

# SORTA/Metro Planning and Operations October 17, 2023 9:00 am-10:00 am Eastern Time

SORTA PLANNING AND OPERATIONS COMMITTEE MEETING

TUESDAY, OCTOBER 17TH, 2023 - 9:00 A.M.

SORTA/METRO AT HUNTINGTON CENTER,

SORTA BOARD ROOM (6th FLOOR)

525 VINE STREET,

CINCINNATI, OHIO 45202

### **General Items:**

Call to order

Pledge of Allegiance

1 Approval of Planning and Operations Committee Minutes: September 19th, 2023

### **Briefing Items**

- 2 Good News! (John Ravasio)
- 3 2023 Service Quality & Ridership Initiatives Q3 (Andy Aiello)
  - 3.1 Initiatives
  - 3.2 Metrics
- 4 Ridership Report as of September 30th, 2023 (Matt Moorman)

### Action Items:

- 5 Procurement Action Items (Andy Aiello)
- 6 Proposed Motion: Contract Modification for SS81-2022 Legal Services Dinsmore (James Hubbard/John Edmondson)
  - 6.1 Action Item:
- 7 Proposed Resolution: Approval of Contract Award 79-2023 for Queensgate Facility Column Repairs (Jeff Mundstock, John Edmondson)
  - 7.1 Action Item:
- 8 Proposed Resolution: Approval of Contract Award 113-2023 for Pre-Employment Background Check Services (Adriene Hairston, John Edmondson)
  - 8.1 Action Item:
- 9 Proposed Resolution: Approval of Contract Award 120-2023 for Replace Public Announcement System at Queensgate and Bond Hill (Bruce Adams, John Edmondson)
  - 9.1 Action Item:

- 10 Proposed Resolution: Approval of Contract Award 128-2023 for Service Quality Monitoring (Bill Spraul, John Edmondson)
  - 10.1 Action Item:
- 11 Proposed Resolution: Approval of Contract Award 129-2023 for Bus Pusher Vehicles (Jeff Mundstock, John Edmondson)
  - 11.1 Action Item:
- 12 Proposed Resolution: Contract Modification for 131-2023 Customer Onboard Surveys (Lisa Aulick, John Edmondson)
  - 12.1 Action Item:
- 13 Proposed Resolution: Approval of Contract Award 134-2023 for Electrical Services Contractor (Jeff Mundstock, John Edmondson)
  - 13.1 Action Item:
- 14 Proposed Resolution: Approval of Contract Award 147-2023 for Vehicle Digital Display Signs (Matt Moorman, John Edmondson)
  - 14.1 Action Item:
- 15 Proposed Resolution: Approval of Contract Award 148-2023 for Street Sweeper Service Vehicle (Jeff Mundstock, John Edmondson)
  - 15.1 Action Item:
- 16 Proposed Resolution: Approval of Contract Award 155-2023 for Radio Tower Lease (Joe Vilvens, John Edmondson)
  - 16.1 Action Item:

### Other Items:

**New Business** 

Adjournment

The next regular meeting of the Planning & Operations Committee has been scheduled for

Tuesday, November 7th, 2023, at 9:00 a.m.

# PLANNING AND OPERATIONS COMMITTEE TUESDAY, SEPTEMBER 19<sup>TH</sup>, 2023 – 9:00 A.M. SORTA/METRO AT HUNTINGTON CENTER 6<sup>th</sup> FLOOR SORTA BOARD ROOM 525 VINE STREET CINCINNATI, OHIO 45202

COMMITTEE MEMEBERS APPOINTED: Blake Ethridge (Chair), Tony Brice Jr, Trent Emeneker, Robert Harris, Pete Metz, Gwen Robinson, and Sara Sheets

<u>COMMITTEE/BOARD MEMBERS PRESENT</u>: Jay Bedi, Alyson Beridon, Tony Brice, Chelsea Clark, Dan Driehaus, Trent Emeneker, Blake Ethridge, Allen Freeman, Rod Hinton, Kreg Keesee, Pete Metz, Sara Sheets KZ Smith and Sonja Taylor

COMMITTEE MEMBERS ABSENT: Gwen Robinson and Robert Harris

STAFF MEMBERS PRESENT: Andy Aiello, Steve Anderson, Vicki Barker, Julie Beard, Norman Bouwie, Myla Danison, John Edmondson, Pat Giblin, Adriene Hairston, Brandy Jones, Natalie Krusling, Tenecia, Le'Flore, Jeff Mundstock, Ruth Reed, Jason Roe, Kevin Ruth, Khaled Shammout, August Schweitzer, Bill Spraul, Tara Walker and Mike Weil

OTHERS PRESENT: Kim Schaefer (Legal Counsel-Vorys) and Matthew Hulme (City of Cincinnati)

#### 1. Call to Order

Mr. Ethridge called the meeting to order.

#### 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

#### 3. Approval of Minutes of August 15th, 2023

Mr. Ethridge made a motion and Mr. Brice second the motion to approve the minutes of the August 15, 2023, meeting.

By voice vote the committee approved the minutes.

### 4. Good News!

The Executive Team presented the Good News report. Ms. Hairston announced the July Silver Award recipients. Ms. Jones congratulated Darryl Haley, CEO and John Ravasio, COO as C-Suite Finalists, congratulated Darryl Haley on being this years recipient of the 2023 Nuestra Familia Award that will be presented on October 14th and welcomed Bill Spraul, VP of Operations and reviewed the ERM Partner Appreciation and Open House breakfast slide. Mike Weil discussed the recent transit safety and security exercise that metro participated in recently at the CVG with the Airport Emergency Response Unit.

Shared a video celebrating SORTA's 50th anniversary.

The Committee accepted the report as presented.

#### 5. Ridership Report

Mr. Anderson presented the August 2023 ridership reports. Total ridership for the month of August was 1,113,680 or 32.2% above budget.

Mr. Anderson presented the August 2023 MetroNow reports. Total ridership for the month of August was 2,765.

Mr. Anderson presented the August 2023 Access ridership reports. Total ridership for the month of August was 16,841 or 1.1% above budget.

The Committee accepted the report as presented.

#### 6. Cincinnati Public Schools (CPS) Contract Discussion

Mr. Shammout discussed the Cincinnati Public Schools (CPS) contract. The school-year long  $9^{th} - 12^{th}$  passes are at a cost of \$2,450,000. School-year long  $7^{th} - 8^{th}$  passes are at a cost of \$350,000 and pass printing and preparation costs \$28,000. The

estimated fixed route annual contract amount due for the 2023/2024 school year is \$2,828,000.00 to be paid in (3) installments of \$942,666 each.

7. The Committee approved the report as presented.

### 8. Proposed Resolution: Approval of Contract Modification 91-2022 for Paratransit Vehicles

Mr. Aiello requested approval of a (5) year contract modification with Tesco, at an additional cost of \$1,389,479 not to exceed \$4,168,437 for additional paratransit vehicles.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

### 9. Proposed Resolution: Approval of Contract Award 112-2023 for Access Fueling Station Renovations

Mr. Aiello requested approval of a (1) year contract to be awarded to Pruis Construction Companies at a total cost of \$3,128,674 for Access Fueling Station Renovations. The currently capabilities allow for diesel refueling only with (2) fueling stations and the renovation would include diesel and gasoline refueling capabilities with (3) fueling stations.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

#### 10. New Business

The next regular meeting of the Planning and Operations Committee has been scheduled for **Tuesday**, **October 17**<sup>th</sup>, **2023**, **at 9:00 A.M**.

### 11. Adjournment

The meeting adjourned at 10:02 A.M.





# **August Silver Award Recipients**









Access/BH Maintenance Employee of the Month Cassandra Wilkins Leadership
Employee of the Month
Jaynell Todd

Queensgate Maintenance Employee of the Month **Michael Kurzhals** 



# **August Silver Award Recipients**

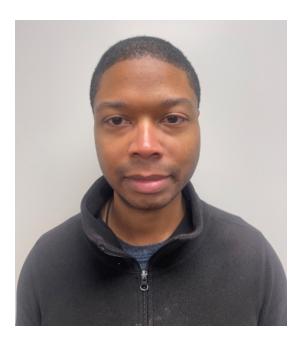




Access/BH
Operator of the Month
Mekaeila Wiley



Administrative & Support Employee of the Month Tanisha Stewart



Queensgate
Operator of the Month
Christopher Sager

## **C-Suite Award Winners**



Congratulations to CEO Darryl Haley on being recognized by the Cincinnati Business Courier with the CEO C-Suite Award.

