



AGENDA MEETING NOTICE

Committees

DATE: Wednesday, July 22, 2020

TIME: 8:30 a.m. Operations & Capital Projects Committee Meeting

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

**** ADMINISTRATION & FINANCE COMMITTEE MEETING CANCELLED ****

OPERATIONS & CAPITAL PROJECTS COMMITTEE

DAN LEYENDECKER (Chair)

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACIAL COVERINGS ARE REQUIRED (AND 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 Finance Committee Meeting Minutes of June 24, 2020	D. Leyendecker	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving	D. Majchszak	3 min.	Pages 4-5 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Bus Stop Amenities	S. Montez	3 min.	Pages 6-7 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for	S. Montez	3 min.	Pages 8-9 PPT

	Bids (IFB) for Power Washing at all Bus Transfer Stations			
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Bear Lane Bus Parking Lot Reconstruction	S. Montez	3 min.	Page 10 <i>PPT</i>
10.	Adjournment	D. Leyendecker	1 min.	----

Total Estimated Time: 25 min.

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BOARD OF DIRECTORS BUDGET WORKSHOP #1

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2020 Budget Workshop #1 a. Revenue Trends & Assumptions	R. Saldaña	40 min.	<i>PPT</i> <i>Attachment</i>

Total Estimated Time: 40 min.

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On **Friday, July 17, 2020** 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, JUNE 24, 2020

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 Finance Committee Meeting Minutes of May 27, 2020
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services
7. 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

Mr. Dan Leyendecker called the meeting to order at 9:25 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Dan Leyendecker, Committee Chair, Anne Bauman, Anna Jimenez, Philip Skrobarczyk and Matt Woolbright. Board members attended remotely.

Board Members Absent None.

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

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

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

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.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and



said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Operations & Capital Finance Committee Meeting Minutes of May 27, 2020

MR. PHILIP SKROBARCZYK MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL FINANCE COMMITTEE MEETING MINUTES OF MAY 27, 2020. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

Mr. Gordon Robinson reported this item aligns with the board priority of Innovations: Target Younger Riders. He provided details on the Memorandum of Agreement (MOA) with Texas A&M Corpus Christi and the CCRTA which operates two routes at the campus; Route 60, or Momentum Shuttle and Pilot Flex 93 services. He said the agreement also includes our B-Line service and the agreement is for a fare-free service for students, faculty and employees. Mr. Robinson also commented the university also provides reimbursement payments bi-annually each year under the agreement and the agency has been in this partnership for about 20 years as it began in 2000. The agreement is for September 1, 2019 through August 31, 2020.

Mr. Robinson presented a slide showing a map of the Route 60 Momentum Shuttle to show the service levels breakdown of days and times of services. He presented another slide with the map and picture of the stop paddle pole that showed where the Pilot Flex 93 stops are on the campus. He commented the annual renewal process will expire on August 31, 2020, and the upcoming term will be from September 1, 2020 through August 31, 2021. He said we have had multiple meetings with university representatives, especially during the COVID-19 pandemic, and we have decided to maintain the three existing services through the end of the year through 2021.

Mr. Robinson said the approximate costs of the contract for the year is \$573K. A slide presented showed the breakdown that the university reimburses, and for Route 60 Momentum Shuttle it is \$119,639.38, or 36 percent; the Pilot Flex 93 service at \$114,390.09, or roughly 45 percent. Total reimbursement costs from the university is \$234,029.47 that they reimburse CCRTA for our services. He said there is no DBE requirement for these services.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXECUTE A ONE-YEAR MEMORANDUM OF AGREEMENT (MOA) WITH TEXAS A&M UNIVERSITY-CORPUS CHRISTI FOR TRANSPORTATION SERVICES. MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Adjournment

There being no further review of items, the meeting adjourned at 9:32 a.m.

Submitted by: Dena Linnehan



Subject: Award a contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving

Background

The Materials Management Department warehouse facility stores approximately \$865,000.00 in parts and supplies. Materials Management currently utilizes numerous heavy-duty cabinets for inventory storage. The parts and supplies in inventory are needed for Preventative Maintenance Inspections (PMI's) and the necessary repairs to prevent or reduce service disruptions.

Identified Need

The Materials Management Department is responsible for maintaining the inventory of necessary parts and supplies to support a fleet of 70 buses (35' - 40'). The existing heavy-duty cabinets are over 35 years old and many are worn out from daily use and are unrepairable. This project will improve efficiencies in the use of storage space and warehouse productivity.

Disadvantaged Business Enterprise

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

Financial Impact

The Parts Inventory Storage Cabinets and Shelving project is budgeted for \$150,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The bid from The Lilly Company is \$89,919.91. The local match is 20% with a cost of \$17,983.98 and a federal cost of \$71,935.93.

