

SORTA/Metro Board Meeting October 24, 2023 6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING TUESDAY, OCTOBER 24TH, 2023 – 6:00 P.M SORTA BOARD ROOM 6th FLOOR 525 VINE STREET, CINCINNATI, OHIO, 45202

General Items:

Call to order

Pledge of Allegiance

CEO STAR Award: Derek Flint

CEO Star Award: Mike Weil & Bret Isaac

Hearings from citizens

Chairman Update

Action Items:

1 Approval of Board Minutes: September 26th, 2023

Finance Committee (Sonja Taylor)

Planning & Operations Committee (Blake Ethridge)

Consent Agenda Items:

Action Item: Procurement Matrix

- 2 Proposed Motion: Contract Modification for SS81-2022 Legal Services Dinsmore
 - 2.1 Action Item:
- 3 Proposed Resolution No. 2023-49: Approval of Contract Award for Queensgate Facility Column Repairs
 - 3.1 Action Item:
- 4 Proposed Resolution No. 2023-50: Approval of Contract Award for Pre-Employment Background Check Services
 - 4.1 Action Item:
- 5 Proposed Resolution No. 2023-51: Approval of Contract Award for Public Announcement Replacement at Queensgate and Bond Hill
 - 5.1 Action Item:
- 6 Proposed Resolution No. 2023-52: Approval of Contract Award for Service Quality Monitoring
 - 6.1 Action Item:

- 7 Proposed Resolution No. 2023-53: Approval of Contract Award for Bus Pusher Vehicles
 - 7.1 Action Item:
- 8 Proposed Resolution No. 2023-54: Approval of Contract Award for Customer Onboard Surveys
 - 8.1 Action Item:
- 9 Proposed Resolution No. 2023-55: Approval of Contract Award for Electrical Services Contractor
 - 9.1 Action Item:
- 10 Proposed Resolution No. 2023-56: Approval of Contract Award for Vehicle Digital Display Signs
 - 10.1 Action Item:
- 11 Proposed Resolution No. 2023-57: Approval of Contract Award for Street Sweeper Service Vehicles
 - 11.1 Action Item:
- 12 Proposed Resolution No. 2023-58: Approval of Contract Award for Radio Tower Lease
 - 12.1 Action Item:

Employee Relations Committee (Gwen Robinson)

Paratransit Coordination Committee (Kreg Keesee)

Labor Committee (Kreg Keesee)

Briefing Items:

- 13 Financial Results for September 30th, 2023 (Andy Aeillo)
- 14 Metro on the Move (Darryl Haley)

Other Items:

New Business:

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for

Tuesday, November 14th, 2023, at 9:00 a.m.

CEO STAR Award





Derek Flint

Presented to Queensgate Operator **Derek Flint** for ensuring a toddler's safety on Sept. 12, 2023.

Derek, a 10-year operator, was on Rt. 41 when he saw a toddler walking out in the street. He stopped his bus and brought the child safely across the street and out of danger. He contacted the RCC to report the situation and waited for further assistance and instructions.

Thanks for your concern!

CEO STAR Awards





Mike Weil



Bret Isaac

Presented to **Mike Weil**, Senior Director of Security, and **Bret Isaac**, Security Manager, for the recent assistance they rendered to the Cincinnati Police Department. Their quick thinking and conscientious actions were instrumental in the apprehension of a dangerous, violent criminal.

Thanks for your concern!

SORTA BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY SORTA/METRO AT HUNTINGTON CENTER SORTA BOARD ROOM-6th FLOOR 525 VINE STREET, CINCINNATI OHIO 45202

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, September 26th 2023, 9:00 a.m.

BOARD MEMBERS

PRESENT:

Jay Bedi, Chelsea Clark, Blake Ethridge, Rod Hinton, Kreg Keesee, Pete Metz, Gwen Robinson, and

KZ Smith

BOARD MEMBERS

Alyson Beridon, Tony Brice, Dan Driehaus, Trent Emeneker, Allen Freeman, Robert Harris, Sara Sheets and Sonja Taylor

ABSENT:

STAFF MEMBERS: Andy Aiello, Vicki Barker, Julie Beard, Myla Danison, John Edmondson, Patrick Giblin, Darryl Haley,

Adriene Hairston, James Hubbard, Natalie Krusling, Tenecia Le'Flore, Troy Miller, Jeff Mundstock, John Ravasio, Ruth Reed, Kevin Ruth, Khaled Shammout, Bill Spraul, Mike Weil and August

Schweitzer

LEGAL COUNSEL: Kimberly Schafer (Vorys, Sater, Seymour and Pease LLP)

GUEST/PUBLIC PRESENT:

Judi Craig, Woolpert

CALL TO ORDER

Mr. Keesee SORTA Board Chair, called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

None.

CHAIRMAN UPDATE

None.

APPROVAL OF AUGUST 22ND, 2023 BOARD MEETING MINUTES

Mr. Keesee made a motion that the minutes from the August 22nd, 2023, board meeting be approved as previously mailed and Mr. Ethridge seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Hinton reported on the Finance Committee meeting held on September 19th 2023, and there were items(s) to present for Board Approval.

PROPOSED MOTION: APPROVAL OF 2024 SORTA MEETING SCHEDULE

This board approved the motion of the 2024 Annual Board Meeting schedule. Rod motioned and Mr. Smith seconded the approval of the motion.

PROPOSED RESOLUTION 2023-44: APPROVAL OF 2024 HEALTHCARE PLAN

Mr. Hinton moved for adoption and Mr. Smith seconded the motion. The resolution approves a 1-year contract with United Healthcare at a cost of \$205,897 for healthcare and \$723,977 for stop loss.

By roll call, the SORTA Board approved the motion.

PLANNING & OPERATIONS COMMITTEE

Mr. Ethridge reported on the Planning & Operations Committee meeting held on September 19th 2023, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION 2023-45: APPROVAL OF CONTRACT MODIFICATION FOR PARATRANSIT VEHICLES

Mr. Keesee moved for adoption and Mr. Ethridge seconded the motion. The resolution approves a modified (5) year contract with TESCO, at a total cost not to exceed \$4,168,437.

By roll call, the SORTA Board approved the motion.

PROPOSED RESOLUTION 2023-46: APPROVAL OF CONTRACT AWARD OF ACCESS FUELING STATION

Mr. Keesee moved for adoption and Mr. Ethridge seconded the motion. The resolution approves a (1) year contract, at a total cost not to exceed \$3,128,674.

By roll call, the SORTA Board approved the resolution.

INFRASTRUCTURE, BIKE AND ROW COMMITTEE

Mr. Ethridge reported on the Infrastructure, Bike and ROW Committee meeting held on September 19th 2023, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION 2023-47: APPROVAL REVISED WESTERN HILLS VIAUCT CONTRACT

Mr. Ethridge moved for adoption and Ms. Clark seconded the motion. The resolution approves a revision of the grant award terms between SORTA and the City of Cincinnati for the Western Hills Viaduct project.

By roll call, the SORTA Board approved the motion.

