



# AGENDA MEETING NOTICE

## Committees

**DATE:** Wednesday, October 23, 2019  
**TIME:** 8:30 a.m. Administration & Finance Committee Meeting,  
Operations & Capital Projects Committee Meeting  
*(estimated at 9:30 a.m., although to be held immediately following  
the Administration & Finance Committee Meeting)*

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> Floor Board Room, Corpus Christi, TX

### ADMINISTRATION & FINANCE COMMITTEE

**DAN LEYENDECKER (Chair)**

Glenn Martin ~ Anne Bauman ~ Philip Skrobarczyk ~ Lynn Allison

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of September 25, 2019	D. Leyendecker	2 min.	<b>Pages 1-3</b>
6.	Discussion and Possible Action to Approve the Fiscal 2020 Board & Committee Meetings Calendar	J. Cruz-Aedo	4 min.	<b>Page 4</b> <i>Attachment A</i>
7.	Discussion and Possible Action to Approve Disadvantaged Business Enterprise (DBE) Goal of Thirteen Percent (13%) for Federal Fiscal Years 2020 through 2022	R. Saldaña	4 min.	<b>Page 5</b> <i>PPT</i> <i>Attachment B</i>
8.	Discussion and Possible Action to Exercise the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program	A. Gaitan	4 min.	<b>Pages 6-7</b> <i>PPT</i>
9.	Adjournment	D. Leyendecker	1 min.	----

**Total Estimated Time: 24 min.**

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### OPERATIONS & CAPITAL PROJECTS COMMITTEE

**MICHAEL REEVES (Chair)**

George B. Clower ~ Patricia Dominguez ~ Matt Woolbright ~ Anna Jimenez

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----

3.	<b>Receipt of Conflict of Interest Affidavits</b>	M. Reeves	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	M. Reeves	3 min.	-----
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes of September 25, 2019	M. Reeves	2 min.	<b>Pages 1-3</b>
6.	<b>Discussion and Possible Action</b> to Approve the Fiscal Year 2020 Holidays and Service Levels Calendar	G. Robinson	4 min.	<b>Page 4</b> <i>Attachment A</i> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services	S. Montez	4 min.	<b>Pages 5-6</b> <i>PPT</i>
8.	<b>Discussion and Possible Action</b> to Award a Contract to A. Ortiz Construction & Paving, Inc for the Refurbishment of Shelter Amenities	S. Montez	4 min.	<b>Pages 7-14</b> <i>PPT</i>
9.	<b>Adjournment</b>	M. Reeves	1 min.	-----

**Total Estimated Time: 24 min.**

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On **Friday, October 18, 2019** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

**Mission Statement**

The Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.



**Vision Statement**

Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.





**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, SEPTEMBER 25, 2019**

**Summary of Actions**

- 1. Conducted Roll Call**
- 2. Held Safety Briefing**
- 3. Action to Receive Conflict of Interest Affidavits**
- 4. Provided Opportunity for Public Comment - 3 min. limit – no discussion**
- 5. Action to Approve the Administration & Finance Committee Meeting Minutes of August 28, 2019**
- 6. Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee**
- 7. Action to Amend the FY2019 CIP Budget**
- 8. Action to Enter into a Professional Agreement with Wells Fargo Institutional Trust to continue providing the Portfolio Management Services of CCRTA's retirement plans through May 31, 2020**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Committee Members Present:** Tom Niskala, Chairman; Glenn Martin and Philip Skorbarczyk.

**Committee Members Absent:** Scott Harris and Anne Bauman.

**Staff Present:** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Michelle Martinez, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik.

**Public Present:** Benjamin Schmit, MV Transportation; Raul Ortiz, A Ortiz Construction.

**Call to Order & Roll Call**

Mr. Tom Niskala called the meeting to order at 8:31 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Held Safety Briefing**

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. Mr. Rendón commented that if there is a 'shelter in place' ordered, we will shelter in the west side stairwells. He also



stated once you exit the building, do not enter until an 'all clear' is given by Security personnel. Ms. Dena Linnehan will lead board members to the muster point.

**Action to receive Conflict of Interest Affidavits**

No affidavits received.

**Provided Opportunity for Public Comment**

No one spoke under public comment.

**Action to Approve the Administration & Finance Committee Meeting Minutes of August 28, 2019**

**MR. PHILIP SKROBARCZYK MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF AUGUST 28, 2019. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS AND BAUMAN.**

**Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee**

Mr. Robert Saldaña reported on the Fare Equity Analysis that was presented at the Administration & Finance Committee meeting held on August 28, 2019, and approved by the Board of Directors at the September 4, 2019 meeting. This was to approve the findings of the fare equity analysis, and allow staff to present findings to the Local Governmental Committee. He commented this item is to adopt a resolution adopting the new fare structure once approved by the Fare Approval Committee. He presented several slides detailing the increase in fares.

**MR. MARTIN MADE A MOTION TO ADOPT A RESOLUTION ADOPTING THE NEW FARE STRUCTURE SUBJECT TO THE APPROVAL OF THE FARE APPROVAL COMMITTEE. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS AND BAUMAN.**

**Action to Amend the FY2019 CIP Budget**

Mr. Robert Saldaña reported on the background of the operating budget and mentioned the 4 capital items that have been identified that require an amendment to the CIP budget. All of these items are for replacement of vehicles and equipment: 2 – VPG Support Vehicles Replacement 80/20; 4 – SUV Replacement 80/20, 1 – Port Aransas fleet replacement bus and 11 – Paratransit fleet replacement buses.

He said the original budget of \$1.98 million will change to \$3.26 million, or a \$1.27 million increase. He said the federal transit grants share of 85 percent will increase revenues by \$1.17 million with matching funds of \$102,750 being funded from the undesignated fund balance.





Mr. Saldaña reported the total project costs of the original 2019 Capital Budget will increase by \$1.27 million bringing the Amended 2019 Capital Budget to \$6.67 million from \$5.39 million.

