



# AGENDA MEETING NOTICE

**DATE:** Wednesday, October 27, 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>	S. Alvarez	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</b> <b>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="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of: a) July 28, 2021 <i>Note: August 25, 2021 &amp; September 22, 2021</i> <i>(Meetings Cancelled No Minutes)</i>	P. Dominguez	3 min.	<b>Pages 1-6</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Approve the Fiscal 2021 Board & Committee Meetings Calendar for 2022	J. Cruz-Aedo	3 min.	<b>Page 7</b> <i>Attachment A</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution for Goodbuy Purchasing Cooperative	R. Saldana	3 min.	<b>Page 8</b> <i>Attachment A</i>
8.	<b>Committee Chair Report</b>	P. Dominguez	3 min.	-----
9.	<b>Adjournment</b>	P. Dominguez	1 min.	-----

**Total Estimated Time: 23 min.**

**OPERATIONS & CAPITAL PROJECTS**

**ANNA JIMENEZ, Chairwoman**

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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	S. Alvarez	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="#">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 to Approve the Operations &amp; Capital Projects Committees Meetings Minutes of September 22, 2021</b>	A. Jimenez	3 min.	<b>Pages 1-3</b>
6.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Fiscal Year 2022 Holidays and Service Levels</b>	D. Majchszak	3 min.	<b>Page 4 Attachment A</b>
7.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Option Year to Nash Entities, Inc, for Power Washing of the Transfer Stations</b>	S. Montez	3 min.	<b>Page 5-6 PPT</b>
8.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter Into Negotiations for Design Services with Hanson Professional Services, Inc., and Zarinkelk Engineering Services, Inc., for ADA Bus Stop Improvements – Phase VIII</b>	S. Montez	3 min.	<b>Pages 7-8 PPT</b>
9.	<b>Committee Chair Report</b>	A. Jimenez	3 min.	----
10.	<b>Adjournment</b>	A. Jimenez	1 min.	----

**Total Estimated Time: 26 min.**

On **Friday, October 22, 2021** this Notice was posted by **Stephanie Alvarez** 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, JULY 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 June 23, 2021
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Contract Modification No.7 to the existing SEC-OPS 5-Year Security Guard Service Contract, No. 2019-S-06, for the required increase in security services through FY2024 totaling \$1,543,940.04
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System
8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi
9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank
10. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for Long-Term Disability and Short-Term Disability Insurance
11. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for GenFare Bus Pass Media
12. Committee Chair Report
13. 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; Directors Lynn Allison, Eloy Salazar and Philip Skrobarczyk.

**Board Members Absent** Dan Leyendecker, Board Secretary.



**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](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.

**Action to Approve the Administration & Finance Committee Meeting Minutes of June 23, 2021**

**DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JUNE 23, 2021. DIRECTOR LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Contract Modification No.7 to the existing SEC-OPS 5-Year Security Guard Service Contract, No. 2019-S-06, for the required increase in security services through FY2024 totaling \$1,543,940.04**

Mr. Mike Rendón reported this item aligns with Board Priority – Safety & Security, and is for the need of additional security at the CCRTA. He explained we are asking to modify the existing contract as it will include additional hours, coverages and adding additional personnel. He commented the modification has coverage at Staples Street Center, Port/Ayers and South Side transfer station from 60 hours to 84 hours per week and will include Sundays, and Robstown station to ensure customer and staff safety. He said it will add a Rover position at 45 hours a week to inspect facilities, support guards on the platforms and patrol of all bus routes. Mr. Rendón said this will help us to establish a three-tier base scale for commission, non-commission security



officers and to attract quality personnel, and to improve retention. He said it will also add 191 hours of additional security hours to the 2021 contract, and incorporate additional service into the 2022, 2023 and 2024 years. The financial impact once approved would start August 19, 2021 through December 31, 2021. A slide was displayed with a chart to show the current and proposed hours, hourly rate, weeks and costs. He said we will increase by 45 hours for the Rover position per week; Staples Street by 14 hours, Port/Ayers and South Side by 24 hours; add new guard in Robstown 84 hours, and if needed 40 hours for overtime as there have been situations where we needed an extra guard that was not scheduled on the contract. The total cost for the modification is \$81,071.04 for the remaining 19 weeks in 2021 paid with local funds. Another slide displayed showed a chart with 2022, 2023 and 2024 costs. He said the 2022 and 2023 costs will be the same at \$567,187.15, and 2024 is for only 6 months of service at \$328,494.70, for a total charge on the contract at \$1,462,869.00 for these 3 years inclusive of the remaining \$81,071.04 for 2021. Mr. Rendón presented another slide with a chart to show each of these 3 years and the cost increase amounts. Total contract is \$1,543,940.40.

