

SORTA PLANNING AND OPERATIONS COMMITTEE MEETING

TUESDAY, MARCH 21ST, 2023 - 9:30 A.M.
SORTA/METRO AT HUNTINGTON CENTER,
SORTA BOARD ROOM (6TH FLOOR)
525 VINE STREET,
CINCINNATI, OHIO 45202

General Items:

Call to order

Pledge of Allegiance

1. Approval of Planning and Operations Committee Minutes: February 21st, 2023

Briefing Items

2. Good News! (*John Ravasio*)
3. Metro's Information Technology (IT) Roadmap (*Pat Giblin*)
4. Ridership Report as of February 28th, 2023 (*Matt Moorman*)

Action Items:

5. Proposed Resolution: Approval of Modification for Contract No. 47-2022 for Financial Software as a Service (*John Edmondson, Larry Pinkelton*)
6. Proposed Resolution: Approval of Modification for Contract No. 91-2022 for Paratransit Vehicles (*John Edmondson, Jeff Mundstock*)
7. Proposed Resolution: Approval of Contract No. 100-2022 for Right of Way Appraisal Services (*John Edmondson, Khaled Shammout*)
8. Proposed Resolution: Approval of Contract No. 02-2023 for A&E Services for Government Square Redesign (*John Edmondson, Khaled Shammout*)
9. Proposed Resolution: Approval of Contract No. 09-2023 for Pressure Washing Services (*John Edmondson, Jeff Mundstock*)
10. Proposed Resolution: Approval of Contract No. 28-2023 for Bus Washer Installation (*John Edmondson, Jeff Mundstock*)
11. Proposed Resolution: Approval of Contract No. 50-2023 for Non-revenue Support Vehicles (*John Edmondson, Jeff Mundstock*)
12. Proposed Resolution: Approval of Contract No. 62-2023 for Transit Master Software Renewal (*John Edmondson, Pat Giblin*)

Other Items:

New Business

Adjournment

The next regular meeting of the Planning & Operations Committee has been scheduled for
April 18th, 2023, at 9:30 a.m.

PLANNING AND OPERATIONS COMMITTEE
TUESDAY, FEBRUARY 21ST, 2023 – 9:45 A.M.
SORTA/METRO AT HUNTINGTON CENTER
6th FLOOR SORTA BOARD ROOM
525 VINE STREET
CINCINNATI, OHIO 45202

COMMITTEE MEMEBERS APPOINTED: *Blake Ethridge (Chair), Alyson Beridon, Gwen Robinson*

COMMITTEE/BOARD MEMBERS PRESENT: Heidi Black, Alyson Beridon, Chelsea Clark, Dan Driehaus
Blake Ethridge, Robert Harris, Kreg Keesee, Gwen Robinson and Sara Sheets

COMMITTEE MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Darryl Haley, Steve Anderson, Andy Aiello, Ann Dinan, John Edmondson,
Pat Giblin, Adriene Hairston, Mary Huller, Brandy Jones, Maria Jones, Natalie Krusling, Pat LaFleur, Troy
Miller, Matt Moorman, Jeff Mundstock, Amy Rasmussen, John Ravasio, Jason Roe, Shannel Satterfield,
Khaled Shammout

OTHERS PRESENT: Kim Schaefer (Legal Counsel-Vorys)

1. **Call to Order**

Mr. Ethridge called the meeting to order.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval of Minutes of January 17th, 2023**

Mr. Ethridge made a motion and Ms. Robinson second the motion to approve the minutes of the
January 17th, 2023, meeting. By voice vote the committee approved the minutes.

4. **Good News!**

The Executive Team presented the Good News report. Ms. Hairston announced the December Silver
Award recipients. Mr. Ravasio wished 36-year veterans Senior Division Manager, Eunice Brown and
Coach Operator Reggie Brown a happy retirement; welcomed Director of Labor Relations, James
Hubbard. Ms. Jones announced all Metro employees have an organizational email address and
access to several Microsoft 365 Suite tools; Metro hosted several BRT Community Workshops; and
Ohio Loves Transit Week is February 5th-11th; and State Representative Rachel Baker visited Metro.
Mr. Ravasio then concluded the report.

The Committee accepted the report as presented.

5. **Metro Branding Research Recommendations**

Ms. Chelsea Robert from GUD Marketing presented the Metro Branding Research Recommendations
Presentation. Ms. Roberts discussed the research project overview, interview findings, community
survey results, Metro’s brand goals, and recommendations. It was determined the organization
requires a brand refresh.

The Committee accepted the report as presented.

6. **Access Paratransit Update: Door to Door Service**

Ms. Aulick presented the Access Paratransit Update. Ms. Aulick provided a brief overview of Access and its' functions, Origin-to-Destination and Door-to-Door service, ADA requirements, exceptions and challenges with Door-to-Door service, and operation impacts with Door-to-Door service. The Committee requested staff provide program implementation results when available.

The Committee accepted the report as presented.

7. **2023 Service Quality & Ridership Initiatives**

Mr. Aiello presented the 2023 Strategic Plan Update. Mr. Aiello reviewed the 2023 context which included Metro's growth mode, post-Covid challenges, service quality impacts, and projections. He then shared the organization's critical twenty-nine (29) initiatives and where each initiative belonged in the four-category matrix: Miss Trips and Service Interruptions, Workforce, Ridership, and On-Time Performance, Safety and Cleanliness. He provided next-steps and actions and then concluded his report stating the Dashboard Results were available in the packet. The Committee requested a quarterly report of 2023 Strategic Plan.

The Committee accepted the report as presented.

8. **Ridership Report as of January 31st, 2023**

Mr. Moorman presented the January 2023 ridership reports. Total ridership for the month of January was 756,345 or 9,003 above budget.

Mr. Moorman presented the January 2023 ridership for Access. Total ridership for the month of January was 12,224 or 4,473 below budget.

The Committee accepted the report as presented.

9. **Proposed Resolution: Authorization to Submit Letter of Intent to FTA and Approval of Project Development Funding Reserve for Bus Rapid Transit (Hamilton Avenue Corridor)**

Mr. Shammout requested authorization 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.

The Committee agreed to recommend the resolution to the full Board for approval.

10. **Proposal Resolution: Authorization to Submit Letter of Intent to FTA and Approval of Project Development Funding Reserve for Bus Rapid Transit (Reading Road Corridor)**

Mr. Shammout requested authorization to submit 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.

The Committee agreed to recommend the resolution to the full Board for approval.

11. **Proposed Resolution: Approval of Contract for Operator Recruiting Advertisement**

Mr. Edmonson requested approval of a one (1) year contract with ViaMedia, Inc. for bus operator recruiting advertisement, at a total cost not to exceed \$180,615

The Committee agreed to recommend the resolution to the full Board for approval.

12. **Proposal Resolution: Approval of Contract Modification for Bus Wash A&E Services**

Mr. Edmonson requested approval of contract modifications with R.E. Warner & Associates, Inc. for architectural and engineering services required for the installation of new bush washers, at a cost not to exceed \$67,278 and a total contract amount up to \$167,189.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

13. **Proposal Resolution: Approval of Contract Modification to Transit Planning Software**

Mr. Edmonson requested approval of 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.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

14. **Proposed Resolution: Approval of Contract Modification for Employee Background Checks**

Mr. Edmonson requested approval of 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.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

15. **Proposed Resolution: Approval of Contract Modification for Bus Shelter Installation**

Mr. Edmonson requested approval of 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.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

16. **Proposed Resolution: Approval of Revenue Contract Award for Billboard Placement Lease**

Mr. Edmonson requested approval of 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.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

17. **Proposed Resolution: Approval of Contract Award for Garbage Removal Services**

Mr. Edmonson requested approval of a one (1) year contract to Rumpke Waste & Recycling, at a total cost not to exceed \$268,371.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

18. **Proposed Resolution: Approval of Contract Award for Right of Way Appraisal Services**

Mr. Edmonson requested approval of a one (1) year contract with ViaMedia, Inc. for bus operator recruiting advertisement, at a total cost not to exceed \$180,615.

The Committee agreed to recommend the resolution to the full Board for approval.

19. **Proposed Resolution: Approval of Contract Award for Bulk Motor Oil Purchase**

Mr. Edmonson requested approval of a one (1) year contract with Petrochoice for motor oil at a total cost not to exceed \$318,184

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

20. **New Business**

The next regular meeting of the Planning and Operations Committee has been scheduled for **Tuesday, March 21st, 2023, at 9:30 A.M.**

21. **Adjournment**

The meeting adjourned at 11:15 A.M.

PLANNING & OPERATIONS: GOOD NEWS March 21, 2023





January Silver Award Recipients



Access/BH
Operator of the Month
Nia Brown



Administrative & Support
Employee of the Month
Lee Bennett



Queensgate
Employee of the Month
Mark Walls



Adopt-a-Class

Metro hosted CPS students with the Adopt-a-Class program from Westwood Elementary and AWL schools in early March to tour facilities and learn about careers at Metro. Here is some feedback from one of the participating teachers:

"I would like to personally thank you for the outstanding experience of the Metro field trip. The passion that you all put into the activities for our classrooms was exemplary. It was the most beneficial and informative field trip we have ever taken. Please extend our thanks to everyone who allowed us to interrupt their day. The people who took the time to speak to us and educate us were amazing! I cannot thank you enough!"

Holly Simkonis, Westwood Elementary





Have a Seat

As part of Metro's ongoing plan to make riding Metro even more convenient, we have installed 37 new bus benches at stops throughout the county. An additional 50 benches will be installed by the end of the year.

Not only do the benches provide a comfortable place for customers to rest and set their things, but it also provides a level of dignity that they deserve.





Metro Awards 2nd Round of TIF Grants

On March 8, Metro awarded \$39.2 million in Transit Infrastructure Funding Awards to 36 projects in 25 communities in Hamilton County during a signing ceremony.



These projects represent pedestrian safety and fiber optics projects, the addition of bike lanes and trails and other transit-related infrastructure projects.





Transit Employee Appreciation Week

Metro celebrated National Employee Appreciation Day all week long, March 13-18, with food, music and tokens of our appreciation to the outstanding men and women who show up to serve our community each and every day. Thank you for all that you do!





Metro on the Hill

During APTA's Legislative Conference, Metro team members and Board Chair Kreg Keesee met with members of Congress, including the offices of Senators Brown and Vance and Representatives Landsman and Wenstrup, as well as the FTA. We shared the successes of the past year and their impact on the community, as well as details on upcoming projects and the federal funding support necessary to make those projects a success in Southwest Ohio.



Access Operator Career Fairs



In an effort to boost hiring for Access and MetroNow! operators, Metro is hosting weekly career fairs with a \$1,500 hiring bonus.