COO John Ravasio was recognized as a finalist in the Chief Operations Officer category.

Well done and thank you both for your efforts to move Metro forward!



# Ohio Legislature Recognizes our CEO



Both the Ohio Senate and Ohio House of Representatives recognized Darryl Haley for receiving the 2023 Nuestra Familia award from the Ohio Latino Affairs Commission.



## **CLIMB Award Winner**



The Cincinnati Business Courier and the Cincinnati USA Regional Chamber select winners each year for the Cincinnati Lifts Inclusion and Minority Business (CLIMB) award.

This year's winners included Tara Walker for administration of Metro's Disadvantaged Business Enterprise Program.

Tara has helped Metro increase the amount of money spent with small and diverse businesses and has worked toward leveling the playing field. Congrats, Tara!



## **Metro Awarded ODOT Grant**





We are thankful to the Ohio Department of Transportation for the award of \$1,372,000 from the 2024 Ohio Transit Public Program (OTP2) funds! These funds will be used for our Bus Stop Enhancement Project, as well as to purchase additional MetroNow! service vehicles.

# **New West End Shelter Tribute Legends**





Metro was joined by city, neighborhood and civic leaders to celebrate the installation of three improved West End bus shelters adorned with community art depicting notable West End residents - boxing legend Ezzard Charles, artist Robert O'Neal and his daughter curator Toilynn O'Neal Tuner. These shelters provide a comfortable space for customers to wait for their buses arrival and adds to the vibrancy of the community.

# **Public Meetings for December Service Changes**





Metro held in-person and virtual public meetings on October 2 & 5 to share proposed service updates and to collect feedback from customers ahead of the December service change, including:

- New Rt. 22 Glenway Crossings Madisonville & Rt.36 Price Hill Norwood crosstowns
- Rt. 5 Oakley-Sharonville realigned to serve park & residential/retail area
- Rt. 24 extended to NTC for faster Eastside to Northwest Hamilton County service
- Rt. 67 Kemper Crosstown to serve Sharonville Convention Center
- Rt. 42X discontinued at request of BCRTA, who will begin operating their own version of this route on Jan. 1, 2024

## **DBE Ice Cream Social**





The Procurement team held an ice cream social for small and disadvantaged businesses on September 15, where staff engaged with businesses to talk about upcoming Metro programs and projects.

It was a huge success – 22 DBE businesses showed up to the event, along with multiple community partners.

### **Battle to Build Your Business**





Businesses are invited to join Metro on Oct. 19, 11 a.m. -1 p.m. at the Greater Cincinnati Foundation to learn about Metro's upcoming construction projects, meet prime contractors, pitch their business to score Metro gear and meet with community partners such as the Ohio Department of Transportation.

# Miller Lite Sponsors Free Rides to Bengals Home Game (





Thanks to Miller Lite, on Oct. 15, Metro riders enjoyed free rides on all services to encourage a fun and responsible way for Bengals fans to enjoy the home game.

### Metro at APTA





Metro team members gained valuable insight, demoed new products and even led sessions to share best practices with our peers during the recent American Public Transit

Associations Annual Conference.

# ...and That's the News!





We had a blast connecting with Metro retirees during the annual "Old Timers" Picnic at Harvest Home Park last month!





# 2023 Service Quality & Ridership

**Initiatives & Metrics Update | October 2023** 



# **Agenda**



- 2023 KPI Goals
- Approach
- Initiatives Update, Q3
- KPI Update, Q3

# 2023 KPI Goals

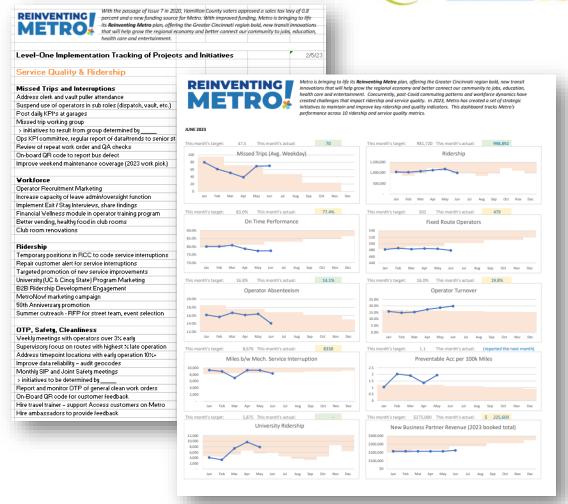


Metric	Baseline – 2022	Goal – end of 2023
Missed Trips (weekday avg.)	95	0
Ridership (per 2023 budget)	9,847,273	12,271,502
Total Fixed Route Operators	483	520
Operator Absenteeism	18.5%	15.0%
Operator Turnover (quarterly avg.)	17.0%	15.0%
On Time Performance	79.4%	86.5%
Miles b/w Mechanical Interruption	8,152	9,200
Preventable Accidents per 100k mi.	1.2	0.9
University Program Ridership	52,521	63,025
Business Partner Revenue	\$200,000	\$350,000

# **Approach**

METRO 50 YEARS

- Implement Defined Initiatives
- Tracked by
  - Department
  - Staff Lead
  - Implementation Date
- Continue to Develop Data & Analytical Approach in All Depts
- Report Progress to CEO / Board



# **Initiatives Update**

- Implementation on Track
- 25 initiatives up and running and/or complete
- Implemented in Q3
  - Suspended use of sub roles
  - Financial wellness/pension info for trainees
  - Created operator pipeline projection tool
    - Closely track workforce numbers
      - Hire, graduation, retention rates
    - Better align with service changes
- Will refresh Initiatives list for 2024



### Level-One Implementation Tracking of Projects and Initiatives

10/9/2023

#### Service Quality & Ridership

Missed Trips and Interruptions	Dept	Status
Address clerk and vault puller attendance	Ops	complete
Suspend use of operators in sub roles (dispatch, vault, etc.)	Ops	complete
Ops supervisor performance monitoring of each "focus group"	Ops	complete / ongoing
Post daily KPI's at garages	Ops	complete / ongoing
Missed trip working group	Ops	
> 1 initiative implented in Q3, others to follow in Q4	Ops	
Ops KPI committee, regular report of data/trends to senior staff	Ops	complete / ongoing
Review of repeat work order and QA checks	Maint	complete / ongoing
On-board QR code for operator to report bus defect	Maint	
Improve weekend maintenance coverage (2023 work pick)	Maint	complete / ongoing

#### Workforce

TO MOTOR		
Increase capacity of leave admin/oversight function	HR	complete / ongoing
Implement Exit / Stay Interviews, share findings	HR	complete / ongoing
Operator Recruitment Marketing	ExtAff	ongoing
Financial Wellness module in operator training program	HR	complete
Better vending, healthy food in club rooms	Ops	complete
Club room renovations	Ops	

#### Ridership

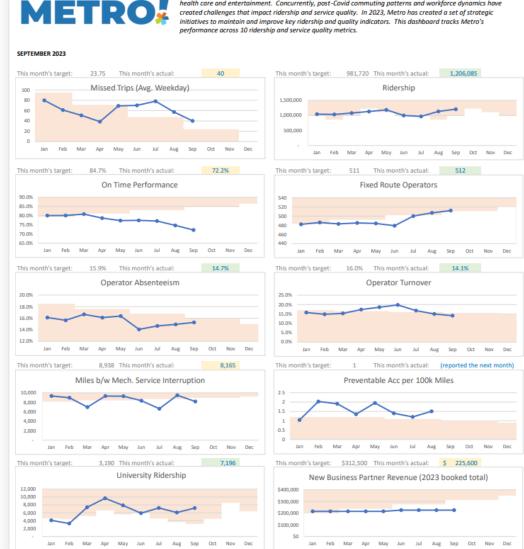
ExtAff	ongoing
ExtAff	ongoing
ExtAff	ongoing
Ops	
ExtAff	complete / ongoing
ExtAff	ongoing
ExtAff	complete
	ExtAff ExtAff Ops ExtAff ExtAff

