



SORTA/Metro
Board Meeting
April 22, 2025
6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, APRIL 22nd, 2025 – 6:00 P.M.

SORTA BOARD ROOM 6th FLOOR

525 VINE STREET,

CINCINNATI, OHIO, 45202

General Items:

Call to order

Pledge of Allegiance

Hearings from citizens

Chair Update

Action Items:

- 1 Approval of Board Minutes March 25th, 2025
- 2 Approval of Special Board Meeting Minutes April 15th, 2025

Finance Committee (Blake Ethridge)

Planning & Operations Committee (Dan Driehaus)

Procurement Consent Agenda:

- 3 Proposed Resolution: Contract Modification for 22016-R18-5 Paycor HRIS system (Adriene Hairston)
 - 3.1 Action Item:
- 4 Proposed Resolution: Contract Modification for 146-2024 Alternate Energy Consultant (Mary Huller)
 - 4.1 Action Item:
- 5 Proposed Resolution: Contract Award for 132-2024 Queensgate Retaining Wall Design (Jeff Mundstock)
 - 5.1 Action Item:
- 6 Proposed Resolution: Contract Award for 134-2024 Long Range Transit Plan (Khaled Shammout)
 - 6.1 Action Item:
- 7 Proposed Resolution: Contract Award for 001-2025 Operator Uniforms (Sean O'Leary)
 - 7.1 Action Item:
- 8 Proposed Resolution: Contract Award for 015-2025 FareBox Workroom Expansion (Jeff Mundstock)

8.1 Action Item:

Paratransit Committee (Neil Kelly)

Briefing Items:

- 9 Financial Results for March 31st, 2025 (Tim Walker)
- 10 Metro on the Move (Darryl Haley)
- 11 New Business

Other Items:

12 Executive Session:

- 13 “Section 121.22(G)(1) To consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee...,”

Adjournment

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

Tuesday, May 27th, 2025, at 9:00 a.m.

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, March 25th 2025, 9:00 a.m.

BOARD MEMBERS PRESENT: Tianay Amat, Tony Brice, Dan Driehaus, Blake Ethridge, Kala Gibson, Pete Metz, Briana Moss, Greg Simpson and KZ Smith

BOARD MEMBERS ABSENT: Jay Bedi, Chelsea Clark, Trent Emeneker, Neil Kelly, Sara Sheets Sonja Taylor

STAFF MEMBERS: Andy Aiello, John Edmondson, Patrick Giblin, Adriene Hairston, Darryl Haley, Brandy Jones, Natalie Krusling, Bradley Mason, John Ravasio, Tony Russo, Bill Spraul and Tim Walker

LEGAL COUNSEL: Kim Schaefer (Vorys, Sater, Seymour and Pease LLP)

GUEST/PUBLIC PRESENT: Kreg Keesee (Cold Jet, LLC.)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

HEARING FROM CITIZENS

N/A

CHAIRMAN UPDATE

Mr. Ethridge honored Gwen L. Robinson for her dedicated service to the Southwest Ohio Regional Transit Authority Board of Trustees.

PROPOSED RESOLUTION NO 8: APPROVAL OF GWEN L. ROBINSON BOARD ROOM

Mr. Ethridge moved for adoption and Mr. Driehaus seconded the motion. The resolution is for approval of dedicating the SORTA Board Room as the Gwen L. Robinson Board Room.

By roll call, the SORTA Board approved the resolution.

APPROVAL OF FEBRUARY 25th, 2025 BOARD MEETING MINUTES

Mr. Ethridge made a motion that the minutes from the February 25th, 2025, board meeting be approved as previously mailed and Mr. Driehaus seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Ms. Ethridge reported on the Finance Committee meeting held on March 18th 2025, and there were no items(s) to present for Board Approval.

PLANNING AND OPERATIONS COMMITTEE

Mr. Driehaus reported on the Planning and Operations Committee meeting held on March 18th, 2025, and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION NO 9: APPROVAL OF TITLE VI UPDATE

Mr. Driehaus moved for adoption and Mr. Brice seconded the motion. The resolution approves the submittal of the program update to the Federal Transit Administration (FTA) on behalf of SORTA.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION NO: 10: APPROVAL OF MODIFIED CONTRACT AWARD 21-2022 REGIONAL PARATRANSIT CONSULTANT

Mr. Metz moved for adoption and Mr. Brice seconded the motion. The modified contract will approve a 3.5- year contract with Regional Mobility Group, LLC., at a total cost not to exceed \$164,100 an increase from \$98,600, an increase of \$65,500.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 11: APPROVAL OF CONTRACT AWARD 096-2024 BUSINESS INTELLIGENCE DASHBOARD

