



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, April 22, 2020

TIME: 8:30 a.m. Administration & Finance Committee Meeting, and
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, 2ND Floor Board Room • Corpus Christi, TX

ADMINISTRATION & FINANCE COMMITTEE

PATRICIA DOMINGUEZ (Chair)

Lynn Allison ~ George Clower ~ Glenn Martin ~ Michael Reeves

	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	P. Dominguez	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	----
<p>NOTE: For committees meetings of the Corpus Christi Regional Transportation Authority, Public Comment may be provided in writing (preferred format), limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda, and MUST be submitted 5 minutes prior to start of a meeting in order to be provided to members of the CCRTA Board of Directors for consideration and review. Public Comments submitted shall be placed into the record of that meeting.</p> <p>THESE WRITTEN COMMENTS SHALL SERVE AS THE REQUIRED PUBLIC TESTIMONY PURSUANT TO TEXAS GOVERNMENT CODE 551.451 AND SHALL CONSTITUTE A PUBLIC MEETING FOR PURPOSES OF ANY PUBLIC MEETING REQUIREMENT UNDER LAW.</p>				
5.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP	J. Cruz-Aedo	3 min.	Pages 1-2
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies	R. Saldaña	3 min.	Pages 3-4 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC	R. Patrick	3 min.	Pages 5-6 PPT

8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021	M. Rendón	3 min.	Page 7 <i>PPT</i>
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2020 Emergency Preparedness Policy	M. Rendón	3 min.	Pages 8-9 <i>Attachment A</i>
10.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2020 Emergency Preparedness Plan	M. Rendón	3 min.	Pages 10-11 <i>PPT</i>
11.	Adjournment	P. Dominguez	1 min.	----

Total Estimated Time: 28 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

DAN LEYENDECKER (Chair)

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	----
5.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving	D. Majchszak	3 min.	Pages 1-2 <i>PPT</i>
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Bus Engine Supplier Contract to French Ellison Truck Center	D. Majchszak	3 min.	Pages 3-4 <i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800	S. Montez	3 min.	Pages 5-7 <i>PPT</i>
8.	Discussion and Possible Action to Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800	S. Montez	3 min.	Pages 8-9 <i>PPT</i>
9.	Adjournment	D. Leyendecker	1 min.	----

Total Estimated Time: 22 min.

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On **Friday, April 17, 2020** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.



Vision Statement

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



Subject: Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP

Background

CCRTA contracts for State consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

Identified Need

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services. The state legislative services provided by Longbow Partners has been excellent and management would recommend we continue with these services. The state legislative consulting services contract is scheduled to expire on June 20, 2020.

Disadvantaged Business Enterprise

Staff will encourage Longbow Partners, LLP, to outreach with minority, women owned, and disadvantaged businesses.

Financial Impact

The three-year option contract costs are as follows:

- State Legislative Consulting Services
 - Annually \$66,000 per year to be apportioned in monthly payments of \$5,500 during non-session year, 2020 and 2022.
 - Annually \$72,000 per year to be apportioned in monthly payments of \$6,000 during a session year, 2021.
 - The consultants will be paid \$500 per month for out-of-pocket expenses for a total of \$6,000 per year, unless an expense is pre-approved by the CEO.
 - Total amount of the contract for 3 years would be \$204,000 without expenses.
 - The total value, plus allocated expenses of the contract for the three-year period is \$222,000.

$\$66,000 \times 2 =$	\$132,000	Annual Contract, non-session years 2020 and 2022
$\$72,000 \times 1 =$	\$ 72,000	Annual Contract, session year 2021
$\$ 6,000 \times 3 =$	<u>\$ 18,000</u>	Annual Out-of Pocket Expenses
	<u>\$222,000</u>	3-Year Period Contract Total

Board Priority

The Board Priority aligns with Transparency.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve a contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP.

Respectfully Submitted,

Final Approval by:


Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies

Background

The CCRTA is required to produce system wide passenger mile data for the National Transit Database (NTD) reporting. This data is an important part of NTD reporting, because it directly affects the amount of funding FTA apportions to each authority. FTA uses this information to support the §5307, §5337, §5339, and §5311 formula funding programs. Currently, passenger counts are tracked manually by staff and compared to fare ridership for accuracy. This method leaves room for human error and is labor intensive.

