



Meeting Date: 3/23/2017
Meeting Time: 10:30 AM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Committee Minutes



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3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.

4. Chief Executive Officer's Report

5. Finance & Audit Committee Report



Finance & Audit Committee Report

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-Attachments

6. Committee Discussion Items



Discussion on Oversight Committee monthly meetings

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7. Committee Action Items



Authorization to Modify the Defined Benefit Pension Contribution Rate for FY2016-2017

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Authorization to Negotiate with Akerman LLP for Construction Legal Services for the Parramore Bus Rapid Transit Project

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Authorization to Negotiate a Contract with MV Transportation, Inc., for LYNX Paratransit and NeighborLink Services

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-Attachments

- D.  Authorization to Increase the Not-to-Exceed Amount for contract #12-C02 with MV Transportation, Inc. for the period of October 1, 2016 and March 31, 2017 for Paratransit Services Pg 28
- E.  Authorization to Extend Contract #12-C02 with MV Transportation, Inc. for a Period of up to Ninety (90) Days for NeighborLink and Paratransit Services and to increase the Not-to-Exceed Amount of the Contract Pg 30
- F.  Authorization to Extend Contract #10-C21 with MV Transportation, Inc. for a Period up to Ninety (90) days for NeighborLink Services and to Increase the Not-to-Exceed Amount of the Contract Pg 32

8. Board of Directors Agenda Review

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

PLACE: **LYNX Central Station**
 455 N. Garland Avenue
 Conference Room, 2nd Floor
 Orlando, FL 32801

DATE: **January 26, 2017**

TIME: **10:30 a.m.**

Members in Attendance:

Osceola County Commissioner, Viviana Janer, Chair
Orange County, Assistant County Administrator, Jim Harrison, Vice Chair
Seminole County Commissioner, Lee Constantine
FDOT District 5 Secretary, Noranne Downs
City of Orlando, Transportation Special Projects Manager, John S. Booker

Members Absent:

1. Call to Order

Chair Janer, called the meeting to order at 10:30 a.m.

2. Approval of Minutes

The Chair asked the Committee if there were any additions or deletions to the November 10, 2016 meeting minutes. A motion was made by Jim Harrison and seconded by Secretary Downs. Minutes approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Finance and Audit Committee Report

Chair Janer recognized Mr. Walls, Chair of the Finance and Audit Committee, to make the presentation. Mr. Walls reported on one item. LYNX' staff has proposed reducing the

level of stop-loss coverage for medical insurance plan from \$250,000.00 to \$150,000.00. The Finance and Audit Committee as well as the Safety Committee have approved and consented to staff recommendations.

5. Committee Agenda

A. Update on RFP Process for LYNX Paratransit and NeighborLink

Chair Janer recognized Bert Francis, CFO, to update the Paratransit and NeighborLink RFP process. Mr. Francis stated the goal is to have the service in place by April 1st and we are still on track. The original plan was to bring a recommendation of a provider to this meeting, but staff is not quite ready to make that recommendation. The SEC has given direction and narrowed the proposals down to two. LYNX has requested further information regarding the pricing proposals from MV and Ride Right to include best and final offers. LYNX expects the prices to change as there is a huge disparity on the price. Mr. Francis stated that staff is working to clarify the differences and will again delve into the final and best offers. Mr. Francis explained that the proposal is not just about the dollar figures, but how the company will deliver the services. LYNX has done an independent cost estimate and comparing the two proposals to LYNX' and staff is working to clarify the differences. We are taking a little more time to ask questions. The goal is to go before the Finance and Audit Committee meeting scheduled for February 2017 with a recommendation.

Mr. Johnson, CEO, provided more information to the item and further clarified the process of the best and final offer. LYNX' Finance staff is putting together a pricing sheet that will itemize the number of possible trips delivered backing out Uber, Lyft and taxi cab type trips, therefore the vendors can provide a real evaluation of the number of operators they believe they will need to deliver services. LYNX wants an apples to apples comparison versus each vendor using their assessment of how many trips will be needed per day, thereby, creating an even playing field. Additionally, LYNX wants to ensure it evaluates the pricing that the contractors are not adding other incidental costs, such as community outreach.

Bert Francis continued with the contract proposal, LYNX has the ability to adjust the contract by increasing or decreasing as needed.

Mr. Booker asked about the source evaluation committee composed of someone from Jacksonville Transit. Mr. Francis stated that LYNX tried to achieve a good cross section of people for the SEC as well as local that will bring expertise to the table and have been very good at the questions brought forward and delved into the nuts and bolts of how it operates. They are not new to this process and have done a good job, and we are getting this where it needs to be.

Mr. Johnson stated the project team consists of individuals who work with transit agencies outside the area, as well as, representative from MetroPlan Orlando, and LYNX staff. This representation really helps LYNX to be sure it receives a good product.