Mr. Metz moved for adoption and Mr. Brice seconded the motion. The contract will approve a 3-year contract with TransSight, LLC., at a total cost not to exceed \$256,000 for Business Intelligence Dashboard.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 12: APPROVAL OF CONTRACT AWARD 003-2025 BULK MOTOR OIL

Mr. Metz moved for adoption and Mr. Brice seconded the motion. The contract will approve a 1-year contract with Hawkins Bailey Warehouse, at a total cost not to exceed \$291,094 for bulk motor oil.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 13: APPROVAL OF CONTRACT AWARD 010-2025 BREAKROOM RENOVATIONS

Mr. Metz moved for adoption and Mr. Brice seconded the motion. The contract will approve a 1-year contract with Kalker Development, LLC., at a total cost not to exceed \$2,145,265 for breakroom renovations.

By roll call, the Board approved the resolution.

INFRASTRUCTURE, BIKE AND ROW COMMITTEE

Ms. Metz reported on the Infrastructure, Bike and ROW Committee meeting held on March 18th, 2025, and there were no items(s) to present for Board Approval.

FINANCIAL REPORTS AS OF FEBRUARY 28th, 2025

Mr. Walker presented the February financial results. Total revenues were \$13.1 million, which was unfavorable to budget by \$112k. Total expenses were \$12.7 million, which is favorable to budget by \$161,000. Operating Capital Contribution was (\$0.4) million, which was favorable to budget by \$49k. Ridership was 1,052k, which is unfavorable to budget by 114k. Mr. Walker presented the Investment of Funds Reserve Summary with a total All Securities at \$156,855,014, Net Unrestricted Securities Available at (\$2,823,178) and Net Unrestricted Securities and 2025 Operating Budget Surplus at \$4,557,823. Mr. Walker then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

METRO ON THE MOVE

Mr. Haley presented the Metro on the Move report. He shared transit employee appreciation, townhall meetings, Metro wins APTA adwheel, Ride Metro FREE on Opening Day and Golden Bus awards.

NEW BUSINESS

A video was played honoring the many contributions of Gwen L. Robinson.

ADJOURNMENT

The meeting adjourned at 9:31 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
April 22nd, 2025, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Blake Ethridge
Chair, SORTA Board

ATTESTED:



Darryl Haley
CEO/General Manager/Secretary-Treasurer

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: Special Meeting of the SORTA Board of Trustees

DATE: Tuesday, April 15th 2025, 10:00 a.m.

BOARD MEMBERS PRESENT: Tianay Amat, Jay Bedi, Chelsea Clark, Dan Driehaus, Blake Ethridge, Neil Kelly, Pete Metz, Briana Moss, Sara Sheets and KZ Smith

BOARD MEMBERS ABSENT: Tony Brice, Trent Emeneker, Kala Gibson, Greg Simpson, Sonja Taylor

STAFF MEMBERS: Andy Aiello, Steve Anderson, Norman Bouwie, John Edmondson, Dave Etienne, Darryl Haley, Adriene Hairston, Brandy Jones, Natalie Krusling, Bradley Mason, Jeff Mundstock, Tom Price, Emi Randall, John Ravasio, Jason Roe, Tony Russo, Kevin Ruth, Mark Samaan, Khaled Shammout, Bill Spraul, Tim Walker and Mike Weil

LEGAL COUNSEL: Kim Schaefer (Vorys, Sater, Seymour and Pease LLP)

GUEST/PUBLIC PRESENT: N/A

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

HEARING FROM CITIZENS

N/A

CHAIRMAN UPDATE

N/A

APPROVAL OF MARCH 25th, 2025 BOARD MEETING MINUTES

Mr. Ethridge requested that we review the board minutes from March 25th at the next board meeting.

The approval of minutes will be postponed until the next board meeting on April 22nd at 6:00 p.m.

GOVERNANCE COMMITTEE

Mr. Driehaus reported on the Governance Committee meeting held on April 15th 2025 and there were items(s) to present for Board Approval.

ELECTION OF OFFICERS

Mr. Driehaus moved and Mr. Kelly seconded the motion to elect SORTA Board officer. Ms. Sheets will serve as the Vice Chair.

By roll call, the Board approved the motion.

COMMITTEE CHAIR AND MEMBER UPDATES

Mr. Ethridge announced that Dan Driehaus will chair Infrastructure, Bike and ROW, while Pete Metz will chair the Planning and Ops Committee.