#### OTP, Safety, Cleanliness

Weekly meetings with operators over 3% early	Ops	complete / ongoing
Supervisory focus on routes with highest % late operation	Ops	complete / ongoing
On-Board QR code for customer feedback	Access	
Address timepoint locations with early operation 10%+	Ops	complete / ongoing
Improve data reliability – audit geocodes	Ops	
Monthly SIP and Joint Safety meetings	Ops	complete / ongoing
> focused campaigns implemented; r.s. mirrors (May), space mgmt (Jun)		complete / ongoing
Report and monitor OTP of general clean work orders	Maint	complete / ongoing
Hire travel trainer – support Access customers on Metro	Access	

- Q3: Ridership Strong, Reliability Improving
- Missed Trips, trending back toward target
- Ridership exceeding targets
- Great workforce numbers
  - Total Operators up
  - Operator Turn Over down
  - Operator Absenteeism on target
- On Time Performance down









### **Level-One Implementation Tracking of Projects and Initiatives**

10/9/2023

### **Service Quality & Ridership**

Missed Trips and Interruptions	Dept	Status
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Improve weekend maintenance coverage (2023 work pick)	Maint	complete / ongoing

### Workforce

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Implement Exit / Stay Interviews, share findings	HR	complete / ongoing
Operator Recruitment Marketing	ExtAff	ongoing
Financial Wellness module in operator training program	HR	complete
Better vending, healthy food in club rooms	Ops	complete
Club room renovations	Ops	

### Ridership

University (UC & Cincy State) Program Marketing	ExtAff	ongoing
B2B Ridership Development Engagement	ExtAff	ongoing
MetroNow! marketing campaign	ExtAff	ongoing
Repair customer alert for service interruptions	Ops	
Targeted promotion of new service improvements	ExtAff	complete / ongoing
50th Anniversary promotion	ExtAff	ongoing
Summer outreach - RFP for street team, event selection	ExtAff	complete

### **OTP, Safety, Cleanliness**

Weekly meetings with operators over 3% early	Ops	complete / ongoing
Supervisory focus on routes with highest % late operation	Ops	complete / ongoing
On-Board QR code for customer feedback	Access	
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Report and monitor OTP of general clean work orders	Maint	complete / ongoing
Hire travel trainer – support Access customers on Metro	Access	



Metro is bringing to life its **Reinventing Metro** plan, offering the Greater Cincinnati region bold, new transit innovations that will help grow the regional economy and better connect our community to jobs, education, health care and entertainment. Concurrently, post-Covid commuting patterns and workforce dynamics have created challenges that impact ridership and service quality. In 2023, Metro has created a set of strategic initiatives to maintain and improve key ridership and quality indicators. This dashboard tracks Metro's performance across 10 ridership and service quality metrics.

#### SEPTEMBER 2023

8,000 6,000

4,000

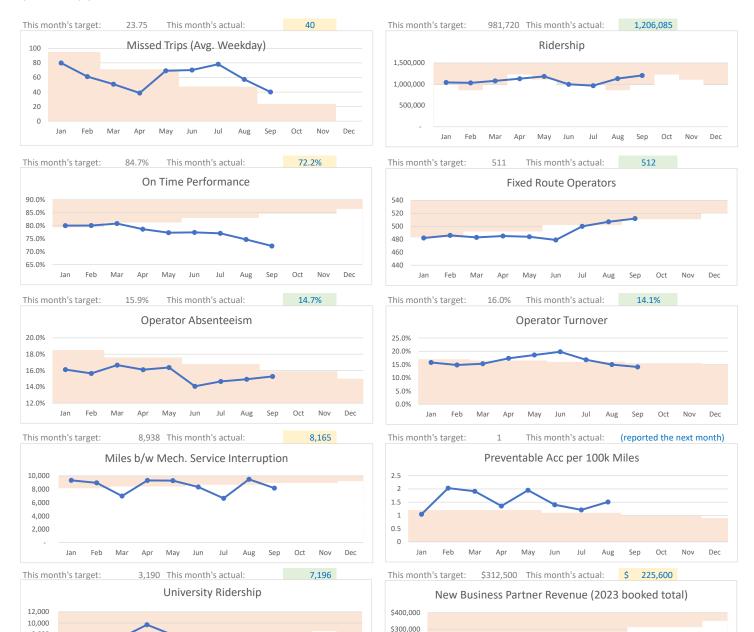
2.000

Feb Mar Apr

May Jun

Aug Sep

Oct Nov Dec



\$200,000

\$100,000

Feb Mar

May Jun Jul Aug Sep Oct

Nov Dec



# September 2023 Ridership

Report

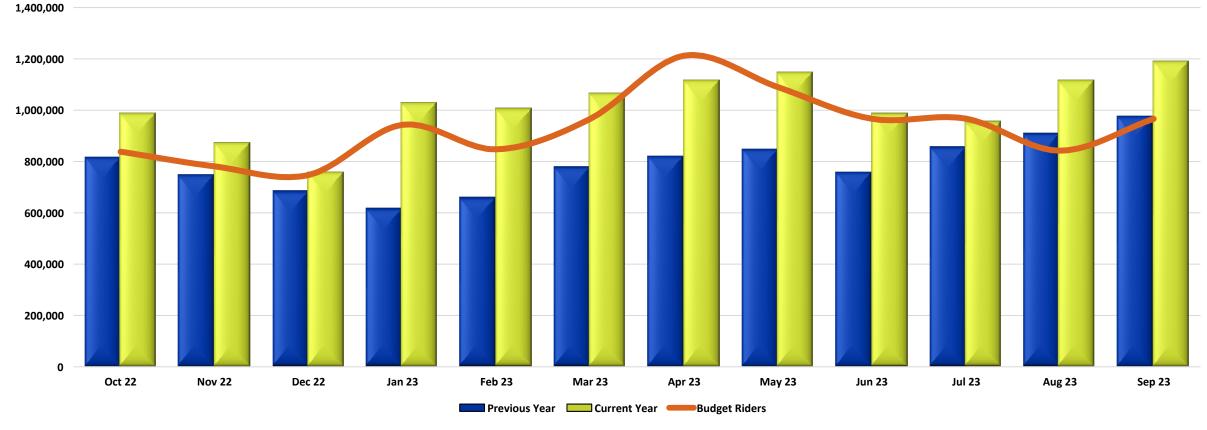
October 17, 2023 | Matt Moorman





### **Total Fixed Route Ridership YoY & Budget by Month**

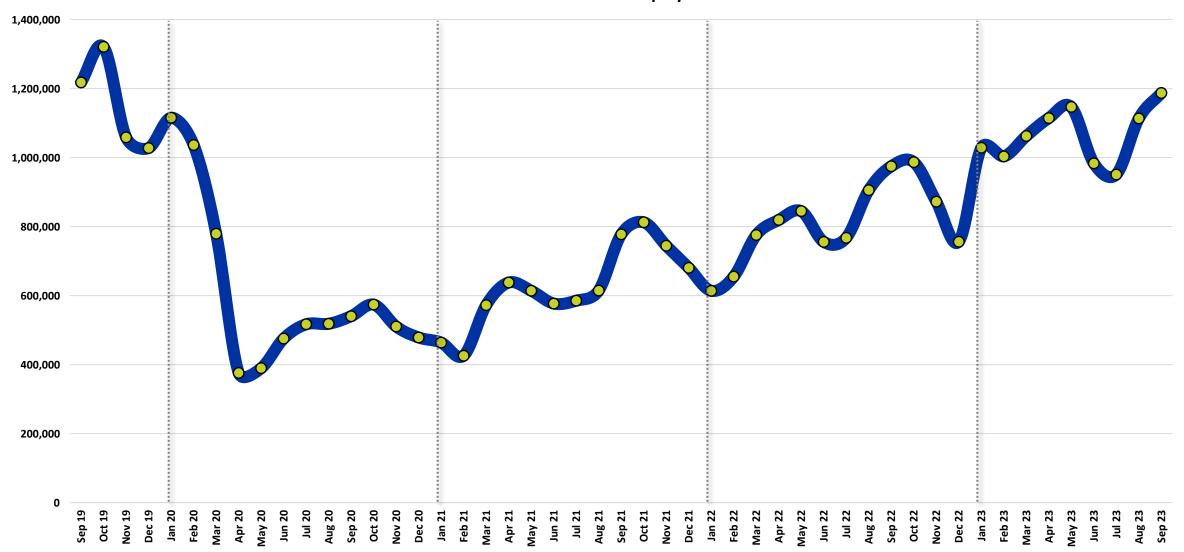




	Sep 23				Sep 22		
Service	Ridership	Budget	Budget Variance	% Budget Variance	Ridership	Past Year Variance	Past Year % Variance
Local	1,161,000	944,188	216,812	23.0%	951,474	209,526	22.0%
Express	26,395	22,229	4,166	18.7%	23,576	2,819	12.0%
Totals	1,187,395	966,417	220,978	22.9%	975,050	212,345	21.8%
Total (YTD)	9,592,180	8,828,722	763,458	8.6%	7,113,547	2,478,633	34.8%



