

AGENDA MEETING NOTICE

DATE: Wednesday, January 26, 2022

TIME: 8:30 a.m.
Operations & Capital Projects Committee (*Administration & Finance Committee Meeting has been CANCELLED*)

LOCATION: Staples Street Center – 2ND Floor Boardroom (602 North Staples St., Corpus Christi, TX)

***** ADMINISTRATION & FINANCE COMMITTEE *****

***** MEETING HAS BEEN CANCELLED *****

PATRICIA DOMINGUEZ, Committee Chair
Lynn Allison Eloy Salazar Philip Skrobarczyk

OPERATIONS & CAPITAL PROJECTS

ANNA JIMENEZ, Committee Chair

Gabi Canales Beatriz Charo Armando Gonzalez Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	A. Jimenez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	A. Jimenez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes November 17, 2021	A. Jimenez	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission parts.	D. Majchszak	3 min.	Pages 4-5 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for External and Internal Engine Parts.	D. Majchszak	3 min.	Pages 6-7 PPT

8.	Discussion and Possible Action to Award a Contract for Bus Stop Maintenance Services	S. Montez	3 min.	Pages 8-10 <i>PPT</i>
9.	Discussion and Possible Action to Award a Contract for Bus Stop Shelter Amenities	S. Montez	3 min.	Pages 11-13 <i>PPT</i>
10.	Committee Chair Report	A. Jimenez	3 min.	-----
11.	Adjournment	A. Jimenez	1 min.	-----

Total Estimated Time: 29 min.

On **Friday, January 21, 2022** this Notice was posted by **Marisa Montiel** 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.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, November 17 2021**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 27, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Nelson/Nygaard Consulting Association Inc. for the Long Range System Plan**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply**
8. **Committee Chair Report**
9. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Committee Chair, Anna Jimenez, called the meeting to order at 8:30 a.m. Ms. Stephanie Alvarez called roll and stated a quorum was present.

Board Members Present Anna Jimenez, Gabi Canales, Beatriz Charo, Armando Gonzalez, and Matt Woolbright

Board Members Absent

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Rita Patrick, Robert Saldaña, Ben Schmidt; MV Transportation, Ashlee Winstead-Sherman and Stephanie Alvarez

Public Present

Safety Briefing

Mr. Mike Rendon, reported which exits to use in case of an emergency. He noted everyone would exit out the Grey Hound entrance and gather at the Staple Street Transfer Station near the Tower Clock. He stated that if shelter was in place during an actual emergency, everyone in the Boardroom would shelter under the West stairwell of the Staple Street administration building.

Action to receive Conflict of Interest Affidavits

None Received



Public Comment

None Received

DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 27, 2021

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF OCTOBER 27, 2021. DIRECTOR GABI CANANLES SECONDED THE MOTION. JIMENEZ VOTING IN FAVOR.

Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award a Contract to Nelson/Nygaard Consult Associates, Inc. for the Long Range System Plan

Mr. Derrick Majchszak stated that every 5 years, transit systems develop a Long Range System plan. He listed the plan conducted of re-align system-wide services with public needs, capital improvements and financial projections. He mentioned the delay from 2021 due to COVID- 19 pandemic and a new start date is planned for January 2022. A Long Range System plan is needed to increase ridership.

DIRECTOR GABI CANALES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO NELSON/NYGAARD CONSULT ASSOCIATES, INC. FOR THE LONG RANGE SYSTEM PLAN. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. JIMENEZ VOTING IN FAVOR.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply

Mr. Derrick Majchszak reported a list of Unleaded Fuel vehicles. A total of combined 36 maintenance, security, supervisor, and other support vehicles. He also listed cutaway vans utilized by Port Aransas and 29 ARBOC cutaway vans delivered in 2021. Mr. Majchszak noted the current contract approved by the Board on November 7, 2018 with a two (2) year base contract and one (1) year option with Board approval. Also an identified need of unleaded fuel supply agreement and the proposed contract was reported, which has a two (2) year base with one (1) year option following Board approval. Mr. Majchszak reviewed a list of all bidders and noted that overall, Kapalua



Marine Fuel & Lubes for Unleaded Fuel supply scored the best with most to offer the CCRTA. It was reported that there is no DBE requirement for this procurement and the financial impact total expenditures will be determined by consumption and OPIS.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO KAPALUA MARINE FUEL & LUBES FOR UNLEADED FUEL SUPPLY DIRECTOR GABI CANALES SECONDED THE MOTION. *JIMENEZ VOTING IN FAVOR.*

Heard Committee Chair Report

Ms. Anna Jimenez reported she attended the 2021 APTA Conference and received great information and knowledge.

Adjournment

Adjourned at 9:10 a.m.

