaluate and rate the proposals. Interviews were conducted with the top 3 proposers on September 2nd. Written criteria for selection--in order of importance--were assigned as follows:

- Management, Technical, Safety Competence, and Expertise (25 pts)
- Operations and Maintenance Capability and Experience (15 pts)
- Quality of Staffing Plan and Approach (15 pts)
- Company Experience and References (10 pts)
- Quality Assurance Expertise - Financial Procedures, Data Collection, & Reporting (10 pts)
- Performance Standards (10 pts)

Proposal pricing was opened and scored after technical scoring was completed. Revenue schedule scoring was calculated by including the pricing for the five-year base contract and two one-year options, per the FTA.

- Proposed Revenue Schedule (25 pts)

The results of the evaluation are listed below:

Firms	Management, Technical, Safety Competence, & Expertise	Operations & Maintenance Capability & Experience	Quality of Staffing Plan and Approach	Company Experience and References	Quality Assurance Expertise - Financial Proc, Data Coll, & Reporting	Proposed Revenue Schedule	Totals
First Transit, Inc.	20.80	11.80	9.40	8.20	8.60	24.45	83.25
MV Transportation, Inc.	20.80	13.40	13.20	8.80	7.60	25.00	88.80
RATP Dev USA, Inc.	21.20	12.00	10.40	8.80	8.20	21.02	81.62

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. The estimated cost of the five-year base contract is \$43,852,985.23.

Firm	Annual Fixed Costs	Para Hourly Rate	Fixed Route Hr. Rate (non-CDL)	Non-ADA Demand Response Hourly Rate	Fixed Route Hourly Rate (CDL)	TOTAL FINAL AMOUNT
First Transit, Inc.						
2022	\$2,308,363.00	\$40.49	\$45.46	\$35.74	\$37.36	\$7,905,278.41
2023	\$2,379,276.00	\$41.90	\$43.51	\$36.98	\$38.02	\$8,168,930.11
2024	\$2,484,799.00	\$43.86	\$44.70	\$38.70	\$39.34	\$8,668,719.62
2025	\$2,573,158.00	\$46.72	\$47.88	\$41.26	\$41.34	\$9,348,299.68
2026	\$2,659,433.00	\$48.74	\$49.98	\$43.14	\$42.87	\$9,921,432.21
2027 (Opt Yr 1)	\$2,601,863.00	\$50.56	\$51.88	\$44.71	\$44.28	\$10,342,514.93
2028 (Opt Yr 2)	\$2,699,975.00	\$53.41	\$54.66	\$47.25	\$46.45	\$11,092,920.90
						\$65,448,095.86
MV Transportation, Inc.						
2022	\$2,333,741.00	\$39.73	\$53.23	\$39.83	\$41.99	\$8,261,939.14
2023	\$2,233,711.00	\$40.43	\$52.56	\$40.38	\$42.41	\$8,356,225.20
2024	\$2,305,065.00	\$41.60	\$52.56	\$41.40	\$43.57	\$8,706,346.03
2025	\$2,350,512.00	\$42.82	\$52.59	\$42.47	\$44.76	\$9,047,557.68

2026	\$2,461,209.00	\$44.17	\$52.69	\$43.65	\$45.96	\$9,480,917.18
2027 (Opt Yr 1)	\$2,517,326.00	\$45.44	\$52.74	\$44.74	\$47.34	\$9,864,093.86
2028 (Opt Yr 2)	\$2,606,896.00	\$46.70	\$52.76	\$45.83	\$48.73	\$10,291,209.52
						\$64,008,288.61
RATP Dev USA, Inc.						
2022	\$2,676,194.00	\$50.53	\$44.72	\$53.55	\$39.51	\$8,877,640.38
2023	\$2,480,296.00	\$53.99	\$47.51	\$55.65	\$41.14	\$9,272,268.38
2024	\$2,581,684.00	\$58.11	\$50.96	\$57.88	\$42.86	\$10,078,756.10
2025	\$2,686,101.00	\$62.29	\$53.83	\$60.08	\$44.58	\$10,902,089.10
2026	\$2,790,850.00	\$64.76	\$58.03	\$62.36	\$46.34	\$11,675,039.47
2027 (Opt Yr 1)	\$2,778,862.00	\$67.30	\$61.51	\$64.69	\$48.14	\$12,334,638.69
2028 (Opt Yr 2)	\$2,883,716.00	\$69.62	\$62.42	\$67.11	\$50.00	\$12,992,530.20
						\$76,132,962.32

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 Enter into Negotiations with MV Transportation, Inc. for a Five (5) Year Contract for Paratransit and Small Bus Operations for an amount not to exceed \$43,852,985.23.

- Two one-year options are available following Board approval.

Submitted by: Derrick Majchszak
Managing Director of Operations

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