Career fairs are Saturdays from 10 a.m.- 2 p.m. and 4-7 p.m. on Thursdays at the Access facility on the following dates:

- Sat. March 11
- Thurs. March 16
- Sat. March 25
- Thurs. March 30

METRO NOW **go+METRO ACCESS**

JOB FAIR

Saturday, March 11th
10am - 2pm
1801 Transpark Drive



...and That's the News!



Golden Bus Awards
Celebration at Music Hall





IT@Metro

March 21, 2023 | Patrick Giblin CIO





IT@Metro Overview

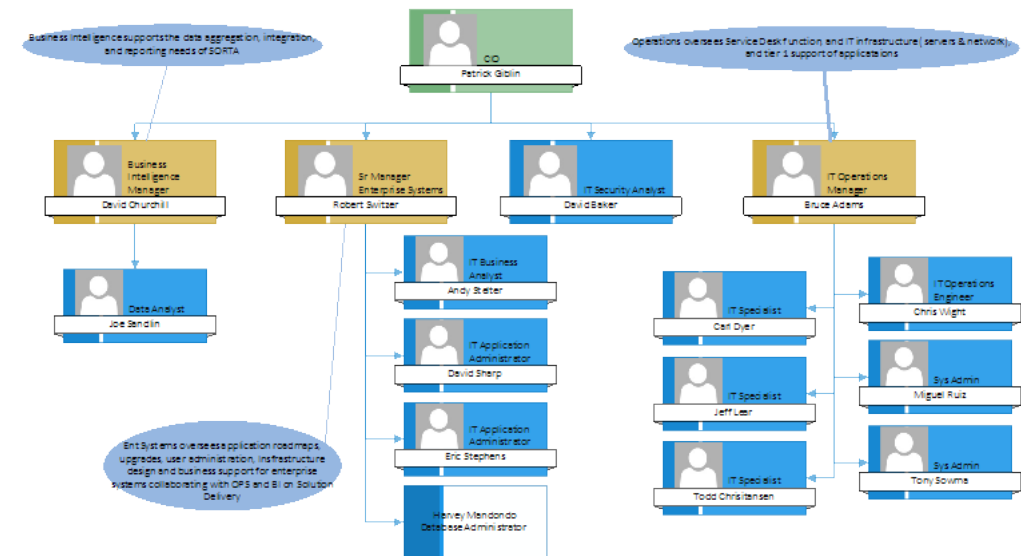
IT Department at Metro, supports and delivers all the technology needs of Metro's organization.

The IT department is:

- **Operations**
 - Service desk, Network and Servers
- **Enterprise Systems**
 - Software implementation and support
- **Business Intelligence**
 - Reporting and analysis
- **Cybersecurity**
 - Audits, policies and system security

IT also works collaboratively with Metro Maintenance and outside service providers to support these services.

All technology spend, including all IT Hardware, Software (including CAD/AVL), and SaaS runs through the IT budget.





IT@Metro Comparisons

IT Staff – 16 FTE’s

The IT Operating budget at Metro is \$5.3M or 3.1% of the Authorities budget

Average of peer agencies surveyed are 3.9%, or 4.3% for departments covering CAD/AVL costs such as IT@Metro.

Examples:

Indy Go IT has 31 FTE’s, and is 4.2% (total budget of \$129M for 2023)

Community Transit IT has 41 FTE’s, and is 4.6% (total budget of \$200M for 2023)





IT@Metro Operating Budget

The IT budget by percentages of categories:

- Salaries and Benefits 36%
- Services (SaaS, HW & SW Mnt) 43%
- Network & Telephone 12%
- Computers and related Equipment 5%
- Other (tools, training, services, etc.) 4%

With the success of grants funding and good financial practices we have consistently run a positive variance the last 3 years.

Services includes Software Support and Maintenance:

- Accounting, Maintenance, Procurement, Paratransit operations, CAD/AVL, Transit operations Risk Management, HR, Workers Comp., Board management, Public Records requests, Location displays, Planning, MS 365, Fare revenue, Fleet fluid management, Anti-Virus, Cybersecurity monitoring, and more

Services also includes HW and Managed Services:

- Phone System, Data Center, data back up solutions, multi-function devices, CAD/AVL HW, APC's, Servers, network equipment, etc.

Network and Telephone includes all data and telephone circuits for all locations, and wi-fi on the bus



IT@Metro Capital Budget

2023 Capital Budget of Planned Technology related investments is \$17.6M

- Several of investments will extend into 2024 and most will be offset in part by grants.
- Even if a procurement is covered by a grant, it is still brought to the Board if it is over \$100K.

Capital budget projects coming soon or in progress*:

- **IVLU Upgrades** \$2.6M
- Network infrastructure upgrades \$450K
- Yard Management (all sites) \$3.7M
- Microsoft Program \$400K
- **Access SW for Ops and Riders** \$1M
- Radio Tower to Cellular \$900K
- Employee Self Service \$150K

COTA IT Capital Budget 2021 \$18M

CENTRAL OHIO TRANSIT AUTHORITY		TECHNOLOGY				
	2021	2022	2023	2024	2025	
Allocation for IT	\$0	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
Data Closet Upgrades at Near East	\$52,000	\$0	\$0	\$0	\$0	
Transit Center Smartcard AVM	\$1,176,000	\$0	\$0	\$0	\$0	
Trapeze Upgrades	\$744,000	\$0	\$0	\$0	\$0	
Datacenter Management	\$100,000	\$0	\$0	\$0	\$0	
Enterprise Phone Upgrade	\$0	\$234,000	\$0	\$0	\$0	
Copier and Printer Replacement	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Digital Bus Stop Signs	\$0	\$1,400,000	\$0	\$0	\$0	
Vehicle Connectivity Upgrade	\$1,000,000	\$0	\$0	\$0	\$0	
ITS System Upgrade	\$300,000	\$0	\$0	\$0	\$0	
RMIS Upgrade	\$200,000	\$0	\$0	\$0	\$0	
Core Infrastructure Upgrades	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	
Trapeze Vehicle Intelligence	\$422,000	\$0	\$0	\$0	\$0	
Extero Software	\$50,000	\$0	\$0	\$0	\$0	
ERP System Upgrade Implementation	\$4,000,000	\$0	\$0	\$0	\$0	
Bus Stop Manager Software	\$0	\$250,000	\$0	\$0	\$0	
Fare Management System	\$1,515,000	\$0	\$0	\$0	\$0	
Fleet Security Camera and Recorder System	\$5,000,000	\$0	\$0	\$0	\$0	
Data & Analytic Hardware and Software	\$120,000	\$100,000	\$80,000	\$0	\$0	
CRM / Salesforce	\$400,000	\$0	\$0	\$0	\$0	
New Employee App	\$300,000	\$0	\$0	\$0	\$0	
Total Technology	\$17,079,000	\$8,334,000	\$4,430,000	\$4,350,000	\$4,350,000	

* Several of these have already been presented (in whole or part) to the SORTA Board.

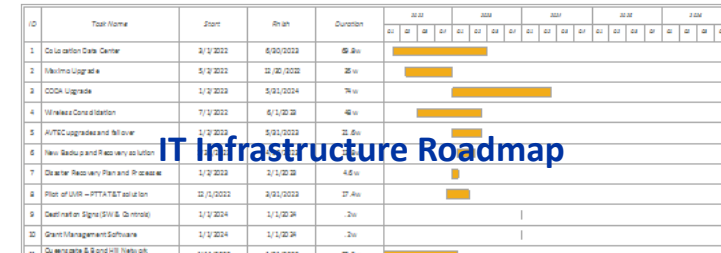
Please note several of these are rough estimates and when we begin a more detailed analysis the number will be revised.



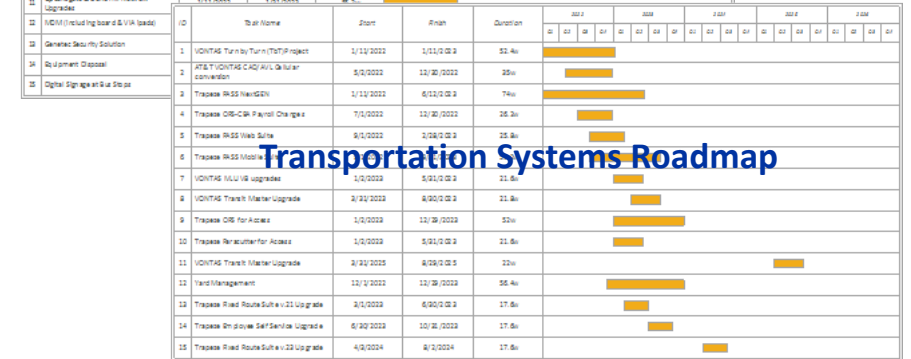


IT@Metro Summary

- Effective and well-integrated IT is critical for SORTA to meet its Reinventing Metro goals.
- We have a clear and thoughtful roadmap to get there which is reflected in Metro’s approved capital and operating budgets.
- We will continue to be cost-effective in what we do and seek grant funding where possible.