Identified Need

With the Board of Directors approval, a Request for Proposals (RFP) was issued on January 23, 2020, structured as an On-Board Automated Passenger Counter (APC) System purchase with warranty and installation. The proposals were received from Passio Technologies, Clever Devices, Urban Transportation Associates, DILAX Systems Inc. Ride Systems and Safe Fleet-Seon. These proposals were evaluated for:

- Approach and Work Plan
- Qualifications and References
- Experience
- Price

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (80 Points Max.)	Cost (20 Points Max.)	Totals - Maximum Points 100	Price (Total Cost)
Passio Technologies	65.20	12.26	77.46	\$112,037
Clever Devices	61.80	12.61	74.41	\$108,927
Urban Transportation Associates	65	8.85	73.85	\$155,250
DILAX Systems Inc.	48.20	12.17	60.37	\$112,840.94
Ride Systems	35	20	55	\$68,675
Safe Fleet-Seon	36.2	18.73	54.93	\$73,342

The firm that was deemed as being the best overall value is Passio Technologies which has been in the business for many years and specializes in vehicle mobile technologies

and reporting. Passio Technologies has worked with Student Transit, Mass Transit and its customer list has grown to over 225 agencies utilizing its transit technology solutions.

Disadvantaged Business Enterprise

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

Financial Impact

Funds for the On-Board Automated Passenger Counters (APC) System were identified in the MIS 2020 Capital Budget using funding provided by the 5339 Formula Funds with and 80/20 match. The total cost for the On-Board Automated Passenger Counters (APC) System with Alternative Options is \$115,862. The total estimated project budget was \$196,601.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

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



Subject: Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC

Background

In 2015, CCRTA contracted both bus and bench advertising with Iconic Sign Group. The contract was for 3-years with two, one-year options. Iconic Sign Group, LLC is currently scheduled to complete its last one-year option on July, 27, 2020. Services provided by Iconic Sign Group, LLC have been good.

CCRTA would like to extend the current contract of Iconic Sign Group, LLC so that it ends on December 31, 2020. CCRTA would delay issuing the Request for Proposals (RFP) for bus and bench advertising.

The reason for request: As an impact of the coronavirus (COVID-19), advertising is down, due to business closures and stay-at-home orders. The results are significant loss of revenue. The long-term economic impacts of the coronavirus (COVID-19) are to be determined, and an RFP right now as originally planned, could result in a lack of participation and overall revenue.

Identified Need

The bus and bench advertising contract allow CCRTA to expand its revenue stream to provide quality transportation, security, and customer service for our transit riders. The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

Financial Impact

The contract with Iconic Sign Group was a Three-Year Base Contract with two one-year option. The last year was amended (see chart below).

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000
Second Option Year (Original)	37% or	\$200,000

Approved Amendment Request in 2019

Due to a decrease of advertising inventory resulting in reduction of potential revenue. The current street construction throughout the city has had adverse results in bus bench advertising which has decreased the number of bus benches available.

Second Option Year (Amended)	37% or	\$180,000
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Approved Amendment Request in 2020

An additional amendment was made due to the effect of coronavirus (COVID-19) on advertising revenue. The current revision, effective until further notice due to COVID-19, eliminates the minimum annual guarantee (\$180,000), with Iconic Sign Group, LLC submitting 37% of revenue collected through bus and bench advertising.

Iconic Sign Group, LLC financial revenue to CCRTA for the past three years

Year	Bus Advertising Revenue	Bench Advertising Revenue	Total Per Year
2017	\$80,530.25	\$95,133.43	\$175,663.68
2018	\$78,409.95	\$96,218.17	\$174,628.12
2019	\$91,119.61	\$85,881.48	\$177,001.09
Total	\$250,059.81	\$277,233.08	\$527,292.89

Board Priority

This item aligns with the 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 approve extending the Bus and Bench Advertising contract until December 31, 2020 with Iconic Sign Group, LLC.

Respectfully Submitted,

Submitted by: Rita Patrick
Director of Marketing

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



Administration & Finance Committee Meeting Memo

April 22, 2020

Subject: Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021

Background

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2020.

Identified Need

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

Financial Impact

The 2020-2021 premium for windstorm and hail coverage for identified CCRTA assets was \$92,589.00.