PROPOSED RESOLUTION 2023-48: APPROVAL TO EXECUTE 2023 TRANSIT INFRASTRUCTURE FUND PROJECT CONTRACT

Mr. Keesee moved for adoption and Mr. Ethridge seconded the motion. The resolution approves the grant projects that were previously were approved by the Public Works Integrating Committee of Hamilton County.

By roll call, the SORTA Board approved the resolution.

FINANCIAL REPORTS AS OF AUGUST 31ST, 2023

Mr. Aiello presented the August financial results. Total revenues were \$18.3 million, which was favorable to budget by \$1.2 million. Total expenses were \$12.6 million, which is favorable to budget by \$549,000. Surplus/Deficit was \$5.7 million, which was favorable to budget by \$1.8 million. Ridership was 1.133 million, which is favorable to budget by 2744 thousand. Mr. Aiello then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

METRO ON THE MOVE REPORT

Mr. Haley presented the Metro on the Move report. His report included: Fall in love with Metro, Excellence in Financial Reporting, West End Shelter Tribute and Award and Recognition. He then concluded his report.

NEW BUSNIESS

Larry Pinkleton will be missed and is very missed by all.

ADJOURNMENT

The meeting adjourned at 4:44 p.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for October 17th, 2023, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:

Kreg Keesee Chair, SORTA Board ATTESTED:

Darryl Haley

CEO/General Manager/Secretary-Treasurer

| Project | Method | Vendor | Award | Term | Funding of 47 |
|--|--|---------------------------------|---|---------------------------------|----------------------------|
| SS81-2022 Legal Services, Dinsmore & Shohl | Sole Source / Contract Modification | Dinsmore & Shohl LLC | \$250,000 (o) <u>\$180,000 (m)</u> \$430, 000 | 1 year Jan 2023 – Dec 2024 | Unbudgeted Local Operating |
| 79-2023 Queensgate Facility Column Repairs | Invitation for Bid (IFB) | John Cecil Construction LLC | \$211,546 (100% XBE) | 1 year Jan 2024 – Dec 2024 | Budgeted Local Capital |
| 113-2023 Pre-employment Background Check Services | Request for Proposals (RFP) | ClearStar, Inc. | \$450,168 | 5 years Jan 2024 – Dec 2028 | Budgeted Local Operating |
| 120-2023 New Facilities Public Announcement System, QG/BH | Request for Proposals (RFP) | Security 101 | \$358,800 (19% XBE - \$69,000) | 1 year Nov 2023 – Oct 2024 | Budgeted Local Capital |
| 128-2023 Service Quality Monitoring | Request for Proposals (RFP) | C Robinson Associates, Inc. | \$174,750 (100% XBE) | 3 years Nov 2024 – Oct 2026 | Budgeted Local Operating |
| 129-2023 Bus Pusher Vehicles | Invitation for Bid (IFB) | Kirk's Automotive, inc. | \$239,345 | 4 years Nov 2024 – Oct 2027 | Budgeted Local Capital |
| 131-2023 Onboard Customer Survey | Sole Source / Contract Modification | C Robinson Associates, Inc. | \$98,400 (o) \$30,000 (m) \$118,400 | 9 months Sep 2023 – May 2024 | 100% FTA AOPP Grant |
| 134-2023 Electrical Services Job Order Contract | Request for Proposals (RFP) | Cincy Electrical Solutions, LLC | \$2,573,206 (100% XBE) | • | |

| Project | Method | Vendor | Award | Term | Funding of 47 |
|---|---|---------------------|---|---|------------------------|
| 147-2023 Vehicle Digital Display Signs | Sole Source Award / Transit Consortium Procurement | Message Point Media | \$3,579,230 (6% XBE, \$221,500) | 3 years Nov 2023 – October 2026 | Budgeted Local Capital |
| 148-2023 Street Sweeper Service Vehicle | State Contract / Request for Quotes (RFQ) | TYMCO Inc. | \$137,084 | Nov 2024 – Delivery/Final Acceptance | Budgeted Local Capital |
| 155-2023 Radio Tower Lease | | | \$270,000 | 25 year Sep 2021 – Aug 2046 | Budget Local Operating |

Total Awards for Month

\$8,204,129

YTD Diversity Spend \$7.9M ↑



| Attachments: | |
|--------------|--|
| Action Item | |

BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY MOTION

<u>APPROVAL OF CONTRACT MODIFICATION OF LEGAL SERVICES WITH DINSMORE & SHOHL, LLP</u>

I move that the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement be authorized to approve a modified purchase order for legal services with Dinsmore & Shohl LLP., at an additional cost of \$180,000, bringing the total contract amount up to \$430,000. This contract expires December 31, 2023.



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

James Hubbard, Director of Labor Relations

PROJECT NO.: SS81-2022 Legal Services – Dinsmore & Shohl

REQUEST: Contract Modification

BACKGROUND

Metro requires legal representation in a variety of legal disciplines, including labor and employment matters. Dinsmore & Shohl have provided Metro with legal counsel in labor and employment law since 1983.

Legal services have been provided by Dinsmore & Shohl since 1983 including labor and employment advice and employment litigation defense services and other matters.

BUSINESS PURPOSE

Legal representation on labor and employment matters, arbitration, and court proceedings is critical. Metro has seen an increase in matter relating to employment and the collective bargaining agreement in 2023. Additional funding is needed to continue legal services through the remainder of 2023.

PROJECT FINANCING

This not to exceed amount of the original contract was approved at \$250,000, a budgeted local operating expense. The modification amount of \$180,000 is an unbudgeted local operating expense.

PROJECT PROCUREMENT

Pursuant to Ohio Revised Code 306.43(H)(6), competitive procedures are not required when purchasing professional legal services. As such, no competition or sole source justification is required.

The term of the original contract will not be modified and will expire on December 31, 2023.

PROJECT DIVERSITY

As this is a modification to an existing contract for legal services, no vendor diversity analysis has been performed and no goal established.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. SS81-2022, on behalf of Metro with Dinsmore & Shohl LLC, increasing the total not to exceed value from \$250,000 to \$430,000, an increase of \$180,000.



APPROVAL OF CONTRACT NO. 79-2023 FOR QUEENSGATE FACILITY COLUMN REPAIRS

WHEREAS:

- 1. The Queensgate operating facility was constructed more than 50 years ago and is in a declining state of good repair.
- 2. Construction work is needed to repair significant damage to more than 200 structural columns at the Queensgate facility.
- 3. If construction work is not completed it will compromise the structural integrity of the Queensgate facility that houses more than 300 Metro revenue service fixed route vehicles.
- 4. Staff recommends the SORTA Board Trustees approve a contract with John Cecil Construction, LLC in the amount of \$211,546.
 - 5. This project will be funded with budgeted local capital.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with John Cecil Construction, LLC, at a total cost not to exceed \$211,546.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with John Cecil Construction, LLC on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Jeff Mundstock

PROJECT NO.: 79-2023 Column Repairs for Queensgate Facility

REQUEST: Contract Award

BACKGROUND

The Queensgate operating facility was constructed more than 50 years ago and is in a declining state of good repair. More than 200 structural columns are damaged by rust and deterioration after decades of inclement weather and general neglect. Metro worked with structural design engineers Elevar to assess the damage and generate appropriate bid documents for the repairs.