A. 2017 LYNX Legislative Priorities

Chair Janer recognized Tiffany Homler for a discussion of 2017 LYNX legislative priorities. Ms. Homler provided a recap of LYNX' successful 2016 Legislative session. LYNX narrowed the legislative focus, and with all the changes in leadership in Tallahassee LYNX is maintaining that narrow focus. LYNX main priority this session is to seek appropriations for the facilities expansion. The current LYNX Operation Center (LOC) was designed for the parking of 200 buses with the central repair facility capacity for up to 400 buses. Currently, the fleet is at 308 buses, and 263 of those buses are parked at the LOC with 45 at the temporary Osceola county facility. As we are moving forward with expanding services, especially into Osceola County, coupled with Osceola's expected growth and emphasis on transit, LYNX is going to need that seed money for expansion. LYNX' operation bases have been in the Transportation Improvement Plan (TIP) for a very long time.

The second major item is clarifying LYNX' borrowing ability. In 2010, LYNX' legislation was changed to include an option to incur debt for refinancing of lease projects. Currently, the words finance and/or refinance were left out of the 2010 language. LYNX needs options to be able to look at robust financing options and proposes clarifying the language. LYNX will not incur any debt without the approval of the LYNX Board.

LYNX will also have some support positions such as the equitable funding and formulas for the transportation disadvantaged. The Transportation Disadvantaged Commission is presently conducting a study to review the funding and formula and see if changes are needed to help offset the urban transportation systems. Ms. Homler continued confirming the continuation of the Compressed Natural Gas (CNG) rebate program, LYNX has applied for \$388,000 for the CNG vehicle rebate program, LYNX have received \$50,000. LYNX can further receive up to \$250,000 and if there are any monies left at the end of the year. Ms. Homler stated the presentation will be corrected to read: LYNX "applied" for the rebate, it states "received" in the package.

LYNX will continue to support efforts of our partner agencies such as MetroPlan, CFX, GOAA, Votran, HART, as long as they are not in direct conflict with the priorities of LYNX. Ms. Homler asked Chair Janer if those are the positions of the Board or questions, additions, or deletions.

Chair Janer asked the Committee for a motion for recommendation of approval of the 2017 Legislative Priorities. Motion made, and seconded.

Motion passed unanimously.

6. Committee Discussion Items

A. Discussion of Guidelines for Public Meetings and Comments

Chair Janer recognized Pat Christiansen, Esq. for discussion for guidelines for public meetings. Mr. Christiansen provide background stating that in 2013 the Florida Legislature adopted a policy with respect to public comment at public meetings.

Mr. Christiansen stated a key issue is the amount of time during public comments and asked the Board for recommendations as how to structure public comment time during public meetings.

Chair Janer asked for any questions or comments. Mr. Harrison offered for discussion that the guidelines presented reflects Orange County's procedures for public comment during public hearings and the county also has a general public comment session and the beginning of the Board meeting that has a bit more discretion in terms of the discretion by the Chair. Mr. Harrison asked Mr. Christiansen if the three minute time limit was discretionary or by statute. Mr. Christiansen responded, it is discretionary. Mr. Harrison stated that the guidelines may want to give the Chair some flexibility. Chair Janer clarified that the recommended time is still three minutes per person, and donating time would be allowed up to ten (10) minutes. Mr. Christiansen established that the update could allow for allocation a minute of their time to another designated speaker, but limited any speaker to no more than 10 total minutes.

Chair Janer asked for additional clarification to give discretion to the Chair.

Chair Janer recognized Commission Constantine. Mr. Constantine stated that one of the biggest frustrations faced is when he feels citizens are cut out of the conversation, and that he appreciates the Chair having discretion with public comment time.

Mr. Christiansen stated that this will be brought forward next month, with the expanded language of the Chair's discretion.

B. Authorization to submit the (Draft) 2017-2019 LYNX Title VI Program Plan Update to the Federal Transit Administration

Chair Janer recognized Desna Hunt, Manager of Compliance, to discuss LYNX Title VI Program. Ms. Hunt provided a program overview of LYNX' Title VI program in accordance with the Federal Transit Authority (FTA) circular 4702.1v.

Ms. Hunt stated that LYNX' program will be submitted to the FTA as a draft document pending completion and analysis of the LYNX origin and destination survey for the approval and concurrence of the FTA. The FTA requested LYNX submit a draft document by compliance deadline, which expires May 31st and LYNX must submit by April 1st.

Chair Janer asked for questions. Mr. Harrison asked if one of the requirements is minority participation on an advisory board?

