



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 at **Tuesday, September 14, 2021** 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 Facebook page (www.facebook.com/rideRTA) for staff and members of the public. Members of the public may also attend in-person. Based on Centers for Disease Control (CDC) guidance to continue to avoid large events and gatherings and Ohio Department of Public Health advice that businesses and other entities may continue to require mitigation measures, as well as RTA's interest in protecting community and employee health and safety, the following measures will be in place for in-person attendance:

1. To allow for social distancing, RTA Board Room capacity is limited to forty-four (44) people. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room.
2. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to wear a mask/face covering and maintain a distance of six feet or more from other individuals who are not members of their family or household. The mask/face covering must be cloth or other fabric and worn to cover the person's nose, mouth and chin. If a person entering the building does not have a mask, one can be provided to them.
3. All persons entering RTA's MOB will be temperature screened for COVID-19 in accordance with guidance provided by the CDC and the Cuyahoga County Board of Health. If the screening indicates that the person may be infected with COVID-19, that individual will be denied entry.

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

- IT Update – Update on IT projects.
- RFP Procurement – A presentation on a negotiated sole source procurement for proprietary rail heater equipment and services.

Operational Planning & Infrastructure Committee

- CMSD Agreement – to discuss the agreement to renew the U-Pass Program with Cleveland Municipal School District.
- RFP Procurement - A presentation on a negotiated competitive procurement for on-call bridge engineering services.
- Emergency Procurement – A presentation to provide an update on the Waterfront Line Bridge emergency repair efforts.

Audit, Safety Compliance And Real Estate Committee

- Transit Police Technology Update – Update on body worn cameras.
- Internal Audit Quarterly Report - Review of 2nd quarter 2021 audit work.



Greater Cleveland
Regional Transit Authority

Committee Of The Whole

- Code Book Updates – Presentation on various provisions in the Administration part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

Special Board of Trustees Meeting – agenda attached.

A handwritten signature in black ink, appearing to read 'India L. Birdsong', is written in a cursive style.

India L. Birdsong
General Manager, Chief Executive Officer

ILB:tab
Attachment

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, September 14, 2021

Committee Members: Mayor Michael P. Byrne, Chair
Ms. Karen Gabriel Moss
Ms. Roberta Duarte
Mr. Leo Serrano
Mayor David E. Weiss

I. Roll Call

II. IT Update – Update on IT projects

Presenter:

- Mark Petit, Deputy General Manager, Innovation and Technology

III. RFP Procurement - A presentation on a negotiated sole source procurement for proprietary rail heater equipment and services.

Presenters:

- Teresa Muti, Director of Power & Way
- Vanessa Penning, Contract Administrator

IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

A handwritten signature in black ink, appearing to read 'IB', enclosed in a simple oval shape.

Date: September 9, 2021

Subject: IT Update

At the Tuesday, September 14, 2021 Organizational, Services & Performance Monitoring Committee meeting, the Division of Innovation and Technology will outline the efforts of reorganization and major IT related initiatives.

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


IB/MP



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

Date: September 9, 2021

Subject: Summary of Award – Rail Heater Equipment and Services

This is a procurement to provide the Authority with a qualified firm to provide rail heater equipment and services to the Light Rail Line.

At the September 14, 2021, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the September 28, 2021 meeting of the Board of Trustees.

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

ILB/MD
Attachment

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, September 14, 2021

Committee Members: Mr. Terence P. Joyce, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Michael P. Byrne
 Ms. Luz N. Pellot
 Mr. Leo Serrano

- I. Roll Call

- II. CMSD Agreement – to discuss the agreement to renew the U-pass Program with Cleveland Municipal School District.

 Presenter:
 - John Togher, Director – Accounting

- III. RFP Procurement – A presentation on a negotiated competitive procurement for on-call bridge engineering services.

 Presenters:
 - Kirk Dimmick, Project Manager - Bridges
 - Lou Catalusci, Contract Administrator-Construction and Engineering Procurement

- IV. Emergency Procurement – A presentation to provide an update on the Waterfront Line Bridge emergency repair efforts.