Mr. Jorge Cruz-Aedo commented we will be doing a system analysis to make sure we are providing the services we need here at the agency. He said the system will continue to grow and we will be adding amenities to our bus stops with shelters, benches and lighting to make them more secure in the next few years. He said we are fortunate enough to have these grants to help pay the costs for these additional services.

**DIRECTOR ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE CONTRACT MODIFICATION NO.7 TO THE EXISTING SEC-OPS 5-YEAR SECURITY GUARD SERVICE CONTRACT, NO. 2019-S-06, FOR THE REQUIRED INCREASE IN SECURITY SERVICES THROUGH FY2024 TOTALING \$1,543,940.04. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System**

Mr. Robert Saldaña reported this item aligns with the Board Priority – Innovation. He provided background information to say the current and primary system the agency utilizes is the Computer-Aided Dispatch (CAD), Automatic Vehicle Location (AVL) and Clever Devices DRI since 2009. He commented we are looking to replace the Clever Device system with new hardware and current applications being used by this is a CAD; AVL to track our buses throughout the service area; announcements that are on buses. and our bus interior signage is controlled by this as it tracks our On-Time Performance (OTP). He said this provides feedback on the route adherence and with notifications and has ability to send digital messages to buses from dispatch. Mr. Saldaña mentioned that the vehicle has emergency alarms and provides real-time data to various transit apps.

He said the system and equipment has reached the end of their useful life, and if we move to another vendor, all of the equipment has to be replaced, and the equipment is proprietary right now. He commented that Digital Recorders Inc. was the original company we used in 2009, and was acquired by Clever Devices in 2012, and our current vendor upgrade path is fully proprietary. He said even if we change our equipment with a new vendor, we still have to replace all that equipment, and bus scheduling is vendor dependent.



Mr. Saldaña said we are looking for a modern, open data interchange, a freely available API to interface with other systems, that is a state of the art system that meets our future needs. He reported this system will be Cloud hosted for our CAD and AVL system and will replace and address five major issues; 1) OTP by helping us track buses; 2) Improve dispatch reliability; 3) Improve our scheduling and planning; 4) Improve data management and reporting; and with all those four on top, it hopefully 5) Improve and increased ridership.

He said Staff will encourage the successful bidder to use a DBE business, and this is for a 5-year contract with the bulk of the work done in the first two years, as a two-phased approach in 2021 and 2022. He said this contract is budgeted in 2021 & 2022 CIPs at an estimated cost of \$1.2M Phase I and \$971,500 for Phase 2 in 2022, and in 2021 CIP will be funded by a 5339 grant at an 80/20 split.

**DIRECTOR SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR A BUS CAD/AVL SYSTEM. DIRECTOR SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi**

Mr. Robert Saldaña reported this item aligns with the Board Priority – Innovation. He provided background information that the current system has met its useful life and

our current bus modem cellular routers have been in place since 2015 and it's at the end of life. Usually a life span of three to five years. It is on 86 fixed route buses. The modem supports our Internets, AVL system as well as provide Wi Fi on all our buses using the Cisco router. The CCRTA is look to go replace all 86 cellular mow temps and IT staff will be to maintain or control the cost, staff will do installation ourselves. The system and equipment has met its useful life. We're looking for all in one solution to provide Internet and AVL system as well as public Wi Fi. This will be moving to a cloud based system. By moving to a cloud based it will help us be able to update remotely as opposed to going to each bus route. Hopefully save us some dollars as far as staff cost. This was for 4 G and 5 G cellular systems here. The modem will be robust enough to keep up the current future needs, as well as provide AT&T, first net wireless system. It's the only nationwide broadband communications platform dedicated to first responders. If we have a hurricane or something that causes the system to go up, we'll be the first to go up. That's the first they go for is the first responders. Staff will encourage the successful bidder to reach out to DBE companies. The financial impact is about \$134,420. This is including the 2021 CIP and will be grant funded at an 80/20 split. Staff requests the administration and finance committee recommend the Board of Directors to authorize the chief executive officer or CEO or designee to authorize issuing of the RFP for the bus modem cellular routers and Wi Fi

