

SORTA BOARD OF TRUSTEES MEETING

TUESDAY, MARCH 28<sup>TH</sup>, 2023 – 9:00 A.M.  
SORTA BOARD ROOM 6<sup>TH</sup> FLOOR  
525 VINE STREET,  
CINCINNATI, OHIO, 45202

**General Items:**

Call to order  
Pledge of Allegiance  
Oath of Office: Jay Bedi, Anthony "Tony" Brice Jr., Pete Metz, and Kazava "KZ" Smith (*Kim Schaefer, Legal Counsel*)  
Hearings from citizens  
Chairman Update

**Action Items:**

1. Approval of Board Minutes: February 28<sup>th</sup>, 2023

**Finance Committee (*Kreg Keesee*)**

**Planning & Operations Committee (*Kreg Keesee*)**

**Consent Agenda Items:**

2. Proposed Resolution 2023-20: Approval of Modification for Contract No. 47-2022 for OpenGov E-Procurement Software
3. Proposed Resolution 2023-21: Approval of Modification for Contract No. 91-2022 for Paratransit Vehicles
4. Proposed Resolution 2023-22: Approval of Contract No. 100-2022 for Right of Way Appraisal Services
5. Proposed Resolution 2023-23: Approval of Contract No. 02-2023 for A&E Services for Government Square Redesign
6. Proposed Resolution 2023-24: Approval of Contract No. 09-2023 for Pressure Washing Services
7. Proposed Resolution 2023-25: Approval of Contract No. 28-2023 for Bus Washer Installation
8. Proposed Resolution 2023-26: Approval of Contract No. 50-2023 for Non-revenue Support Vehicles
9. Proposed Resolution 2023-27: Approval of Contract No. 62-2023 for Transit Master Software Renewal

**Briefing Items:**

10. Financial Reports for March 2023 (*Larry Pinkelton*)
11. Metro on the Move (*Darryl Haley*)

**Other Items:**

New Business

Executive Session:

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

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for  
**Tuesday, April 28<sup>th</sup>, 2023, at 6:00 P.M.**

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The SORTA Board of Trustees may go into Executive "Closed" Session under the Ohio Open Meetings Act:

Section 121.22(G)(1) To consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee...; Section 121.22(G)(2) To consider the purchase of property for public purposes....; Section 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action; Section 121.22(G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees..., Section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or stat statutes; Section 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office; Section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets...

SORTA BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
SORTA/METRO AT HUNTINGTON CENTER  
SORTA BOARD ROOM-6<sup>th</sup> FLOOR  
525 VINE STREET, CINCINNATI OHIO 45202

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, February 28<sup>th</sup>, 2023, 6:00 p.m.

BOARD MEMBERS PRESENT: Alyson Beridon, Heidi Black, Chelsea Clark, Trent Emenecker, Blake Ethridge, Rod Hinton, Kreg Keesee, Sara Sheets, and Gwen Robinson

BOARD MEMBERS ABSENT: Allen Freeman, Robert Harris, and Sonja Taylor

STAFF MEMBERS: Andy Aiello, John Edmondson, Adriene Hairston, Darryl Haley, Brandy Jones, Maria Jones, Natalie Krusling, Troy Miller, Jeff Mundstock, John Ravasio, Jason Roe, Shannel Satterfield, and Khaled Shammout

LEGAL COUNSEL: Kimberly Schafer (Vorys, Sater, Seymour and Pease LLP)

GUEST/PUBLIC PRESENT:

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**CEO STAR AWARD: MAURY V. DARDY SR.**

Darryl Haley, CEO/General Manager presented the CEO STAR Award to Maury V. Dardy Sr. Mr. Dardy found a purse on his bus containing \$2,000. He made sure to safeguard the purse and get it back to its rightful owner. Mr. Haley thanked him for his honesty and customer service.

**BOARD OF TRUSTEE RECOGNITION**

Mr. Keesee recognized and thanked Blake Ethridge, Allen Freeman, Robert Harris, and Rod Hinton for their five (5) years of service on the SORTA Board.

**PUBLIC COMMENTS**

None.

**CHAIRMAN UPDATE**

None.

**APPROVAL OF JANUARY 24<sup>TH</sup>, 2023 BOARD MEETING MINUTES**

Mr. Keesee made a motion that the minutes from the January 24<sup>th</sup>, 2023, board meeting be approved as previously mailed and Mr. Driehaus seconded the motion.

By voice vote, the SORTA Board approved the minutes.

**FINANCE COMMITTEE**

Mr. Keesee reported on the Finance Committee meeting held on February 21<sup>st</sup>, 2023, and there were no item(s) to present for Board approval.

**PARATRANSIT COORDINATION COMMITTEE**

Mr. Keesee reported on the Paratransit Coordination Committee meeting held on February 21<sup>st</sup>, 2023, and there were no item(s) to present for Board approval.

**PLANNING AND OPERATIONS COMMITTEE**

Mr. Ethridge reported the Planning and Operations Committee meeting was held on February 21<sup>st</sup>, 2023.

Mr. Ethridge moved for adoption and Ms. Robinson seconded a motion to approve Resolution No. 2023-10 through Resolution No. 2023-16 on the consent agenda.

By roll call, the SORTA Board approved.

**PROPOSED RESOLUTION 2023-10: APPROVAL OF CONTRACT MODIFICATION FOR BUS WASH A&E SERVICES**

This resolution approves contract modifications Urban Transportation Associates, Inc. (UTA) for Software as a Service solutions services, at a cost not to exceed \$119,590 and a total contract amount up to \$322,840.

**PROPOSED RESOLUTION 2023-11: APPROVAL OF CONTRACT MODIFICATION TO TRANSIT PLANNING SOFTWARE**

This resolution approves contract modifications Urban Transportation Associates, Inc. (UTA) for Software as a Service solutions services, at a cost not to exceed \$119,590 and a total contract amount up to \$322,840.

**PROPOSED RESOLUTION 2023-12: APPROVAL OF CONTRACT MODIFICATION FOR EMPLOYEE BACKGROUND CHECKS**

This resolution a contract modification with ClearStar Inc. for background check services, at a cost not to exceed \$46,013 and a total contract amount up to \$177,213.

**PROPOSED RESOLUTION 2023-13: APPROVAL OF CONTRACT MODIFICATION FOR BUS SHELTER INSTALLATION**

This resolution approves contract modifications with Prus Construction Company, for the installation of bus shelters and thief bolts, at a cost not to exceed \$512,237 and a total contract amount up to \$2,647,237.

**PROPOSED RESOLUTION 2023-14: APPROVAL OF REVENUE CONTRACT AWARD FOR ROW LEASING BILLBOARD PLACEMENT**

This resolution approves a lease contract between SORTA and Norton Outdoor Advertising, Inc. as negotiated by SORTA staff with Norton. Estimated revenues to be collected for the annual lease of each property is \$23,870 per year, or \$119,350 total.

**PROPOSED RESOLUTION 2023-15: APPROVAL OF CONTRACT AWARD FOR GARBAGE REMOVAL SERVICES**

This resolution approves a one (1) year contract to Rumpke Waste & Recycling, at a total cost not to exceed \$268,371.

**PROPOSED RESOLUTION 2023-16: APPROVAL OF CONTRACT AWARD FOR BULK MOTOR OIL PURCHASE**

This resolution approves a one (1) year contract with Petrochoice for motor oil at a total cost not to exceed \$318,184

**DISCUSSION AGENDA ITEMS:****PROPOSED RESOLUTION 2023-17: AUTHORIZATION TO SUBMIT LETTER OF INTENT TO FTA AND APPROVAL OF PROJECT DEVELOPMENT FUNDING RESERVE FOR BUS RAPID TRANSIT (HAMILTON AVENUE CORRIDOR)**

Mr. Keesee moved for adoption and Ethridge seconded the motion. This resolution authorizes the CEO/General Manager/Secretary-Treasurer or his designee to submit the Letter of Intent to the Federal Transit Administration (FTA) and to commit to completing the Project Development phase (with an estimated cost of \$17 million) of the Bus Rapid Transit (BRT) Hamilton Avenue Corridor Project.

By roll call, the Board approved the resolution.