Board Priority

This item aligns with the Board Priority – Facilities – Safety and Security.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for fiscal year 2020-2021.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón
Director of Safety and Security

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



Subject: Adopt the Revised 2020 Emergency Preparedness Policy

Background

It is the responsibility of the Corpus Christi Regional Transportation Authority (CCRTA) to take measures to safeguard passengers, personnel, and the general public, and also to protect transportation vehicles and facilities. As a public employer, the CCRTA assists before, during and immediately after an emergency situation.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Policy was last revised on May 1, 2019 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to this community. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised Emergency Preparedness Policy (Attachment A) guides CCRTA personnel in preparing for emergencies. The 2019 Emergency Preparedness Policy was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors to Adopt the 2020 Emergency Preparedness Policy.

Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón
Director of Safety & Security

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy ("Policy") outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as "emergency"). This Policy is not intended to conflict with the CCRTA Emergency Preparedness Plan (the "Plan"), which is issued annually.

CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City's Emergency Management Office ("EMO"). While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **"Emergency Event"** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act ("FLSA").

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.
3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.
4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.
5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.
6. **“Emergency Operations Center”** or **“EOC,”** as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. PHASES OF THE EMERGENCY EVENT: The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. Beginning of the Disaster Vulnerability Season: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

- 1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. Condition 3 - Readiness Phase: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

- 1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Department Head or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, Emergencies by their very nature are unpredictable and CCRTA makes no guarantees.
 - 2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. Department Heads will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Department Head's discretion.
 - 3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Department Head, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.
 - 4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return to Work phase is announced.)
 - 5) After securing all CCRTA property, Department Heads will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**
 - 6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**
- C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

- 1) The CEO or his/her designee will declare that this Policy is in effect.
- 2) As stated in the Plan, Department Heads are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct Department Heads to assist in any other areas deemed necessary for the protection of CCRTA property.
- 3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Department Heads of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.
- 4) All essential employees, not on duty, will report to work upon the declaration of Condition 2, unless advised otherwise by the Department Head or the CEO. Employees must advise the Department Head or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time, and are required to report back to work as outlined in the Return to Duty Phase.

D. Activation Phase: Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if to do so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. **Return to Duty Phase:** The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Department Head to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.
- 4) **It is important that Department Heads have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.**

RESPONSIBILITIES:

CEO and Department Heads:

CEO: The CEO and Department Heads share the responsibility to communicate the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

Department Heads:

- 1) Each Department Head is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.

- 2) Department Heads will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.
- 3) Department Heads must maintain an up-to-date list designating the essential and non-essential positions in their department, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.
- 4) Each Department Head will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 5) Department Heads will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Department Head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."
- 3) Supervisors, in conjunction with Department Heads, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

- 1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.
- 2) Unless instructed otherwise by the Department Head, all employees must assist with securing CCRTA property prior to the emergency/disaster.
- 3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

- 4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.
- 5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.
- 6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO and Department Heads in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

- 1) **Essential Positions:** EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director of Administration
Managing Director of Operations
Managing Director of Customer Services
Director of Transportation
Director of Marketing
Director of Safety & Security
Director of Planning (<i>OEM Representative-City</i>)
Director of Maintenance
Assistant Director of Maintenance

Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
EEO/ADA Compliance Officer
Dispatchers
Bus Operators
Transportation Supervisors
Dispatch Operations Administrator
Street Operations Administrator
Transportation Services Administrator
Vehicle Maintenance Technicians
Garage Service Technicians
Training Instructors
Sr. Transit Planner
Outreach Coordinator
Data Technician
IT Systems Administrator
Vehicle Electronics Technician
Customer Service Administrator
Facilities Building Manager
Facilities Maintenance Technicians II

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Maintenance
 - Assistant Director of Maintenance
 - 2 Vehicle Mechanics
 - 1-2 Garage service technicians (GST)
 - Maintenance Manager of Contracted Services

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA.