### **Total Fixed Route Ridership by Month**



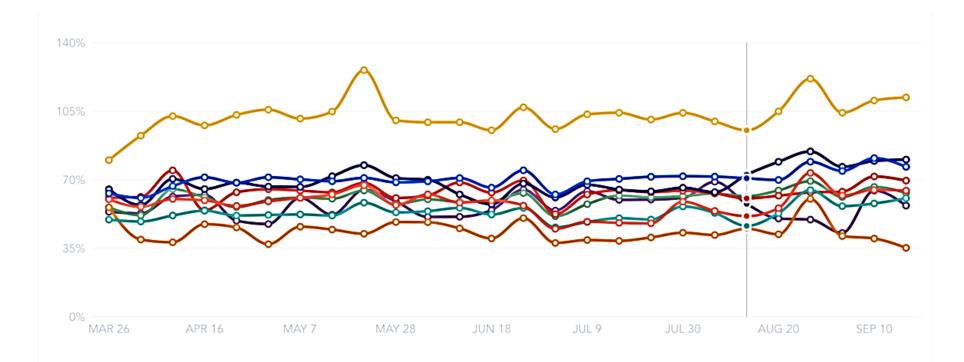
# **SORTA's Ridership vs. The Nation**



#### COMPARE BY:

### Size Region Agency

- National (US) ×
- Southwest Ohio RTA ×
- Greater Cleveland Reg TA  $\times$
- Central Ohio Transit Auth ×
- ullet Greater Dayton Regional TA imes
- Jacksonville Transp Auth ×
- Massachusetts Bay Tr Auth ×
- Chicago Transit Authority ×
- Indianapolis Public Trp Corp ×

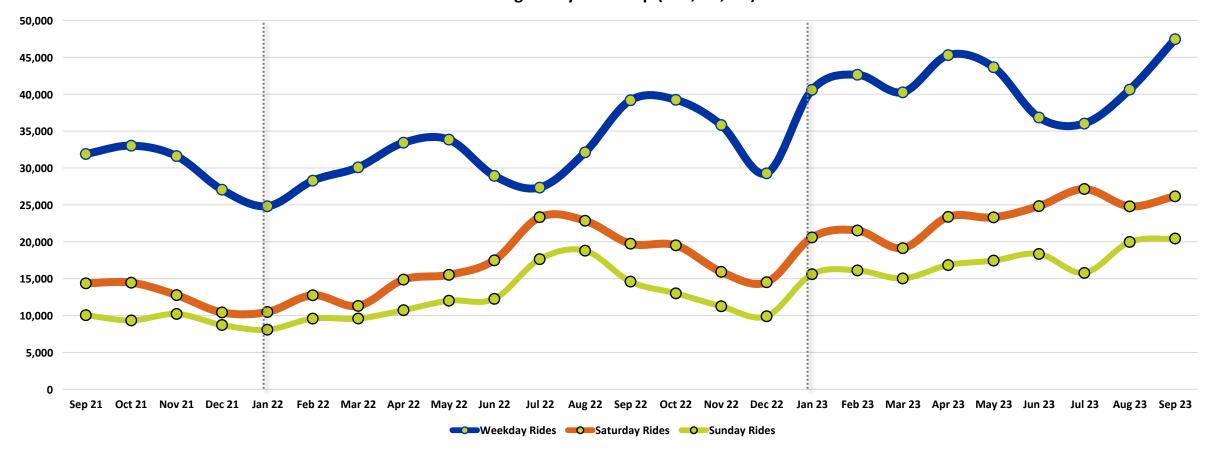




transit<sup>.</sup>

### Average Daily Ridership (WD, SA, SU)



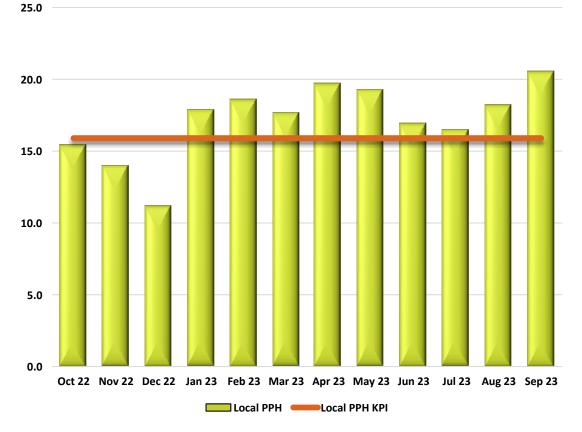


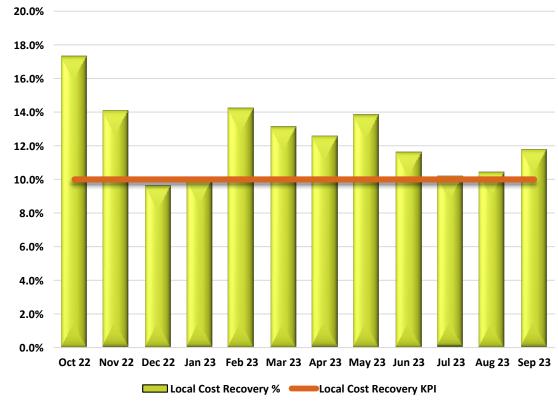
Service	Sep 23 Avg Daily	Sep 23 Avg Daily Budget		Sep 22 Avg Daily	Sep 22 - Sep 23 % Variance
WEEKDAY	47,465	41,419	14.6%	39,193	21.1%
SATURDAY	26,163	14,424	81.4%	19,743	32.5%
SUNDAY	20,451	13,185	55.1%	14,607	40.0%



### **Local Service Productivity (Last 12 Months)**

# Local Service Cost Recovery & (Last 12 Months)





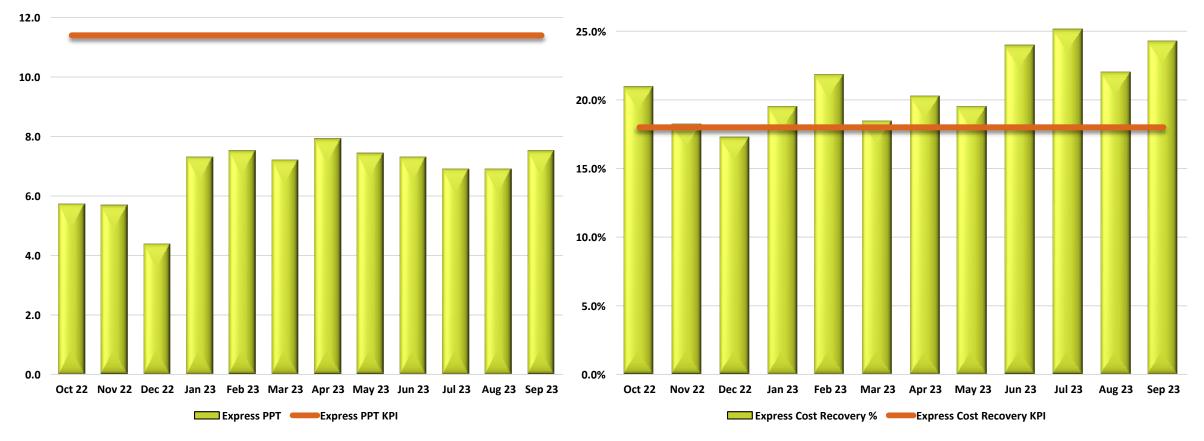
Local Service	Sep 23 Actual KPI	Sep 23 Budget KPI	Variance
Passengers Per Hour	20.5	15.9	4.6
Cost Recovery	11.7%	10.0%	1.7%