**PROPOSED RESOLUTION 2023-18: AUTHORIZATION TO SUBMIT LETTER OF INTENT TO FTA AND APPROVAL OF PROJECT DEVELOPMENT FUNDING RESERVE FOR BUS RAPID TRANSIT (READING ROAD CORRIDOR)**

Mr. Keesee moved for adoption and Ethridge seconded the motion. This resolution authorizes the CEO/General Manager/Secretary-Treasurer or his designee to submit the Letter of Intent to the Federal Transit Administration (FTA) and to commit to completing the Project Development phase (with an estimated cost of \$19 million) of the Bus Rapid Transit (BRT) Reading Road Corridor Project.

By roll call, the Board approved the resolution.

**PROPOSED RESOLUTION 2023-19: APPROVAL OF CONTRACT FOR OPERATOR RECRUITING ADVERTISEMENT**

Mr. Ethridge moved for adoption and Mr. Driehaus seconded the motion. This resolution approves a two (2) year contract with Elevar Design Group, Inc., at a cost not to exceed \$1,638,000 for the provision of A&E services a series of construction projects related to facilities improvements, upgrades, and renovations.

By roll call, the Board approved the resolution.

**PROPOSED RESOLUTION 2023-20: APPROVAL OF CONTRACT AWARD FOR RIGHT OF WAY APPRAISAL SERVICES**

Mr. Keesee moved for adoption and Ms. Clark seconded the motion to table this resolution and requested staff to present detail information regarding rail right of way appraisal services at the next Planning and Operations Committee for board approval in March.

By voice vote, the Board agreed to table the resolution.

**FINANCIAL REPORT AS OF JANUARY 31<sup>ST</sup>, 2023**

Mr. Pinkelton presented the preliminary January financial reports. Total revenues were \$17.3 million, which is favorable to budget by \$530,000. Total expenses were \$11.3 million, which is favorable to budget by \$1.6 million. Fare revenue was favorable to budget by \$61,000. Mr. Pinkelton then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

**METRO ON THE MOVE REPORT**

Mr. Haley reviewed his Metro on the Move Report. His report included: Metro surpassing 1 million rides in January; Ohio Loves Transit Week took place February 5-11<sup>th</sup>, 2023; BRT Workshop series will take place in March; the second annual Golden Bus Awards is scheduled for March 9<sup>th</sup>, 2023, at 6:00 P.M.; Transit Infrastructure Fund signing ceremony is scheduled for March 8<sup>th</sup>; and Transit Employee Appreciation Day on March 18<sup>th</sup>, 2023.

The SORTA Board of Trustees accepted his report as presented.

**NEW BUSIENESS**

None

**ADJOURNMENT**

The meeting adjourned at 7:15 P.M.

**NEXT MEETING**

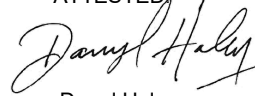
The next regular meeting of the SORTA Board of Trustees has been scheduled for **March 28<sup>th</sup>, 2023, at 9:00 A.M.**  
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kregl Keesee  
Chair, SORTA Board

ATTESTED:



Darryl Haley  
CEO/General Manager/Secretary-Treasurer

<b>Project</b>	<b>Method</b>	<b>Vendor</b>	<b>Award</b>	<b>Term</b>	<b>Diversity</b>	<b>Funding</b>
<b>47-2022</b> <b>Financial Mgmt.</b> <b>Software</b>	Sole Source / Contract Modification	OpenGov	\$222,200 (o) <u>\$763,668 (m)</u> \$985,868	5 years Sep 22 – Aug 27	0% Goal 0% Award	Local Operating
<b>91-2022</b> <b>Paratransit Vehicles</b>	Sole Source / Contract Modification	TESCO	\$2,367,022 (o) <u>\$411,936 (m)</u> \$2,778,958	5 years Dec 22 – Nov 27	0% Goal 0% Award (FTA monitored TVM)	80% FTA 20% Local Capital
<b>100-2022</b> <b>Right of Way Appraisal Svcs.</b>	Request for Proposals	AECOM	\$466,203	6 months Mar 23 – Sep 23	0% Goal <b>18.2% Award</b>	Local Capital
<b>02-2023</b> <b>Govt. Square Refresh</b> <b>Design Svcs.</b>	Unsolicited Proposal / Request for Qualifications	MSA Design	\$135,855	1 year Apr 2023 – Mar 2024	0% Goal <b>17.5% Award</b>	Local Capital
<b>09-2023</b> <b>Pressure Washing</b> <b>Services</b>	Request for Proposals	Roth Pressure Cleaning	\$352,660	5 years Apr 2023 – Mar 2028	0% Goal 0% Award	Local Operating
<b>28-2023</b> <b>Bus Washer Installation</b>	Request for Proposals / Single Bid / Sole Source	Westmatic, Inc.	\$1,998,740	2 years Apr 2023 – Mar 2025	0% Goal 0% Award	Local Capital
<b>50-2023</b> <b>Non-revenue Support</b> <b>Vehicles</b>	Sole Source / State Contract	Montrose Ford	\$736,902	1.75 years Apr 2023 – Oct 2024	0% Goal 0% Award (State Contract)	Local Capital
<b>62-2023</b> <b>TransitMaster</b> <b>Maintenance</b>	Sole Source / Single Provider	Trapeze / Vontas	\$2,789,298	5 years Mar 2023 – Dec 2027	0% Goal 0% Award	Local Operating

**Total Awards for Month**

**\$7,655,356**

**YTD Diversity Spend**

**~\$2.0M ↑**





## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Larry Pinkelton, Chief Financial Officer  
**PROJECT NO.:** 47-2022, OpenGov e-Procurement Software  
**REQUEST:** Modify Contract to Add Financial Management Modules

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### **BACKGROUND**

Metro recently transitioned to a contemporary e-procurement system that allows the Procurement Department to perform the full solicitation lifecycle in a cloud environment. A key part of the functional improvements of the system is the ability to collaborate across departments via the cloud, documenting the full procurement lifecycle more effectively. Several other critical functions are in need of similar cross-functional cloud-based collaboration platforms.

### **BUSINESS PURPOSE**

At present, several critical Metro functions are lagging behind current technology advancements. Financial Planning & Analysis, Budgeting, Capital Asset Management & Tracking, and Grants Management are all functions currently using a myriad of Microsoft Excel, Word, and Access documents. This patchwork of individual working documents makes collaboration increasingly difficult as Metro expands its annual capital and operating planning capabilities. Particularly, Metro's approved 5-year capital projects list continues to grow, creating a considerable need for a more streamlined, scalable, cloud-based system to allow for greater collaboration and documentation of project financing, contracting, and expenditures.

OpenGov is the vendor selected to develop and deploy Metro's e-procurement system. OpenGov is a financial management systems Software as a Service ("SaaS") provider offering multiple financial management modules in addition to e-procurement. Metro seeks a solution that offers enterprise continuity, scalability, customization, and user-friendliness. OpenGov provides a SaaS solution that meets all of Metro's financial management needs and that will integrate seamlessly with the current e-procurement software system.

### **PROJECT FINANCING**

The original contract award for OpenGov was \$222,200 and was approved on August 16, 2022 as an eligible operating expense. The recommended modification will add \$763,668 for a total not to exceed value of \$985,868. A breakdown of the annual operating expense for each module is noted below:



	Prof. Svcs. Fee	FY2023*	FY2024	FY2025	FY2026	FY2027	Total
Budget & Planning	\$ 82,125	\$ 28,717	\$ 72,367	\$ 75,985	\$ 79,785	\$ 83,774	\$ 422,753
Grants Management	\$ 12,375	\$ 14,487	\$ 36,506	\$ 38,331	\$ 40,248	\$ 42,260	\$ 184,207
Capital Tracking	\$ 6,750	\$ 12,651	\$ 31,879	\$ 33,473	\$ 35,146	\$ 36,903	\$ 156,802
Procurement**	\$ 19,240	\$ 40,573	\$ 40,573	\$ 40,573	\$ 40,573	\$ 40,573	\$ 222,106
<b>Total</b>	<b>\$ 120,490</b>	<b>\$ 96,428</b>	<b>\$ 181,325</b>	<b>\$ 188,362</b>	<b>\$ 195,752</b>	<b>\$ 203,510</b>	<b>\$ 985,868</b>

\*Prorated for partial year licensing of Budget & Planning, Grants Management, and Capital Tracking modules

\*\*Professional services fee and first year licensing has been paid

5% annual escalator for Budget & Planning, Grants Management, and Capital Tracking licensing fees

The project will be financed using local operating funds and has been included in the approved FY2023 Operating Budget.