**DIRECTOR PHILIP SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR A BUS MODEM CELLULAR ROUTERS WITH WI-FI. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank**

Mr. Robert Saldaña reported this item aligns with the Board Priority – Financial Transparency. He provided background information and stated in Section 451.101 of the Texas Government Code, it allows the Board of Directors to authorize a designee to sign checks for money demands for the CCRTA. He commented it is necessary to revise this for two basic reasons; 1) we had an Entrust employee retire and needed to replace the person, and 2) had a position change and needed to add someone to it. He said we require two authorized personnel on each location to be able to sign to meet the demands of the CCRTA, and these external and internal requirements require a board resolution to correct the process of the banking necessary needs for these medical claims, and strictly is an account that covers all our medical claims only. Mr. Saldaña said it is not for any other financial obligations. We need to delete Ms. Robyn Jacobson, the person who retired from Entrust, now 90 Degrees, and we will move Ms. Sharon Montez to Capital Projects, add Mr. Lonnie Meadows, the replacement/new employee at Entrust, now 90 Degrees, and add Mr. Mike Rendon, Managing Director of Executive Affairs. This is the revised list of the people on the signature authority.

**DIRECTOR ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT A RESOLUTION DESIGNATING CERTAIN PERSONS TO SIGN CHECKS ON THE MEDICAL CLAIMS BANK ACCOUNT HELD AT FROST BANK, THE AUTHORITY'S DEPOSITORY BANK. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for Long-Term Disability and Short-Term Disability Insurance**

Ms. Angelina Gaitan reported this item aligns with Workforce Development Board Priority. She said the agency offers Long-Term Disability insurance to the employees who have completed one year of employment, and the premium is paid for by the CCRTA. The benefit pays out 66.67 percent of an employee's base wages after a 90-day elimination period. She commented the benefit covers permanent disability, occupational disability, mental and nervous related disabilities. Ms. Gaitan also commented the agency offers Short-Term Disability to employees who work 32 hours per week, and the employee is responsible for the premium. The Short-Term Disability benefit pays out 60 percent of the employee's base wages after a 14-day elimination period. She said the benefit period is for 11 weeks for partial, total and permanent disabilities.

United Health Care has provided the short-term and long-term services for the past few years and the current contract expires December 31, 2021. She said it will be essential for us to have these insurances available to our employees for any need in their future. Ms. Gain stated the annual cost estimate is approximately \$253,495, and is split for short-term which is voluntary at \$36,604 paid by the employee, and long-term paid by the agency is \$216,891, and these costs are 100 percent budgeted within each individual operating department of the employee.

**DIRECTOR SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUING A REQUEST FOR PROPOSAL (RFP) FOR**



**LONG-TERM DISABILITY AND SHORT-TERM DISABILITY INSURANCE. DIRECTOR SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for GenFare Bus Pass Media**

Ms. Sharon Montez commented the item aligns with the Board Priority – Public Image and Facilities. She reported on the background where the CCRTA is currently using an electronic fare box collection system called GenFare Bus Pass (GFI). She said the system uses specialized encoded bus passes to provide a collection of data and reports and she provided a list of passes that we have currently been utilizing; one-day pass, seven-day pass and a 31-day pass. She reported the agency also has a 31-day B-Line paratransit pass, CCISD late run passes for students, a token program. Ms. Montez also stated the agency procures business cards from the vendor.

For this item, she said we are seeking a 3-year base contract with two 1-year options. She commented the agency has been discussing a kind of hybrid approach to bus passes and looking at smart cards and tap cards. The new GenFare systems allow and accept the tap cards, and buses we have been purchasing have these systems on them. She reported the financial impact and estimated annual costs is at \$35K.

**DIRECTOR ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUING A REQUEST FOR PROPOSAL (RFP) FOR GENFARE BUS PASS MEDIA. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Heard Committee Chair Report**

Chairwoman Dominguez commented she did not have anything specific at this time, yet she thanked the CCRTA Staff for our continued dedication. She said that with the COVID cases rising again, it makes things more complex in the services that we are doing and what we are trying to provide. Not only for staff but for the community. So I thank you.

**Adjournment**

There being no further review of items, the meeting adjourned at 9:22 a.m.