**MR. MARTIN MADE A MOTION TO AMEND THE FY2019 CIP BUDGET. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS AND BAUMAN.**

**Action to Enter into a Professional Agreement with Wells Fargo Institutional Trust to continue providing the Portfolio Management Services of CCRTA's retirement plans through May 31, 2020**

Mr. Robert Saldaña reported background information and stated we need to continue with Wells Fargo through 2020 for the CCRTA's retirement plans to manage the portfolio. He said this will enable staff to obtain professional guidance for implementing the new reporting requirements and Wells Fargo should be allowed to continue providing the same services under a professional agreement through May 31, 2020 to provide the continuity necessary for the transition.

**MR. MARTIN MADE A MOTION TO ENTER INTO A PROFESSIONAL AGREEMENT WITH WELLS FARGO INSTITUTIONAL TRUST TO CONTINUE PROVIDING THE PORTFOLIO MANAGEMENT SERVICES OF CCRTA'S RETIREMENT PLANS THROUGH MAY 31, 2020. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. NISKALA AND HARRIS ABSENT.**

**Adjournment**

There being no further review of items, the meeting adjourned at 9:02 a.m.

Submitted by: Dena Linnehan



**Subject:** Adopt the Fiscal 2020 Board and Committee Meetings Calendar

**Background**

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

**Recommendation**

Staff requests that the Administration & Finance Committee to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2020 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by:

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



**ATTACHMENT A**

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**January**

**8<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

**July**

**1<sup>ST</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**February**

**5<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

**August**

**5<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Transit Board - Aug 1-4 (UT) & Board Support*

AUGUST						
S	M	T	W	T	F	S
						1*
2*	3*	4*	5	6	7	8
9	10	11	12	13	14	15
19	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15*	16*	17*	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March**

**4<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**25<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Legislative - Mar 15-17 (DC)*

**September**

**2<sup>ND</sup> – BOARD Mtg.**  
8:30 a.m.

**23<sup>RD</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25*
26*	27*	28	29	30		

**April**

**1<sup>ST</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA CEO - Apr 25-27 (NM)*

**October**

**7<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**28<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Annual - Oct 11-14 (CA)*

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11*	12*	13*	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16*
17*	18*	19*	20*	21	22	23
24/31	25	26	27	28	29	30

**May**

**6<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**27<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Int'l Bus Rodeo - May 15-19 & \*Mobility/Paratransit - May 17-20 (TX)*

**November**

**4<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**June**

**3<sup>RD</sup> – BOARD Mtg.**  
8:30 a.m.

**24<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

**December**

**2<sup>ND</sup> – BOARD Mtg.**  
8:30 a.m.

**No COMMITTEE Mtgs.**

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Legend: Meetings – BOD & COMM # in red = CCRTA Holidays (Administrative Offices closed) blue = APTA Mtgs



**Subject:** Approve Disadvantaged Business Enterprise (DBE) Goal of Thirteen Percent (13%) for Federal Fiscal Years 2020 through 2022

**Background**

The Corpus Christi Regional Transportation Authority (CCRTA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT). Per 49 CFR Part 26, specifically §26.45, USDOT DBE Program requires recipients of financial assistance from the Federal Transit Administration (FTA) to develop, submit and implement a triennial overall DBE goal.

This overall DBE goal is an aspirational goal that the recipient must make good faith efforts to meet each year for the next three fiscal years. (FFY 2020-2022).

**Identified Need**

The Corpus Christi Regional Transportation Authority's (CCRTA) DBE goal needs to be updated for federal fiscal years 2020 through 2022.

Attached is the updated Goal Setting Methodology for the CCRTA. The overall DBE goal for 2020-2022 is 13%.

CCRTA's Goal Setting Methodology has been submitted to the Federal Transportation Administration (FTA) on July 22, 2019, before the required August 1<sup>st</sup> deadline.

**Disadvantaged Business Enterprise (DBE)**

Not applicable.

**Financial Impact**

None

**Board Priority**

This project aligns with Board Priority – Financial Transparency.

**Recommendation**

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to adopt an overall Disadvantaged Business Enterprise (DBE) goal of 13% for Federal Fiscal Years 2020 through 2022.

Respectfully Submitted,

Submitted by: Christina Perez  
DBE/EEO Compliance Officer

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

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





Overall Triennial DBE Goal and  
Methodology for Federal Transit  
Administration (FTA) Assisted  
Activities for FFY 2020-2022

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## 1. Introduction

Corpus Christi Regional Transportation Authority (CCRTA) herein sets forth its overall Disadvantaged Business Enterprise (DBE) Goal along with the corresponding goal-setting methodology for the three-year Federal Fiscal Year (FFY) goal period of 2020-2022 (October 1, 2019 through September 30, 2022), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in the U.S. Department of Transportation Programs.”

## 2. Background

CCRTA is a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA) funding. As a condition of receiving this assistance, CCRTA must comply with FTA’s DBE requirements. In accordance with Title 49 CFR Part 26, Participation by DBE’s in USDOT programs, CCRTA is required to develop and submit a triennial Overall DBE goal for its FTA assisted projects.

## 3. FTA-Assisted Contracting Program for FFY 2020 – 2022

Table 1 represents CCRTA’s FTA-assisted contracting program which lists all the projects considered in preparing the goal methodology. It is anticipated that the projects listed in this table will be awarded during the triennial period.

Table 1

<b>Projects with Contracting Opportunities</b>	<b>Federal Funds FFY 2020-2022</b>
Bus Stop Shelter Amenities	\$ 1,787,818.00
Bus Stop Improvements Phase VIII through X	\$ 2,400,000.00
Maintenance Buidling Parking Lot Concrete Replacement	\$ 700,000.00
Non Revenue Vehicles	\$678,702
Capitalized Preventive Maintenance	\$2,400,000
Mobile Bus Lifts	\$72,000
Mobility Management	\$ 407,730.00
<b>Total FTA-assisted Contracting Opportunities</b>	<b>\$ 8,446,250.00</b>

Table 2 represents all the projects in Table 1 but is further broken down by sub-contracting opportunities for each project (if applicable). NAICS codes were established for all work categories listed in Table 2.