The approved FY2023 budget for the project is \$375,288. The final project costs for FY2023 will be \$197,678, which is **favorable** to budget by **\$177,610**.

**PROJECT PROCUREMENT**

Metro Procurement staff reviewed several available financial management software providers and determined that OpenGov was the only vendor capable of providing the financial management tools needed while simultaneously maintaining enterprise continuity of project/financial data. Use of a different third-party software system to meet the needs of seamless information transfer across multiple platforms would incur significant costs not likely to be recovered through any potential price discounts. In addition, OpenGov provides Metro with a consistent user experience for data entry, report generation, and project analysis.

Based on the conditions noted above, the contract modification is deemed to be an eligible sole source award.

Procurement staff were able to negotiate strategic partnership pricing discounts, resulting in a contract **savings** of **\$69,982**.

The contract will expire on August 31, 2027. The recommended modification does not include a time extension.

**PROJECT DIVERSITY**

The sole source contract modification is not eligible for a vendor diversity goal as all development work is to be performed by the Prime Contractor.

Annual software licensing is not an opportunity for disadvantaged vendor participation.

Based on the conditions above, no vendor diversity goal has been established for this modification.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 47-2022, increasing the total not to exceed value from \$222,200 to \$985,868, an increase of \$763,668.







## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 91-2022, Paratransit Vehicles  
**REQUEST:** Contract Modification to Add Funding for Equipment Installation

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### **BACKGROUND**

Contract No. 91-2022 was executed on November 28, 2022, for the purchase of fourteen (14) paratransit vehicles. SORTA leveraged a piggyback option from a Laketrans solicitation for this contract award. Final assembly of the vehicles did not include installation of video surveillance equipment or Metro branding (vehicle wrapping).

### **BUSINESS PURPOSE**

All Access paratransit vehicles must include video surveillance equipment and Metro-branded vehicle wraps. Since the Laketrans solicitation did not include these required items, additional funding is needed to ensure that final assembly is completed to Metro standards and vehicles are ready for revenue service when they arrive on site.

### **PROJECT FINANCING**

The current not to exceed value of Contract No. 91-2022 is \$2,367,022. The table below reflects the per unit cost increase for each vehicle:

Contract Base Price	Video Surv. Installation	Vehicle Wrap	Total Unit Cost	No. Units	Total Cost
\$169,073 (as proposed)	\$ --	\$ --	\$169,073	14	<b>\$2,367,022</b>
Pricing After Pre-Production Decisions					
\$168,437 (as built)			\$168,437	14	<b>\$2,358,118</b>
	\$19,560	\$10,500	\$30,060	14	<b>\$420,840</b>
<b>New Total Not to Exceed</b>					<b>\$2,778,958</b>

The per unit cost decreased by \$636 based on the options selected during the pre-production meeting between Metro and TESCO. This resulted in a total build **savings** of **\$8,904**, lowering the requested increase to \$411,936.

The cost of paratransit vehicles, including video surveillance and vehicle wraps, is included in the 2023 Capital Projects approved budget.



The project is being financed using 80% FTA Section 5339 funds (\$2,223,167) and 20% local capital funds (\$557,791).

### **PROJECT PROCUREMENT**

A contract modification is being requested to provide the required goods and services. As such, there is no open market solicitation information.

The cost for the provision and installation of equipment has been determined to be fair and reasonable based on the cost to install identical equipment on other Access and Metro vehicles.

The contract term is 5 years with no options, expiring in November 2027.

### **PROJECT DIVERSITY**

Per the FTA, eligible transit vehicle manufacturers must have an approved DBE participation plan and goal each year that is approved by the FTA. Transit agencies are not permitted to change this goal and are not to count the participation toward their agency DBE reporting.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a modification to Contract No. 91-2022, increasing the total not to exceed value from \$2,367,022 to \$2,778,958 (\$411,936 increase).





## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Khaled Shammout, Chief SPD&I Officer  
**PROJECT NO.:** 100-2022, Right of Way Appraisal Services  
**REQUEST:** Contract Award

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### **BACKGROUND**

Metro owns approximately 27 miles of former rail right of way along three (3) corridors; Oasis, Blue Ash North, and Blue Ash South. The right of way was originally acquired using FTA funding to assist in transit rail service. The acquired property is no longer needed for its intended purpose and must be sold pursuant to FTA requirements.

### **BUSINESS PURPOSE**

The FTA has strict guidelines regulating the acquisition and sale of real property using FTA funding. Metro is under instructions from FTA to dispose of rail right of way purchased with FTA funding that is no longer in use as originally intended. In addition, the State of Ohio has strict requirements pursuant to the sale of real property. In both instances, valuation of property is a requirement to ensure that all parcels are sold at fair market value. FTA imposes an additional requirement in the review of all real property appraisals prior to finalizing sales. Metro does not have the staff expertise to complete property valuations and needs professional third-party services.

### **PROJECT FINANCING**

The total estimated cost of the project was \$400,000 and was approved in the FY2023 Capital Budget.

The total recommended contract award is \$423,821 and the recommended contingency allocation is \$42,382 for a total recommended project cost of \$466,203. The total recommended cost is **unfavorable** to budget by **\$23,821** without contingency and **\$66,203** with contingency.

The project will be financed using local capital funding. Metro plans to pursue recovery of the project costs by obtaining approval from FTA to use the proceeds of parcel sales.

### **PROJECT PROCUREMENT**

To achieve maximum value to Metro and ensure a comprehensive appraisal process that meets FTA standards, the following summary of tasks was presented to all potential vendors:

#### **Task 1. Technical Assistance with Stakeholders' Discussions**

- **Task 1a.:** Assistance for Implementation of the Ohio River Trail On the possible transfer of some Oasis ROW for a proposed bike trail.



### Task 2. Oasis Corridor Valuation

- **Task 2a:** Provide an appraisal for the operating Oasis Corridor right of way.
- **Task 2b:** Carry out appraisals for the non-operating parcels located along the Oasis corridor. There are approximately twenty (20) individual non-operating “out” parcels.
- **Task 2c:** Provide an appraisal of the existing SORTA owned track and related material located along the Oasis Corridor not currently utilized by the IORY.

### Task 3. Blue Ash North Parcels Valuation

- **Task 3a:** Provide an appraisal for the operating railroad right of way for the Blue Ash North Corridor for the entire operated corridor ROW.
- **Task 3b:** Provide appraisals for the non-operating parcels located along the Blue Ash North corridor. There are approximately five (5) individual non-operating “out” parcels or groups of parcels that will need to be appraised independently.

### Task 4. Blue Ash South Parcels Valuation

- **Task 4:** Provide an appraisal for five (5) contiguous groupings of the Blue Ash South Parcels. These parcels are not associated with any railroad operations.

The sourcing method used for this project was a Request for Proposals (“RFP”). This method allowed for full and open competition as required under the Ohio Revised Code for all solicitations in excess of \$100,000. The solicitation was broadcast to a total of 597 vendors via Metro’s e-procurement (OpenGov) and vendor compliance (Prism) systems.

Thirty-one (31) firms downloaded the solicitation materials with two (2) submitting responses for review. The results of the review are in the table below:

#### CONSENSUS SCORECARD SUMMARY

Vendor	Project Approach Points Based 500 Points (50%)	Firm and Staff Qualifications Points Based 350 Points (35%)	Price Points Based 150 Points (15%)	Total Score (Max Score 1000)
AECOM	413.33	300	100	<b>813.3</b>
RMI Valuation	300	236.67	150	<b>686.7</b>

A table of pricing proposals is included below:

Vendor	Price Proposal
<b>AECOM</b>	\$562,998
<b>RMI Valuation</b>	\$528,983

AECOM submitted the proposal believed to be the most advantageous to Metro.



Procurement staff, along with the Project Manager, were able to negotiate with AECOM to a final contract price of \$423,821 – a total **negotiated savings** of **\$139,177**.

The contract will be cost plus fixed-fee contract with a base term of 6 months (03/2023 – 09/2023). AECOM will incur variable costs during the title research phase of the project, adding a fixed hourly rate to title research, appraisal efforts, and miscellaneous reporting.

### **PROJECT DIVERSITY**

377 certified XBE vendors were notified of the solicitation. No certified vendor submitted a response to perform the work as the Prime contractor. Three (3) certified vendors were included in response submissions; 2 as subcontractors to RMI and 1 as a subcontractor to AECOM. The total project award to a certified S/WBE vendor is \$85,000, or 18.2%.