Reviewed by: Ashlee Winstead-Sherman  
Submitted by: Dena Linnehan



**Subject:** Adopt the Fiscal 2022 Board and Committee Meetings Calendar

**Background**

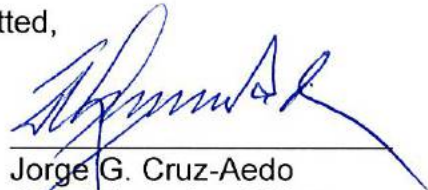
Each year, the Board adopts a meeting calendar for the upcoming year. The CCRTA monthly Board Meeting(s) are scheduled on the first (1<sup>ST</sup>) Wednesday of each month. The Administration & Finance Committee and Operations & Capital Projects Committee are held on the fourth (4<sup>TH</sup>) Wednesday each month, respectively.

**Recommendation**

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to Adopt the 2022 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by:



---

Jorge G. Cruz-Aedo  
Chief Executive Officer



2022 Meeting Calendar - CCRTA Board of Directors

JANUARY calendar grid with meeting dates highlighted in red: 1, 5, 17, 26

January

5TH - BOARD Mtg. 8:30 a.m.
26TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

JULY calendar grid with meeting dates highlighted in red: 6, 27

July

6TH - BOARD Mtg. 8:30 a.m.
27TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

FEBRUARY calendar grid with meeting dates highlighted in red: 2, 23

February

2ND - BOARD Mtg. 8:30 a.m.
23RD - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

August

AUGUST calendar grid with meeting dates highlighted in red: 3, 24

3RD - BOARD Mtg. 8:30 a.m.
24TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

MARCH calendar grid with meeting dates highlighted in red: 2, 23

March

2ND - BOARD Mtg. 8:30 a.m.
23RD - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

September

SEPTEMBER calendar grid with meeting dates highlighted in red: 7, 28

7TH - BOARD Mtg. 8:30 a.m.
28TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

APRIL calendar grid with meeting dates highlighted in red: 6, 17, 27

April

6TH - BOARD Mtg. 8:30 a.m.
27TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

October

OCTOBER calendar grid with meeting dates highlighted in red: 5, 26

5TH - BOARD Mtg. 8:30 a.m.
26TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

MAY calendar grid with meeting dates highlighted in red: 4, 25, 30

May

4TH - BOARD Mtg. 8:30 a.m.
25TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

November

NOVEMBER calendar grid with meeting dates highlighted in red: 2, 16, 24

2ND - BOARD Mtg. 8:30 a.m.
16TH - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

JUNE calendar grid with meeting dates highlighted in red: 1, 20, 22

June

1ST - BOARD Mtg. 8:30 a.m.
22ND - COMMITTEE Mtgs. 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

December

DECEMBER calendar grid with meeting dates highlighted in red: 7, 25, 26

7TH - BOARD Mtg. 8:30 a.m.
No COMMITTEE Mtgs.

Legend:

Meetings - BOD & COMM

# in red = CCRTA Holidays (Closed or Reduced Service)



**Subject:** GoodBuy Purchasing Cooperative Agreement

**Background**

The CCRTA utilizes a variety of ways to purchase goods and services, one of which is through utilizing coops and buyboards. Having the option to purchase from various coops and buyboards allows the CCRTA to save time, resources, and funds throughout the procurement process. GoodBuy Purchasing Cooperative allows for the purchase of goods and services in an efficient, cost effective, and competitive procurement method that abides by local and state purchasing guidelines.

**Identified Need**

To become a member of the GoodBuy Purchasing Cooperative, a Resolution passed by the CCRTA Board of Directors is required. Becoming a member of the GoodBuy Purchasing Cooperative allows the CCRTA the opportunity to purchase goods and services from contracts that meet all local, and state competitive bidding requirements, saving time and resources in the process.

**Financial Impact**

There are no membership fees associated with GoodBuy Purchasing Cooperative.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute the Resolution for Goodbuy Purchasing Cooperative.

**Board Priority**

This Board Priority aligns with Public Image and Transparency.

Respectfully Submitted,

Submitted by: Christina A. Perez  
Director of Procurement/Grants

Reviewed by: Robert Saldaña  
Managing Director of Administration

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

# Corpus Christi Regional Transportation Authority



## Resolution [GOODBUY PURCHASING COOPERATIVE]

**WHEREAS**, the Corpus Christi Regional Transportation Authority (CCRTA) pursuant to the authority by Article 791et.seq.of the Inter-Local Cooperation Act, as amended, desires to participate in the Goodbuy Purchasing Cooperative.