Table 2

Projects and Sub-Contracting Opportunities	Estimated FTA \$ by Work Category 2020-2022
<b>Capitalized Preventive Maintenance</b>	<b>\$ 2,400,000.00</b>
Motor vehicle parts and accessories, new, merchant wholesalers	\$ 2,400,000.00
<b>Bus Stop Shelter Amenities</b>	<b>\$ 1,787,818.00</b>
Concrete	\$ 375,441.00
<b>Bus Stop Improvements Phase VIII through X</b>	<b>\$ 2,400,000.00</b>
Concrete	\$ 504,000.00
<b>Maintenance Building Parking Lot Concrete Replacement</b>	<b>\$ 700,000.00</b>
Concrete	\$ 50,000.00
Demolition	\$ 20,000.00
Electrical Contractors	\$ 20,000.00
Drainage (irrigation system)	\$ 20,000.00
Sidewalk and Ramps	\$ 20,000.00
<b>Non-Revenue Vehicles</b>	<b>\$ 678,702.00</b>
Non-Revenue Vehicles	\$ 678,702.00
<b>Mobile Bus Lifts</b>	<b>\$ 72,000.00</b>
Mobile Bus Lifts	\$ 72,000.00
<b>Mobility Management</b>	<b>\$ 407,730.00</b>
Mobility Management	\$ 407,730.00
<b>Total FTA-assisted Contracting Opportunity</b>	<b>\$ 8,446,250.00</b>

After all the NAICS Codes were assigned to the work categories in Table 2, the page below was sorted by NAICS code number to identify any potential duplicates. In some cases, the same NAICS code applied to work categories across different projects as demonstrated in Table 3



Table 3

NAICS Codes "Duplicates"	NAICS Code	Estimated FTA \$ by	
		NAICS	2020-2022
Concrete pouring	238110	\$	375,441.00
Bus shelter construction	236220	\$	1,412,377.00
Concrete pouring	238110	\$	504,000.00
Bus terminal construction	236220	\$	1,896,000.00
Highway, Street, and Bridge Construction	237310	\$	570,000.00
Retaining wall (except anchored earth), poured concrete, construction	238110	\$	50,000.00
Demolition, building and structure	238910	\$	20,000.00
Electrical, electrical wiring, and low voltage electrical work	238210	\$	20,000.00
Demolition, building and structure	238910	\$	20,000.00
Sidewalk construction, residential and commercial	238990	\$	20,000.00
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	2,400,000.00
Non Revenue Vehicles	441110	\$	678,702.00
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	72,000.00
Special Needs Transportation	485991	\$	407,730.00
<b>Total FTA assisted Contracting Opportunity</b>		\$	<b>8,446,250.00</b>

Table 4 provides a final summary of the work categories once all the duplicate NAICS codes were combined. The table also provides the estimated FTA funds per NAICS code and the corresponding NAICS weight for each work category.

Table 4

Category of Work	NAICS Code	Estimated FTA \$ by NAICS		NAICS Weight (%)
		2020 - 2022		
Concrete pouring	238110	\$	929,441.00	11.00
Bus shelter construction	236220	\$	3,308,377.00	39.17
Highway, Street, and Bridge Construction	237310	\$	570,000.00	6.75
Demolition, building, and structure	238910	\$	40,000.00	0.47
Electrical, electrical wiring, and low voltage electrical work	238210	\$	20,000.00	0.24
Sidewalk construction, residential and commercial	238990	\$	20,000.00	0.24
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	2,472,000.00	29.27
Non Revenue Vehicles	441110	\$	678,702.00	8.04
Special Needs Transportation	485991	\$	407,730.00	4.83
<b>Total FTA-assisted Contracting Opportunity</b>		\$	<b>8,446,250.00</b>	<b>100.00</b>

## 4. Goal Methodology

### Step 1: Determination of a base figure

CCRTA followed the prescribed federal methodology to determine a base figure. CCRTA looked at the availability of ready and willing DBE firms in each category code and also looked at all ready and willing firms in each category code. This information was gathered through the Texas Unified Certification Program (TUCP) DBE database of certified firms and the 2016 U.S. Census Bureau County Business Patterns Database with defined specific market areas based on the individual contracting opportunity.

CCRTA's Metropolitan Statistical area (MSA) consists of Nueces, San Patricio and Aransas Counties. This is where the majority of contracting dollars are expended and/or the majority of contractor and subcontractor bids/quotes are located.

The base figure is derived by dividing the number of ready, willing and able DBE firms identified in each work category by the number of all firms identified in each work category (relative availability), then weighting the relative availability for each work category by the corresponding work category weight (Table 4), and then adding the weighted ratios together.

$$\text{Base Figure} = \frac{\text{Number of Ready, Willing and Able DBE Firms}}{\text{Number of ALL Ready, Willing and Able Firms}} (\text{X}) \text{ Category Weight (X) } 100$$

Numerator: TUCP DBE Database of Certified Firms

Denominator: U.S. Census Bureau's 2016 Business Patterns

To ensure the information pulled for DBE firms and all firms were equal, the same geographic region was selected for both groups as noted in Table 5.

The result of the base figure calculations is **18.40%**, as shown in Table 5.



Table 5

Category of Work	NAICS Code	NAICS Weight (%)	Geographic Region	All Firms	DBE Firms	Weighted Ratio (%)
Concrete pouring	238110	11.56%	Nueces County, San Patricio County & Aransas County	23	7	3.51%
Bus shelter construction	236220	41.16%	Nueces County, San Patricio County & Aransas County	43	8	7.65%
Highway, Street, and Bridge Construction	237310	7.09%	Nueces County, San Patricio County & Aransas County	10	10	7.09%
Demolition, building, and structure	238910	0.50%	Nueces County, San Patricio County & Aransas County	31	7	0.11%
Electrical, electrical wiring, and low voltage electrical work	238210	0.25%	Nueces County, San Patricio County & Aransas County	80	2	0.00%
Sidewalk construction, residential and commercial	238990	0.25%	Nueces County, San Patricio County & Aransas County	46	9	0.04%
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	30.75%	Nueces County, San Patricio County & Aransas County	17	0	0.00%
Non Revenue Vehicles	441110	8.44%	Nueces County, San Patricio County & Aransas County	31	0	0.00%
Special Needs Transportation	485991	4.83%	Nueces County, San Patricio County & Aransas County	2	0	0.00%
<b>BASE FIGURE</b>		<b>100.00%</b>		<b>283</b>	<b>43</b>	<b>18.40%</b>

Step 2: Adjusting the Base Figure

After establishing the base figure, CCRTA reviewed other known factors potentially impacting the relative availability of DBE’s within the market area. This approach follows the narrow tailoring provisions set forth under 49 CFR §26.45: Step 2; DBE Goal Adjustment guidelines.