The FY2023 vendor diversity spend year to date is now ~\$2.0M.

Metro values diverse vendor participation in all contract awards and encourages all proposers to create subcontracting opportunities for disadvantaged businesses when responding to solicitations. However, diverse vendor participation is only required when using Federal financial assistance in third-party contracting. This project is financed using only local Metro funds.

A required vendor diversity goal was not established for this contract based on the use of local capital funds.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract award on behalf of Metro with AECOM for an amount not to exceed \$466,203.





# Right of Way Appraisal Services

March 21, 2023 | Khaled Shammout





# Acquisition of Rail ROW

- Rail ROW purchased during the 1990s with FTA funds for implementation of rail transit.
- Rail transit was not implemented (funding referendum, Metro Moves, failed in 2002).
- In 2020, Board approved a contract to evaluate, investigate, and recommend a course of action regarding the ROW.
- In 2021, based on the study results, the determination was made to sell the ROW.
- Staff is now going through FTA's required steps to sell the property (appraisal, appraisal review, marketing, etc.)



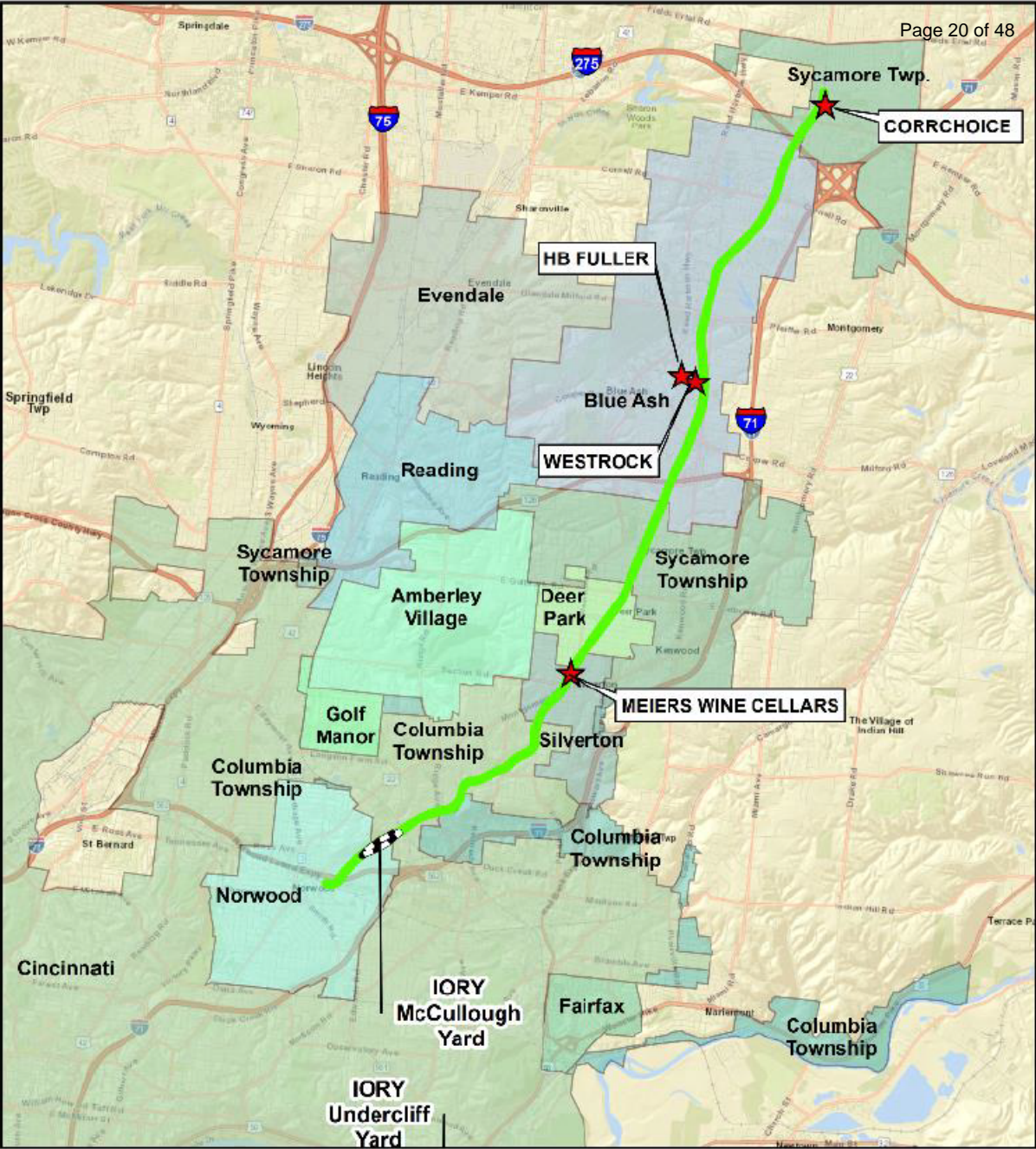






# Blue Ash North Corridor

- 9.6 miles
- Purchased in 1997
- Purchased from Indiana & Ohio Railway
- IORY retains a freight operating easement
- Cost: \$5.1M







# Next Steps

- Perform appraisal of ROW, per FTA/Ohio requirements
- Procure services of consultants for Review of Appraisals, per FTA requirements
- Get FTA's approval to dispose of the ROW
- Dispose of the ROW



Thank You









## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Khaled Shammout, Chief SPD&I Officer  
**PROJECT NO.:** 02-2023, Government Square Redesign  
**REQUEST:** Contract Award for Design Services

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### **BACKGROUND**

In October 2022 Metro received an unsolicited proposal from MSA Design. The proposal outlined a scope of work needed to complete a refresh of the Government Square Transit Center design. Concurrently, Metro leaders were discussing possible design changes to Government Square; discussions that included story board style mockups intended to be used for illustrative purposes only.

### **BUSINESS PURPOSE**

Government Square Transit Center was completed more than 15 years ago. Several of the design elements have proven to be difficult to maintain in the Cincinnati climate (e.g., treated wood benches) and incur significant costs to maintain, repair, and clean. Metro believes that a more contemporary design with more inclement weather-friendly amenities would provide a much more enjoyable rider experience.

### **PROJECT FINANCING**

The budget for this project is \$3.0M and is included in the approved FY2023 Capital Budget program. The recommended contract award is for design services only at a cost of \$135,855, leaving an unallocated balance of \$2,864,145 for construction and other project related expenses.

The project is being financed using local capital funding.

### **PROJECT PROCUREMENT**

Staff followed public procurement and FTA recommended protocols for agencies receiving unsolicited proposals. A summary of the process is as follows:

1. Receiving agency reviews the unsolicited proposal to determine whether to pursue the proposed project.
  - a. The proposal is reviewed for feasibility and cost allowability, among other conditions, to ensure that the receiving agency is not prohibited or constrained from pursuing the proposed project.
  - b. The proposal is reviewed for cost reasonableness and financing options (e.g., grant funds, local capital funds, etc.).
2. If, for any reason, the receiving agency decides not to pursue the proposed project, the proposal is returned to the submitting vendor.





3. If the receiving agency decides to pursue the proposed project, it must publish the proposed work scope, as is, to allow for competitive responses.
4. All responses, including the original unsolicited proposal, are evaluated. The vendor response deemed to be the most advantageous to Metro is recommended for award.

Metro targeted 9 firms for participation in the solicitation. 476 total firms were notified of the contracting opportunity. 54 firms downloaded solicitation materials and 3 firms submitted responses.

Metro reviewed three 3 proposals, including the original unsolicited proposal. The results of the review are below:

Vendor	Firm Qualifications 0-100 Points 600 Points (60%)	Staffing Qualifications 0-100 Points 300 Points (30%)	Project Approach 0-100 Points 100 Points (10%)	Total Score (Max Score 1000)
Elevar Design Group	62.5	80	38.75	653.8
MSA Design	93.75	87.5	92.5	917.5
R.E. Warner & Associates, Inc.	75.5	80	70	763

As the scope of work is for design services, Metro is required to determine the firm who is most qualified to perform the required work.

MSA Design is the vendor who submitted the original unsolicited proposal and was deemed to be most qualified to complete the scope of work.

The proposed cost of \$167,649 was negotiated to a final contract award of \$135,855; a **negotiated savings** of **\$31,794**.

The contract term is 1 year, expiring on March 31, 2024.