IT Infrastructure Roadmap



Transportation Systems Roadmap



February 2023 Ridership Report

March 21, 2023 | Matt Moorman





Fixed-Route Ridership

JSHI THAI CUISINE

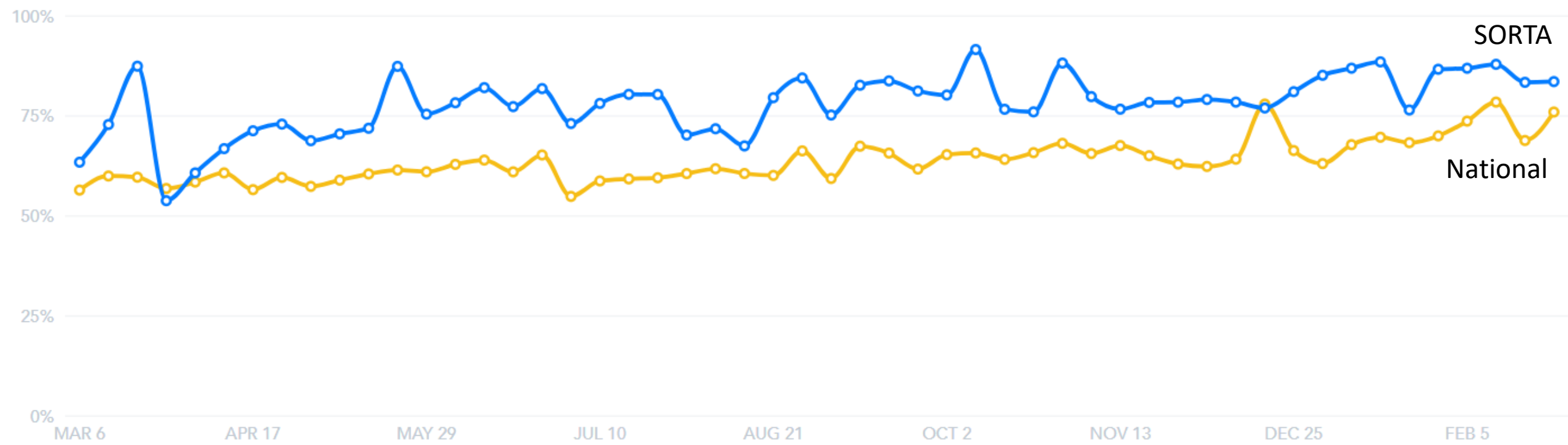
CINCINNATI

2021

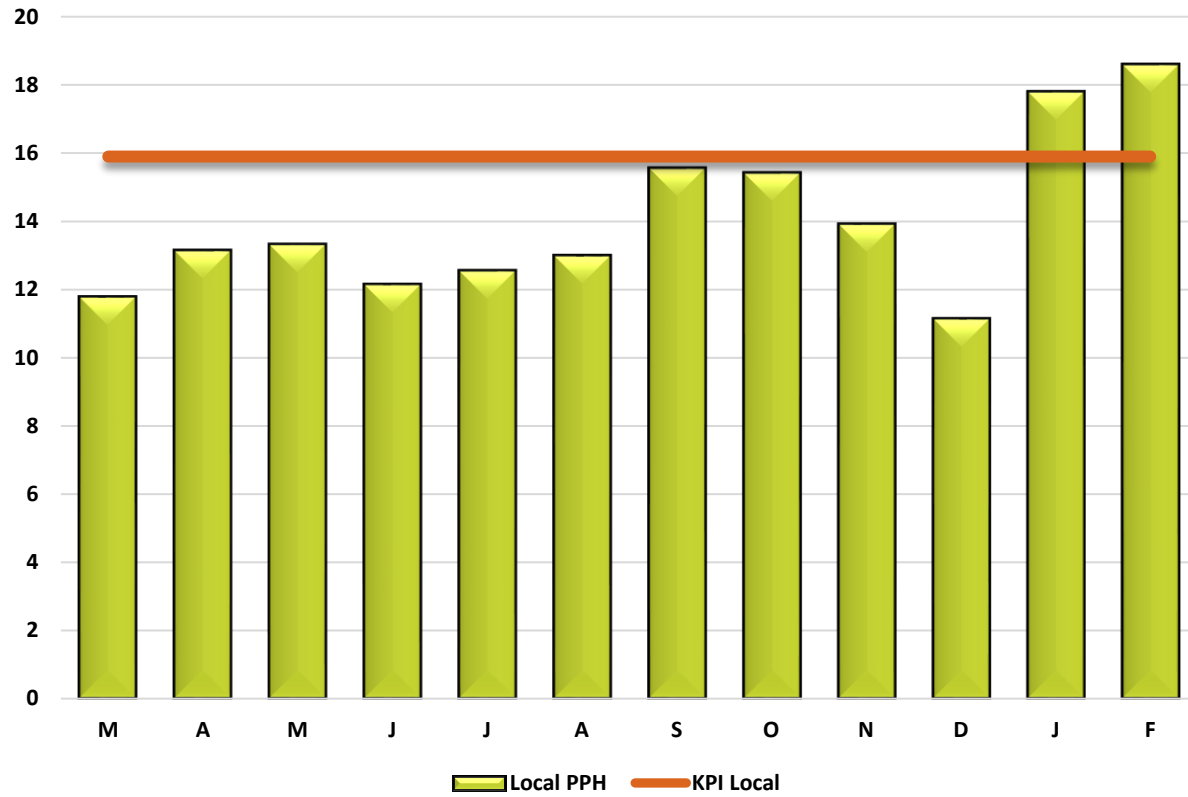
2022

How SORTA's Ridership Compares to the Rest of the Nation

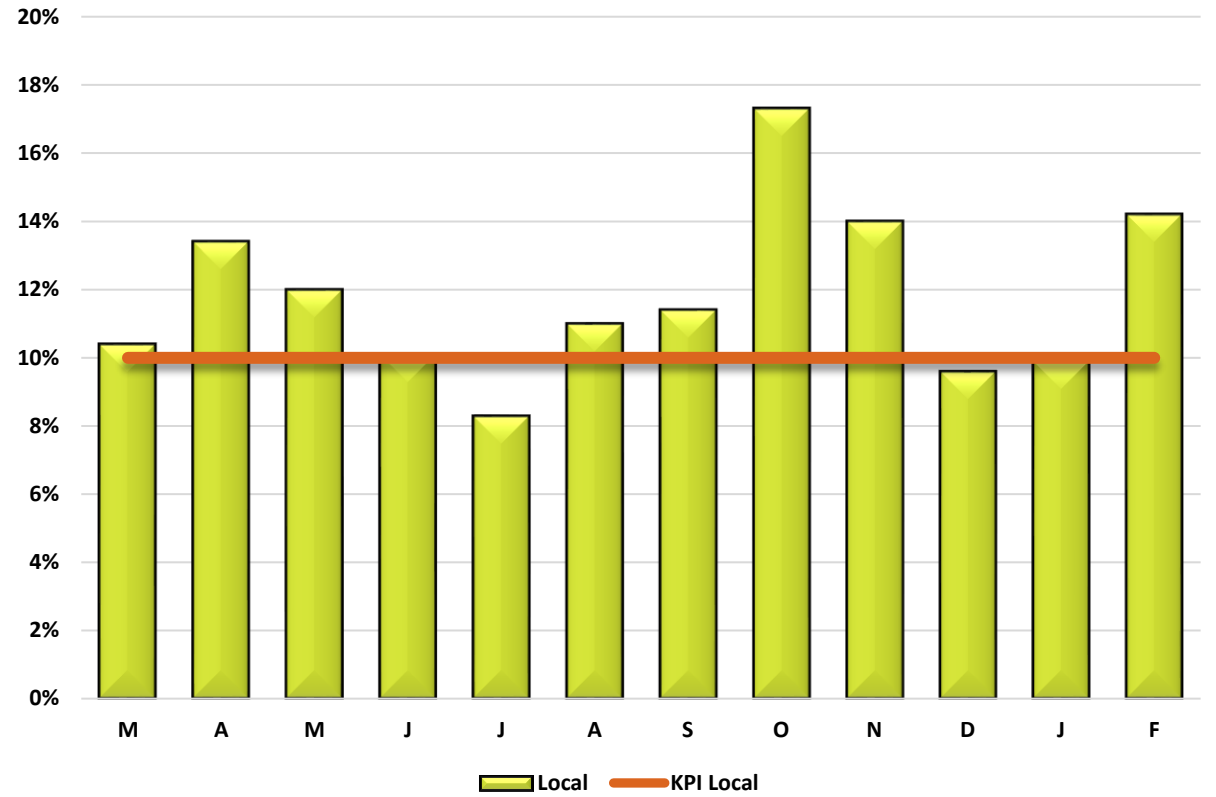
(*from APTA Transit App)



Local Service Productivity (last 12 months)

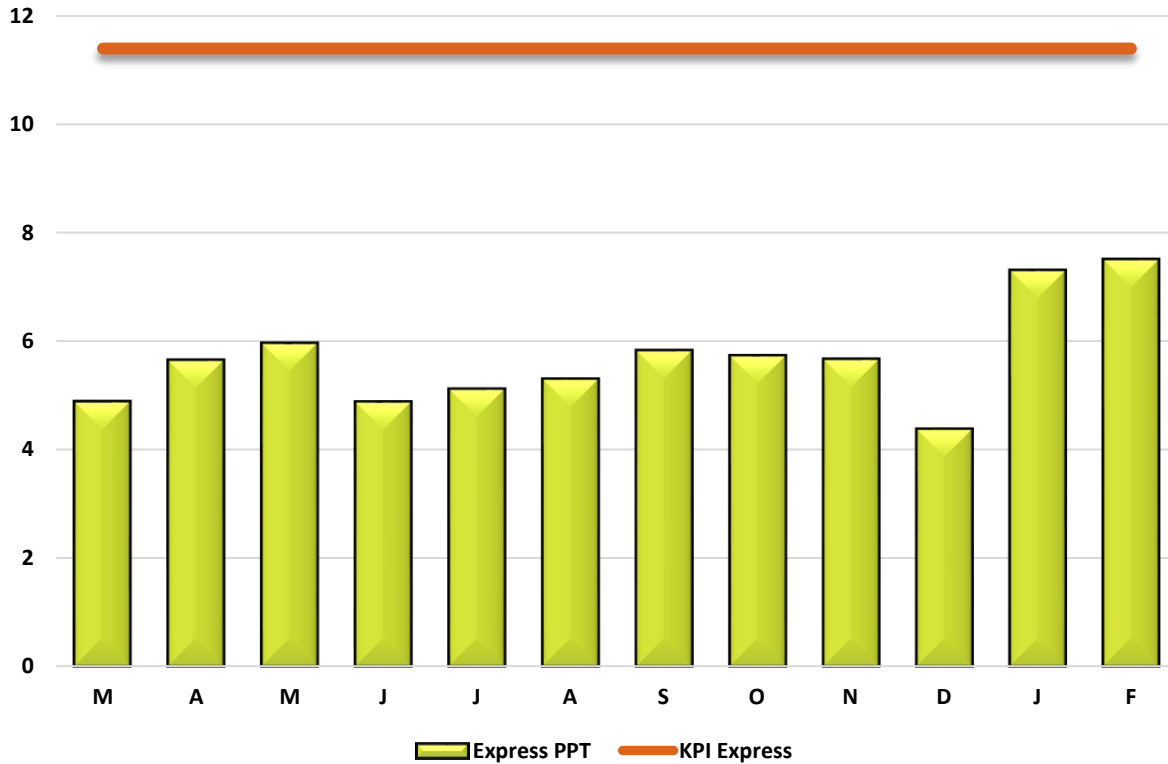


Local Service Cost Recovery % (last 12 months)