\*percentage points





### **Express Service Cost Recovery % (Last 12 Month)**



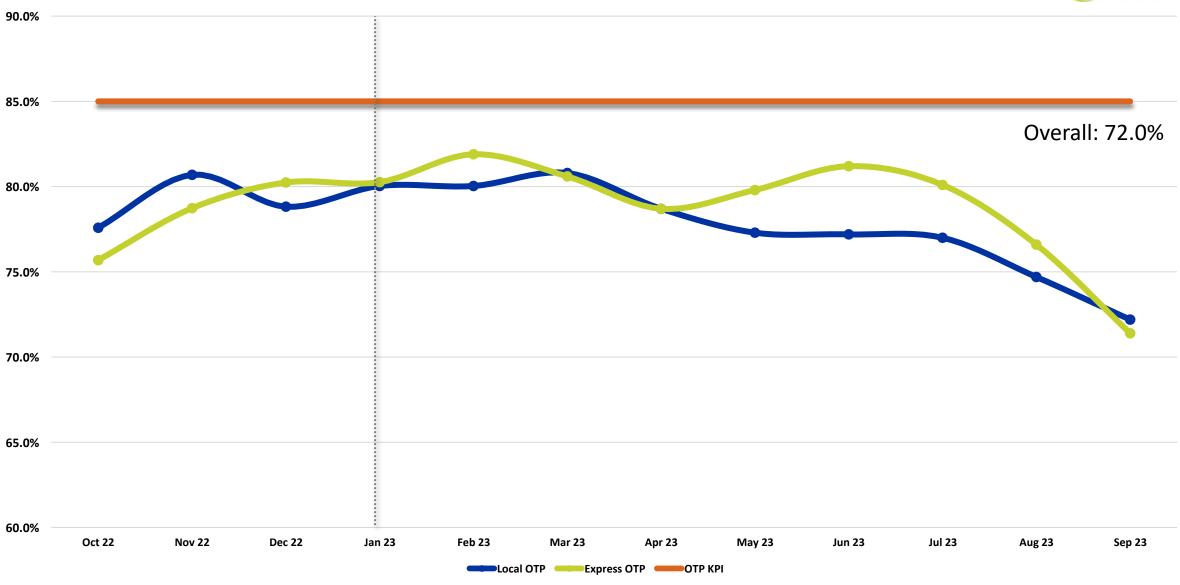
Express Service	Sep 23 Actual KPI	Sep 23 Budget KPI	Variance
Passengers Per Trip	7.5	11.4	-3.9
<b>Cost Recovery</b>	24.2%	18.0%	6.2%

\*percentage points

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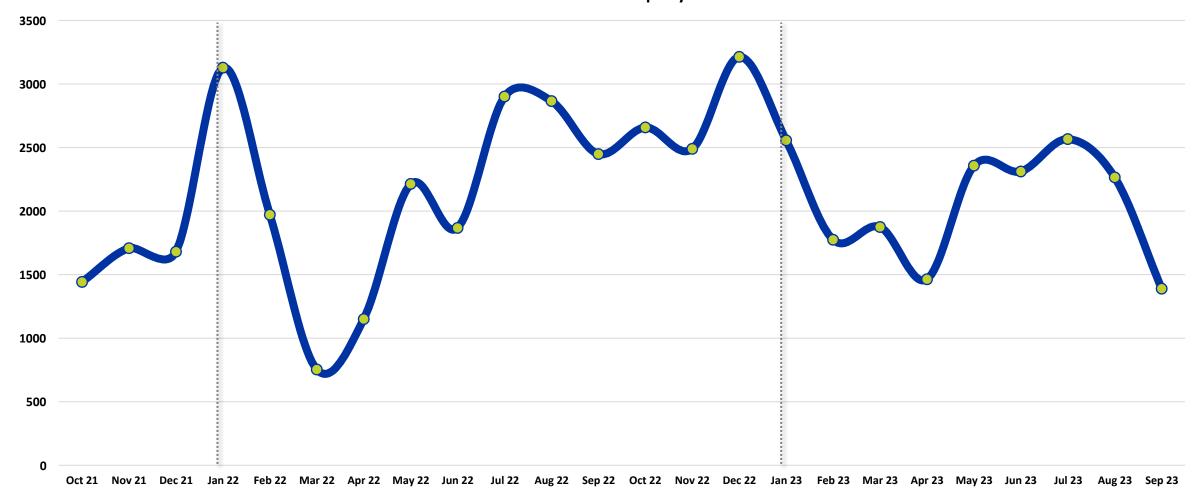
### On-Time Performance Local & Express Service (Last 12 Months)





# **Fixed-Route Missed Trips by Month**

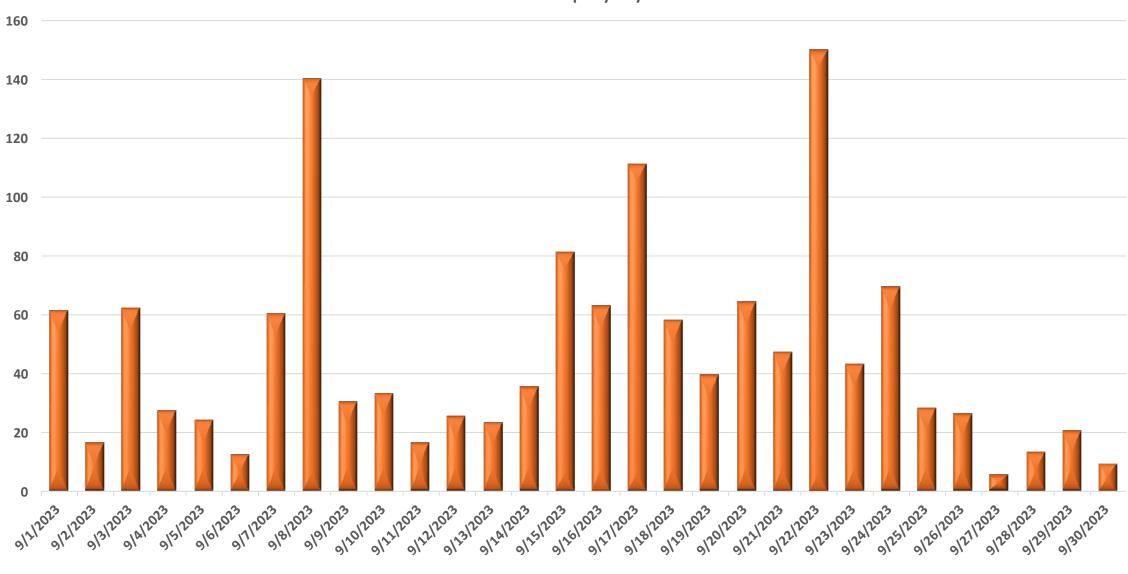




	<b>Missed Trips</b>	<b>Total Trips Scheduled</b>	% of Trips Operated
Sep 23	1,390	65,573	97.9%