### **PROJECT DIVERSITY**

The solicitation method used was for an unsolicited proposal, a variation of the RFP process. The process is to publish the unsolicited work scope as-is; establishing a vendor diversity goal would not have been aligned with that process. In addition, the project is being financed with local capital funds. Based on those conditions, no vendor diversity goal was established for this award.

182 XBE firms were notified of the contracting opportunity. Two (2) firms responded as prime contractors and five (5) firms were included as subcontractors.

MSA Design will make subcontracting awards to 2 certified firms for 17.5% of the contract award (\$23,823).

The award will increase our diverse vendor spend incrementally to slightly more than \$2.0M for FY2023.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer to execute Contract No. 02-2023 on behalf of Metro with MSA Design for an amount not to exceed \$135,855.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-24

APPROVAL OF CONTRACT NO. 09-2023 PRESSURE WASHING SERVICES

WHEREAS:

1. Metro requires recurring steam-pressure washing at five (5) operating locations: Riverfront Transit Center, Northside Transit Hub, Glenway Transit Hub, Oakley Transit Center, and Oakley Transit Hub (Corner Shelter). The organization does not currently own the assets or have the appropriate staff required to complete pressure washing at the identified locations.

2. The sourcing method used for this project was a Request for Proposals (RFP). The solicitation was broadcasted to a total of three hundred forty-four (344) vendors via Metro's e-procurement (OpenGov) and vendor compliance (Prism) systems. Seven (7) firms downloaded the solicitation materials with three (3) submitting responses.

3. SORTA staff reviewed the proposals and recommends that the Board of Trustees award a five (5) year contract to Roth Pressure Cleaning Services, Inc., at a total cost not to exceed \$352,660.

4. This project will be funded with local operating funds.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of Roth Pressure Cleaning Services, Inc to be the proposal most advantageous to SORTA, price and other factors considered, and awards to it a five (5) year contract for pressure washing services, at a total cost not to exceed \$352,660.

6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Roth Pressure Cleaning Services, Inc on behalf of SORTA.

\*\*\*\*\*

MOVED BY: Kreg Keesee SECOND BY: Chelsea Clark  
VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Keesee, Mr. Metz, Ms. Robinson, Mr. Smith, and Ms. Taylor  
Nay: None  
Abstain: None  
ABSENT AT THE TIME: Mr. Harris, Mr. Hinton, and Ms. Sheets  
PRESENT NON-VOTING MEMBERS: Mr. Emeneker  
ABSENT NON-VOTING MEMBERS AT THE TIME: Mr. Bedi and Mr. Freeman  
APPROVED: March 28, 2023



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 09-2023, Pressure Washing Services  
**REQUEST:** Contract Award

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### **BACKGROUND**

Metro requires recurring steam-pressure washing at five (5) operating locations: Riverfront Transit Center, Northside Transit Hub, Glenway Transit Hub, Oakley Transit Center, and Oakley Transit Hub (Corner Shelter). Metro does not currently own the assets or have the appropriate staff required to complete pressure washing at the identified locations.

### **BUSINESS PURPOSE**

Monthly, Quarterly, and Annual washing is required to remove accumulated dirt, grime, and debris at various transit centers. Pressure washing is required to ensure effective cleanliness on shelters, facades, bus lanes, sidewalks, and surrounding areas. This work is needed to maintain a clean appearance for passengers. Metro seeks a multi-year contract to maximize pricing discounts from potential service providers.

### **PROJECT FINANCING**

The total estimated cost of the project was \$291,758, or approximately \$58,352 per operating year with no emergency contingency funding. The project is to be funded through local operating funds, with an annual allocation included in each approved operating budget.

The total cost of the project is to be allocated as follows:

	FY2023	FY2024	FY2025	FY2026 (OPTION)	FY2027 (OPTION)	Total
<b>Base Svc.</b>	\$64,120	\$64,120	\$64,120	\$64,120	\$64,120	\$320,600
<b>Cont.</b>	\$6,412	\$6,412	\$6,412	\$6,412	\$6,412	\$32,060
<b>Total</b>	\$70,532	\$70,532	\$70,532	\$70,532	\$70,532	\$352,660

The total not to exceed value of the contract will be \$320,660. \$32,060 will be reserved for contingency funding (e.g. emergency cleaning, additional cleaning for special events, etc.) and will be added to the contract on an as-needed basis.

### **PROJECT PROCUREMENT**

The sourcing method used for this project was a Request for Proposals ("RFP"). This method allowed for full and open competition as required under the Ohio Revised Code for all solicitations in excess of



\$100,000. The solicitation was broadcast to a total of 344 vendors via Metro's e-procurement (OpenGov) and vendor compliance (Prism) systems.

Seven (7) firms downloaded the solicitation materials with three (3) submitting responses. All submissions were deemed to be responsive to the requirements of the solicitation. Paul Johnson, Brad Mook, and Dwight Pringle comprised the evaluation committee for the review of each submission. The results of the review are in the table below:

#### VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Project Approach Points Based 45 Points (45%)	Firm and Staffing Qualifications Points Based 30 Points (30%)	Price Reward Low Cost 25 Points (25%)	Total Score (Max Score 100)
Roth Pressure Cleaning Services Inc.	41.7	29	25	95.67
www.mycleantech.com	34	26.7	8.6	69.23
Great American Soft Wash	28.3	20	5.6	53.97

A table of pricing proposals is included below:

Great American Soft Wash	Roth Pressure Cleaning Services Inc.	www.mycleantech.com
\$1,422,126.00	\$320,600.00	\$936,397.00

Roth Pressure Cleaning Services, Inc. submitted the proposal believed to be the most advantageous to Metro.

When polled as to the significant cost difference among the proposers, Great American and MyCleanTech each indicated that new capital equipment and additional human resources would be needed to fulfill the terms of the contract. Roth Pressure Cleaning, the incumbent vendor, would not require additional capital assets or human resources to complete the contract.

The contract will be a firm fixed-fee contract with a base term of 3 years and two 1-year optional terms (full term expiration of March 2028).

#### **PROJECT DIVERSITY**

Ninety-six (96) certified XBE vendors were notified of the solicitation with no responses.

Metro values diverse vendor participation in all contract awards and encourages all proposers to create subcontracting opportunities for disadvantaged businesses when responding to solicitations. However, diverse vendor participation is only required when using Federal financial assistance in third-party contracting. This project is financed using only local Metro funds.

The nature of the work does not require disciplines or specialties not provided by the prime contractors. As a result, subcontracting opportunities for this project were significantly limited.

A required vendor diversity goal was not established for this contract based on the use of local operating funds and the limited subcontracting opportunities.



**RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract award on behalf of Metro with Roth Pressure Cleaning Services, Inc. for an amount not to exceed \$352,660.





## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** March 21, 2023  
**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities  
**PROJECT NO.:** 28-2023, Bus Wash Systems Replacement  
**REQUEST:** New Contract for Equipment Replacement

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### **BACKGROUND**

Metro has commercial wash systems in place at all operating facilities. The wash systems at Queensgate and Bond Hill are well beyond their useful life and no longer functions properly. Repair work and routine maintenance needed to keep the systems in good working condition has become increasingly more difficult as required parts are becoming obsolete.

### **BUSINESS PURPOSE**

Commercial bus wash systems are a critical need in the effort to keep our assets clean. In addition to the visual impact of clean white buses, inconsistent or infrequent cleaning of vehicles can lead to degradation and erosion of external components, increasing long-term repair and maintenance costs. Several bus lanes are currently inoperable due to the difficulty in obtaining parts for the aging system. Fleet Maintenance is in need of full systems replacement for both the Bond Hill and Queensgate facilities.

### **PROJECT FINANCING**

The budget for this project is \$2,600,000 and includes architectural and engineering services (\$167,189; Contract No. 13-2022) and possible facility upgrades needed to support the new system (no awards to date). The project was approved in the FY2022 Capital Budget.

The final cost for the wash equipment is \$1,998,740 and will be paid for with local capital funds. The accumulated total of project contract awards is \$2,165,929, leaving an unallocated budget amount of \$434,071.

### **PROJECT PROCUREMENT**

The solicitation method used for this award was a Request for Proposals ("RFP"). The Procurement Department originally released the project as an Invitation for Bid ("IFB") complete with engineering drawings and parts specifications. Feedback from vendors targeted for competition led staff to believe that the specifications may have inadvertently restricted competition. The decision was made to re-release the project using the RFP method without engineering specifications to ensure maximum participation from all willing and able vendors.