Factors considered in making an adjustment to the Base Figure included the following:

**Past DBE Goal Attainments**

The primary form of evidence available is the past participation of DBE’s in CCRTA’s contracting awards. CCRTA calculated past DBE participation attainments for the last three (3) federal fiscal years. Table 6 reflects the actual representation of DBE’s on FTA-assisted contracts awarded by CCRTA in the last three federal fiscal years.

Table 6

Federal Fiscal Year (FFY)	Annual DBE Goal (%)	FTA DBE Goal Attainment (%)
2016	13%	67%
2017	16%	0%
2018	16%	7%
<b>Median DBE Attainment Within the Last Three Years</b>		<b>7.00%</b>
<b>Base Figure</b>		<b>18.40%</b>
<b>Proposed Adjusted Base Figure</b>		<b>13%</b>

The median established for the past three years, as shown in Table 6, is lower than the base figure derived from Step 1; therefore, an adjustment to the base figure based on CCRTA's past DBE goal attainments has been made. The decision to make an adjustment was based on the following:

- Past participation (the volume of work DBE's have performed in recent years) or other measures of demonstrated capacity as illustrated in Table 6;
- Evidence from past and recent disparity studies, and availability analysis which were used in evaluating the data; and
- Statistical data that show disparities in the ability of DBE's getting financing and bonding.

Based on the above, CCRTA feels that an adjustment to the base figure is warranted. The adjustment is calculated in accordance with FTA guidance by averaging the base figure with the median DBE past attainment, as shown below:

$$\text{Adjusted Base Figure} = \frac{\text{Base Figure (18.40\%)} + \text{Median Attainment (7\%)}}{2}$$

The formula resulted in a proposed adjustment (decrease) to the base figure from 18.40% to **13%**.

There are no other factors that CCRTA is aware of that would have an impact on the DBE goal setting methodology.



## 5. Proposed Overall DBE Goal

**The final proposed overall DBE goal for FFY 2020-2022 for Corpus Christi Regional Transportation Authority's FTA-assisted contracts is 13%.**

## 6. Utilization of Race/Gender Neutral Method

Per 49 CFR §26.51, "You must meet the maximum feasible portion of your overall goal by using race/gender-neutral means of facilitating DBE participation." Contract specific goals may be established in those instances when it is anticipated that the use of race-neutral measures may not be sufficient to meet the goal.

To ensure a measurable and accurate calculation, FTA's DBE program, through way of its Goal Setting Methodology and Consultation webinar held in May, 2019 has provided a current formula for calculating the race-neutral/race-conscious split. The formula, as shown below, requires you to calculate the *Relative RN (Race-Neutral) Attainment*, the *Absolute RN (Race-Neutral Attainment)* and finally, the *RC (Race-Conscious) Split*.

1. Relative RN Attainment =

$$\frac{\text{RN Attainment (by \$ or \%)}}{\text{Overall DBE Achievement (by \$ or by \% )}}$$

2. Absolute RN Attainment =

$$\text{Relative RN Attainment (by \% ) } (X) \text{ Proposed Overall Goal (by \% )}$$

3. RC Split

$$\text{Proposed Overall Goal (by\% ) – Absolute RN Attainment (by\% )}$$

Following this suggested formula lead CCRTA's Race-Conscious (RC)/Race-Neutral (RN) split as follows:

$$13\%/0\%$$

Because the goal of §26.51 is to meet the maximum feasible portion of a recipient's overall goal by race-neutral means of facilitating race-neutral DBE participation, CCRTA is committed to a RC/RN split of:

$$\text{RC} = 10\% / \text{RN} = 3\%$$

CCRTA will actively seek to solicit procurement participation from DBE firms and ensures the same in its public notices.

Race-neutral methods will include, but are not limited to the following:

- DBE participation through a prime contract obtained through competitive procurement measures
- DBE participation through a subcontract on a prime contract
- CCRTA will provide pre-bid/pre-proposal meetings to allow for networking opportunities for primes and subcontractors
- CCRTA advertises and distributes its DBE directory via its website, [www.ccrta.org](http://www.ccrta.org)
- CCRTA participates in local outreach events

CCRTA will also ensure that Requests for Proposals (RFPs), Invitation for Bids (IFBs), and all corresponding contracting requirements foster participation by DBEs and other small businesses. CCRTA encourages prime contractors to subcontract portions of the work to disadvantaged business enterprises (DBEs).

## 7. Public Participation

In accordance with 49 CFR Part 26.45(g)(1)(i), minority, women, local business owners, and community organizations within CCRTA's metropolitan statistical areas were provided an opportunity to review the triennial goal methodology and provide input.

CCRTA issued a notice on their website of the proposed FTA Overall DBE Goal Methodology for FFY 2020-2022. This notice informed the public that the proposed goal and methodology are available for review at the CCRTA's Staples Street Center during normal business hours for 35 days following the date of the public notice.

CCRTA held a public meeting on July 17, 2019 at the CCRTA Staples Street Center, 602 N. Staples, Corpus Christi, TX 78401 at 1:00 p.m. Official notice was posted at the Nueces County Office and the City of Corpus Christi City Hall. The public meeting notice was also posted to CCRTA's website.

