

Minutes

RTA Operational Planning & Infrastructure Committee

9:20 a.m. January 10, 2023

Committee Members: Welch (Chair), Moss (Vice)

Other Board Members: Koomar, Lucas, Weiss **Not present:** Biasiotta, Joyce, McCall, Pellot

Staff: Birdsong Terry, Bober, Brooks-Williams, Burney, Caver, Dangelo, Davidson, Feke, Fields, Fleig, Garofoli, Gautam, Jenkins, Johnson, Kirkland, Laule, Macko, McGervey, Miller, Mothes, Schipper, Talley, Tarka, Walker-Minor

Public: Embrescia, Gallagher, Gibbons, Jackson, Loh

The meeting was called to order at 9:20 a.m. Three (3) committee members were present. Mayor Weiss was appointed to the committee to establish a quorum.

Title VI Program

Presenters included Felicia Brooks Williams, Senior Manager of OEO, ADA & DEI and Jeffrey Macko, Planning Team Leader.

With the approval of this committee, a resolution will be presented to the Board at the Jan. 31, 2023 meeting. This will enable GCRTA to comply with the latest federal guidelines implementing Title VI of the Civil Rights Act of 1964.

Presentation Outline:

- What is Title VI?
- What are the provisions of Title VI?
- What does this mean to GCRTA?
- Who is responsible for Title VI?
- What are the requirements for Title VI?

Title VI Civil Rights Act of 1964 states that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance..."

The intent of Title VI is to remove barriers and conditions that prevent minority, low income and persons with limited English proficiency from access to public goods and services. It promotes fairness and equity in federally assisted programs and activities. The Board received a copy of the Program Update. It consists of our policy, practice and analysis that illustrates how GCRTA ensures compliance with Title VI.

Title VI Provisions:

- As a federal grant recipient, GCRTA must comply with the FTA Circular 4702.1B and prepare a Title VI Program Update every three years.
- The Title VI Update must be presented and approved by the Board of Trustees.
- Failure to adopt the resolution may result in a finding by FTA which could impact and delay the approval of Federal Grants.

What does this mean to GCRTA?

- Our Vision is to service all customers regardless of their protected class

- Benefits and services are available and equitably distributed
- Level and quality of transit services are sufficient to provide equal access
- Ensure customers have opportunities to participate in transit planning and decision-making process
- Decisions on the location of transit services and facilities are made consistent with the requirements of Title VI
- Corrective action is taken, when necessary to prevent discriminatory treatment

Who is Responsible?

- Board of Trustees
- General Manager/Chief Executive Officer (CEO)/Chief Civil Rights Officer
- Management and all employees

Who Implements Title VI?

Title VI Team:

- Office of Equal Opportunity, ADA & DEI
- Marketing & Communications
- Programming & Planning
- Service Management

What are the Requirements?

Title VI Requirements consist of:

- General requirements
- Transit provider requirements

General requirements

One of the Title VI general requirements is to inform customers of their rights. This notice is posted on the GCRTA website at riderta.com/oeo and displayed on RTA vehicles and facilities. The Title VI Notice to the Public is in English and Spanish. Another requirement is to establish a complaint process. Any person who believes they have been discriminated against based on any protective class may file a complaint in the OEO within 180 days of the alleged incident. The complaint form is available at the Main Office and on the website.

The Community Advisory Committee (CAC) is also a general requirement. It serves as a non-elected committee. The CAC is comprised of representatives selected from public and private agencies, consumer groups, interested individuals and users of the transit system. They meet quarterly to discuss relevant issues pertaining to the transit operations and they work to increase citizens participation in the community.

A Language Assistance Plan (LAP) is another general requirement. It is managed by Marketing & Communications and Programming & Planning. The plan is to identify reasonable steps for providing language assistance to persons with limited English proficiency. The Plan also assist persons who use English as a second language. We provide assistance at Public Meetings, through telephone information and translate printed materials. The plan is reviewed every three years through a four-factor analysis. The analysis looks at the number of LAP individuals that GCRTA will encounter, the frequency, the importance and the resources available to assist them.