Mr. Johnson joined Ms. Hunt by responding that LYNX has two boards, a Transit Advisory Committee that was formed many years ago and focused on people with disabilities. LYNX then began to focus on the fixed route service and individuals that do not have disabilities. Mr. Johnson has spoken with the Communications team to revamp the Advisory group and for the group become on par with regular meetings. The Advisory Committee has not met in some time. The goal is to have an Advisory Committee to receive program ideas and provide feedback that will permeate up to the Oversight Committee and the Board.

Chair Janer requested staff provide information regarding the LYNX boards.

Mr. Johnson stated the Committee has not met in some time and staff is reconstituting the program and will convey the guidelines to the Board for approval. All potential appointees to the Committee will be approved by the LYNX Board of Directors. Mr. Johnson assured diversity with the potential members of the Committee.

Chair Janer asked for a motion of approval to submit the 2017-2019 LYNX Title VI Program Plan. Motion by John Booker, second by Jim Harrison. Motion carried unanimously.

Mr. Constantine was recognized for a question for Mr. Johnson and asked how LYNX' committee is different or does this interact with the transportation disadvantaged committee of the Metropolitan Planning Organization (MPO). Mr. Johnson responded LYNX would like to have a formal process for communications between the two organizations. Mr. Constantine asked if there was a way for the two committees to be assimilated together and condense some of the committees. Mr. Johnson said LYNX will look into the matter.

C. Update on LYNX Technology Projects

Chair Janer recognized Doug Jamison. Mr. Jamison provided an update of technology projects and the presentation was a continuation from the November meeting. First project covered was Wi-Fi on buses. On January 10, 2017 Wi-Fi was installed on 300 buses, and is being marketed to customers. Feedback has been positive. Mr. Jamison stated the project is now complete.

The next project is the Mobile Fare Payment. Mr. Jamison stated that this project is in the procurement process and therefore limited in the discussion. The selection committee chose five companies to provide presentations for further information. From the presentations the selection committee narrowed it down to two vendors into a pilot project. The pilot was awarded and kicked off January 19, 2017. The two vendors are currently working to design configure their respective systems for the pilot program.

Mr. Jamison covered the next project, Real Time Information on fixed route buses. Kickoff of the project was January 12, 2017 with the vendor to start the process. Currently, LYNX is importing the bus stop locations into the system, tracing the routes, importing schedule data, and working with our computer aided dispatchers to pull in their data. Marketing will work with the vendors to incorporate the LYNX brand in the software. Once the data has been collected, a beta version will be available in March and April. In May, we are expected to end the beta testing and start the regular application.

The next project covered by Mr. Jamison is RealTime on NeighborLink, developed through a research project and tested it April and July. Recommendations were brought forward at that time to make the system work better for the customer and staff. These changes were implemented and soft deployment began this week (January 22, 2017). It is in operation on the Oviedo route. Currently, LYNX is getting positive feedback from customer service representatives and drivers that the system is easy to use, and more accurate. Deployment is expected the end of February or early March.

Final project discussed by Mr. Jamison is RealTime on Access LYNX. A little different than fixed route and NeighborLink. Access LYNX requires a specific type of vehicle for certain customers, LYNX is pushing information to an individual customer rather than broadcasting. This is expected to deploy summer 2017.

Chair Janer asked all the new technology, there are three applications that would have to be downloaded, is there a way to link all the different parts, will there be a way to integrate the three applications into one. Mr. Johnson responded that for all of the RealTime information LYNX used one provider and it will all be under one app, and ultimately, LYNX would like a single LYNX app only.

7. Board of Directors Agenda Review

Chair Janer asked Mr. Johnson to present his agenda review. Mr. Johnson stated there are a number of items to be taken care of today. Mr. Johnson went through each agenda item individually.

Chair Janer requested that staff check the sound in the open space as it is difficult for the audience to hear the speakers as they are presenting.

Ms. Noranne Downs introduced incoming FDOT, 5th District Secretary, Steve Martin.

The meeting adjourned at 11:25 a.m.

Oversight Committee Report #5.A.

To: LYNX Oversight Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
Blanche Sherman
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Finance & Audit Committee Report

Date: 3/23/2017

A meeting of the Finance and Audit Committee was held on March 21, 2017. Minutes from the previous meeting held on November 10, 2016 are attached. Ray Walls, Chairman of the Finance and Audit Committee will provide an update to the Oversight Committee on March 23, 2017.

LYNX
Central Florida Regional Transportation Authority
Finance & Audit Committee Meeting Minutes

PLACE: LYNX Central Stations
455 North Garland Avenue
Board Room, 2nd Floor
Orlando, FL 32801

DATE: November 10, 2016

TIME: 9:00 AM

Members in Attendance:

Vice Chairperson Ray Walls, Orange County
Claudia Korobkoff, City of Orlando
Michael Kurek, Osceola County
Edward Bass, Seminole County
Jo Santiago, FDOT

LYNX Staff in Attendance:

Bert Francis, Chief Financial Officer
Blanche Sherman, Director of Finance
James Goldsmith, LYNX General Counsel

Members Absent:

N/A

1. Call to Order

Vice Chairperson Ray Walls called the meeting to order at 9:05 a.m.