 Presenters:
 - Kirk Dimmick, Project Manager - Bridges
 - Lou Catalusci, Contract Administrator-Construction and Engineering Procurement


- V. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

Date: September 9, 2021

Subject: Intergovernmental Student Transportation Agreement – CMSD Student Fares

At the September 14, 2021, Operational Planning & Infrastructure Committee meeting, staff will present a summary of the Intergovernmental Student Transportation Agreement with the Cleveland Metropolitan School District for the 2021-2022 school year.

Staff will request that the Operational Planning & Infrastructure Committee recommend to the full Board for approval and ratification this agreement at the September 28, 2021 meeting.


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



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

Date: September 9, 2021

Subject: Competitive Negotiated Procurement Project 19.10
Engineering Services for On-Call Bridge Engineering Services II

At the September 14, 2021 Operational Planning & Infrastructure Committee meeting, staff will present a Summary of the Proposed Award of Engineering Services for On-Call Bridge Engineering Services II.

Utilization of On-Call services may occur when staff capacity is exceeded or specialized technical knowledge is required for bridge and/or structural projects.

The purpose of this project is to prepare design studies and develop construction documents for bridge and structural projects. Examples could include design of repairs to the Track Bridge over Brookpark Road, catenary structure rehabilitation and work related to ODOT/external agencies.

The Summary of Proposed Award is attached.

Staff will request that the Operational Planning and Infrastructure Committee recommend advancing Proposed Award to the full Board for approval at the September 28, 2021 meeting.

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

ILB: KDD

Attachment



To: Rev. Charles P. Lucas, President
and Members, Board of Trustee

From: India L. Birdsong
General Manager, Chief Operating Officer

A handwritten signature in black ink, appearing to read 'ILB', enclosed in a hand-drawn oval.

Subject: Emergency Shoring of Waterfront Line Bridge over Front Ave., NS & Port of Cleveland
Discussion of ratification of a construction contract change order

Date: September 9, 2021

At the September 14, 2021 meeting of the Operational Planning and Infrastructure Committee, RTA staff will present the recommendation for an emergency change order for Temporary Shoring of the Waterfront Line Bridge.

On May 25, 2021, the Board of Trustees approved Resolution No. 2021-46 with Hardesty & Hanover (H&H), LLC for Project 27Z Engineering Services for the Waterfront Line Bridge Rehabilitation. During H&H's initial August review of bridge stability, H&H identified "four locations where shear cracks are increasing in size and length." On August 23, 2021, H&H advised that "if these shear cracks continue to grow, they can cause a sudden catastrophic failure." They also advised that "the risk of catastrophic failure increases with time and temperature fluctuations...recommending installation of temporary support towers to provide redundant supports for these four damaged sections of the bridge."

Installation of the towers is expected to begin this month and be complete by October 31, 2021. Front Avenue and/or NS rail traffic below should not be affected. Temporary towers are expected to remain in place for up to 24 months and be removed once permanent repairs are completed. Even with the temporary towers in place, H&H recommended that no GCRTA rail work equipment or trains use the bridge until subsequent rehabilitation bridge work is completed.

This emergency procurement will be in the form of a change order to an existing contract with Ruhlin Company.

Staff will request that the Operational Planning and Infrastructure Committee recommend the ratification of the construction contract change order to the full Board for approval at the September 14, 2021 Special Board Meeting.

ILB:kdd

AGENDA

RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, September 14, 2021

Committee Members: Ms. Karen Gabriel Moss - Chair
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Mayor David E. Weiss

- I. Roll Call
- II. Transit Police Enhancement Update – Update on body worn cameras
Presenters:
 - Commander Mike Gettings, Transit Police
 - Mike Lively, Manager ITS
- III. Internal Audit Quarterly Report – Review of 2nd quarter 2021 audit work
Presenter:
 - Tony Ghanem, Audit Manager
- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

A handwritten signature in black ink, appearing to read 'IB', enclosed within a hand-drawn oval.

Date: September 9, 2021

Subject: Transit Police Technology Update

At the September 14th Audit, Safety Compliance and Real Estate Committee, staff will provide an update regarding Transit Police technology. Enhancements include new dispatch consoles, portable radios, mobile routers and body worn cameras.

