



SORTA/Metro
Board Meeting
February 27, 2024
6:00 pm-7:00 pm Eastern Time

SORTA BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 27TH, 2024 – 6:00 P.M
SORTA BOARD ROOM 6th FLOOR
525 VINE STREET,
CINCINNATI, OHIO, 45202

General Items:

- Call to order
- Pledge of Allegiance
- Board Recognition: Appointment of Robert Harris as Royal Coachperson
- Hearings from citizens
- Chairman Update
 - Connect Communities, City Councilmember, Reggie Harris
 - Government Square Update (John Ravasio)

Action Items:

- 1 Approval of Board Minutes: January 23rd, 2024

Finance Committee (Sonja Taylor)

Action Item:

- 2 Approval of Investment of Funds Reports as of January 31st, 2024 (Andy Aiello)

Planning & Operations Committee (Blake Ethridge)

Action Item:

- 3 Proposed Resolution: Contract Award for 122-2023 BRT Engineering & Design Services
 - 3.1 Action Item:

Consent Agenda: Procurement Matrix

Action Item: Procurement Matrix

- 4 Proposed Resolution: Contract Modification for 39-2019 Riverside Bridge Modification
 - 4.1 Action Item:
- 5 Proposed Resolution: Contract Modification for 54-2019 Medical Exam Services
 - 5.1 Action Item:

6 Proposed Resolution: Contract Modification for 49-2020 Fixed Route Planning Software

6.1 Action Item:

7 Proposed Resolution: Contract Modification for 44-2021-1 Madison Bridge Repair Closeout

7.1 Action Item:

8 Proposed Resolution: Contract Modification for 59-2022 MetroNOW Vehicles

8.1 Action Item:

9 Proposed Resolution: Contract Award for 157-2023 Public Relations Consultant

9.1 Action item:

10 Proposed Resolution: Contract Award for 188-2023 Landscaping Services

10.1 Action Item:

11 Proposed Resolution: Contract Award for 191-2023 Towing Services

11.1 Action Item:

12 Proposed Resolution: Contract Award for 199-2023 Temporary Labor Services

12.1 Action Item:

13 Proposed Resolution: Contract Award for 003-2024 Motor Oil Supply

13.1 Action Item:

Infrastructure, Bike and ROW (Sara Sheets)

Action Item:

14 Approval of Transit Infrastructure Fund Guidelines Update

Briefing Items:

15 Financial Results for January 31st, 2024 (Andy Aeillo)

16 Metro on the Move (Darryl Haley)

17 New Business

Other Items:

Adjournment

The next regular meeting of the SORTA Board of Trustees is scheduled for

Tuesday, March 26th, 2024, at 9:00 a.m.

CONNECTED COMMUNITIES

Councilmember Reggie Harris



Why Connected Communities?

Cincinnati is a great place to call home, but a difficult place to find housing.

Connected Communities is people-focused approach to land use and zoning so that we can build a more accessible, diverse, and sustainable community

Why Connected Communities?

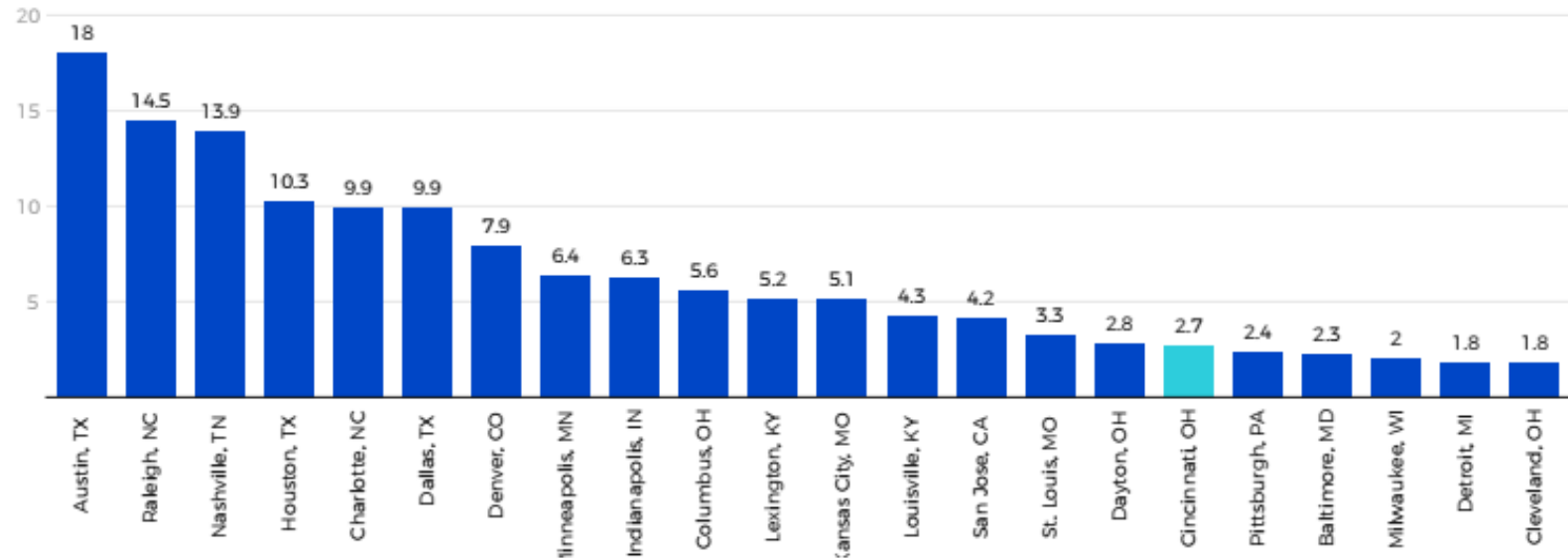
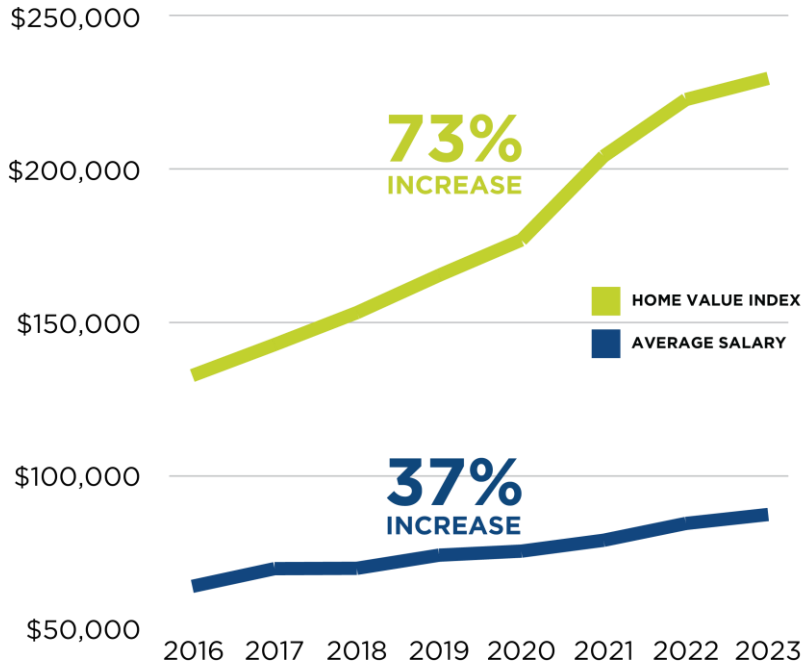
We want to make a city where people of all backgrounds:

1. **Want** to live here
2. **Can afford** to live here
3. **Enjoy** living here
4. **Are empowered** to stay in their neighborhoods
at all stages of life.



State of Housing in Cincinnati

Home Value Compared to Wage Growth (Hamilton County)



Residential Building Permits Per 1K People (2022)

Wages are stagnating behind housing cost increases.

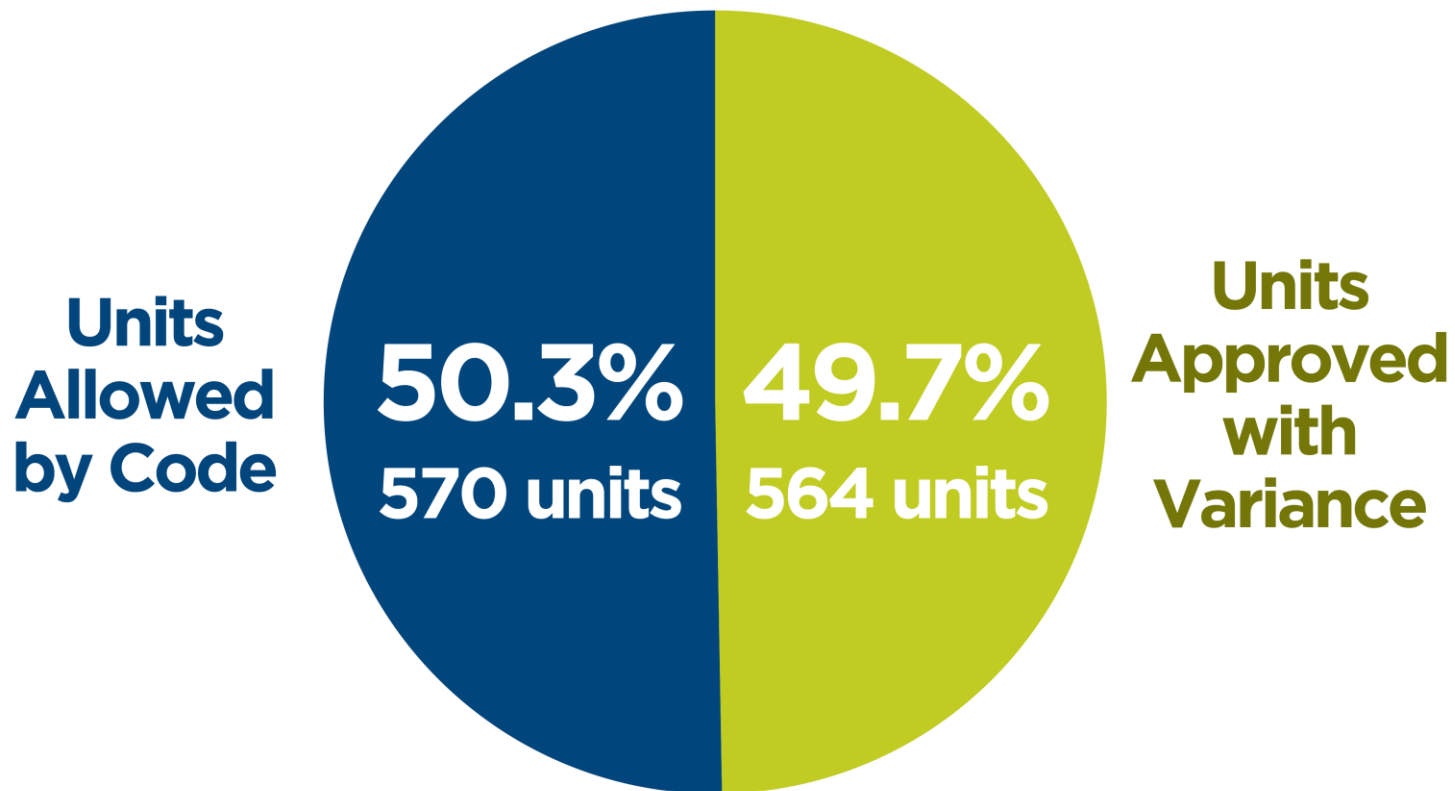
Housing production is woefully staggering behind our peer cities.



The zoning code is capping supply

- Over **500** new housing units in the City were subject to variance hearings, adding uncertainty and putting that growth at risk.
- Connected Communities aims to **cut red tape** that delays development and costs money.

2017-2023 Density Variances



How Did we Get Here?

April 2020 – Passage of Issue 7

October 2020 – Letter to Council requesting zoning study/changes on transit corridors.

January 2022 – Density Ordinance fails and call for further engagement.

June 2022 – Housing Solutions Summit, which included Transit-Oriented-Development as a major focus area.

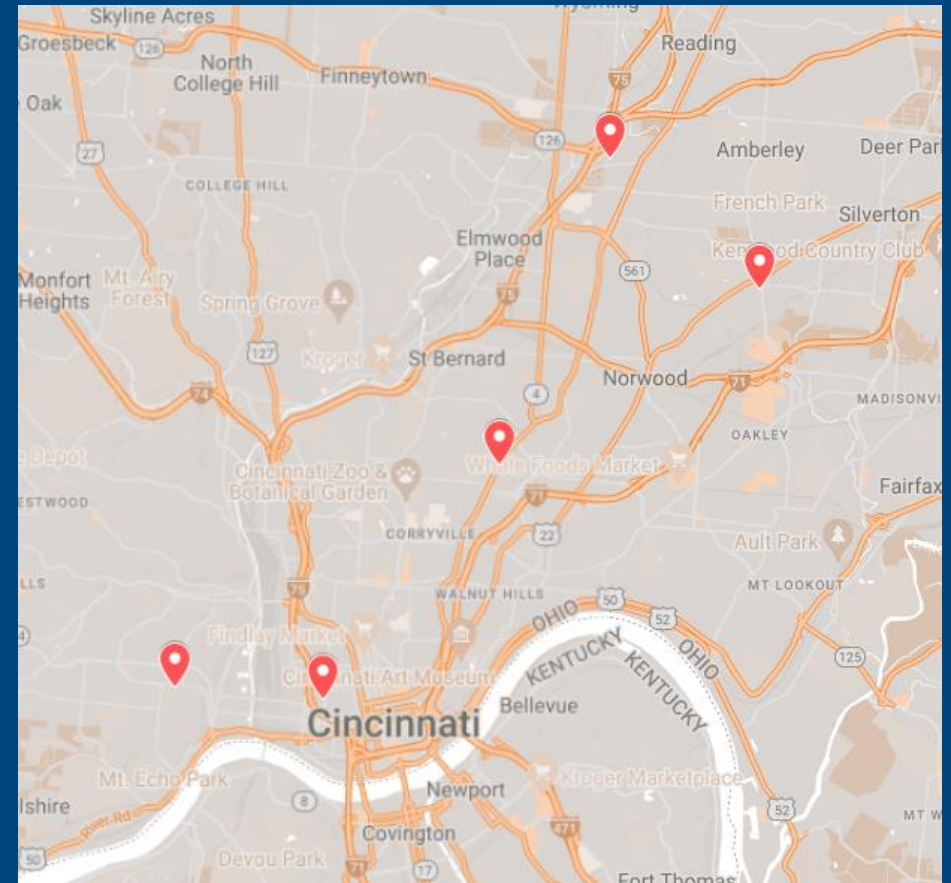
Connected Communities Engagement Events

2022: Initial Concept Conversations

- June 11th: Housing Summit (East Price Hill)
- Summer: 5 virtual meetings with professional stakeholders to learn about housing challenges

2023: Connected Communities Events

- January 30th: Hirsch Rec Center (Avondale)
- February 7th: Price Hill Rec Center
- February 21st: Pleasant Ridge Rec Center
- February 23rd: Virtual
- March 1st: Lincoln Rec Center (West End)
- March 11th: Neighborhood Summit
- April 6th: “All-In” Virtual Engagement
- April 11th: New Prospect Baptist Church





236 Attendees
8 events



**Interactive Booth at
Neighborhood Summit**



**40
Neighborhoods
represented**



**1,271
Survey Responses**



Professional Stakeholders
Including Affordable & Market-rate Developers



100+



200+ Attendees
Housing Summit

**Connected Communities
Engagement**

Policy Overview



What are the Tools?



Middle Housing



Reduced Regulatory
Barriers



Parking



Affordable
Development



Human Scale
Development



Process
Improvements

Where to Implement?