2. Approval of Prior Meeting Minutes

A correction was made to the July 16 meeting of the Audit Committee meeting. A question was raised regarding the presentation of the budget at the July meeting. There was no presentation of the budget at the July meeting.

Ray Walls asked for approval of the prior meeting minutes. **Motion** was made and seconded to approve the Minutes of the September 14, 2016 Finance & Audit Committee. The Motion passed unanimously.

3. Committee Action Items

A. Finance & Audit Committee Action Item

Request to Procure Cellular and Security Services for On-Board Wifi Services
Doug Jamison gave an update on the procurement of cellular and security services for on-board wifi services. His update is included in the update for Technology Project.

4. Committee Discussion Items

A. Finance & Audit Committee Discussion Items

Discussion regarding Legal Contracts

Bert Francis updated the committee regarding legal services. Bert explained that currently any expenses outside the scope of the retainer fees will be addressed via a Task Order. Two Task Orders have been submitted to LYNX. We anticipated that the Request for Proposal (RFP) will be released for legal services over the next few months.

Bert updated the Committee regarding employee services during Hurricane Matthew and payroll. Extra expenses were incurred in the way of overtime for those employees who assisted in keeping the buses on the road both before and after the hurricane. LYNX will submit a request for reimbursement from FEMA.

Bert updated the Committee with regard to the security contract. The RFP for security services will be released soon. Currently LYNX has contracted with G\$ for security services.

B. Finance & Audit Committee Discussion Item

Update on LYNX Technology Projects

Doug Jamison gave an update on LYNX Technology Projects. The goal for wifi services is to put technology on our buses so customers can have limited internet services while onboard. They will not have access to web streaming like Netflix. A pilot has been installed on thirty (30) buses through Verizon and AT&T. Information for approval for the technology projects are included in the Committee package.

Doug gave an update on the Mobile Fare Payment so customers can purchase their fare via their cellular device that can be shown to the driver as proof of payment for their ride by way of a cell phone app. It will show whether it is a single ride, weekly, monthly or whatever they're using. It is currently in the procurement process. The goal is to move forward to release a pilot that would be used by LYNX employees and limited customer use. Final decision would be to go to the Board in March for a contract with the vendor to begin in for July.

Doug gave an update on real-time information on fixed route. The goal is to have the application available in January. It will be used on fixed route and SunRail.

Doug gave an update on real-time information on NeighborLink. It will allow the customer to use a mobile app to request a trip by entering the date, time, pickup and drop off. The system will let the customer what the best solution is. Currently NeighborLink works with two-hour reservation system. This allows the customer to go down to almost real-time. Soft deployment is anticipated for January.

Doug gave an update On Demand service for Flex Bus.

Doug gave an update on real-time on ACCESS LYNX. Showing when the vehicle is coming to the customer. It is projected for deployment in the summer. Unlike fixed route, it doesn't have to be refreshed three times a year. Information on the vehicle trip is specific to each customer.

Discussion ensued among the committee members with regard to the above mentioned projects.

The Committee readdressed the topic of wifi on the buses with questions directed to Craig Bayard, Director of IT, regarding the technology and how it will be installed and used on the buses. The Committee also discussed how the project would be funded.

The Chairman asked that a motion be made to approve the discussion items. A motion was made and seconded. The motion passed unanimously.

The Committee discussed the purchase of land from NoPetro for staff parking. Staff is looking at FTA for funding of the land purchase.

5. Committee Information Items

A. Finance & Audit Committee Information Item

Monthly Financial Report

B. Finance & Audit Committee Information Item

Monthly Financial Report

The meeting was adjourned at 10:00 AM.

Oversight Committee Item #6.A.

To: LYNX Oversight Committee

From: Edward Johnson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Discussion on Oversight Committee monthly meetings

Date: 3/23/2017

DISCUSSION TOPIC:

The Oversight Committee meets bi-monthly beginning in January of each year. Staff would like to discuss scheduling the meeting on a monthly basis to ensure projects and programs are not impeded.

FISCAL IMPACT:

There is no financial impact for this activity.

Oversight Committee Item #7.A.

To: LYNX Oversight Committee

From: Donna Tefertiller
DIRECTOR OF HUMAN RESOURCES
Brian Anderson
(Technical Contact)

Phone: 407.841.2279 ext: 6119

Item Name: Authorization to Modify the Defined Benefit Pension Contribution Rate for FY2016-2017

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or his designee to implement the Actuarial recommended contribution rates for the Defined Benefit Retirement plan for FY2016-2017.

