



Agenda - Final revised
Capital Metropolitan
Transportation Authority
Operations, Planning and Safety
Committee

2910 East 5th Street
Austin, TX 78702

Monday, December 4, 2023

1:30 PM

Rosa Parks Boardroom

I. Call to Order

II. Public Comment

III. Action Items

1. Approval of minutes from the October 11, 2023 Operations, Planning and Safety Committee meeting.
2. Approval of a resolution updating the Charter Statement for the Operations, Planning and Safety Committee.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Reeder Distributors, Inc. for a Steam Bay Bus Lift in an amount not to exceed \$211,350.
4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Zonar System, Inc. to purchase subscription services for Electronic Driver Vehicle Inspection Records Services over a five-year period in a total amount not to exceed \$803,623.
5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Lytx, Inc. to purchase subscription services for DriveCam Event Recorders over a three-year period in a total amount not to exceed \$552,960.
6. Approval of a resolution authorizing the President & CEO, or her designee, to execute an emergency purchase order to Cap-A-Bus Inc. to purchase services for bus accident repair and painting over a period of six months in a total amount not to exceed \$400,000.
7. Approval of a resolution authorizing the President & CEO, or her designee, to execute an emergency purchase order to JobSite Diesel for services of bus fleet scheduled and ad hoc repair services over a period of six months in a total amount not to exceed \$1,000,000.

8. Approval of a resolution authorizing the President & CEO, or her designee, to execute a contract modification with Unifirst Corp. for maintenance related uniform rental and cleaning services over a one-year period, in a total amount not to exceed \$212,047.
9. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an extension of the existing lease with CapMetro's uniform vendor, CFJ Manufacturing, LP (CFJ), for approximately 1,027.5 rentable square feet within CapMetro's administrative offices at 624 N. Pleasant Valley Road, Austin, Texas 78702 for a base period of twelve (12) months, for a total amount of \$33,908 paid to CapMetro.
10. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Convergent Technologies to purchase and install two cameras on each of the 88 new CapMetro Pleasant Valley and Expo Center Rapid stations for a one-year period, in an amount not to exceed \$383,286.

IV. Presentations

1. Monthly Operations Update

V. Items for Future Discussion

VI. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

Committee Members: Eric Stratton, Chair; Jeffrey Travillion, Paige Ellis and Chito Vela.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2023-1008

Agenda Date: 12/4/2023

Approval of minutes from the October 11, 2023 Operations, Planning and Safety Committee meeting.

Minutes
Capital Metropolitan
Transportation Authority
Operations, Planning and Safety
Committee

2910 East 5th Street
Austin, TX 78702

Wednesday, October 11, 2023

12:30 PM

Rosa Parks Boardroom

I. Call to Order

12:49 p.m. Meeting Called to Order

Present	Eric Stratton, Chito Vela, and Paige Ellis
Absent	Jeffrey Travillion

II. Public Comment

Zenobia Joseph provided public comment.

III. Action Items

1. Approval of minutes from the September 13, 2023 Operations, Planning and Safety Committee meeting.

A motion was made by Vela, seconded by Ellis, that this Minutes be adopted. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

2. Approval of a resolution authorizing the President & CEO, or her designee, to implement the January 2024 Service Changes.

A motion was made by Ellis, seconded by Vela, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

3. Approval of a resolution authorizing updates to the CapMetro Alcohol Prohibition Policy.

A motion was made by Vela, seconded by Ellis, that this Resolution be recommended for the action item agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with A3 Systems Corporation to provide two (2) Harlan electric yard tug vehicles in an amount not to exceed \$210,145.

A motion was made by Ellis, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Creative Bus Sales, Inc. for the purchase of fifteen (15) wheelchair accessible service support vehicles in a total not to exceed amount of \$1,176,840.

A motion was made by Ellis, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

6. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Preferred Technologies LLC. for the installation of 127 replacement and new video cameras and supporting equipment at four CapMetro Park & Ride facilities in a total not to exceed amount of \$180,997.

A motion was made by Ellis, seconded by Vela, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

7. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute the lease of 11,978 square feet of administrative and maintenance bay space, along with parking areas that amount to approximately 3.5 acres, at and just south of 4811 East 7th Street from Springdale East Owner, LLC for a total not to exceed amount of \$3,800,000 over the primary 3-year, 5-month lease term.

A motion was made by Vela, seconded by Ellis, that this Resolution be recommended for the consent agenda to the Board of Directors, due back on 10/23/2023. The motion carried by the following vote:

Aye: Stratton, Vela, and Ellis

IV. Presentations

1. Monthly Operations Update

V. Items for Future Discussion

VI. Adjournment

2:12 p.m. Meeting Adjourned

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

Committee Members: Eric Stratton, Chair; Jeffrey Travillion, Paige Ellis and Chito Vela.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.

Board of Directors

Item #: AI-2023-763

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution updating the Charter Statement for the Operations, Planning and Safety Committee.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Internal/External Customer Service Excellence ☐ 2. Stakeholder Engagement
☐ 3. Financial and Environmental Sustainability ☐ 4. Staff Development ☐ 5. Agency Growth Management

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☒ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: CapMetro's two board committees assist the Board of Directors in providing strong governance and play a key advisory role to the full Board. Their expertise and in-depth look at issues before the Board is vital to our long-term strategic planning.

BUSINESS CASE: Does not apply

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: In 2010, each of the committees of the Board of Directors adopted Committee Charter Statements defining their areas of responsibility. A periodic review of these charters was requested by the Board upon adoption and allows the committees to ensure that the charters still meet the needs and parameters of each committee. This charter was last reviewed by the Board in April 2022.

After reviewing the Charter, staff's only recommendation is updating the name of the agency from "Capital Metro" to "CapMetro" to reflect current branding. No other substantive changes are suggested.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-763

WHEREAS, the Board of Directors has established committees made up of members of the Board to consider specified areas of interest to the Authority; and

WHEREAS, the Board of Directors has adopted Committee Charter Statements that define the roles and responsibilities of each of these committees; and

WHEREAS, the Board of Directors desires to review the Committee Charter Statement to ensure that it reflects current roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby updates the Committee Charter Statement for the Operations, Planning and Safety Committee to reflect the current branding of the agency's name from "Capital Metro" to "CapMetro".

**Secretary of the Board
Becki Ross**

Date: _____

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS
OPERATIONS, PLANNING AND SAFETY COMMITTEE CHARTER**

I. PURPOSE AND AUTHORITY

The Operations, Planning and Safety Committee (the “OPS Committee”) has been established by the Capital Metropolitan Transportation Authority (“Capital Metro”) Board of Directors (the “Board”) to review and make recommendations to the full Board on policies and practices related to the efficient, safe, and reliable operation of the Capital Metro system and effective short and long-range planning for a sustainable Capital Metro.

The OPS Committee serves as an advisory committee to the Board which has the legal responsibility to make decisions and policies for Capital Metro.

II. RESPONSIBILITIES

The OPS Committee shall be responsible for:

- Overseeing short-range service planning and modification;
- Developing and making recommendations to the Board on long-range system planning and coordinating with external partners on regional planning initiatives;
- Reviewing and making recommendations to the Board on route standards and service standards;
- Monitoring performance indicators for service and operations, including but not limited to ridership, customer service and satisfaction, passenger and employee safety and security standards, and facility and vehicle maintenance;
- Making recommendations to the Board on system safety and security initiatives and plans to enhance organizational focus on safety and security and comply with applicable federal, state and local laws and regulations;
- Making recommendations to the Board on vehicle purchase and fleet management plans and other capital purchases related to operations;
- Overseeing facility and capital project design and construction programs;
- Recommending to the Board policies and processes designed to provide for effective and efficient IT governance;
- Reviewing and making recommendations to the Board on land use related to Capital Metro and property acquisition and disposal;
- Ensuring compliance with Title VI requirements;
- Overseeing the implementation of system start-ups; and
- Ensuring that all Capital Metro services operate effectively as an integrated transit system.

III. MEMBERSHIP

The OPS Committee shall consist of four (4) members of the Board. The Chairperson of the Board will nominate the OPS Committee Chairperson and members annually, subject to confirmation by the Board. The OPS Committee shall elect a Committee Vice Chairperson from its members at its first meeting of the year to perform the duties of the Chairperson in case of the absence, disability or disqualification of the Committee Chairperson.

IV. MEETINGS

The OPS Committee will meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require. All meetings will be conducted in accordance with the Texas Open Meetings Act, as applicable. Committee members are expected to attend each meeting. The OPS Committee may direct members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. CapMetro staff will post meeting agendas and backup materials for Board members and the public to view no later than seven (7) calendar days before the committee meeting.

The OPS Committee shall take up and consider any other items as directed by the Chairperson of the Board.

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS
OPERATIONS, PLANNING AND SAFETY COMMITTEE CHARTER**

I. PURPOSE AND AUTHORITY

The Operations, Planning and Safety Committee (the “OPS Committee”) has been established by the Capital Metropolitan Transportation Authority (“Capitol Metro”) Board of Directors (the “Board”) to review and make recommendations to the full Board on policies and practices related to the efficient, safe, and reliable operation of the Capital Metro system and effective short and long-range planning for a sustainable Capital Metro.

The OPS Committee serves as an advisory committee to the Board which has the legal responsibility to make decisions and policies for Capitol Metro.

II. RESPONSIBILITIES

The OPS Committee shall be responsible for:

- Overseeing short-range service planning and modification;
- Developing and making recommendations to the Board on long-range system planning and coordinating with external partners on regional planning initiatives;
- Reviewing and making recommendations to the Board on route standards and service standards;
- Monitoring performance indicators for service and operations, including but not limited to ridership, customer service and satisfaction, passenger and employee safety and security standards, and facility and vehicle maintenance;
- Making recommendations to the Board on system safety and security initiatives and plans to enhance organizational focus on safety and security and comply with applicable federal, state and local laws and regulations;
- Making recommendations to the Board on vehicle purchase and fleet management plans and other capital purchases related to operations;
- Overseeing facility and capital project design and construction programs;
- Recommending to the Board policies and processes designed to provide for effective and efficient IT governance;
- Reviewing and making recommendations to the Board on land use related to Capitol Metro and property acquisition and disposal;
- Ensuring compliance with Title VI requirements;
- Overseeing the implementation of system start-ups; and
- Ensuring that all Capitol Metro services operate effectively as an integrated transit system.