Eight (8) total vendors were targeted for participation. Metro received one (1) response. When polled, non-responding vendors indicated the belief of significantly higher risk for hidden costs related to electrical and plumbing supply lines as the reason for choosing not to respond. Staff followed appropriate single bid processing and determined that the work scope and limited specifications provided did not unfairly restrict competition.



The recommended vendor offered Metro equipment pricing comparable to that which is offered under a State of Ohio term contract; pricing that is significantly discounted from standard retail prices. As such, price negotiations were not feasible.

The contract term will be for 2 years, ending on March 31, 2025. No options are included with this award.

#### **PROJECT DIVERSITY**

Five (5) XBE vendors were targeted for this solicitation. None responded.

The contract is being financed with local capital funding. The contract is for the acquisition and installation of bus wash system equipment. Commercial wash manufacturers have strict qualification processes when selecting third-party equipment installers. Imposing a required vendor diversity goal would have increased the risk of receiving no responses to the solicitation. Based on these conditions, no vendor diversity goal was established as part of this contract award.

No subcontracting awards are being used by the prime contractor.

FY2023 vendor diversity spend is unchanged at approximately \$2.0M.

#### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 28-2023 on behalf of Metro with Westmatic, Inc. for an amount not to exceed \$1,998,740.





BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-26

APPROVAL OF CONTRACT NO. 50-2023 FOR NONREVENUE VEHICLES

WHEREAS:

- 1. Metro Operations Supervisors require vehicles to respond to operator needs while in service and to respond to accidents involving any fleet vehicle. The current pool of supervisor vehicles and non-revenue support vehicles is a mixture of contemporary units in good working condition and significantly older units in varying degrees of disrepair. Twenty (20) units are well beyond their useful life and in need of replacement to avoid significant repair/maintenance costs.
2. The solicitation process was completed by the Ohio Department of Administrative Services in accordance with all Ohio procurement law. Per Ohio Revised Code, participating public agencies can leverage State term contracts for goods and services without competition.
3. SORTA recommends that the Board of Trustees award a contract to Montrose Ford LLC. at a total cost not to exceed \$736,903.
4. This project will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

- 5. The SORTA Board of Trustees hereby awards a contract to Montrose Ford LLC through ODAS for the purchase of twenty (20) non-revenue vehicles, at a total cost not to exceed \$736,903.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Montrose Ford LLC. on behalf of SORTA.

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MOVED BY: Kreg Keesee SECOND BY: Chelsea Clark
VOTE Aye: Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Keesee, Mr. Metz, Ms. Robinson, Mr. Smith, and Ms. Taylor
Nay: None
Abstain: None
ABSENT AT THE TIME: Mr. Harris, Mr. Hinton, and Ms. Sheets
PRESENT NON-VOTING MEMBERS: Mr. Emenecker
ABSENT NON-VOTING MEMBERS AT THE TIME: Mr. Bedi and Mr. Freeman
APPROVED: March 28, 2023



## BOARD OF TRUSTEES ACTION ITEM

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**DATE:** March 21, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
 Jeff Mundstock, Director of Fleet & Facilities

**PROJECT NO.:** 50-2023 Non-Revenue Vehicles

**REQUEST:** Contract Award for Purchase of Non-Revenue Vehicles

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### **BACKGROUND**

Metro Operations Supervisors require vehicles to respond to operator needs while in service and to respond to accidents involving any fleet vehicle. The current fleet of supervisor vehicles is well beyond useful life standards, resulting in increased maintenance costs and difficulty finding standard parts.

Metro staff also have a use for non-revenue vehicles for travel to various meetings at each operating location as well as meetings with local stakeholders. All support vehicles are beyond useful life standards.

### **BUSINESS PURPOSE**

Operations supervisors are required to be in a standard passenger vehicle for a considerable portion of the workday. The current pool of supervisor vehicles and non-revenue support vehicles is a mixture of contemporary units in good working condition and significantly older units in varying degrees of disrepair. Twenty (20) units are well beyond their useful life and in need of replacement to avoid significant repair/maintenance costs.

### **PROJECT FINANCING**

The project budget of \$736,903 was approved in the FY2023 Capital Budget plan.

The estimated cost was derived from contract pricing through the State of Ohio. As a result, the final contract award amount is equal to the approved project budget.

Vehicle pricing is reflected in the table below:

Make	Model	Unit Cost	Units	Extended Cost
Ford	Expedition	\$ 56,027.48	1	\$ 56,027.48
Ford	Explorer	\$ 42,500.47	10	\$ 425,004.70
Ford	Escape	\$ 28,430.00	9	\$ 255,870.00
<b>Total</b>			<b>20</b>	<b>\$ 736,902.18</b>



### **PROJECT PROCUREMENT**

The vehicles are being purchased through State of Ohio Contract No. CTR006716. The solicitation process was completed by the Ohio Department of Administrative Services in accordance with all Ohio procurement law.

Per Ohio Revised Code, participating public agencies can leverage State term contracts for goods and services without competition. Accordingly, the contract award to Montrose Ford will be processed as a sole source award.

The contract is for 1.75 years, expiring on October 31, 2024.

### **PROJECT DIVERSITY**

The purchase and subsequent contract award is leveraging a State of Ohio term contract. As such, Metro is not able to establish a vendor diversity goal for this award.

Vendor diversity spend is not impacted by this award.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 50-2023 on behalf of Metro with Montrose Ford LLC for an amount not to exceed \$736,903.



BOARD OF TRUSTEES  
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 2023-27

APPROVAL OF CONTRACT NO. 62-2023 TRANSIT MASTER RENEWAL

WHEREAS:

- 1. Metro uses a sophisticated and highly complex CAD/AVL system (Computer-Aided Dispatch / Automatic Vehicle Location) known as TransitMaster for all revenue service vehicles (337) and several non-revenue support vehicles (22). The software and hardware require annual user licensing and service level agreements for maintenance and support services.
- 2. The sourcing method used for this project was a sole source. Trapeze/Vontas is the sole proprietor of the TransitMaster software/hardware used by Metro. No other vendors can maintain the hardware or license the software.
- 3. SORTA recommends that the Board of Trustees award a five (5) year contract to Trapeze Software Group at a total cost not to exceed \$2,789,298
- 4. This project will be funded with operating funds.

THEREFORE, BE IT RESOLVED:

- 5. The SORTA Board of Trustees hereby awards a contract to Trapeze Software Group for software/hardware installation, at a total cost not to exceed \$2,789,298.
- 6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Trapeze Software Group on behalf of SORTA.

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MOVED BY:	Kreg Keesee	SECOND BY:	Chelsea Clark
VOTE Aye:	Ms. Beridon, Mr. Brice, Ms. Clark, Mr. Driehaus, Mr. Ethridge, Mr. Keesee, Mr. Metz, Ms. Robinson, Mr. Smith, and Ms. Taylor		
Nay:	None		
Abstain:	None		
ABSENT AT THE TIME:	Mr. Harris, Mr. Hinton, and Ms. Sheets		
PRESENT NON-VOTING MEMBERS:	Mr. Emeneker		
ABSENT NON-VOTING MEMBERS AT THE TIME:	Mr. Bedi and Mr. Freeman		
APPROVED:	March 28, 2023		



## **BOARD OF TRUSTEES ACTION ITEM**

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**DATE:** March 21, 2023

**FROM:** John Edmondson, Sr. Director of Procurement  
Patrick Giblin, Sr. Director of Information Technology/CIO

**PROJECT NO.:** 62-2023, TransitMaster Scheduling Software Renewal

**REQUEST:** Renew Software Maintenance Agreement

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### **BACKGROUND**

Metro uses a sophisticated and highly complex CAD/AVL system (Computer-Aided Dispatch / Automatic Vehicle Location) known as TransitMaster for all revenue service vehicles (337) and several non-revenue support vehicles (22). The software and hardware require annual user licensing and service level agreements for maintenance and support services.

### **BUSINESS PURPOSE**

Trapeze Software Group (now doing business as Vontas for certain products) is the manufacturer of the TransitMaster software and hardware used by Metro. Licensing and maintenance are required to keep the system operating at peak efficiency and without disruptions.

The software/hardware is installed on 359 total vehicles, 337 fixed route vehicles and 22 non-revenue vehicles.

### **PROJECT FINANCING**

The project budget is \$2,789,298 and is included in the approved FY2023 Operating Budget.