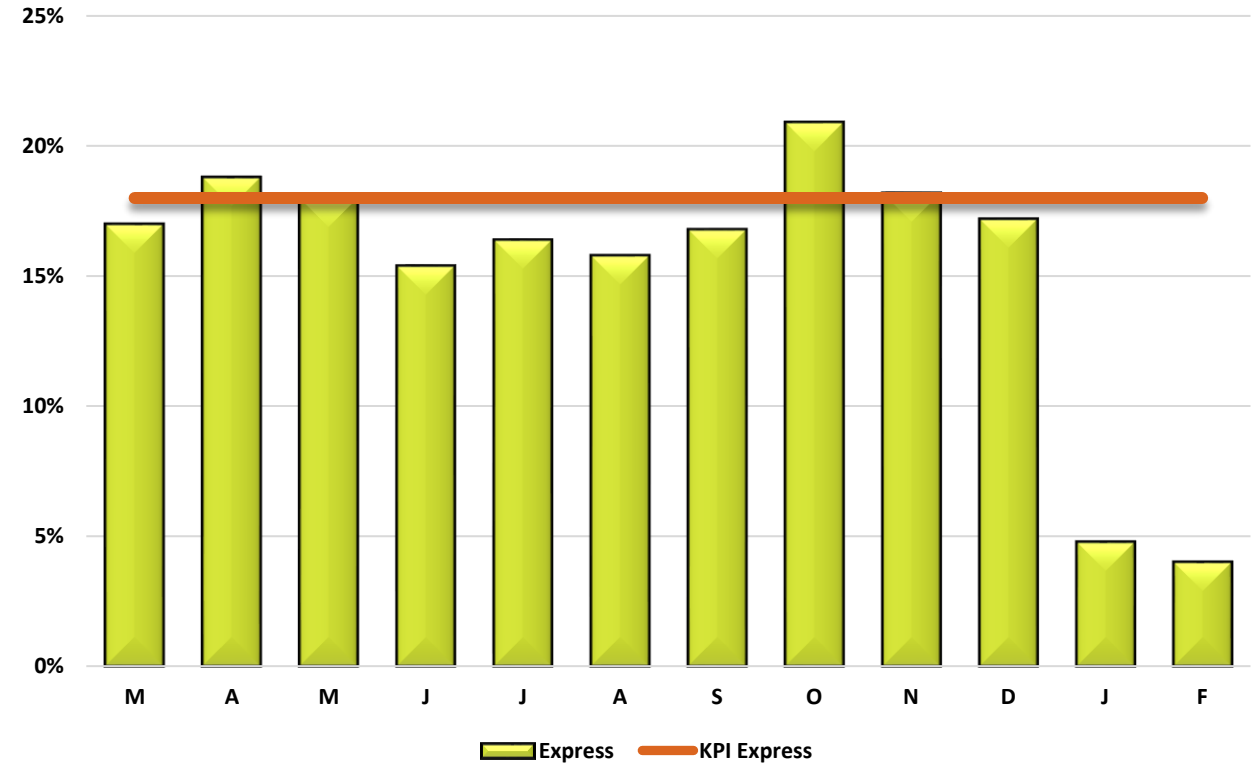


Local Service	Feb 2023 Actual KPI	Feb 2023 Budget KPI	Variance
Passengers Per Hour (PPH)	18.6	15.9	2.7
Cost Recovery	14.2%	10%	4.2% point

Express Service Productivity (last 12 months)

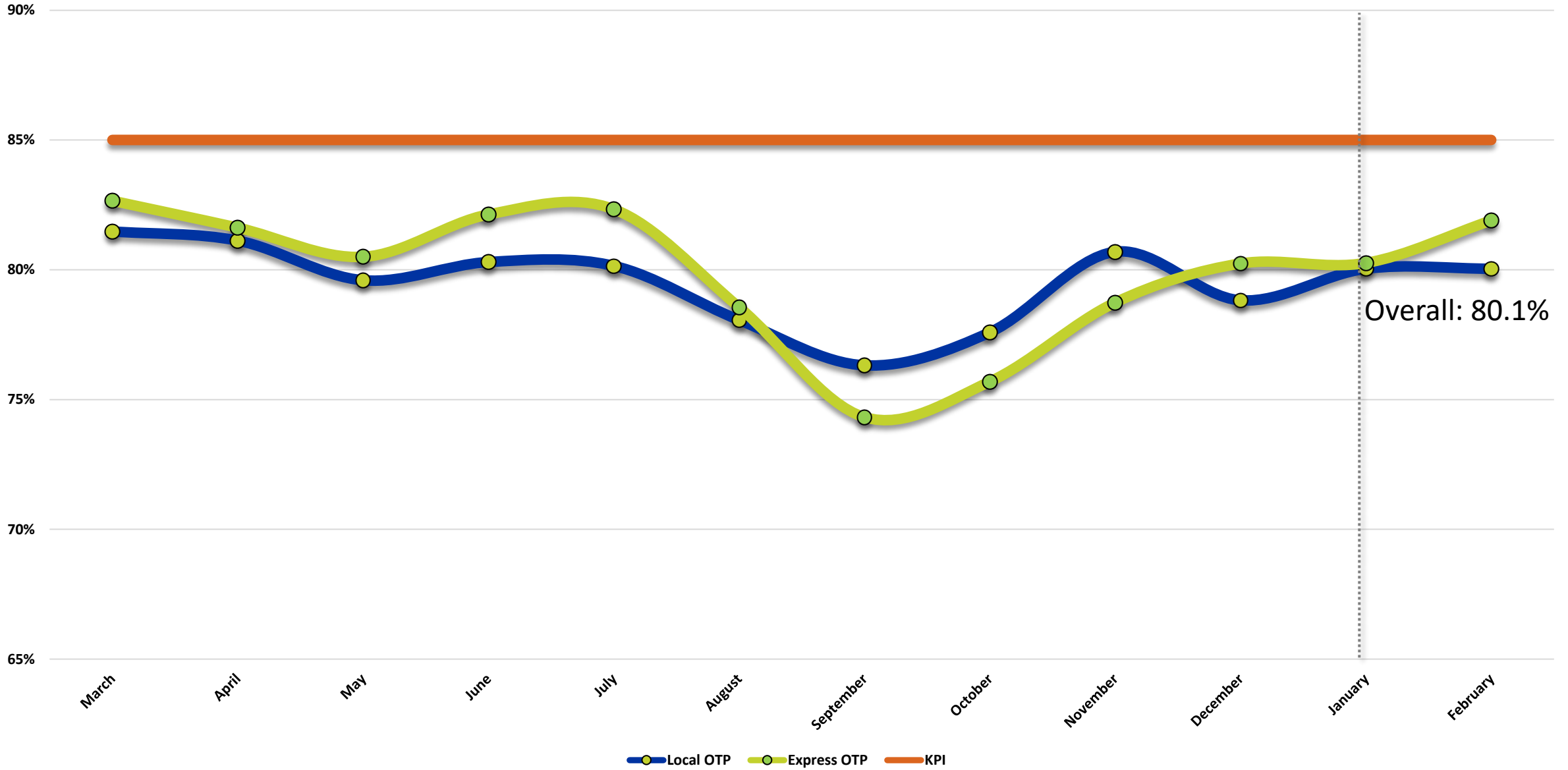


Express Service Cost Recovery % (last 12 months)



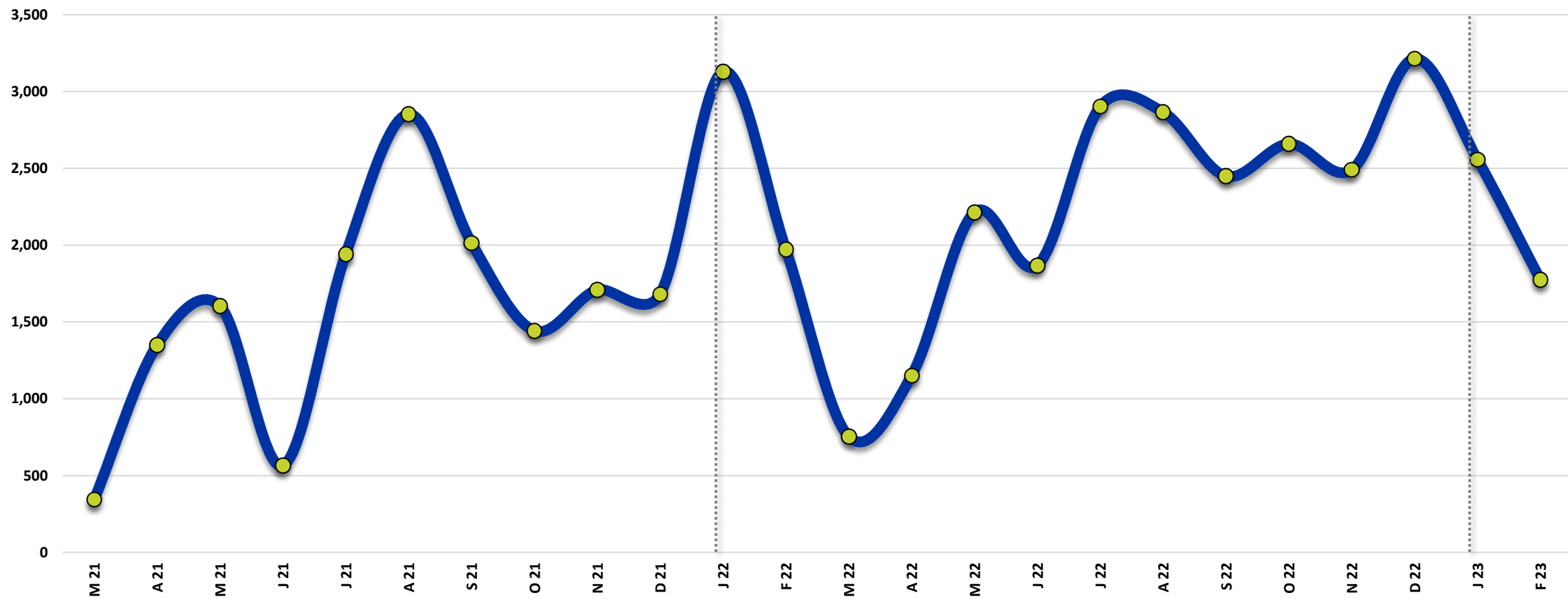
Local Service	Feb 2023 Actual KPI	Feb 2023 Budget KPI	Variance
Passengers Per Trip (PPT)	7.5	11.4	-3.9
Cost Recovery	4.0%	19.0%	-15.0% point

On-Time Performance Local & Express Service (last 12 months)