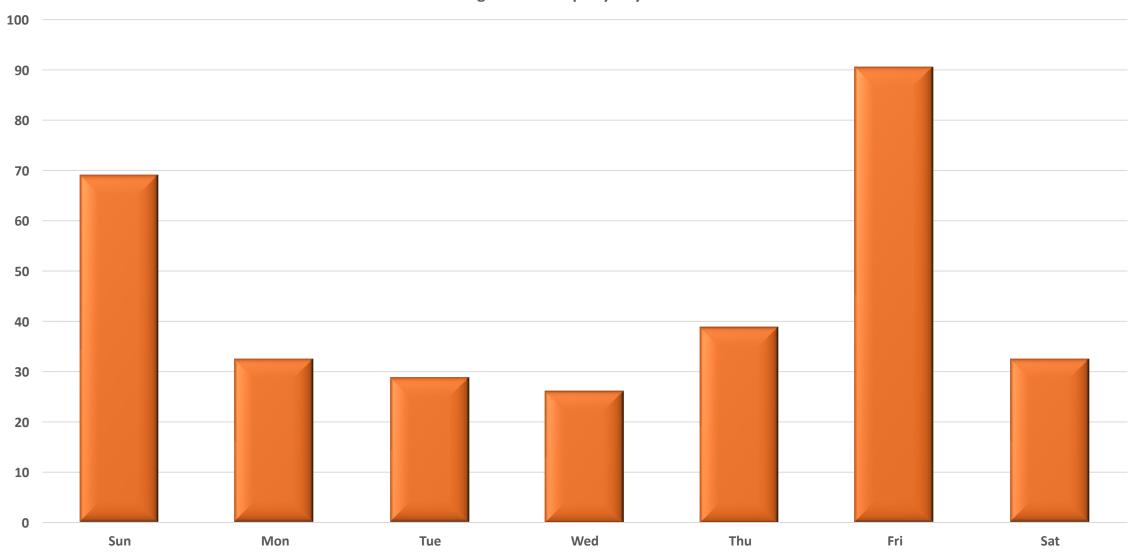


# **Missed Trips by Day**





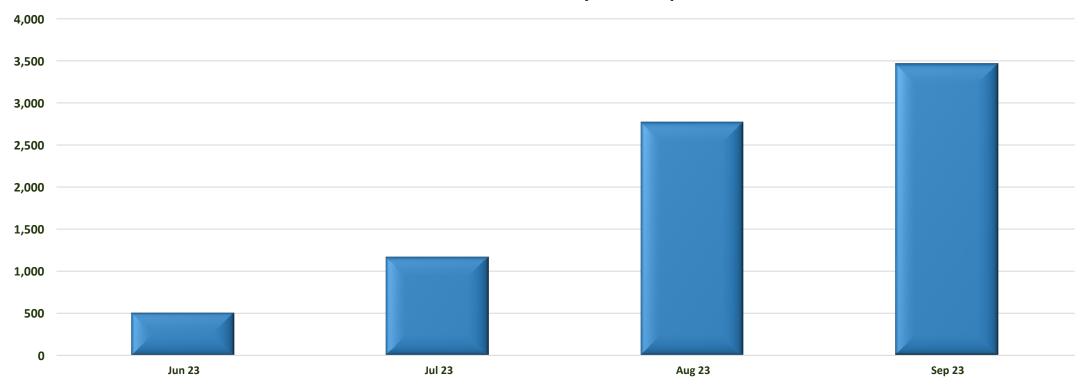
# Average Missed Trips by Day of Week







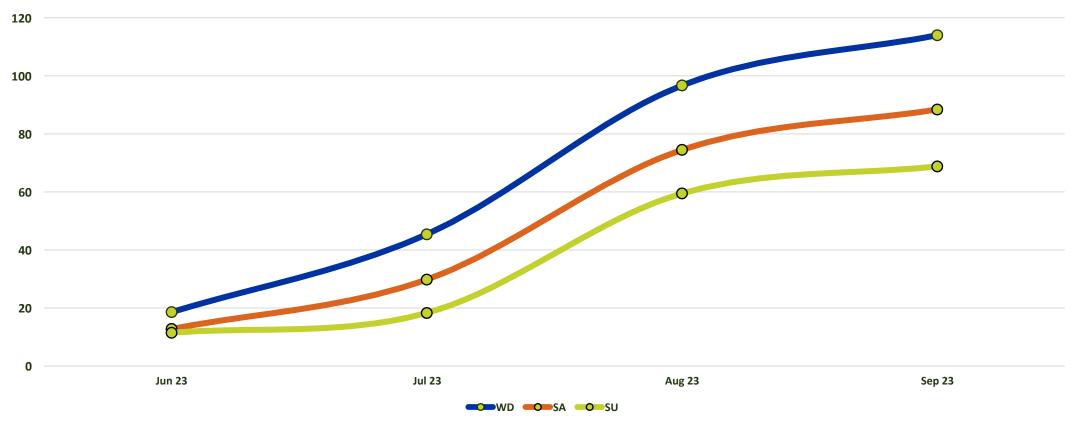
# **MetroNow Monthly Ridership**



Sep 23	Sep 23 Actual	
<b>Monthly Riders</b>	3,455	
<b>On-Time Performance</b>	97.0%	



# **MetroNow Ridership by Day Type**



Sep 23	Sep 23 Actual
Weekday Avg	114.0
Saturday Avg	88.4
Sunday Avg	68.8

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# **Springdale Zone Most Visited Locations**

Rank	Destination	Count
1	Woodlawn Kroger	64
2	Bob Evans	32
3	Sam's Club	29
4	Princeton High School	27
5	BMV Sharonville Exam Station	24
5	The Meadows (Maple Knoll)	24

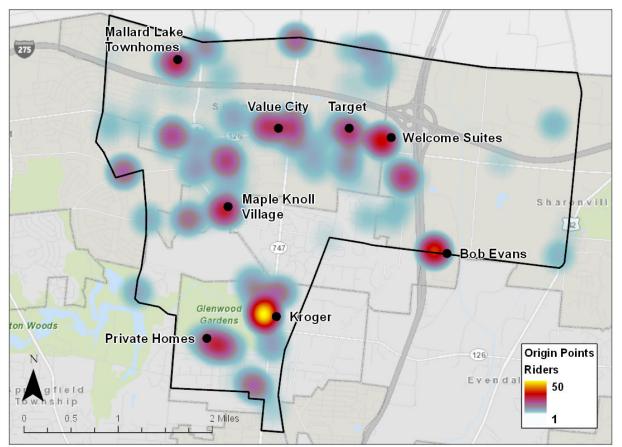
# **Northgate Zone Most Visited Locations**

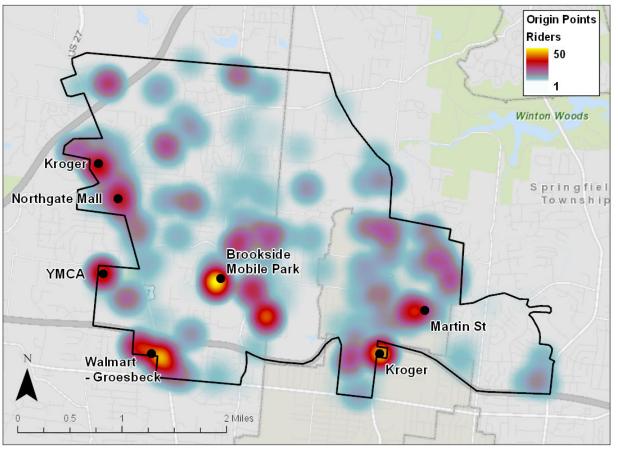
Rank	Destination	Count
1	Colerain Walmart	89
2	North College Hill Kroger	65
3	Clippard Family YMCA	50
5	Mt Healthy High School	30
5	Martin St (Home)	30
5	Colerain Meijer	30