BUSINESS PURPOSE

Construction work is needed to repair the significant damage to more than 200 structural columns at the Queensgate facility. Further neglect will compromise the structural integrity of the facility which houses more than 300 Metro revenue service fixed route vehicles.

PROJECT FINANCING

The project was approved for \$400,000 of local capital funding in 2023.

The final project cost of \$211,546 is favorable to budget by \$188,454.

PROJECT PROCUREMENT

Pursuant to Ohio Revised Code requirements, all construction projects must be procured using an sealed bid method, or an Invitation for Bid (IFB).

Metro targeted 74 local firms capable of performing the required work. 15 firms downloaded solicitation materials with one firm submitting a response. Firms declining to participate cited a lack of available labor or scheduling conflicts as the primary reason.

This will be a firm-fixed fee contract that will expire on December 31, 2024.

PROJECT DIVERSITY

Based on the number of competitive XBE vendors and the lack of specialized industry classification codes for the work to be completed, Metro solicited the project as a set-aside, only accepting bids from qualified, certified XBE vendors.

72 certified XBE firms were contacted for the solicitation. 1 response was received.

Metro has confirmed that the vendor, John Cecil Construction LLC, is a certified XBE vendor.



RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 79-2023, on behalf of Metro with John Cecil Construction LLC, with a not to exceed value of \$211,546.



APPROVAL OF CONTRACT NO. 113-2023 FOR PRE-EMPLOYMENT BACKGROUND CHECK SERVICES

WHEREAS:

- 1. Metro conducts 500 pre-employment background checks per year for candidates being offered tentative employment or promotion, 80% which are for bus operators and maintenance employees.
- 2. Background checks are critical to ensuring the security and credibility of new hires, promotions, and other personnel contracted by Metro.
- 3. Potential employee backgrounds are examined to verify/validate education, work history, driving record, credit rating and criminal history.
- 4. Staff recommends the SORTA Board Trustees approve a contract with ClearStar, Inc. not to exceed \$450,000.
 - 5. This project will be funded with budgeted local operating.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with ClearStar Inc.,at a total cost not to exceed \$450,000.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with ClearStar Inc. on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Adriene Hairston, Sr. Vice President, Human Resources

PROJECT NO.: 113-2023 Pre-Employment Background Checks

REQUEST: Contract Award

BACKGROUND

Metro conducts approximately 500 pre-employment background checks per year for candidates being offered tentative employment or promotion, 80% of which are for bus operators and maintenance employees.

BUSINESS PURPOSE

Background checks are critical to ensuring the security and credibility of new hires, promotions, and other personnel contracted by Metro. Potential employee backgrounds are examined to verify/validate education, work history, driving record, credit rating, and criminal history.

PROJECT FINANCING

The tentative 2024 operating budget for this service is approximately \$90,000. Each annual operating budget is prepared by analyzing the volume of background checks from the previous period and determining any potential increases. Future operating budget requests will be reviewed during the budget planning cycle.

The awarded contract will be for an indefinite quantity to be delivered/consumed at an indefinite date (IDIQ contract). As such, pricing is scheduled on a per unit basis and costs incurred as services are rendered. The full not to exceed value of the contract is \$450,000 for a period of 5 years (approximately \$90,000 per year).

The final project cost is flat to budget for 2024. Future budget years will be determined during the budget planning cycle.

PROJECT PROCUREMENT

An analysis of the project requirements and competitive marketplace determined that a Request for Proposals (RFP) was the appropriate methodology, allowing staff to review proposed deliverable reports and value-added benefits of service and make an award to the firm providing the best value to Metro.

Procurement staff targeted 19 firms for response to the solicitation. 27 vendors downloaded solicitation materials with 4 submitting proposals. 2 vendors were determined to be within a highly competitive range, defined as those firms whose aggregated subjective criteria scores are less than 5 percent of the total possible points from the highest scoring firm. The vendors in the highly competitive range were invited to submit additional information for evaluation and a final determination made based on the scores of the final evaluation. The table below is a tabulation of the results:



| Vendor | Price Reward Low Cost 500 Points (50%) | Project Approach Points Based 350 Points (35%) | Firm and Staffing Qualifications Points Based 150 Points (15%) | Total Score (Max Score 1000) |
|--------------------------------------|--|--|---|---------------------------------|
| ClearStar, Inc. | 488 | 316.7 | 143.3 | 947.98 |
| STERLING INFOSYSTEMS, INC. | 500 | 225 | 101.7 | 826.67 |
| ADP, Inc. Excluded | 0 | 241.7 | 83.3 | 325 |
| DSI Medical Services Inc Excluded | 0 | 200 | 75 | 275 |

Procurement staff received no responses to polling of those vendors who chose not to return a response.

This will be an indefinite delivery, indefinite quantity (IDIQ) contract for a firm fixed unit cost of 50 specific line items. The contract will expire on December 31, 2028.

PROJECT DIVERSITY

Procurement determined that the project does not meet the standard for a set-aside program and that there are no subcontracting opportunities. As such, no diverse vendor participation goal was established for this award.

Staff targeted 15 certified XBE vendors believed to be capable of performing the work. None responded.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 113-2023, on behalf of Metro with ClearStar, Inc., with a not to exceed value of \$450,000.



APPROVAL OF CONTRACT NO. 120-2023 FOR NEW FACILITIES PUBLIC ANNOUNCEMENT SYSTEM FOR QUEENSGATE AND BOND HILL

WHEREAS:

- 1. The Queensgate and Bond Hill Operating garages were constructed several decades ago.
- 2. The technology in use at the time of construction has become obsolete or ineffective to use.
- 3. While some of the systems and subsystems have been replaced, all facilities require a properly functioning public address system during emergencies such as fires, hazardous weather or other emergency circumstances.
- 4. Staff recommends the SORTA Board Trustees approve a contract with Security 101 not to exceed \$358,800.
 - 5. This project will be funded with budgeted local capital.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with Security 101 at a total cost not to exceed \$358,800.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Security 101 on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Bruce Adams, IT Operations Manager

PROJECT NO.: 120-2023 New Facilities Public Announcement System

REQUEST: Contract Award

BACKGROUND

The Queensgate and Bond Hill operating garages were constructed several decades ago. The technology in use at the time of construction has since become obsolete or ineffective for use. Various systems and subsystems have been repaired or replaced; however, many more are beyond their useful life and in need of replacement with more contemporaneous technology. All facilities require a properly functioning public address system during emergencies such as fires, hazardous weather, or other emergency circumstances.

BUSINESS PURPOSE

The operating garages at Queensgate and Bond Hill leverage a public address system to make announcements facility-wide. Such announcements are commonly used to inform drivers of information relevant to operations and to make general safety announcements. The public address systems at both garages is ineffective, lacking a sufficient number of speakers or appropriate volume to be heard over normal business operations.

PROJECT FINANCING

The budget for the project is \$420,000 and is included in the tentative FY2024 capital plan.

The not to exceed value of the contract award is \$358,800, which is favorable to budget by \$61,200.