Invites to the meeting and a copy of the DBE methodology were emailed directly to:

- Procurement Technical Assistance Center (PTAC)
- United Corpus Christi Chamber of Commerce
- U.S. Small Business Administration (SBA) Corpus Christi Branch Office
- Corpus Christi International Airport
- Texas Department of Transportation – Corpus Christi District – DBE Program



- Alliance Program through the Texas Department of Transportation at the University of Texas at San Antonio

CCRTA did not receive any response from individuals, agencies or organizations regarding their attendance. However, three individuals did attend the meeting but no specific feedback was provided from the attendees.

Staff has attended outreach events to encourage DBE participation with the local community, at these events, CCRTA provides information, such as the DBE pamphlet entitled *What you need to know to become Certified*. This provides information to the public on how to become a vendor for CCRTA along with the general criteria for certification as a DBE. Listed below are a few events staff has attended in the last twelve months:

- Doing Business with CCRTA (hosted by PTAC)
- DBE Certification and Government Contracting Resources for Small Businesses
- 7<sup>th</sup> Annual B.I.G Event
- PTAC Vendor Fair

#### [FEEDBACK FROM PUBLIC PARTICIPATION PROCESS](#)

Staff has not received any feedback related to the FFY 2020-2022 Overall DBE Goal Methodology and proposed DBE goal.



**Subject:** Exercising the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration

**Background**

The CCRTA employs approximately 231 employees. The full-time employees are provided Health, Vision, and Dental Benefits. A summary of this self-funded benefit program is below:

Monthly Cost to Employees:

	Medical	Dental	Vision
Employee	\$40.00	\$11.28	\$0.00
Family	\$230.00	\$43.00	\$0.00

Benefits:

- Physician Office Visits
- Preventive Care
- Urgent Care
- Emergency Room Care
- Outpatient Care
- Radiology
- Surgery
- Chiropractic Care
- Maternity Care
- Prescription Drugs
- Dental
- Vision

Current Employees Enrolled: 215 Members

Status	# of Enrollees (Active Employee)	# of Enrollees (Retirees)	Total Enrollees
Employee Only	106	7	113
Family Only	98	4	102

**Identified Need**

The current contract for group health, vision and dental program is currently administered by Entrust Inc. of Katy, TX and is scheduled to expire on December 31, 2019. It is of importance to have an active insurance plan available for our employees and their dependents to ensure that their healthcare is being managed. Providing healthcare to employees also assist with their well-being and longevity of life. We also find it of importance to meet the Affordable Care Act (ACA) requirements for organizations with large groups of employees to offer insurance.

Staff is very pleased with the quality of service from the current incumbent and the local representatives. Having a local office in the Corpus Christi area with a Customer Service staff available has been an added benefit for both the HR staff and the employees of the CCRTA.

**Financial Impact**

Funds are budgeted in the proposed FY2020 Human Resources departmental budget. Please note the plan administrative service costs have not increased since the 2014 plan year. The administrative breakdown is listed below:

The renewal represents a \$-0- increase to the Regional Transportation Authority. Plan administrative fees remain unchanged at:

**Entrust Plan Administration - Medical**

\$10.00 per employee per month for employee only coverage or \$13,560/yr.  
\$20.00 per employee per month for employee plus family coverage or \$24,480/yr.

**Entrust Plan Administration - Dental**

\$2.00 per employee per month for employee only coverage or \$2,304/yr.  
\$4.00 per employee per month for employee plus family coverage or \$4,704/yr.

**Stop Loss Underwriting Fee**

\$21.45 per employee per month for employee only coverage or \$29,086/yr.  
\$42.90 per employee per month for employee plus family coverage or \$52,510/yr.

**Plan Compliance**

\$8.90 per employee per month or \$22,962/yr.

**Transaction Fee**

\$12.50 per transaction or approximately \$33.03 per employee per month or approximately \$88,783/yr.

The annual cost for the second year option is estimated at \$238,395.

**Recommendation**

Staff recommends that the Board of Directors authorize the Chief Executive Officer or designee to exercise the second option year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Insurance Program.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer





**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, SEPTEMBER 25, 2019**

**Summary of Actions**

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment - 3 min. limit – no discussion**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 24, 2019**
6. **Action to Award a Contract to Petroleum Solutions, Inc. for Two (2) Four Post Wireless Mobile Column Lifts**
7. **Action to Award a Contract to A. Ortiz Construction & Paving, Inc. for Shelter Amenities Refurbishment**
8. **Adjournment**

The Corpus Christi Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Committee Members Present:** Michael Reeves, Committee Chairman, George Clower and Matt Woolbright.

**Committee Members Absent:** Dan Leyendecker and Patricia Dominguez.

**Staff Present:** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Michelle Martinez, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik.

**Call to Order & Roll Call**

Mr. Mike Reeves called the meeting to order at 9:42 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Held Safety Briefing**

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. He also stated once out of the building, to not enter until an 'all clear' is given by Security personnel. Ms. Dena Linnehan will lead board members to the muster point.



**Action to receive Conflict of Interest Affidavits**

No affidavits received.

**Provided Opportunity for Public Comment**

No one spoke under public comment.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 24, 2019**

**MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JULY 24, 2019. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER AND WOOLBRIGHT VOTING IN FAVOR. ABSENT LEYENDECKER AND DOMINGUEZ.**

**Action to Award a Contract to Petroleum Solutions, Inc. for Two (2) Four Post Wireless Mobile Column Lifts**

Mr. Derrick Majchszak spoke on the background of the column lifts, and identified the need as there are currently two bays at the Operations Facility that need to be replaced. He commented on the costs associated with the bids received and said, Petroleum Solutions, Inc. came in at the lowest bid.

**MR. CLOWER MADE A MOTION TO AWARD A CONTRACT TO PETROLEUM SOLUTIONS, INC. FOR TWO (2) FOUR POST WIRELESS MOBILE COLUMN LIFTS. MR. WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER AND WOOLBRIGHT VOTING IN FAVOR. ABSENT LEYENDECKER AND DOMINGUEZ.**

**Action to Award a Contract to A. Ortiz Construction & Paving, Inc. for Shelter Amenities Refurbishment**

Ms. Sharon Montez commented there are 1,343 bus stops that require regular maintenance, and that 15 percent are covered with a canopy or shelter, and said we would like to take it to 50 percent being covered. She commented on the FTA Transit Asset Management – State of Good Repair Program, and said to meet the agency's requirement, a robust shelter refurbishment program is needed.