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

IB/MLL

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, September 14, 2021

Committee Members: President Charles P. Lucas (Chair)
 Ms. Karen Gabriel Moss (Vice Chair)
 Mayor Michael P. Byrne
 Ms. Roberta Duarte
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Ms. Luz N. Pellot
 Mr. Leo Serrano
 Mayor David E. Weiss

- I. Roll Call

- II. Code Book Updates - Presentation on various provisions in the Administration part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

 Presenter:
 - Dawn Tarka, Associate Counsel II


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

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

Date: September 9, 2021

Subject: Administration Code Update

At the September 14, 2021 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Administration Code, specifically the chapters relating to the Finance Division and the Office of Management and Budget.

The proposed revisions to the policies include:

1. Updating the name of the Finance Division from "Finance and Administration Division" to "Finance Division" and including the budget department in the Finance Division.
2. Removing the chapter referring to the "Office of Management and Budget" as a separate department.

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

Attachments: Red-lines of Chapters 286 and 289

IB/dmt

CHAPTER 286
Finance ~~and Administration~~ Division

- 286.01 Composition.
- 286.02 Deputy General
Manager-Finance-
~~and~~
~~Administration.~~

CROSS REFERENCES

- Urbanized area formula grants - see 49 U.S.C.A. 5307
- Fixed guideway capital investment grants - see U.S.C.A. 5309
- Research, development, demonstration, and deployment projects - see 49 U.S.C.A. 5312
- Technical assistance and standards development - see 49 U.S.C.A. 5314
- General Provisions - 49 U.S.C.A. 5323
- Public transportation emergency relief program - 49 U.S.C.A. 5324
- National transit database - see 49 U.S.C.A. 5335
- Apportionment of appropriations for formula grants - see 49 U.S.C.A. 5336
- State of good repair grants - see 49 U.S.C.A. 5337
- Authorizations - see 49 U.S.C.A. 5338
- Uniform system of accounts and records and reporting system - see 49 C.F.R. Part 630
- Nondiscrimination - see 49 U.S.C.A. 5332
- Tax levies - see Ohio R.C. 306.321, 306.49, 306.52, 306.70, 306.71
- Bidding and contracts - see Ohio R.C. 153.12, 306.43, 306.44
- Revenue bonds - see Ohio R.C. 306.37 et seq.
- County commissioners may appropriate funds - see Ohio R.C. 306.47
- Tax levy law - see Ohio R.C. 5705.01 et seq.
- Sales tax - see Ohio R.C. 5739.01 et seq.
- Bidder for certain public contracts to obtain certificate of compliance with affirmative action requirements - see Ohio R.C. 9.47
- Affirmative action provisions to be in all contracts with State or subdivision - see Ohio R.C. 125.111
- Discrimination prohibited in contracts, purchase orders and agreements - see Bylaws Art. VII, Sec. 5
- Affirmative action and disadvantaged business enterprise/women's business enterprise program - see PERS. Ch. 620
- Deputy General Manager-Finance ~~and Administration~~ as member of Executive Management Team - see ADM. 240.01
- Acceptance and expenditure of Federal funds by General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ - see ADM. 242.03
- Financial policies and procedures - see FIN. Ch. 460
- Funds - see FIN. Ch. 460
- Protection against internal losses of public assets - see FIN. Ch. 464

286.01 COMPOSITION.

The Finance ~~and Administration~~ Division is responsible for the Authority's financial matters, including accounting, support services, procurement, revenue ~~and~~ cash management and budget. The Office of Business Development is located within the Finance and Administration Division.
(Res. 2015-126. Passed 12-15-15.)

**286.02 DEPUTY GENERAL MANAGER-FINANCE-
~~AND ADMINISTRATION.~~**

There is hereby established in the Finance ~~and Administration~~ Division the unclassified position of Deputy General Manager-Finance ~~and Administration~~, within the executive management structure.
(Res. 2015-126. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-XX.)