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The OPS Committee shall take up and consider any other items as directed by the Chairperson of the Board.

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS
OPERATIONS, PLANNING AND SAFETY COMMITTEE CHARTER**

I. PURPOSE AND AUTHORITY

The Operations, Planning and Safety Committee (the “OPS Committee”) has been established by the Capital Metropolitan Transportation Authority (“CapMetro”) Board of Directors (the “Board”) to review and make recommendations to the full Board on policies and practices related to the efficient, safe, and reliable operation of the Capital Metro system and effective short and long-range planning for a sustainable CapMetro.

The OPS Committee serves as an advisory committee to the Board which has the legal responsibility to make decisions and policies for CapMetro.

II. RESPONSIBILITIES

The OPS Committee shall be responsible for:

- Overseeing short-range service planning and modification;
- Developing and making recommendations to the Board on long-range system planning and coordinating with external partners on regional planning initiatives;
- Reviewing and making recommendations to the Board on route standards and service standards;
- Monitoring performance indicators for service and operations, including but not limited to ridership, customer service and satisfaction, passenger and employee safety and security standards, and facility and vehicle maintenance;
- Making recommendations to the Board on system safety and security initiatives and plans to enhance organizational focus on safety and security and comply with applicable federal, state and local laws and regulations;
- Making recommendations to the Board on vehicle purchase and fleet management plans and other capital purchases related to operations;
- Overseeing facility and capital project design and construction programs;
- Recommending to the Board policies and processes designed to provide for effective and efficient IT governance;
- Reviewing and making recommendations to the Board on land use related to CapMetro and property acquisition and disposal;
- Ensuring compliance with Title VI requirements;
- Overseeing the implementation of system start-ups; and
- Ensuring that all CapMetro services operate effectively as an integrated transit system.

III. MEMBERSHIP

The OPS Committee shall consist of four (4) members of the Board. The Chairperson of the Board will nominate the OPS Committee Chairperson and members annually, subject to confirmation by the Board. The OPS Committee shall elect a Committee Vice Chairperson from its members at its first meeting of the year to perform the duties of the Chairperson in case of the absence, disability or disqualification of the Committee Chairperson.

IV. MEETINGS

The OPS Committee will meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require. All meetings will be conducted in accordance with the Texas Open Meetings Act, as applicable. Committee members are expected to attend each meeting. The OPS Committee may direct members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. CapMetro staff will post meeting agendas and backup materials for Board members and the public to view no later than seven (7) calendar days before the committee meeting.

The OPS Committee shall take up and consider any other items as directed by the Chairperson of the Board.

Board of Directors

Item #: AI-2023-1009

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Reeder Distributors, Inc. for a Steam Bay Bus Lift in an amount not to exceed \$211,350.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Capital Budget

STRATEGIC PLAN:**Strategic Goal Alignment:**

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

Strategic Objectives:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1.1 Safe & Reliable Service | <input type="checkbox"/> 1.2 High Quality Customer Experience | <input type="checkbox"/> 1.3 Accessible System |
| <input type="checkbox"/> 2.1 Support Sustainable Regional Growth | <input type="checkbox"/> 2.2 Become a Carbon Neutral Agency | |
| <input type="checkbox"/> 2.3 Responsive to Community and Customer Needs | <input type="checkbox"/> 2.4 Regional Leader in Transit Planning | |
| <input type="checkbox"/> 3.1 Diversity of Staff | <input type="checkbox"/> 3.2 Employer of Choice | <input type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input type="checkbox"/> 4.1 Fiscally Responsible and Transparent | <input type="checkbox"/> 4.2 Culture of Safety | <input checked="" type="checkbox"/> 4.3 State of Good Repair |

EXPLANATION OF STRATEGIC ALIGNMENT: The current Steam Bay Bus Lift has reached the end of its useful life and replacing it ensures the facilities are kept in a state of good repair.

BUSINESS CASE: The Steam Bay Bus Lift is a piece of heavy equipment used to thoroughly clean the engine and undercarriage of buses as a part of routine maintenance inspection and repair. Replacing the current lift which has reached the end of its useful life, ensures the buses can be properly and efficiently maintained.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: When performing routine preventive maintenance inspection and repair, an important part of the process is to thoroughly clean the engine and undercarriage. The maintenance facility is equipped

with a high-pressure wash steam bay which lifts buses for more efficient cleaning. Executing this contract will replace the bus lift which has reached the end of its useful life.

DBE/SBE PARTICIPATION: No goal is applied against this contract. This CO-OP procurement is for a Steam Bay Bus Lift, which does not include subcontract opportunities.

PROCUREMENT: CapMetro will utilize the BuyBoard cooperative, Contract No. 629-20, held by Reeder Distributors, Inc., for Automotive Parts, Fluids, Maintenance and Equipment, to purchase, deliver, and install a Steam Bay Bus Lift at 2910 East 5th Street.

BuyBoard awarded contracts are made available for use by CapMetro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using BuyBoard contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the purchase, delivery, and installation of the Steam Bay Bus Lift was determined to be fair and reasonable by the BuyBoard cooperative during its solicitation and award process.

The pricing provided by Reeder Distributors, Inc. is the best value to CapMetro, considering cost analysis for a Steam Bay Bus Lift using previous purchases data and market rates. The term of the Contract is six (6) months from notice to proceed. The lump sum price is as follows:

DESCRIPTION	LUMP SUM
Purchase, Deliver and Install Steam Bay Bus Lift at 2910 East 5 th Street	\$211,350.00

The Contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Facilities Maintenance Operations

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1009

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain the facilities in a state of good repair.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with Reeder Distributors, Inc. for a Steam Bay Bus Lift in an amount not to exceed \$211,350.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2023-1021

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Zonar System, Inc. to purchase subscription services for Electronic Driver Vehicle Inspection Records Services over a five-year period in a total amount not to exceed \$803,623.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- ☐ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☒ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: The Zonar system provides a fast and efficient method to for drivers to perform driver vehicle inspections and to report any issues to maintenance quickly and automatically, ensuring vehicles are safe to operate.

BUSINESS CASE: The Zonar system is currently in use on the bus fleet, but the subscription will expire at the end of the year. This contract will allow the uninterrupted continued use of the system.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: The Zonar System provides an easy, fast, and efficient way for drivers to perform

federally required pre-trip and post-trip driver vehicle inspections. The system consists of a handheld smart scanner that the driver uses to report any issues during their walk around inspections of their assigned vehicle. The system automatically reports issues to maintenance, keeps records of the inspections, and provides analytics to operations to aid in compliance. The Zonar System has been successfully used on the CapMetro bus fleet for the last three years. Executing this contract which consists of a base year, with four one-year options, will ensure continued and uninterrupted services through 2028.

DBE/SBE PARTICIPATION: No goal is being placed on this contract. The procurement is to extend a subscription service currently provided by Zonar System, which does not include subcontract opportunities.

PROCUREMENT: The contract will utilize the Texas Interlocal Purchasing System (TIPS) Contract No. 230105, held by Zonar System Inc. for Technology Solutions Products and Services, to provide CapMetro with Electronic Driver Vehicle Inspection Records Services.

TIPS awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using TIPS contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Electronic Driver Vehicle Inspection Records Services subscription was determined to be fair & reasonable by TIPS's organization during its solicitation and award process.

The following is Zonar System Inc. contract pricing for the Electronic Driver Vehicle Inspection Records Services subscription, for one (1) base year and four (4), 1-year options:

ITEM	DESCRIPTION	LUMP SUM
1	Base Year: Electronic Driver Vehicle Inspection Records Software Subscription	\$160,724.52
2	Option Year 1: Electronic Driver Vehicle Inspection Records Software Subscription	\$160,724.52
3	Option Year 2: Electronic Driver Vehicle Inspection Records Software Subscription	\$160,724.52
4	Option Year 3: Electronic Driver Vehicle Inspection Records Software Subscription	\$160,724.52
5	Option Year 4: Electronic Driver Vehicle Inspection Records Software Subscription	\$160,724.52
6	Grand Total (Items 1 through 5 inclusive)	\$803,622.60

The Contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1021

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain a safe operating fleet.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with Zonar System, Inc. to purchase subscription services for Electronic Driver Vehicle Inspection Records Services over a five-year period in a total amount not to exceed \$803,623.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2023-1022

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Lytx, Inc. to purchase subscription services for DriveCam Event Recorders over a three-year period in a total amount not to exceed \$552,960.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- ☒ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☒ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☒ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: The Lytx System detects potentially unsafe driving behavior and through incident alerts and operator counselling, is used to improve operator safety, making the bus system safer.

BUSINESS CASE: The Lytx system is currently in use on the bus fleet, but the subscription will expire at the end of the year. This contract will allow the uninterrupted continued use of the system.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: The Lytx DriveCam Event Recorder is an inertia-based camera system which detects

and reports potentially unsafe operator behavior. These incident reports are used to train and improve operator driving habits, improving the overall safety of the bus fleet. The Lytx System has been successfully used on the CapMetro bus fleet for the last ten years. Executing this contract which consists of a base year, with two one-year options, will ensure continued and uninterrupted services through 2026.

DBE/SBE PARTICIPATION: No goal is placed on this contract. This procurement is extending a subscription service currently being provided by Lytx, which does not include subcontract opportunities.

PROCUREMENT: CapMetro will utilize Sourcewell Contract No. 020221-DCI, held by Lytx, Inc., for Fleet Management Technologies with Related Software Solutions, to provide CapMetro with the DriveCam Event Recorders Software Subscription.

Sourcewell awarded contracts are made available for use by CapMetro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using Sourcewell contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the DriveCam Event Recorders Software Subscription was determined to be fair & reasonable by the Sourcewell organization during its solicitation and award process.

The following is Lytx, Inc. contract pricing for the DriveCam Event Recorders Software Subscription, for one (1) base year and two (2), 1-year options:

ITEM	DESCRIPTION	LUMP SUM
1	Year 1: DriveCam Event Recorders Software Subscription	\$184,320.00
2	Year 2: DriveCam Event Recorders Software Subscription	\$184,320.00
3	Year 3: DriveCam Event Recorders Software Subscription	\$184,320.00
4	Grand Total (Items 1 through 3 inclusive)	\$552,960.00

The Contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1022

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain a safe operating fleet.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors vthat the President & CEO, or her designee, is authorized to finalize and execute a contract with Lytx, Inc. to purchase subscription services for DriveCam Event Recorders over a three-year period in a total amount not to exceed \$552,960.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2023-1023

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to execute an emergency purchase order to Cap-A-Bus Inc. to purchase services for bus accident repair and painting over a period of six months in a total amount not to exceed \$400,000.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- ☐ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☒ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: The repair of bus accidents and bus painting is a part of maintaining the fleet in a state good repair.