Business Districts



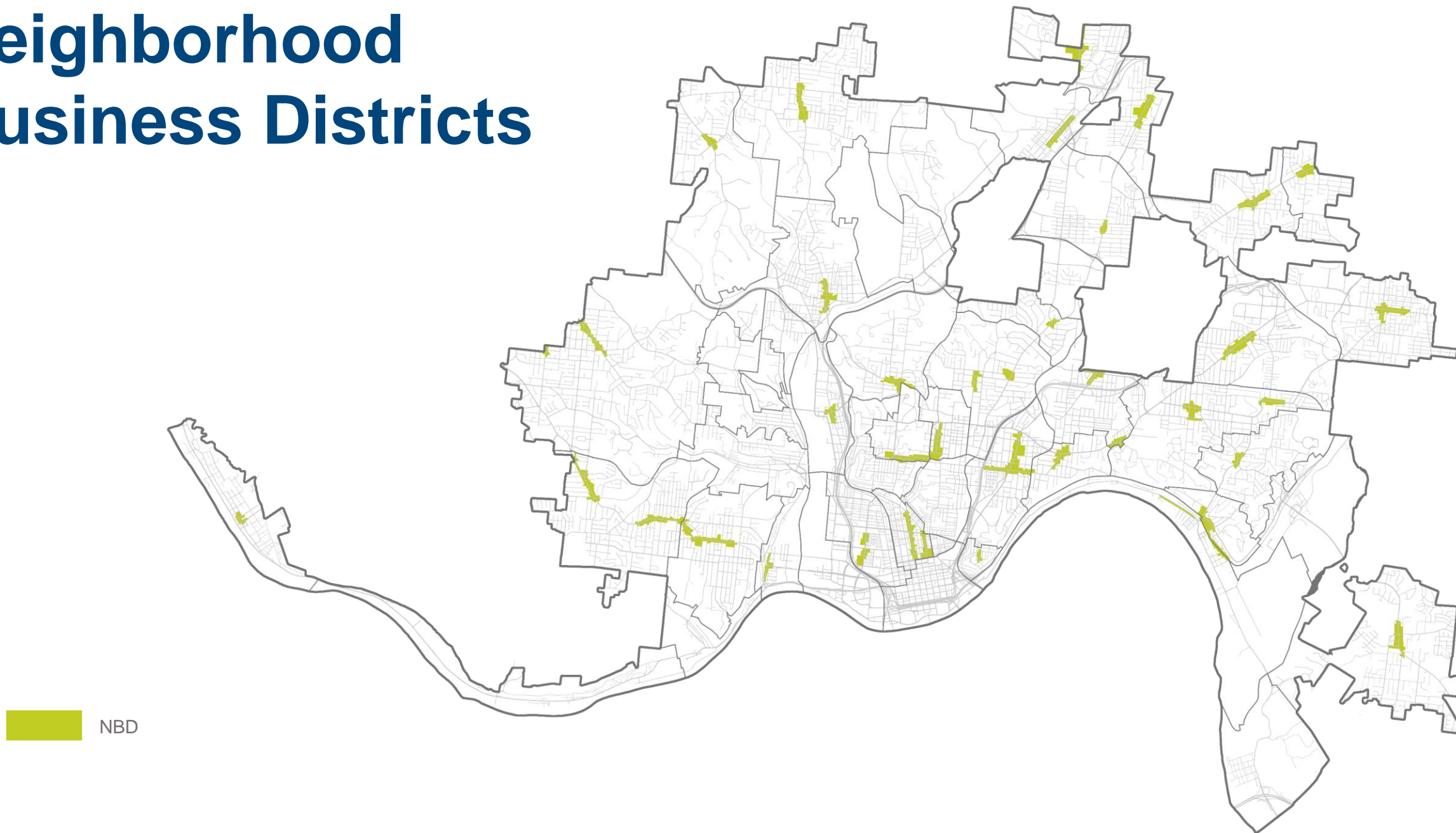
Major Corridors*



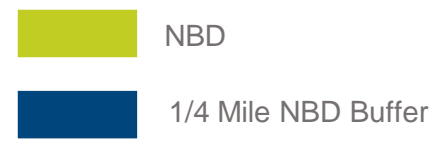
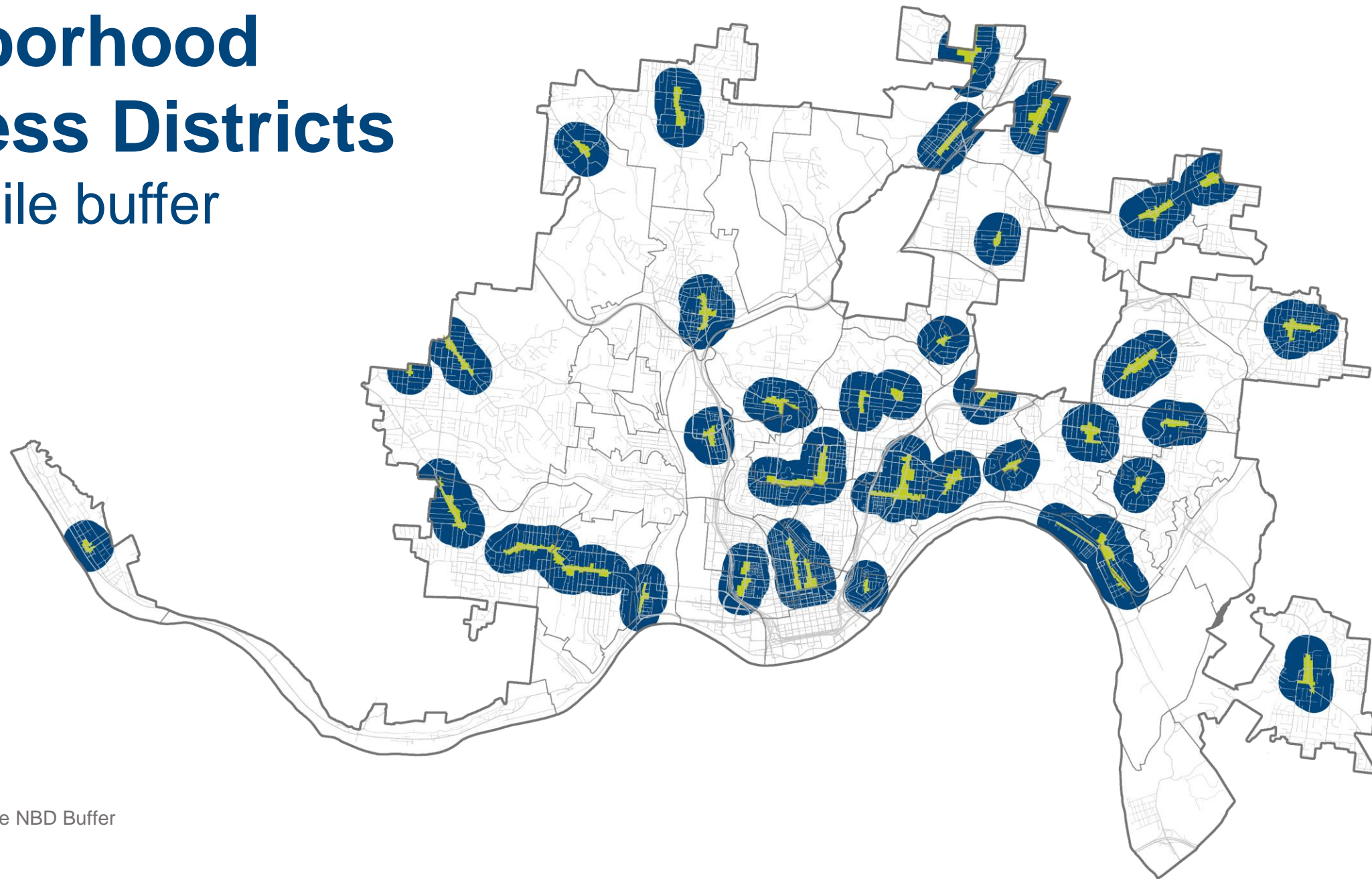
Citywide

* Based on Reinventing METRO 24-hour routes and upcoming Bus Rapid Transit investments

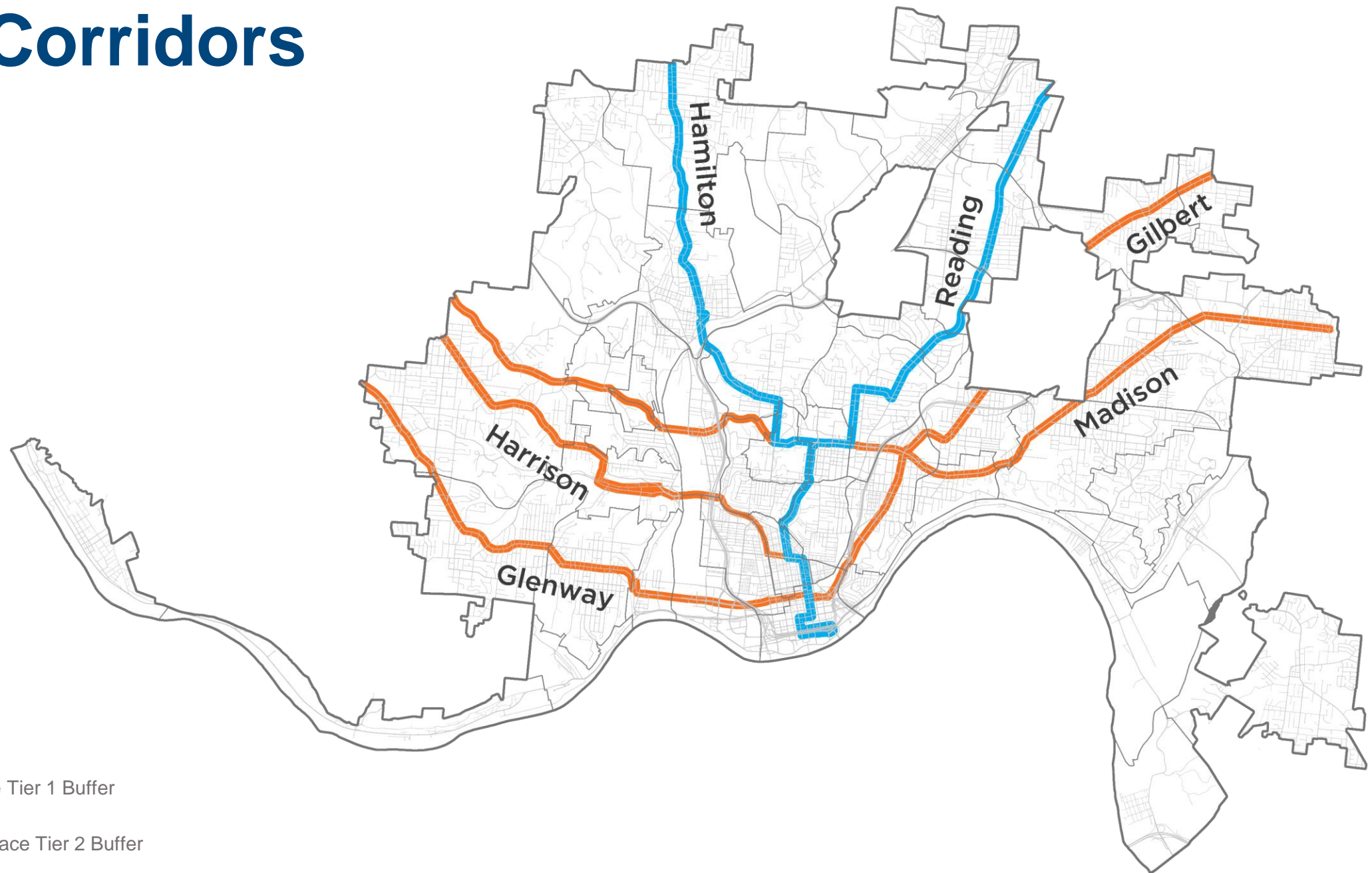
Neighborhood Business Districts





Neighborhood Business Districts with 1/4 mile buffer

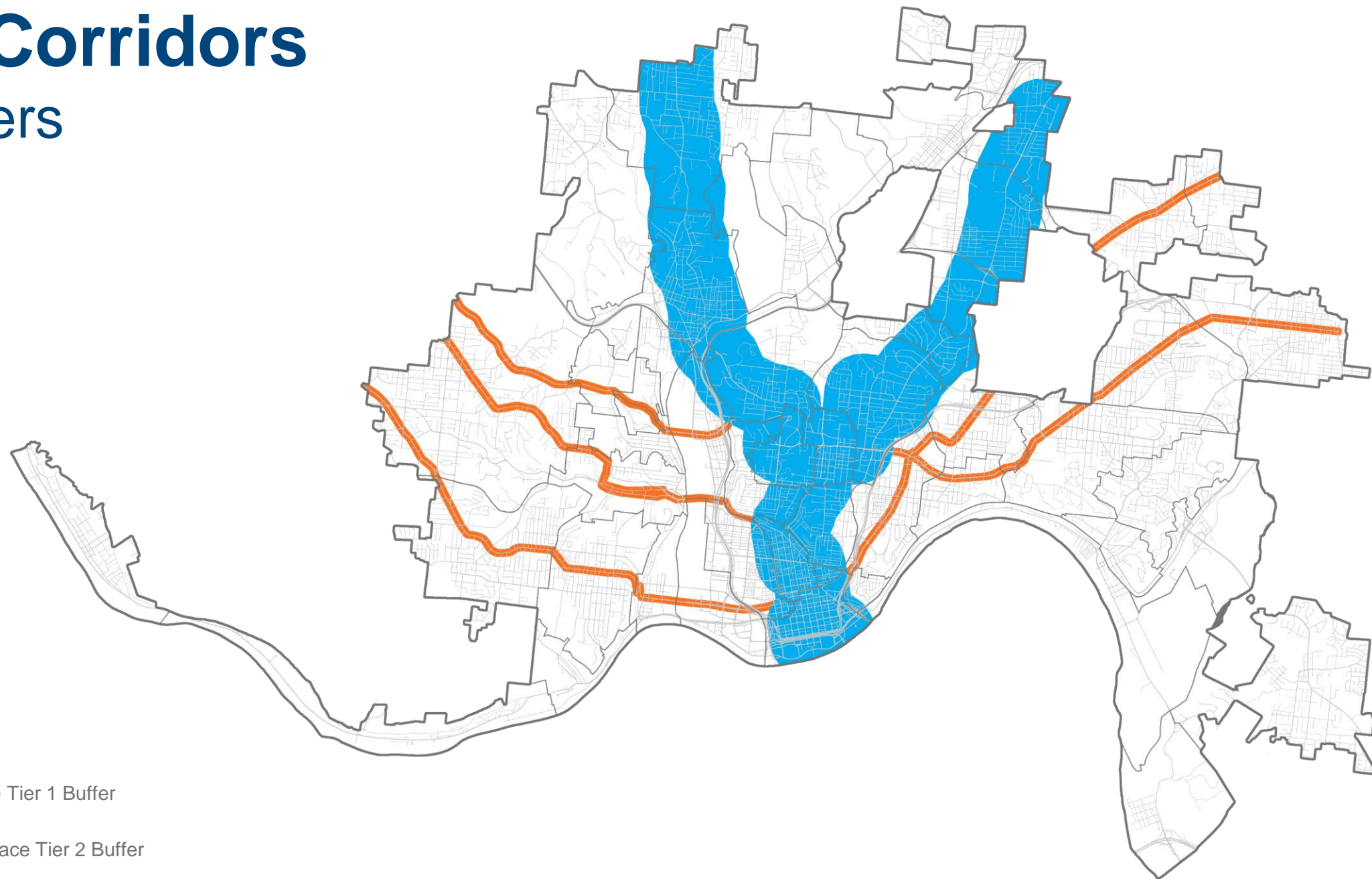




Major Corridors



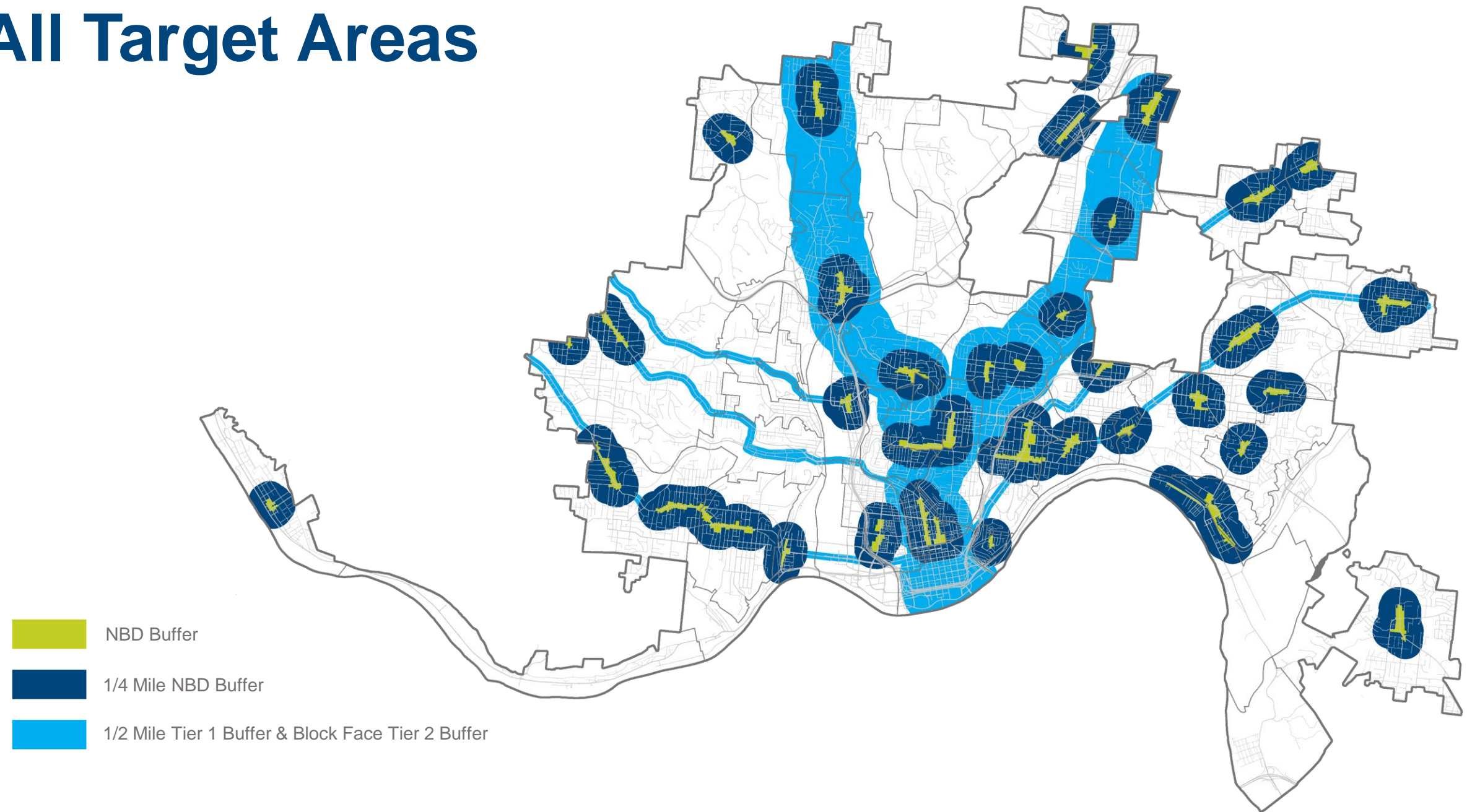
-  1/2 Mile Tier 1 Buffer
-  Block Face Tier 2 Buffer

Major Corridors with buffers



-  1/2 Mile Tier 1 Buffer
-  Block Face Tier 2 Buffer

All Target Areas



Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.



NBDs



Corridors



Citywide

	Middle Housing	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs						
Corridors						
Citywide						

What is Middle Housing?





Middle Housing Policies



NBDs

2/3/4 family units permitted within 1/4 mile of a Neighborhood Business District.





Middle Housing Policies



NBDs

2/3/4 family units permitted within 1/4 mile of a Neighborhood Business District.



Corridors

2/3/4 family units permitted along Major Corridors.





Middle Housing Policies



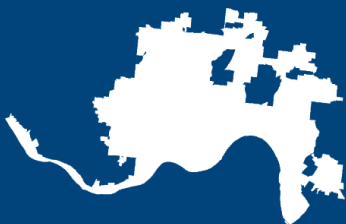
2/3/4 family units permitted within 1/4 mile of a Neighborhood Business District.

NBDs



2/3/4 family units permitted along Major Corridors.

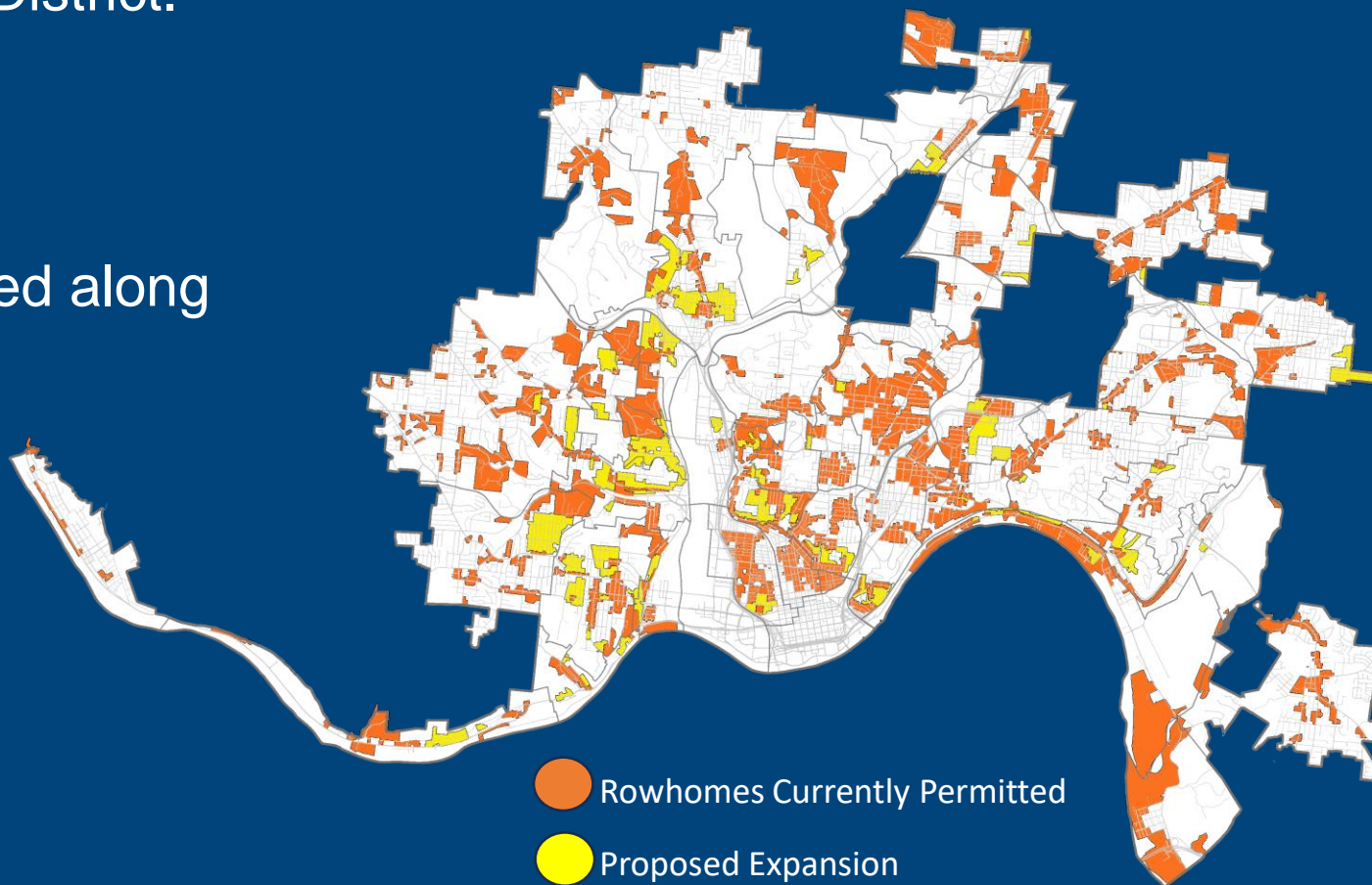
Corridors



Permit rowhomes by right in SF-2.