BACKGROUND:

Employees who are members of ATU Local 1596 hired before March 1, 2014 participate in a Defined Benefit Retirement Plan. The Plan has an oversight Trustee Board consisting of three Union and three Management representatives. LYNX' Chief Executive Officer selects three Management employees to serve as Trustees with confirmation from the LYNX Board of Directors' and the Union's Executive Board appoints its representatives.

At the last Defined Benefit Trustee meeting on February 28, 2017 the Trustee Board was presented a recommended employee and employer contribution rate by the Plan's Actuary. A contribution rate is an amount of money the employee and employer put in the pension to keep it solvent. Minimum contribution rates are set forth in the Collective Bargaining Agreement and any increase or decrease are to be split 65% LYNX and 35% for the employee. The proposed rates for FY2016-2017 were 5.66% for employee and 11.13% for the employer. The Trustees accepted the actuarial valuation and the proposed contribution rates.

LYNX Management Bargaining Team and the Union Bargaining Team met on March 9, 2017 to discuss the Contribution rates as it is a benefit and subject to Bargaining. An agreement was not reached between LYNX Management and the Union. The Union believes that this is not something that should be bargained and the Union believes the Trustee Board should set the rates and not the bargaining parties. LYNX management does not disagree with the recommendation of the actuary and was prepared to agree with the proposed changes. LYNX management believes this should be negotiated, but in light of the relationship between Management and the union staff is proposing to move forward with the recommendation.

FISCAL IMPACT:

LYNX staff reflected 11.13% in the Preliminary FY2018 Operating budget as an estimate.

Oversight Committee Item #7.B.

To: LYNX Oversight Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Jeffrey Reine
(Technical Contact)

Presented By: Jeff Reine

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Negotiate with Akerman LLP for Construction Legal Services for the Parramore Bus Rapid Transit Project**

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or his designee to negotiate and issue a task order to Akerman LLP for a construction specialty attorney for the Parramore Bus Rapid Transit Project. The request is for an hourly rate not to exceed \$400 per hour and with an initial estimated value of \$10,000. This authorization constitutes a submittal from Akerman LLP as to the estimated cost for a board certified construction attorney to represent LYNX with respect to the evaluation of certain contingency requests and/or litigations.

BACKGROUND:

As part of the Parramore Bus Rapid Transit Project, LYNX has the need to engage existing legal counsel for service specifically related to construction project closeout. The requested services and associated bill rate requested in the action above are for non-retainer related costs.

During the course of the project, services were previously used during the time frame that the contractor for the project walked off of the project for approximately 6 weeks. During this time, LYNX utilized a construction specialty attorney from Akerman LLP to assist in drafting language and working through outstanding contractual language to allow for the project to move forward.

As the project is coming to a close, LYNX has received a number of requests from Balfour Beatty Construction for the use of contingency funds in connection with the Parramore BRT project.

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The representation of the board certified construction attorney would be limited to contingency requests received prior to the date hereof and relating to the following topics:

1. Use of contingency in connection with alleged “scope gap”.
2. Use of contingency to address general conditions during project delay.
3. If LYNX desires to broaden the scope of the construction attorney’s involvement, resulting in additional hours of work beyond the current not to exceed amount, a revised Project Cost Estimate will be submitted. It is the intent for the Chief Executive Officer to have the flexibility to be able to accept such a revised cost estimate as long as it meets the criteria set forth in the action request of no greater than \$400 per hour or an aggregate of \$10,000.

FISCAL IMPACT:

LYNX staff included \$750,000 in the FY2017 Adopted Operating Budget for general legal services. In November 2016, staff obtained authorization to utilize \$600,000 for general counsel legal services. The remaining \$150,000 is available for specific task. In addition, as the action states the original estimated value requested is \$10,000. In the event that LYNX staff expects the value to exceed this amount, approval of the Board of Directors will be obtained prior to this occurring.

Oversight Committee Item #7.C.

To: LYNX Oversight Committee

From: **Thomas Stringer**
CHIEF OPERATIONS OFFICER
David Halperin
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Negotiate a Contract with MV Transportation, Inc., for LYNX Paratransit and NeighborLink Services

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate with MV Transportation, Inc., for Mobility Management and Broker Services for the provision of LYNX's Paratransit (ACCESS LYNX) and NeighborLink services.

BACKGROUND:

At the July 28, 2011 Board meeting, the LYNX Board of Directors authorized staff to enter into a contract with MV Transportation, Inc., for paratransit core services (0400 through 1800 weekdays and Saturdays). The term of the contract was to be for five (5) years. In addition, the Board authorized staff to enter into a contract with Transportation America for non-core services (1801 until 0359 weekdays and all day Sundays). The term of the contract was for five (5) years as well. Transportation America requested to vacate their contract, at which time the Board agreed and MV Transportation agreed to take over the non-core portion of the services.