PROJECT PROCUREMENT

The project required vendors to propose a full renovation of the public address system, including new technology, number and placement of speakers, and integration with Metro's VOIP system. As such, Procurement determined that a Request for Proposals (RFP) would be the most appropriate methodology.

Procurement staff targeted 4 regional firms believed to have the capacity to complete the contract. 20 firms downloaded solicitation materials and 3 provided responses. 1 vendor submission was deemed nonresponsive for not following required submission instructions (pricing intermixed throughout the proposal). The results of the evaluation process and the pricing for each proposal is reflected in the tables below:



| Vendor | Project Approach Points Based 500 Points (50%) | Firm and Staffing Qualifications Points Based 300 Points (30%) | Price Reward Low Cost 200 Points (20%) | Total Score (Max Score 1000) |
|-----------------------|--|--|---|---------------------------------|
| Security 101 | 429 | 274 | 113.8 | 816.79 |
| Structured Technology | 220.3 | 160.3 | 200 | 580.67 |
| Altafiber Excluded | 0 | 0 | 0 | 0 |

Price Evaluation Table:

| | Security 101 | S | tructured Technology |
|------------|------------------|----|----------------------|
| Queensgate | \$ 267,765.00 | \$ | 113,440.51 |
| Bond Hill | \$ 113,600.00 | \$ | 87,841.37 |
| Total | \$ 381,365.00 | \$ | 201,281.88 |

Security 101 was determined to have submitted the proposal most advantageous to Metro.

The contract is a firm fixed fee contract that will expire on October 31, 2024.

PROJECT DIVERSITY

Procurement determined that this project did not meet the standard for a set aside award. In addition, the team determined a limited number of vendors, whether certified or non-certified, were available to complete the required work and the project offered little opportunities for subcontracting. As such, no goal was set for this project.

Due to the difficulty finding an appropriate industry classification code for the project work, staff contacted more than 60 vendors in closely related codes (e.g., communications equipment).

No diverse spending will occur on this contract.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 120-2023, on behalf of Metro with Security 101, with a not to exceed value of \$358,800.



APPROVAL OF CONTRACT NO. 128-2023 SERVICE QUALITY MONITORING

WHEREAS:

- 1. Metro uses a variety of methods to examine service quality and make improvements based on findings. One such method is commonly referred to as a "Secret Shopper."
 - 2. Metro conducts rider experience surveys every 3-5 years.
- 3. The last survey occurred in 2018 and a survey planned in 2020 was cancelled due to service restrictions and health concerns during the pandemic.
- 4. Staff recommends the SORTA Board Trustees approve a contract with C Robinson Associates, Inc. not to exceed \$174,750.
 - 5. This project will be funded with budgeted local operating

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with C Robinson Associates, Inc. at a total cost not to exceed \$174,750.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with C Robinson Associates, Inc. on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Bill Spraul, Vice President of Transit Operations

PROJECT NO.: 128-2023 Service Quality Monitoring

REQUEST: Contract Award

BACKGROUND

Metro uses a variety of methods to examine service quality and make improvements based on findings. One such method is commonly referred to as a "Secret Shopper." Under this method, consultants are hired to conduct surveys of service performance and rider experience from actual Metro riders throughout the service area.

BUSINESS PURPOSE

Metro conducts rider experience surveys every 3-5 years. The last survey occurred in 2018. A survey planned for 2020 was cancelled due to service restrictions and health concerns during the pandemic. Metro is in need of contemporaneous rider experience and performance data in order to determine appropriate service quality improvements. Surveys will be conducted for fixed route and Access paratransit services.

PROJECT FINANCING

The approved budget for this project is \$216,363 allocated at approximately \$72,121 for 3 years.

The contract award for the project is \$174,750 allocated at approximately \$58,250 per year for 3 years. As this is an annual operating expense, future allocations will be reviewed during the annual budget development process.

The final project cost of the project is favorable to budget by \$41,613.

PROJECT PROCUREMENT

Based on the specificity of data collection and reporting processes, staff determined that a Request for Quotes (RFQ) would be the most appropriate methodology. Staff reviewed submissions to determine responsiveness and responsibility, making an award to the lowest priced firm.

Procurement staff targeted 6 vendors for responses in addition to the open solicitation announcement. 14 vendors downloaded solicitation materials with 4 submitting quotes. Price submissions are reflected in the table below:



| Vendor | Total |
|----------------------------------|--------------|
| C Robinson Associates, Inc. | \$174,750.00 |
| A Customer's Point of View, Inc. | \$257,000.00 |
| IntelliShop, LLC | \$326,500.00 |
| The Voice of Your Customer | \$370,000.00 |

C Robinson Associates was determined to be the lowest quote received.

The contract will be a firm fixed fee of \$174,750 for 3 years, expiring October 31, 2023.

PROJECT DIVERSITY

Based on the limited subcontracting opportunities with this project, no vendor diversity goal was established.

Staff targeted 23 regional XBE firms to request a response. 3 Certified XBE firms responded.

The selected vendor is a certified XBE.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 128-2023, on behalf of Metro with C Robinson Associates, Inc., with a not to exceed value of \$174,750.



APPROVAL OF CONTRACT NO. 129-2023 FOR BUS PUSHER VEHICLES

WHEREAS:

- 1. Bus pushers are vehicles that are similar to and derived from those used when moving aircraft around a tarmac.
- 2. The bus pushers at both fixed route operating garages are more than 25 years old and beyond their useful life.
 - 3. These are critical assets needed to ensure effective and efficient maintenance operations.
- 4. Staff recommends the SORTA Board Trustees approve a contract with Kirl's Automotive Inc. not to exceed \$239,345.
 - 5. This project will be funded with budgeted local capital.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with Kirk's Automotive Inc., at a total cost not to exceed \$239,345.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Kirk's Automotive Inc. on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Joe Vilvens, Sr. Manager of Technical Operations

PROJECT NO.: 129-2023 Bus Pusher Vehicles

REQUEST: Contract Award

BACKGROUND

Bus pushers are vehicles that are similar to and derived from those used when moving aircraft around a tarmac. The vehicles are purpose-built to allow for the movement of heavy equipment without the need to engage the vehicle's propulsion system. This is especially important at Metro when revenue vehicles are awaiting delivery of parts needed to complete repairs.

BUSINESS PURPOSE

The bus pushers at both fixed route operating garages are more than 25 years old and beyond their useful life. These are critical assets needed to ensure effective and efficient maintenance operations.

PROJECT FINANCING

The approved capital budget for the project is \$230,000 for two pushers.

The project is transactional and will not require multiple years of budget allocations.

The final project cost of \$239,345 is unfavorable to budget by \$9,345, or 4.1%.

PROJECT PROCUREMENT

The nature of the goods being purchased and the lack of subjective criteria to evaluate, staff determined that an Invitation to Bid (IFB) was the appropriate procurement methodology. Under this process, the contract is awarded to the lowest responsive, responsible bidder.