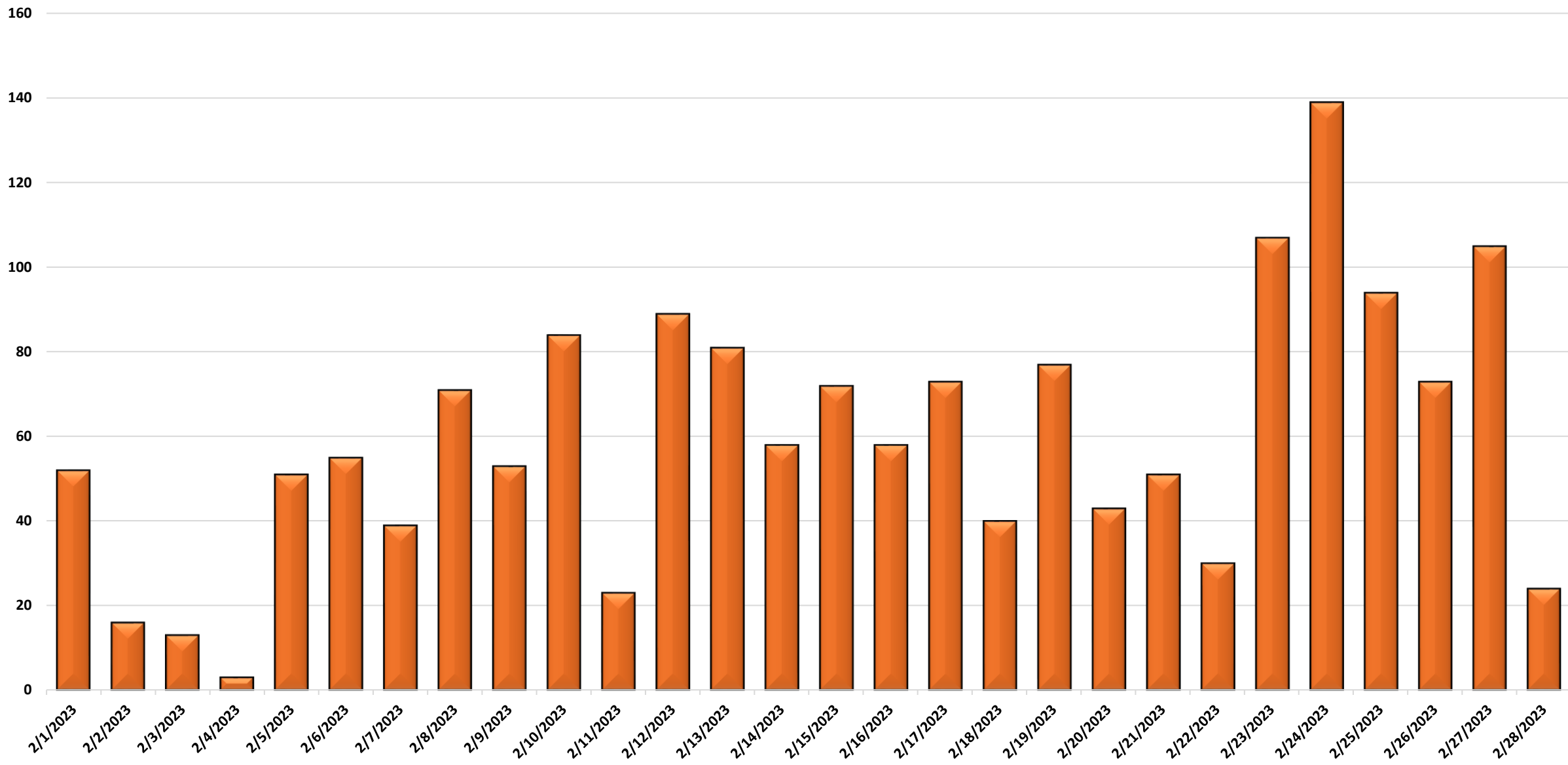
Overall: 80.1%

Fixed-Route Missed Trips by Month (since 2021)

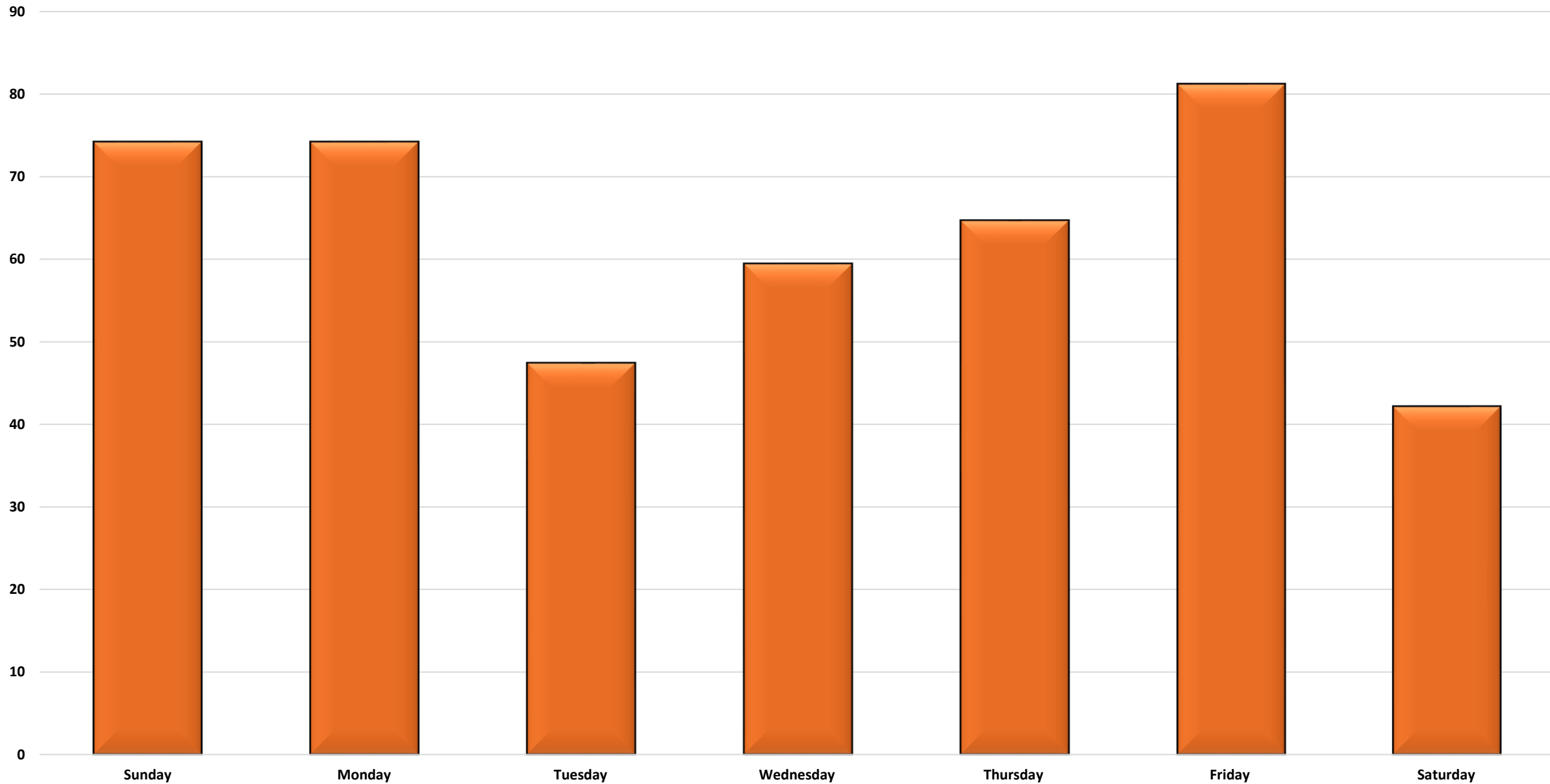


	Actual	Total Trips	Pct. Of Trips Operated
Missed Trips	1,775	62,000	97.1%

February Missed Trips Due to No Operator (by day)



February Average Missed Trips by Day of Week

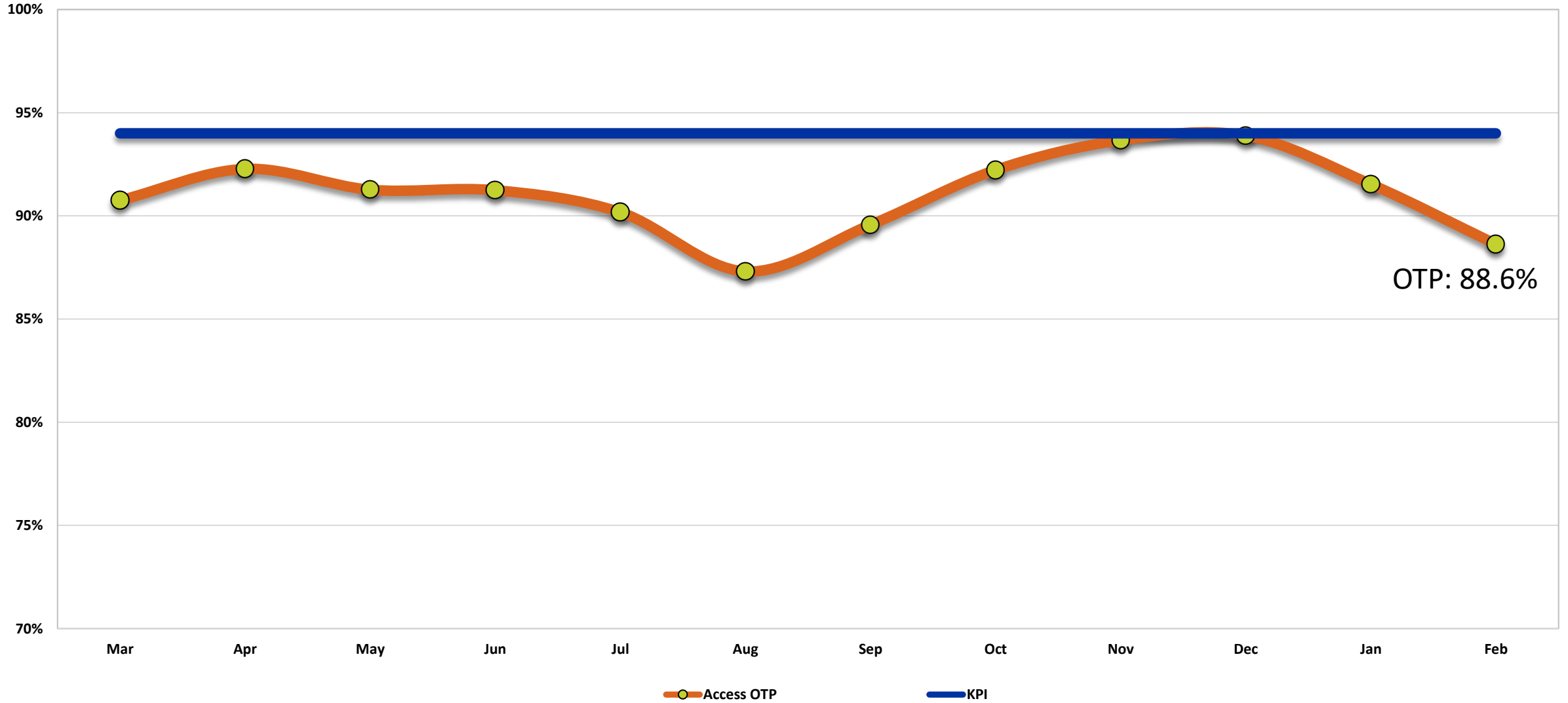




ACCESS Ridership



On-Time Performance - Access (last 12 months)