The last general requirement is for RTA to have a Public Participation Plan. The plan has been established to ensure no one is precluded from participating in the service plan and development process. The plan is managed by Marketing & Communications.

Transit Providers Requirements

- Analyze proposals to increase/decrease total service miles by 10 percent or more
- Analyze all proposals to change fares
- Monitor/assess service every three years
- Include the assessment results in the next Title VI Program Update to FTA.
- GCRTA service monitoring/assessment report complies with and follows the organization of FTA Circular 4702.1B.
- Comparisons are made to ensure that service levels on Minority/Low-Income (“MINLOW”) routes are approximately the same as, or better than, on other (“NONMINLOW”) routes

Example: Vehicle Assignment

- An average vehicle age for each category was calculated.
- Eight dates selected randomly from the period analyzed (2nd half of 2021).
- As indicated in the following table, vehicles assigned to MINLOW routes are newer, on average, than NONMINLOW routes.

TITLE VI

CHAPTER IV:

E. Monitoring Procedures

1) Level of Service Methodology:

B. Vehicle Assignment

ROUTE CATEGORY	AVERAGE AGE
MINLOW	6.70
NONMINLOW	11.19

Example: Vehicle Headway

- An average headway for each category was calculated.
- As indicated in the following table, MINLOW routes have shorter (i.e. better) average headways than NONMINLOW routes.

TITLE VI

CHAPTER IV:

E. Monitoring Procedures

1) Level of Service Methodology

C. Vehicle Headway

AVERAGE HEADWAY COMPARISONS

Route Category	Headways	
	Peak	Midday
MINLOW	31.82	32.81
NONMINLOW	37.50	45.00

The Title VI Program Update will be forwarded to the Board of Trustees for approval at the January 31, 2023 meeting. Mayor Koomar asked how CAC members are solicited and if they have terms. Dr. Caver said in the past the CAC members submitted an application that was reviewed by the CEO and a member of the Board who would then make member recommendations to the Board. That process

is being updated. There will be an application online with recommendations being made to the Board. President Lucas added that Ms. McCall agreed to be the Board liaison for the CAC. Albert Johnson is the new staff liaison. Mr. Johnson looks forward to working with the community and revamping the committee. Dr. Walker Minor added that Jose Feliciano was the previous staff liaison. They are excited about the work and energy the new liaison will bring to the committee. President Lucas said in 1964 he and his wife testified in favor of the Civil Rights Act of 1964. Ms. Birdsong Terry said the new plan will be rolled out to the Board shortly for approval.

Ms. Moss said she was happy to see that RTA's program exceeds the Title VI federal requirements which includes women and Vietnam veterans. It was moved by Ms. Moss, seconded by Mayor Weiss to move this to the full Board.

IFB Procurement for Light Rail Trunk Line from East 79th Station to Shaker Square

Presenters included Kathleen McGervey, Resident Engineer/Architect and Jonathan Laule, Program Contract Manager. This is part of an overarching program focusing on rejuvenating the rail system. Elements include the rail car purchase, reconstruction of track, catenary replacement and signal system replacement. This is the first project from the signal system replacement program.

Project Overview

The existing system was built in the 1920's. This project will replace this system. The equipment is old and impossible to obtain replacements and difficult to refurbish.

- Project Limits: East 79th Street to Shaker Square
- Service Impacts – 6-week shutdown concurrent with East 75th Street Interlocking.
- The Engineer's Estimate was \$4,440,000.
- Branch lines to be Rehabilitated in Future Projects

This new project will replicate the existing 3 aspect signaling.

- New system will be compliant with modern requirements.
- Replace existing system with new system which replicates existing single direction running, 3 aspect signaling.
- Audio frequency track circuits will be used for train detection.
- A total of 7 new signal houses (6x6) will be required.

Procurement Overview

The Invitation for Bid (IFB) was issued October 24, 2022. It was accessed on the GCRTA website by 13 interested parties. Two (2) firms submitted a bid. The lowest responsive and responsible vendor is Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems, Flemington, New Jersey. A 17% DBE participation goal was assigned to this project. Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems is a certified DBE firm.