Reviewed by: Marisa Montiel

Submitted by: Stephanie Alvarez



Subject: Authorize Issuing an Invitation for Bids (IFB) for Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission parts.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

Identified Need

Bus Parts Supply contracts will help ensure product availability meets parts demands while maintaining competitive pricing. The contracts will include parts for multiple categories including Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission parts.

The current option year for these Bus Parts Supply contracts expires on May 14, 2022. The IFB will be issued for two (2) year contracts.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated two year project cost is \$1,124,000.00, and funds are allocated in the Board approved annual operating budgets.


Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids (IFB) for Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission parts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bids (IFB) for External and Internal Engine Parts

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under this agreement; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

Identified Need

An External and Internal Engine Parts contract help will ensure product availability meets parts demands while maintaining competitive pricing. The contract will include parts for all specialized external and internal engine parts to keep the fleet in state of good repair and maintain any warranty coverages.

The current option year for the External and Internal Engine Parts contract expires on June 14, 2022. The IFB will be issued as a one (1) year contract.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual parts usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one year project cost is \$136,750.00, and funds are allocated in the Board approved annual operating budgets.


Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids (IFB) for External and Internal Engine Parts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Award a Contract to Evergreen Landscape Services, for Bus Stop Maintenance Services

Background

About 9 years ago, as part of a capital improvements initiative, 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 procurements, the trash receptacle count increases from 150 to 860. Thereby, growing the number of trash receptacles in the service area exponentially.

Identified Need

The RTA services 1,375 bus stops throughout our service area. The CCRTA's service area is approximately 838 square miles and includes nine cities. The procurement of bus stop maintenance services helps to support the cleanliness of our bus stops in a vast bus service area with numerous trash receptacles/bus stops.

The breakdown of the bus stop inventory is listed below:

- 1,375 bus stops
- 860 trash receptacles
- 831 bus stops with a concrete pad (typically 10' x 30'), and requires less landscaping
- 544 bus stops without a concrete bus pad, which means landscaping a larger area.
- 196 – bus stops outside of Corpus Christi (Calallen, Flour Bluff, Robstown, Gregory and Port Aransas)

Earlier this year, Mr. Mike Rendon, the Managing Director of Executive Affairs, who the oversees Safety & Security Department, was being informed by the police officers roving the bus service area that some bus stops had individuals loitering and littering at the stops. Also, in combination with those reports, Customer Service was receiving reports from riders of the same occurrences. Consequently, in order to deal with the new circumstances, more frequency and additional tasks were added in September to address the issues. The added frequency and additional tasks have made a remarkable difference in the cleanliness of the high pedestrian stops. These additional steps were to the included in the new Proposal.

The contracted maintenance program for the bus stops includes landscaping, litter and trash removal services, at least once a week. However, since it has come to light, that approximately thirty (30) bus stops required more frequent cleaning and have been deemed, "bus stop hot spots", due to increased pedestrian traffic, they will be now be visited more than once a week. Also, additional frequency has been added for shopping cart and bulky trash removal, as well as, extended lawn maintenance square footage at some street intersections to improve the line of sight/safety factor.

Analysis

The Request for Proposals (RFP) is a five-year fixed contract. The RFP was issued on December 2, 2021 and a pre-proposal was held December 16, 2021. Eight companies attended the Pre-Proposal. Three proposals were received on January 13, 2022. Two of the proposals were non-responsive. The two companies did not submit the proposal component of the solicitation. Evergreen was responsive and had a total score of 96.80 out of 100.

Firms	Subtotal - Maximum Points (70 Points Max)	Cost (30 Points Max)	Totals (Maximum Points 100)	Price (Total Cost)
Evergreen Landscape Services	66.80	30.00	96.80	\$2,124,288.00

All proposers had to meet minimum requirements listed below:

- Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
- Have a satisfactory record of past performance;
- Have necessary management and technical capability to perform,
- Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals,
- Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
- Certify that it is not on the U.S. Comptroller General’s list of ineligible contractors – signing and submitting the proposal is so certifying. (NOTE: This requirement is only applicable to federally-funded contracts.)
- A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

Also, Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverages listed below having policy limits not less than the dollar amounts set forth: Commercial general liability insurance with minimum policy limits of \$1,000,000 (In the event motor vehicles will be used by Contractor to perform the services specified). Automobile liability insurance with a combined single limit of \$1,000,000.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers’ compensation as required by statute and employer’s liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA

Below 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 Landscape Services has over 22 years of experience with a list of clients that include La Palmera Mall, 30 Whataburger locations, Texas Champion Bank, Chandler Mill Apartments, Kings Crossing and the CCRTA.