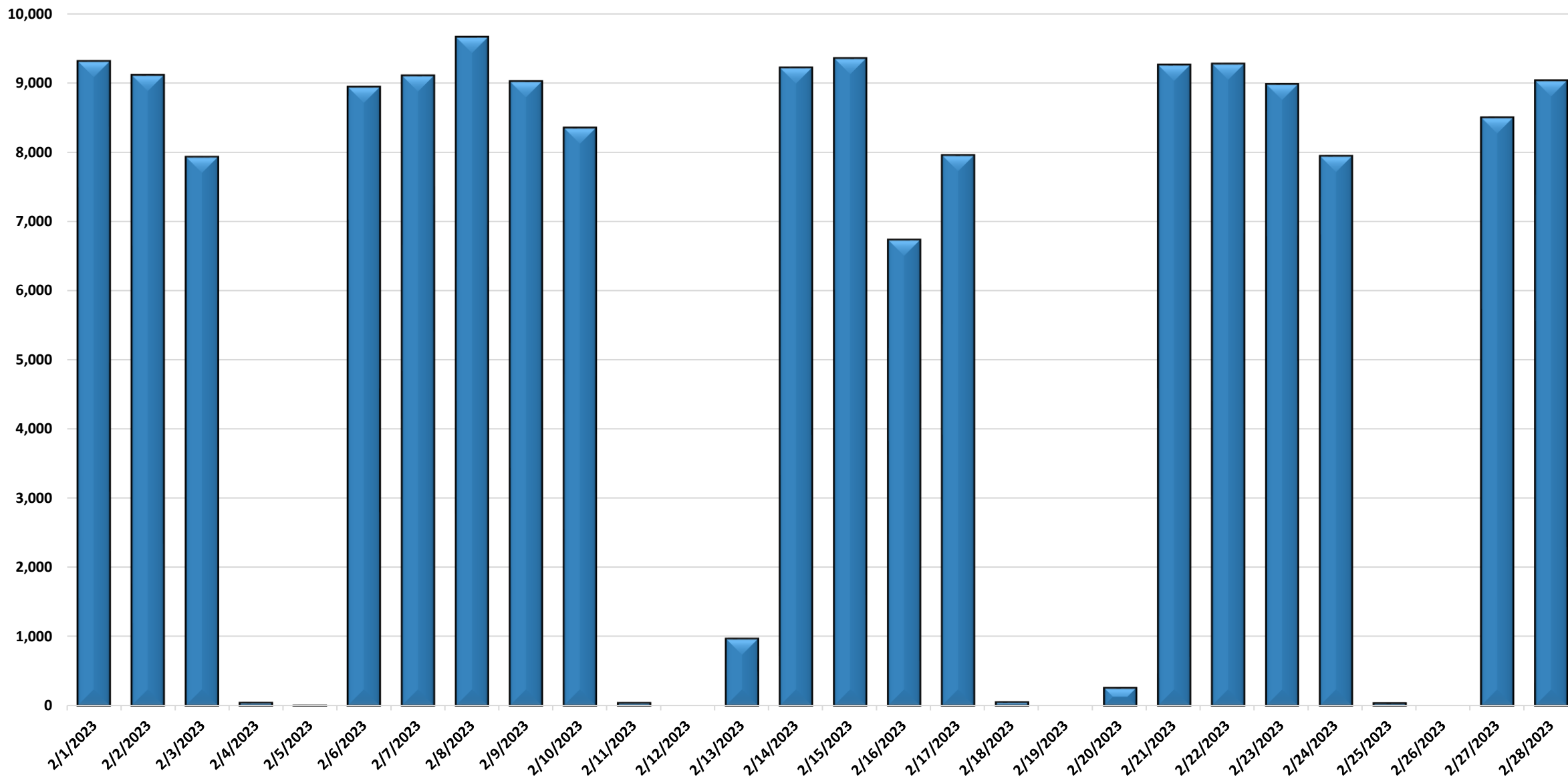




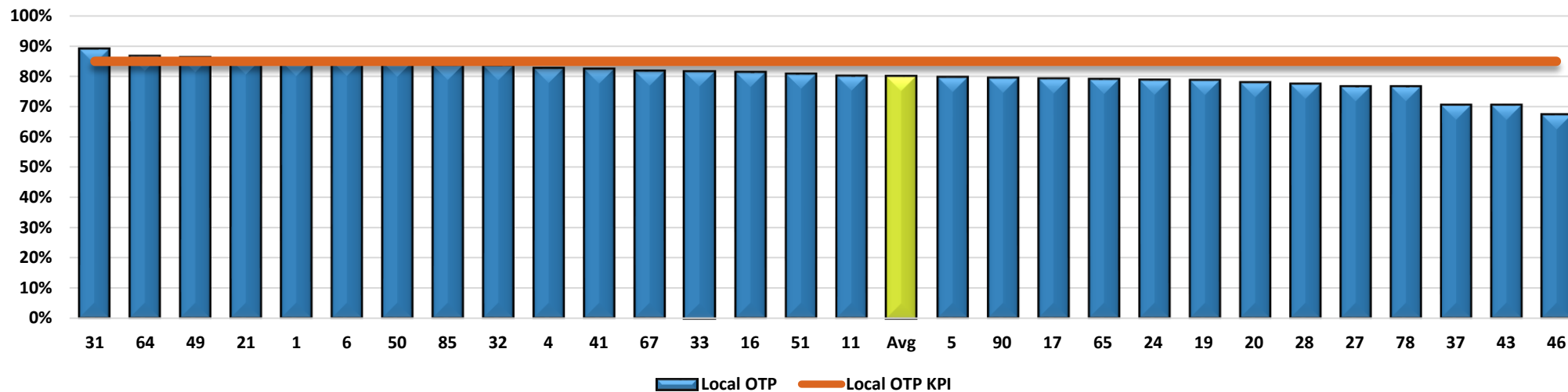
Route Level KPIs



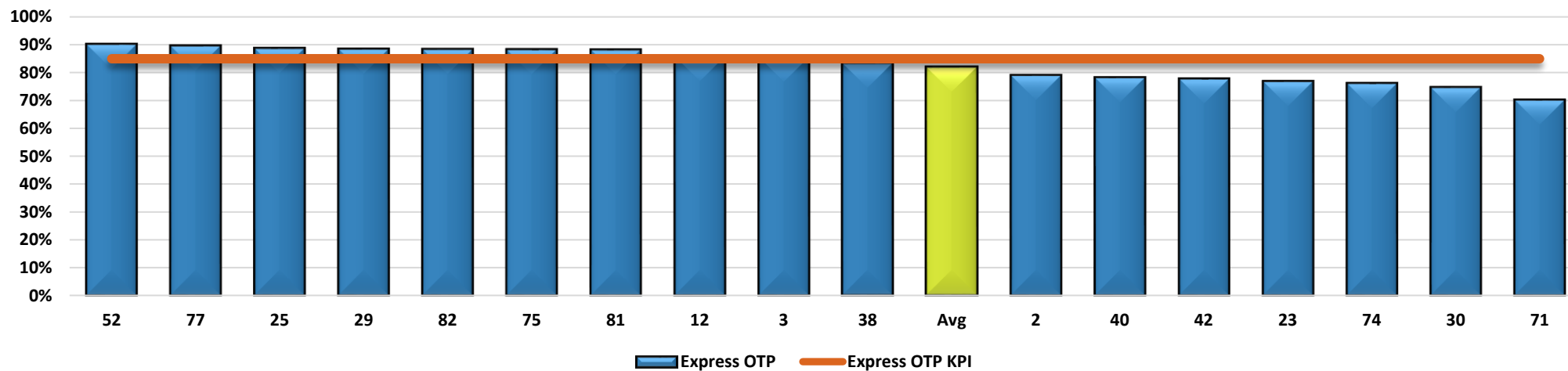
February CPS Ridership by Day



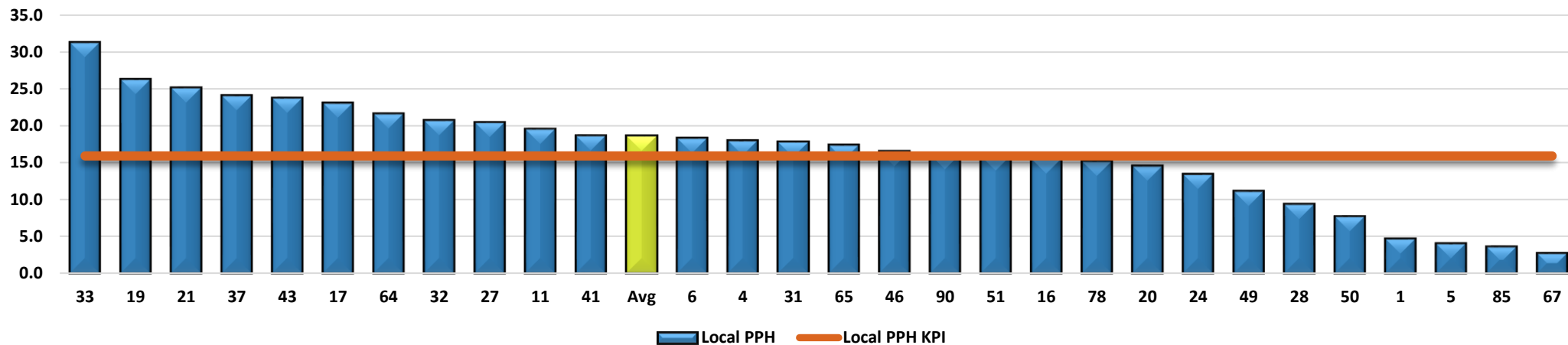
On-Time Performance – Local (by route)