ADJOURNMENT

The meeting adjourned at 10:41 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
April 22nd, 2025, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Blake Ethridge
Chair, SORTA Board

ATTESTED:



Darryl Haley
CEO/General Manager/Secretary-Treasurer

Project	Method	Vendor	Award	Term	Funding
2016-R18-5* Paycor HRIS System	Sole Source / Contract Modification	Paycor, Inc.	\$1,382,671 (o) \$131,233 (m) \$1,513,904	10 years Jan 2016 – Dec 2025	Budgeted Local Operating
146-2024* Alternative Energy Consultant	Sole Source / Contract Modification	WSP USA	\$98,773 (o) \$29,375 (m) \$128,168	1 year Nov 2024 – Dec 2025	Combined Federal (80%) and Local (20%) Funds
132-2024 Engineering for QG Retaining Wall & Concrete Replacement	Qualifications Based Solicitation (QBS)	Michael Baker International, Inc.	\$868,974 \$118,496 (15%)	4.5 years May 2025 – Dec 2029	Budgeted Local Capital
134-2024 Long Range Transit Plan	Request for Proposals (RFP)	Alfred Benesch & Company	\$606,382 \$147,937	2 years May 2025 – Apr 2027	Combined Federal (80%) and Local (20%) Funds
001-2025 Operator Uniforms	Request for Proposals (RFP)	Galls, LLC	\$1,573,092	3 years May 2025 – Apr 2028	Budgeted Local Operating
015-2025 FareBox & Fleet Services Office Expansion	Invitation for Bids (IFB)	Jostin Construction, Inc.	\$598,400	1 year May 2025 – Apr 2026	Budgeted Local Capital
*denotes non-competitive or non-negotiable award			Total Awards for Month Total Diversity Spend for Month \$3,807,456 \$864,833 (22.7%)		
			Addressable Awards Effective Participation Rate \$3,646,848 23.7%		
			2025 Total Spend 2025 Diversity Spend \$17,030,978 \$2,782,214 (16.3%)		
			2025 Total Addressable Spend 2025 Effective Participation Rate \$13,244,634 21.0%		

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025
FROM: John Edmondson, Sr. Director of Procurement
Adriene Hairston, Chief Human Resources Officer
PROJECT NO.: 2016-R18-5 Paycor HRIS System
REQUEST: Contract Modification

BACKGROUND

Paycor has been our Payroll/HRIS provider since 2016, providing an integrated payroll processing/human resource information system. Since 2022, Metro's headcount has grown by 17%, increasing from 1046 to 1225 employees.

BUSINESS PURPOSE

A contract modification is needed to add funds to address the headcount growth Metro has consistently experienced over the past few years. Additional funding is required to ensure uninterrupted services for the remainder of the contract life (December 2025).

PROJECT FINANCING

The budget for this project is \$131,233 and was included in the approved FY2025 Operating Budget. The project will be financed using local operating funds.

Pricing is based on the current contract rates, which are valid until December 2025.

As this is a contract modification, the final project cost is flat to budget.

PROJECT PROCUREMENT

The modification is a sole source award and is exempt from the competitive process. As such, no vendor outreach was conducted.

The contract is set to expire on December 31, 2025.

PROJECT DIVERSITY

The modification is a sole source award and is exempt from the vendor diversity review process. As such, no subcontracting opportunities are available and no vendor diversity analysis performed.

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. 2016-R18-5, on behalf of Metro with Paycor, Inc., Increasing the total not to exceed value from \$1,382,671 to \$1,513,904, an increase of \$131,233.

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025

FROM: John Edmondson, Sr. Director of Procurement
Mary Huller, Director of Grants and Administration

PROJECT NO.: 146-2024 Alternative Energy Consultant

REQUEST: Contract Modification

BACKGROUND

SORTA required a consultant to develop an actionable Fuel Transition Plan to a zero-emissions fleet, focused on the three elements: 1) Access Vehicle Fleet, 2) Mobility on Demand (MOD) Vehicle Fleet, and 3) SORTA-wide Alternative Fuels Infrastructure for Paratransit and MOD vehicles (includes fixed route infrastructure as it relates to paratransit and MOD, Access, and Metro Now).

BUSINESS PURPOSE

Contract modification is needed to add funding to address a Transition Plan Analysis for zero-emissions fleet, focused on 60-foot buses as planned to be used for BRT.

PROJECT FINANCING

The budget for this project is \$29,395 and is included in the approved FY2025 Operating Budget.

The project will be financed using 80% grant funds (\$23,516) and 20% local operating funds (\$5,879).

As this is a contract modification, the final project cost of \$128,168 is flat to budget.

PROJECT PROCUREMENT

The modification is a sole source award and is exempt from the competitive process. As such, no vendor outreach was conducted.

The contract is set to expire on December 31, 2025.

PROJECT DIVERSITY

The modification is a sole source award and is exempt from the vendor diversity review process. As such, no subcontracting opportunities are available and no vendor diversity analysis performed.

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. 146-2024, on behalf of Metro with WSP USA, increasing the not to exceed value from \$98,773 to \$128,168, an increase of \$29,375.