**WHEREAS**, the CCRTA has elected to be a Member of the Goodbuy Purchasing Cooperative, a program created by local governments in accordance with the Inter-local Cooperation Act 791, Texas Government Code.

**WHEREAS**, the CCRTA is of the opinion that participation in the Goodbuy Purchasing Cooperative will be highly beneficial to the taxpayers of the local government through the efficiencies and potential savings to be realized through participation in this Shared Service Arrangement Resolution; and

**WHEREAS**, the CCRTA desires to participate and join with other local governments in a cooperative inter-local agreement and a shared service agreement for the purpose of fulfilling and implementing their respective public governmental purposes, needs, objectives, programs, functions and services.

**NOW THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the CCRTA does request the Goodbuy Purchasing Cooperative include its stated needs for all categories of instructional goods and services, whereby the CCRTA may be allowed to purchase those items from the Goodbuy Purchasing Cooperative contracts; and that the Goodbuy Purchasing Cooperative is authorized to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the CCRTA that have elected to participate in this Agreement.

**FURTHER, BE IT RESOLVED**, that the Board of Directors of the Corpus Christi Regional Transportation Authority does hereby authorize its Chief Executive Officer to execute this Agreement.

**DULY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_, 2021.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

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

\_\_\_\_\_  
Edward Martinez  
Chairman of the Board



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, September 22, 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 August 25, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Lubricant and Fluid Supply**
7. **Action to 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**
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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Chairman Mr. Mike Reeves called the meeting to order at 8:33 a.m. He welcomed new appointee from Small City Mayors Committee, Ms. Beatriz Charro. Ms. Dena Linnehan called roll and stated a quorum was present.

**Board Members Present** Anna Jimenez, Committee Chairwoman; Directors Michael Reeves, Glenn Martin, Patricia Dominguez, Lynn Allison, Gabi Canales, Eloy Salazar, and Matt Woolbright

**Board Members Absent**

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

**Public Present** Ben Schmidt, MV Transportation

**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.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of August 25, 2021**

**VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF AUGUST 25, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES, AND WOOLBRIGHT VOTING IN FAVOR.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Lubricant and Fluid Supply**

Mr. Derrick Majchszak reported the RTA requires heavy duty oils, lubricants, and fluids. These are specifications of Original Equipment Manufacturer (OEM). He listed OEM criteria; Allison TES, American Society for test 7, Society of Automotive Engineers, American Petroleum Institute, and API-CK-4. He stated this is to ensure Federal Transit Association (FTA); State of Good Repair by maintaining equipment. Mr. Majchszak reported the previous contracts were structured with a three-year base and two one-year options following board approval. Mr. Majchszak noted that an IFB will be structured with a one-year base and two (2) one-year options following Board approval. It was reported that staff will continue to collaborate with bids to pursue Disadvantage Business Enterprise; DBE participation. Mr. Majchszak stated that the projected cost of the one-year base contract is \$114,504.17, and reminded the Committee this would be determined by actual usage. He reviewed a financial impact chart listing type of lubricant with estimated 1-year usage of gallons, estimated cost per gallon, and estimated cost.

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

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations with MV Transportation, Inc. for a Five Year Contract for Paratransit and Small Bus Operations for an amount not to exceed \$43,852,985.23**

Mr. Dereck Majchszak reported the current paratransit and small bus operations contract with MV Transportation, Inc. The Board approved MV contract on September 4, 2013 and it went into effect January 1, 2014. MV contract was a 5-year base contract, one-two year option. He reported the contract serviced paratransit (B-line), small vehicle fixed routes, flexible services, and Vehicle Maintenance. Mr. Majchszak stated that the contract modification expires December 31, 2021.

Mr. Majchszak reported; RFP was issued on June 9th and proposals were due on August 2021. He listed the written criteria for the top three proposers, First Transit, Inc., MV Transportation,



Inc., and RATP Dev USA, Inc. He explained the interview process and the total scoring of each Paratransit. It was noted that there is no DBE requirement for this procurement but staff would continue to pursue DBE participation. Mr. Majchszak explained FTA calculated scoring is of 7-year contract. He noted that RTA contract would be based on a 5-year contract.