Ms. Montez stated a Request for Proposals (RFP) was issued August 6, 2019 and proposals are due on September 10, 2019. She commented we extended the proposal due date by one week to allow additional interest in the community, advertised in the local newspaper and shared with Del Mar College. Ms. Montez commented even with all the outreach, only one bidder responded and the agency received one proposal.

She stated the refurbishment costs were two-thirds the cost of procuring a new shelter amenity, a decision was made to not refurbish those items at this time. Ms. Montez commented on the current benches would most likely break apart due to age and are



looking into replacement benches that are not concrete and will sustain wind, storm or vandalism damages.

Ms. Montez provide information about A. Ortiz Construction & Paving, Inc. and the agency has utilized their services in the past.

**MR. WOOLBRIGHT MADE A MOTION ACTION TO AWARD A CONTRACT TO A. ORTIZ CONSTRUCTION & PAVING, INC. FOR SHELTER AMENITIES REFURBISHMENT. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER AND WOOLBRIGHT VOTING IN FAVOR. ABSENT LEYENDECKER AND DOMINGUEZ.**

**Adjournment**

There being no further review of items, the meeting adjourned at 10:05 a.m.

Submitted by: Dena Linnehan





**Subject:** Fiscal Year 2020 Holidays and Service Levels

**Background**

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

**Identified Need**

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the Fiscal Year (FY) 2020 Holidays and Service Levels.

**Financial Impact**

Costs associated with the FY 2020 Holidays and Service Levels are included in the 2020 Operating Budget.

**Recommendation**

Staff requests that the Operations and Capital Projects Committee recommend the Board of Directors approve the FY 2020 Holidays and Service Levels.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

5658 Bear Lane, Corpus Christi, TX 78405 | p. 361-289-2712 | f. 361-289-3057 | www.ccrta.org

To: CCRTA &amp; Contract Employees

Approved Date: \_\_\_\_\_

From: Jorge Cruz-Aedo, Chief Executive Officer

Re: 2020 Holidays and Service Levels

The 2020 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

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

Day	Date	Holiday	Service Level	Comments
Friday	April 10, 2020	Good Friday	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	April 12, 2020	Easter Sunday	No Service	RTA Holiday: All Facilities Closed
Monday	May 25, 2020	Memorial Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Friday	July 3, 2020	Administration Holiday	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Saturday	July 4, 2020	Independence Day	Saturday Service Level Terminates in Early Evening	RTA Holiday: Administration and Customer Service Closed
Monday	September 7, 2020	Labor Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Thursday	November 26, 2020	Thanksgiving	No Service	RTA Holiday: All Facilities Closed
Friday	November 27, 2020	Black Friday	Weekday Service Level	No RTA Holiday
Thursday	December 24, 2020	Christmas Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Friday	December 25, 2020	Christmas	No Service	RTA Holiday: All Facilities Closed
Thursday	December 31, 2020	New Year's Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Friday	January 1, 2021	New Year's Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed

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

*Distribution Date:*  
*Distribution Type:*  
*Posted & Acknowledgement w/Policy*  
*to each employee:*  
*Posted for # of weeks*  
*remove date:*





**Subject:** Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services

**Background**

As part of the capital improvements initiative several years ago, the Board of Directors, asked for a significant increase in the number of trash receptacles located at bus stops. Previously, there had been approximately 150 trash receptacles throughout the area. But, after the Board request and subsequent procurement, the trash receptacle count went from 150 to 860 trash receptacles. Thereby, growing the number of trash receptacles in the service area exponentially and requiring additional support resources.

**Identified Need**

In addition to the 860 trash receptacles, mentioned above, the RTA services 1,343 bus stops throughout our service area, with approximately 198 shelters. The CCRTA's service area is approximately 838 square miles and includes nine cities. By procuring bus stop cleaning services two goals are accomplished. The cleanliness of the stops enhances the overall public image of the CCRTA and provides a clean waiting area for our riders.

The contracted maintenance program for the bus stops includes landscaping, tree trimming around the bus stops, trash and graffiti removal. The service is provided to all stops on a weekly basis.

**Analysis**

The Request for Proposals (RFP) was a three-year base contract with two (2) one (1) year options. The RFP was issued on September 27, 2016 and a pre-proposal was held October 11, 2016. Four proposals were received on November 1, 2016. Evergreen had the highest technical and overall score with an 83.56 out of 100.

Firms	Subtotal (70 Points Max.)	Cost (30 Points Max.)	Cost for first Three Years	Total (100 Points Max.)
<b>Evergreen Lawn and Landscape</b>	<b>64.50</b>	<b>19</b>	<b>\$1,123,102.51</b>	<b>83.56</b>

Please see the list below for the evaluation criteria and associated points:

- Approach and Work Plan 25 pts
- Experience 25 pts
- Qualifications and References 20 pts
- Cost 30 pts



Evergreen Lawn and Landscape has over 21 years of experience with a list of clients that include La Palmera Mall, Corpus Christi Housing Authority, First Community Banks, Greenbriar Apartments, and the CCRTA.

The company has performed in a satisfactory manner over the last three years and responds in a timely manner when tasked to address a specific issue.

**Financial Impact**

The first option year price is the same as the previous three years annual pricing, at \$374,367.50.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO), or designee to exercise the first option year to Evergreen Lawn and Landscape for Bus Stop Cleaning Services in an amount not to exceed \$374,367.50.

Respectfully Submitted,

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

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Award a Contract to A. Ortiz Construction and Paving, Inc., for the Refurbishment of Shelter Amenities

**Background**

The RTA currently has in place an estimated 198 bus stop shelters, 951 benches and 860 trash receptacles at the 1,343 bus stops, which require regular maintenance.