The final contract award amount is for \$2,789,298, resulting in a zero-dollar variance to budget.

### **PROJECT PROCUREMENT**

Trapeze/Vontas is the sole proprietor of the TransitMaster software/hardware used by Metro. No other vendors can maintain the hardware or license the software.

This is a firm fixed-fee contract that will terminate on December 31, 2027 (5 years).

### **PROJECT DIVERSITY**

A sole source award is being used for this project. No subcontracting opportunities are available. Based on these conditions, no vendor diversity goal has been established.

### **RECOMMENDED BOARD ACTION**

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute Contract No. 62-2023 on behalf of Metro with Trapeze Software Group for an amount not to exceed \$2,789,298.



# Southwest Ohio Regional Transit Authority

Financial Summary - February 2023

Report Out Date – March 28, 2023





# Agenda – Financial Summary

- Statement of Operations for February '23
  - Revenue Chart
  - Expense Chart
  - Key Drivers
  - Detail Profit & Loss Statement
  
- Investment Funds Reserve Summary







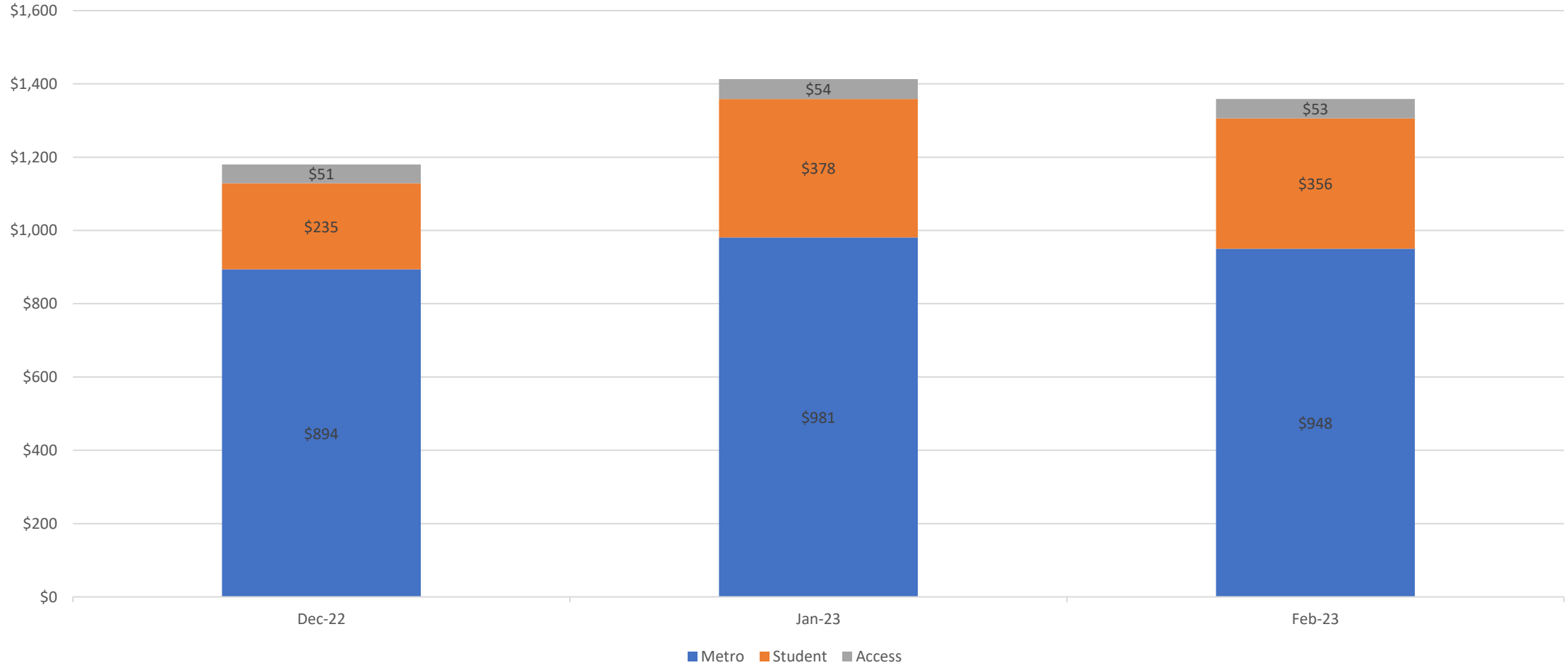
# STATEMENT OF OPERATIONS



# FEBRUARY 2023 – FARE REVENUE SOURCES

## 3 MONTH TREND – DECEMBER 2022 THRU FEBRUARY 2023

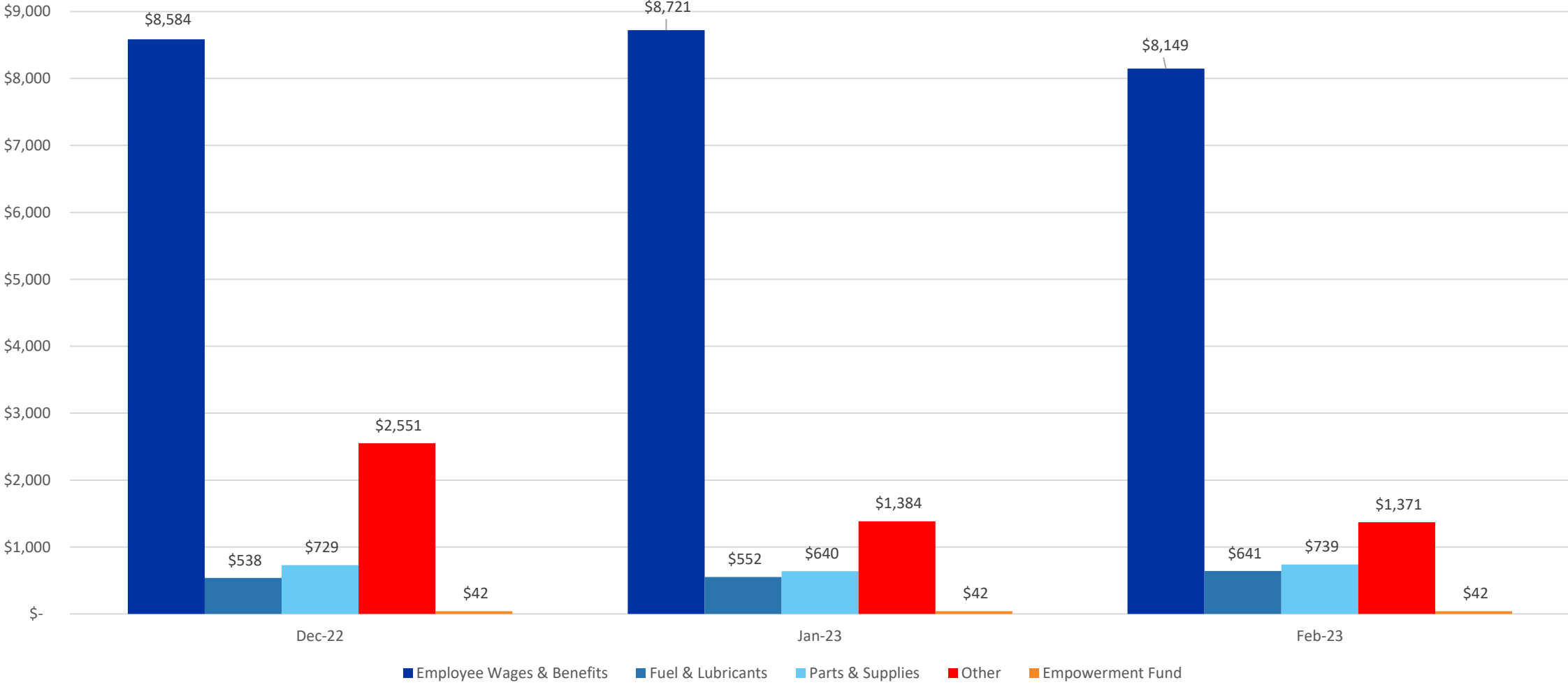
In Thousands



# FEBRUARY 2023 – OPERATING EXPENSE SOURCES 3 MONTH TREND – DECEMBER 2022 THRU FEBRUARY 2023



In Thousands



# Profit & Loss – Summary / Key Drivers



## Summary

- Total Revenue \$16.7M - favorable to Budget \$578k or 3.6%
- Total Expense \$10.9M - favorable to Budget \$1.2M or 9.9%
- Surplus / ( Deficit ) \$ 5.7M - favorable to Budget \$1.8M
- Note: Ridership total is 1.01M - favorable to Budget 158k or 18.4%

