



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 **Tuesday, January 10, 2023** 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.

Based on Centers for Disease Control ("CDC") guidance to avoid crowded places where you cannot stay 6 feet away from others and Ohio Department of Public Health advice regarding congregating and social distancing, as well as RTA's interest in protecting community and employee health and safety, RTA Board Room and Meeting Room 1 capacity is limited to thirty-six (36) people to allow for social distancing. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to maintain a distance of six feet or more from other individuals who are not members of their family or household.

As a result of a federal court order on April 18, 2022, the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. The CDC continues to recommend that people wear masks in indoor public transportation settings at this time. As a result, GCRTA recommends, but will not require, that members of the public wear a mask/face covering.

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 to hire a firm to conduct community and customer survey services.
 - Operational Planning & Infrastructure Committee
 - Title VI Program – Review and discussion of Title VI Program that will be submitted to the Federal Transit Administration.
 - IFB Procurement – A presentation of a competitive procurement to provide a new signal system on the light rail trunk line running from E. 79th Street Station to Shaker Square.
 - IFB Procurement – A presentation of a competitive procurement to construct bungalow foundations for the Trunk Line Resignaling project.
 - Committee of The Whole
 - Code Book Update - A request to remove Sections 644.09 Prior Service Credit and 644.13 Tuition Reimbursement and to amend Personnel Policy 400.09 Prior Service Credit.

India L. Birdsong Terry
General Manager, Chief Executive Officer

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, January 10, 2023

Committee Members: Mayor Anthony D. Biasiotta, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mayor David E. Weiss
Ms. Lauren R. Welch

- I. Roll Call
- II. RFP Procurement – A presentation of a competitive negotiated procurement to hire a firm to conduct community and customer survey services.

Presenter(s):

- Natoya Walker-Minor, Deputy General Manager, Administration & External Affairs
- Ashley Bober, Contract Administrator


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: January 5, 2023

Subject: Summary of Proposed Award – Survey Services

This is a RFP procurement to select qualified firm to provide the Authority with survey services for a period of one year with two, one-year options for renewal.

At the January 10, 2023, 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 January 31, 2023 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

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, January 10, 2023

Committee Members: Ms. Lauren R. Welch, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mr. Terence P. Joyce
Ms. Luz N. Pelot

- I. Roll Call
- II. Title VI Program – Review and discussion of the Title VI Program that will be submitted to the Federal Transit Administration

Presenters:
 - Felicia Brooks-Williams – Senior Manager of OEO, ADA & DEI
 - Jeffrey Macko – Planning Team Leader
- III. IFB Procurement – Competitive procurement to provide a new signal system on the light rail trunk line running from East 79th Station to Shaker Square

Presenters:
 - Kathleen McGervey – Resident Engineer/Architect
 - Jonathan Laule – Program Contract Manager
- IV. IFB Procurement – Competitive procurement to construct bungalow foundations for the light rail trunk line resignaling project

Presenters:
 - Kathleen McGervey – Resident Engineer/Architect
 - Jonathan Laule – Program Contract Manager
- V. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: January 5, 2023

Subject: Title VI Program Update

On January 10, 2023, Felicia Brooks-Williams, Senior Manager – OEO, ADA & DEI, and Jeffrey Macko, Planning Team Leader – Service Management, will present GCRTA's Title VI Program Update to the Operational, Planning & Infrastructure Committee meeting.

The purpose of this action is to seek approval for the submission of the 2023 Title VI Program Update to the Federal Transit Administration ("FTA"), as required by Title VI of the Civil Rights Act of 1964.

Please call me if you have any questions or require additional information prior to the upcoming meeting.

IBT/FBW

Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

A handwritten signature in black ink, appearing to read 'India L. Birdsong Terry', enclosed in an oval shape.

Date: January 5, 2023

Subject: Summary of Proposed Award
Trunk Line Signal System

At the January 10, 2023 Operational Planning and Infrastructure Committee meeting, staff will present a Summary of the Trunk Line Signal System. The contract amount is \$4,464,789.20.

This project will provide a new signal system, replacing the existing signal system built in the 1920's along the light rail from East 79th Street Station to Shaker Square. The Summary of Award is attached.

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

KAM/MJS

**SUMMARY OF AWARD
Trunk Line Signal System**

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority (GCRTA) has the need to provide a new signal system on the Trunk Line from the East 75th Street Central Instrument House to Shaker Square, in both eastbound and westbound directions. This work includes but is not limited to providing all labor, equipment, materials, and design and field engineering.

PROCUREMENT OVERVIEW:

The Invitation for Bid ("IFB") for Project 12D – Trunk Line Signal System was issued on October 24, 2022. 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 thirteen (13) interested parties. Two (2) responsive bids were received and opened on December 15, 2022 as follows:

Company Name	Total Base Bid
Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems	\$4,464,789.20
Hatzel & Buehler, Inc.	\$4,625,000.00

The Basis of Award is the lowest responsive bid from a responsible bidder for the Total Base Bid price. Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems was determined to be a responsive bidder.

RECOMMENDATION:

The Office of Business Development has set a 17% DBE participation goal for this project. Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems is a certified DBE firm.


A resolution will request authorization to issue a contract to Clark Transportation Consulting & Services, LLC DBA Bison Rail Systems for Trunk Line Signal System in an amount not to exceed \$4,464,789.20. This bid is 0.56% above the Engineer's Estimate of \$4,440,000.00.



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: January 5, 2023

Subject: Summary of Proposed Award
Bungalow Foundations for the Trunk Line Resignaling

At the January 10, 2023 Operational Planning and Infrastructure Committee meeting, staff will present a Summary of the Bungalow Foundations for the Trunk Line Resignaling. The contract amount is \$347,000.