At the January 7, 2010 Board of Directors meeting, the Board authorized staff to enter into a contract with MV Transportation, Inc. for NeighborLink Services for a period of five (5) years. At the September 11, 2015 meeting, the Board also authorized an extension of that contract to coincide with the expiration of the paratransit contract. Staff was directed to develop a Scope of Work to include both services and present it as one contract.

In accordance with LYNX's Board approval, RFP 17-R02 was issued on October 28, 2016. Proposals were due to LYNX December 16, 2016. Six proposals were received from the following firms:

- First Transit
- Maruti Fleet and Management

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- MV Transportation, Inc.
- National Express
- Ride Right
- Total Transportation Corp.

RFP EVALUATION

The Source Evaluation Committee (SEC), consisting of Charles Boettiger, Palm Tran; Craig Charrette, LYNX; Helen Perez, Jacksonville Transportation Authority; Cheryl Stone, Citizen Advocate, and Virginia Whittington, MetroPlan Orlando, met on January 4, 2017 to provide their scoring and comments. The firms were scored as follows:

Proposer	Score	Ordinal Rank	Proposal Offer (5-Year Contract Total)
Ride Right	453.917	8	\$97,035,627
MV Transportation	444.728	9	\$110,602,039
National Express	415.835	16	\$125,696,523
First Transit	386.253	20	\$176,220,838
Total Transportation Corp.	336.631	23	\$112,479,354
Maruti Fleet and Management	263.000	29	\$96,928,593

Based on the Scores and Ordinal Rankings, the SEC requested presentations from MV Transportation and Ride Right. The firms presented to the SEC in a public meeting January 11, 2017. Upon completion of presentations, the SEC requested that further clarifications be provided before providing their final scores and recommendation.

Further internal evaluation of the proposals from Ride Right and MV Transportation indicated the need for a “Best and Final” (BAFO) which was released on January 28, 2017, with responses received on February 1, 2017, with the intent of scheduling the contract for SEC evaluation, Executive Team Review, SEC meeting, Finance and Audit Meeting, Oversight and Board Meeting on February 23, 2017, an optional Board meeting date. The February 23, 2017, optional Board meeting was then canceled, after which staff requested that the proposers clarify several further areas in their BAFO responses to ensure complete detail when scheduling reviews before the next scheduled Board meeting, March 23, 2017. Responses were received, and the SEC meeting was scheduled for March 8, 2017, with the remaining internal reviews taking place prior the March 23rd Board meeting date.

Based on the March 8, 2017 SEC meeting, during which LYNX staff provided insights into the BAFO responses, the SEC members provided their final scores and ordinal ranks:

Proposer	Score	Ordinal Rank	Proposal Offer (5-Year Contract Total)
Ride Right	448.000	8	\$99,216,099
MV Transportation	462.118	7	\$101,769,340

Based on the evaluations of the proposals and presentations, the SEC recommends the award of Contract 17-C13 to MV Transportation, Inc., for Mobility Management and Broker Services for the LYNX Paratransit and NeighborLink.

The requested extension of contracts 10-C21 and 12-C02 will support the physical relocation of staff and equipment from the L.B. McLeod site to the LYNX Operations Center (LOC), and the hiring, training and onboarding of new LYNX employees that are part of the new Mobility Management service delivery model. This is to ensure the continuity of services for LYNX passengers during the period of final negotiations.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE participation goal assessed for this contract is 12%.

FISCAL IMPACT:

LYNX staff included \$15,096,144 and \$2,027,479 in the FY2017 Adopted Operating budget for Paratransit and NeighborLink purchased transportation services, respectively. The FY2016 expenses are \$15,372,019 and \$1,811,972, respectively for Paratransit and NeighborLink purchased transportation services.

Authorization to Negotiate with MV Transportation for Paratransit and Neighborlink Services, and

Authorization to extend contracts #10-C21, 12-C02 with MV Transportation, Inc. for a Period not to Exceed ninety Days, and

Authorization to Increase the Not To Exceed Amount of the Contract for the Extension of Time and Increased Service Levels.

Thomas E. Stringer, Jr., COO
LYNX Board Agenda,
March 23, 2017, 1:30 PM

Justification



- **RFP** - Released December 16, 2016.
- **SEC Members:**
 - Mr. Charles Boettiger, Palm Tran
 - Ms. Helen Perez, Jacksonville Transportation Authority
 - Ms. Virginia Whittington, MetroPlan Orlando
 - Ms. Cheryl Stone, Citizen
 - Mr. Craig Charrette, LYNX

Proposer	5-Year Contract Total	Score	Ordinal Ranking
Ride Right	\$ 97,035,627	453.917	8
MV Transportation	\$110,602,039	444.728	9
National Express	\$125,696,523	415.835	16
First Transit	\$176,220,838	386.253	20
Total Transportation	\$112,479,351	336.631	23
Maruti Fleet & Management	\$ 96,928,593	236.000	29