BUSINESS CASE: Due to a continued shortage of body shop repair technicians, some body work must be contracted to a third-party. This emergency purchase order will fulfill the needs of the authority while a formal procurement is completed.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: Vehicle accident repair and painting is a necessary part of fleet maintenance. The

demand for repair work however, exceeds the maintenance shop capacity and a third party contractor is needed to keep the fleet in a state of good repair. In spite of continued recruiting efforts the body shop is currently understaffed by five of seventeen body technician positions. This purchase order will allow for the continued repair of maintenance of the fleet while pursuing a competitive procurement for a longer-term contract, expected to be in place no later than June of 2024. The vendor, Cap-A-Bus Inc., was selected because of their long and proven history working on CapMetro vehicles. CapMetro will continue our recruiting efforts to fill these vacant staff positions.

DBE/SBE PARTICIPATION: No goal is being applied against this contract for bus accident repair and painting. This is a labor contract that does not include subcontract opportunities. CapMetro is contracting with Cap-A-Bus Inc. under an emergency purchase agreement until the solicitation for bus accident repair and painting services is issued, which is estimated to be solicited in January 2024.

PROCUREMENT: Approval of an Emergency Procurement is being requested to issue Cap-A-Bus Inc. a purchase order for bus accident repairs and painting, for a period of six months to allow the Authority time to issue a formal solicitation and make an award for these services. This request is in accordance with CapMetro's acquisition policy for Emergency Purchases.

Cap-A-Bus Inc. has a long and strong history working on CapMetro vehicles. They are the only vendor in the Austin area who has consistently provided quality and timely bus accident repairs. Their pricing rates for repairs are determined to be fair and reasonable by the Authority based on a market analysis of similar services. The purchase order is a fixed price contract in the not to exceed amount of \$400,000.00, for a period of six (6) months.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1023

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain the vehicle fleet in a state of good repair.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to execute an emergency purchase order to Cap-A-Bus Inc. to purchase services for bus accident repair and painting over a period of six months in a total amount not to exceed \$400,000.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2023-1024

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to execute an emergency purchase order to JobSite Diesel for services of bus fleet scheduled and ad hoc repair services over a period of six months in a total amount not to exceed \$1,000,000.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- ☐ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☒ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: The routine preventive maintenance and ad hoc repairs of vehicle breakdowns is a part of maintaining the fleet in a state good repair.

BUSINESS CASE: Due to a continued shortage of body shop repair technicians, some fleet maintenance must be contracted to a third-party. This emergency purchase order will fulfill the needs of the authority while a formal procurement is completed.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: Routine preventive maintenance and ad hoc repair of vehicle breakdowns is a

necessary part of fleet maintenance. However, the demand for this type of work currently exceeds the maintenance shop capacity and a third-party contractor is needed to keep the fleet in a state of good repair. In spite of continued recruiting efforts the maintenance shop is currently understaffed by 17 of 119 Running Repair positions. This purchase order will allow for the repair and maintenance of the fleet while pursuing a competitive procurement for a longer-term contract, expected to be in place no later than June of 2024. The vendor, JobSite Diesel, was selected because of their long and proven history working on CapMetro vehicles. CapMetro will continue our recruiting efforts to fill these vacant staff positions, with the goal of returning most if not all work in house.

DBE/SBE PARTICIPATION: No goal is being applied against this contract for repair and maintenance. This is a labor contract that does not include subcontract opportunities. CapMetro is contracting with JobSite Diesel under an emergency purchase agreement until the solicitation for repair and maintenance is issued, which is estimated to be solicited in January 2024.

PROCUREMENT: Approval of an Emergency Procurement is being requested to issue JobSite Diesel a purchase order for bus fleet scheduled maintenance services and ad hoc repair services, for a period of six months to allow the Authority time to issue a formal solicitation and make an award for these services. This request is in accordance with CapMetro's acquisition policy for Emergency Purchases.

JobSite has a long and strong history working on CapMetro vehicles. They are the only vendor in the Austin area who has consistently provided quality and timely bus maintenance and as needed repairs. Their pricing rates for maintenance and repair services are determined to be fair and reasonable by the Authority based on a market analysis of similar services. The purchase order is a fixed price contract in the not to exceed amount of \$1,000,000.00, for a period of six (6) months.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1024

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain the vehicle fleet in a state of good repair.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to execute an emergency purchase order to JobSite Diesel for services of bus fleet scheduled and ad hoc repair services over a period of six months in a total amount not to exceed \$1,000,000.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2023-1020

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to execute a contract modification with Unifirst Corp. for maintenance related uniform rental and cleaning services over a one-year period, in a total amount not to exceed \$212,047.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Operating Budget.

STRATEGIC PLAN:**Strategic Goal Alignment:**

- ☐ 1. Customer ☐ 2. Community
☒ 3. Workforce ☐ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☐ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☒ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: CapMetro is committed to being an employer of choice which includes providing maintenance uniforms.

BUSINESS CASE: CapMetro is obligated to provide maintenance uniforms under the contracted bus operation and maintenance contract. The rental of uniforms is the fiscally prudent solution to meet that obligation.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: As an employer of choice, CapMetro provides uniforms for vehicle, building, and facility maintenance staff. This rental contract originally included just the supply and weekly cleaning of pants

and shirts for vehicle maintenance staff, but is being expanded to include facilities staff, maintenance managers and oversight staff, the north operations service island staff, as well as the provision of winter jackets and insulated coveralls for those staff who work outdoors, and some miscellaneous supplies such as shop towels and walk-on floor mats. Unlike operators who launder and care for their own uniforms, the nature of heavily soiled maintenance uniform cleaning is better serviced by a professional heavy duty cleaning service. The original contract when awarded was under the financial threshold for seeking board approval but with the expansion of services, this contract modification brings the estimated annual spending to an amount above that threshold. This contract modification will allow for continued uniform rental services for the one-year contract period ending in May 2024, by which time a new contract will be in place to meet the future needs of the maintenance operation.

DBE/SBE PARTICIPATION: The current contract has no goal applied. This modification request to the contract to extend current services being provided does not include subcontract opportunities.

PROCUREMENT: A contract was awarded to Unifirst Corporation via BuyBoard Contract No. 607-22, for Rental and Laundering Services of Uniforms, Mats, and Shop Towels, on April 4, 2022, in an amount not to exceed \$104,791.40 for the base year. The contract was modified on April 4, 2023, to apply Option year 1 in the amount of \$142,512. The contract was modified a second time on November 22, 2023, for additional uniform and laundering services in the amount of \$6,488.00 for a total option year 1 contract amount of \$149,000. Modification 3 is required for additional employee uniforms and laundering services due to growth of the Authority in an amount of \$63,047.00, for the remaining option year, for a total not to exceed contract amount of \$316,838.40.

The following table summarizes previous contract modification and Unifirst Corporation pricing for Modification 3:

Description	Lump Sum Amount
Awarded Contract Amount - Base Year	\$104,791.40
Modification-1 - Option Year	\$142,512.00
Modification-2 - Additional Uniforms and Services	\$6,488.00
Modification-3 - New Employee Uniforms and Services	\$63,047.00
Option Year 1 Total Including Modification 3	\$212,047.00
Grand Total Not to Exceed Including Modification 3	\$316,838.40

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1020

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to be an employer of choice by providing uniform rental and cleaning services to maintenance employees.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to execute a contract modification with Unifirst Corp. for maintenance related uniform rental and cleaning services over a one-year period, in a total amount not to exceed \$212,047.

Date: _____

**Secretary of the Board
Becki Ross**

Board of Directors

Item #: AI-2023-1033

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an extension of the existing lease with CapMetro's uniform vendor, CFJ Manufacturing, LP (CFJ), for approximately 1,027.5 rentable square feet within CapMetro's administrative offices at 624 N. Pleasant Valley Road, Austin, Texas 78702 for a base period of twelve (12) months, for a total amount of \$33,908 paid to CapMetro.

FISCAL IMPACT:

This item is revenue generating. Please refer to executive summary for clarification.

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☐ 2. Community
- ☒ 3. Workforce ☐ 4. Organizational Effectiveness

Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service ☒ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
- ☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
- ☒ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
- ☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
- ☐ 4.1 Fiscally Responsible and Transparent ☐ 4.2 Culture of Safety ☐ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: CapMetro takes pride in creating value and convenience for its employees allowing CFJ to continue occupying the existing space within Cap Metro's administrative building. This will allow a continuous safe and convenient onsite uniform store for CapMetro employees. This collaboration demonstrates CapMetro's commitment to building strong relationships with vendors that desire to do business with CapMetro.

BUSINESS CASE: CFJ is CapMetro's uniform supply vendor, and their contract requires them to operate a uniform store. Their contract to provide uniforms and operate a uniform store has been extended through December 31, 2024. Allowing CFJ to continue leasing out space within the CapMetro Building located at 624 N. Pleasant Valley will promote safety and convenience for CapMetro's employees and generate rent revenue for

CapMetro. Board authorization is required to extend the existing lease for CFJ to operate an onsite uniform store.

COMMITTEE RECOMMENDATION: This item will be presented and recommended for approval at the Operations, Planning and Safety Committee meeting on December 4, 2023.