Citywide

*SF-2 is our densest Single-Family Zone



- Rowhomes Currently Permitted
- Proposed Expansion

Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.



NBDs

2/3/4 family units allowed in ¼ mile around NBDs.



Corridors

2/3/4 family units allowed along Major Corridors.



Citywide

Expanded rowhouse permissions.

	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs					
Corridors					
Citywide					

What are Regulatory Barriers?

Density

Maximum number of housing units per property



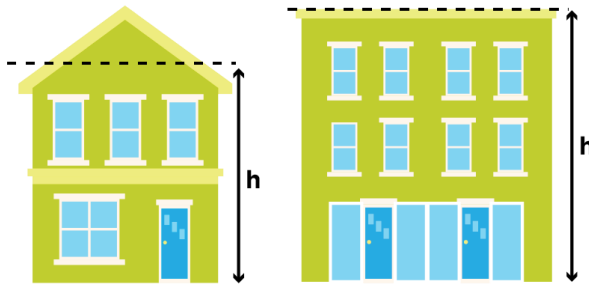
1 Property
1 Housing Unit



1 Property
6 Housing Units

Height

Maximum distance from ground to top of building



Setback

Minimum distance from property lines





Reduced Reg. Barriers Policies



NBDs

No density restrictions in Neighborhood Business Districts. No change to setback or height.



Corridors

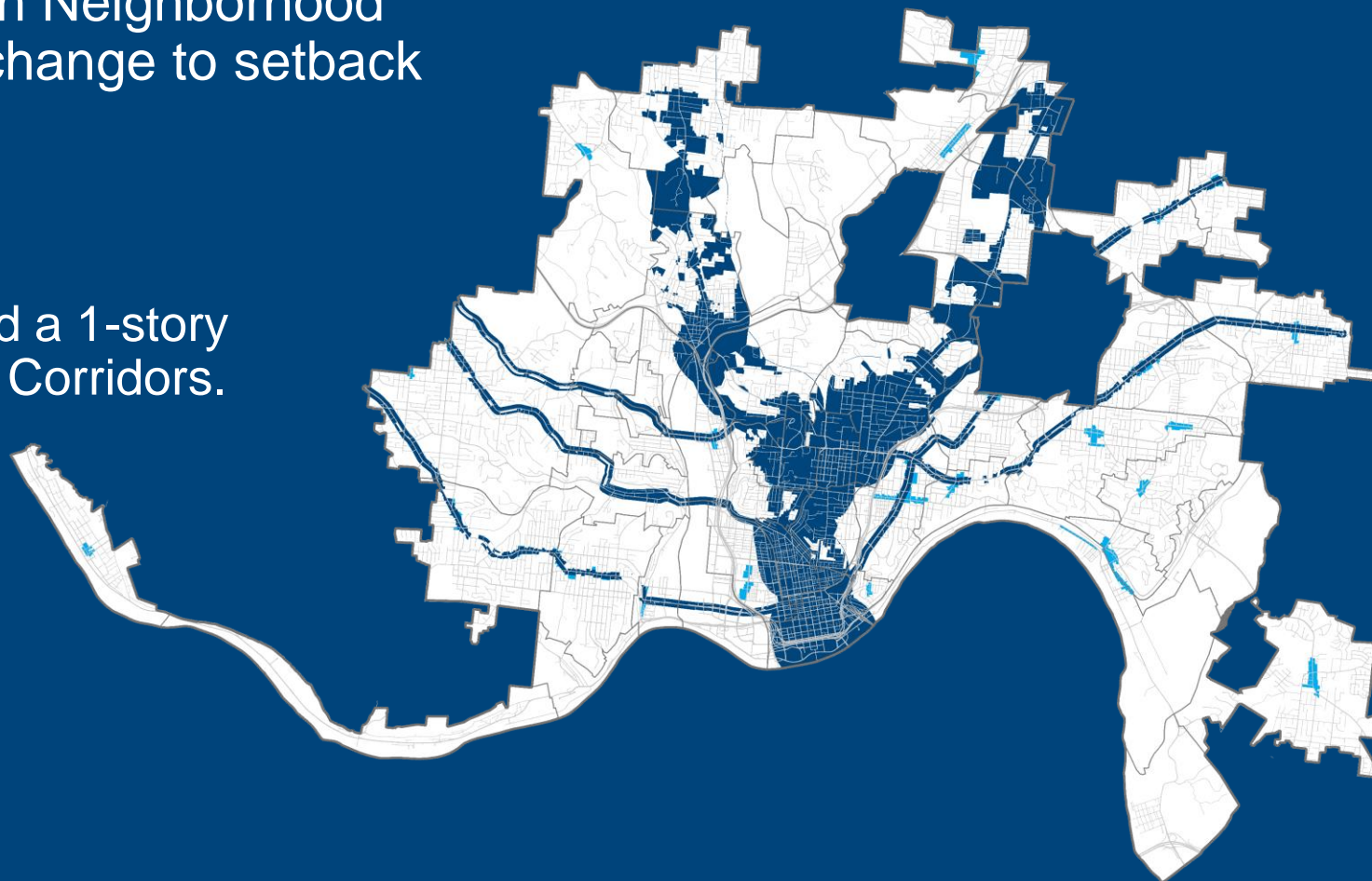
No density restrictions and a 1-story height bonus along Major Corridors.

- Excluding SF zones



Citywide

No citywide proposal.



Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.



NBDs



Corridors



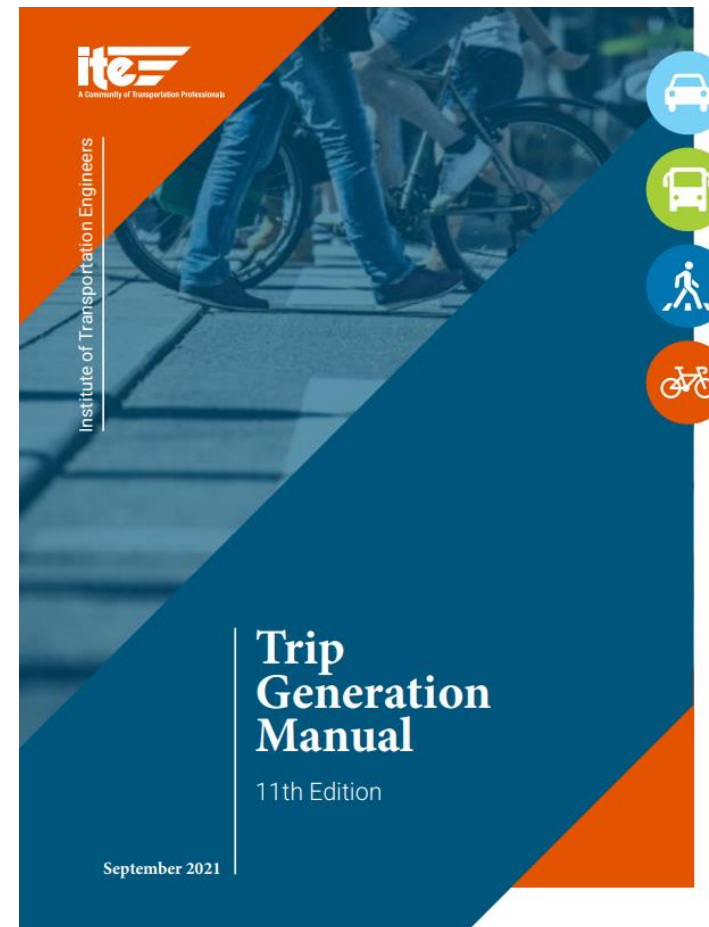
Citywide

	Middle Housing	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs	2/3/4 family units allowed in ¼ mile around NBDs.	No density restrictions in NBDs. No change to form.				
Corridors	2/3/4 family units allowed along Major Corridors.	No density restrictions and 1-story height bonus along Major Corridors, excluding SF.				
Citywide	Expanded rowhouse permissions.	x				

What is a parking requirement?

Minimum parking requirements mandate a certain number of parking spaces for a building.

The number of required spaces depends on the type of activity in the building—housing, shopping, office activity, etc.



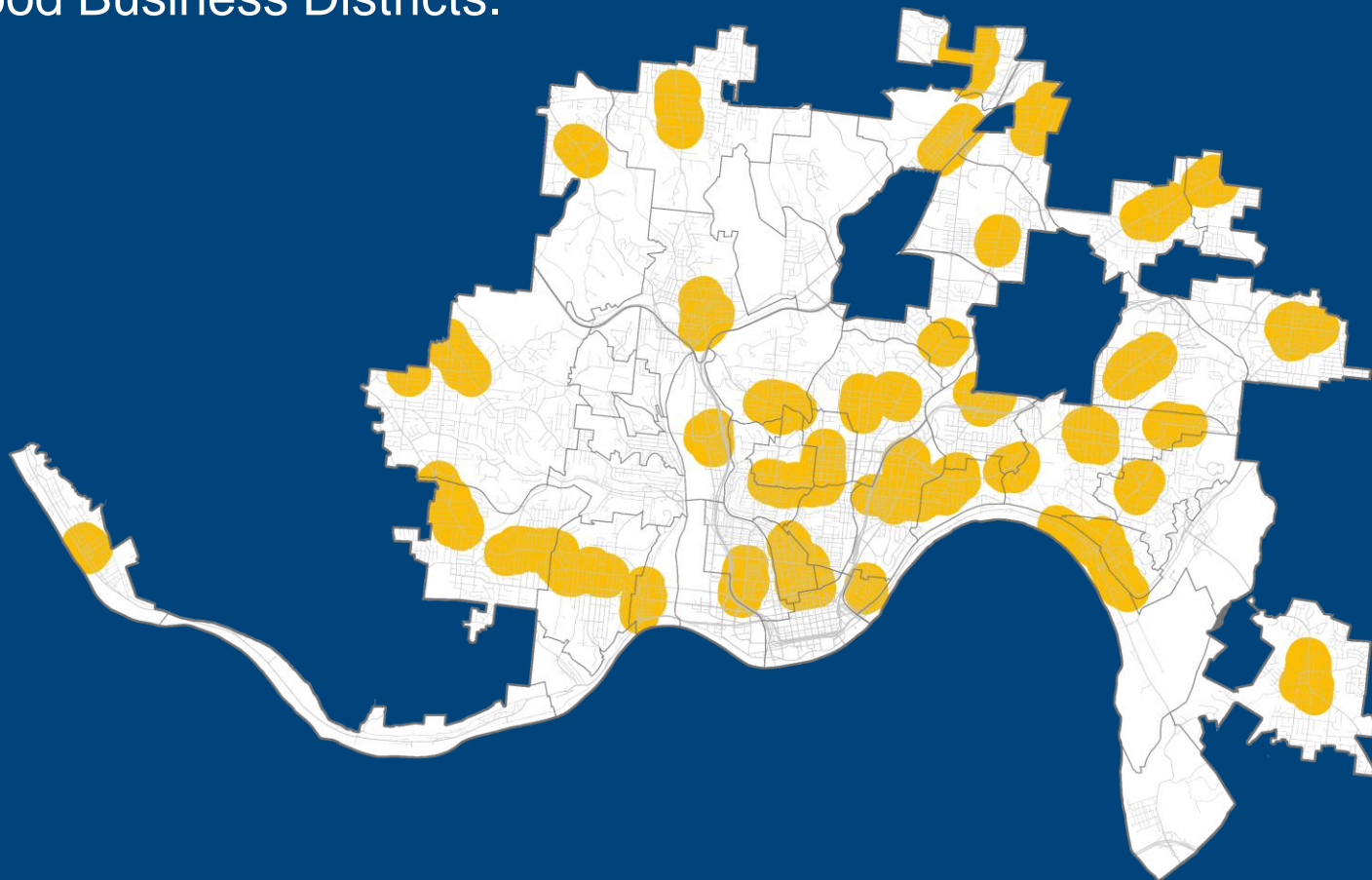


Parking Policies



NBDs

Relax parking requirements for new construction within ¼ mile of Neighborhood Business Districts.





Parking Policies



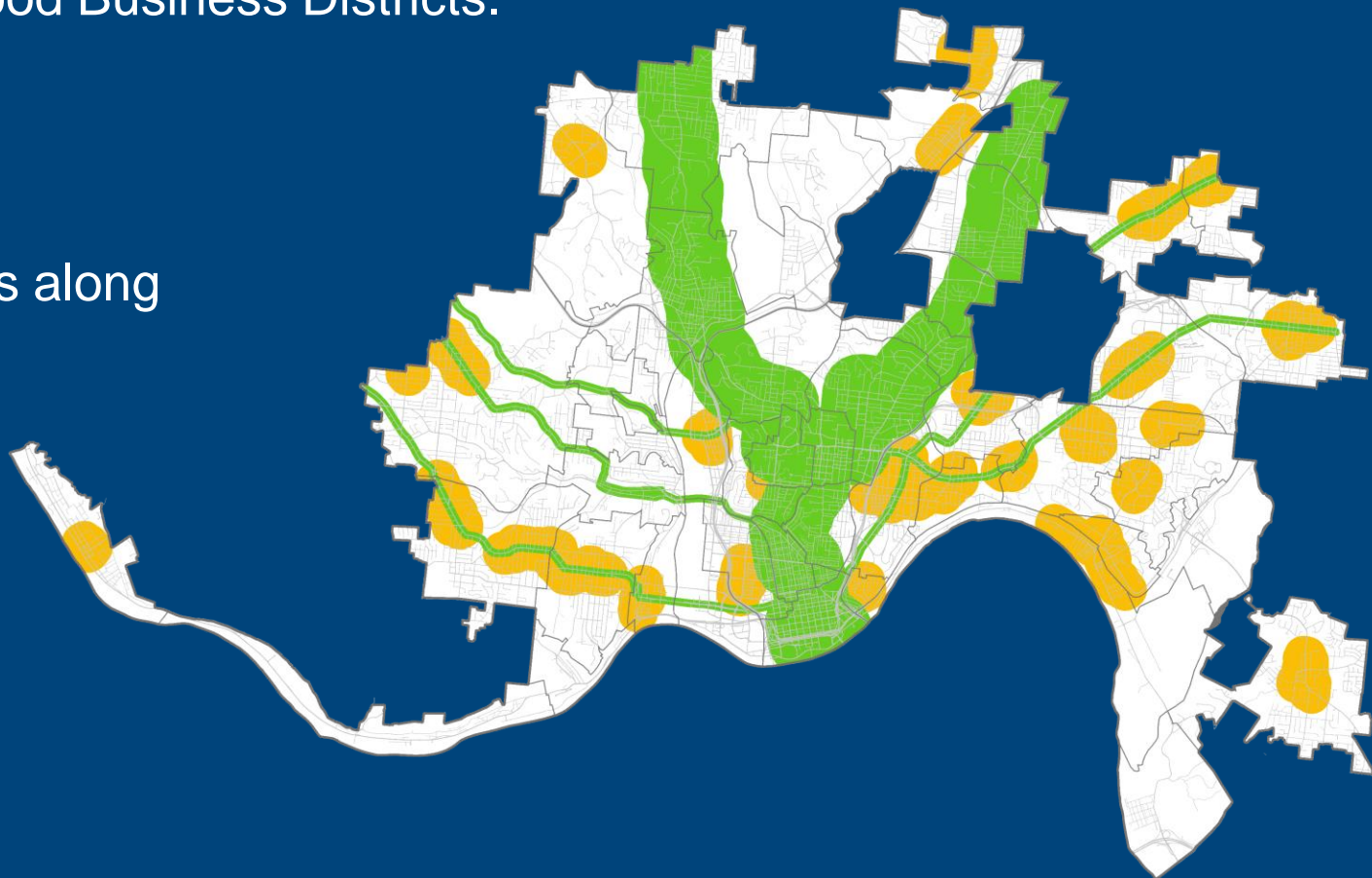
NBDs

Relax parking requirements for new construction within ¼ mile of Neighborhood Business Districts.



Corridors

Eliminate parking minimums along Major Corridors.





Parking Policies



Relax parking requirements for new construction within ¼ mile of Neighborhood Business Districts.