# **Springdale Zone Usage Map**

# **Northgate Zone Usage Map**

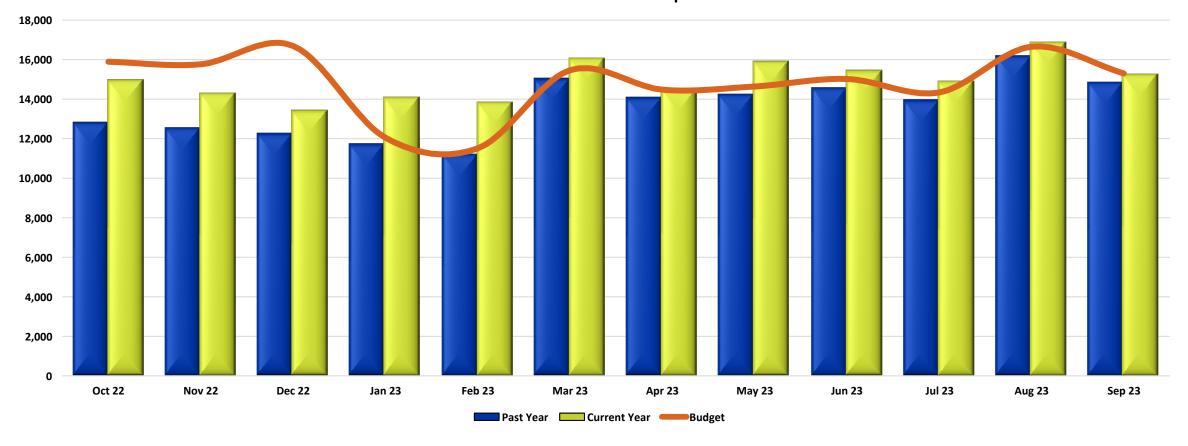






# **Total Access Ridership**

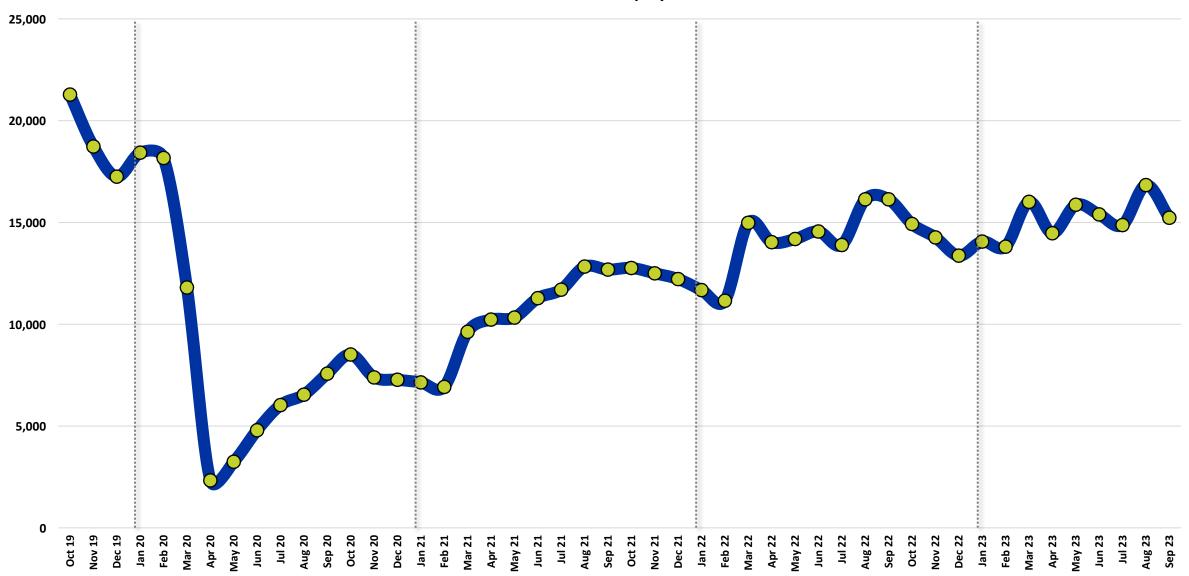




Sep 23	Sep 23 Ridership	Sep 23 Budget	<b>Budget Variance</b>	Sep 22 Ridership	Sep 22 - Sep 23 Variance
Total	15,235	15,303	-0.4%	16,141	-5.6%
Weekday	13,744			14,828	-7.3%
Saturday	757			716	5.7%
Sunday	734			597	22.9%
Total (YTD)	136,588	129,476	5.5%	125,477	8.9%

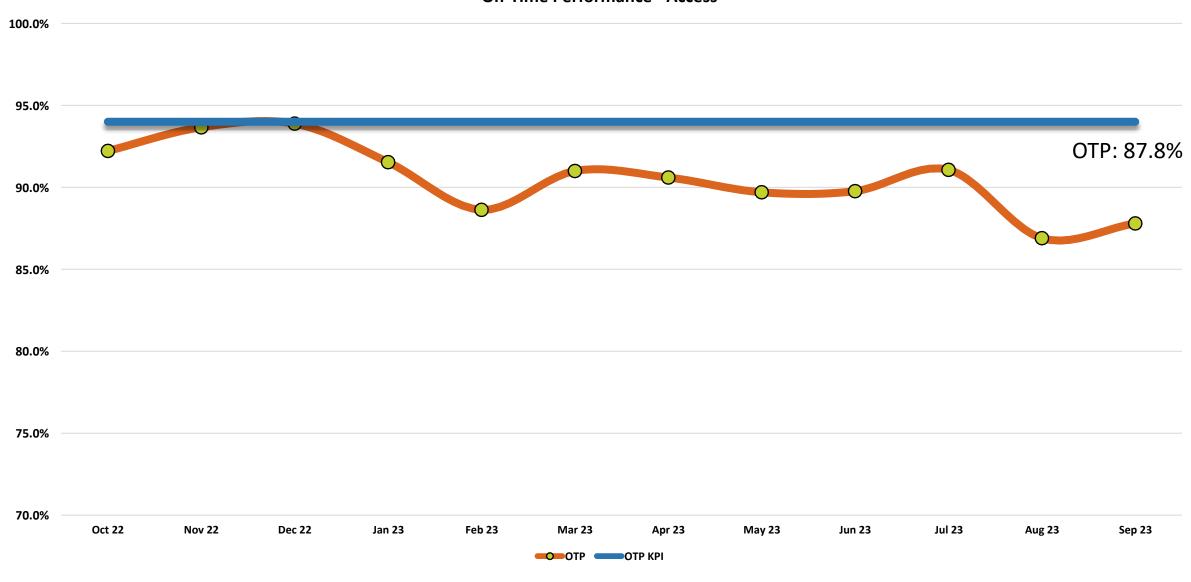


# **Total Access Ridership by Month**



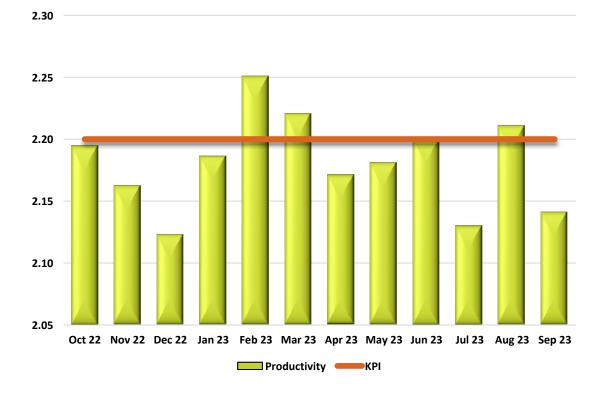
## **On-Time Performance - Access**

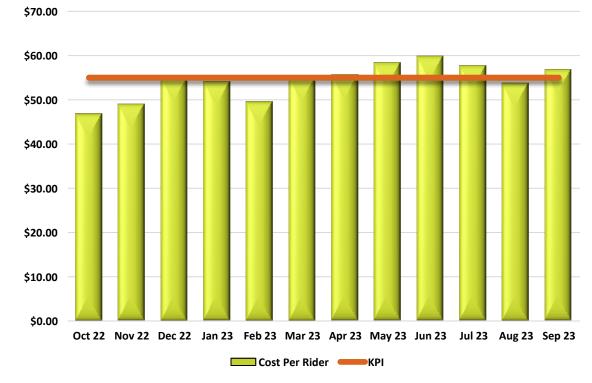




## **Access Service - Productivity**

## **Access Service - Cost Per Rider**



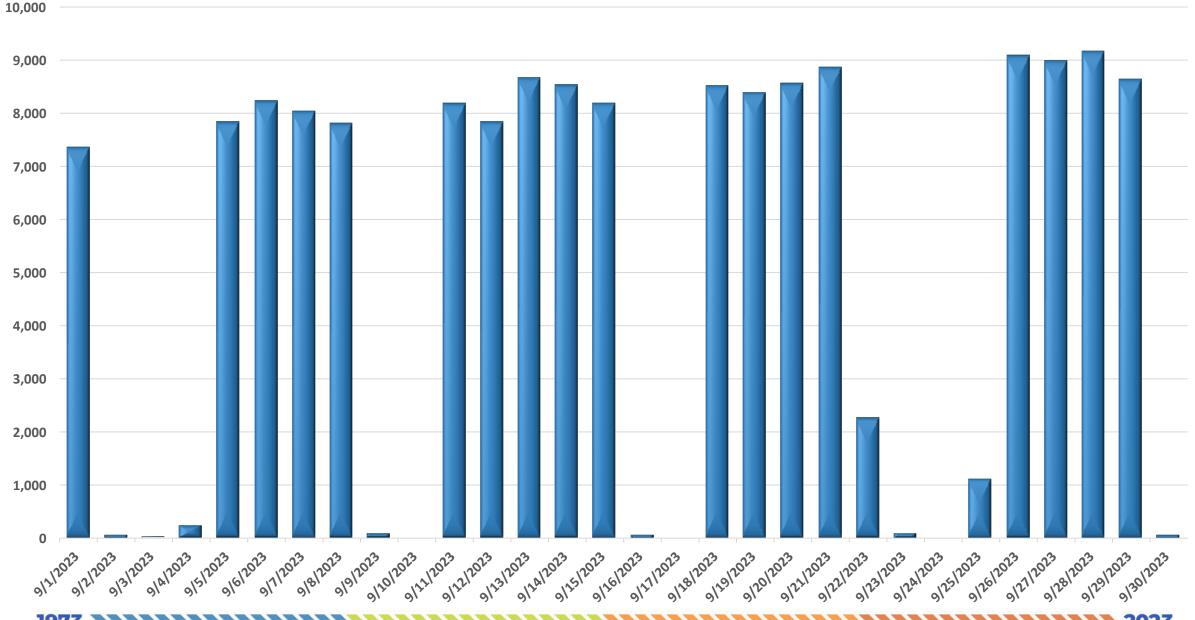


Sep 23	Sep 23 Actual	Sep 23 KPI	Variance
Cost Per Passenger	\$56.56	\$55.00	\$1.56
<b>On-Time Performance</b>	87.8%	94.0%	-6.2%
Passengers Per Hour	2.14	2.2	-0.06