EXECUTIVE SUMMARY: CFJ's contract requires the vendor to operate a uniform store. CapMetro has 1,027.5 square feet of space within 624 N. Pleasant Valley that the Authority is willing to make available for lease, and a lease to CFJ would allow CapMetro employees the convenience of shopping and ordering uniforms in a safe environment within proximity of CapMetro's East Austin Bus Facility. The Commencement Date of the building lease is May 1, 2023 and the lease term expiration date is December 31, 2024, which aligns with the expiration of CFJ's current contract. CFJ has agreed to pay CapMetro \$2.75 per square foot per month for the space, in addition to the benefits provided to CapMetro by locating the store in such close proximity to the Bus Facility. This equates to a rental rate of \$33.00 per square foot annually, for a total amount paid to CapMetro of \$33,907.56.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance Oversight

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1033

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management seek to provide high-quality, low-cost transportation services to CapMetro customers by continually identifying ways to improve efficiency and cut administrative costs; and

WHEREAS, CapMetro's contract with CFJ Manufacturing, LP for uniform supply requires the vendor to provide a storefront for CapMetro employees to purchase uniforms; and

WHEREAS, CapMetro's contract with CFJ Manufacturing, LP has been extended to December 31, 2024; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to extend the existing CFJ Lease currently located at 624 N. Pleasant Valley; and

WHEREAS, state law requires Capital Metropolitan Transportation Authority Board of Directors authorization to lease out CapMetro property for private use.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a building lease extension with CFJ Manufacturing, LP (CFJ), for approximately 1,027.5 rentable square feet within CapMetro's administrative offices at 624 N. Pleasant Valley Road, Austin, Texas 78702 for a base period of twelve (12) months, for a total amount of \$33,908 paid to CapMetro.

Date: _____

**Secretary of the Board
Becki Ross**

Board of Directors

Item #: AI-2023-1035

Agenda Date: 12/18/2023

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Convergent Technologies to purchase and install two cameras on each of the 88 new CapMetro Pleasant Valley and Expo Center Rapid stations for a one-year period, in an amount not to exceed \$383,286.

FISCAL IMPACT:

Funding for this action is available in the FY2024 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☐ 2. Community
☐ 3. Workforce ☒ 4. Organizational Effectiveness

Strategic Objectives:

- ☒ 1.1 Safe & Reliable Service ☒ 1.2 High Quality Customer Experience ☐ 1.3 Accessible System
☐ 2.1 Support Sustainable Regional Growth ☐ 2.2 Become a Carbon Neutral Agency
☐ 2.3 Responsive to Community and Customer Needs ☐ 2.4 Regional Leader in Transit Planning
☐ 3.1 Diversity of Staff ☐ 3.2 Employer of Choice ☐ 3.3 Expand Highly Skilled Workforce
☐ 4.1 Fiscally Responsible and Transparent ☒ 4.2 Culture of Safety ☒ 4.3 State of Good Repair

EXPLANATION OF STRATEGIC ALIGNMENT: Equipping the CapMetro Rapid Stations with video cameras enhances the safety and security of the stations for CapMetro customers and employees, and serves as a deterrent to criminal activity. The project focuses on promoting a safe customer experience and organizational effectiveness in alignment with the CapMetro strategic plan. Maintaining video cameras at the Rapid Stations demonstrates to customers and employees that CapMetro is deploying the resources necessary to mitigate risk and continually improve safety and security. Video cameras add business value by providing real time and recorded information that allows CapMetro to make critical decisions to positively impact operations. This information helps the CapMetro Operations Control Center and Public Safety Department make effective decisions that improve service efficiency and customer experience. This project also aligns with the objectives of maintaining a culture of safety and adhering to a state of good repair.

BUSINESS CASE: The CapMetro Operations Control Center, and Public Safety Dispatchers rely heavily on video cameras at the Rapid Stations to monitor and adjust operations, perform security camera sweeps throughout the day, and research incidents using recorded video. The cameras also serve as a deterrent to criminal activity because they are clearly visible and provide thorough coverage of the Stations.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 4, 2023.

EXECUTIVE SUMMARY: CapMetro serves thousands of customers daily who use our Rapid Bus Service. The timely operation of the CapMetro system, and safety and security of our customers and employees is a priority. These cameras provide our Operations Control Center with critical real-time information to maintain efficient operations. It is also our responsibility to mitigate all security vulnerabilities as much as practical by using real time and recorded video. The scope of this project is to install two cameras at each of the 88 new PV and Expo CapMetro Rapid Stations.

DBE/SBE PARTICIPATION: Convergent Technologies is committing to 20% DBE participation for the term of this contract. DEI will monitor compliance and participation of DBEs.

PROCUREMENT: CapMetro will utilize the General Service Administration (GSA), Multiple Award Schedule Contract No. GS-07F-0251W, held by Convergent Technologies, Inc., for Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response, to purchase, deliver, and install Cameras at PV and Expo CapMetro Rapid Stations.

GSA Multiple Award Schedule contracts are made available for use by CapMetro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using GSA Multiple Award Schedule contracts satisfy otherwise applicable competitive bidding requirements.

Pricing to purchase, deliver, and install Cameras at PV and Expo CapMetro Rapid Stations was determined to be fair and reasonable by the GSA during its solicitation and award process. Additionally, the pricing provided by Convergent Technologies, Inc. is the best value to CapMetro, considering cost analysis using previous purchase data and current market rates. The term of the Contract is from notice to proceed through December 31, 2024. The lump sum price is as follows:

DESCRIPTION	LUMP SUM
Purchase, Deliver and Install Cameras at PV and Expo MetroRapid Stations	\$383,286.00

The Contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Public Safety and Emergency Management

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2023-1035

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to ensure the timely operation of the transit system, while ensuring the safety and security of employees and customers; and WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to install two cameras at each of the 88 PV and Expo CapMetro Rapid Stations to support operations and ensure safety and security.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO, or her designee, to finalize and execute a contract with Convergent Technologies to purchase and install two cameras at each of the 88 PV and Expo CapMetro Rapid Stations for a one-year period not to exceed \$383,286.

Date: _____

**Secretary of the Board
Becki Ross**



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Operations, Planning and Safety Committee **Item #:** AI-2023-778

Agenda Date: 12/4/2023

Monthly Operations Update



Operations KPI Discussion

Operations, Planning, and Safety Committee

December 2023

CapMetro

Bus Service

Service Provider Transition – Keolis Inc.

- Milestones & Transition Overview:
 - 7 of 12 contractual deliverables are at 100% complete
 - Labor Relations Plan currently in process
 - Employee Health Benefits – Open Enrollment December 18th, 2023
 - Start-Up/Mobilization Plan complete & delivered to Operations for approval
 - Trapeze & Payroll System is currently in the initial testing phase
 - UKG Build Out – currently working with IT for any hardware procurement
 - Maintenance Operation Plan complete

Mobilization Overview

Mobilization Overview

11/13/23

% COMPLETE

40%

MILESTONES DUE

Milestones that are coming soon.

Name	Finish

11/06/23

% COMPLETE

30%

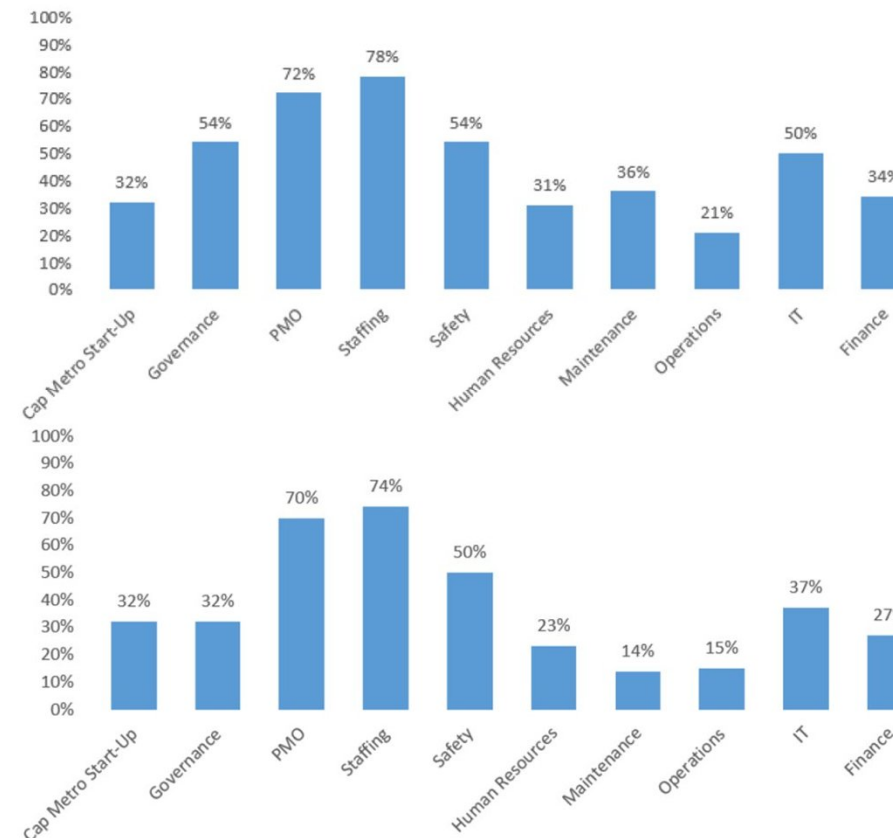
MILESTONES DUE

Milestones that are coming soon.

Name	Finish

% COMPLETE

Status for all top-level tasks.





- Systemwide Ridership
- Fixed-Route Ridership
- Rail Ridership
- Access Ridership
- Pickup Ridership

Fixed-Route Ridership

Fixed-Route ridership measures unlinked passenger trips on CapMetro bus services (Bus, Express, and Rapid). Measure reported monthly.