NBDs



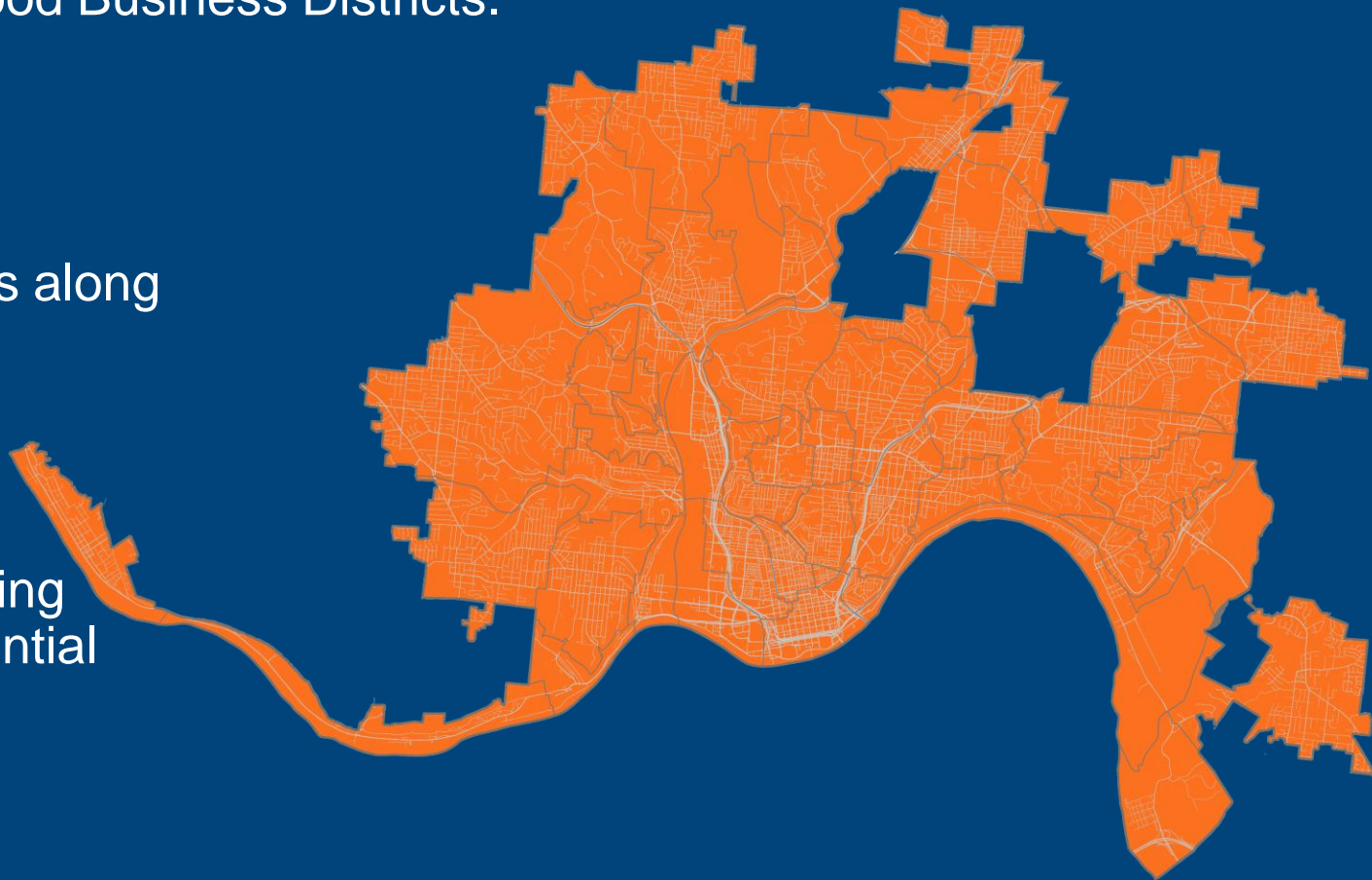
Eliminate parking minimums along Major Corridors.

Corridors



Eliminate parking minimums for existing building renovations. Reduce residential minimum to 1 space/unit.

Citywide



Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.



NBDs



Corridors



Citywide

	Middle Housing	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs	2/3/4 family units allowed in ¼ mile around NBDs.	No density restrictions in NBDs. No change to form.	Relax minimums for new construction in ¼ mile of NBDs.			
Corridors	2/3/4 family units allowed along Major Corridors.	No density restrictions and 1-story height bonus along Major Corridors, excluding SF.	Eliminate minimums along Major Corridors.			
Citywide	Expanded rowhouse permissions.	x	Eliminate minimums for existing buildings. Relax residential to 1 space/unit. Additional flexibility for commercial.			



Affordable Development Policies



Citywide

LIHTC awarded projects given height, density and parking bonuses if approved through the existing review process.

Since 2015, LIHTC projects have contributed **1,416 units** at **60% AMI or less**

- This amounts to 98% of all deeply affordable housing in the City

If we build more housing where people don't need to own a car, the cost savings result in more money that can go towards rent.

Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.

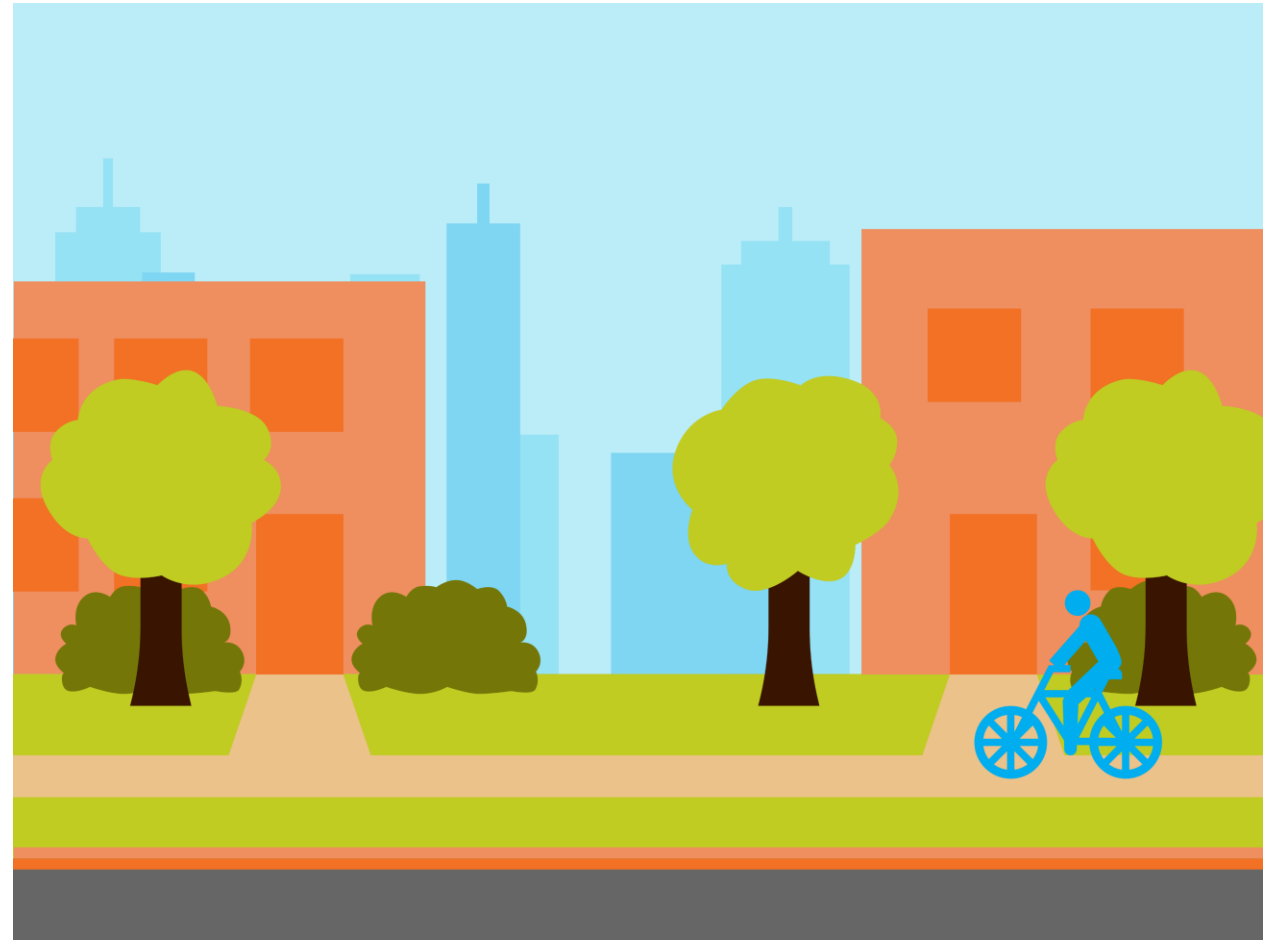


NBDs

	Middle Housing	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs	2/3/4 family units allowed in ¼ mile around NBDs.	No density restrictions in NBDs. No change to form.	Relax minimums for new construction in ¼ mile of NBDs.	x		
Corridors	2/3/4 family units allowed along Major Corridors.	No density restrictions and 1-story height bonus along Major Corridors, excluding SF.	Eliminate minimums along Major Corridors.	x		
Citywide	Expanded rowhouse permissions.	x	Eliminate minimums for existing buildings. Relax residential to 1 space/unit. Additional flexibility for commercial.	LIHTC projects given height, density, and parking bonuses. Admin approval for other relief.		

What is Human-Scale Development?

Development and building patterns that prioritize an active, safe, comfortable, communal, and pedestrian environment as opposed to a sprawling, isolated, and auto-centric one.









Human-Scale Development Policies



Citywide

- Increase landscaping requirements.
- Review parking, dumpster, & driveway location regulations.
- Expand bike parking and EV parking requirements.
- Study and propose changes to auto-oriented zoning districts (CC-A, CG-A) in NBDs and Tier 1 Major Corridors.
- **Allow property owners to place bus structures in the front yard of all zones.**

Proposed Policies



Middle Housing



Reg. Barriers



Parking



Affordability



Human Scale



Process Imps.



NBDs



Corridors



Citywide

	Middle Housing	Reg. Barriers	Parking	Affordability	Human Scale	Process Imps.
NBDs	2/3/4 family units allowed in ¼ mile around NBDs.	No density restrictions in NBDs. No change to form.	Relax minimums for new construction in ¼ mile of NBDs.	x	Zoning study for auto-oriented districts in NBDs.	
Corridors	2/3/4 family units allowed along Major Corridors.	No density restrictions and 1-story height bonus along Major Corridors, excluding SF.	Eliminate minimums along Major Corridors.	x	Zoning study for auto-oriented districts within Tier 1 Major Corridors.	
Citywide	Expanded rowhouse permissions.	x	Eliminate minimums for existing buildings. Relax residential to 1 space/unit. Additional flexibility for commercial.	LIHTC projects given height, density, and parking bonuses. Admin approval for other relief.	More landscaping/bike/ EV requirements. Allow bus stops in front yards. Study driveway/parking regulations.	



Process Improvement Policies



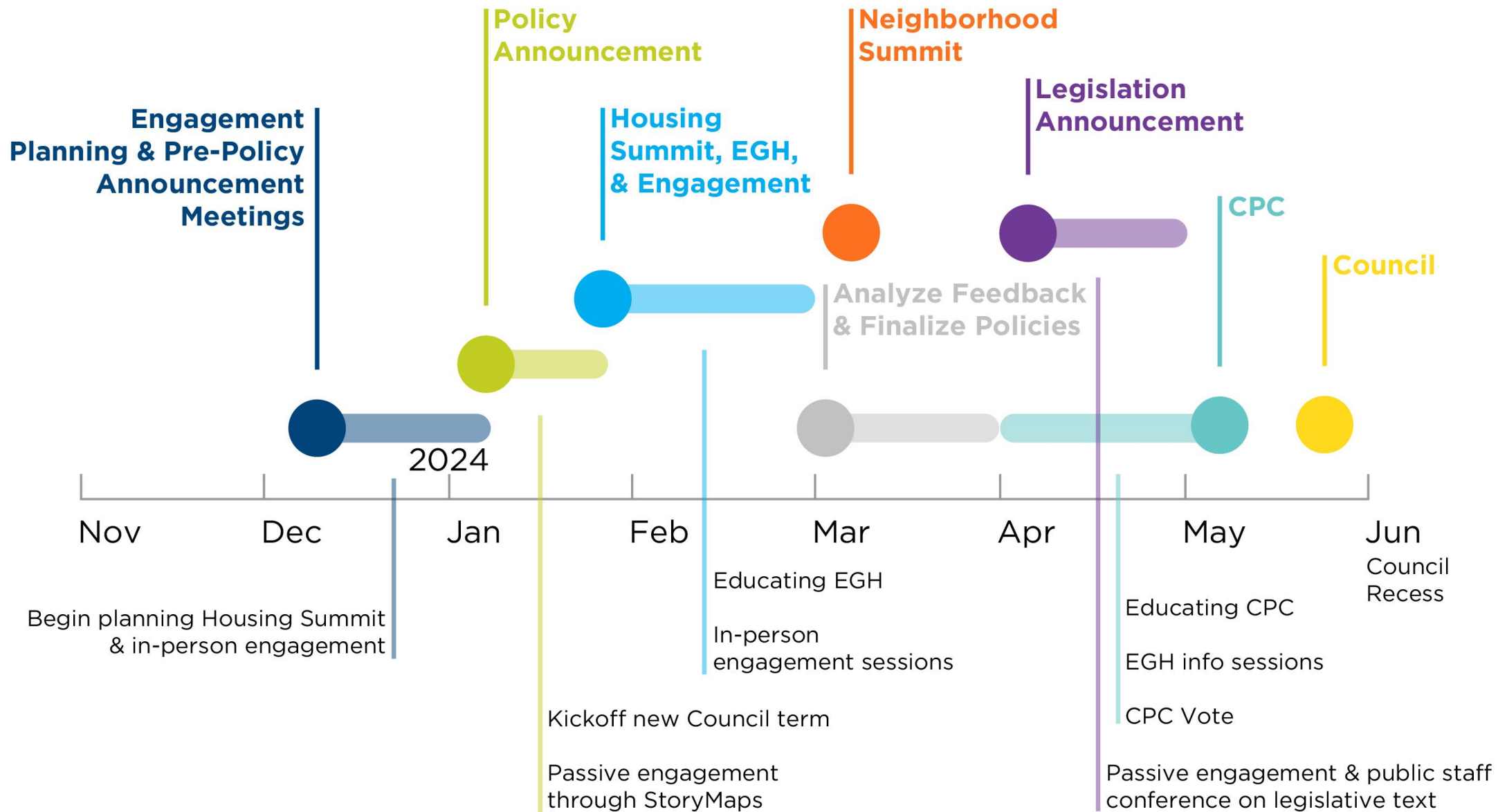
Citywide

General code cleanup including:

- Making outdoor dining approvals easier
- Streamlining development standards in Historic Districts
- Other cleanup to make the Zoning Code easier to navigate



Timeline



Where Else Has the City Made an Impact?



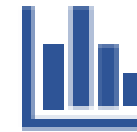
LIHTC Reform to Speed Up Abatements



Affordable Housing Leveraged Fund



Legalized Accessory Dwelling Units



Housing Dashboard



Code Enforcement Reform to Protect Tenants



Access to Counsel Implemented



Residential Tax Abatement Reform Reprioritizes Incentives



Increased CDC Funding



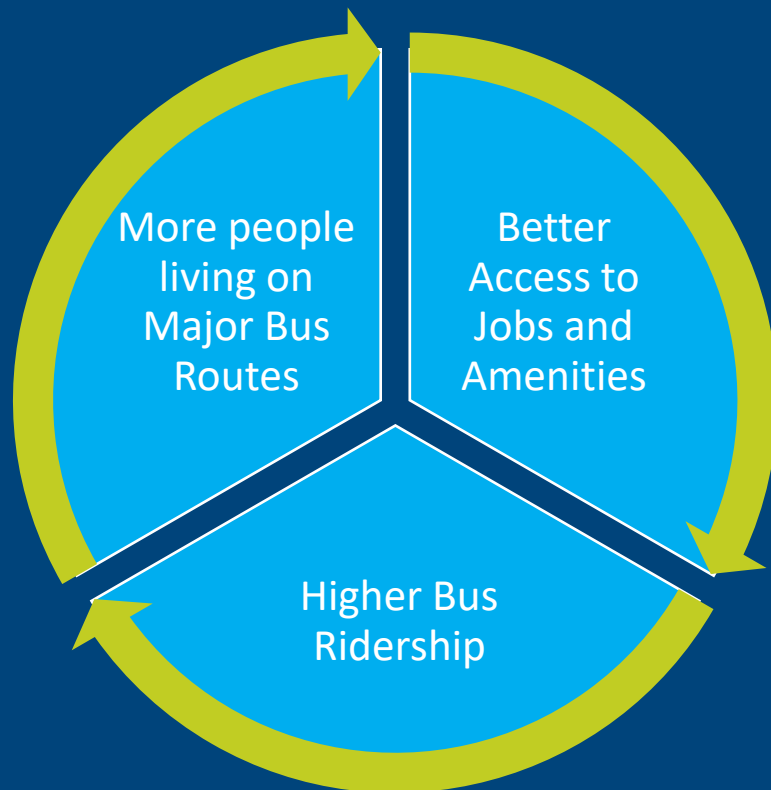
Home Repair Funding for low-moderate income homeowners



Boosted Downpayment Assistance

Why SORTA/METRO?

We believe that the City of Cincinnati needs to support the growth of our transit system following the investments from Issue 7.



Questions?



Government Square Update

February 2024





Government Square

- Our most popular connection point for our customers 24 / 7 / 365
- 35 routes serve Gov Square (all areas)

January	Avg. Gov. Square daily boardings (all)	Avg. Gov. Square daily boardings (students)
2020	6,240	416
2023	10,332	688
2024	7,755	517

- Reinventing Metro improvements have created a more efficient network:
 - More direct service with less need to transfer downtown

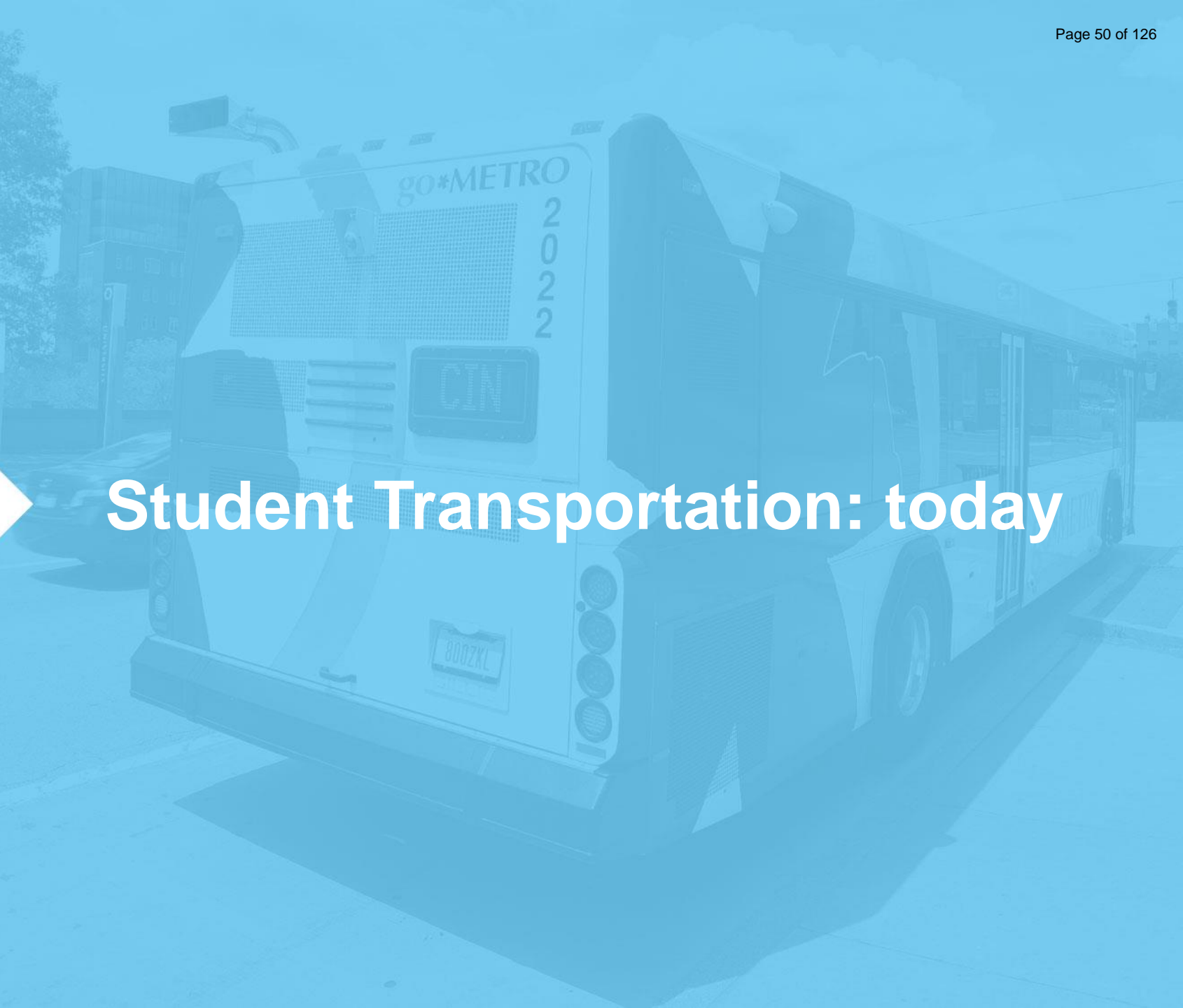


“Xtra” Service





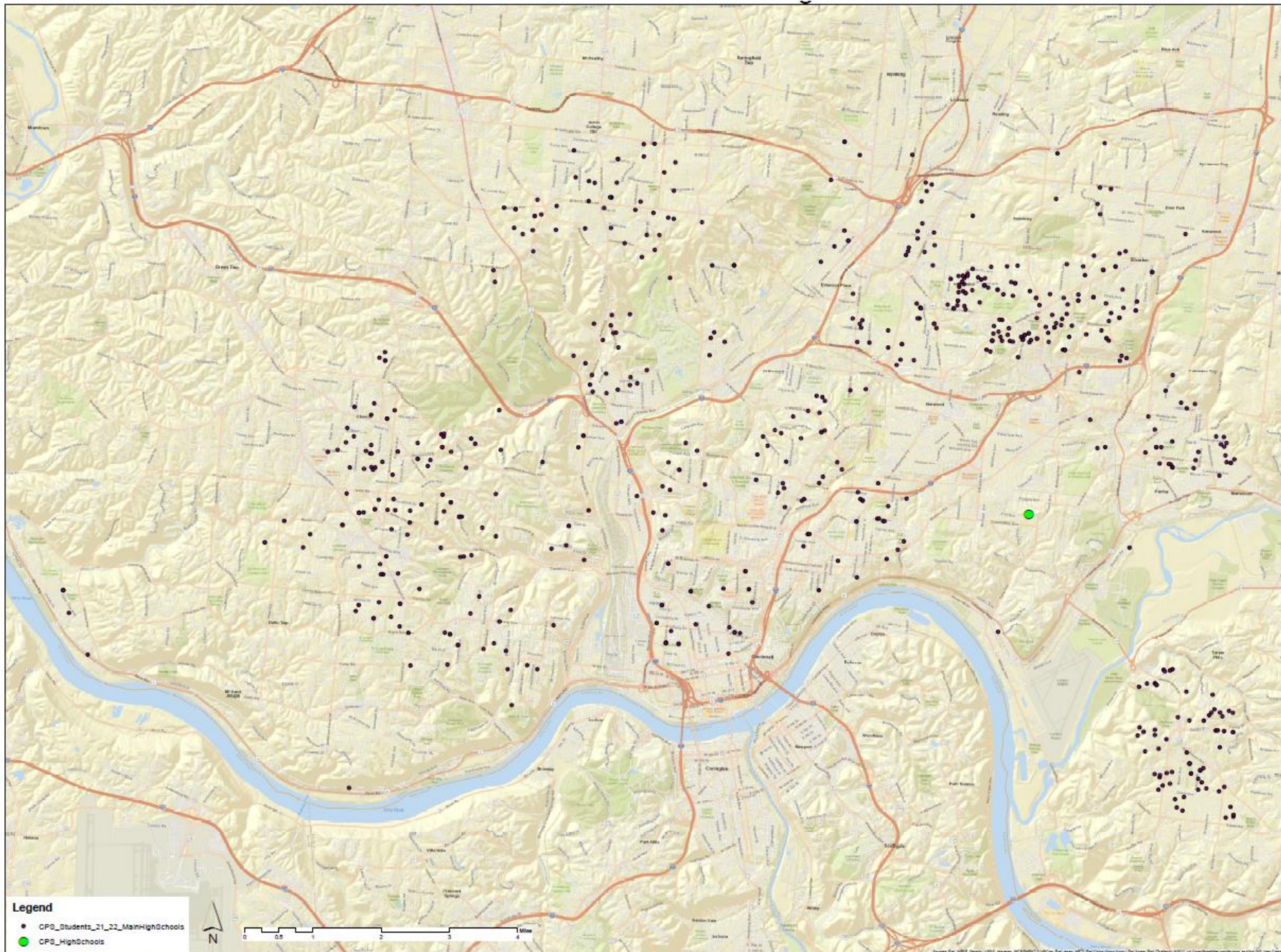
Student Transportation: today





Clark Montessori

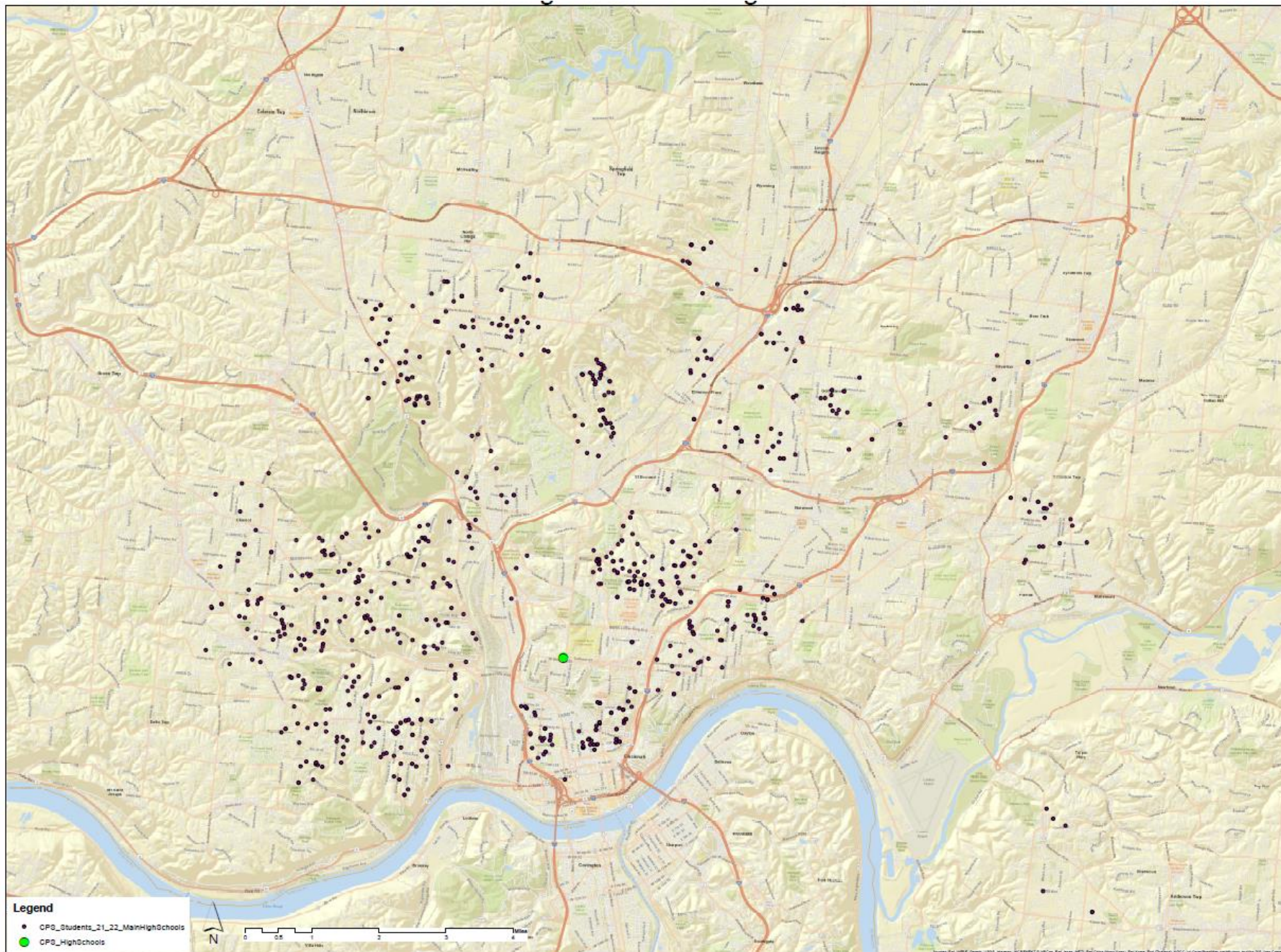
Student Origin Points





Hughes High School

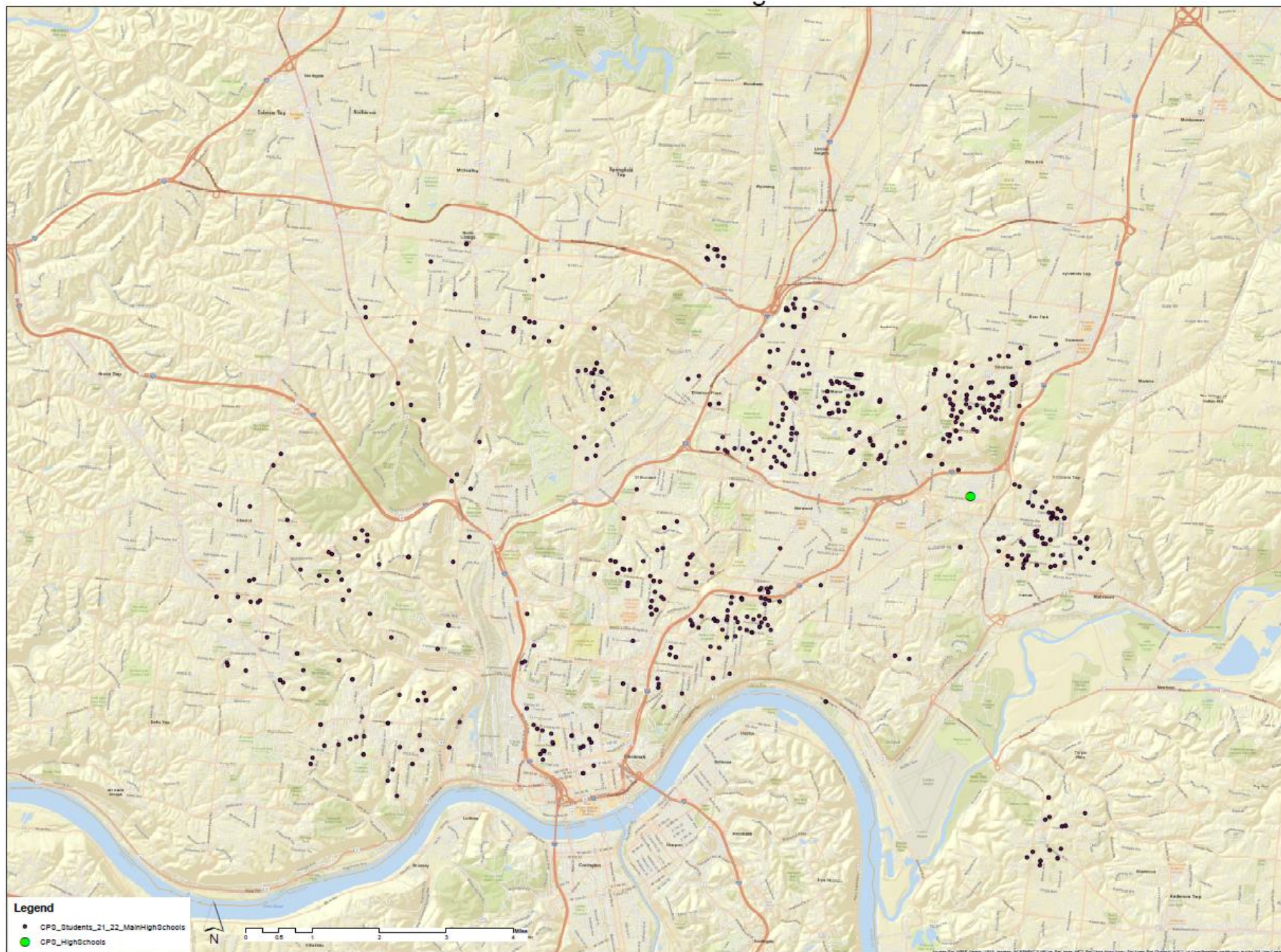
Student Origin Points





Schroder High School

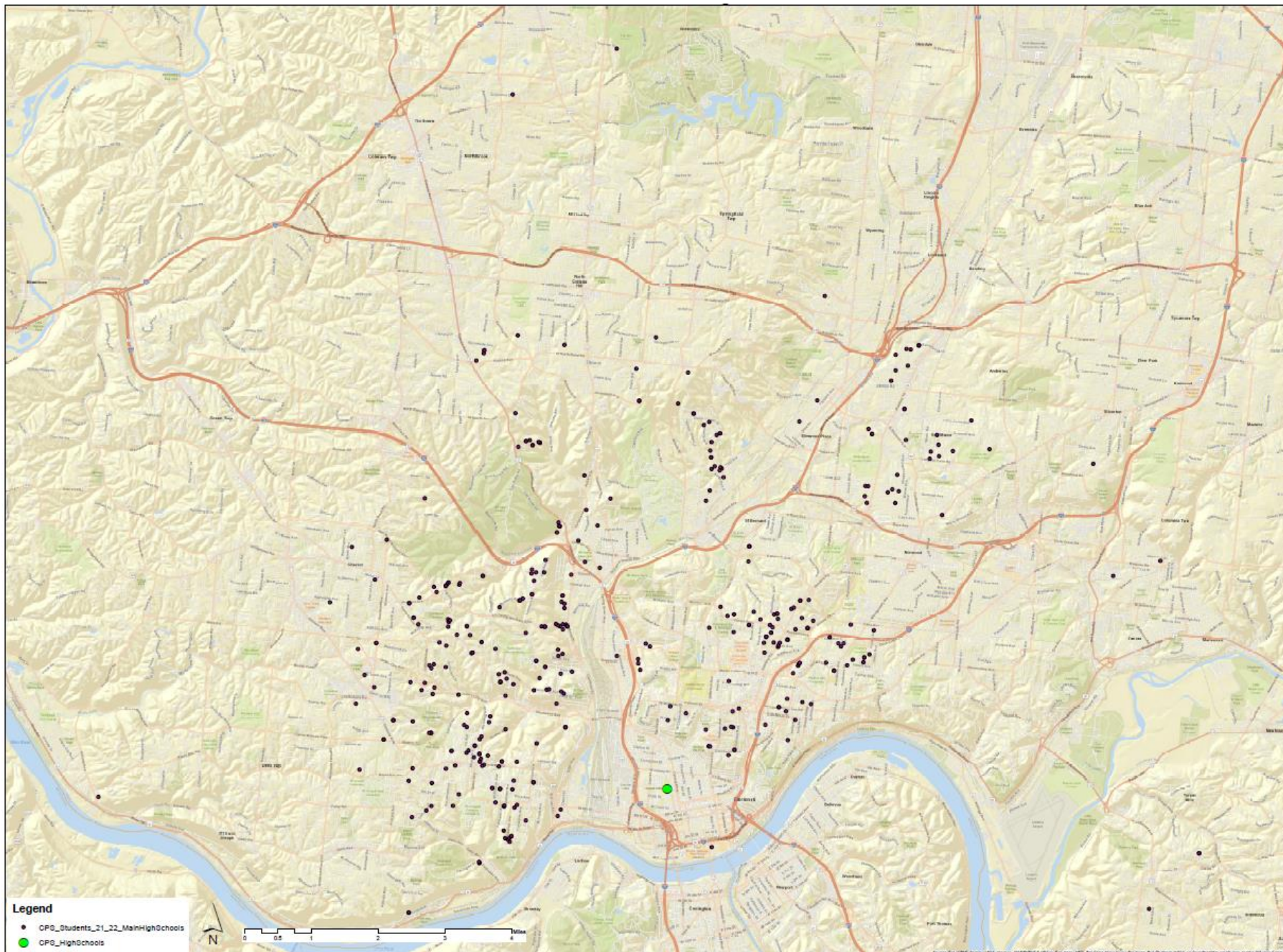
Student Origin Points





Taft High School

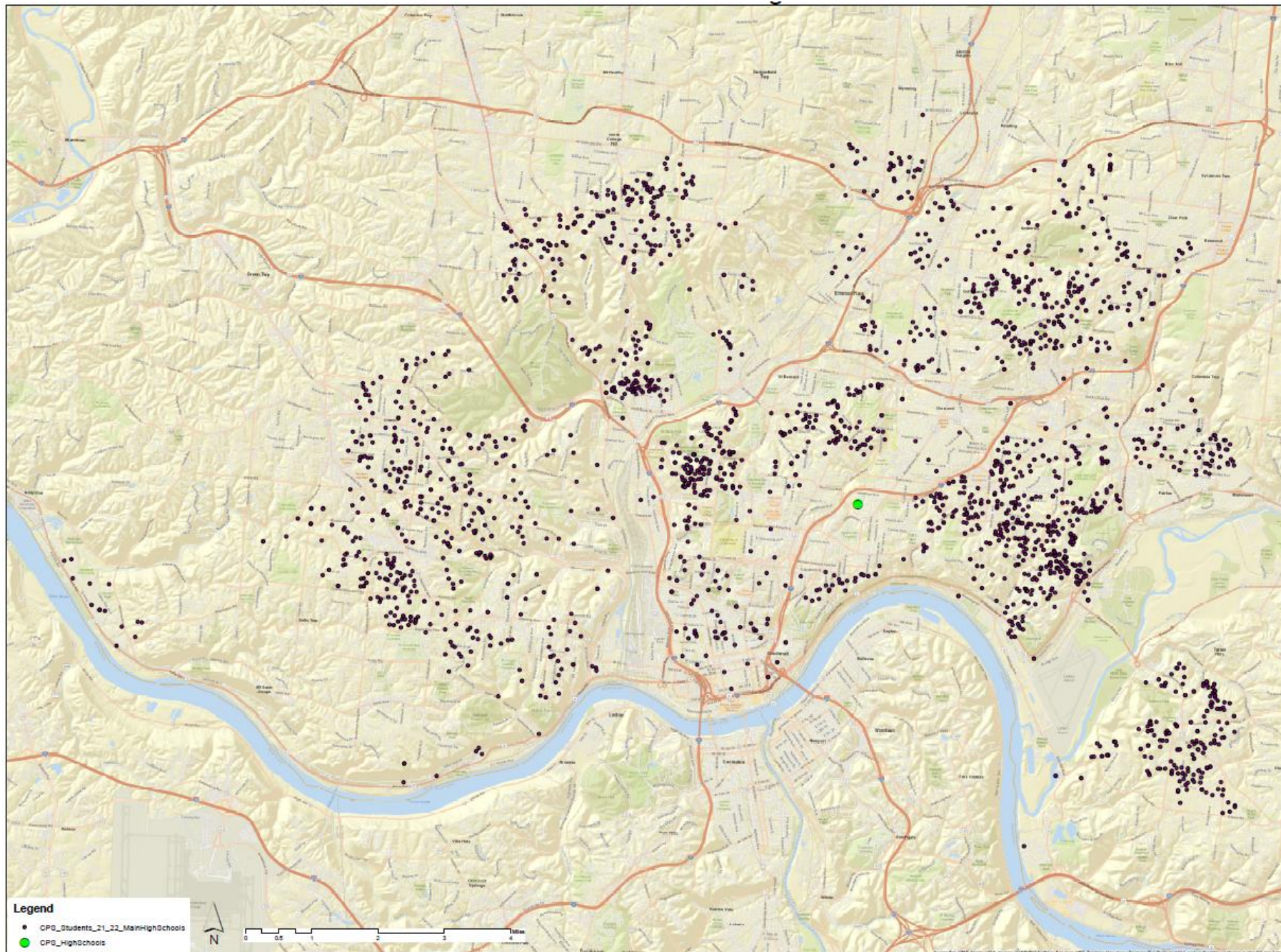
Student Origin Points





Walnut Hills High School

Student Origin Points





Government Square: Next Steps



Thank You

www.go-metro.com 2022

*METRO

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

MINUTES OF: Regular Meeting of the SORTA Board of Trustees

DATE: Tuesday, January 23rd 2024, 9:00 a.m.

BOARD MEMBERS PRESENT: Tony Brice, Amanda Carleski, Chelsea Clark, Dan Driehaus, Blake Ethridge, Kreg Keesee, Neil Kelly, Pete Metz, Briana Moss, Gwen Robinson and KZ Smith

BOARD MEMBERS ABSENT: Jay Bedi, Trent Emeneker, Rod Hinton, Sara Sheets and Sonja Taylor

STAFF MEMBERS: Andy Aiello, Steve Anderson, Julie Beard, John Edmondson, Dave Etienne, Darryl Haley, Adriene Hairston, Brandy Jones, Natalie Krusling, Bradley Mason, Troy Miller, Matt Moorman, Jeff Mundstock, Breanna Rahe, Kevin Ruth, Alyssa Scenters, August Schweitzer, Khaled Shammout, Bill Spraul and Mike Weil

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

GUEST/PUBLIC PRESENT: Cameron Knight, Enquirer; David Winter, Channel 12; David Wormals, AECOM; Doug Moorman, GSG and Mike Schehl WXIX

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CHAIRMAN UPDATE

Mr. Keesee offered condolences on behalf of the SORTA board regarding a recent tragic incident. We cannot discuss it as it is under investigation by local law enforcement.

HEARING FROM CITIZENS

David Winters from Channel 12 presented the board with public comments/questions.

OATH OF OFFICE: AMANDA CARLESKI, NEIL KELLY AND BRIANA MOSS

Amanda Carleski, Neil Kelly and Briana Moss took an Oath of Office as new members of SORTA Board of Trustees executed by Kimberly Schafer, SORTA's legal counsel.

APPROVAL OF DECEMBER 12TH, 2023 BOARD MEETING MINUTES

Mr. Keesee made a motion that the minutes from the December 12th, 2023, board meeting be approved as previously mailed and Ms. Clark seconded the motion.

By voice vote, the SORTA Board approved the minutes.

FINANCE COMMITTEE

Mr. Driehaus reported on the Finance Committee meeting held on January 16th 2024, and there were items(s) to present for Board Approval.

SORTA INVESTMENT POLICY REVISION

Mr. Driehaus moved for adoption and Mr. Brice seconded the motion to revise the SORTA Investment Policy.

By roll call, the SORTA Board approved the motion.

PLANNING AND OPERATIONS COMMITTEE

Mr. Ethridge reported on the Planning and Operations Committee meeting held on January 16th 2024 and there were items(s) to present for Board Approval.

PROPOSED RESOLUTION NO: 1: APPROVAL OF MODIFICATION TO CONTRACT NO: 88-2022 FOR EXECUTIVE COACHING SERVICES

Mr. Ethridge moved for adoption and Mr. Smith seconded the motion. The contract approves a modified 1-year contract with Optify, total cost not to exceed the value from \$91,450 to \$277,000, an increase of \$185,550.

By roll call, the SORTA Board approved the resolution.

PROPOSED RESOLUTION NO: 2; APPROVAL OF CONTRACT AWARD 150-2023 FOR GENERAL PLANNING CONSULTANT SERVICES

Mr. Ethridge moved for adoption and Mr. Smith seconded the motion. The contract will approve a 2-year contract with HDR Engineering, Inc., at a total cost not to exceed \$900,000 for general planning consulting services.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 3: APPROVAL OF CONTRACT AWARD 153-2023 FOR BUS TIRE LEASE

Mr. Ethridge moved for adoption and Mr. Smith seconded the motion. The contract will approve a 5-year contract with Bridgestone Tire, at a total cost not to exceed \$5,153,928 for bus tire lease.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 4: APPROVAL OF CONTRACT AWARD 162-2023 FOR BUS SCHEDULE PRINTING SERVICES

Mr. Ethridge moved for adoption and Mr. Smith seconded the motion. The contract will approve a 5-year contract with Evolution Creative Solutions, at a total cost not to exceed \$138,584 for bus schedule printing services.

By roll call, the Board approved the resolution.

PROPOSED RESOLUTION NO: 5: APPROVAL OF CONTRACT AWARD 189-2023 FOR NEORIDE EZ-CONNECT

Mr. Ethridge moved for adoption and Mr. Smith seconded the motion. The contract will approve a 1-year contract with Neoride, at a total cost not to exceed \$250,000 for EZConnect One-Call Center services.

By roll call, the Board approved the resolution.

FINANCIAL REPORTS AS OF DECEMBER 31st, 2023

Mr. Aiello presented the December financial results. Total revenues were \$16.8 million, which was favorable to budget by \$2,563k. Total expenses were \$12.4 million, which is favorable to budget by \$679,000. Surplus/Deficit was \$4.4 million, which was favorable to budget by \$3,242k. Ridership was 1,002k, which is favorable to budget by 21k. Mr. Aiello presented the Investment of Funds Reserve Summary with a total All Securities at \$173,757,363, Net Unrestricted Securities Available at \$5,363,988 and Net Unrestricted Securities and 2024 Operating Budget Surplus at \$5,362,988. Mr. Aiello then reviewed the contributing factors to these variances.

The SORTA Board accepted the report as presented.

Year-In-Review Video

Mr. Haley shared the Year-In-Review Video.

Election of Offices

Ms. Robinson moved and Mr. Smith seconded the motion to elect SORTA Board offices. Mr. Keesee will continue to serve as the Board Chair, while Mr. Ethridge serves as the Vice Chair.

By roll call, the Board approved the motion.

NEW BUSIENESS

N/A

EXECUTIVE SESSION

Mr. Keesee moved and Mr. Ethridge seconded going into executive session.

“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...”

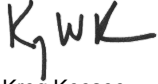
ADJOURNMENT

The meeting adjourned at 10:30 a.m.

NEXT MEETING

The next regular meeting of the SORTA Board of Trustees has been scheduled for
February 27th, 2024, at 6:00 P.M.
the SORTA/Metro Board Room, at 525 Vine Street, Cincinnati, Ohio.

APPROVED:



Kreg Keese
Chair, SORTA Board

ATTESTED:



Darryl Haley
CEO/General Manager/Secretary-Treasurer



**Investment of Funds Report
January 31, 2024**

	Principal Amount	1/31/2024 Yield	Security Days	Days to Maturity
<u>Overnight Investments</u>				
STAR Ohio	\$31,252,602	5.51%		
Fifth Third Bank Concentration Account	\$68,435	0.00%		
Subtotal Overnight Investments / Average Rate	<u>\$31,321,037</u>	5.50%		
<u>Securities & CD's</u>				
Fifth Third Bank Custody Account:				
Agency Bond	\$58,401,023	4.33%		
Certificate of Deposit	\$992,327	0.76%		
Commercial Paper	\$43,641,729	5.63%		
U.S. Treasury Bond	\$4,535,851	2.18%		
U.S. Treasury Note	\$34,330,668	3.33%		
Subtotal Securities & CD's / Weighted Yield / Maturity	<u>\$141,901,599</u>	4.40%	628	661
Total All Securities (1/31/2024) / Weighted Yield				
	<u>\$173,222,636</u>	4.60%		
Total All Securities (12/31/2023) / Weighted Yield				
	<u>\$173,757,363</u>	4.58%		
Funds provided by (required for) Operations during January	\$710,838		Monthly Investment Income \$	766,799
Funds provided by (required for) Capital during January	(\$1,245,565)		Year to Date Investment Income \$	766,799
Change in Cash during January 2024	<u>(\$534,727)</u>			

Note: Total All Securities (1/31/2023) \$141,447,487

Reviewed and Approved by:

Darryl Haley
Chief Executive Officer



Infrastructure Investment of Funds Report January 31, 2024

	Principal Amount	1/31/2024 Yield	Sec Days	Days to Maturity
<u>Overnight Investments</u>				
STAR Ohio	\$71,944,343	5.51%		
Trust Account/Fed Govt Oblig Issue Money Market Fund	\$1,379,657	5.21%		
Fifth Third Bank Infrastructure Account	\$153,194	0.00%		
Subtotal Overnight Investments / Average Rate	\$73,477,194	5.50%		
<u>Securities & CD's</u>				
Fifth Third Bank Custody Account:				
Agency Bond	17,307,615.45	3.85%		
Commercial Paper	\$957,857	5.89%		
U.S. Treasury Bond	\$5,235,693	1.87%		
U.S. Treasury Note	\$9,338,714	4.10%		
Subtotal Securities & CD's / Weighted Yield / Maturity	\$32,839,880	3.73%	475	493
Total All Securities (1/31/2024) / Weighted Yield / Maturity				
	\$106,317,074	4.93%		
Total All Securities (12/31/2023) / Weighted Yield / Maturity				
	\$105,156,660	4.91%		
Funds provided by (required for) Tax Receipts during January	\$ 3,563,620		Monthly Investment Income \$	420,258
Funds provided by (required for) Payouts during January	\$ (2,403,206)		Year to Date Investment Income \$	420,258
Change in Cash during January 2024	\$ 1,160,414			

Note: Total All Securities (1/31/2023) **\$73,631,575**

Reviewed and Approved by:

Darryl Haley
Chief Executive Officer



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Chief Strategic Planning, Development, and Innovation Officer

PROJECT NO.: 122-2023 A&E Services for BRT System Design

REQUEST: Contract Award

BACKGROUND

Pursuant to the Reinventing Metro plan, Metro initiated a Bus Rapid Transit Study in early 2022 which identified the region's first two BRT corridors: the Hamilton Avenue Corridor and the Reading Road Corridor. The Federal Transit Administration (FTA), as the lead federal agency, and Metro, as the project sponsor, with support from the Ohio DOT, City of Cincinnati, and Hamilton County is proposing a Bus Rapid Transit (BRT) System along Reading and Hamilton corridors. The Metro BRT service will provide a high frequency, limited stop service that uses specialized vehicles on dedicated right of way to transport passengers along both corridors. The goals of BRT include attracting new riders, improved transit speed, enhanced transit network connectivity, equitable access to frequent services and economic development.

BUSINESS PURPOSE

Metro requires professional project management, engineering, planning, and architectural design services, including Plans, Specifications and Estimates (PS&E), for both Reading and Hamilton BRT Project to move the project forward.

PROJECT FINANCING

The budget for this project is \$36,000,000 and was approved as part of the FY2024 Capital Budget. Project expenses will be eligible for reimbursement from the FTA as part of the Capital Investment Grants Program. The total federal contribution will be determined when final disposition of the grant application is provided by FTA.

The nature of the engineering work required for a project of this complexity necessitates a task order-based contract. As such, the final project cost will be \$36,000,000, which is flat to budget.

PROJECT PROCUREMENT

Federal statute prescribes a competitive selection process for all architectural and engineering services that is determined on the qualifications of the firm and/or individuals doing the work (commonly referred to as the Brooks Act). As such, the firm ranked most qualified is selected for negotiations.

Staff sourced and targeted 9 specific firms known to provide the services required under the contract in addition to a making a public announcement through Metro's e-procurement platform. 67 vendors downloaded solicitation materials and 2 firms responded. The responses were evaluated based on project approach, firm and staff qualifications, and the use of certified XBE subcontractors. Each firm was



then interviewed by a team of stakeholders from Metro, the City of Cincinnati, OKI, and Hamilton County. A tabulation of the evaluation process is listed below:

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Evaluator 8	Evaluator 9
WSP USA Inc.	853	842	880	975	815	855	925	1000	875
Kimley-Horn and Associates, Inc.	828	828	895	810	841	835	910	960	925

Vendor	Total Score (Max Score 1000)
WSP USA Inc.	891.11
Kimley-Horn and Associates, Inc.	870.22

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Firm Experience Points Based 300 Points (30%)	Firm Qualifications Points Based 250 Points (25%)	Staff Qualifications & Experience Points Based 250 Points (25%)	Project Approach Points Based 200 Points (20%)	Total Score (Max Score 1000)
WSP USA Inc.	272.7	218.7	217.4	182.3	891.11
Kimley-Horn and Associates, Inc.	263.4	211.7	216	179.1	870.22

WSP was selected as the most qualified firm based on the table above.

The contract will be a cost-plus fixed fee contract with a base term of 5 years (expiring on February 28, 2029) and five 1-year options (expiring on February 28, 2034, if exercised).

PROJECT DIVERSITY

Pursuant to federal requirements, a review of the available subcontracting opportunities and the relevant North American Industry Classification System (“NAICS”) codes was performed and a Disadvantaged Business Enterprise (“DBE”) goal of 13% was established for this project.

Staff sourced and targeted 3 certified DBE vendors known to be capable of performing the work required under the contract. No DBE firms submitted to participate as a prime contractor; however, both submissions contained a total of 12 certified DBE firms identified as participating subcontractors.

WSP has indicated that 13% or more of the work will be completed by 6 certified DBE firms.

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. 122-2023, on behalf of Metro with WSP USA, Inc., with a not to exceed value of \$36,000,000.

Project	Method	Vendor	Award	Term	Funding
39-2019* Riverside Bridge Repairs	Contract Modification / Sole Source Award	HDR Engineering	\$94,475 (o) <u>\$114,600 (m)</u> \$211,075	1.5 years Mar 2024 – Jun 2025	Budgeted Local Capital
54-2019* Medical Exam Services	Contract Modification / Sole Source Award	Bethesda Healthcare	\$575,146 (o) <u>\$195,000 (m)</u> \$770,146	5 years Dec 2019 – Nov 2024	Unbudgeted Local Capital
49-2020* Fixed Route Planning Software	Contract Modification / Sole Source Award	GIRO	\$491,092 (o) <u>\$1,596,415 (m)</u> \$2,032,588	5 years Jun 2021 – May 2026	Budgeted Local Capital
44-2021-1* Madison Road Bridge Repair	Contract Modification / Sole Source Award	Eagle Bridge Company	\$664,061 (o) <u>\$146,887 (m)</u> \$810,948	Expired, Final Payment Modification	100% FRA
59-2022* MetroNOW Vehicles	Contract Modification / Sole Source Award	TESCO	\$2,215,430 (o) <u>\$2,822,832 (m)</u> \$5,038,262	5 years Aug 2022 – Aug 2027	70% FTA 30% Budgeted Local Capital
157-2023 Public Relations Consulting	Request for Proposals (RFP)	Vehr Communications	\$1,315,520 (\$105,242 XBE, 8%)	5 years Jan 2024 – Dec 2028	Budgeted Local Operating
188-2023 Landscaping Services	Invitation for Bids (IFB)	Schill Landscaping	\$253,461	3 years Mar 24 – Feb 27	Budgeted Local Operating
191-2023 Towing Services	Invitation for Bid (IFB)	Millenium Towing	\$783,752	5 years Mar 2024 – Feb 2028	Budgeted Local Operating
199-2023* Staffing and Recruiting Services	Cooperative Purchase / Sole Source Award	Robert Half	\$360,282	3 Years	Budgeted Local Operating

Project	Method	Vendor	Award	Term	Funding
03-2024 Bulk Motor Oil	Invitation for Bid (IFB)	Cadence Petroleum	\$255,255	1 year Mar 2024 – Feb 2025	Budgeted Local Operating

**denotes non-competitive or non-negotiable award*

Supplier Diversity Summary

	Total Awards for Month Total Diversity Spend for Month	\$44,419,150 \$4,785,242 (10.8%)
	Addressable Awards Effective Participation Rate	\$38,607,988 \$4,785,242 (12.4%)
	2024 Total Spend 2024 Diversity Spend	\$50,908,626 \$5,187,041 (10.2%)
	2024 Total Addressable Spend 2024 Effective Participation Rate	\$44,652,916 11.6%



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 39-2019 Riverside Bridge Repairs
REQUEST: Contract Modification

BACKGROUND

HDR was selected to provide inspection and rehabilitation recommendations of the existing bridge located on the Oasis line over Riverside Drive. It was determined that a two-phase project was the best way to handle this situation due to the urgency of the of structural deficiencies and conflicts with public roadway safety. The first phase was completed in February 2023 and the report stated that no observed defects require immediate remediation. The second phase of project construction to address deficiencies was deferred until 2024.

BUSINESS PURPOSE

Authorization is required to exercise the project design option of the contract.

PROJECT FINANCING

The budget for this project is \$114,600 and will be financed using local capital funds.

Final project cost will be \$114,600 and is flat to budget.

PROJECT PROCUREMENT

This project is a modification to contract number 39-2019 to exercise an available option and will be awarded as a sole source award. As a result, no vendor outreach or competitive process was required to make this award.

This will be a firm-fixed fee contract with a term of 1.5 years, terminating in June 2025.

PROJECT DIVERSITY

The project was originally solicited in 2019 with no vendor diversity participation required. No certified XBE vendors have been included for participation in this modification.

As this is a sole source contract modification, no vendor diversity outreach was conducted.

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. 39-2019, on behalf of Metro with HDR Engineering, Inc., increasing the total not to exceed value from \$96,475 to \$211,075, an increase of \$114,600.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Adriene Hairston, Sr. Vice President of Human Resources
PROJECT NO.: 54-2019 Medical Exam Services
REQUEST: Contract Modification

BACKGROUND

Metro is required to perform a variety of medical screening and drug testing for candidates interested in being bus operators as well as routine physical exams required for maintaining commercial driver's licenses. Specifically, Metro requires pre-employment, return-to-work, and biennial employee medical tests and drug screening to assure the public that employees are physically fit to perform their duties and meet regulatory requirements.

BUSINESS PURPOSE

The incumbent contract expires on November 30, 2024. Due to the increased number of applicants resulting from expanded recruiting efforts, Metro has expended all available funding under the current contract and required additional funding to fulfill the remainder of the contract term.

PROJECT FINANCING

The budget for this modification is \$195,000 and will be financed using unbudgeted local operating funds.

The unit price for each test was established during original contract negotiations and will remain in effect for this modification. The modification amount of \$195,000 is **unfavorable to budget by \$195,000**.

PROJECT PROCUREMENT

As this is a sole source contract modification, no vendor outreach and no competitive processes were completed.

This is a firm-fixed fee contract with an expiration date of November 30, 2024.

PROJECT DIVERSITY

As this is a sole source contract modification, no vendor diversity outreach was conducted and no diverse vendor participation goal is required.

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. 54-2019, on behalf of Metro with Bethesda Healthcare, Inc. dba TriHealth Corp Health, increasing the not to exceed value from \$575,146 to \$770,146, an increase of \$195,000.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024

FROM: John Edmondson, Sr. Director of Procurement
Khaled Shammout, Chief Strategic Planning, Development, and Innovation Officer

PROJECT NO.: 49-2020 Fixed Route Planning Software

REQUEST: Contract Modification

BACKGROUND

Metro currently has GIRO planning software called NetPlan. As part of a larger Intelligent Transportation System (ITS) program, Metro intends to provide customers with better information and a more seamless multi-modal travel experience, while also providing ways for transit drivers and managers to operate the system more efficiently.

BUSINESS PURPOSE

Additional modules are needed to add fixed route scheduling and bidding software to the GIRO suite of products.

PROJECT FINANCING

The budget for this project is \$1,596,415 and will be financed using local operating funds.

The original contract held a not to exceed value of \$491,092. The breakdown of additional costs is shown below:

Fixed Route Scheduling	Bidding Module	Warranty & Maintenance	Total Modification Amount
\$1,086,801	\$336,940	\$117,755	\$1,596,415

The current GIRO contract is a 5-year term set to expire in June 2026. The licensing and warranty period for each new module will be effective until the termination date.

The final project cost will be \$2,032,588 and is flat to budget.

PROJECT PROCUREMENT

As this is a sole source contract modification, no vendor outreach and no competitive process were completed.

The contract is a firm-fixed fee contract with an expiration date of June 2026.

PROJECT DIVERSITY



As this is a sole source contract modification, no vendor diversity outreach was conducted and no vendor diversity participation is required.

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. 49-2020, on behalf of Metro with GIRO, increasing the total not to exceed value from \$491,092 to \$2,032,588, an increase of \$1,596,415.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock
PROJECT NO.: 44-2021 Madison Road Bridge
REQUEST: Contract Modification

BACKGROUND

Metro is the owner of the Oasis Subdivision, on which short line freight service is operated by the Indiana & Ohio Railway (IORY). The Oasis Subdivision, which is primarily located in the southeast and eastern portions of the City of Cincinnati, serves local manufacturers and firms, including those on the Ohio River that handle the transfer of freight to/from barges and rail. IORY operates freight service on the Oasis Subdivision pursuant to an operating agreement with SORTA. The original construction of the Oasis Line is over 100 years old and requires rehabilitation to maintain a state of good repair.

Rehabilitation work was needed as part of the overall Cincinnati Connections Revitalization (CCR Project, funded by a Consolidated Rail Infrastructure and Safety Improvements (CRISI) program grant from the Federal Railroad Administration (FRA) of the U.S. Department of Transportation).

BUSINESS PURPOSE

Metro awarded a contract to Eagle Bridge Company in December 2021 and work began shortly thereafter. All rehabilitation work is completed. During final contract audit, staff realized that several change orders approved by Metro during the effective contract period were not documented, resulting final project costs exceeding the authorized spend limit. A contract modification is needed to close out the contract and pay final invoices.

PROJECT FINANCING

The budget for this modification is \$146,887 and will be financed entirely (100%) by an existing Federal Railroad Administration ("FRA") grant being administered by the Indiana & Ohio Railway Company ("IORY").

No Metro funds will be used for this expense.

PROJECT PROCUREMENT

As this is a sole source contract modification, no vendor outreach and no competitive processes were completed.

This is a firm-fixed fee contract that is no longer in effect. The modification transaction is adding funds so that final payment can be issued and the contract closed.

The original spending limit of \$692,108 was authorized by the Board of Trustees in December 2021. The value of the contract issued to the vendor was \$664,061. As such, the requested action item is for an increase of \$118,840 to the authorized spend limit, resulting in a total not to exceed the value of \$810,948.



PROJECT DIVERSITY

As this is a sole source contract modification, no vendor diversity outreach was conducted and no diverse vendor participation goal is required.

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. 44-2021, on behalf of Metro with Eagle Bridge Company, increasing the total authorized spend limit from \$692,108 to \$810,948, an increase of \$118,840.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 59-2022 MetroNOW Vehicles
REQUEST: Contract Modification

BACKGROUND

Metro uses a custom made 10-passenger vehicles to provide MetroNOW service in 2 zones. As the demands for additional service hours and expansion into new zones occurs in 2024, additional vehicles are required to meet the new needs.

BUSINESS PURPOSE

A contract modification is needed to place orders for the remaining MetroNOW vehicles.

PROJECT FINANCING

The budget for this project is \$2,822,832 (\$176,427 per unit) and will be financed using a combination of FTA funding (70%, \$1,975,982) and budgeted local capital (30%, \$846,850). This will be the last order from Contract No. 59-2022.

The original contract award was \$2,215,430 (\$158,245 per unit). The unit cost has increased 11.5% from the base price established in 2022, a root cause of which is the increase in chassis production costs and other after-market amenities.

The final cost of the project is **unfavorable to budget by \$290,912.**

PROJECT PROCUREMENT

As this is a sole source contract modification, vendor outreach and competitive processes were not completed.

This is a firm-fixed fee contract with an expiration date of August 2027.

PROJECT DIVERSITY

Pursuant to FTA guidelines, eligible transit vehicle manufacturers must have a 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. 59-2022, on behalf of Metro with Transportation Equipment Sales Corporation, Increasing the total not to exceed value from \$2,215,430 to \$5,038,262, an increase of \$2,822,832.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Brandy Jones, Sr. Vice President of External Affairs
PROJECT NO.: 157-2023 Public Relations Consultants
REQUEST: Contract Award

BACKGROUND

Metro has long utilized a public relations firm to assist with overall public relations strategy, public affairs, government affairs, and community relations activities related to Metro's strategic plan, including coordination with outside agencies and firms, research, production of any needed collateral materials including videos, and recommendations for dissemination and implementation of information and programs. Additional services are needed related to the further implementation of Reinventing Metro, including launching new MetroNow! service zones and the eventual launching of Bus Rapid Transit ("BRT") service.

BUSINESS PURPOSE

The incumbent contract expired on December 31, 2023. A new contract is needed to ensure continued support for all public relations matters.

PROJECT FINANCING

The budget for this project is \$1,315,520 and will be funded using local operating funds. As the term of the contract covers multiple years, annual allocations will be included in the annual budget review and approval process. The estimated amounts for each year are listed below:

FY2024	FY2025	FY2026	FY2027	FY2028	Total
\$263,104	\$263,104	\$263,104	\$263,104	\$263,104	\$1,315,520

The final project cost is \$1,315,520, which is flat to budget.

PROJECT PROCUREMENT

Given the vast creative nature of public relations and the wide variety of engagement approaches, staff determined that a Request for Proposal ("RFP") was the appropriate methodology. Criteria such as project approach, firm/staff qualifications, and commitment to vendor diversity participation were among the criteria evaluated for the project.

Staff sourced and targeted 14 specific vendors known to provide the services required under the contract in addition to making a public announcement through Metro's e-procurement platform. 20 vendors



downloaded the solicitation materials and 6 vendors submitted responses. The tabulation of initial evaluations is shown below:

Vendor	Steve Anderson	Ben Cole	Brandy Jones	Alyssa Scenters	Total Score (Max Score 1050)
Gud Marketing	926.7	927.7	822.7	932.7	902.48
Rasor Marketing Communications	894.4	778.4	848.4	953.4	868.65
Vehr Communications, LLC	866.8	860.8	840.8	875.8	861.02
RRight Now Communications	827.1	901.1	751.1	831.1	827.63
Game Day	848.7	893.7	823.7	723.7	822.4
Wordsworth Communications	777.4	495.4	730.4	560.4	640.95

Staff determined that, since 3 firms were within the highly competitive range (less than 5% of total points separating each firm from the top scoring firm), vendor interviews would be conducted of the top 3 scoring firms. The results of the vendor interview phase is shown below:

Vendor	Project Approach Points Based 350 Points (33.3%)	Firm and Staffing Qualifications Points Based 300 Points (28.6%)	Price Points Based 250 Points (23.8%)	Value for the Money Points Based 100 Points (9.5%)	Small and Disadvantaged Business Utilization Points Based 50 Points (4.8%)	Total Score (Max Score 1050)
Vehr Communications, LLC	317.8	283.8	189	83.8	16.8	891.02
Gud Marketing	270.3	235.5	237.7	67.5	50	860.98
Rasor Marketing Communications	240.3	213	250	56.3	33.4	792.9
Game Day Excluded	0	0	0	0	0	0
RRight Now Communications Excluded	0	0	0	0	0	0
Wordsworth Communications Excluded	0	0	0	0	0	0

Based on the final scores from the interview phase, Veer Communications was selected as the vendor believed to be the most advantageous to Metro.

This will be an indefinite delivery, indefinite quantity ("ID-IQ") contract with a term of 5 years, expiring on December 31, 2028. Given the ID-IQ nature of deliverables, Metro has established the approved project budget of \$1,315,520 as the not to exceed value of the contract.

PROJECT DIVERSITY

Staff determined that a vendor diversity goal of 8% was appropriate for the work to be performed. Veer Communications provided documentation of its intent to meet the 8% required goal, awarding \$105,242 to 5 certified XBE vendors.

Staff sourced and targeted 25 certified XBE vendors known to be capable of providing the work required under the contract. Three XBE firms submitted responses to the solicitation.



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. 157-2023, on behalf of Metro with Veer Communications, LLC, with a not to exceed value of \$1,315,520.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 188-2023 Landscaping Services
REQUEST: Contract Award

BACKGROUND

Metro has nine facilities which require varying levels of landscaping services for at least 24 weeks each year. Each facility has different layouts and designs which make each property unique in their landscaping requirements. Services include mowing, trash removal, pruning, weed control, mulching, floral maintenance, and spring/fall cleanup.

BUSINESS PURPOSE

Metro requires a new contract to provide the landscape services needed at all facilities.

PROJECT FINANCING

The budget for this project is \$253,461 and will be funded from local operating funds. As the term of this contract covers multiple years, annual allocations will be included in the annual budget review and approval process. The estimated amounts for each year are listed below:

FY2024	FY2025	FY2026	Total
\$84,487	\$84,487	\$84,487	\$253,461

The final project cost is \$253,461, which is flat to budget.

PROJECT PROCUREMENT

The nature of the services to be provided do not differ among available vendors. As such, staff determined that an Invitation for Bid ("IFB") was an appropriate procurement methodology. Under this method, the vendor submitting the lowest responsive, responsible bid is selected for award.

Staff sourced and targeted 13 specific vendors known to provide the services required under the contract in addition to making a public announcement through Metro's e-procurement platform. 25 vendors downloaded solicitation materials with 7 submitting responses. The tabulation of bids is shown below:



Vendor	Total
Schill Landscaping and Lawn Care Service LLC	\$198,037.44
Oberson's Nursery and Landscapes, LLC	\$205,429.68
Brighter Day Outdoor Services LLC.	\$247,320.00
BrightView Landscapes, LLC	\$279,870.52
Companies By Design LLC dba Refresh Property Solutions	\$356,257.00
DAVIES LANDSCAPE	\$505,200.00
Rave Landscape Services	\$563,084.00

This will be an indefinite delivery, indefinite quantity ("ID-IQ") contract with a term of 3 years, expiring on February 28, 2027. Given the ID-IQ nature of deliverables, Metro has established the approved project budget of \$253,461 as the not to exceed value of the contract.

PROJECT DIVERSITY

Staff reviewed the scope of work and determined limited opportunity for subcontracting work. As a result, no vendor diversity goal was established for this award.

Staff sourced and targeted 18 specific certified XBE vendors known to be capable of providing the services required by the contract. No vendors responded.

There is no diverse vendor participation on 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. 188-2023, on behalf of Metro with Schill Landscaping and Lawn Care Service LLC, with a not to exceed value of \$253,461.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 191-2023 Towing Services
REQUEST: Contract Award

BACKGROUND

Towing services are utilized to transport buses and other Metro owned vehicles that may have broken down on the road, have been in an accident, or have mechanical issues that make them unsafe for driving and require transport to a different Metro garage for repairs. Metro requires wrecker/towing services for our fleet of approximately 297 transit buses, 50 paratransit buses, 14 passenger vans, 60 non-revenue vehicles (cars, trucks, vans, etc.), to include road service, winching service, changing tires, flat bed service, convenience tows of vehicles/equipment and other wrecker/towing services.

BUSINESS PURPOSE

The incumbent contract expires in February 2024. A renewal contract is needed to continue service.

PROJECT FINANCING

The budget for the project is \$752,317 for 5 years and will be financed with local operating funds. As this contract will cover multiple years, the annual allotment will be included in the annual budget review and approval process. The estimated expense for each year is shown below:

2024	\$141,702.55
2025	\$145,953.32
2026	\$150,331.92
2027	\$154,841.87
2028	\$159,487.13

The final project cost is \$783,753, which is **unfavorable to budget by \$31,436**.

PROJECT PROCUREMENT

The nature of the service to be provided does not require significant evaluation of possible providers. As such, staff determined that an Invitation for Bid ("IFB") was an appropriate sourcing methodology. In an IFB process, the contract is awarded to the lowest responsive, responsible bidder.

Staff sourced and targeted 5 vendors known to provide the specialized towing services needed under the contract in addition to publishing the project on Metro's e-procurement platform. 6 vendors downloaded solicitation materials and 2 submitted responses. The responses are shown in the table below:

Vendor	Total
Millenium Towing & Recover LTD	\$783,753
Schaffer's Towing LLC	\$826,155



The contract will be a firm-fixed fee contract with a base term of 5 years, expiring in February 2028.

PROJECT DIVERSITY

Due to the specialized equipment needed to provide the required services, staff were unable to find available XBE firms operating in this market. As such, no vendor diversity goal was established and no XBE participation was proposed.

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. 191-2023, on behalf of Metro with Millenium Towing & Recovery LTD with a not to exceed value of \$783,752.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Adriene Hairston, Sr. Vice President of Human Resources
PROJECT NO.: 199-2023 Staffing and Recruiting Services
REQUEST: Contract Award

BACKGROUND

Metro has long supplemented in-house staff with qualified temporary labor for those initiatives that do not require a full-time, long-term employee. For process continuity and to maximize request-to-placement time, Metro leverages a single temporary staffing firm each year.

In addition, Metro occasionally requires the expertise of recruiting firms for filling vacancies in the senior and executive management roles. To streamline the effective use of such services, Metro prefers to align both temporary labor and management recruiting with a single vendor.

BUSINESS PURPOSE

Metro is in need of a contract to provide temporary labor and management recruiting services for FY2024 and 2025.

PROJECT FINANCING

The budget for this project is \$360,282 and will be financed using approved local operating funds. As the term of this contract covers multiple years, annual allocations will be included in the annual budget review and approval process. The estimated amounts for each year are listed below:

FY2024	FY2025	Total
\$180,141	\$180,141	\$360,282

Given the ad hoc nature of incurring expenses under temporary labor contracts, the total project cost will be \$360,282, which is flat to budget.

PROJECT PROCUREMENT

Staff leveraged a cooperative purchasing consortium for this contract, Choice Partners. The consortium conducted a competitive procurement process that resulted in Robert Half as the vendor providing the most value to consortium members. A market-based analysis was performed to ensure that the price was fair and reasonable to Metro.

By leveraging a purchasing consortium, this contract is being awarded as a sole source award. Metro staff did not conduct vendor outreach.



The contract will be a firm-fixed fee contract based on the labor rate for each identified role.

PROJECT DIVERSITY

Given that Metro staff did not conduct the competitive procurement process for this award, no vendor diversity outreach was conducted and no opportunities for subcontracting work is available.

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. 199-2023, on behalf of Metro with Robert Half, Inc., with a not to exceed value of \$360,282.



BOARD OF TRUSTEES ACTION ITEM

DATE: February 20, 2024
FROM: John Edmondson, Sr. Director of Procurement
 Jeff Mundstock, Director of Fleet & Facilities
PROJECT NO.: 03-2024 Bulk Motor Oil
REQUEST: Contract Award

BACKGROUND

Metro operates three facilities that require an estimated 30,000 gallons of diesel motor oil for 15W-40 and 385 gallons of full synthetic diesel motor oil for 5W-40 each year. The manufacturer's recommendation is to change the oil in each bus every 6,000 miles to ensure compliance with FTA regulations. The incumbent contract expires in February 2024.

BUSINESS PURPOSE

Metro requires a new contract for the supply of bulk motor oil.

PROJECT FINANCING

The budget for this project is \$443,206 and will be financed using approved local operating funds.

The final project cost of \$255,255 is **favorable to budget by \$187,951**. The root cause of the significant variance is the market price for crude oil has dropped significantly from this time in 2023.

PROJECT PROCUREMENT

The nature of the services to be provided do not differ among available vendors. As such, staff determined that an Invitation for Bid ("IFB") was an appropriate procurement methodology. Under this method, the vendor submitting the lowest responsive, responsible bid is selected for award.

Staff sourced and targeted 6 specific vendors known to provide the products required under the contract in addition to making a public announcement through Metro's e-procurement platform. 22 firms downloaded solicitation materials and 6 provided responses. The bid tabulation is shown below:

Vendor	Total
Cadence Petroleum	\$255,255.05
Hawkins Bailey Warehouse	\$261,244.70
Glockner Oil Company	\$277,338.70
PetroChoice LLC	\$285,028.80
Bills Battery Co	\$327,777.50
SAFETY-KLEEN SYSTEMS, INC.	\$668,475.00

Cadence Petroleum was determined to be the lowest responsive, responsible bidder.



The contract will be a firm fixed unit cost with a term of 1 year, terminating on February 28, 2025.

PROJECT DIVERSITY

Due to the limited opportunity for subcontracting work on this contract and the lack of certified XBE vendors known to be capable of providing the materials required under the contract, staff determined that a vendor diversity goal was not required.

No XBE firms responded to the solicitation and no XBE firms were identified as participating subcontractors.

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. 003-2024, on behalf of Metro with Cadence Petroleum, with a not to exceed value of \$255,255.

Metro Transit Infrastructure Fund Guidelines Update

Board Meeting

February 27, 2024



Describe the physical condition of the infrastructure that is to be replaced or repaired? What is required to improve the infrastructure so that it will realize its stated useful life?

Condition of the particular infrastructure to be repaired, reconstructed or replaced shall be a measure of the degree of reduction in condition from its original state. Capacity, serviceability, safety and health **shall not** be considered in this criterion. **Documentation the applicant wishes to be considered must be included in the application package.** For underground items which cannot be visually inspected to receive a rating greater than poor, the applicant must submit documentation demonstrating the physical condition of the infrastructure and the frequency and severity of problems related to the physical condition, including a summary.

10 - Failed or Banned - Requires complete reconstruction or replacement

9 - Critical- Requires major reconstruction to maintain integrity

8 - Extremely Poor- Requires partial reconstruction or extensive rehabilitation to maintain integrity

7 - Poor- Requires standard rehabilitation to maintain integrity

6 - Moderately Poor- Requires minor rehabilitation to maintain integrity

5 - Fair- Requires extensive maintenance and periodic repairs to maintain integrity

4 - Moderately Fair- Requires routine maintenance to maintain integrity

2 - Good- Requires periodic minor maintenance to maintain integrity

0 - Excellent/New- Requires little or no maintenance to maintain integrity

Note:

† ***The nine examples offered above are to be used as a guide in determining the condition of the infrastructure. Rating teams should not feel the need to award a score that matches one of the examples above.***

† ***If the infrastructure is in "excellent or new" condition it will not be considered for funding unless it is an expansion project that will improve serviceability or add accommodations for transit use.***

Language revised to combine Appendix E and F (duplicative)

Provide a statement detailing the deficient conditions of the existing infrastructure including lack of accommodations of transit service exclusive of capacity, serviceability, safety and/or health issues. If known, give the approximate age of the infrastructure to be replaced, repaired, or expanded. **It is strongly recommended that whenever possible, documentation should be provided to support your statements.** Documentation may include, but is not limited to: ODOT BR86 reports, pavement management condition reports, televised underground system reports, age inventory reports, maintenance records, etc., and will only be considered if included in the original application. It is likely the infrastructure will rate no better than Good condition if evidence or documentation is not provided.

How important is the project to the safety of the public & citizens of Hamilton County and/or service area?

The applicant shall submit documentation of the deficiencies cited and explain how the project will address these deficiencies. For example, have there been vehicular crashes attributable to the problems cited? Do they involve injuries or fatalities? ***Does the infrastructure create an obstruction and/or impediment that affect the safety of the public?*** Sidewalks and non-motorized safety are taken into consideration when scoring this criterion. The inclusion of sidewalks in the project to provide safer access to bus stops or safer environment to individuals with mobility or visual impairment are scored higher. Improvements to street lighting would be eligible provided it is shown to improve the safety level. ***In all cases, specific documentation is required. Problems cited which are poorly documented generally will not receive more than 4 points.***

10 - Highly Critical Importance- Ongoing documented safety problems with multiple critical factors

8 - Critical Importance- Ongoing documented safety problems with critical factors

6 - Considerably Significant Importance- Ongoing documented safety problems

4 - Moderate Importance- Intermittent documented safety problems with severe factors

2 - Minor Importance- Minor or potential safety problems noted by the applicant and observed by the rating team

0 - No Measurable Impact- Application does not indicate a safety problem

Note:

† ***Each project is rated on an individual basis to determine if any criterion of the category applies.***

† ***Examples provided above are not intended to be exclusive.***

Language revised to combine Appendix E and F (duplicative)

Provide a statement detailing the project's effect on the safety of the service area, noting how the design of the project is intended to reduce existing accident rates, promote safer conditions, and reduce the danger of risk, or injury. Does the infrastructure create an obstruction and/or impediment that affects the safety of the public? Typical examples may include the effect of the completed project on accident rates, emergency response time, fire protection, and highway capacity, transit/traffic conflicts (right or left turns, bus stoppage or merging back into traffic). Please be specific and provide documentation to substantiate the data. The applicant must demonstrate the type of problems that exist, the frequency and severity of the problems, and the method of correction.



Criterion 4 - Economic Growth (Weight 4%)

Provide a statement detailing how the project will enhance economic growth.

10 - The project will directly secure preferred economic development

The project will bring significant new permanent employment in the industrial, manufacturing or office field (commercial development) to the Applicant. Transit oriented development including mixed-use developments would fall under this particular score. The associated development project is a revitalization of unutilized or previously developed vacant parcels. The applicant must submit documentation demonstrating the viability of the project and the commitment of the principals involved.

7 - The project will directly secure economic development

The project will bring significant new permanent employment in the industrial, manufacturing or office field (commercial development) on undeveloped land to the Applicant. The applicant must submit documentation demonstrating the viability of the project and the commitment of the principals involved.

2 - The project will permit economic development

The project will provide access (including transit) to a development site that is underutilized or undeveloped due to a lack of access. The applicant must submit documentation demonstrating the current constraints on the development site and how the project will eliminate these constraints.

0 - The project will not impact development

The project will have no impact on business development/employment.

Note:

† *Each project is rated on an individual basis to determine if any aspects of the criterion apply. Rating teams will consider the effect development will have both on Hamilton County and the applying jurisdiction, such as number of jobs to be created, revenue to be generated, and how long the site has gone undeveloped, unutilized, or underutilized.*

Language revised
to combine
Appendix E and F
(duplicative)

Provide a statement detailing how the project will enhance economic growth. It is highly recommended to include how it will help transit service to provide access to employment, residential or commercial developments.

THANK YOU

Southwest Ohio Regional Transit Authority

Financial Summary - January 2024

Report Out Date – February 20, 2024





Agenda – Financial Summary

- Statement of Operations for January '24
 - Revenue Chart
 - Expense Chart
 - Key Drivers
 - Detail Profit & Loss Statement
- Investment Funds Reserve Summary
- Fuel Hedging Report
- Investment Balance Update (separate attachment)



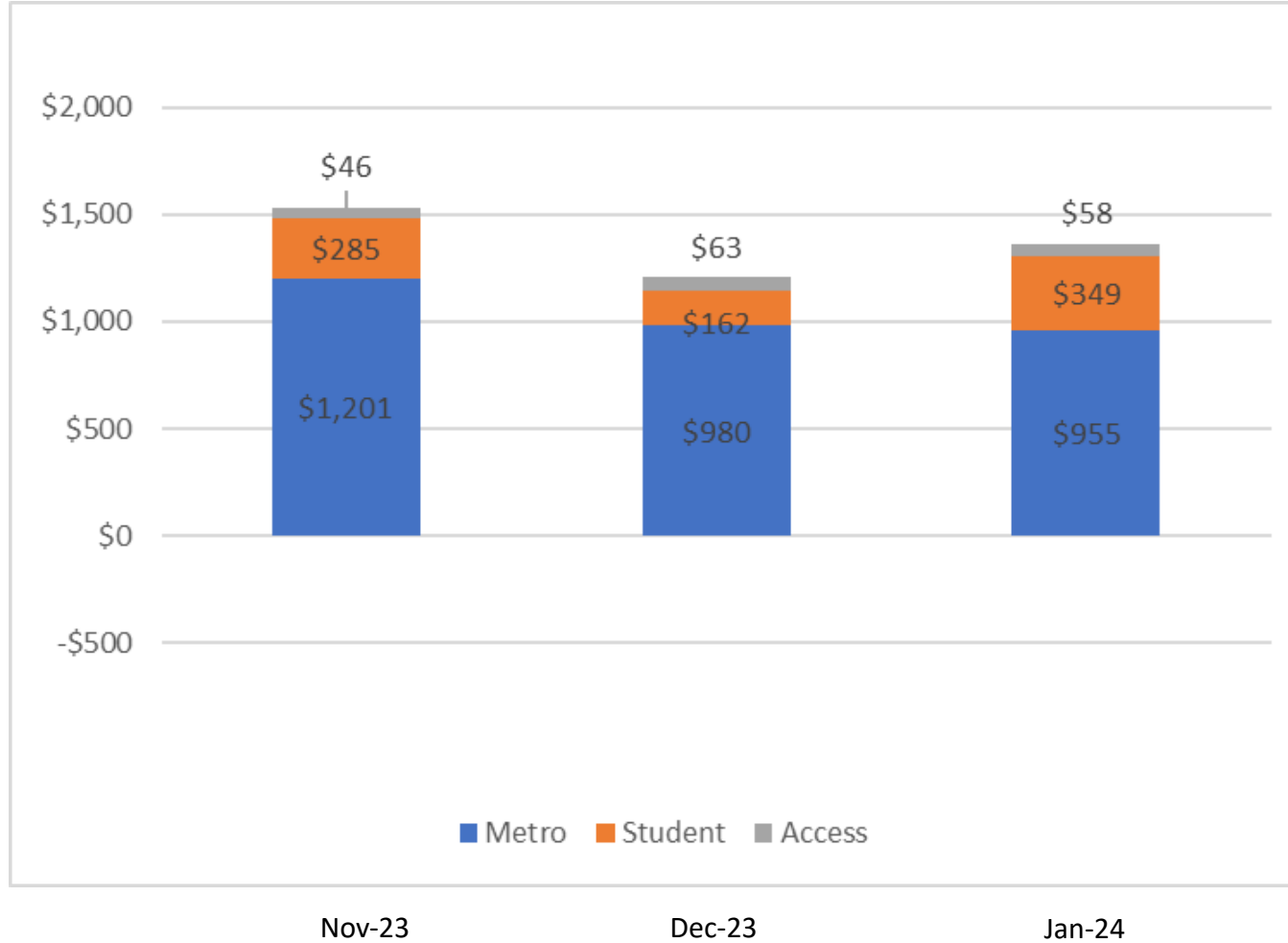


STATEMENT OF OPERATIONS

JANUARY 2024 – FARE REVENUE SOURCES

3 MONTH TREND – NOVEMBER 2023 THRU JANUARY 2024

In Thousands



Month	Days per Month	Avg Rev per Day
Nov-23	30	\$40
Dec-23	31	\$32
Jan-24	31	\$31

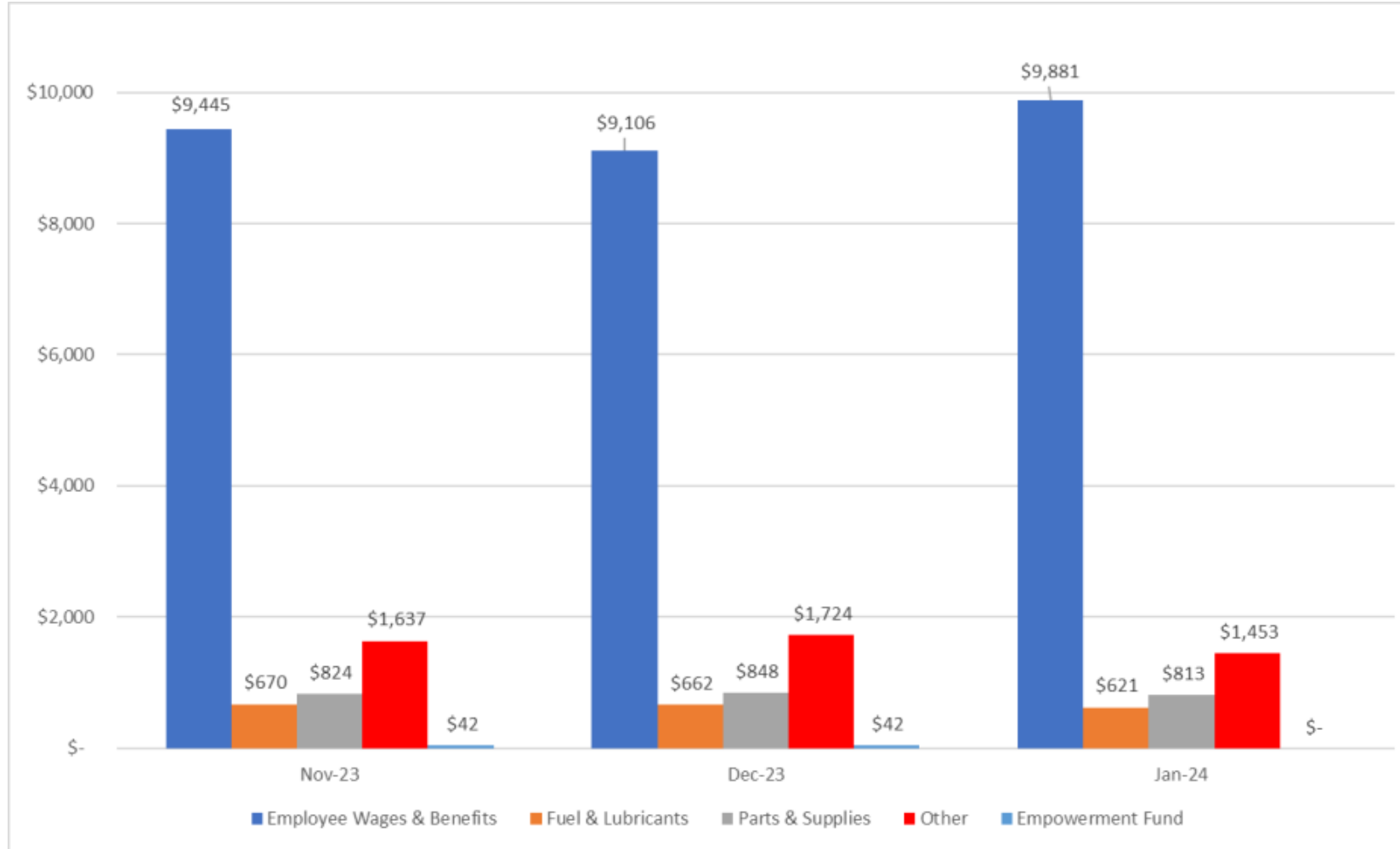
Note: Number of Weekdays within each corresponding month as follows: Nov 22 (incl Thanksgiving), Dec 21 (incl Christmas), Jan 23



JANUARY 2024 – OPERATING EXPENSE SOURCES

3 MONTH TREND – NOVEMBER 2023 THRU JANUARY 2024

In Thousands





Profit & Loss – Summary / Key Drivers

Summary

- Total Revenue \$13.2M - unfavorable to Budget (\$17k)
- Total Expense \$12.8M - favorable to Budget \$894k or 6.5%
- Surplus / (Deficit) \$0.5M - favorable to Budget \$877k
- Note: Ridership total is 987k – unfavorable to Budget (129k) or (11.6%)

Revenue

- Total Operating Revenue \$1.5M - favorable to Budget \$9k or 0.6%
- Non-Transportation \$847k - unfavorable to Budget (\$26k) or (3.0%). Root Cause: Investment portfolio income lower than projected
- County Sales Tax \$10.0M – on Budget; actual November receipts recorded to 2023
- Federal Grants \$0.8M - on Budget

Expense

- Wages & Benefits \$9.9M - favorable to budget \$328k or 3.2%
- Fuel and Lubricants \$621k - favorable \$133k or 17.6% to Budget; see fuel hedging report for price/volume effect
- Parts & Supplies \$813k - favorable \$76k to Budget or 8.5%
- All Other \$1.5M – favorable Budget \$357k. Root Cause: Outsourced Services \$246k due to timing of projects



Southwest Ohio Regional Transit Authority 2024 Profit & Loss Statement

1 Mo Ending January 31, 2024 (\$ In Thousands)	Month				Prior Year
	Actual	Budget	Fav(Unfav)		
Ridership					
Regular	817,130	939,813	(122,683)	(13.1%)	876,329
CPS	150,433	157,474	(7,041)	(4.5%)	152,377
Subtotal Fixed Route	967,563	1,097,287	(129,724)	(11.8%)	1,028,706
Access	14,659	15,067	(408)	(2.7%)	14,063
MetroNow!	4,771	3,845	926	-	-
Total Ridership	986,993	1,116,199	(129,206)	(11.6%)	1,042,769
Operating Revenue					
Metro Fares	\$ 955	\$ 1,039	\$ (84)	(8.1%)	\$ 981
Access Fares	58	57	1	1.8%	54
MetroNow! Fares	10	8	2	25.0%	-
CPS Fares	349	229	120	52.4%	378
Other	177	207	(30)	(14.5%)	218
Total Operating Revenue	1,549	1,540	9	0.6%	1,631
Non-Operating Revenue					
County Sales Tax	9,987	9,987	-	-	9,408
ARP	-	-	-	n/a	2,100
ARP Comp	-	-	-	n/a	2,500
Federal Subsidies	843	843	-	-	1,200
Non Transportation	847	873	(26)	(3.0%)	508
Total Non-Operating Revenue	11,677	11,703	(26)	(0.2%)	15,716
Total Revenue	13,226	13,243	(17)	(0.1%)	17,347
Expenses					
Employee Wages & Benefits	9,881	10,209	328	3.2%	8,721
Fuel & Lubricants	621	754	133	17.6%	552
Parts & Supplies	813	889	76	8.5%	640
Empowerment Fund	-	-	-	n/a	42
Other	1,453	1,810	357	19.7%	1,384
Total Expenses	12,768	13,662	894	6.5%	11,339
Surplus(Deficit) Before Adj	\$ 458	\$ (419)	\$ 877		\$ 6,008



metro on the MOVE

From Darryl Haley, Metro CEO
& General Manager/Secretary-Treasurer



February 2024

February has been a whirl-wind month with much to love and celebrate.

Metro on the Hill: Each year we make a visit to Capitol Hill to share our successes and the impact we've been able to make thanks to the federal funds we've received. It's also an opportunity to make the case for our funding requests for up coming projects that will create an even greater impact in our region.

This year was no different. Metro's Chief of Staff Andy Aiello, Chief Strategic Planning, Development and Innovation Officer Khaled Shammout, Sr. Vice President of External Affairs Brandy Jones and I met with Sen. Sherrod Brown, Rep. Greg Landsman, and the offices of Sen. J.D. Vance and Rep. Brad Wenstrup. We also met with Federal Transit Administration Administrator Nuria Fernandez and her staff to discuss funding needs for the next phases of Bus Rapid Transit and other capital needs.

Grants, grants and more grants: This month Governor DeWine and the Ohio Department of Transportation announced the awarding of more than \$100 million in investments to support quality public transportation in Ohio. Metro is pleased to share that we were awarded \$2.8 million in funds for our real-time E-paper signage project, long-range transportation plan, one badge to rule them all project to upgrade our badging system, and funds to purchase handheld data collection hardware.

Metro Transit Infrastructure Fund Signing: Speaking of grants, Metro celebrated the awarding of \$42 million in Metro Transit Infrastructure Fund Grants (figure includes WHV allocation) for 29 projects in 20 municipalities to improve roads, sidewalks, bridges and other transit-related infrastructure throughout the county. We were honored to have Commission President Alicia Reece and Mayor Aftab Pureval share remarks on the importance of these investments back into our region. Now in it's third year, the MTIF has awarded nearly \$300 million in grants for 97 projects in the county.



Ohio Loves Transit: Metro once again joined transit systems across the country and the Ohio Public Transit Association to celebrate Ohio Loves Transit Week, Feb. 11-17. We used the opportunity to thank our riders at our transit centers and our elected officials for their continued support and investment in Metro.

Black History Month SBA signing: On Feb. 16, we inked a partnership with the U.S. Small Business Administration to increase support and resources for small and disadvantaged businesses in our region and their opportunities of doing business with Metro during a signing ceremony and XBE vendor networking event at the Freedom Center in recognition of Black History Month.



National Transit Employee Appreciation Day: On March 18, we will celebrate each and every one of Metro’s more than 1,000 team members for all they do every day in service to our community. Team members will enjoy food and giveaways all week long and we encourage the community to join us in thanking our team members.

Golden Bus Awards: It’s almost time for the 3rd annual Golden Bus Awards where we will celebrate our shining stars and their commitment to excellence. This year’s award banquet will be held on March 21 at Music Hall. Each of you should have received an invitation and we hope you can join us.

Free Rides on Election Day: Metro is proud to do all we can to remove transportation as a barrier to citizen’s exercising their right to vote. That is why on election days, March 19 and Nov. 5 all Metro service will be free to ride. I had the pleasure of joining the NAACP this month to share this news during their “Your Vote is your Voice” press conference, as well as how our expanded service options are making it even easier for the community to get to the polls.

“Your Way to go”: To top off the month’s excitement, we introduced the community to our refreshed brand and tag line. We believe that our new service deserved a new look. We hope you enjoy it as much as we do.



Thank you,

A handwritten signature in cursive that reads 'Darryl Haley'.

Darryl Haley
CEO/General Manager/Secretary-Treasurer