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Operations Supervisors

- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Road Monitors
 - 1-2 Dispatchers
 - 1-5 Operators

- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Instructors
 - 1-3 Road Monitors
 - 1-4 Dispatchers
 - 1-30 Operators

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Operators
 - Saturday level service
 - 54(L)-72(F) Operators
 - Weekday service
 - 78(L)-105(F) Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (EOC)
 - Senior Transit Planner (SSC)

- Essential on-duty (post event) – shift(s) to be determined by RTA
 - Outreach Coordinator
 - Planning Technician

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of IT (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

FACILITIES MAINTENANCE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Facilities Building Manager
 - Facilities Maintenance Technician Lead
 - 4 – Facilities Maintenance Technicians II

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Department Head *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as Non-Essential:

Custodian I
Interns
Custodian II
Receptionist
Maintenance Technician I
Revenue Counters
Customer Service Representatives
Parts Clerks
Junior Buyer
Mechanic's Assistant
Marketing Communication Liaison
Human Resources Specialist
Network Systems Specialist
Payroll Coordinator
Senior Administrative Assistant
Safety & Security Management Aide
Procurement Administrator
Customer Service Advocate

Eligibility Coordinator
Executive Administrative Assistant
Garage Service Supervisor
DBE Liaison Officer
Marketing Production Coordinator
Mechanic Supervisor
Accountant
Budget Analyst
Comptroller
Accounts Payable Specialist

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

- 1) **Making Request:** Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

- 2) **Review of Requests:** Waiver Requests will be initially reviewed and approved by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Department Head’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.

- 3) **Waiver Considerations:** Department Heads will consider the following factors in approving Waiver Requests:
 - a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
 - b) Does the employee or the employee’s family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
 - c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?

d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

- 4) **Documentation:** CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. **Exempt Employees:**

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.

- 2) Compensatory time off reported must be verified and approved by the Department Head.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. Non-Exempt Employees (hourly):

- a. Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.
- b. At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.
- c. When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

- d. By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

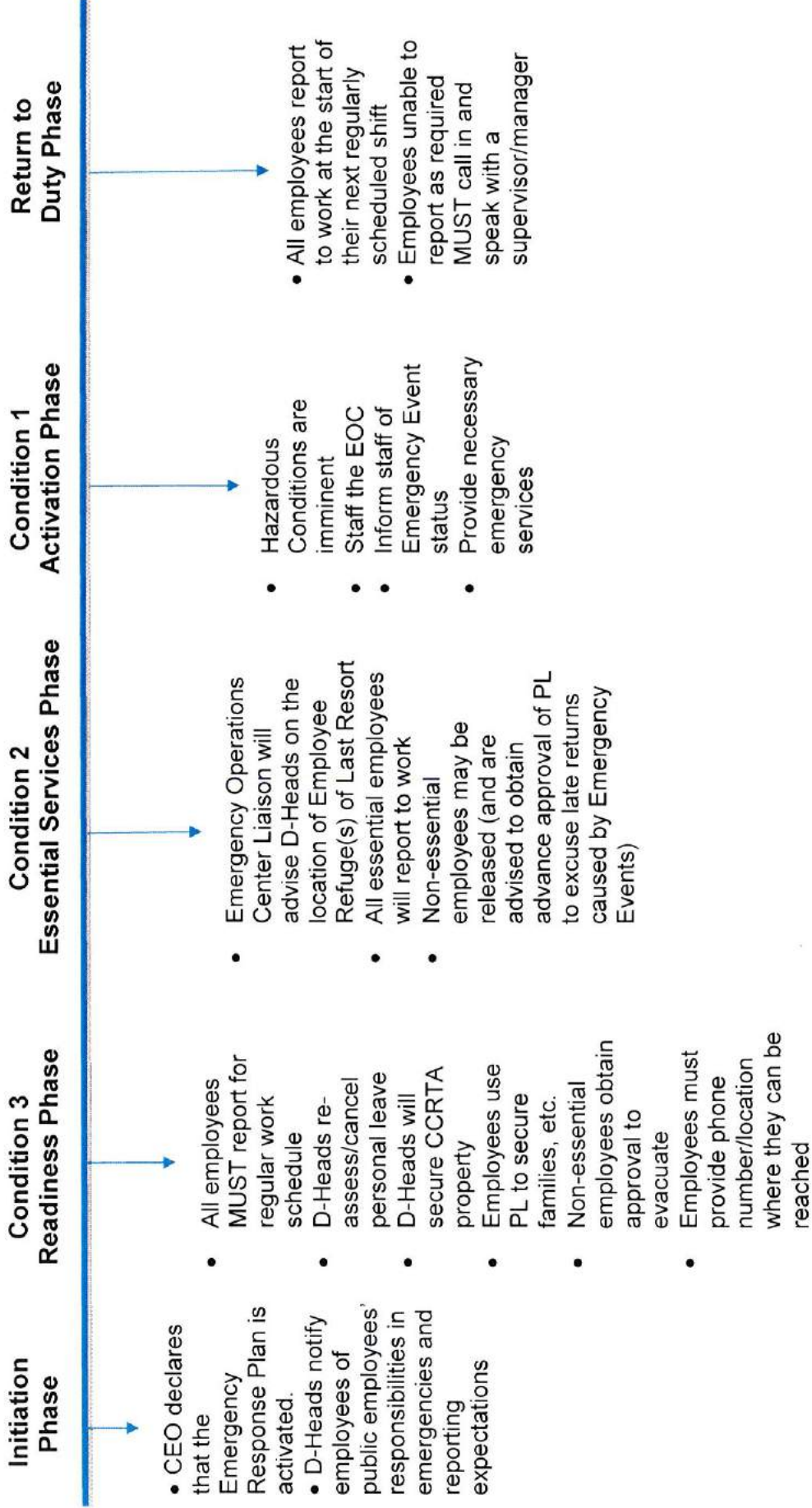
- e. Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a Department Head reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- f. Compensatory time off earned for emergency response activity may not exceed 240 hours.
- g. When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- h. CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019; April 22, 2020