Reporting Period:

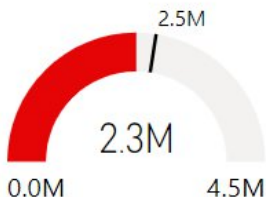
October

2023

Performance Gauge
Monthly Ridership



Performance Gauge
FY to Report Period Cumulative Ridership



Cumulative Ridership Change

Previous Year Same Month: 11.9%

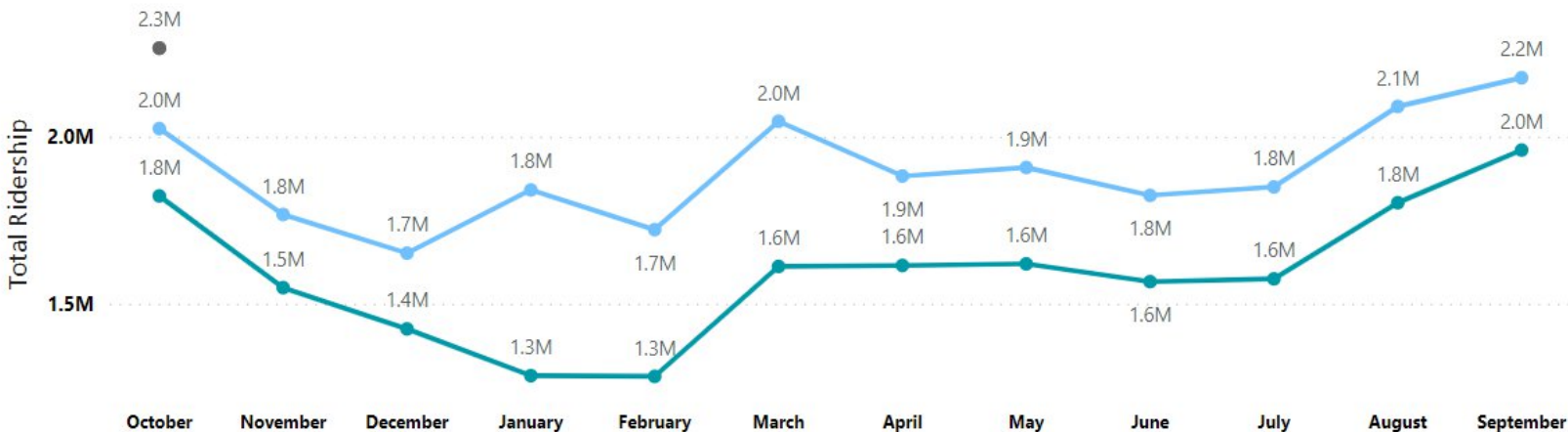


Navigate between drill-down charts:

- By Month
- By Service Type
- By Route
- By Day of Week

Monthly Ridership

FY 2022 FY 2023 FY 2024



Fiscal Year

All



Fixed-Route OTP

Rail OTP

Access OTP

Pickup OTP

Fixed-Route On-Time Performance

On-time performance (OTP) for Bus and Express is measured as the percentage of actual departure times that are less than six minutes late and not prior to scheduled departure times. Rapid operates on a headway-based schedule; its OTP is measured as a difference of less than five minutes or 50 percent of the headway, whichever is less, than the preceding bus.

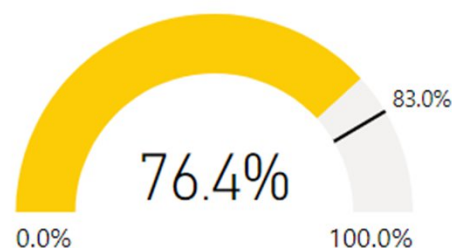
Reporting Period:

October

2023

Performance Gauge

Average Percentage



OTP Change

Previous Month:

-2.9%

Previous Year Same Month:

-3.40%

Navigate between drill-down charts:

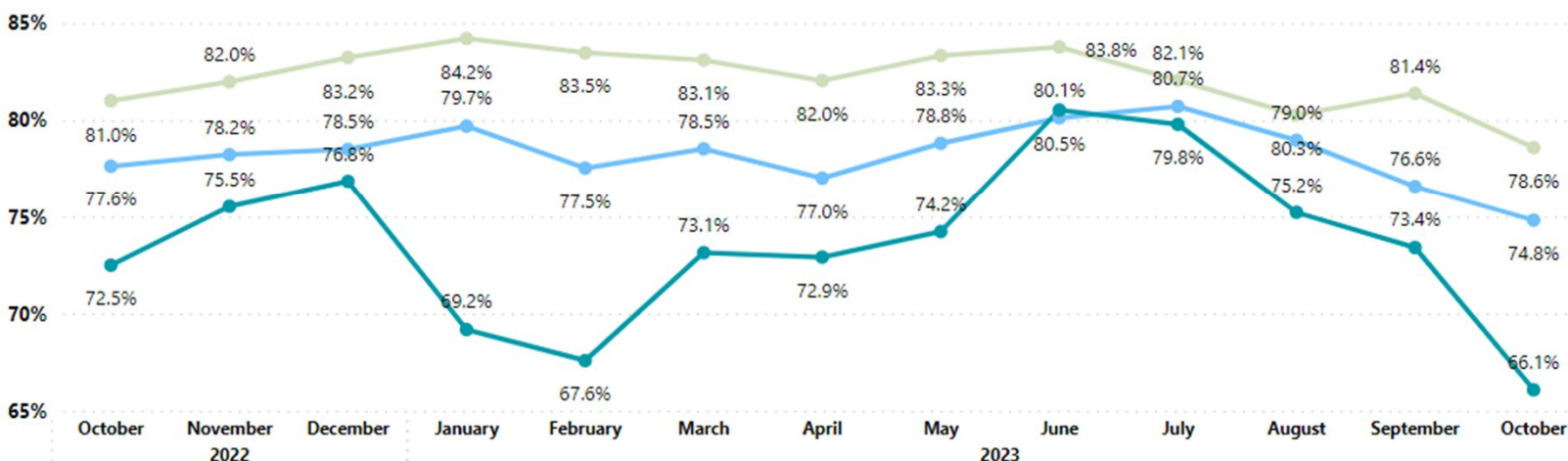
By Month

By Service Type

By Route

Monthly On-Time Performance

MetroBus MetroExpress MetroRapid



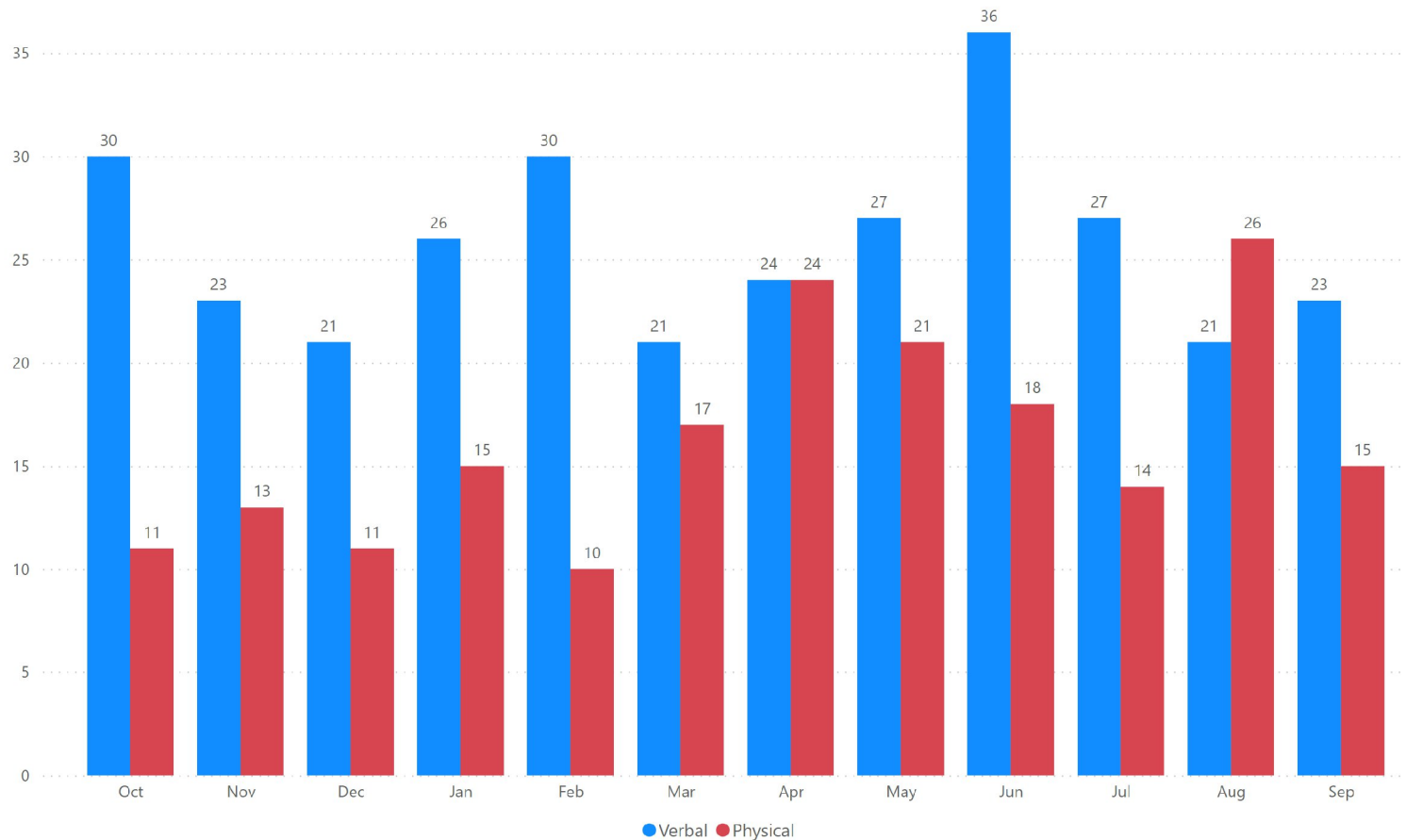
Fiscal Year

Multiple selections

Operator Security Events by Month

10/1/2022 to 9/1/2023

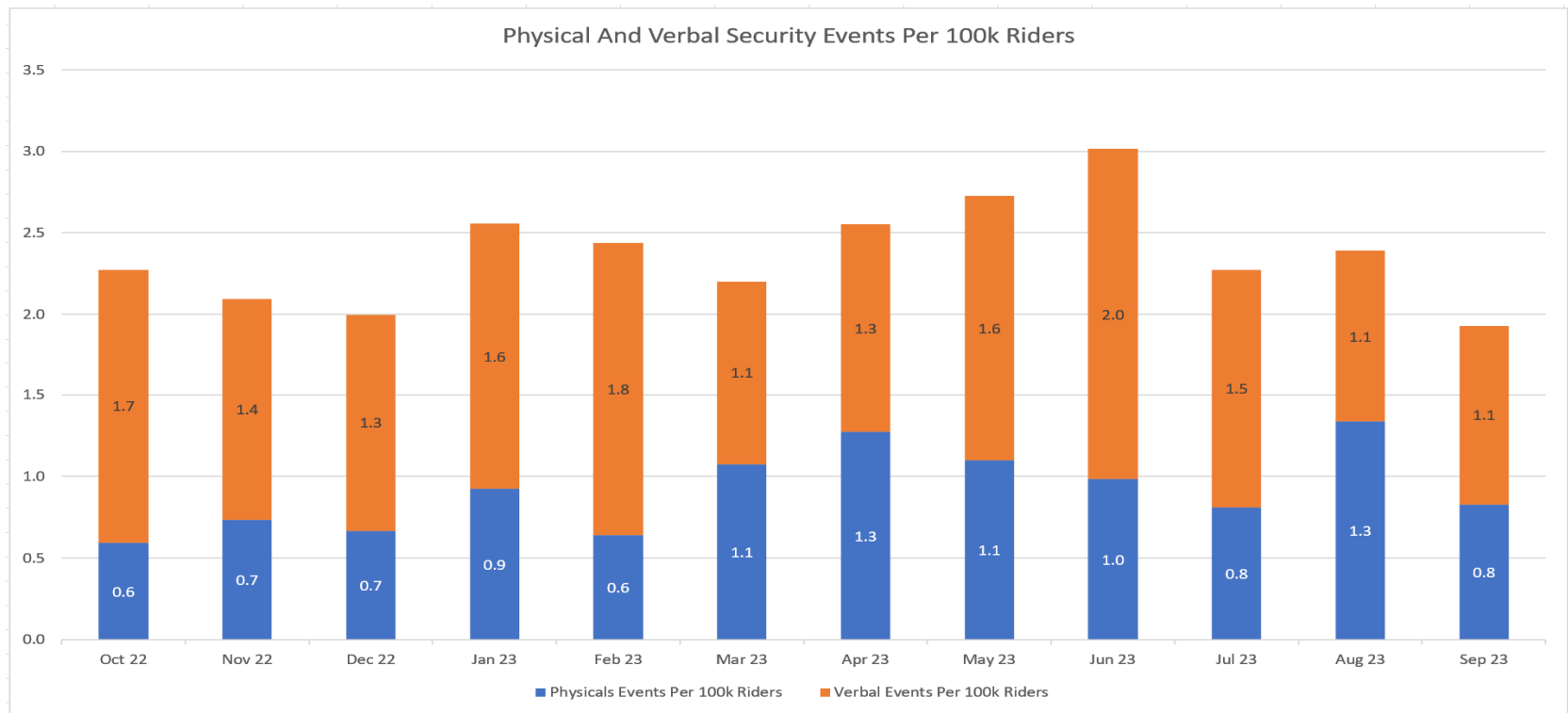
Security Event:
Any event caused by an individual on a vehicle or at a facility that negatively impacts the customer or employee experience, resulting in a less secure environment. These events can include verbal or physical assaults between customers and/or employees or someone physically damaging a vehicle or agency property.



Operator Security Events Per 100k Riders

10/1/2022 to 9/30/2023

Security Event:
Any event caused by an individual on a vehicle or at a facility that negatively impacts the customer or employee experience, resulting in a less secure environment. These events can include verbal or physical assaults between customers and/or employees or someone physically damaging a vehicle or agency property.





Fixed-Route MDBF

Demand Response MDBF

Rail MDBF

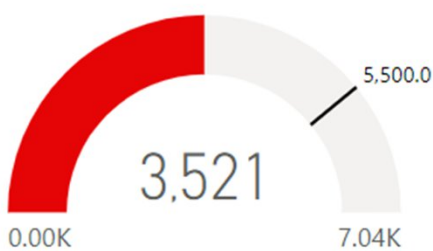
Fixed-Route Mean Distance Between Failures (MDBF)

Measure reports the miles traveled between fixed-route bus mechanical failures that prevent the vehicle from completing a scheduled trip or starting the next scheduled trip because vehicle movement is limited or due to safety concerns.

Reporting Period:

October
2023

Performance Gauge
Average Percentage



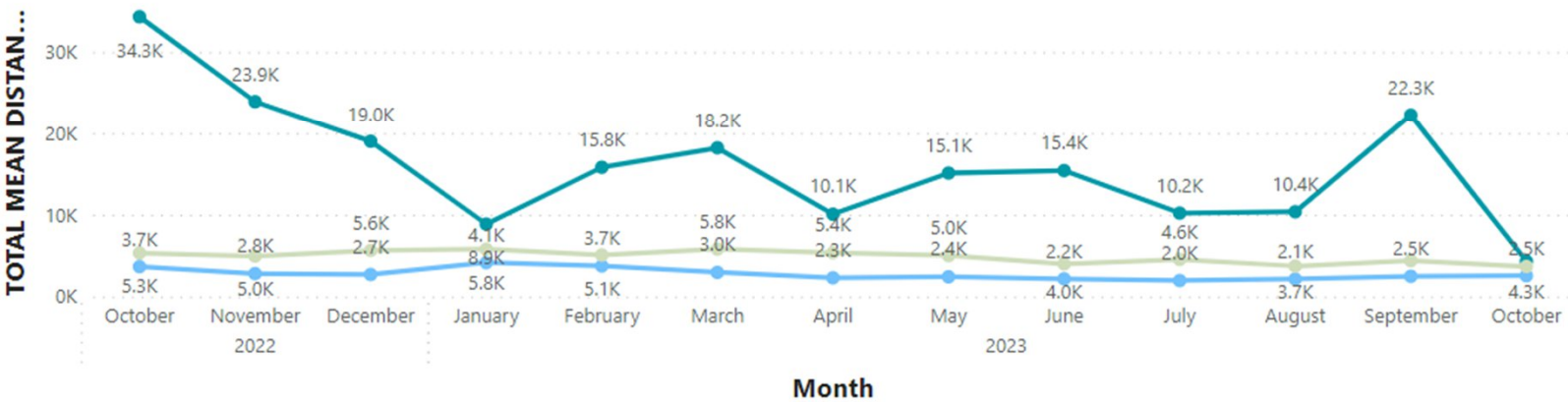
Change

Previous Month: -16.2%
Previous Year Same Month: -32.7%

Navigate between drill-down charts:
By Month By Service Type

MDBF by Service

SERVICE NAME MetroRapid MetroExpress MetroBus



Route Group, Route Name
All
Service Type
All
Fiscal Year
Multiple selections

Performance Insights (Bus)

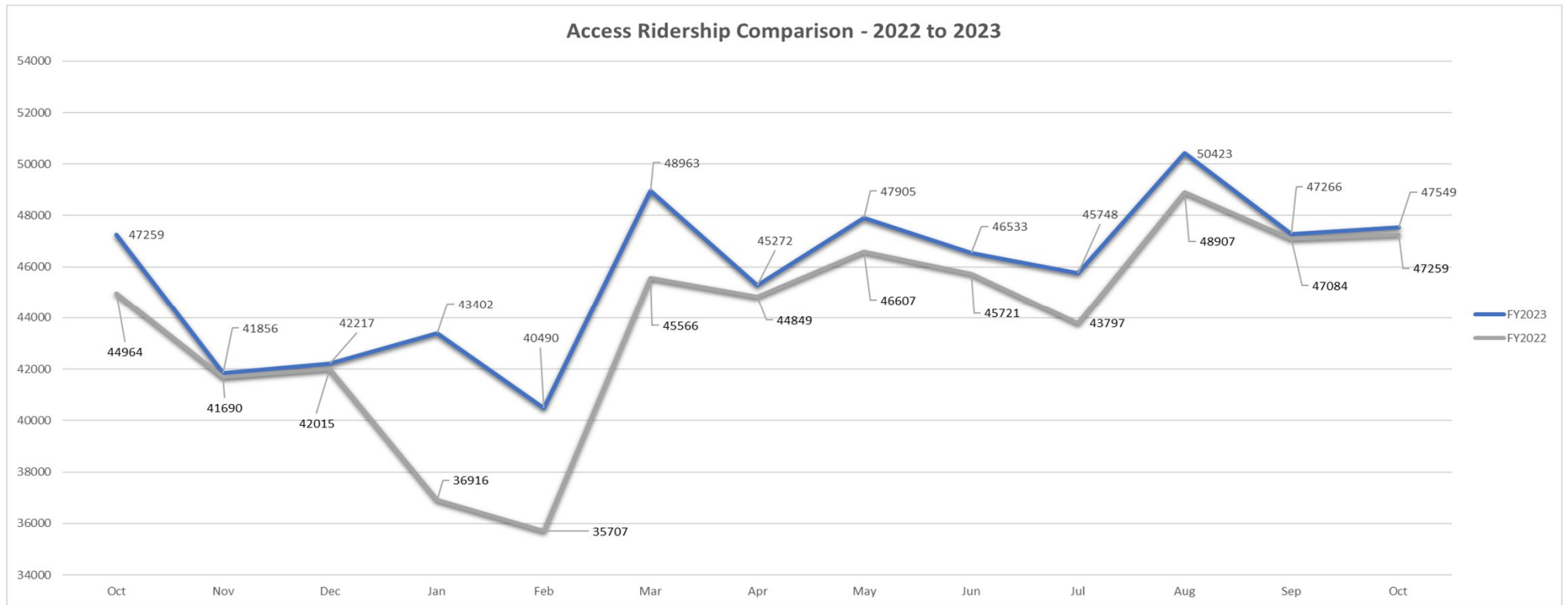
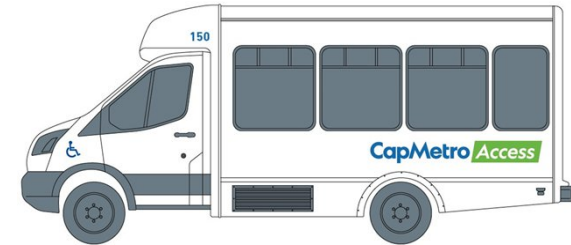
■ Continuous Operational Objectives:

- Continue to maintain 1% Vehicle Reliability Goal on a consistent basis
- Monitor and reassess our current PMI Program
- Implement new OTP adjustments (geo-fencing assessment)
- Continue to push our Operations Service Sustainability Plan
- Evaluate our APC data with ridership, to better manage service efficiency