## Revenue

- Total Fares \$1M - favorable to Budget \$177k or 21.5%.
- Non-Transportation \$529k - favorable \$425k to Budget or 409%. Root Cause: Investment portfolio income higher than projected
- County Sales Tax \$8.8M, which is on Budget. Note: Jan – Mar '23 will be on plan due to 3-month lag in actual receipts
- Federal Grants \$5.8M, which is on Budget

## Expense

- Wages & Benefits \$8.1M - favorable \$418k or 4.9% to Budget. Root Cause: Open positions
- Fuel and Lubricants \$641k - favorable \$49k or 7.1% to Budget. Root Cause: Diesel Fuel gallon usage and hedging gains \$53k
- Parts & Supplies \$739k - unfavorable (\$10k) to Budget or (1.4%). Root Cause: Revenue Vehicle Parts (\$29k)
- All Other \$1.4M - favorable \$743k to Budget or 35.1%. Root Cause: Outsourced Services \$356k & Advertising & Promotion \$269k



## Southwest Ohio Regional Transit Authority 2023 Profit & Loss Statement

2 Mos Ending Feb 28, 2023 (\$ In Thousands)	Month				Year to Date				Prior Year
	Actual	Budget	Fav(Unfav)		Actual	Budget	Fav(Unfav)		
<b>Ridership</b>									
Regular	844,999	715,797	129,202	18.1%	1,721,328	1,593,279	128,049	8.0%	1,052,045
CPS	158,539	131,696	26,843	20.4%	310,916	223,880	87,036	38.9%	217,171
<b>Subtotal Fixed Route</b>	<b>1,003,538</b>	<b>847,493</b>	<b>156,045</b>	<b>18.4%</b>	<b>2,032,244</b>	<b>1,817,159</b>	<b>215,085</b>	<b>11.8%</b>	<b>1,269,216</b>
Access	13,815	11,512	2,303	20.0%	27,878	23,566	4,312	18.3%	22,838
<b>Total Ridership</b>	<b>1,017,353</b>	<b>859,005</b>	<b>158,348</b>	<b>18.4%</b>	<b>2,060,122</b>	<b>1,840,725</b>	<b>219,397</b>	<b>11.9%</b>	<b>1,292,054</b>
<b>Revenue</b>									
Metro Fares	\$ 948	\$ 781	\$ 167	21.4%	\$ 1,928	\$ 1,615	\$ 313	19.4%	\$ 1,594
Access Fares	53	43	10	23.3%	108	90	18	20.0%	89
<b>Total Fares</b>	<b>1,001</b>	<b>824</b>	<b>177</b>	<b>21.5%</b>	<b>2,036</b>	<b>1,705</b>	<b>331</b>	<b>19.4%</b>	<b>1,683</b>
CPS Contract	356	347	9	2.6%	734	712	22	3.1%	566
Other Contract Revenue	126	135	(9)	(6.7%)	244	270	(26)	(9.6%)	233
Non Transportation	529	104	425	408.7%	1,030	208	822	395.2%	210
County Sales Tax	8,786	8,786	-	-	19,992	18,194	1,798	9.9%	26,989
Federal Subsidies	1,200	1,200	-	-	2,400	2,400	-	-	-
ARP	2,100	2,100	-	-	4,200	4,200	-	-	4,217
ARP Comp	2,500	2,500	-	-	5,000	5,000	-	-	5,382
State Subsidies	91	115	(24)	(20.9%)	190	240	(50)	(20.8%)	326
<b>Total Revenue</b>	<b>16,689</b>	<b>16,111</b>	<b>578</b>	<b>3.6%</b>	<b>35,826</b>	<b>32,929</b>	<b>2,897</b>	<b>8.8%</b>	<b>39,606</b>
<b>Expenses</b>									
Wages	5,675	5,780	105	1.8%	11,513	11,931	418	3.5%	9,697
Benefits	2,474	2,787	313	11.2%	5,357	6,005	648	10.8%	5,072
<b>Employee Wages &amp; Benefits</b>	<b>8,149</b>	<b>8,567</b>	<b>418</b>	<b>4.9%</b>	<b>16,870</b>	<b>17,936</b>	<b>1,066</b>	<b>5.9%</b>	<b>14,769</b>
Fuel & Lubricants	641	690	49	7.1%	1,194	1,406	212	15.1%	618
Parts & Supplies	739	729	(10)	(1.4%)	1,379	1,451	72	5.0%	1,241
Empowerment Fund	42	42	-	-	84	84	-	-	-
Other	1,371	2,114	743	35.1%	2,681	4,096	1,415	34.5%	4,729
<b>Total Expenses</b>	<b>10,942</b>	<b>12,142</b>	<b>1,200</b>	<b>9.9%</b>	<b>22,208</b>	<b>24,973</b>	<b>2,765</b>	<b>11.1%</b>	<b>21,357</b>
<b>Surplus(Deficit) Before Adj</b>	<b>\$ 5,747</b>	<b>\$ 3,969</b>	<b>\$ 1,778</b>		<b>\$ 13,618</b>	<b>\$ 7,956</b>	<b>\$ 5,662</b>		<b>\$ 18,249</b>
<b>Capital Reserve Transfer</b>	<b>(5,747)</b>	<b>(3,969)</b>			<b>(13,618)</b>	<b>(7,956)</b>			<b>(18,249)</b>
<b>Remaining Funds</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>

1973

2023







March 2023

March has been busy at Metro!

**Metro on Capitol Hill:** Our government affairs activities took us to Capitol Hill this month to learn more about the upcoming federal priorities and funding opportunities. We also met with the Federal Transit Administration, as well as the offices of Senators Brown and Vance and Representatives Landsman and Wenstrup to share our successes and challenges, in addition to asking for their support in our pending grant applications for key projects like BRT.

**The best of the best:** We held our 2<sup>nd</sup> Annual Golden Bus Awards at Music Hall on March 9 to celebrate the outstanding contributions of Metro team members across the organization who go above and beyond in their commitment to excellence. This year's Employees of the Year are:

- Queensgate Operator Linda McAlpin
- Queensgate Maintenance Employee Gary Smith
- Bond Hill Operator Clausell Marshall
- Leadership Employee Dave Etienne
- Access Maintenance Employee Jay Johnson
- Administrative Employee Steve Doan

**Celebrating Transit Employee Appreciation Day:** While we salute the work of our team members every day, we took the opportunity to remind them of how much their dedication means to our community during the recent Transit Employee Appreciation week. Team members received Metro 50<sup>th</sup> anniversary swag, enjoyed music and delicious meals as a token of our appreciation.

**Metro awards nearly \$40M in TIF grants:** Earlier this month we gathered the recipients of the second round of the Transit Infrastructure Fund awards for a signing ceremony. \$39.2 million was awarded for 36 road, bridge and infrastructure projects in 25 communities across the county! The TIF continues to play a critical role in positioning our community for growth and development thanks to the support of Hamilton County voters and their belief in Issue 7.

**Military Makeover:** Metro made its national debut on the syndicated “Military Makeover” show hosted by Montel Williams, featuring Metro team members and veterans Operator James Henderson, Sr. Division Manager Alvin Wyatt and Senior Procurement Director John Edmondson. The team shared how their skills and experiences in the military prepared them for a rewarding career at Metro. Check out our episode on [militarymakeover.tv](http://militarymakeover.tv) at the 12:25 minute mark.

**We’re still hiring!** We have kicked our hiring for Access & MetroNow! service operators into high gear with weekly career fairs. We are also offering a \$1,500 hiring bonus for Access/MetroNow! operators and a \$1,000 employee referral bonus – there has never been a better time to join the team. Please help us spread the word about this exciting career opportunity. More information is available at [go-metro.com](http://go-metro.com).



**Ridership continues upward trend:** For the second month of 2023, ridership continues to be above the one million rides mark! We are full steam ahead on providing the very best level of service possible to our customers. This also includes more amenities like benches and shelters. This month, we installed 37 benches at high ridership stops throughout the county with 50 more on the way!

Just like the spring flowers, Metro is in full bloom!

A handwritten signature in black ink that reads 'Darryl Haley'.

Darryl Haley  
CEO/General Manager/Secretary-Treasurer