Firm Experience:

- Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems has successfully completed projects for Amtrak, WMATA, and NYMTA, among others.
- Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems is currently working various projects, including but not limited to, signal construction, positive train control testing, systems integration, and signal testing.

Staff requests that the Operational Planning and Infrastructure Committee recommend award to Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems for the Trunk Line Signal System. The contract is in an amount not to exceed \$4,464,789.20.

Ms. Moss liked the competitiveness of this project. Ms. Birdsong Terry said these projects are part of our long-term Capital Plan. Mr. Schipper added that the rejuvenation of the rail system is important, and money is allocated to it. We are pursuing grants to do the work. We have programmatic items like the Light Rail Reconstruction. The signal system program will be a series of programs and projects over several years along with overhead and rail cars. Replacement will benefit safe operation on the rail system. Dr. Caver added that these projects take a lot of planning. Our teams work together to keep the system running.

Mr. Embrescia with IBEW Local 38 in Cleveland asked if the recommended vendor has the correct certifications to complete the work and if they have a list of subcontractors. Ms. McGervey said they expect to receive the subcontractor list and that all the contractor's references checked out. Ms. Birdsong Terry asks that additional questions be addressed offline and reported back to the Board. Ms. Schipper confirmed they will submit their subcontractor list. Ms. Dangelo said her staff performed their due diligence on all requirements. They are a certified DBE firm. Ms. Moss asked why the union is questioning the firm. Mr. Embrescia said the firm is not certified in construction. He requested the subcontractors list when available. Mayor Weiss asked for a visual update as to where the signal system has been replaced to date. Mr. Schipper said he would provide that information.

It was moved by Ms. Moss, seconded by Mayor Weiss and approved to move this to the full Board with the understanding that more information will be provided to the Board before the vote.

IFB Procurement for Bungalow Foundations for Light Rail Trunk Line Signaling Project

Presenters included Kathleen McGervey, Resident Engineer/Architect and Jonathan Laule, Program Contract Manager. This project will be in conjunction with the previous project. It will provide the bungalow foundations, excavations and other work.

Project Overview

- Project Limits: East 79th Street to Shaker Square
- This project provides signal bungalow foundations in support of Project 12D – Trunk Line Resignaling
- Service Impacts – 3-week shutdown in 2023 concurrent with East 75th Street Interlocking
- The Engineer's Estimate was \$360,000

Procurement Overview

This Invitation for Bid (IFB) was issued October 24, 2022 and was accessed on the GCRTA website by 12 interested parties. Three (3) firms submitted a bid. The lowest responsive and responsible vendor is Northeast Ohio Trenching Service, Inc., Cleveland, Ohio. A 23% DBE participation goal was assigned to this procurement by the Office of Business Development. Northeast Ohio Trenching Service, Inc. will achieve a 10.18% DBE participation and has completed the good faith efforts process, as required under CFR 49 Part 26.

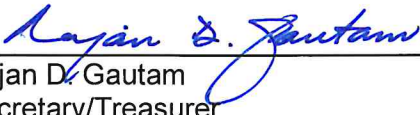
Firm Experience:

- Northeast Ohio Trenching Service, Inc. has successfully completed projects for GCRTA, Geauga County Engineers, City of Elyria Engineers, among others.
- Northeast Ohio Trenching Service, Inc. is currently working on the Airport Tunnel & Sump Pump Station Repairs for the RTA.

Staff requests that the Operational Planning and Infrastructure Committee recommend award to Northeast Ohio Trenching Service, Inc. for the Bungalow Foundations for the Trunk Line Resignaling. The contract is in an amount not to exceed \$347,000.00. Mayor Weiss asked what the bungalow is. Ms. McGervey said it is the underline support.

It was moved by Ms. Moss, seconded by Mayor Weiss and approved to move to the full Board.

The meeting was adjourned at 10:00 a.m.



Rajan D. Gautam
Secretary/Treasurer



Theresa A. Burrage
Executive Assistant