A limited number of vendors can manufacture the vehicle, most of which support aircraft ground support operations. Staff were able to source 2 regional vendors to request a response in addition to the solicitation announcement. 7 vendors downloaded solicitation materials and 2 submitted bid documents. The submitted bids are reflected in the table below:

| Pus | her Vehicles | | Equipme | nt Depot | Kir | ks | |
|-----|-----------------------|---|-----------------|--------------|--------------|---------------|---------------|
| | Line Item | Description | Unit of Measure | Unit Cost | Total | Unit Cost | Total |
| | PROPANE - AWD OPTIONS | PANE - AWD OPTIONS | | | | | |
| | | Propane - AWD - AWD - Cab Option 1 - fully enclosed cab with | | | | | |
| | 1 | windshield, heat, etc. | each | \$130,425.00 | \$130,425.00 | No Bid | No Bid |
| | 2 | Propane - AWD - Cab Option 2 - windshield and no doors | each | \$124,833.00 | \$124,833.00 | No Bid | No Bid |
| | DIESEL - AWD OPTIONS | DIESEL - AWD OPTIONS | | | | | |
| | | Diesel - AWD - Cab Option 1 - fully enclosed cab with windshield, | | | | | |
| | 3 | heat, etc. | each | \$140,846.00 | \$140,846.00 | \$119,672.30 | \$119,672.30 |
| | 4 | Diesel - AWD - Cab Option 2 - windshield and no doors | each | \$135,254.00 | \$135,254.00 | \$119,672.301 | \$119,672.301 |



The contract will be awarded for \$239,345 for 4 years, expiring on December 31, 2027.

PROJECT DIVERSITY

Procurement projects for finished goods rarely present subcontracting opportunities. In addition, there are no certified XBE vendors in Ohio capable of providing the required assets. As such, no vendor diversity goal was established for this project.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 129-2023, on behalf of Metro with Kirk's Automotive, Inc., with a not to exceed value of \$239,345.



APPROVAL OF CONTRACT MODIFICATION NO. 131-2023 FOR ONBOARD CUSTOMER SURVEYS

WHEREAS:

- 1. Metro has developed a comprehensive strategic plan that provides a road map for the future of the agency.
- 2. The last onboard surveys were conducted in 2018 and are new surveys are needed to complete strategic plan revisions.
- 3. The original contract did not include Access riders from the data collection and a contract modification is requested.
- 4. Staff recommends the SORTA Board of Trustees approve a contract modification with C Robinson Associates Inc. not to exceed \$128,400.
 - 5. This project will be funded with (AOPP) FTA funding.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with C Robinson Associates Inc., at an additional \$30,000, increasing the total not-to-exceed total cost not to exceed \$128,400.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with C Robinson Associates, Inc. on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Lisa Aulick, Director of Paratransit Services

PROJECT NO.: 131-2023 Onboard Customer Surveys

REQUEST: Contract Modification

BACKGROUND

Metro has developed a comprehensive strategic plan that provides a road map for the future of the agency. A vital part of that survey is the collection of information from riders related to their experience and satisfaction while using the service. Additional information such as travel characteristics, popular origins and destinations, and rider demographics is needed to ensure that future services are designed around meeting various rider needs.

BUSINESS PURPOSE

Routine revisions to the strategic plan require revising various data sets to ensure that changes in service delivery are addressing changes in rider patterns. The last onboard surveys were completed in 2018; new surveys are needed to complete strategic plan revisions. The original contract inadvertently omitted Access riders from the data collection efforts. A contract modification is needed to capture information relative to this critical rider group.

PROJECT FINANCING

The original project budget was approved at \$98,400 and is funded from an Areas of Persistent Poverty (AOPP) grant administered by the FTA. The modification amount of \$30,000 will be funded from the same grant.

The project will be financed using 100% AOPP grant funds. No local contribution is required.

The modification amount is an unbudgeted increase.

PROJECT PROCUREMENT

This is a sole source contract modification and is exempt from the competitive process.

The contract term of 9 months will not be modified. The contract will expire in May 2024.

PROJECT DIVERSITY

The original contract was awarded to a certified XBE vendor. The modification does not provide for subcontracting opportunities. As such, no additional diverse vendor participation goal has been established.

RECOMMENDED BOARD ACTION



Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 131-2023, on behalf of Metro with C Robinson Associates, Inc. increasing the total not to exceed value \$98,400 to \$114,400, an increase of \$30,000.



APPROVAL OF CONTRACT NO. 134-2023 FOR ELECTRICAL SERVICES JOB ORDER CONTRACT

WHEREAS:

- 1. Services provided by external trades are essential to Metro's ongoing transit operations, particularly those for which Metro does not have sufficient in-house expertise.
 - 2. Bond Hill and Queensgate are both in need of electrical system upgrades.
- 3. Metro requires services from licensed electricians to handle preventive maintenance, break-fix repairs and replacement of aging/out of code electrical systems.
- 4. Staff recommends the SORTA Board Trustees approve a contract with Cincy Electrical Solutions, LLC., not to exceed \$2,573,206..
 - 5. This project will be funded with budgeted local operating.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with Cincy Electrical Solutions, LLC., at a total cost not to exceed \$2,573,206.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Cincy Electrical Solutions, LLC. on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Jeff Mundstock, Director of Fleet & Facilities

PROJECT NO.: 134-2023 Electrical Services Job Order Contract

REQUEST: Contract Award

BACKGROUND

Services provided by external trades are essential to Metro's ongoing transit operations, particularly those for which Metro does not have sufficient in-house expertise. As work continues to improve the state of good repair of both the Queensgate and Bond Hill operating garages, work related to the repair, replacement, or upgrade of electrical systems becomes a high priority.

BUSINESS PURPOSE

Metro requires ongoing services from professional, licensed electricians to handle scheduled tasks such as preventative maintenance, break-fix repairs, and replacement of aging/out of code electrical systems. A single job order contract would allow for expedience when making critical repairs that may exceed the competitive threshold and would leverage institutional knowledge of the outside vendor.

PROJECT FINANCING

The budget for this project is \$2,573,206 allocated over 3 years, or approximately \$857,735 per year. As this is an annual operating expense, future allocations will be reviewed during the annual budget development process.

The contract award is for an indefinite delivery and indefinite quantity of services, therefor the project cost is undetermined and the award amount if flat to budget.

PROJECT PROCUREMENT

Based on the wide variety of job orders expected to be issued, Procurement determined that a Request for Proposals (RFP) is the best sourcing methodology. Vendors provided qualifications to complete the tasks described in the solicitation and stakeholders evaluated the responses, selecting the firm determined to provide the most value to Metro.

Staff targeted 10 regional vendors to request responses in addition to the advertised solicitation announcement. 19 vendors downloaded solicitation materials and 3 submitted proposals. The results of the evaluation process is shown below:

| Vendor | Project Approach (Subjective) Points Based 400 Points (40%) | Firm and Staffing Qualifications (Subject Points Based 350 Points (35%) | Price (Objective) Reward Low Cost 250 Points (25%) | Total Score (Max Score 1000) |
|---------------------------------|---|---|--|---------------------------------|
| ATKINS & STANG, INC | 395 | 330 | 235.1 | 960.12 |
| Cincy Electrical Solutions, LLC | 374.7 | 343.3 | 250 | 968 |
| JTL Electric Inc | 316.3 | 301.7 | 175.3 | 793.29 |



The contract is an indefinite delivery-indefinite quantity (IDIQ) contract with a fixed hourly rate for 3 years, expiring on October 31, 2026.