Best and Final Offer (BAFO)



Proposer	5-Year Contract Total	Score	Ordinal Ranking
MV Transportation	\$101,769,340	462.118	7
Ride Right	\$ 99,216,099	448.004	8

SEC Scoring Sheet LYNX RFP 17-R02

Mobility Management and Broker Services for Short List Proposers

Meeting on March 8, 2017

MV TRANSPORTATION		Charles Boettiger		Craig Charrette		Helen Perez		Cheryl Stone		Virginia Whittington		Total Ordinal Ranking
Evaluation Criteria	Value	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	
Similar Experience of Firm	15	15.000	2	15.000	1	15.000	1	15.000	2	15.000	1	
Similar Experience of Key Staff	10	9.000		10.000		9.000		10.000		7		
References of Firm	5	4.000		5.000		4.000		5.000		3.000		
References of Key Staff	15	11.000		15.000		12.000		15.000		15.000		
Financial Stability	15	13.000		15.000		13.000		10.000		15.000		
Approach to Service Delivery and Quality	25	20.000		25.000		24.000		20.000		23.000		
Price Proposal	15	14.624		14.624		14.624		14.624		14.624		
	100	86.624		99.624		91.624		88.624		95.624		
				Total		462.118						
RIDE RIGHT		Charles Boettiger		Craig Charrette		Helen Perez		Cheryl Stone		Virginia Whittington		Total Ordinal Ranking
Evaluation Criteria	Value	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	Score	Ordinal Ranking	
Similar Experience of Firm	15	14.000	1	15.000	2	12.000	2	15.000	1	11.000	2	
Similar Experience of Key Staff	10	9.000		10.000		7.000		10.000		8.000		
References of Firm	5	4.000		5.000		4.000		5.000		3.000		
References of Key Staff	15	14.000		15.000		12.000		15.000		15.000		
Financial Stability	15	11.000		15.000		12.000		10.000		15.000		
Approach to Service Delivery and Quality	25	21.000		20.000		21.000		23.000		22.000		
Price Proposal	15	15.000		15.000		15.000		15.000		15.000		
	100	88.000		95.000		83.000		93.000		89.000		

Fiscal Impact



- Contract Extension** - Contract #10-C02 extending Paratransit services will reflect the following financial impact on the FY 2017 Adopted Operating Budget:

	October 1, 2016 – March 31, 2017	April 1, 2017 – June 30, 2017.
FY2017 Budgeted Amount	\$7,363,973	\$3,866,086
FY2017 Estimated Cost	\$8,366,238	\$4,200,000
Excess Cost	\$(1,002,265)	\$(333,914)

Budget - LYNX staff included \$15,096,144 and \$2,027,479 in the FY 2017 Adopted Operating Budget for Paratransit and NeighborLink purchased transportation services.

Sufficient Funds Are Available to cover the contract extension amount for the NeighborLink services in the amount of \$459,000. Upon approval, LYNX staff will amend the FY 2017 Adopted Operating Budget to cover the excess costs through savings and/or reserves in the total amount of \$1,336,179.

- Fiscal Impact, Negotiation & Potential Award** - LYNX included \$15,096,144 for Paratransit and \$2,027,479 for Neighborlink in the FY 2017 Adopted Operating budget. FY 2016 expenses are \$15,372,019 and \$1,811,972, respectively.

Authorization to Increase the Contract Value with MV Transportation

- Board of Directors authorized an extension of the paratransit contract in the amount of \$1,002,265 for the period of October 2016 through March 2017
- Value was not-to-exceed \$7,363,973
- New not-to-exceed \$8,366,238

Authorization to Extend Contracts 10-C21 and 12-C02 for Ninety (90) Days

- Provide an opportunity to negotiate with MV Transportation on a new contract under the new Mobility Management Service delivery model
- Rates remain the same
- Extended cost = \$459,000 Contract #10-C21 and \$4,200,000 Contract #12-C02
- New not-to-exceed \$1,402,541 Contract #10-C21 and \$12,566,238 Contract #12-C02

Oversight Committee Item #7.D.

To: LYNX Oversight Committee

From: **Thomas Stringer**
CHIEF OPERATIONS OFFICER
David Halperin
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: **Authorization to Extend Contract #12-C02 with MV Transportation, Inc. for a Period of up to Ninety (90) Days for NeighborLink and Paratransit Services and to increase the Not-to-Exceed Amount of the Contract**

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors authorization for the Chief Executive Officer (CEO) or designee to extend Contract #12-C02 with MV Transportation, Inc., for a period of up to ninety (90) days for paratransit services from April 1, 2017 through June 30, 2017 and to increase the not to exceed contract amounts for the additional ninety (90) days for Contract #12-C02 in the amount of \$4,200,000, and to amend the FY2017 Operating Budget accordingly.