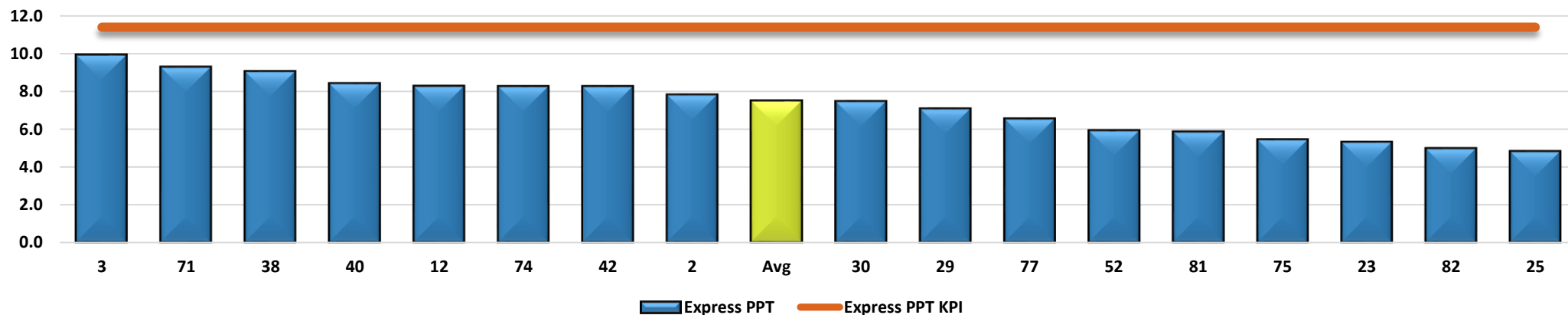
On-Time Performance – Express (by route)



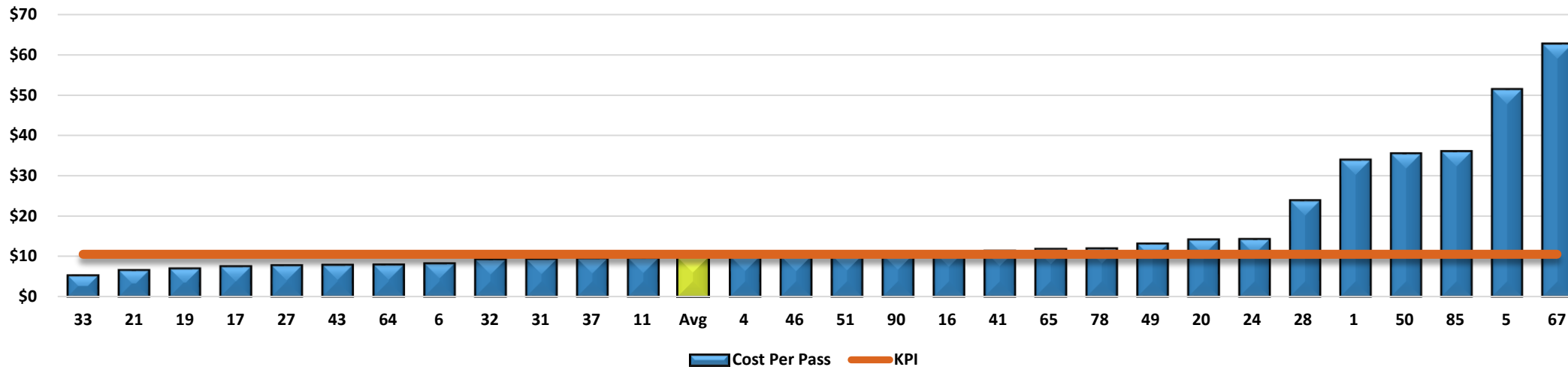
Productivity - Local (by route)



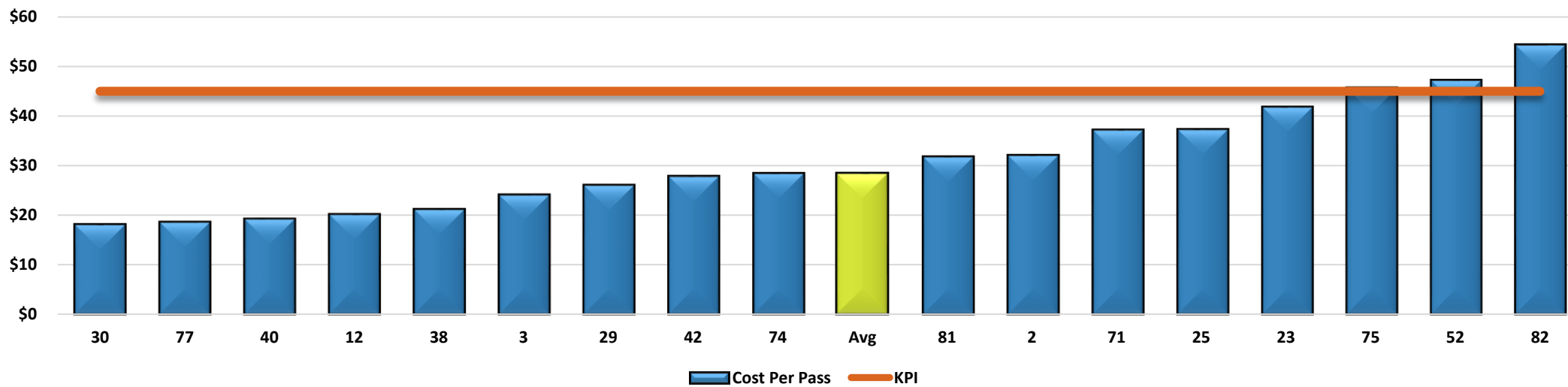
Productivity - Express (by route)



Cost Per Passenger - Local (by route)



Cost Per Passenger - Express (by route)





BOARD ACTION ITEMS

March 21, 2023 | John Edmondson



Project	Method	Vendor	Award	Term	Diversity	Funding
47-2022 Financial Mgmt. Software	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
91-2022 Paratransit Vehicles	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
100-2022 Right of Way Appraisal Svcs.	Request for Proposals	AECOM	\$466,203	6 months Mar 23 – Sep 23	0% Goal 18.2% Award	Local Capital
02-2023 Govt. Square Refresh Design Svcs.	Unsolicited Proposal / Request for Qualifications	MSA Design	\$135,855	1 year Apr 2023 – Mar 2024	0% Goal 17.5% Award	Local Capital
09-2023 Pressure Washing Services	Request for Proposals	Roth Pressure Cleaning	\$352,660	5 years Apr 2023 – Mar 2028	0% Goal 0% Award	Local Operating
28-2023 Bus Washer Installation	Request for Proposals / Single Bid / Sole Source	Westmatic, Inc.	\$1,998,740	2 years Apr 2023 – Mar 2025	0% Goal 0% Award	Local Capital
50-2023 Non-revenue Support Vehicles	Sole Source / State Contract	Montrose Ford	\$736,902	1.75 years Apr 2023 – Oct 2024	0% Goal 0% Award (State Contract)	Local Capital
62-2023 TransitMaster Maintenance	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
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-xx

APPROVAL OF MODIFICATION TO CONTRACT NO. 47-2022 OPENGOV E-PROCUREMENT
SOFTWARE

WHEREAS:

1. By Resolution No. 2022-34, the SORTA Board approved a five (5) year contract with OpenGov, Inc for an electronic procurement software service at a cost not to exceed \$222,200. This contract included annual software fees and professional services.
2. Metro has identified several other critical functions in need of similar cross-functional cloud-based collaboration platforms. These areas include Financial Planning & Analysis, Budgeting, Capital Asset Management & Tracking, and Grants Management.
3. OpenGov offers a software-as-a-service (SaaS) solution that meets all of Metro's financial management needs and that will integrate seamlessly with the current e-procurement software system.
4. Staff recommends the SORTA Board Trustees approve a contract modification with OpenGov Inc., for an additional cost of \$763,668, increasing the total contract value to \$985,868.
5. This project will be funded with operating funds.

THEREFORE, BE IT RESOLVED:

6. The SORTA Board of Trustees approves a modified five (5) year contract with OpenGov Inc., for additional services, at a total cost not to exceed \$985,868.
7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with OpenGov Inc., on behalf of SORTA.



BOARD OF TRUSTEES ACTION ITEM

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

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
Total	\$ 120,490	\$ 96,428	\$ 181,325	\$ 188,362	\$ 195,752	\$ 203,510	\$ 985,868

*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
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-xx

APPROVAL OF MODIFICATION TO CONTRACT NO. 91-2022 FOR PARATRANSIT VEHICLES

WHEREAS:

1. By Resolution No. 2022-46, the SORTA Board approved a contract with Transportation Equipment Sales Corporation (TESCO) for paratransit vehicles, at a total cost not to exceed \$2,367,022.
2. SORTA leveraged a “piggyback” option from a Laketran (public transit provider) solicitation for this contract award and the final assembly of the vehicles did not include installation of video surveillance equipment or Metro branding (vehicle wrapping).
3. Additional funding is needed to ensure final assembly is completed to Metro standards and vehicles are ready for revenue service upon delivery.
4. Staff recommends the SORTA Board Trustees approve a contract modification with Transportation Equipment Sales Corporation (TESCO), for an additional cost of \$411,936, increasing the total contract value to \$2,778,958.
5. This project will be funded with capital funds.

THEREFORE, BE IT RESOLVED:

6. The SORTA Board of Trustees approves a modified five (5) year contract with TESCO, at a total cost not to exceed \$2,778,958.
7. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with TESCO on behalf of SORTA.



BOARD OF TRUSTEES ACTION ITEM

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

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	\$2,367,022
Pricing After Pre-Production Decisions					
\$168,437 (as built)			\$168,437	14	\$2,358,118
	\$19,560	\$10,500	\$30,060	14	\$420,840
New Total Not to Exceed					\$2,778,958

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
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 100-22 FOR RIGHT OF WAY (ROW) APPRAISAL SERVICES

WHEREAS:

1. In the late 1990's, SORTA acquired the Oasis Trail and Blue Ash Trail, which were funded by the FTA and local funds. The Federal Transit Authority (FTA) provides guidance on sub-recipient responsibilities for maintaining a state of good repair of all assets used in the provision of public transportation and purchased with Federal funding assistance.
2. In an effort to address FTA's concerns about the status of the ROWs, a Request for Proposals (RFP) was sent to vendors with relevant NAICS codes of right of way appraisal services.
3. SORTA staff reviewed the proposals and recommends that the Board award it a six (6) month contract to AECOM, at a total cost not to exceed \$466,203.
4. This expenditure will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of AECOM to be the proposal most advantageous to SORTA, price and other factors considered, and awards to it a one (1) year contract for right of way consultant services, at a total cost not to exceed \$466,203.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with AECOM on behalf of SORTA.



BOARD OF TRUSTEES ACTION ITEM

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

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	813.3
RMI Valuation	300	236.67	150	686.7

A table of pricing proposals is included below:

Vendor	Price Proposal
AECOM	\$562,998
RMI Valuation	\$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.