PROJECT DIVERSITY

The project budget exceeded the standards for a set aside award. While there are subcontracting opportunities, staff determined adequate competition among certified XBE prime contractors, resulting in no vendor diversity goal established.

Staff targeted 57 certified XBE vendors capable of delivering the required services. 2 certified vendors submitted responses.

The contract was awarded to a certified XBE firm, resulting in a 100% participation rate.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 134-2023, on behalf of Metro with Cincy Electrical Solutions, LLC, with a not to exceed value of \$2,573,206.



APPROVAL OF CONTRACT NO. 147-2023 FOR VEHICLE DIGITAL DISPLAY SIGNS

WHEREAS:

- 1. Metro uses Trapeze Transit Master AVL system on all fixed route revenue service vehicles.
- 2. An ongoing challenge is communicating stop information on board during service delivery and voice enunciator systems are quickly becoming obsolete for relaying such information.
- 3. Metro seeks to install digital display screens on each fixed route vehicle's that will allow the vehicle AVL system to transit real-time transit arrival information, marketing promotions, service alerts and advertisements.
- 4. Staff recommends the SORTA Board of Trustees approve a contract with NEORide not to exceed \$3,579,230.
 - 5. This project will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with NEORide, at a total cost not to exceed \$3.579.230.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with NEORide on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Matthew Moorman, Sr. Manager of Service Planning and Scheduling

PROJECT NO.: 147-2023 Vehicle Digital Display Signs

REQUEST: Contract Award

BACKGROUND

Metro uses Trapeze Transit Master AVL system on all fixed route revenue service vehicles. An ongoing challenge is communicating stop information on board during service delivery. Antiquated voice enunciator systems are quickly becoming obsolete for relaying such information.

BUSINESS PURPOSE

Metro seeks to install digital display screens on each fixed route vehicle. The screens will leverage the vehicle AVL system to transmit real-time transit arrival information, marketing promotions, service alerts, and advertisements.

PROJECT FINANCING

The budget for this project is \$3,579,230 and will be financed with local capital funds. The project was included in the FY2023 Capital Plan.

The project budget was based on the results of a procurement performed by NEORide (described below). As such, the final project cost is flat to budget.

PROJECT PROCUREMENT

The procurement was conducted with NEORide, a public transit consortium to which Metro is a member. Procurement staff reviewed the procurement file provided by NEORide and concluded that while the process differs from Metro procurement processes, the solicitation is in compliance with Ohio Revised Code.

The contract is a firm fixed fee contract for 3 years, expiring October 31, 2026.

PROJECT DIVERSITY

The procurement was conducted by NEORide. No vendor diversity analysis was performed, and no goal was established. However, the vendor selected by NEORide, Message Point Media, will utilize certified XBE firms for work valued at \$221,500, or 6%.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 147-2023, on behalf of Metro with Message Point Media of Alabama, Inc., with a not to exceed value of \$3,579,230.



APPROVAL OF CONTRACT NO. 148-2023 FOR STREET SWEEPER SERVICE VEHICLE

WHEREAS:

- 1. Metro provides transit from serval operating garages and transit centers throughout Hamilton County.
- 2. Community services (trash removal, street cleanings, etc.) provided by each jurisdiction are often inconsistent.
- 3. Metro requires an asset capable of cleaning streets, roadways and operating lanes for garages and transit centers in order to maintain a professional appearance to employees and passengers.
- 4. Staff recommends the SORTA Board Trustees approve a contract with TYMCO, Inc. not to exceed \$137,084.
 - 5. This project will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

- 6. The SORTA Board of Trustees approves a contract with TYMCO, at a total cost not to exceed \$137,084.
- 7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with TYMCO on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Joseph Vilvens, Sr. Manager of Technical Operations

PROJECT NO.: 148-2023 Street Sweeper Service Vehicle

REQUEST: Contract Award

BACKGROUND

Metro provides transit services from several operating garages and transit centers located throughout the Hamilton County. Each location is subject to the community services (trash removal, street cleaning, etc.) provided by the local jurisdiction. These services are outside Metro's direct control and are often inconsistent.

BUSINESS PURPOSE

Metro requires an asset capable of cleaning the streets, roadways, and operating lanes for garages and transit centers in order to maintain a professional appearance for employees and passengers, and to remove road debris that may damage revenue services vehicles.

PROJECT FINANCING

The budget for this project is \$137,084 and was approved for as part of the FY2023 Capital Budget.

The project will be funded with local capital.

The project budget was based on State of Ohio term contract pricing, therefore the final project award of \$137,084 is flat to budget.

PROJECT PROCUREMENT

Metro is a participating agency in the State of Ohio Department of Administrative Services cooperative purchasing organization. As a member, Metro is able to leverage State of Ohio term contracts when purchasing goods or services.

A review of the State of Ohio DAS cooperative purchasing site revealed that street sweepers are available from State Term Schedule 235. Best Equipment Company had previously provided an informal quote to the project manager which was used for capital budget planning and cost estimating. Vehicle specifications were provided to each vendor awarded a contract under STS235.

STS235 provided 6 vendors capable of supplying the vehicles. Metro provided solicitation materials to each and received 2 responses, as indicated in the table below:

| MTE | CH | TYMCO Inc. | | | |
|--------------|-----------|------------|-----------|--|--|
| City Cat V20 | \$191,651 | 210H | \$137,084 | | |



The contract is a firm fixed fee contract that will expire upon final acceptance of delivered goods.

PROJECT DIVERSITY

This procurement utilized a State of Ohio term contract. No vendor diversity analysis was performed and no goal established.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 148-2023, on behalf of Metro with TYMCO, Inc., with a not to exceed value of \$137,084.



APPROVAL OF CONTRACT NO. 155-2023 FOR RADIO TOWER LEASE RENEWAL

WHEREAS:

- 1. Metro vehicles communicate using radio wave technology and the use of radios is only capable by relay to and from various radio wave towers.
 - 2. Metro has been leasing a radio tower at Taylor Mill to support fleet communications.
- 3. The original lease was executed in 1996 and had a base term of 20 years along with six (6) 5-year automatic renewal terms.
- 4. The original term expired in August 2016 and the first renewal expired in August 2021. Individual purchase orders were issued in 2021 and 2022 of the second renewal period and a contract is needed for the remaining 3 years to create a more efficient invoice process and ensure services continue.
- 5. Staff recommends the SORTA Board Trustees approve a contract with Crown Castle International, not to exceed \$270,000.
 - 6. This project will be funded with budget local operating.

THEREFORE, BE IT RESOLVED:

- 7. The SORTA Board of Trustees approves a contract with Crown Castle International, at a total cost not to exceed \$270,000.
- 8. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Crown Castle International on behalf of SORTA.

MOVED BY: Kreg Keesee SECOND BY: Rod Hinton

VOTE Aye: Ms. Beridon, Mr. Brice, Mr. Ethridge, Mr. Hinton, Mr. Keesee, Ms. Robinson, Mr.