**Identified Need**

The Federal Transit Administration’s, “Transit Asset Management Program”, has new requirements, where by transit agencies are requirement to track and maintain the assets of the system in a “State of Good Repair”. CCRTA determined that, in order to keep all shelter amenities in a “State of Good Repair”, a robust shelter refurbishment program was needed. However, because CCRTA does not have the number of staff and equipment to support a robust program, the decision was made to outsource some of the work.

A Request for Proposals was issued August 6th, and proposals were due on September 10<sup>th</sup>. The contract term is five years.

Numerous companies were contacted, and the proposal due date was extended an additional week to provide more time to submit a proposal. Also, the information was uploaded into B2G vendor program, CCRTA’s website, advertised in the local newspaper and shared with Del Mar College (Procurement Technical Assistance Center), but the outreach process still garnered only one proposal. A. Ortiz Construction and Paving, Inc. submitted the single proposal.

The scope of work includes removing the shelter amenities at their location, taking it back to their shop, sanding/prepping it, painting the amenities and then taking it back to its location and re-installing it.

The table below list the number of amenities to be refurbished, the pricing and the CCRTA’s independent cost estimate as a cost comparison for the first year:

Description	Number of Amenities	Unit Price 1st Year	Independent Cost Estimate
Fiberglass Sunshade Canopy*	128	\$2,750.00	\$2,292.00
Tolar Shelters*	70	\$3,750.00	\$3,081.00
Trash Containers*	860	\$750.00	\$658.00
Metal Benches*	150	\$600.00	\$635.00
Concrete Wooden Benches*	801	\$650.00	\$681.00

\* Removal, refurbishment, and installation

Cost Escalation Percentages	Percent
Percent increase on unit pricing in Year 2	3%
Percent increase on unit pricing in Year 3	3%
Percent increase on unit pricing in Year 4	3%
Percent increase on unit pricing in Year 5	3%



CCRTA Staff is recommending the award of a contract for the shelter refurbishments items only, at this time. When reviewing the costs of refurbishment for the trash receptacles, metal benches and concrete benches it was decided that because the items mentioned above, are close to 2/3<sup>rd</sup>'s of the cost of procuring a new shelter amenity, a decision was made to not outsource the refurbishment of those items at this time. In-house staff will refurbish the items on an as needed basis, while simultaneously working on the procurement of new amenities to replace the existing ones.

A Ortiz Construction & Paving, Inc. has been in business since 1950. The CCRTA has conducted business with A. Ortiz Construction & Paving on numerous occasions and the work was consistently performed in a professional and timely manner, on budget and according to specifications. A. Ortiz Construction & Paving, Inc. provided a fair and reasonable bid and completed all the appropriate documentation to be deemed a responsible bidder.

**Disadvantaged Business Enterprise (DBE)**

This project is funded with local funds and does not have a DBE requirement. Although, this company is listed as an eligible DBE vendor in the State of Texas.

**Financial Impact**

At the October Board meeting, this item was tabled. Staff was asked to bring back the recommendation with more financial details. Please see the attached "Exhibit A", for the additional information.

The estimated annual budget for the shelter refurbishment program **is not to exceed** \$500,000 annually. **The contract term will cover a five-year period. The total five-year budget is not to exceed \$2,500,000.** However, any remaining balance on the annual contract, for each year, would be spent on an as needed basis, by either the contractor or CCRTA staff. Consequently, a task order would be issued for any additional work that the contractor might perform outside of the shelter refurbishment, but within the same scope of service covered in the contract.

Allowing a "**not to exceed amount**" in any maintenance, general professional services and repair parts contracts, facilitates the operational effectiveness of the CCRTA; whereby expediting, services and parts replacements, construction progress, legal matters, and enhancement of the public image of the CCRTA in the community. Any contract over \$50,000 is presented to the Board of Directors for approval of the contract.

**Board Priority**

The Board Priority is Public Image and Facilities.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Award a Contract to A. Ortiz Construction and Paving, Inc. for Shelter Amenities Refurbishment, in an amount not to exceed \$500,000 annually and \$2,500,000 over a five year period.

Respectfully Submitted,

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

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



## EXHIBIT A

<b>Shelter Refurbishment Program - 5 Year Cost Summary</b>						
<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Totals</b>
Annual Budget Allowance	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
A. Ortiz Shelter Refurbishment Costs	\$234,500	\$240,591	\$248,516	\$255,243	\$262,901	\$1,241,751
CCRTA In-House Cost for Refurbishment	\$99,367	\$101,981	\$104,814	\$107,831	\$110,888	\$524,881
Sub-Total Costs for A. Ortiz & CCRTA	\$333,867	\$342,572	\$353,330	\$363,074	\$373,789	\$1,766,631
Capital Costs	\$148,000	\$0	\$0	\$0	\$0	\$148,000
Total A. Ortiz & CCRTA & Capital Costs	\$481,867	\$342,572	\$353,330	\$363,074	\$373,789	\$1,914,631
Balance Remaining Annually	\$18,133	\$157,428	\$146,670	\$136,926	\$126,211	\$585,369

<b>A. Ortiz Contract - November 15, 2019- November 14, 2020 - Year 1</b>				
<b>Annual Refurbishment Budget</b>				<b>\$500,000</b>
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Sunshade Canopies	128	43	\$2,750	\$118,250
Tolar Shelters with panels	70	23	\$3,750	\$87,500
Sunshade Canopies Damage Allowance	128	5	\$2,750	\$13,750
Tolar Shelters Damage Allowance	70	4	\$3,750	\$15,000
<b>Estimated Total A. Ortiz Contract Price - Year 1</b>				<b>\$234,500</b>
<b>CCRTA In House Staff - November 15, 2019- November 14, 2020 - Year 1</b>				
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Advertising Bench	801	43	\$681	\$29,283
Metal Bench (Tolar)	150	23	\$635	\$14,605
Trash Receptacle	860	66	\$658	\$43,428
Metal Bench (Tolar) Damage Allow.	150	4	\$681	\$2,724
Advertising Bench Damage Allow.	801	5	\$681	\$3,405
Trash Receptacle Damage Allow.	860	9	\$658	\$5,922
<b>Estimated Total CCRTA In-House Staff Costs Year 1</b>				<b>\$99,367</b>
<b>Total Contractor and In-House Maint. Costs</b>				<b>\$333,867</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$166,133</b>
Paint Booth and duct work	1		\$65,000	
Truck	1		\$37,000	
Trailer	1		\$16,000	
Forklift	1		\$30,000	
Total Capital Costs			\$148,000	<b>\$148,000</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$18,133</b>