Mr. Mike Reeves questioned if the three community members participated during interviews. He asked; Mr. Jorge Cruz-Aedo opinion of MV transit, he stated always very satisfied. Ms. Lynn Allison complemented Mr. Ben Schmidt on a well job done through the years she has been a board member, and she believes the Committee made the right decision.

Mr. Matt Woolbright requested a breakdown of the scores before next board meeting. Mr. Woolbright requested an opinion from John Bell; General Counsel, about the interviews before and after scoring calculations.

**DIRECTOR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ENTER INTO NEGOTIATION WITH MV TRANSPORTAION, INC. FOR A FIVE (5) YEAR CONTRACT FOR PARATRANSIT AND SMALL BUS OPERATITONS FOR AN AMOUNT NOT TO EXCEED \$43,852,985.23. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES, VOTING IN FAVOR, WOOLBRIGHT VOTING AGAINST.**

#### **Heard Committee Chair Report**

Nothing reported at this time.

#### **Adjournment**

There being no further review of items, the meeting adjourned at 9:11 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Stephanie Alvarez



**Subject:** Approve the Fiscal Year 2022 Holidays and Service Levels

**Background**

Each year, the Corpus Christi Regional Transportation Authority (CCRTA) Service Standards require Board of Directors approval of service levels on holiday dates or on dates adjacent to a holiday. In the past, CCRTA has not operated service on Easter, Thanksgiving, and Christmas holidays. On other dates, the CCRTA has operated a modified schedule in alignment with historic ridership levels.

**Identified Need**

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. In addition to the holidays approved in the past, the Juneteenth federal holiday is a proposed new holiday for Fiscal Year (FY) 2022. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the FY 2022 Holidays and Service Levels.

**Financial Impact**

Costs associated with the FY 2022 Holidays and Service Levels are included in the proposed 2022 Operating Budget.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the FY 2022 Holidays and Service Levels.

**Board Priority**

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

To: CCRTA & Contract Employees  
 From: Jorge Cruz-Aedo, Chief Executive Officer  
 Re: 2022 Holidays and Service Levels

The 2022 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

The Chief Executive Officer or designee determines the public transportation needs of the community which may result in changes to a schedule or service level.

Day	Date	Holiday	Service Level	Comments
Friday	December 31, 2021	New Year's Eve ** (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Saturday	January 1, 2022	New Year's Day	Saturday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Monday	January 17, 2022	Martin Luther King Jr. Day	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Friday	April 15, 2022	Good Friday (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	April 17, 2022	Easter Sunday	No Service	RTA Holiday: All Facilities Closed
Monday	May 30, 2022	Memorial Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Sunday	June 19, 2022	Juneteenth	Sunday Service Level	RTA Observed Holiday: Administration and Customer Service Closed on June 20, 2022
Monday	June 20, 2022	Observed Juneteenth (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Monday	July 4, 2022	Independence Day	Reduced Service Level *	RTA Observed Holiday: Administration and Customer Service Closed
Monday	September 5, 2022	Labor Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Thursday	November 24, 2022	Thanksgiving	No Service	RTA Holiday: All Facilities Closed
Friday	November 25, 2022	Black Friday	Weekday Service Level	No RTA Holiday
Sunday	December 25, 2022	Christmas	No Service	RTA Holiday: All Facilities Closed
Monday	December 26, 2022	Observed Christmas (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	January 1, 2023	New Year's Day	Sunday Service Level	RTA Holiday: Administration and Customer Service Closed
Monday	January 2, 2023	New Year's Day (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed

\*A reduced service level is similar to services operated on Sundays

\*\*Approved in 2021 Holiday & Service Levels



**Subject:** Award the Option Year to Nash Entities, Inc, for Power Washing of the Transfer Stations

**Background**

The CCRTA has the following bus transfer stations:

- Robstown Transfer Station
- Southside Transfer Station
- Port Ayers Transfer Station
- Staples Street Transfer Station

Prior to the current pandemic, the stations would be pressured washed at least once a month, while custodial staff would clean the stations at least twice a day.

**Identified Need**

Due to the highly contagious spread of COVID-19, CCRTA consistently reviews cleaning processes to develop superior levels of disinfecting. Therefore, the decision was made to hire a contractor to supplement Facilities Staff during the ongoing pandemic.

**Analysis**

The Invitation for Bids (IFB) was issued and thirteen (13) proposals were received. Three proposals were non-responsive. The lowest bidder was Nash Entities, Inc. The table below displays the bid costs for power washing twice a week, for one year.