Parts Inventory Storage Cabinets and Shelving		
IFB No. 2020-FP-06		
Ranking	Bidder	Total Bid Amount
1	The Lilly Company	\$89,919.91
2	Kipper Tool Company	\$116,356.39
3	Stanley Black & Decker	\$119,447.09
4	NCH Corporation - Partsmaster/Dyna Systems	\$142,848.00

Non-Responsive Missing
Certification Forms

Board Priority

This Board Priority aligns with Public Image & Transparency.

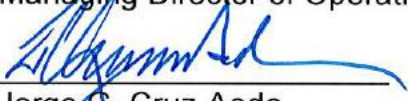
Recommendation

Staff recommends the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to award a contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



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

Background

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

- 1375 Bus stops
- 199 Tolar shelters and sun shade structures in the service area.
- 951 Benches and 12 Simme Seats
- 647 Trash receptacles

From direction of the Board of Directors, CCRTA has developed a Shelter Program which was implemented in 2019, that includes a Shelter Refurbishment Program and a Shelter Expansion/Replacement program.

In 2019 the Shelter Refurbishment Program kicked-off and to date 52 bus stops shelter amenities have been refurbished. Also, phase one of the Shelter Expansion/Replacement program is underway and 40 shelter sets are on order and are expected to be delivery in August of this year.

Identified Need

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

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

Description	Estimated Quantity	Estimated Avg. Unit Cost	Total Cost
Bus Stop Shelters	117	\$ 11,252	\$ 1,316,484.00
Solar Lighting	117	\$ 2,572.00	\$ 300,924.00
Benches – Advertising	175	\$ 860.00	\$ 150,500.00
Trash Receptacles	175	\$ 1,135.00	\$ 198,625.00
Smart Shelters	3	\$ 26,000.00	\$ 78,000.00
Bus Stop Beacon Light	82	\$ 2,172.00	\$ 178,104.00
Simme Seat	22	\$ 515.00	\$ 11,330.00
Freight			\$ 42,762.00
Estimated Total			\$ 2,276,729.00

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

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

Disadvantaged Business Enterprise (DBE)

The DBE goal for this procurement is 0%.

Board Priority

The Board Priority for this item is Facilities.

Financial Impact

The procurement would be structured as a three-year fixed contract with a two-year option. The estimated annual cost for the base three-year contract is, 523,750 for 2020, \$814,326 for 2021, \$938,653 for 2022, and the total for the three-year fixed contract would be approximately \$2,276,729.

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

Recommendation

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

Respectfully Submitted,

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

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



Subject: Authorize Issuing an Invitation for Bids for Power Washing Services for the Transfer Stations

Background

The CCRTA has the following bus transfer stations:

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

Prior to the current pandemic, the transfer stations were power washed at least once a month, while custodial staff would clean the stations at least twice a day. The Facilities Maintenance Staff is just not equipped to increase the frequency of the power washing at the stations, so the decision was made to hire a contractor to support staff for at least three months.

In May a short- term contract was awarded by the Board of Directors to Phoenix Clean for the power washing of the stations, for an amount not to exceed \$121,800. Three responsible bids were received.

Identified Need

Given the latest data on Covid-19 and the widespread nature of the disease, the CCRTA Staff believes the power washing services at the stations, should be continued at the current frequency of twice a week, in an effort to minimize the spread of Covid-19.

Staff seeks authorization to issue an Invitation for Bids for Power Washing Services at the transfer stations for services twice a week. The term would be a one-year base contract with a one-year option year.

Disadvantaged Business Enterprise

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

Financial Impact

The estimated cost of the service is \$487,200 for a one-year base contract and will be budgeted in the Facilities Maintenance Department, as part of the Covid-19 program.

Board Priority

The Board Priority is Facilities.

Recommendation

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue and Invitation for Bids (IFB) for Power Washing Services for 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: Authorize Issuing an Invitation for Bids for Bear Lane Bus Parking Lot Improvements

Background

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

Identified Need

The design for the project has been completed and the next step in the process is to issue and Invitation for Bids for Bear Lane Bus Parking Lot Improvements.

The project scope will include:

- Remove approximately 4,900 square yards of existing concrete and base material
- Construct a new 8" concrete pavement section including 8" of limestone base and compacted subgrade
- Replace a section of security fence with new line posts
- Re-striping the pavement in areas where the concrete will be replaced
- Re-install fencing loop detectors in areas where the concrete will be replaced
- The project is expected to take six months to complete, once construction begins.

Financial Impact

The estimated total project cost of the project is \$945,010. This project is federally funded, and the federal portion is \$756,008 and the local match is \$189,000.

Board Priority

The Board Priority is Facilities.

Recommendation


Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue and Invitation for Bids for Bear Lane Bus Parking Lot Improvements.

Respectfully Submitted,

Submitted &
Reviewed by:

Sharon Montez
Managing Director of Customer Services and Capital Projects

Final Approval by:


Jorge G. Cruz-Aedo
Chief Executive Officer