This project will provide signal bungalow foundations in support of Project 12D – Trunk Line Resignaling. The Summary of Award is attached.

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

KAM/MJS

SUMMARY OF AWARD
Bungalow Foundations for the Trunk Line Resignaling

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority (GCRTA) has the need to construct signal bungalow foundations from East 75th Street Central Instrument House to Shaker Square, in both eastbound and westbound directions. This work includes but is not limited to providing all labor, equipment, materials, and design and field engineering.

PROCUREMENT OVERVIEW:

The Invitation for Bid (“IFB”) for Project 12D(a) – Bungalow Foundations for the Trunk Line Resignaling was issued on October 24, 2022. 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 twelve (12) interested parties. Three (3) responsive bids were received and opened on November 30, 2022 as follows:

Company Name	Total Base Bid
Northeast Ohio Trenching Service, Inc.	\$347,000.00
Cook Paving and Construction Company	\$418,250.00
Suburban Maintenance and Construction, Inc.	\$387,000.00

The Basis of Award is the lowest responsive bid from a responsible bidder for the Total Base Bid price. Northeast Ohio Trenching Service, Inc. was determined to be a responsive bidder.

RECOMMENDATION:

The Office of Business Development has set a 23% DBE participation goal for this project. Northeast Ohio Trenching Service, Inc. intends on using RL Cole Enterprises, American Roadway Logistics, Tucker Grubbs Construction, Rockport Ready Mix, and Cuyahoga Supply and Tool to meet this goal.

A resolution will request authorization to issue a contract to Northeast Ohio Trenching Service, Inc. for Bungalow Foundations for the Trunk Line Resignaling in an amount not to exceed \$347,000.00. This bid is 3.61% below the Engineer’s Estimate of \$360,000.00.

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, January 10, 2023

Committee Members: President Charles P. Lucas, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Anthony D. Biasiotta
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Ms. Luz N. Pellet
 Mayor David E. Weiss
 Ms. Lauren R. Welch

- I. Roll Call

- II. Code Book Update - A request to remove Sections 644.09 Prior Service Credit and 644.13 Tuition Reimbursement and to amend Personnel Policy 400.09 Prior Service Credit.

 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 Terry
General Manager, Chief Executive Officer

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

Date: January 5, 2023

Subject: Human Resources Code Update

At the January 10, 2023 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Human Resources Code, specifically Sections 644.09 Prior Service Credit, and 644.13 Tuition Reimbursement.

The proposed revisions to the policies include removing these provisions from the Code Book, as duplicates of Personnel Policies 400.09 and 400.13.

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

Attachments: A. Red-lines of Code Book Sections 644.09 and 644.13
B. Red-lines of Personnel Policies 400.09 and 400.13

IBT/dmt

~~644.09 — PRIOR SERVICE CREDIT.~~

~~(a) A person employed by the Authority who is eligible under Ohio R.C. 9.44 shall have his or her prior service credit with a State or county agency and/or political subdivision within the State of Ohio counted for purposes of computing the accrual rate of vacation leave. For purposes of determining eligibility, the employee is responsible for obtaining written verification of the length of his or her service from the agency or municipality of former employment and to verify the completeness and accuracy of same. Prior service credit will be granted in one-year increments for a minimum of one or more years of employment with the former agency or political subdivision. This information shall then be submitted to the Human Resources Department. Employees requesting prior service credit from institutions and authorities not within the scope of the Ohio Revised Code are subject to the approval of the CEO/General Manager on a case-by-case basis.~~

~~(b) Employees must meet the minimum vacation eligibility requirements to use earned hours, including those from prior service credit.~~

~~(c) Questions concerning Prior Service Credit eligibility should be addressed to the Benefits Section of the Human Resources Department.
(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

~~644.13 — TUITION REIMBURSEMENT.~~

~~(a) Ongoing employment development is an important element in providing the best transit service to the citizens of the Greater Cleveland area. This includes the enhancement of existing internal employee development and training programs.~~

~~(b) The Tuition Reimbursement Program (TRP) shall be available to all Greater Cleveland Regional Transit Authority (Authority) employees.
(Res. 2002-96. Passed 5-21-02; Res. 2013-95. Passed 9-17-13.)~~

400.09 PRIOR SERVICE CREDIT

A person employed by the Authority who is eligible under Ohio Revised Code (O.R.C.) 9.44 shall have his or her prior service credit with a state or county agency and/or political subdivision within the state of Ohio counted for purposes of computing the accrual rate of vacation leave. For purposes of determining eligibility, the employee is responsible for obtaining written verification of the length of his or her service from the agency or municipality of former employment and to verify the completeness and accuracy of same. Prior service credit will be granted in one-year increments for a minimum of one or more years of employment with the former agency or political subdivision. This information shall then be submitted to the Human Resources Department. Employees requesting prior service credit from institutions and authorities not within the scope of the O.R.C. are subject to the approval of the ~~CEO~~/General Manager, Chief Executive Officer on a case-by-case basis.

Employees must meet the minimum vacation eligibility requirements to use earned hours, including those from prior service credit.

Questions concerning Prior Service Credit eligibility should be addressed to the Benefits Section of the Human Resources ~~Department~~Division.

400.13 TUITION REIMBURSEMENT

Ongoing employment development is an important element in providing the best transit service to the citizens of the Greater Cleveland area. This includes the enhancement of existing internal employee development and training programs.

The Tuition Reimbursement Program (TRP) shall be available to all Greater Cleveland Regional Transit Authority employees.