Emergency Preparedness Phases





Subject: Adopt the Revised 2020 Emergency Preparedness Plan

Background

The purpose of the Emergency Preparedness Plan is to provide the RTA, small cities, and unincorporated areas of Nueces County with procedures to safely respond to emergency events including hurricanes and other situations requiring evacuations such as flooding, tornadoes, hazardous spills, chemical fires, or other disastrous conditions.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Plan was last revised on May 1, 2019 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to the city of Corpus Christi and small cities within our service area. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, and small cities determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised 2020 Emergency Preparedness Plan guides CCRTA personnel in preparing for emergencies. The 2019 Emergency Preparedness Plan was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors to Adopt the Revised 2020 Emergency Preparedness Plan.

Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón
Director of Safety & Security

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



Subject: Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving

Background

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

Identified Need

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

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

The Parts Inventory Storage Cabinets and Shelving project is budgeted for \$150,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$30,000, and a federal estimated cost of \$120,000. This project is contingent upon the award of 5307 funding.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to approve issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Award the Bus Engine Supplier Contract to French Ellison Truck Center

Background

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2012 and 2015 fixed route coaches have reached or will soon reach their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

Identified Need

The 2012 and 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next two (2) years; up to thirty-five (35) 2012-2015 CNG Gillig Low Floor units. Twenty (20) engines in 2020 and fifteen (15) engines in 2021 are expected to be replaced.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

The Bus Engine Contract Supplier Invitation for Bid (IFB) was structured as a one-year firm supply agreement with one (1) one-year option following Board approval.

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2020 operating budget. The project is contingent upon the award of 5307 funding.

French Ellison Truck Center was the sole bidder. This project was budgeted for \$815,020.00, but the bid came in lower than expected. Expenditures for this 2020 CIP item are now projected to be \$766,500.00 or \$38,325.40 per engine. The local match is 20% with an estimated cost of \$153,300.00 and a federal estimated cost of \$613,200.00.

Bus Engine Supplier Contract			
Contract IFB No. 2020-FP-03			
Projected Usage	Cost Per Engine	Total	Awardee
20	\$ 38,325.00	\$ 766,500.00	French Ellison Truck Center

Board Priority

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget.

Recommendation

Staff requests the Operation & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award the Bus Engine Supplier contract to French Ellison Truck Center. This is a one-year contract with a one-year option following board approval.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800

Background

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

- 1,343 Bus stops
- 198 Tolar shelters and sun shade structures in the service area.
- 951 Benches and 12 Simme Seats
- 860 Trash receptacles

The CCRTA's Shelter Program consists of a Maintenance Program, and an Expansion/Replacement Program. The Board of Directors awarded a contract to A. Ortiz Construction and Paving, Inc., for shelter refurbishment in November 2019 as part of the shelter maintenance program. Ortiz and the CCRTA Facilities' maintenance crew have completed 33 bus stop shelters to date, and are near the 5-month mark on the first year of the contract. The goal is to complete 66 bus stop shelter amenities per year and based on the current trend that will be accomplished.