~~CHAPTER 289~~
~~Office of Management and Budget~~

~~289.01 Supervision. 289.02 Executive Director.~~

~~CROSS REFERENCES~~

~~Public transportation—see 49 U.S.C.A. 5301 et seq.~~

~~Federal Transit Administration, Department of Transportation—see 49 C.F.R.
Ch VI~~

~~Table of organization; establishment of departments; salaries—see BYLAWS, Art.
VIII, Sec. 4~~

~~Long range plan—see SERV. Ch. 1090~~

~~**289.01 SUPERVISION.**~~

~~The Office of Management and Budget will report to the General Manager/
Secretary-Treasurer.~~

~~(Res. 2015-124, Passed 12-15-15.)~~

~~**289.02 EXECUTIVE DIRECTOR.**~~

~~There is hereby established in the Office of Management and Budget the
unclassified position of Executive Director of the Office of Management and Budget.~~

~~(Res. 2015-124, Passed 12-15-15.)~~

AGENDA

Special RTA Board of Trustees Meeting

Tuesday, September 14, 2021

- I. Call to order
- II. Roll Call
- III. Certification regarding notice of meeting
- IV. 2021-84 - Ratifying Change Order No. 6 to Contract No. 2020-163 with the Ruhlin Company for the emergency shoring of the Waterfront Line Bridge in an amount not to exceed \$717,100.00 for a total contract value of \$7,054,622.00 and reinstating the General Manager, Chief Executive Officer's change order signing authority in its entirety (RTA Development Fund, Engineering & Project Development Department budget)
- V. Executive Session Requested:
 - To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and
 - To confer with RTA's attorney regarding a dispute that is the subject of pending or imminent court action; and
- VI. Adjournment



TITLE/DESCRIPTION: CONTRACT: RATIFICATION OF CHANGE ORDER TO CONTRACT NO. 2020-163 FOR EMERGENCY SHORING OF THE WATERFRONT LINE BRIDGE AND REINSTATEMENT OF THE GENERAL MANAGER, CHIEF EXECUTIVE OFFICER'S ORIGINAL SIGNING AUTHORITY VENDOR: THE RUHLIN COMPANY AMOUNT: \$717,100.00		Resolution No.: 2021-84 Date: September 9, 2021 Initiator: Engineering & Project Development
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____		

1.0 **PURPOSE/SCOPE:** This action will ratify an emergency change order, Change Order No. 6, to Contract No. 2020-163 with The Ruhlin Company and reinstate the General Manager, Chief Executive Officer's original signing authority. The Board of Trustees approved Resolution No. 2020-092 on December 15, 2020 with The Ruhlin Company for Triskett Garage CNG Infrastructure Upgrades. This change order is for emergency work to provide structural support to the Waterfront Line Bridge.

2.0 **DESCRIPTION/JUSTIFICATION:** GCRTA's Engineering Department, in conjunction with outside consultants, had determined that the health, safety, and ability of GCRTA to deliver transportation services were compromised by the structural cracking in the box beams of the Waterfront Line Bridge. Revenue service was stopped effective October 26, 2020.

On May 25, 2021, Resolution No. 2021-46 was approved by the Board of Trustees authorizing Contract No. 2020-197 with Hardesty & Hanover, LLC for Project 27Z-Engineering Services for the Waterfront Line Bridge Rehabilitation. During their initial review of bridge stability, Hardesty & Hanover, LLC identified four locations where shear cracks were increasing in size and length. On August 23, 2021, they advised the Authority that if the shear cracks continue to grow, the cracks could cause a sudden catastrophic failure.

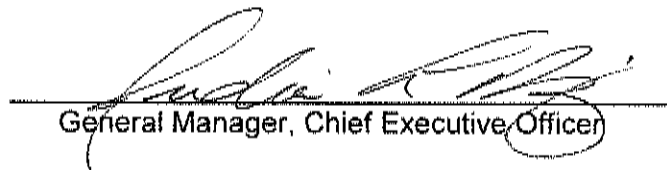
3.0 **PROCUREMENT BACKGROUND:** Ohio Revised Code 306.43(H)(1)(a) states that competitive solicitation is not required when an emergency exists that affects safety, welfare, or the ability to deliver transportation services. The GCRTA Procurement Manual contains procedures for emergency procurements. It states that upon receipt of a request for emergency procurement, the Procurement Department shall ascertain whether similar services, as requested, are currently under order as a result of a competitive procurement procedure. If a contract is already in place, the Procurement Department will contact the contractor to ascertain whether they can accommodate the emergency. The Ruhlin Company was already under contract with the Authority for similar work and agreed to work with internal GCRTA personnel and outside consultants to perform emergency actions to install structural supports to the bridge.