No.	Description	Robstown Station	Southside Transfer Station	Port/Ayers Station	Staples Street Station	Total Cost
1	Nash Entities, Inc.	\$13,728.00	\$69,888.00	\$30,160.00	\$37,232.00	\$151,008.00

The company has been in business since 2003, or 18 years. A list of clients includes Chick-fil-A, Visit CC, Montgomery County and CCRTA, just to name a few.

The services performed for the CCRTA over the past year have been satisfactory and the contractor has been responsive and responsible.

**Disadvantaged Business Enterprise**

For this procurement the DBE goal is zero percent (0%).

**Financial Impact**

The option year price is the same as the previous year at \$151,008.

**Board Priority**

The Board Priority is Facilities and Safety.

**Recommendation**

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award the Option Year to Nash Entities, Inc., for Power Washing of the Transfer Stations.

Respectfully Submitted,

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

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



**Subject:** Enter Into Negotiations for Design Services with Hanson Professional Services, Inc., and Zarinkel Engineering Services, Inc., for ADA Bus Stop Improvements – Phase VIII

**Background**

The CCRTA is moving forward with the next phase of the ADA Transition Plan, which will be Phase VIII. To date the CCRTA has 852 bus stops that are now ADA compliant and we are 62% compliant.

The CCRTA has previously used a bidding model that divided the bus stop improvements into zones to give smaller contractors the opportunity to meet the bonding requirements for projects. We will utilize that same model this time and have two zones. Consequently, the CCRTA will hire two engineering teams to design the two bid packages for the contractors.

**Identified Need**

The overall goal is to improve another 54 and continue working towards reaching 100% ADA compliancy for the bus stops. Upon the completion of Phase VII and, if we are able to complete at least 126 bus stops, we should be at 71% compliancy at 978 bus stops.

**Analysis**

A Request for Qualifications (RFQ) was issued on July 28, and received on September 15. Five proposals were received. The selection criteria used to evaluate the proposals is listed in the table below:

**Firms and Allocated Points**

Firm	Firm Qualifications/ Summary of Relevant Projects (35 Points Max.)	Key Personnel Qualifications Handling This Project or Similar Ones (25 Points Max.)	Work Approach (15 Points Max.)	Quality of Client Services (10 Points Max.)	Supporting Information (5 Points Max.)	Engineer Services Questionnaire (5 Points Max.)	Response to Disadvantage Business Enterprise Requirements (5 Points Max.)	Totals - Maximum Points 100
Hanson Professional Services, Inc.	34.6	24.2	14.8	9.6	5	5	5	98.2
Zarinkel Engineering Services, Inc.	30.6	21.2	11	6.8	4.2	4.4	5	83.2
Mendez Engineering, PLLC	28.8	20.2	11.4	7.8	4.6	4.4	5	82.2
Munoz Engineering, LLC	29.8	19.8	12.2	6.6	3	4.4	5	80.8
Canyon EES, LLC	13.4	11	0	1.6	0.6	1.6	5	33.2

After assessing each submitted proposal, based on the criteria mentioned earlier, staff has determined that the top two firms with the highest scores are Hanson Professional Services, Inc.; and Zarinkelk Engineering Services, Inc..

Hanson's, main headquarters is located in Springfield, IL and they have a local office in Corpus Christi. Hanson has been in business 67 years. Hanson, has a local office in Corpus Christi. Zarinkelk Engineering Services, Inc. is located in Houston, TX. and has been in business 21 years.

Hanson's local employees have worked with the CCRTA on previous ADA Bus Stop Improvement projects and so has Zarinkelk Engineering Services, Inc. Both companies have performed satisfactory services.

**Financial Impact**

The estimated total cost for the two engineering contracts is estimated at \$53,000. This project is budgeted in the 2021 Capital Budget, funded with federal funds.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range up to 12%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

**Disadvantaged Business Enterprise (DBE)**

The DBE goal for this contract was established at 6% participation. Both recommended engineering firms have committed to meet the DBE goal through utilization of certified DBE firms.

**Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into negotiations for design services with Hanson Professional Services, Inc., and Zarinkelk Engineering Services, Inc., for ADA Bus Stop Improvements – Phase VIII. If negotiations do not proceed in a satisfactory manner then the RTA will proceed to negotiate with the engineering firm with the next highest score.

Respectfully Submitted,

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

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer