



MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, October 15, 2024** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon. This meeting will be live streamed on RTA's Board Page www.RideRTA.com/board via the meeting date for staff and members of the public. Members of the public may attend in person.

The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M. Organizational, Services & Performance Monitoring Committee

- RFP Procurement – a presentation of a competitive negotiated procurement for a consultant to provide a fleet electrification study, in support of moving towards a zero-emission fleet.
- Bus Option – a presentation of a negotiated competitive contract option to purchase up to 40 Gillig 40ft. CNG coaches with spare parts and tooling.
- IFB Procurement – a recurring competitive procurement for the purchase of 87 Octane unleaded gasoline for a period of three years.

Committee of the Whole

- Railcar Update – to provide an update on the Railcar Procurement Program.
- Internal Audit Plan – modifications to the 2024 Internal Audit Plan.

Operational Planning & Infrastructure Committee

- IFB Procurement – a presentation of a competitive procurement for modifications to the Brookpark Maintenance facility.
- RFP Procurement – a presentation of a competitive negotiated procurement for a qualified engineering firm to provide rail engineering expertise to supplement the GCRTA Engineering staff.
- Budget Increase - increase in the Appropriation to the Fiscal Year 2024 General Fund and Capital Fund Budgets.

India L. Birdsong Terry
General Manager, Chief Executive Officer

IBT:tab
Attachment

Scan this QR code to access the meeting schedule, live streams and meeting materials.



AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, October 15, 2024

Committee Members: Mayor Anthony D. Biasiotta, Chair
Ms. Lauren R. Welch, Vice Chair
Ms. Deidre Y. McPherson
Ms. Emily Garr Pacetti
Mr. Jeffrey W. Sleasman

- I. Roll Call
- II. RFP Procurement – a presentation of a competitive negotiated procurement for a consultant to provide a fleet electrification study, in support of moving towards a zero-emission fleet.

Presenter(s):
 - Brian Temming, Manager, Quality Assurance
 - Shawn Becker, Program Contract Manager
- III. Bus Option – a presentation of a negotiated competitive contract option to purchase up to 40 Gillig 40ft. CNG coaches with spare parts and tooling.

Presenter(s):
 - Dan Dietrich, Director, Fleet Management
 - Glenville Manning, Contract Administrator II
- IV. IFB Procurement – a recurring competitive procurement for the purchase of 87 Octane unleaded gasoline for a period of three years.


Presenter(s):
 - Ryan Fogliano, Assistant Supply Chain Manager
 - Mabry Harris, Procurement Team Manager
- V. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Summary of Award – Fleet Electrification Study

This is a Request for Proposal for a consultant to provide the Authority with assistance expanding the 2022 Zero Emission Fleet Transition Plan and to provide guidance for implementation on both revenue and non-revenue fleets.

At the October 15, 2024, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for award. Attached is the summary for this contract. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the October 29, 2024 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.


IBT/MD
Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Exercise of an Option under Contract No. 2020-071 with Gillic, LLC. for the
Purchase of up to Forty (40), 40 Ft. CNG Coaches

This is a request for the exercise of a contract option to provide the Authority with up to forty (40), 40 Ft. CNG coaches.

At the October 15, 2024, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for award of this contract option. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract option at the October 29, 2024 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.


IBT/MD
Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Summary of Award – Procurement of 87 Octane Unleaded Gasoline

This is an Invitation for Bid for the procurement of 87 octane unleaded gasoline for a period of three years.

At the October 15, 2024, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the October 29, 2024 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/MD
Attachment

SUMMARY OF AWARD
Procurement of 87 Octane Unleaded Gasoline for a Period of Three Years

PROJECT OVERVIEW:

Procurement of 87 octane unleaded gasoline is required for the operation of the Authority's revenue and non-revenue vehicles. We procure approximately 450,000 gallons of 87 octane unleaded gasoline per year.

For evaluation purposes of this bid, the bid price reflects the cost of the Oil Price Information Service ("OPIS") index plus bidders cost differential. The cost differential shall include the bidder's delivery and profit on a per gallon basis. Taxes (except as noted) are not included in the bid price.

PROCUREMENT OVERVIEW:

The Authority plans to price the delivery of its 87 octane unleaded gasoline requirements on the OPIS index average daily rate on the date of delivery. The Invitation for Bid ("IFB") for the Procurement of 87 Octane Unleaded Gasoline for a Period of Three Years was issued on August 26, 2024. The necessary legal notice was published in the Plain Dealer and Call & Post newspapers. The IFB was also published on the RTA web site.

The Invitation for Bid ("IFB") was accessed and/or downloaded from the web site by fifteen (15) interested parties. Six (6) bids were received and opened on September 19, 2024. Five (5) bids were responsive. The responsive bids were as follows:

Estimated Usage 450,000 Gallons a Year			
Supplier	Year 1 Contractor's Increment (+/-) OPIS Average	Year 2 Contractor's Increment (+/-) OPIS Average	Year 3 Contractor's Increment (+/-) OPIS Average
Sunoco, LLC	\$ (+) .0313	\$ (+) .0338	\$ (+) .0363
Petroleum Traders Corporation	\$ (+) .0316	\$ (+) .0341	\$ (+) .0366
Universal Oil	\$ (+) .05	\$ (+) .05	\$ (+) .05
Colonial Oil Industries, Inc.	\$ (+) .0748	\$ (+) .0773	\$ (+) .0798
World Fuel Services, Inc.	\$ (+) 2.0500	\$ (+) 2.0500	\$ (+) 2.0500

The Basis of Award is the lowest responsive and responsible bid price for the delivery of its 87 octane unleaded gasoline requirements on the OPIS index average daily rate on the date of delivery. Sunoco, LLC was determined to be the lowest and responsible bidder.

RECOMMENDATION:

Sunoco, LLC, with an office located at 8020 Park Lane, Dallas, Texas, 75231, will provide 87 Octane unleaded gasoline at approximately 450,000 gallons per year, for a three-year period at a firm basis rate of the OPIS index average daily rate on the date of delivery plus \$0.313 per gallon for year one, plus \$0.0338 per gallon for year two, and plus \$0.363 per gallon for year three.

There was a 0% DBE goal assigned to this procurement by the Office of Business Development.

CRRENT CLIENT BASE:

- Dayton RTA, approximately 32,500 gallons of gasoline monthly
- PARTA (Potage Area Regional Transit Authority) 54,000 gallons of gasoline monthly
- SCTA (South Central Transit Authority) 23,000 gallons of gasoline monthly
- PA Turnpike, approximately 36,000 gallons of gasoline monthly

A resolution will request authorization to issue a contract to Sunoco, LLC to furnish 87 Octane Unleaded Gasoline to the Authority for a period of three years.

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, October 15, 2024

Committee Members: Mayor Paul A. Koomar, Chair
Ms. Lauren R. Welch, Vice Chair
Mayor Anthony D. Biasiotta
Ms. Anastasia A. Elder
Mr. Stephen M. Love
Rev. Charles P. Lucas
Ms. Deidre Y. McPherson
Ms. Emily Garr Pacetti
Mr. Jeffrey W. Sleasman
Mayor David E. Weiss

- I. Roll Call
- II. Railcar Update – to provide an update on the Railcar Procurement Program.

Presenter(s)

- Bryan Moore, Railcar Project Lead Manager
- Casey Blaze, Manager, Rail Equipment
- Floun'say Caver, Chief Operating Officer, Operations
- Mike Schipper, Deputy General Manager, Engineering & Project Management

- III. Internal Audit Plan – modifications to the 2024 Internal Audit Plan.

Presenter(s):

- Tony Garofoli, Executive Director, Internal Audit


- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Update on Railcar Replacement Program

At the October 15, 2024, Committee of the Whole meeting, we will provide our periodic update on the Railcar Replacement Program. In addition to the Railcar contract, we will provide an update on other current and future projects that are part of the overall program.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/MD



Greater Cleveland Regional Transit Authority

Anthony A. Garofoli
Executive Director of Internal Audit
1240 West Sixth Street
Cleveland, Ohio 44113-1331
(216) 356-3106
anthony.garofoli@qcrrta.org
Fraud/Waste/Abuse/Ethics Hotline
(216) 350-5130

Date: October 10, 2024

To: Mayor Koomar and Members of the Committee of the Whole Board

From: Anthony A. Garofoli, Executive Director of Internal Audit *AGF*

Re: Modifications to the 2024 Internal Audit Plan

Committee of the Whole Board Members:

I am writing to inform you of several modifications to our internal audit plan for the remainder of the fiscal year. Due to recent developments and an evolving risk landscape, we have reassessed our priorities and made the following modifications:

- Buy America Audits: We will conduct the required Buy America audits for the following vehicle replacement contracts:
 - Railcar Replacement - Second Option
 - Compressed Natural Gas Bus Replacement
 - Bus-Rapid Transit Vehicle Replacement
 - Locomotive
 - Line Car
- Transit Police Body-Worn Cameras: This is a carryover audit, suspended in 2023 and resumed in 2024. We are evaluating contract compliance, the system, and functional use of equipment.
- Railcar Cleanliness: Based on customer experience feedback, we are conducting an audit to evaluate compliance with maintenance procedures.
- Shelter Community Investment Program: We participated in a college intern program and developed this audit to evaluate the GCRTA bus shelter program.
- Deferral of Audit Projects: We will transfer several audits to the 2025 internal audit risk assessment and plan to account for changes in management project schedules:
 - On-Route System (Application) Upgrade
 - Trapeze Pass (Application) Upgrade
 - Warrensville-Van Aken Rapid Station Construction
 - West 25th Street Corridor Bus-Rapid Transit Project

We will monitor the progress of these audits closely and provide regular updates. Your insights and feedback on these changes are always welcome. Please do not hesitate to reach out should you have any questions or require further information.

Thank you for your understanding and continued support.

2024 Internal Audit Plan

Project	Budgeted Hours	Success Outcome(s)
<u>Advisory Projects</u>		
Assurance Map – External Assurance Providers (Deferred)	80	III
Change Order Committee	40	I, II, III
Data Analytics	20	II, III
Engineering Workforce Advisory (Positions Filled)	100	II, IV
Fraud Risk Assessment	80	III
Insurance Application Support	40	III
Internal Audit - Global Audit Standards - Implementation	80	IV
Self-Insurance Casualty Program Assessment	40	III, IV
<u>Internal Audits</u>		
Accident and Incident Training and Discipline Outcomes	120	III, IV
Accounts Payable	200	III
ADA Certification Process	200	I, II, III
Applicant Tracking System Implementation	200	I, IV
Capital Planning Funding Process Development	200	III
Configuration Management Follow-up	80	I, II, III, IV
CSU U-Pass Closeout	80	II, III
Customer Complaints Process	200	I, II, III
Customer Service Center - Tower City	80	III, IV
Dependent Eligibility - Follow-up	80	III, IV
Electronic Funds Transfer Approval Process	100	III
FTA Triennial Taskforce	100	III, IV
Fare Enforcement (Scope Spin-off)	200	I, II, III
Fuel Expense (Diesel and Gas)	100	III
Fuel Expense (CNG and Propulsion) (Scope Spin-off)	100	III
Healthcare Claims Expense	200	III, IV
Maintenance-Management System Upgrade	200	I, II, III, IV
On-Time Performance	300	I, II
Petty Cash	80	III
Physical Inventory	250	III
PTASP - Emergency Operations Plan	200	I, IV
PTASP - Maintenance Management SOPs/Documentation	200	I, III, IV
Railcar Cleanliness (Added – Performance Management)	160	I, II
Service Quality Bus Field Supervision	120	I, II, IV
Shelter Community Investment Program (Intern Project)	100	II
Third-Party Risk Assessment	100	III
Transit Ambassador/Fare Enforcement	300	I, II, III, IV
Transit Police Overtime and Compensated Time	50	III, IV
Travel Reimbursement	120	III, IV
Work Order Management	400	III, IV

2024 Internal Audit Plan

Project	Budgeted Hours	Success Outcome(s)
<u>Railcar Replacement</u>		
Brookpark Track Construction	200	I, II, III
Railcar Infrastructure Modification Designs	200	I, II, III
- Brookpark Maintenance Facility Design	-	-
- Central Rail Maintenance Facility Design	-	-
- Rail Station Platform Design	-	-
<u>Railcar Second Option – (Buy America)</u>	<u>80</u>	<u>I, II, III</u>
Railcar Port Connection Construction	200	I, II, III
Railcar Replacement Contract	300	I, II, III, IV
Railcar Workforce Development	100	IV
<u>Information Technology Audits</u>		
Accrued Leave	240	III, IV
<u>Transit Police – Body Worn Cameras (2023 Carryover)</u>	<u>200</u>	<u>I, II, IV</u>
Change and Patch Management	200	III
Consolidated Train Dispatch System Replacement	200	I, II, IV
Cybersecurity Assessment	100	III, IV
Disaster Recovery	200	III
Firewall Replacement	100	III
Hastus Operator Performance Module	40	IV
Identity and Access Management	160	III, IV
IT Governance	40	III, IV
IT Project Management Process	300	III, IV
<u>On-Route System Upgrade (Deferred – System not Ready)</u>	40	I, II, IV
Riskmaster Upgrade/Interface	40	III
<u>Trapeze PASS Upgrade (Deferred – System not Ready)</u>	40	I, II, IV
<u>Continuous Audit</u>		
Accounts Payable	120	III
Nepotism	50	IV
Paratransit Eligibility/Certification	50	I, II, III
Payroll	50	III, IV
Purchasing Card Expense	50	III
Revenue Collection	50	III
Script Development	900	I, II, III, IV
<u>External Audits</u>		
Financial Audit Support	100	III
FTA Project Management Oversight	40	III
State Safety Oversight Triennial	40	II, III
System Security Plan	80	I, II

2024 Internal Audit Plan

Project	Budgeted Hours	Success Outcome(s)
<u>Contract Audits</u>		
<u>Bus Rapid Transit Replacement (Buy America)</u>	<u>80</u>	<u>I, II, III, IV</u>
City of Shaker Heights Maintenance Expense	100	II, III
<u>CNG Bus Replacement – (Buy America)</u>	<u>80</u>	<u>I, II, III, IV</u>
Hayden Roof Replacement	100	III, IV
Locomotive Replacement	60	II, IV
Paratransit Vehicle Replacement	40	I, II, III, IV
Supply Chain Contract Management	180	I, II, III
Tower City Portals Construction	300	I, II, III
Tower City Station - Common Area Maintenance	80	I, II, III
<u>Traction Power – Line Car Replacement (Buy America)</u>	<u>80</u>	<u>I, II, III, IV</u>
Vehicle Buy America Viaduct Bridge Rehabilitation	80	I, II, III, IV
Warrenville Van Aken Rapid Station Construction (Deferred)	200	I, II, III, IV
Waterfront Line Bridge Rehabilitation	80	I, II, III
West 25th Street Corridor BRT (Deferred)	100	I, II
Special Requests & Emerging Issues	2000	

Success Outcomes:

GCRTA management developed four success outcomes with performance metrics to achieve the long-term strategic vision and action plan to guide everyday decision-making.

- I. *Customer Experience*
- II. *Community Impact*
- III. *Financial Health*
- IV. *Employee Investment*

The GCRTA Internal Audit Plan is designed to support management to achieve the business objectives through risk-based assurance audits and advisory engagements.

“The chief audit executive must create an internal audit plan that supports the achievement of the organization’s objectives” – Global Internal Audit Standards – Section 9.4 Internal Audit Plan

2024 Internal Audit Plan Modified – September 2024

Project	Budgeted Hours	Success Outcome(s)
<u>Advisory Projects</u>		
Change Order Committee	40	I, II, III
Data Analytics	20	II, III
Fraud Risk Assessment	80	III
Insurance Application Support	40	III
Internal Audit - Global Audit Standards - Implementation	80	IV
Self-Insurance Casualty Program Assessment	40	III, IV
<u>Internal Audits</u>		
Accident and Incident Training and Discipline Outcomes	120	III, IV
Accounts Payable	200	III
ADA Certification Process	200	I, II, III
Applicant Tracking System Implementation	200	I, IV
Capital Planning Funding Process Development	200	III
Configuration Management Follow-up	80	I, II, III, IV
CSU U-Pass Closeout	80	II, III
Customer Complaints Process	200	I, II, III
Customer Service Center - Tower City	80	III, IV
Dependent Eligibility - Follow-up	80	III, IV
Electronic Funds Transfer Approval Process	100	III
FTA Triennial Taskforce	100	III, IV
Fare Enforcement	200	I, II, III
Fuel Expense (Diesel and Gas)	100	III
Fuel Expense (CNG and Propulsion)	100	III
Healthcare Claims Expense	200	III, IV
Maintenance-Management System Upgrade	200	I, II, III, IV
On-Time Performance	300	I, II
Petty Cash	80	III
Physical Inventory	250	III
PTASP - Emergency Operations Plan	200	I, IV
PTASP - Maintenance Management SOPs/Documentation	200	I, III, IV
Railcar Cleanliness	160	I, II
Service Quality Bus Field Supervision	120	I, II, IV
Shelter Community Investment Program	100	II
Third-Party Risk Assessment	100	III
Transit Ambassador/Fare Enforcement	300	I, II, III, IV
Transit Police Overtime and Compensated Time	50	III, IV
Travel Reimbursement	120	III, IV
Work Order Management	400	III, IV

**2024 Internal Audit Plan
Modified – September 2024**

Project	Budgeted Hours	Success Outcome(s)
<u>Railcar Replacement</u>		
Brookpark Track Construction	200	I, II, III
Railcar Infrastructure Modification Designs	200	I, II, III
- Brookpark Maintenance Facility Design	-	-
- Central Rail Maintenance Facility Design	-	-
- Rail Station Platform Design	-	-
Railcar Second Option	80	I, II, III
Railcar Port Connection Construction	200	I, II, III
Railcar Replacement Contract	300	I, II, III, IV
Railcar Workforce Development	100	IV
<u>Information Technology Audits</u>		
Accrued Leave	240	III, IV
Transit Police – Body Worn Cameras	200	I, II, IV
Change and Patch Management	200	III
Consolidated Train Dispatch System Replacement	200	I, II, IV
Cybersecurity Assessment	100	III, IV
Disaster Recovery	200	III
Firewall Replacement	100	III
Hastus Operator Performance Module	40	IV
Identity and Access Management	160	III, IV
IT Governance	40	III, IV
IT Project Management Process	300	III, IV
Riskmaster Upgrade/Interface	40	III
<u>Continuous Audit</u>		
Accounts Payable	120	III
Nepotism	50	IV
Paratransit Eligibility/Certification	50	I, II, III
Payroll	50	III, IV
Purchasing Card Expense	50	III
Revenue Collection	50	III
Script Development	900	I, II, III, IV
<u>External Audits</u>		
Financial Audit Support	100	III
FTA Project Management Oversight	40	III
State Safety Oversight Triennial	40	II, III
System Security Plan	80	I, II

2024 Internal Audit Plan Modified – September 2024

Project	Budgeted Hours	Success Outcome(s)
<u>Contract Audits</u>		
Bus Rapid Transit Replacement	80	I, II, III, IV
City of Shaker Heights Maintenance Expense	100	II, III
CNG Bus Replacement	80	I, II, III, IV
Hayden Roof Replacement	100	III, IV
Locomotive Replacement	60	II, IV
Paratransit Vehicle Replacement	40	I, II, III, IV
Supply Chain Contract Management	180	I, II, III
Tower City Portals Construction	300	I, II, III
Tower City Station - Common Area Maintenance	80	I, II, III
Traction Power – Line Car Replacement	80	I, II, III, IV
Viaduct Bridge Rehabilitation	80	I, II, III, IV
Waterfront Line Bridge Rehabilitation	80	I, II, III
Special Requests & Emerging Issues	2000	

Success Outcomes:

GCRTA management developed four success outcomes with performance metrics to achieve the long-term strategic vision and action plan to guide everyday decision-making.

- I. Customer Experience***
- II. Community Impact***
- III. Financial Health***
- IV. Employee Investment***

The GCRTA Internal Audit Plan is designed to support management to achieve the business objectives through risk-based assurance audits and advisory engagements.

“The chief audit executive must create an internal audit plan that supports the achievement of the organization’s objectives” – Global Internal Audit Standards – Section 9.4 Internal Audit Plan

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, October 15, 2024

Committee Members: Ms. Lauren R. Welch, Chair
Mr. Stephen M. Love
Mr. Jeffrey W. Sleasman

I. Roll Call

II. IFB Procurement – a presentation of a competitive procurement for modifications to the Brookpark Maintenance Facility.

Presenters:

- Don Tereba, Resident Engineer
- Jonathan Laule, Program Contract Manager - Procurement

III. RFP Procurement – a presentation of a competitive negotiated procurement for a qualified engineering firm to provide On-Call Rail Engineering expertise to supplement the GCRTA Engineering staff.

Presenters:

- Kathleen McGervey, Engineering Project Manager, Track
- Lou Catalusci, Contract Administrator II, Procurement

IV. Budget Increase – Increase in the Appropriation to the Fiscal Year 2024 General Fund and Capital Fund Budgets.


Presenters:

- Kay Sutula, Director, Office of Management & Budget
- Carolyn Young, Manager, Office of Management & Budget
- Nicholas Davidson, District Director, Paratransit District

V. Adjourn



To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Construction contract for Brookpark Maintenance Facility
Invitation For Bid (IFB)

At the October 15, 2024, Operational Planning & Infrastructure Committee meeting, staff will present a Summary of the recommendation for award of a construction contract for the Brookpark Maintenance Facility located at 15583 Brookpark Road, Brook Park, Ohio. The project encompasses work on the existing building for use by the Facilities Maintenance Department and Transit Police.

This project includes modifications to interior and exterior of the building. Improvements will include interior painting, flooring, electrical and fire protection upgrades, access control and security, network communications, six new overhead doors, garage area floor drainage improvements, equipment and site work.

The Summary of the Proposed Award is attached.

Staff will request that the Operational Planning and Infrastructure Committee recommend award of the construction contract to the full Board for approval at the October 29, 2024, meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/ mjs

SUMMARY OF AWARD
Brookpark Maintenance Facility Modifications

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority (GCRTA) has the need to complete extensive modifications to this facility to make the building suitable for use for both the Facilities Maintenance Department and Transit Police. This work includes, but is not limited to, modifications to the interior and exterior of the structure.

PROCUREMENT OVERVIEW:

The Invitation for Bid ("IFB") for Project 19.60 – Brookpark Maintenance Facility Modifications was issued on July 29, 2024. The necessary legal notice was published in the Plain Dealer and Call & Post newspapers. The Invitation for Bid was also published on the RTA web site.

The Invitation for Bid ("IFB") was accessed and/or downloaded from the web site by sixteen (16) interested parties. Six (6) bids were received and opened on August 28, 2024. The responsive bids were as follows:

SONA Construction, LLC	Total Base Bid: \$1,260,000.00 Alternate #1: \$21,000.00
Millstone Management Group, Inc.	Total Base Bid: \$1,359,800.00 Alternate #1: \$24,800.00
Ozanne Construction Company, Inc.	Total Base Bid: \$1,370,000.00 Alternate #1: \$26,500.00
The Ruhlin Company	Total Base Bid: \$1,371,400.00 Alternate #1: \$20,000.00
Perk Company, Inc.	Total Base Bid: \$1,498,309.00 Alternate #1: \$25,717.00
RL Hill Management, Inc.	Total Base Bid: \$1,523,924.00 Alternate #1: \$26,164.00

The Basis of Award is the lowest responsive and responsible bid for the Total Base Bid/Lump Sum Price. Alternate I was to be awarded based on the availability of funding. The Total Base Bid price of \$1,260,000.00 from SONA Construction, LLC is 0.80% greater than the Engineer's Estimate of \$1,250,000.00. Alternate I is in the amount of \$21,000.00. The total award is \$1,281,000.00. SONA Construction, LLC was determined to be a responsible bidder.

RECOMMENDATION:


The Office of Business Development has set a 11% DBE participation goal for this project. SONA Construction, LLC. intends on using Western Reserve Interiors, Inc., River City Building Solutions, LLC., and East-West Construction Co., Inc. to meet this goal.

SONA Construction, LLC. has successfully completed projects for Cleveland Metropolitan School District, Cuyahoga County, the City of Cleveland, among others.

A resolution will request authorization to issue a contract to SONA Construction, LLC. for the Brookpark Maintenance Facility Modifications in an amount not to exceed \$1,281,000.00.



To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Design contract for On-Call Rail Engineering Services - 2024
Request for Proposal (RFP)

At the October 15, 2024, Operational Planning & Infrastructure Committee meeting, staff will present a Summary of the recommendation for award of the design contract for On-Call Rail Engineering Services – 2024 contract. This project will provide on-call technical support to our Engineering and Project Development Department.

This project will be conducted on a task order basis to provide rail engineering services on an as needed basis. Potential assignments could include design of track rehabilitation, drainage, overhead power and catenary system, signal system, substation and track inspection services.

The Summary of the Proposed Award is attached.


Staff will request that the Operational Planning and Infrastructure Committee recommend award of the On-Call contract to the full Board for approval at the October 29, 2024, meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/ mjs



To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: October 10, 2024

Subject: Proposed FY 2024 General Fund and Reserve Fund Amendments

On Tuesday, October 15, 2024, staff will present the Proposed Fiscal Year ("FY") 2024 Amended Budget, which includes increases in the appropriations to the General Fund and Reserve Fund, to the Operational Planning & Infrastructure Committee. The FY 2024 Budget was originally adopted on December 19, 2023 through Resolution No. 2023-103.

The proposed amendment to the FY 2024 General Fund budget includes an increase in appropriation to the operating expenditures of \$16,800,000 and an increase to the transfer to the Capital Improvement Fund of \$1,644,837, for a total increase of \$18,444,837. The increase to the operating budget appropriation is due to increases in salaries, overtime, payroll taxes, and fringe benefits of operators, mechanics, and transit police officers over the year, as well as an increase in the cost of the contracted Paratransit services.

The proposed amendment to the FY 2024 Reserve Fund Budget includes transfers for needed reimbursements from the Reserve Fund back to the General Fund in the amount of \$1,644,837 and a transfer to the Capital Improvement Fund for the Rail Car Replacement Program in the amount of \$770,503. After the FY 2023 Annual Comprehensive Financial audit was completed, the Finance Division reviewed the accrued liability for compensated absences and hospitalization costs. The Codified Rules & Regulations of the Greater Cleveland Regional Transit Authority ("Code Book") Section 460.03(b)(2) states that the reserve for compensated absences shall not exceed 25% of the prior year's ending liability, and Code Book Section 460.03(b)(3) states that the reserve for hospitalization shall not exceed 10% of the prior year's hospitalization costs. Based on those policies, staff has determined that there are excess funds totaling \$1,644,837 in these sub-funds that need to be transferred back to the General Fund.

Code Book Section 460.03(b)(5) states that funding can be set aside to replace aging revenue vehicles. Funds are then transferred to the Capital Improvement Fund. Transfers from the General Fund to this account have averaged \$10 million each year since 2017. The interest earned on these funds was not transferred, and the FY 2024 Amended Reserve Fund Budget includes \$770,503 of interest earnings to be transferred to the Capital Improvement Fund for the Rail Car Replacement Program.


The Operational Planning & Infrastructure Committee will be requested to recommend the FY 2024 Amended General Fund and Reserve Fund budgets to the full Board for discussion and approval at the October 29, 2024 Board Meeting.



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

From: India L. Birdsong Terry 
General Manager, Chief Executive Officer

Date: October 14, 2024

Subject: Amending FY 2024-2028 Capital Improvement Fund

At the October 15, 2024, Operational Planning & Infrastructure Committee meeting, the Office of Management and Budget will propose an amendment to increase the appropriation to the FY 2024 Capital Improvement Fund budget. The FY 2024 Capital Improvement Fund was approved in Resolution 2023-40 adopted on May 16, 2023. The Capital Improvement Fund budget for FY 2024 is currently authorized at \$146,274,914.

Staff is requesting to increase the budget appropriation by \$101,502,256. The request for budget re-alignment will allow the Authority to exercise a third vehicle option for eighteen (18) railcars, which will be proposed at the November committee meeting.

See Attachment:

IBT/RG/MS/KS/CY

**2024 AMENDED CAPITAL IMPROVEMENT FUND
COMBINED BUDGET AUTHORITY**

PROJECT CATEGORY	2024 Current Budget	2024 Amended Budget	Variance
Bus Garages	\$3,900,000	\$3,900,000	\$0
Bus Improvement Program	\$23,066,750	\$23,066,750	\$0
Equipment & Vehicles	\$5,225,541	\$5,225,541	\$0
Facilities Improvements	\$24,480,000	\$24,480,000	\$0
Other Projects	\$5,871,250	\$5,871,250	\$0
Preventive Maint./Oper. Reimb.	\$1,001,373	\$1,001,373	\$0
Rail Car Program	\$42,487,500	\$143,989,756	\$101,502,256
Rail Projects	\$38,942,500	\$38,942,500	\$0
Transit Centers	\$1,300,000	\$1,300,000	\$0
TOTALS	\$146,274,914	\$247,777,170	\$101,502,256