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025
FROM: John Edmondson, Sr. Director of Procurement
Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 132-2024 A&E for Queensgate Retaining Wall
REQUEST: Contract Award

BACKGROUND

The Southwest Ohio Transit Authority (SORTA) has improvements and renovations that are required at our garage facilities that include replacement of the retaining wall and concrete repair at the Queensgate Facility. The services of an A&E firm to provide Civil Engineering services are required for all construction projects.

BUSINESS PURPOSE

SORTA has identified a list of A&E tasks that include the design of an +/- 1,600 foot long by +/- 8-foot-tall concrete retaining wall and the removal and replacement of the exterior concrete driving surface. The new retaining wall will have additional lighting to improve security and will be designed to accommodate an additional bus lane. The concrete removal and replacement will provide the necessary improvements and upgrades to the facility, including the additional bus lane.

PROJECT FINANCING

The budget for this project is \$800,000 and is included in the approved FY2025 Capital Budget. The project will be financed using local capital funds.

The final project cost of \$868,974, which is comprised of \$789,976 base contract award and \$78,998 contingency funds, is **unfavorable to budget by \$68,974**.

PROJECT PROCUREMENT

Pursuant to Ohio Revised Code, qualifications-based solicitations ("QBS") are required when procuring architectural and engineering services. Under this method, firms provide statements of qualifications ("SOQ") in response to solicitation materials. Firms are then evaluated and ranked from most to least qualified based on evaluation criteria included in the solicitation. Metro then negotiates with the highest ranked firm.

Staff targeted 2 vendors known to be capable of providing the required services in addition to those notified through Metro's e-procurement platform. 42 vendors downloaded solicitation materials and 5 submitted responses. All vendor submissions were considered responsive. The evaluation of responses is in the table below:



Vendor	Firm Experience (Subjective) Points Based 350 Points (33.3%)	Firm Qualifications (Subjective) Points Based 300 Points (28.6%)	Staff Qualifications & Experience (Subjective) Points Based 250 Points (23.8%)	Project Approach (Subjective) Points Based 100 Points (9.5%)	Small and Disadvantaged Business Utilization (Objective) Points Based 50 Points (4.8%)	Total Score (Max Score 1050)
Michael Baker International	346.7	291.7	245	98.3	30	1011.67
Burgess & Niple, Inc.	333.3	268.3	225	95	50	971.67
American Structurepoint, Inc.	331.7	278.3	235	98.3	10	953.33
Prime Engineering, Inc.	318	270	220	98.3	20	926.33
Civil Solutions Associates, Inc.	290	268.3	218.3	93.3	50	920

Michael Baker International, Inc. was considered the most qualified firm. The final negotiated price is shown below:

Michael Baker International, Inc.
\$789,976

The term of this contract is 4.5 years and includes services such as review and revisions due to change order requests and oversight of construction management functions.

The contract is a firm fixed fee contract and will expire on December 31, 2029.

PROJECT DIVERSITY

Staff determined that an aspirational goal of 14% was appropriate for this contract. An aspirational goal is one in which Metro indicates that ample opportunities for subcontracting exist but are not required for consideration of award.

Staff targeted 74 diverse vendors believed to be capable of performing all or part of the contract requirements. One vendor submitted a proposal that included diverse subcontractors.

The final award value of \$789,976 includes **awards to diverse subcontractors totaling \$118,496, or 15%** of the total award. **All subcontractors are new to Metro.**

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. 132-2024, on behalf of Metro with Michael Baker International, Inc., with a not to exceed value of \$868,974.

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Deputy Innovation and Vision Officer

PROJECT NO.: 134-2024 Long Range Transit Plan

REQUEST: Contract Award

BACKGROUND

SORTA is embarking on a comprehensive initiative to develop a forward-thinking long-range plan, aimed at guiding the future of transit services in the Greater Cincinnati region. This plan will address key questions about the region's evolution by 2040, focusing on anticipated demographic shifts, evolving commuting patterns, job and housing concentrations, and emerging mobility needs. SORTA will explore the integration of innovative transit technologies, such as electric buses, hydrogen fuel cell buses, autonomous vehicles, and other advanced systems that could enhance system efficiency and improve the rider experience. The final Plan will serve as a blueprint for SORTA's future growth, helping shape a more connected, efficient, and sustainable transit system for the Cincinnati region.

BUSINESS PURPOSE

The Southwest Ohio Regional Transit Authority (SORTA) created and implemented a short-range strategic plan, Reinventing Metro, to improve span and frequency of service, add new routes, launch on-demand service, and develop bus rapid transit corridors. These projects are well underway and provide the basis for the agency's recent and ongoing five (5) year strategic plan. SORTA requires a consultant to create and implement a long-range transit plan.

PROJECT FINANCING

The budget for this project is \$606,400 and will be partially allocated in the approved FY2025 Operating Budget (\$303,200) and included in the review and approval process for the FY2026 Operating Budget (\$303,200).