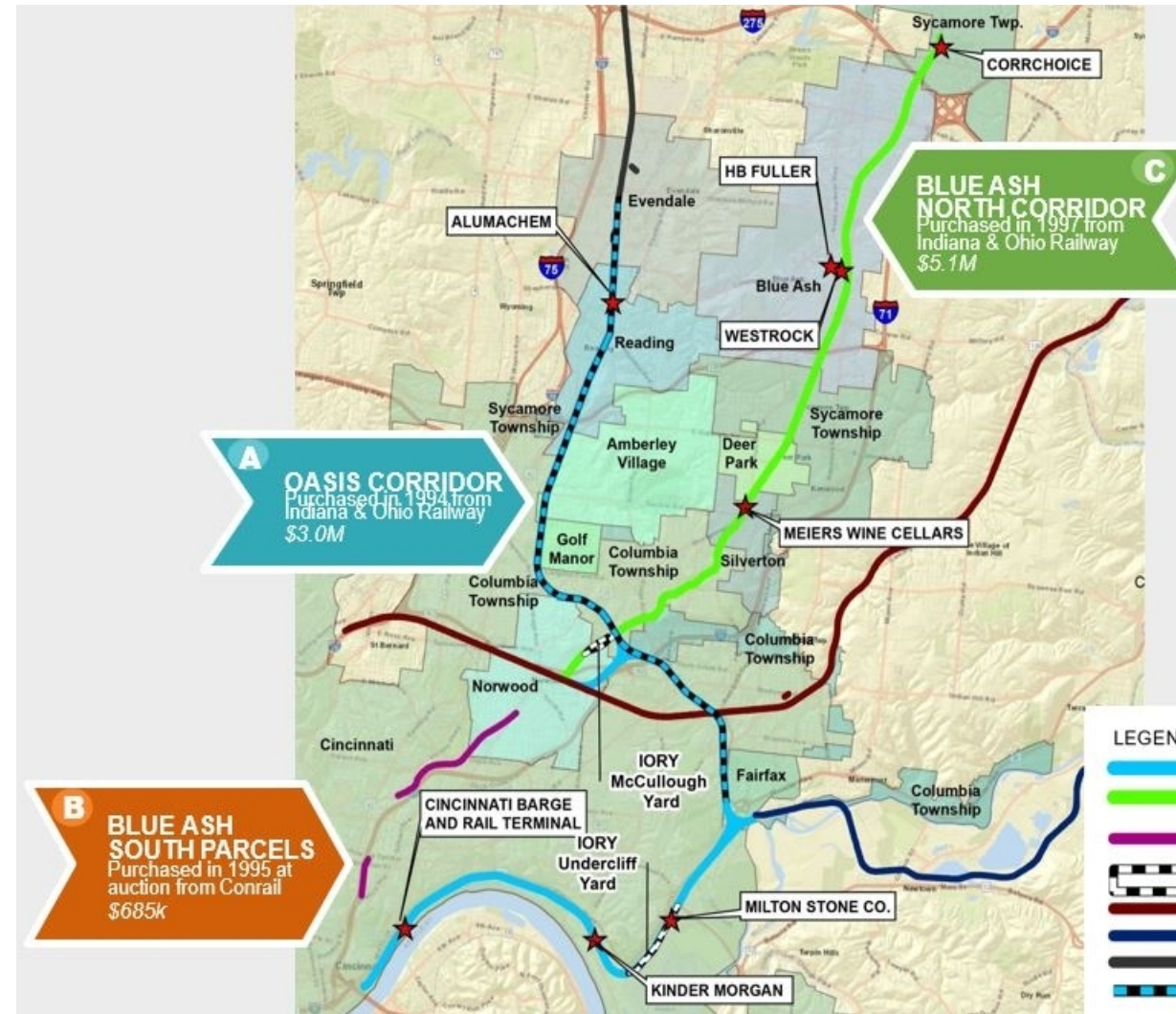
Right of Way Appraisal Services

March 21, 2023 | Khaled Shammout



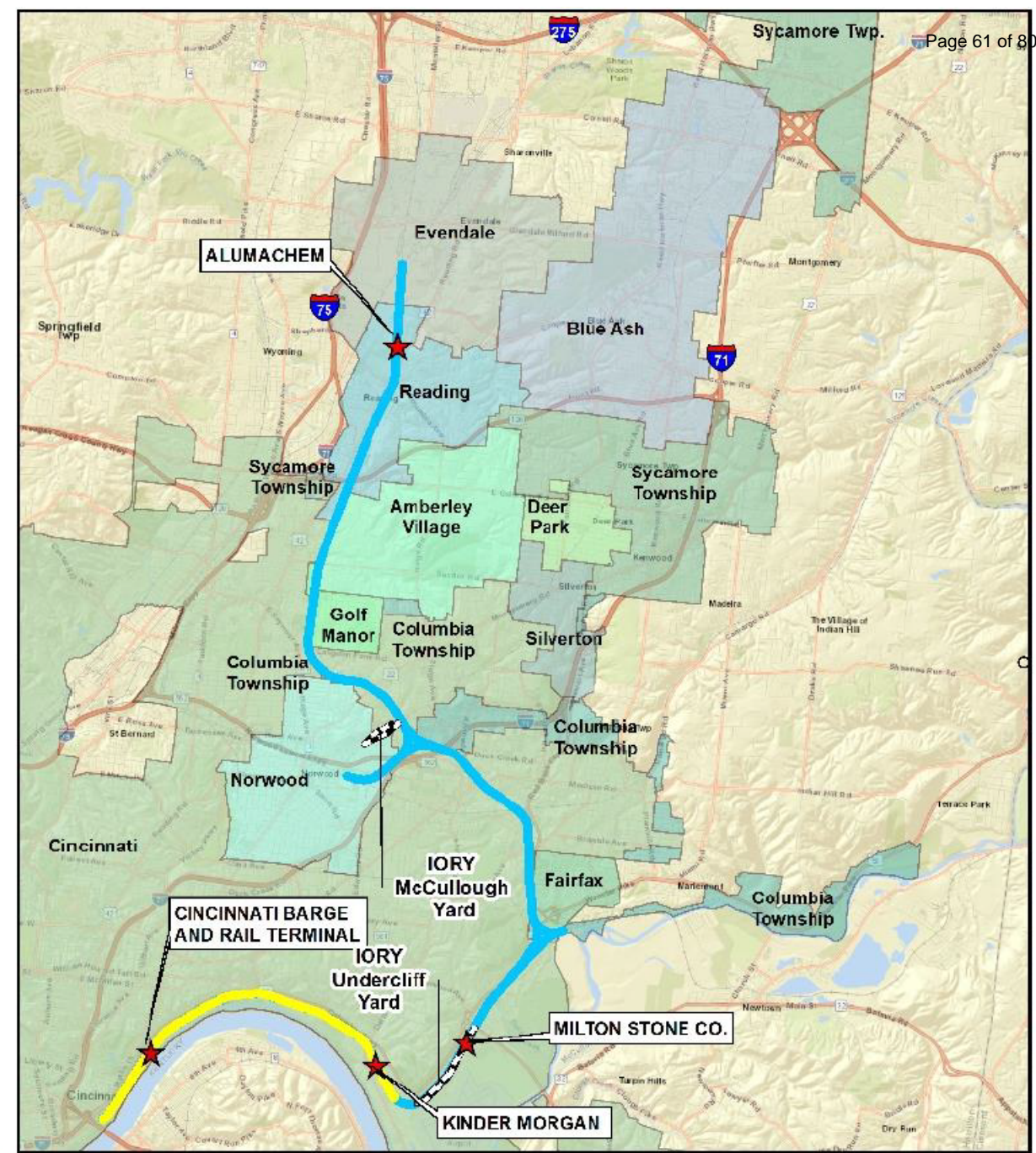
Acquisition of Rail ROW

- 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.)



Oasis Corridor

- 16.4 miles
- Purchased in 1994
- Purchased from Indiana & Ohio Railway
- Freight railroad operated by IORY
- Cost: \$3.0M



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
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 02-2023 FOR GOVERNMENT SQUARE REDESIGN

WHEREAS:

1. 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 and incur significant costs to maintain, repair, and clean. Metro believes a contemporary design with more inclement weather-friendly amenities would improve the rider experience.
2. The sourcing method used for this project was a variation of a Request for Proposals (RFP). Metro targeted nine (9) firms for participation in the solicitation. Four hundred seventy-six (476) total firms were notified of the contracting opportunity, fifty-three (54) firms downloaded solicitation materials and three (3) firms submitted responses.
3. SORTA staff reviewed the proposals and recommends that the Board of Trustees award a one (1) year contract to MSA Design, at a total cost not to exceed \$135,855.
4. This project will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of MSA Design to be the proposal most advantageous to SORTA, price and other factors considered, and awards to it a one (1) year contract for design services, at a total cost not to exceed \$135,855.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with MSA Design on behalf of SORTA.



BOARD OF TRUSTEES ACTION ITEM

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

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-xx

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.



BOARD OF TRUSTEES ACTION ITEM

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

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
Base Svc.	\$64,120	\$64,120	\$64,120	\$64,120	\$64,120	\$320,600
Cont.	\$6,412	\$6,412	\$6,412	\$6,412	\$6,412	\$32,060
Total	\$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
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2023-xx

APPROVAL OF CONTRACT NO. 28-2023 FOR BUSH WASH SYSTEMS

WHEREAS:

1. 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.
2. The sourcing method used for this project was a Request for Proposals (RFP) for full bus washer systems replacement. Eight (8) vendors were targeted for participation and one (1) response was received. Five (5) XBE vendors were targeted for this solicitation, and none responded.
3. SORTA staff reviewed the proposal and recommends that the Board of Trustees award a two (2) year contract to Westmatic, Inc., at a total cost not to exceed \$1,998,740.
4. This project will be funded with local capital funds.

THEREFORE, BE IT RESOLVED:

5. The SORTA Board hereby finds the proposal of Westmatic, Inc. to be the proposal most advantageous to SORTA, price and other factors considered, and awards to it a five (5) year contract for full bus washer systems replacement, at a total cost not to exceed \$1,998,740.
6. The Board authorizes the CEO/General Manager/Secretary-Treasurer or the Senior Director of Procurement to execute a contract with Westmatic, Inc. on behalf of SORTA.



BOARD OF TRUSTEES ACTION ITEM

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

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-xx

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.



BOARD OF TRUSTEES ACTION ITEM

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

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
Total			20	\$ 736,902.18



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-xx

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.



BOARD OF TRUSTEES ACTION ITEM

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

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.