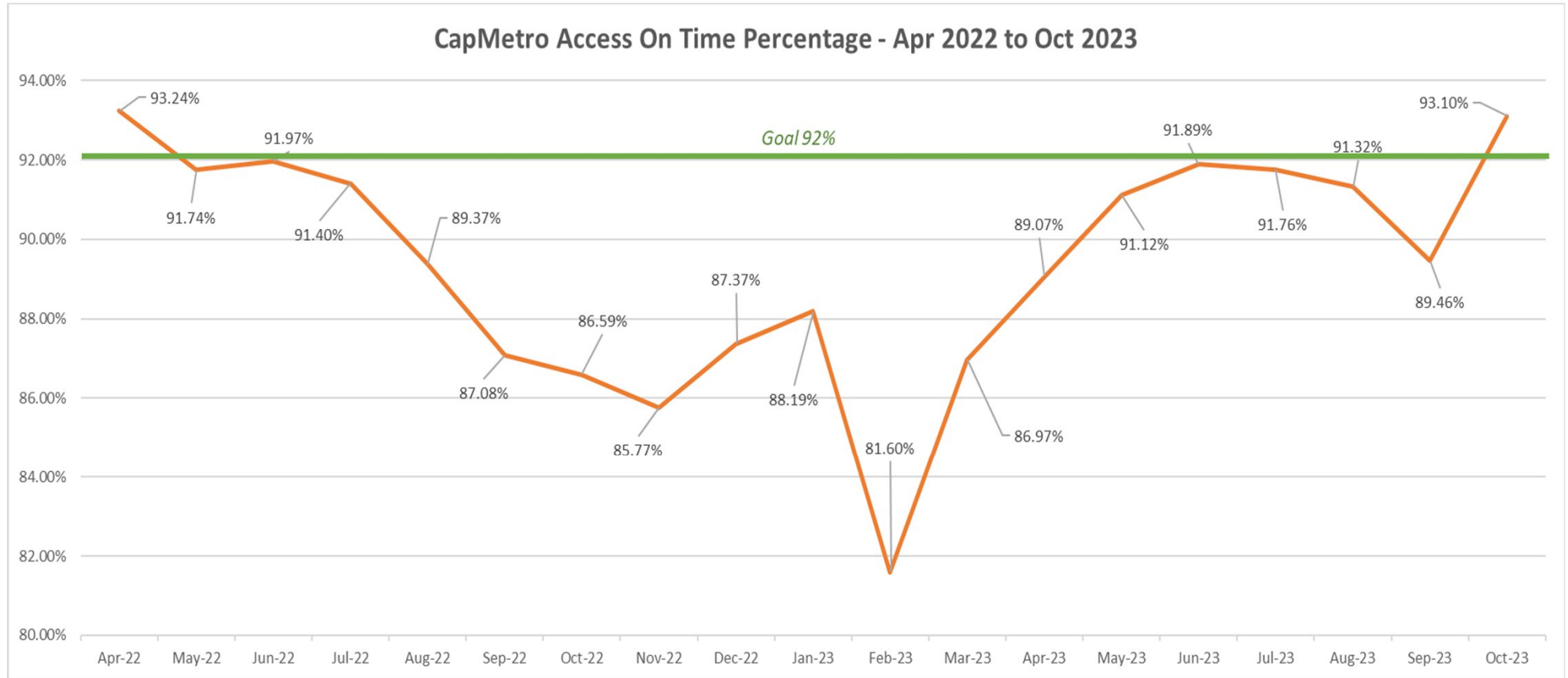
CapMetro

CapMetro Access

Ridership: CapMetro Access



Reliability: CapMetro On Time Percentage (OTP)



CapMetro Access Performance. Insights – Oct 2023

- Spare Launch – October 1st
- Spare Pay – November 1st
- Rider Tools - December 1st
- OTP: 89% in September (Trapeze) increased to 93% with Spare for October.



CapMetro

Pickup Service

Ridership: Pickup

Ridership Change Over Prev. Year
(FY22 vs. FY23)

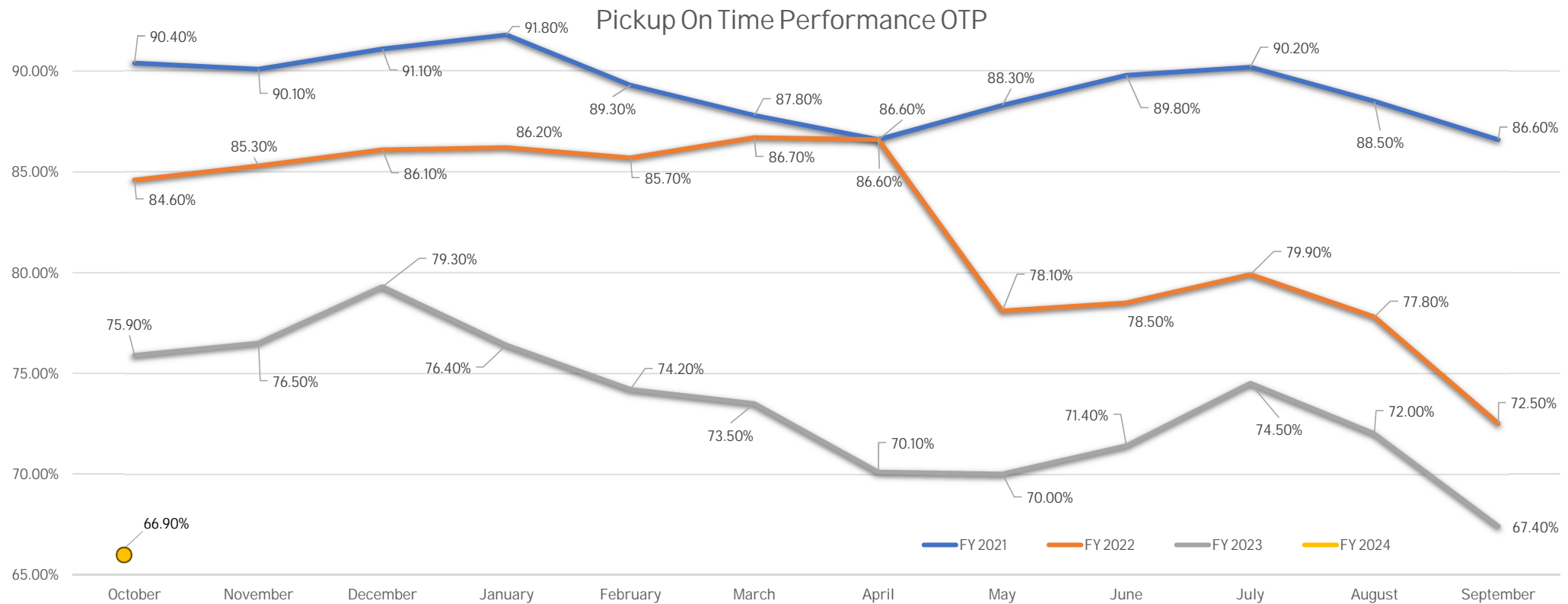
62%



Pickup Ridership Growth - Prev. 24 Months



Reliability: Pickup On Time Percentage (OTP)



Pickup Performance Insights - October

- Served an average of 1563 riders per weekday
- Customer Rating (1-5): 4.86
- Served 37,380 passengers. That's 10,612 more passengers than October 2022.
- Averaging 4.1 customers per hour



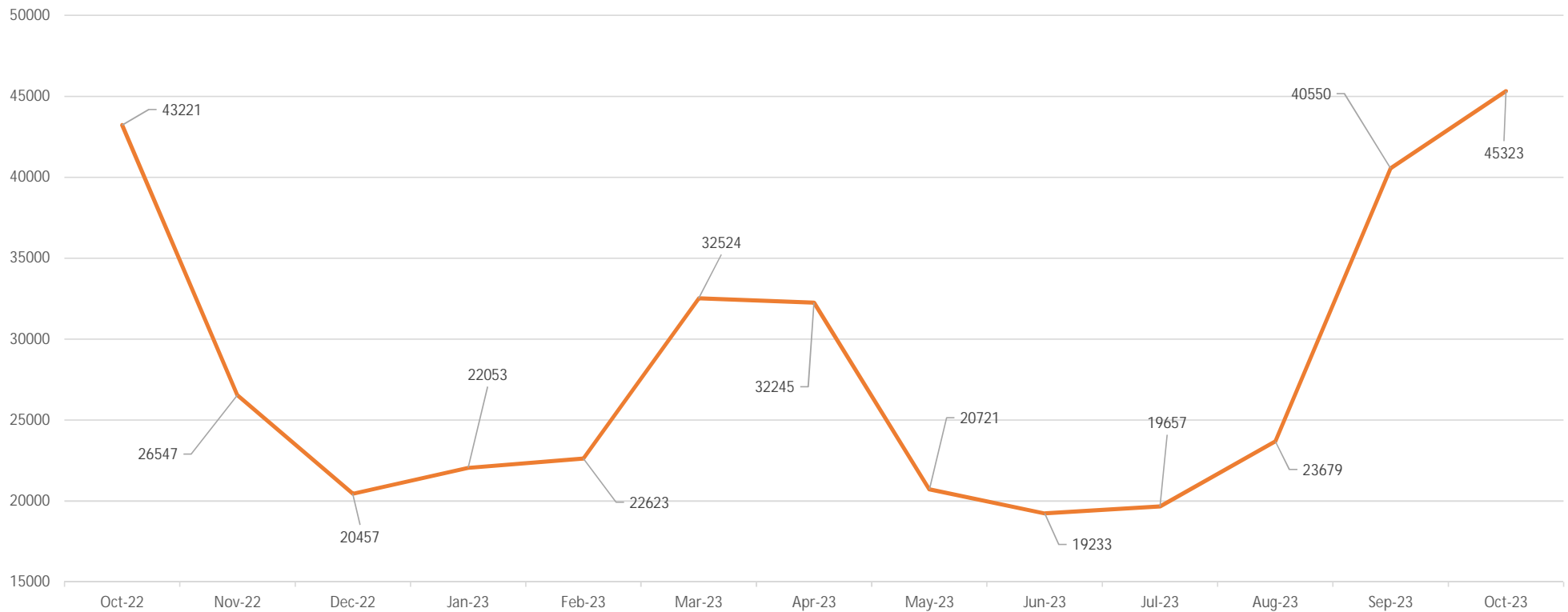
CapMetro

MetroBike

Ridership: MetroBike



MetroBike Ridership - Past 13 Months



MetroBike Performance Insights - October

- Awarded \$11.3M TASA grant
 - Rapid expansion will require the operations team to grow in FY 2024 to make the system great
- RFP is in the decision-making process for 10-year contract to modernize the system



CapMetro

Rail Service



- Systemwide Ridership
- Fixed-Route Ridership
- Rail Ridership
- Access Ridership
- Pickup Ridership

Rail Ridership

Rail ridership measures unlinked passenger trips on CapMetro's rail service. Reported monthly.