In accordance with procedures contained in the GCRTA Procurement Manual, on August 26, 2021, the need for the emergency work was presented to the President of the GCRTA Board of Trustees by GCRTA's Director of Procurement through delegation by the General Manager, Chief Executive Officer. Approval was given to proceed with the emergency change order to Contract No. 2020-163 with The Ruhlin Company, pending ratification by the Board of Trustees.

This action also seeks reinstatement of the General Manager, Chief Executive Officer's change order signing authority in the amount of \$500,000.00.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** An Affirmative Action review was not conducted and a DBE participation goal was not considered for this change order due to the nature of this emergency procurement.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This increase shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to 100% Local funds and pending Capital Grant OH-2021-050-307, in an amount not to exceed \$717,100.00, for a total contract value of \$7,054,622.00 (\$573,680.00 in federal funds which represents 80% of the total cost).
- 7.0 **ALTERNATIVES:** Rejection of this action will allow for potential collapse of the bridge, as well as impairing ability to deliver transportation services to those passengers who depend on the Waterfront Line.
- 8.0 **RECOMMENDATION:** This emergency procurement was discussed by the Board of Trustees at the September 14, 2021 Operational Planning and Infrastructure Committee meeting. It is recommended that the Board of Trustees ratify Change Order No. 6 to Contract No. 2020-163 with The Ruhlin Company.
- 9.0 **ATTACHMENT:** None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.


General Manager, Chief Executive Officer

RESOLUTION NO. 2021-84

RATIFYING CHANGE ORDER NO. 6 TO CONTRACT NO. 2020-163 WITH THE RUHLIN COMPANY FOR THE EMERGENCY SHORING OF THE WATERFRONT LINE BRIDGE IN AN AMOUNT NOT TO EXCEED \$717,100.00 FOR A TOTAL CONTRACT VALUE OF \$7,054,622.00 AND REINSTATING THE GENERAL MANAGER, CHIEF EXECUTIVE OFFICER'S CHANGE ORDER SIGNING AUTHORITY IN ITS ENTIRETY (RTA DEVELOPMENT FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, the Authority deemed it necessary to acquire construction services, as required, under Project 61F – Triskett Garage CNG Infrastructure Upgrades; and

WHEREAS, on December 15, 2020, the Board of Trustees approved Resolution No. 2020-92 authorizing Contract No. 2020-163 with The Ruhlin Company, located at 6931 Ridge Road, Sharon Center, Ohio 44274, in an amount not to exceed \$6,262,000.00; and

WHEREAS, in accordance with emergency procedures specified in the GCRTA Procurement Manual, an agreement was reached with The Ruhlin Company to work with GCRTA personnel and outside consultants to perform emergency shoring activities on the Waterfront Line Bridge; and

WHEREAS, on August 26, 2021, the President of the Board of Trustees gave approval to the General Manager, Chief Executive Officer for an emergency change order to Contract No. 2020-163 with The Ruhlin Company, in an amount not to exceed \$717,100.00, and ratification by the Board of Trustees of the emergency change order, Change Order No. 6, is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Board of Trustees hereby ratifies the actions of the General Manager, Chief Executive Officer to execute Change Order No. 6 to Contract No. 2020-163 with The Ruhlin Company to provide construction services on an emergency basis without competitive procedures, pursuant to Ohio Revised Code Section 306.43 (H)(1)(a) for the emergency shoring of the Waterfront Line Bridge.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to execute a change order with The Ruhlin Company for the emergency shoring of the Waterfront Line Bridge, thereby increasing Contract No. 2020-163 in an amount not to exceed \$717,100.00.

Section 3. That said increase shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to 100% Local funds, and pending Capital Grant OH-2021-050-307 in an amount not to exceed \$717,100.00, for a total contract value of \$7,054,622.00 (\$573,680.00 in federal funds which represents 80% of the total cost).

Section 4. That the General Manager, Chief Executive Officer's change order authority be reinstated in its entirety, in the amount of \$500,000.00.

Section 5. That all other terms and conditions of this contract will remain unchanged.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: September 14, 2021

President

Attest: _____
Secretary-Treasurer