The project will be financed using 80% grant funds (\$485,120) and 20% local operating funds (\$121,280).

The final project cost is \$606,382, which is flat to budget.

PROJECT PROCUREMENT

Given the wide range of planning solutions available to meet Metro's needs, staff selected a request for proposal ("RFP") sourcing method. Under this method, responses are evaluated based on the criteria outlined in the solicitation and ranked from highest to lowest. The vendor scoring the highest is considered as proposing the best value to Metro and selected for award.

Staff targeted 10 vendors known to be capable of performing the requirements of the contract in addition to those notified through Metro's e-procurement platform. 51 vendors downloaded solicitation materials and 3 submitted responses. All vendor submissions were considered responsive.



Proposals were evaluated based on the criteria included in the solicitation and ranked from highest to lowest. The highest ranked vendor is considered as proposing the best value to Metro. The outcome of the evaluation process is shown below:

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Project Approach (Subjective) Points Based 450 Points (45%)	Firm and Staffing Qualifications (Subjective) Points Based 400 Points (40%)	Price (Objective) Reward Low Cost 150 Points (15%)	Total Score (Max Score 1000)
Alfred Benesch & Company	415	370	108.9	893.93
Michael Baker International	341.7	383.3	150	875
HDR	346.7	355	142.6	844.28

Alfred Benesch & Company	HDR	Michael Baker International
\$606,382.00	\$587,925.29	\$558,960.00

The price shown above for Alfred Benesch is the final negotiated price. The original submission was \$769,739. Staff, in consultation with the Project Manager and other SME's, worked with the vendor to reduce the price, resulting in a **negotiated savings of \$163,357**.

The contract will be a firm fixed fee contract with a two-year term, expiring in April 2027.

PROJECT DIVERSITY

Staff determined that a required goal of 6% was appropriate for this award.

Staff targeted 11 diverse vendors known to be capable of delivering on the requirements of the contract. All 3 proposal submissions contained participation from diverse subcontractors at or in excess of the required goal.

The final award of \$606,382 included participation from 4 diverse subcontractors **totaling \$147,937 (24.4%) in subawards**. Two of the subcontractors are new to Metro.

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. 134-2024, on behalf of Metro with Alfred Benesch & Company, with a not to exceed value of \$606,382.

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025
FROM: John Edmondson, Sr. Director of Procurement
 Sean O'Leary, Sr. Director of Transit Operations
PROJECT NO.: 001-2025 Transit Operator Uniforms
REQUEST: Contract Award

BACKGROUND

Metro requires Transit Operations operators, along with clerks, dispatchers, and supervisors, to wear approved uniforms during working hours. Metro provides the option to purchase approved items online or in store, with each employee receiving an allowance to cover the cost of the required uniform garments.

BUSINESS PURPOSE

A renewal contract is required for the ongoing supply of transit operator uniforms.

PROJECT FINANCING

The budget for the project is \$1,535,880 allocated over 3 years (\$511,960 per year for FY2025 – FY2028). The project will be financed using local operating funds. Future allocations will be included in the annual operating budget review and approval process.

The final project cost of \$1,573,092 is **unfavorable to budget by \$37,212**. However, the nature of an indefinite-delivery, indefinite-quantity ("IDIQ") contract presents a higher degree of cost control, potentially resulting in final costs being flat or favorable to budget.

PROJECT PROCUREMENT

Staff determined that several suppliers could meet the requirements of the contract and could supply multiple variations of uniform materials and options. As such, a request for proposals ("RFP") sourcing method was selected. Under this method, responses are evaluated based on the criteria outlined in the solicitation and ranked from highest to lowest. The vendor scoring the highest is considered as proposing the best value to Metro and selected for award.

Staff targeted 6 vendors known to be capable of performing the requirements of the contract in addition to those notified through Metro's e-procurement platform. 27 vendors downloaded solicitation materials and 4 submitted responses. 2 vendors were deemed nonresponsive due to late submission of bid documents.

Proposals were evaluated based on the criteria included in the solicitation and ranked from highest to lowest. The highest ranked vendor is considered as proposing the best value to Metro. The outcome of the evaluation process is shown below:

ABSENT NON-
VOTING
MEMBERS AT
THE TIME: Trent Emeneker
APPROVED: April 22nd, 2025


VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Project Approach Points Based 450 Points (45%)	Firm and Staffing Qualifications (Subjective) Points Based 350 Points (35%)	Price (Objective) Reward Low Cost 200 Points (20%)	Total Score (Max Score 1000)
Galls, LLC	433.3	335	173.6	941.97
J.W.E., Inc.	320	270	200	790

Price Evaluation Table:

Galls	J.W.E
\$1,573,091.65	\$1,365,700.00

The contract will be an indefinite-delivery, indefinite-quantity ("IDIQ") contract with a term of 3 years, expiring in April 2028.