\*percentage points

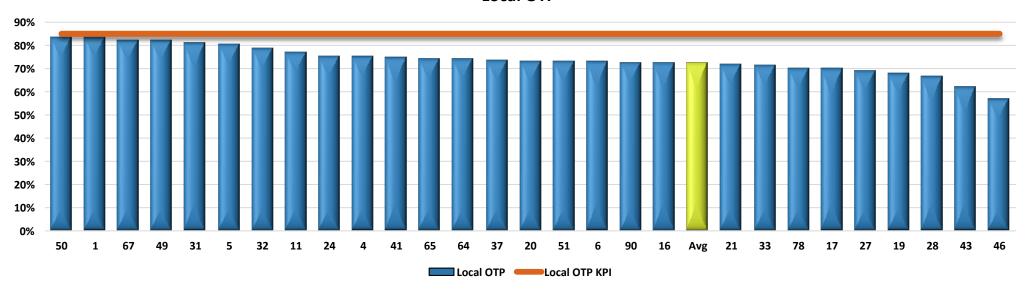




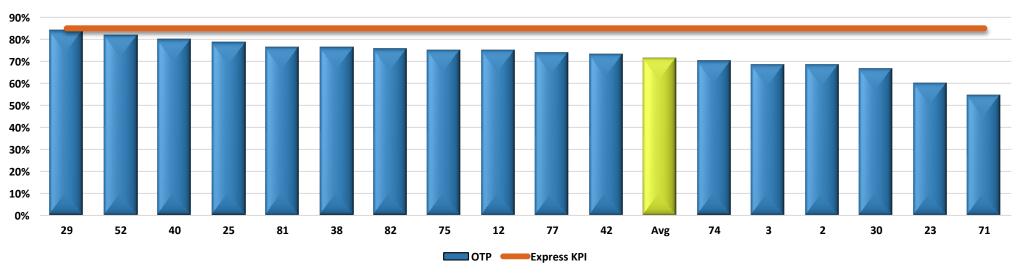




## **Local OTP**

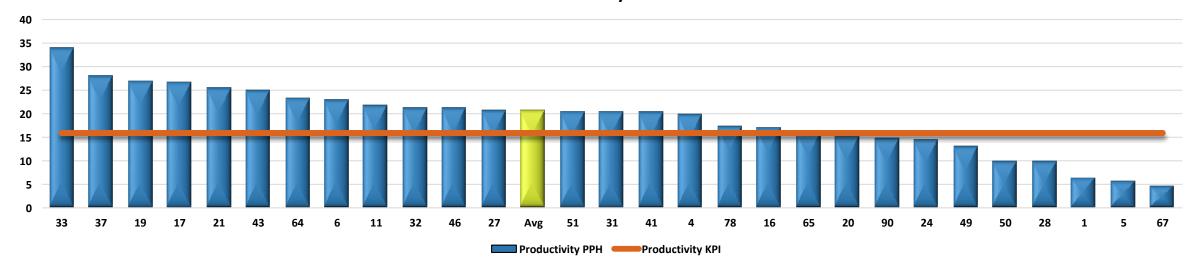


# **Express OTP**

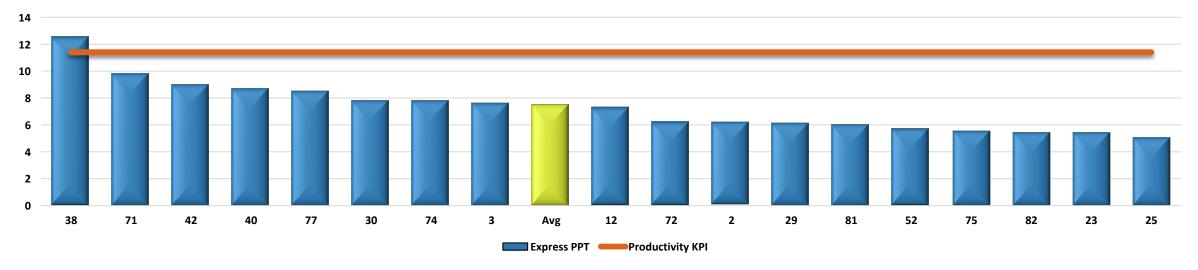




# **Productivity - Local**

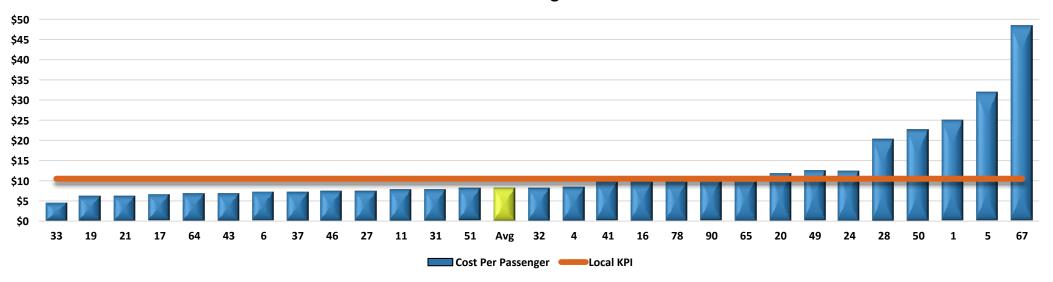


# **Productivity Express**

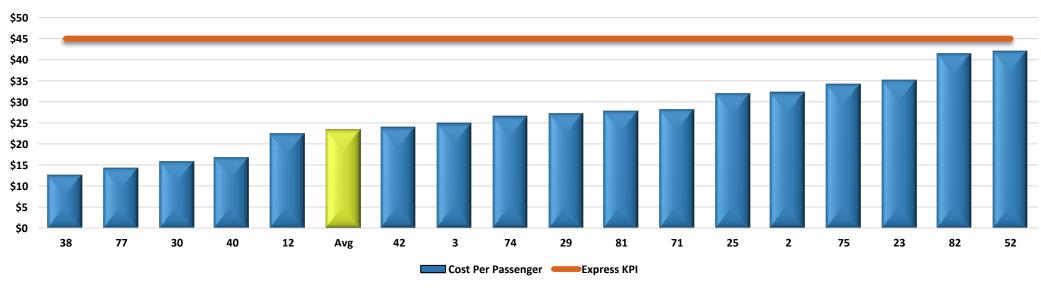




# **Cost Per Passenger - Local**



# **Cost Per Passenger - Express**



Project	Method	Vendor	Award	Term	Funding of 86
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) \$128,400	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)	3 years Nov 2024 – Oct 2026	Budgeted Local Operating

Project	Method	Vendor	Award	Term	Funding of 86
147-2023 Vehicle Digital Display Signs	Sole Source Award	NEORide	\$3,579,230 ( <b>6% XBE, \$221,500</b> )	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	Sole Source Award (SS)	Crown Castle International	\$270,000	25 year Sep 2021 – Aug 2046	Budget Local Operating

Total Awards for Month

\$8,204,129

YTD Diversity Spend \$7.9M ↑





# 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.

\*\*\*\*\*

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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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.



#### BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY RESOLUTION NO. 2023-49

#### 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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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.



#### BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY RESOLUTION NO. 2023-50

# 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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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.



#### BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY RESOLUTION NO. 2023-51

# 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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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%)	<b>Price</b> 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		Structured 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.



#### BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY RESOLUTION NO. 2023-52

#### 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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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.



#### BOARD OF TRUSTEES SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY RESOLUTION NO. 2023-53

#### 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

APPROVED: October 24<sup>th</sup>, 2023



## **BOARD OF TRUSTEES ACTION ITEM**

**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:

Pusher Vehicles		Equipment Depot		Kirks			
	Line Item	Description	Unit of Measure	Unit Cost	Total	Unit Cost	Total
	PROPANE - 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 - 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 unbudgeted for 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 contract is being awarded to 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 utilized 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 NEORide, 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.

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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	СН	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.