Smith and Ms. Taylor

Nay: None

Abstain: None

ABSENT AT THE TIME: Ms. Clark, Mr. Driehaus, Mr. Harris, Mr. Metz and Ms. Sheets

PRESENT NON-VOTING

MEMBERS:

Mr. Bedi

ABSENT NON-VOTING

MEMBERS AT THE TIME: Mr. Emeneker and Mr. Freeman



DATE: October 17, 2023

FROM: John Edmondson, Sr. Director of Procurement

Jeff Mundstock, Director of Fleet & Facilities

PROJECT NO.: 155-2023 Radio Tower Lease Renewal

REQUEST: Contract Award

BACKGROUND

Metro vehicles communicate using radio wave technology. The use of radios is only capable by relay to and from various radio wave towers.

BUSINESS PURPOSE

Metro has been leasing a radio tower at Taylor Mill to support fleet communications. The original lease was executed in 1996 and had a base term of 20 years along with six (6) 5-year automatic renewal terms. The original term expired in August 2016 and the first renewal expired in August 2021.

Individual purchase orders were issued in 2021 and 2022 of the second renewal period. A contract is needed for the remaining 3 years to create a more efficient invoice payment process and to ensure continuity of services.

PROJECT FINANCING

The estimated cost of the project is \$270,000 over 3 years, allocated at \$90,000 per year. As this is an annual operating expense, future allocations will be reviewed during the annual budget development process.

The final cost of the project is flat to budget.

PROJECT PROCUREMENT

The original contract contained automatic renewals. As such, this award is considered a sole source award and not subject to the competitive process.

The renewal is a firm fixed fee contract for 3 years, expiring on August 31, 2026.

PROJECT DIVERSITY

This is a sole source award. As such, there are no subcontracting opportunities.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 155-2023, on behalf of Metro with Crown Castle International, with a not to exceed value of \$270,000.

Agenda – Financial Summary



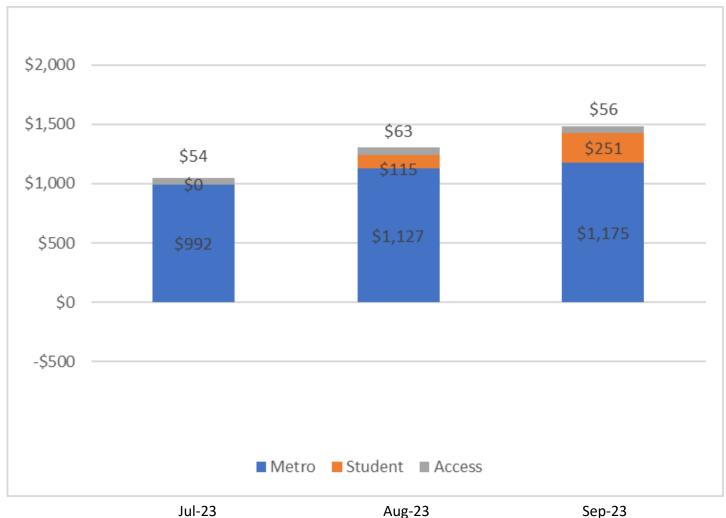
- Statement of Operations for September '23
 - Revenue Chart
 - Expense Chart
 - Key Drivers
 - Detail Profit & Loss Statement
- Investment Balance Update (separate attachment)
- Investment Funds Reserve Summary





SEPTEMBER 2023 – FARE REVENUE SOURCES 3 MONTH TREND – JULY 2023 THRU SEPTEMBER 2023 In Thousands





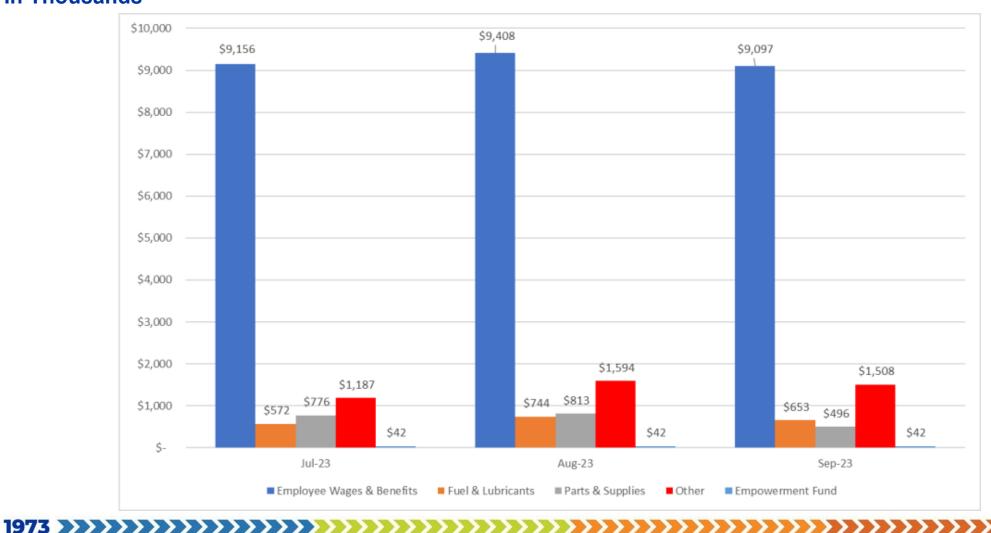
| | Days per | Avg Rev |
|--------|----------|---------|
| Month | Month | per Day |
| Jul-23 | 31 | \$32 |
| Aug-23 | 31 | \$36 |
| Sep-23 | 30 | \$39 |

Note: Number of Weekdays within each corresponding month as follows: Jul 21, Aug 23, Sep 22

Aug-23

SEPTEMBER 2023 – OPERATING EXPENSE SOURCES 3 MONTH TREND – JULY 2023 THRU SEPTEMBER 2023 In Thousands





Profit & Loss – Summary / Key Drivers



Summary

- Total Revenue \$24.1M - favorable to Budget \$4.3M

- Total Expense \$11.8M - favorable to Budget \$954k or 7.5%

- Surplus / (Deficit) \$12.4M - favorable to Budget \$5.2M

- Note: Ridership total is 1,206k – favorable to Budget 224k or 22.9%

Revenue

- Total Operating Revenue \$1.7M favorable to Budget \$291k or 20.5%
- Non-Transportation \$800k favorable to Budget \$696k or 669.2%. Root Cause: Investment portfolio income higher than projected
- County Sales Tax \$9.8M unfavorable to Budget (\$107k) or (1.1%). Root Cause: June receipts lower Budget
- Federal Grants \$11.9M favorable to budget \$3.4m. Root Cause: Final true up of ARP funds

Expense

- Wages & Benefits \$9.1M unfavorable (\$41k) or (0.5%)
- Fuel and Lubricants \$653k favorable \$1k or 0.2% to Budget
- Parts & Supplies \$496k favorable \$237k to Budget or 32.3%. Root Cause: Revenue vehicle parts favorable to Budget \$89k
- All Other \$1.5M favorable Budget \$757k. Root Cause: Outside services of \$433k or 60.9%