<b>A. Ortiz Contract - November 15, 2020- November 14, 2021 - Year 2</b>				
<b>Annual Refurbishment Budget</b>				<b>\$500,000</b>
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Sunshade Canopies	128	43	\$2,833	\$120,853
Tolar Shelters with panels	70	23	\$3,863	\$90,125
Sunshade Canopies Damage Allow	128	5	\$2,833	\$14,163
Tolar Shelters Damage Allow.	70	4	\$3,863	\$15,450
<b>Estimated Total A. Ortiz Contract Price - Year 2</b>				<b>\$240,591</b>
<b>CCRTA In House Staff - November 15, 2020- November 14, 2021 - Year 2</b>				
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Advertising Bench	801	43	\$701	\$30,161
Metal Bench (Tolar)	150	23	\$654	\$15,043
Trash Receptacle	860	66	\$678	\$44,731
Advertising Bench Damage Allow.	801	5	\$701	\$3,507
Metal Bench (Tolar) Damage Allow.	150	4	\$654	\$2,616
Trash Receptacle Damage Allow.	860	9	\$658	\$5,922
<b>Estimated Total CCRTA In-House Staff Costs Year 2</b>				<b>\$101,981</b>
<b>Total Contractor and In-House Maint. Costs</b>				<b>\$342,572</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$157,428</b>



<b>A. Ortiz Contract - November 15, 2021- November 14, 2022 - Year 3</b>				
<b>Annual Refurbishment Budget</b>				<b>\$500,000</b>
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Sunshade Canopies	128	42	\$2,917	\$122,534
Tolar Shelters with panels	70	24	\$3,978	\$95,481
Sunshade Canopies Damage Allow.	128	5	\$2,917	\$14,587
Tolar Shelters Damage Allow.	70	4	\$3,978	\$15,914
<b>Estimated Total A. Ortiz Contract Price - Year 3</b>				<b>\$248,516</b>
<b>CCRTA In House Staff - November 15, 2021- November 14, 2022 - Year 3</b>				
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Advertising Bench	801	42	\$722	\$30,344
Metal Bench (Tolar)	150	24	\$674	\$16,168
Trash Receptacle	860	66	\$698	\$46,073
Advertising Bench Damage Allow.	801	5	\$722	\$3,612
Metal Bench (Tolar) Damage Allow.	150	4	\$674	\$2,695
Trash Receptacle Damage Allow.	860	9	\$658	\$5,922
<b>Estimated Total CCRTA In-House Staff Costs Year 3</b>				<b>\$104,814</b>
<b>Total Contractor and In-House Maint. Costs</b>				<b>\$353,330</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$146,670</b>

<b>A. Ortiz Contract - November 15, 2022- November 14, 2023 - Year 4</b>				
<b>Annual Refurbishment Budget</b>				<b>\$500,000</b>
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Sunshade Canopies	128	43	\$3,005	\$128,213
Tolar Shelters with panels	70	23	\$4,098	\$95,614
Sunshade Canopies Damage Allow.	128	5	\$3,005	\$15,025
Tolar Shelters Damage Allow.	70	4	\$4,098	\$16,391
<b>Estimated Total A. Ortiz Contract Price - Year 4</b>				<b>\$255,243</b>
<b>CCRTA In House Staff - November 15, 2022- November 14, 2023 - Year 4</b>				
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Advertising Bench	801	43	\$744	\$31,998
Metal Bench (Tolar)	150	23	\$694	\$15,959
Trash Receptacle	860	66	\$719	\$47,455
Advertising Bench Damage Allow.	801	5	\$744	\$3,721
Metal Bench (Tolar) Damage Allow.	150	4	\$694	\$2,776
Trash Receptacle Damage Allow.	860	9	\$658	\$5,922
<b>Estimated Total CCRTA In-House Staff Costs Year 4</b>				<b>\$107,831</b>
<i>A. Ortiz Shelter Refurbishment Costs</i>				<i>\$255,243</i>
<i>CCRTA In House Staff Costs</i>				<i>\$107,831</i>
<b>Total Contractor and In-House Maint. Costs</b>				<b>\$363,074</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$136,926</b>

<b>A. Ortiz Contract - November 15, 2023- November 14, 2024 - Year 5</b>				
<b>Annual Refurbishment Budget</b>				<b>\$500,000</b>
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Sunshade Canopies	128	43	\$3,095	\$132,060
Tolar Shelters with panels	70	23	\$4,221	\$98,482
Sunshade Canopies Damage Allow.	128	5	\$3,095	\$15,476
Tolar Shelters Damage Allow.	70	4	\$4,221	\$16,883
<b>Estimated Total A. Ortiz Contract Price - Year 5</b>				<b>\$262,901</b>
<b>CCRTA In House Staff - November 15, 2023- November 14, 2024 - Year 5</b>				
<b>Description</b>	<b>Total Inventory</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Est. Total</b>
Advertising Bench	801	43	\$766	\$32,958
Metal Bench (Tolar)	150	23	\$715	\$16,438
Trash Receptacle	860	66	\$741	\$48,879
Advertising Bench Damage Allow.	801	5	\$766	\$3,832
Metal Bench (Tolar) Damage Allow.	150	4	\$715	\$2,859
Trash Receptacle Damage Allow.	860	9	\$658	\$5,922
<b>Estimated Total CCRTA In-House Staff Costs Year 5</b>				<b>\$110,888</b>
<b>Total Contractor and In-House Maint. Costs</b>				<b>\$373,789</b>
<b>Balance Remaining In Refurbishment Budget</b>				<b>\$126,211</b>