As part of the Shelter Expansion Program, CCRTA has budgeted funds to add another 40 shelters in 2020 to the existing 198 shelters currently in place. The goal over the next 10 years, is to add to the existing number, so that the CCRTA will have in place almost 700 bus stops with shelter amenities.

Identified Need

A Request for Proposals (RFP) was issued on January 26, 2020, and three proposals were received on March 10th. The RFP is for the procurement of 40 shelters, advertising benches, 44 gallon trash receptacles and solar lighting. These proposals were evaluated for:

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

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (80 Points Max.)	Cost (20 Points Max.)	Totals - Maximum Points 100	(Total Cost)
Tolar Mfg. Inc.	78.50	19.83	98.33	\$ 598,800.00
Spencer Fabrications, Inc.	65.50	20.00	85.50	\$ 593,800.00
Brasco Intl., Inc.	57.00	19.83	76.83	\$ 598,800.00

The firm deemed as being the best in overall value is Tolar Manufacturing Company, Inc. They have been in the business for 29 years and specialize in transit shelter amenities. Tolar has worked with Capital Metro in Austin, Trinity Metro in Fort Worth, Dallas Area Rapid Transit, and numerous other transit agencies throughout the U.S. CCRTA has previously purchased shelters from Tolar, and one is the shelter installed at the bus stop adjacent to the Dr. Hector P. Garcia Clinic. This shelter is 17-feet in size. It is the same style, that will be a part of the additional 40 shelters to be ordered, yet those will be 13-feet in size.

The CCRTA will be ordering 40 additional shelter sets which include a 13-foot shelter and a matching six-foot advertising bench with raised separator bars, solar lighting and one 44 gallon trash receptacle.

Disadvantaged Business Enterprise

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

Financial Impact

Funds for the Bus Stop Shelter Amenities were identified in the Capital Budget using 80% federal funding with a 20% local match. The total cost for the set of 40 shelter amenities is \$598,800. The total estimated project budget was \$675,074. The remaining balance will be used for the procurement of Simme seats and beacon standalone lighting to be used at current bus stops with no lighting.

Board Priority

The Board Priority is 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 Shelter Amenities contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800.

Respectfully Submitted,

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

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



Subject: Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800

Background

The CCRTA has the following bus transfer stations:

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

Prior to the current pandemic, the stations would be pressured washed at least once a month, while custodial staff would clean the stations at least twice a day. However, due to the highly contagious spread of COVID-19, CCRTA is strengthening all cleaning processes.

Identified Need

The current Facilities Staff is not enough personnel to increase the frequency of the pressure washing so the decision was made to hire a contractor to support staff for at least three months.

A Request for Quotes (RFQ) was issued and four proposals were received. One bidder only bid a once a week schedule and did not bid for the other bid options.

The table below represents the bids for power washing twice a week and the costs.

TWICE A WEEK FOR THREE MONTHS					
STATIONS	WEEKLY FREQUENCY	SQ. FT.	PHOENIX CLEAN	A. ORTIZ CONSTRUCTION	FAZ
Robstown	24	9,000	\$15,120	\$33,600	\$32,400
Southside Transfer	24	25,200	\$42,000	\$37,200	\$90,000
Port/Ayers Station	24	13,500	\$22,680	\$33,600	\$48,600
Staples Street Station	24	25,000	\$42,000	\$37,200	\$90,000
GRAND TOTALS			\$121,800.00	\$141,600.00	\$261,000.00

Phoenix Clean offered the lowest quote for the three-month period. The company has been in business since 2012. Some of their clients include American Bank Center, Charter Bank, Flint Hills, and Walmart just to name a few.

Disadvantaged Business Enterprise

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

Financial Impact

The award of the contract is \$121,800 for three months and is funded through local funds. This item will be submitted for reimbursement through a federal grant already allocated to the CCRTA for COVID-19 support.

Board Priority

The Board Priority is Facilities.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800.

Respectfully Submitted,

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

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