PROJECT DIVERSITY

Staff determined that no supplier diversity goal was required based on the limited number of certified XBE firms capable of performing the requirements of the contract and the limited subcontracting opportunities. As such, no goal was established for this award.

Staff targeted 2 certified XBE vendors known to be capable of performing the requirements of the contract. 1 firm submitted a response.

The final award included no supplier diversity participation.

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. 001-2025, on behalf of Metro with Galls, LLC, with a not to exceed value of \$1,573,092.



BOARD OF TRUSTEES ACTION ITEM

DATE: April 15, 2025
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 015-2025 FareBox & Fleet Services Office Expansion
REQUEST: Contract Award

BACKGROUND

Metro has grown as an organization, which has resulted in a need for renovations and additional space at the Queensgate operating garage. Areas that require renovations and/or expansions have been identified and prioritized based on multiple factors, including safety and criticality of need.

BUSINESS PURPOSE

Metro's Fare Box Office operations have grown and require a larger, more functional space. The construction of new offices, work areas, break room, laundry, and storage rooms within the Queensgate Transportation Facility will provide the required spaces to accommodate the expansion of Fare Box operations.

PROJECT FINANCING

The budget for the project is \$385,944 and was included in the approved FY2025 Capital Budget. The project will be financed using local capital funds.

The final project cost of \$598,400, which includes a project bid of \$544,000 and a 10% contingency of \$54,400, is **unfavorable to budget by \$212,456**.

PROJECT PROCUREMENT

Pursuant to Ohio Revised Code, all contract awards for construction services must use a single-step sealed bid process commonly referred to as an invitation for bids ("IFB"). Under this method, the contract is awarded to the lowest responsive, responsible bidder.

Staff targeted 2 firms known to be capable of performing under the requirements of the contract in addition to those notified through Metro's e-procurement platform. 33 vendors downloaded solicitation materials and 3 submitted responses. All vendor submissions were considered responsive. The tabulation of bids received is shown below:

#1 Jostin Construction, Inc.	#2 Kaiker Development LLC	#3 John Cecil Construction LLC
\$544,000.00	\$594,417.06	\$809,829.00

The contract will be a firm fixed fee contract with a 1-year term, expiring in April 2026.

PROJECT DIVERSITY



Staff determined that ample competition exists among certified XBE vendors and that the project presented ample subcontracting opportunities, resulting in a required 6% diverse vendor participation goal.

Staff targeted 112 certified XBE vendors and received 3 responses from certified XBE vendors. The final contract award includes 100% diverse vendor participation with a prime certified MBE vendor and 4 certified XBE subcontractors.

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. 015-2025, on behalf of Metro with Jostin Construction, Inc., with a not to exceed value of \$598,400.



Financial Summary - March 2025

Report Out Date – April 15, 2025

Agenda – Financial Summary

- Statement of Operations for March '25
 - Key Drivers
 - Detail Profit & Loss Statement
 - County Sales Tax Trend
- Cashflow and Obligation Report
- Investment Balance Update

Summary

- Total Revenue \$14.3M - unfavorable to Budget (\$246k) or (1.7%)
- Total Expense \$13.7M - favorable to Budget \$785k or 5.4%
- Operating Capital Contribution \$0.6M - favorable to Budget \$539k
- Note: Ridership total is 1,159k – unfavorable to Budget (48k) or (3.9%)

Revenue

- Total Operating Revenue \$1.7M - unfavorable to Budget (\$137k) or (7.6%)
- Non-Transportation \$0.6M - unfavorable to Budget (\$109k) or (14.9%)
- County Sales Tax \$10.5M – on Budget; see additional slide on county sales tax
- Federal Grants \$1.5M - on Budget

Expense

- Wages & Benefits \$9.7M - favorable to budget \$599k or 5.8%
- Fuel and Lubricants \$639k - favorable to budget \$40k or 5.9%
- Parts & Supplies \$977k – unfavorable to Budget (\$165k) or (20.3%)
- All Other \$2.4M – favorable to Budget \$292k due to timing of outside services

Ridership

Regular	965,252	1,046,572	(81,320)	(7.8%)
CPS	166,821	136,500	30,321	22.2%

Subtotal Fixed Route

Access	14,999	15,606	(607)	(3.9%)
MetroNow!	11,481	7,400	4,081	55.1%

Total Ridership

Month				
Actual	Budget	Fav(Unfav)		
965,252	1,046,572	(81,320)	(7.8%)	
166,821	136,500	30,321	22.2%	
1,132,073	1,183,072	(50,999)	(4.3%)	
14,999	15,606	(607)	(3.9%)	
11,481	7,400	4,081	55.1%	
1,158,553	1,206,078	(47,525)	(3.9%)	