The company has performed in a satisfactory, professional and responsive manner during the previous contract term of 5 years and responds in a timely manner when tasked to address a specific issue. The company interacts with the CCRTA staff in a very courteous manner and meets all the requirements of the contract.

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

Financial Impact

The procurement is structured as a five-year fixed contract. The estimated cost, for a five-year fixed contract would be approximately \$2,124,288. The estimated annual cost for the first year is \$424,858.

Evergreen Landscape Services committed to holding the 2016 pricing levels, for the five-year term of this contract, for the original scope of work. During these uncertain economical times, having a company hold past pricing levels, is a rare occurrence.

Board Priority

This item aligns with the Board Priority – 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 Evergreen Landscape Services, for Bus Stop Cleaning Services, for the amount of \$424,858.

Respectfully Submitted,

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

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



Subject: Award a Contract for Bus Stop Shelter Amenities

Background

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

- 1375 Bus stops
- 71 Existing Tolar shelters
- 128 Sun shade shelters
- 40 new 13' Tolar Shelter sets (inclusive of solar lighting, 6' advertising bench, and a trash receptacle)
- 874 Benches and 12 Simme Seats
- 647 Trash receptacles

Identified Need

The CCRTA started a new Shelter Expansion/Replacement Program in 2020. In 2020 40 new shelter sets were added to the existing number of shelters, bringing the total number of shelters in the service area to 239.

The new program required the release of a Request for Proposals (RFP) for the procurement of 350 sets of shelters with additional opportunities for future procurements, into 2025. Originally, the RFP was going to be structured as a 3-year fixed contract with a one 2-year option. However, due to the impact the pandemic is having on price predictability/stability, supply chain issues, and vendor concerns, the RFP time frame was changed to a two-year base with a one-year option, to assist in reinforcing the procurement outcome.

Below is the proposed capital schedule for bus stop shelter amenities for the fixed 2-year base and the Option Year.

No.	Description	Total Est. Quantities for 2 Years	Total Est. Quantities Option Year	Total Amenities for 3 Years
1	13' X 5' Shelter	350	25	375
2	6' Advertising Bench	566	133	699
3	44 Gallon Trash Can	453	77	530
4	Solar Lighting	350	25	375
5	Smart 13' Shelter	1	1	2
6	Beacon Light and Seating Kit	230	115	345
7	Antibacterial Coating for Benches	566	133	699

Analysis

A Request for Proposals (RFP) was issued on December 1, 2021 and two proposals were received on January 12, 2022.

The Request for Proposal for the procurement of shelter amenities was evaluated on the following criteria:

- Qualification of Firm
- Bus Shelter Design
- Qualification of Staff
- Qualifications of Subcontractor
- Disadvantaged Business Enterprise
- Price

The table below represents the results of the evaluation.

Firm	Subtotal - Maximum Points (80 Points Max)	Cost (20 Points Max)	Totals (Maximum Points 100)	Price (Total Cost)
Tolar Manufacturing, Inc.	80.00	20.00	100.00	\$ 8,180,230.00
GST Manufacturing, LTD	11.80	18.67	30.47	\$ 9,341,805.00

The firm deemed as being the best in overall value is Tolar Manufacturing Company, Inc. They have been in the business for 30 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 previously purchased 40 shelters from Tolar in 2020. Also, a Tolar shelter with a 32" digital monitor is installed at the bus stop adjacent to the Dr. Hector P. Garcia Clinic, as well as, placement of two Tolar shelters at Cunningham at South Park Middle School.

Board Priority

The Board Priority for this item is Facilities and Public Image.

Disadvantaged Business Enterprise (DBE)

The CCRTA established an eleven percent (11%) DBE participation goal for this contract. Tolar Manufacturing committed to achieving a DBE goal of 12.5%.

Financial Impact

The procurement would be structured as a two-year fixed contract with a one-year option. A Best and Final Offer was completed. The estimated total cost for the two-year fixed contract is \$7,082,145 and the one-year option cost is \$1,098,085 for a total estimated cost of \$8,180,230. The FTA prefers, that the option year total be presented and considered at the time of the award of a contract. This contract will be funded with federal grants, with an 80/20 match. The funds will be divided over a three-year CIP timeframe.

The first order issued, will be for 300 shelter amenities sets, valued at approximately \$4,932,500.

Upon completion of the two-year fixed contract, the one-year option award would be based on a satisfactory performance in the prior years and budget availability. The option year would require the Board of Directors to exercise the option year to move forward with the procurement order.

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 to Tolar Manufacturing, Inc. for the Procurement of Bus Stop Shelter Amenities for \$7,082,145. The option year will require the Board of Directors approval to exercise a contract for the option year.

Respectfully Submitted,

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

Final Approval by:



Jorge G. Cruz-Aedo
Chief Executive Officer