Reporting Period:

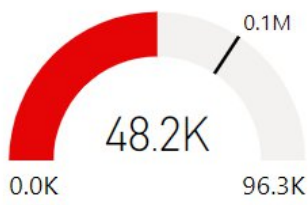
October

2023

Performance Gauge
Monthly Ridership



Performance Gauge
FY to Report Period Cumulative Ridership



Ridership Change

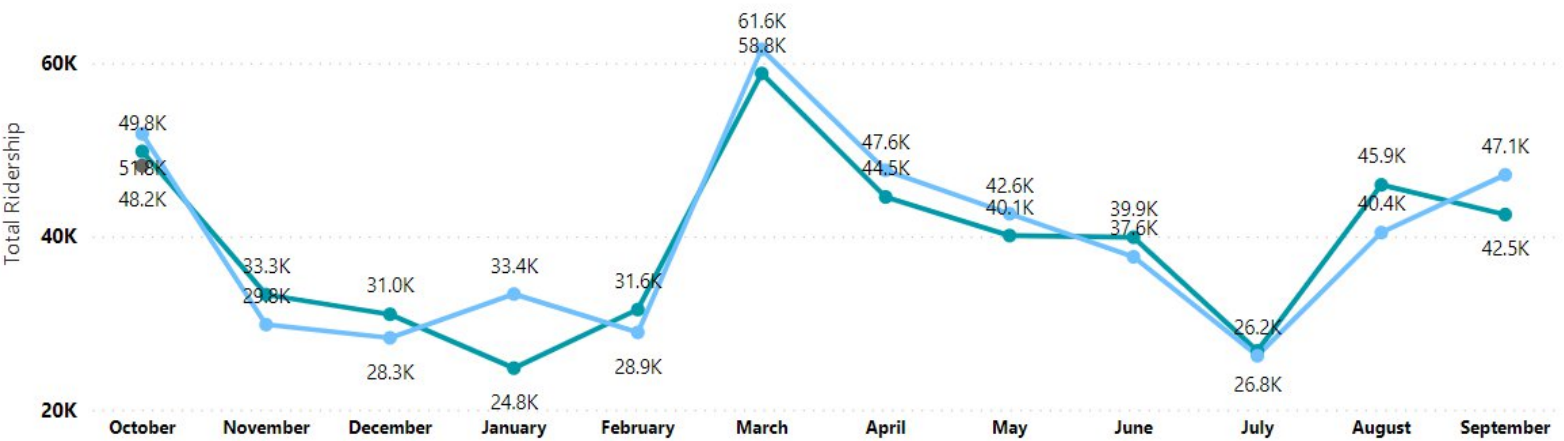
Previous Year Same Month: -7.1%

Navigate between drill-down charts:

- By Month
- By Day of Week

Monthly Ridership

FY 2022 FY 2023 FY 2024



Fiscal Year

All

Performance Insights

Rail Ridership

- Staff will continue to ride the train for audits/inspections once a month
- Continue outreach and reaching out to customers to understand their concerns
- Continue cross-functional meetings with internal staff to discuss course corrections, and (Planning, Safety, Marketing and Communications, Community Engagement)
- Review DMS protocols and procedures and ensure customers are adequately informed of the delays in service

Rail On-Time Performance

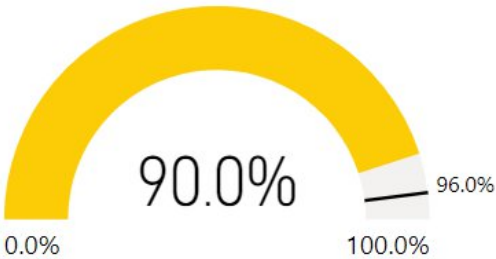
On-time performance for Rail is measured as the percentage of actual departure times that are less than six minutes late and not prior to scheduled departure times.

Reporting Period:

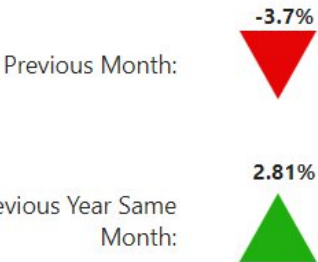
October

2023

Performance Gauge
Monthly Average Percentage

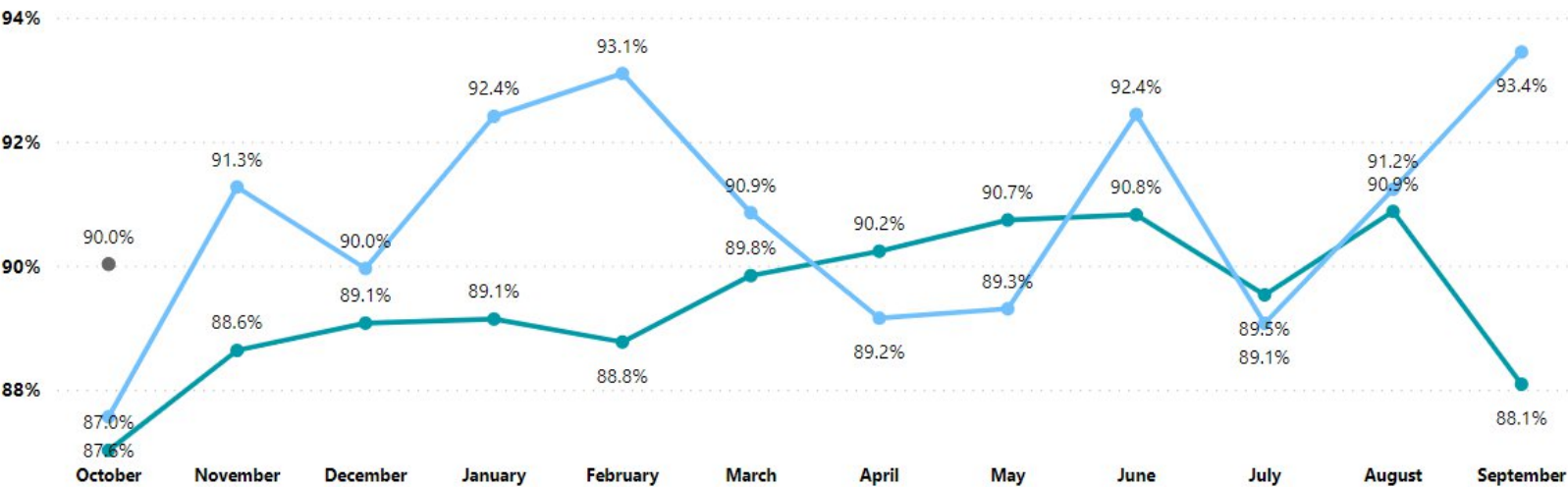


OTP Change



Monthly On-Time Performance

FY 2022 FY 2023 FY 2024



Fiscal Year

All

Performance Insights

Rail On-Time Performance

- Maximize the alignment as it is until double tracking is completed
- Having discussions with Planning using Park siding
- Working with Safety on crossing encroachment
- Trespassers - Be proactive with Community Engagement; Operations Life Saver at community meetings/events, churches, schools



Fixed-Route MDBF

Demand Response MDBF

Rail MDBF

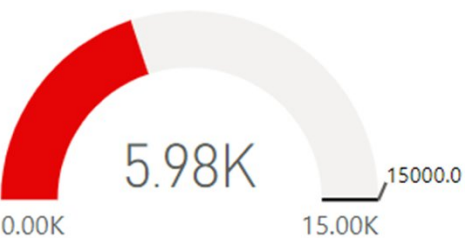
Rail Mean Distance Between Failures (MDBF)

Measure reports the miles traveled between bus mechanical failures that prevent the vehicle from completing a scheduled trip or starting the next scheduled trip because vehicle movement is limited or due to safety concerns.

Reporting Period:

October
2023

Performance Gauge
Average

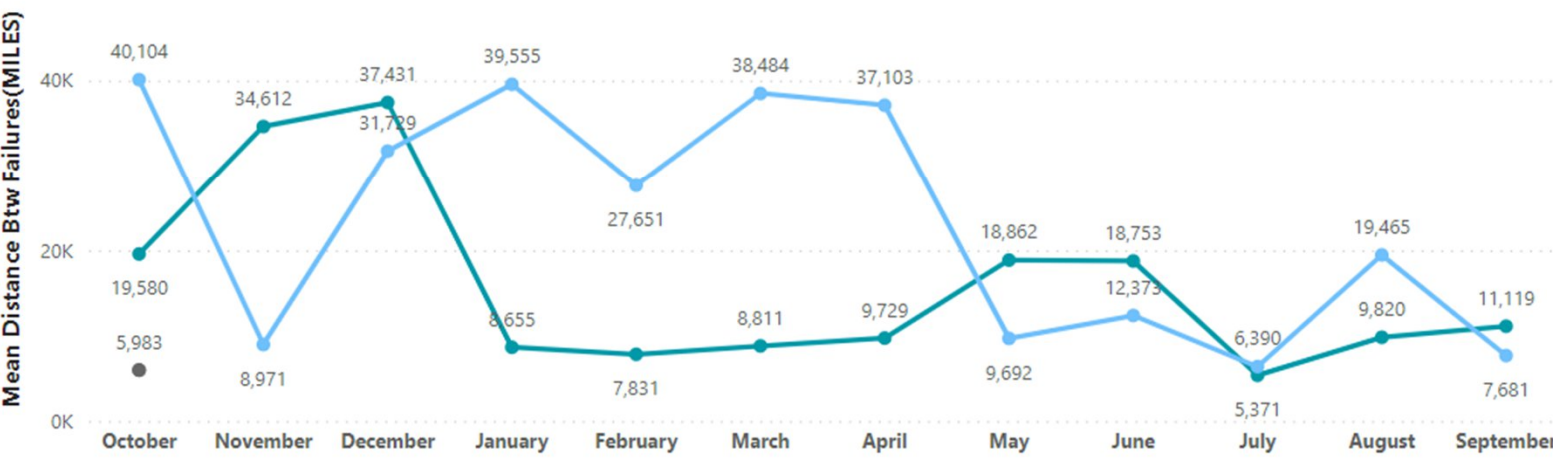


Change

Previous Month: -22.11%

MDBF by Month

Fiscal Year 2022 2023 2024



Fiscal Year
All

Performance Insights

Rail Mean Distance Between Failures

- Continue to look at trends, analyze faults and failures
- Continue to rotate trains on different runs
- Looking at timelines of ordering parts
- Develop a strategy to boost productivity and expedite task completion
 - Prioritize overhauls
 - Increase train inspections
 - Enhance preventative maintenance efforts

CapMetro

Questions