Operating Revenue

Metro Fares	\$ 1,012	\$ 1,186	\$ (174)	(14.7%)
Access Fares	53	56	(3)	(5.4%)
MetroNow! Fares	23	15	8	53.3%
CPS Fares	374	332	42	12.7%
Other	194	204	(10)	(4.9%)
Total Operating Revenue	1,656	1,793	(137)	(7.6%)

Non-Operating Revenue

County Sales Tax	10,516	10,516	-	-
Federal Subsidies	1,513	1,513	-	-
Non Transportation	622	731	(109)	(14.9%)
Total Non-Operating Revenue	12,651	12,760	(109)	(0.9%)

Total Revenue

14,307	14,553	(246)	(1.7%)	
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Expenses

Employee Wages & Benefits	9,653	10,252	599	5.8%
Fuel & Lubricants	639	679	40	5.9%
Parts & Supplies	977	812	(165)	(20.3%)
Casualty & Liability	-	-	-	n/a
Everybody Rides Metro Fund	16	35	19	54.3%
Other	2,374	2,666	292	11.0%

Total Expenses

13,659	14,444	785	5.4%	
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Operating Capital Contribution

\$ 648	\$ 109	\$ 539		
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Actual	Budget	Fav(Unfav)		Prior Year
2,638,873	2,918,266	(279,393)	(9.6%)	2,647,658
481,200	473,100	8,100	1.7%	439,437
3,120,073	3,391,366	(271,293)	(8.0%)	3,087,095
41,413	46,309	(4,896)	(10.6%)	44,702
30,484	22,200	8,284	37.3%	15,462
3,191,970	3,459,875	(267,905)	(7.7%)	3,147,259

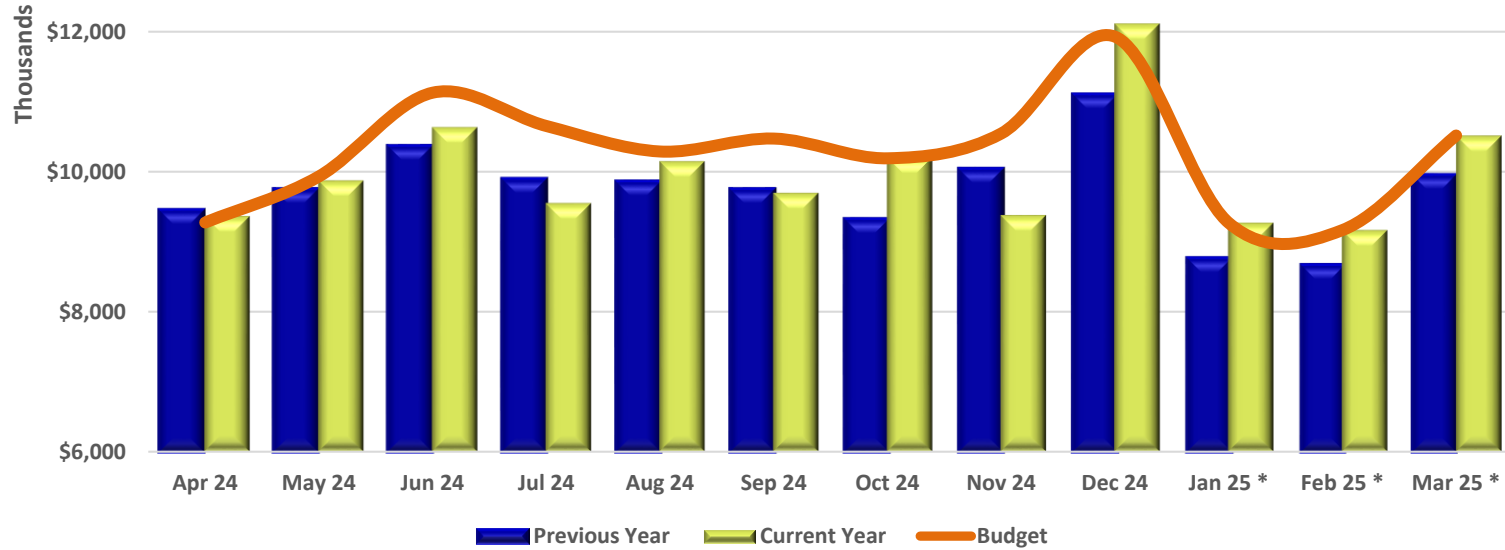
\$ 3,086	\$ 3,437	\$ (351)	(10.2%)	\$ 3,125
151	177	(26)	(14.7%)	169
61	46	15	32.6%	31
1,242	1,041	201	19.3%	991
566	595	(29)	(4.9%)	526
5,106	5,296	(190)	(3.6%)	4,842