Southwest Ohio Regional Transit Authority 2023 Profit & Loss Statement

| 9 Mos Ending September 30, 2023 | Month | | | Year to Date | | | | | | | |
|---------------------------------|-----------|----------|----------|--------------|-----|-----------|-----------|-----------|---------|----|-----------|
| (\$ In Thousands) | Actual | Budget | Fav(U | nfav) | | Actual | Budget | Fav(U | Infav) | Pr | rior Year |
| Ridership | | | | | | | | | | | |
| Regular | 1,032,937 | 821,550 | 211,387 | 25.7% | | 3,592,921 | 7,940,219 | 652,702 | 8.2% | 6 | 5,191,593 |
| CPS | 154,458 | 144,867 | 9,591 | 6.6% | | 999,259 | 888,503 | 110,756 | 12.5% | | 921,954 |
| Subtotal Fixed Route | 1,187,395 | 966,417 | 220,978 | 22.9% | - ; | 9,592,180 | 8,828,722 | 763,458 | 8.6% | 7 | ,113,547 |
| Access | 15,235 | 15,303 | (68) | (0.4%) | | 136,588 | 129,476 | 7,112 | 5.5% | | 125,477 |
| MetroNow! | 3,455 | - | 3,455 | - | | 8,005 | - | 8,005 | - | L | - |
| Total Ridership | 1,206,085 | 981,720 | 224,365 | 22.9% | | 9,736,773 | 8,958,198 | 778,575 | 8.7% | 7 | ,239,024 |
| Operating Revenue | | | | | | | | | | | |
| Metro Fares | \$ 1,175 | \$ 907 | \$ 268 | 29.5% | \$ | 9,566 | \$ 8,076 | \$ 1,490 | 18.4% | \$ | 8,111 |
| Access Fares | 56 | 55 | 1 | 1.8% | | 518 | 455 | 63 | 13.8% | | 459 |
| MetroNow! Fares | 7 | - | 7 | n/a | | 16 | - | 16 | n/a | | - |
| CPS Fares | 251 | 201 | 50 | 24.9% | | 1,124 | 2,098 | (974) | (46.4%) | | 1,793 |
| Other | 223 | 258 | (35) | (13.6%) | | 2,032 | 2,331 | (299) | (12.8%) | | 2,224 |
| Total Operating Revenue | 1,712 | 1,421 | 291 | 20.5% | | 13,256 | 12,960 | 296 | 2.3% | | 12,587 |
| Non-Operating Revenue | | | | | | | | | | | |
| County Sales Tax | 9,758 | 9,865 | (107) | (1.1%) | | 86,768 | 86,231 | 537 | 0.6% | | 84,671 |
| ARP | 2,177 | 2,100 | 77 | 3.7% | | 24,032 | 18,900 | 5,132 | 27.2% | | 18,977 |
| ARP Comp | 8,500 | 5,200 | 3,300 | 63.5% | | 28,500 | 25,200 | 3,300 | 13.1% | | 24,929 |
| Federal Subsidies | 1,200 | 1,200 | - | - | | 10,800 | 10,800 | - | - | | - |
| Non Transportation | 800 | 104 | 696 | 669.2% | | 5,905 | 937 | 4,968 | 530.2% | | 1,622 |
| CARES Act | _ | - | - | n/a | | - | - | - | n/a | | - |
| Total Non-Operating Revenue | 22,435 | 18,469 | 3,966 | 21.5% | | 156,005 | 142,068 | 13,937 | 9.8% | | 130,199 |
| Total Revenue | 24,147 | 19,890 | 4,257 | 21.4% | _ | 169,261 | 155,028 | 14,233 | 9.2% | | 142,786 |
| Expenses | | | | | | | | | | | |
| Employee Wages & Benefits | 9,097 | 9,056 | (41) | (0.5%) | | 80,223 | 82,440 | 2,217 | 2.7% | | 70,651 |
| Fuel & Lubricants | 653 | 654 | 1 | 0.2% | | 5,875 | 5,932 | 57 | 1.0% | | 3,570 |
| Parts & Supplies | 496 | 733 | 237 | 32.3% | | 6,851 | 6,644 | (207) | (3.1%) | | 6,052 |
| Empowerment Fund | 42 | 42 | - | - | | 376 | 378 | 2 | 0.5% | | 375 |
| Other | 1,508 | 2,265 | 757 | 33.4% | | 13,743 | 18,230 | 4,487 | 24.6% | | 21,330 |
| Total Expenses | 11,796 | 12,750 | 954 | 7.5% | | 107,068 | 113,624 | 6,556 | 5.8% | | 101,978 |
| Surplus(Deficit) Before Adj | \$ 12,351 | \$ 7,140 | \$ 5,211 | | \$ | 62,193 | \$ 41,404 | \$ 20,789 | | \$ | 40,808 |
| Capital Reserve Transfer | (12,351) | (7,140) | | | | (62,193) | (41,404) | | | | (40,808) |
| Remaining Funds | \$ - | \$ - | | | \$ | - | \$ - | - | | \$ | - |
| | | | | | | | | | | | |





October 2023

The Survey Says...The results of our recent customer experience survey indicated that 30% of those surveyed have been riding Metro for less than two years. That means thanks to our continued fixed-route service improvements and innovative new services like *MetroNow!*, coupled with our strategic marketing campaigns, are encouraging many first-time riders to give Metro a try. In fact, September saw the highest ridership gains this year with nearly 1.2 million trips taken.

Operator Recruitment Up: We're currently staffed with a record number of 521 operators! We have significantly increased our recruitment and retention efforts and are proud to see the impact. This growth in operator count helps us to not only improve our service reliability, but increases our ability to continue expanding service throughout the county. If you know anyone interested in a rewarding career as an operator + \$2,000 hiring bonus and 14% retirement plan match, encourage them apply on our website at go-metro.com/careers.

Metro Awarded ODOT Grant: Thanks to the Ohio Department of Transportation, Metro was awarded \$1.3M to be used towards the purchase of additional MetroNow! vehicles, as well as for our Bus Stop Enhancement Project.

Free Rides on Election Day: Metro wants to remove access to transportation as a barrier from accessing the polls in our community. On Election Day, Nov. 7, all Metro routes, Access paratransit service and *MetroNow!* on-demand service will be free to ride.

Honors & Recognitions: Several Metro team members have been recognized for their professional excellence this past month. Diversity & Inclusion Manager Tara Walker was recognized by the Cincinnati Business Courier with the CLIMB Award for her successes in advancing our DBE vendor program, Chief Operations Officer John Ravasio was named a finalist in the C-Suite COO category and I was honored to be selected as the recipient of the CEO C-Suite Award. I was also honored to be recognized by the Ohio Latin Commission with the 2023 Nuestra Familia Award for our collaborations and investments within the Hispanic community.

Driving What Matters: Our team shows up for our community both on and off the road every day. This past week, team members held bake sales to raise funds for breast cancer awareness and over the weekend, family and friends filled a Metro bus to walk in the Making Strides Against Breast Cancer Walk. Next week, we will kick off our United Way & Community Shares giving campaigns to further support those who need help the most in our community.

Thank you,

Darryl Haley

Dany Haly

CEO/General Manager/Secretary-Treasurer