28,950	28,950	-	-	29,793
4,539	4,539	-	-	2,528
1,961	2,154	(193)	(9.0%)	2,837
35,450	35,643	(193)	(0.5%)	35,158

40,556	40,939	(383)	(0.9%)	40,000
29,541	30,896	1,355	4.4%	28,822
1,828	2,027	199	9.8%	1,904
2,676	2,539	(137)	(5.4%)	2,494
-	-	-	n/a	-
59	105	46	43.8%	-
6,016	6,213	197	3.2%	4,638
40,120	41,780	1,660	4.0%	37,858

\$ 436	\$ (841)	\$ 1,277		\$ 2,142
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County Sales Tax – Year to Date



(\$000's)	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25 *	Feb 25 *	Mar 25 *
Current Year	\$9,366	\$9,875	\$10,636	\$9,551	\$10,149	\$9,696	\$10,205	\$9,380	\$12,116	\$9,269	\$9,165	\$10,516
Budget	\$9,273	\$9,932	\$11,128	\$10,652	\$10,288	\$10,473	\$10,191	\$10,545	\$11,928	\$9,269	\$9,165	\$10,516
Previous Year	\$9,465	\$9,761	\$10,375	\$9,906	\$9,869	\$9,762	\$9,336	\$10,049	\$11,105	\$8,781	\$8,683	\$9,963

* Jan through Mar of 2025 are recorded at budget due to the 3-month delay in reporting from State Office

Cashflow and Obligation Report



Overnight Investments	\$41,415,259
Securities & CD's	\$114,348,118

Total All Securities (3/31/2025)	\$155,763,377
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Current Capital Reserve Obligations

<i>BRT Project Development (Hamilton & Reading Corridors) - Amts Pd</i>	\$33,643,294
<i>Future BRT Capital Match (Fed 70% & Local 30%)</i>	\$40,500,000
Total BRT	\$74,143,294
Local Match - FTA and ODOT Grants	\$15,625,925
100% Local Projects (Prior Years Open + Current Year)	\$36,656,285
2 Months of Operating Expenses	\$26,000,000
All Other Obligations	\$6,500,000
Total Current Capital Reserve Obligations	\$158,925,504

Net Unrestricted Securities Available	(\$3,162,127)
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2025 Remaining Operating Budget Surplus (Deficit) Apr-Dec	\$7,271,000
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Net Unrestricted Securities + '25 Operating Budget Surplus	\$4,108,874
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From Darryl Haley, Metro CEO
& General Manager/Secretary-Treasurer



April 2025

Well done, Darryl: In recognition of his retirement and accomplishments as Metro CEO, the Cincinnati Reds invited CEO Darryl Haley to throw out the first pitch and sing the national anthem alongside band mates, the Mistics, during Jackie Robinson Day at the ballpark on April 15.



Fare restructuring public meetings: Last week we held three public meetings to present details of the proposed fare restructuring and collect feedback, as well as introduce two new rider benefits. With Rider Rewards, customers earn points in the Transit app with EZfare for riding and participating in campaigns that can be redeemed for gift cards; and the Ride&Save fare-capping program guarantees that customers will always pay the lowest fare for each trip they take.

Opening Day a Home Run: On Reds Opening Day, Metro provided 46,000 trips on fixed-route service, which was a 27 percent increase over an average weekday and more than 5,000 trips more than Opening Day last year.

BRT Outreach: Metro is hosting another round of MetroRapid open houses to provide final feedback on the community-selected station names and updated details following the most recent robust community feedback sessions in March.

- May 14 Downtown Public Library, 11 a.m. - 2 p.m. & 4 - 7 p.m.
- May 15 Bond Hill Community Center, 3 - 7 p.m.
- May 16 College Hill Recreation Center, 3 - 7 p.m.
- May 17 Avondale Health Fair, 1 - 5 p.m.

- May 21 Northside Farmers Market, 3 - 7 p.m.

Metro wins APTA Security Merit Award: Metro received the American Public Transportation Association's (APTA) 2025 Bus Security Certificate of Merit Award. The Safety & Security team was recognized during the APTA Mobility Conference last week for their efforts and focus on ensuring a safe and secure work environment for our passengers and team members. Congratulations!

May 12 – 16 is Bike to Work Week: Each year, Cincinnati celebrates alternative commuting options with Bike to Work Week, and Metro partners with Tri-State Trails to sponsor Bike to Work Day with free rides to anyone who brings their bike when they ride Metro. This year's day is Friday, May 16 and starts with Breakfast On the Bridge from 7 – 9 a.m. on the Purple People Bridged. Metro staff will be on hand showing how to use the bike racks on our buses and providing information on how to ride.

Thank you,

A handwritten signature in cursive script, appearing to read "Darryl Haley".

Darryl Haley
CEO/General Manager/Secretary-Treasurer