BACKGROUND:

MV Transportation has been the provider of paratransit service (ACCESS LYNX) for LYNX since 2002, and was awarded the contract again in 2006.

At the November 12, 2015, meeting, the Board authorized staff to release an RFP for Paratransit services with a strict timeline should the need arise for a transition period. Staff developed a Scope of Work, with the assistance of a consultant to ensure that all aspects of the scope were addressed. The RFP was released in December 2016. A contract award recommendation was made by the Source Evaluation Committee (SEC) on March 8, 2017, that MV Transportation, Inc. continue to provide service for both NeighborLink and paratransit services.

With the Board's permission, staff is requesting an extension to the existing contracts in order to ensure uninterrupted paratransit and NeighborLink services while negotiations of a new contract are underway.

FISCAL IMPACT:

LYNX staff included \$15,096,144 in the FY2017 Adopted Operating Budget for Paratransit purchased transportation services. There are sufficient funds available to cover the contract extension amount. In regards to Contract #12-C02 for Paratransit services, the following is the financial impact on the FY2017 Adopted Operating Budget:

	April 1, 2017 – June 30, 2017.
FY2017 Budgeted Amount	\$3,866,086
FY2017 Estimated Cost	\$4,200,000
Excess Cost	\$(333,914)

Upon approval, LYNX staff will amend the FY2017 Adopted Operating Budget to cover the excess costs through savings and/or reserves in the total amount of \$333,914.

Oversight Committee Item #7.E.

To: LYNX Oversight Committee

From: **Thomas Stringer**
CHIEF OPERATIONS OFFICER
David Halperin
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: **Authorization to Extend Contract #10-C21 with MV Transportation, Inc. for a Period up to Ninety (90) days for NeighborLink Services and to Increase the Not-to-Exceed Amount of the Contract**

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors authorization for the Chief Executive Officer (CEO) or designee to extend Contract #10-C21 with MV Transportation, Inc., for a period of up to ninety (90) days for NeighborLink services from April 1, 2017 through June 30, 2017 and to increase the not to exceed contract amounts for the additional ninety (90) days for Contract #10-C21 in the amount of \$459,000.

BACKGROUND:

MV Transportation has been the provider of Flex services since the inception of the service in 2007 when the service was branded as the PickUpLine. The pilot program was initiated in Poinciana, and after a very successful trial period, twelve more PickUpLine services were added throughout the service area. The service has since been re-branded as “NeighborLink”.

At the November 12, 2015, meeting, the Board authorized staff to release an RFP for NeighborLink services with a strict timeline should the need arise for a transition period. Staff developed a Scope of Work, with the assistance of a consultant to ensure that all aspects of the scope were addressed. The RFP was released in December 2016. A contract award recommendation was made by the Source Evaluation Committee (SEC) on March 8, 2017, that MV Transportation, Inc. continue to provide service for NeighborLink and paratransit services.

With the Board’s permission, staff is requesting an extension to the existing contract in order to ensure uninterrupted NeighborLink services while negotiations of a new contract are underway.

FISCAL IMPACT:

LYNX staff included \$2,027,479 in the FY2017 Adopted Operating Budget for NeighborLink purchased transportation services. There are sufficient funds available to cover the contract extension amount for the NeighborLink services in the amount of \$459,000.

Oversight Committee Item #7.F.

To: LYNX Oversight Committee

From: **Thomas Stringer**
CHIEF OPERATIONS OFFICER
David Halperin
(Technical Contact)
Timothy May
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: **Authorization to Extend Contract #10-C21 with MV Transportation, Inc. for a Period up to Ninety (90) days for NeighborLink Services and to Increase the Not-to-Exceed Amount of the Contract**

Date: 3/23/2017

ACTION REQUESTED:

Staff is requesting the Board of Directors authorization for the Chief Executive Officer (CEO) or designee to extend Contract #10-C21 with MV Transportation, Inc., for a period of up to ninety (90) days for NeighborLink services from April 1, 2017 through June 30, 2017 and to increase the not to exceed contract amounts for the additional ninety (90) days for Contract #10-C21 in the amount of \$459,000.

BACKGROUND:

MV Transportation has been the provider of Flex services since the inception of the service in 2007 when the service was branded as the PickUpLine. The pilot program was initiated in Poinciana, and after a very successful trial period, twelve more PickUpLine services were added throughout the service area. The service has since been re-branded as “NeighborLink”.

At the November 12, 2015, meeting, the Board authorized staff to release an RFP for NeighborLink services with a strict timeline should the need arise for a transition period. Staff developed a Scope of Work, with the assistance of a consultant to ensure that all aspects of the scope were addressed. The RFP was released in December 2016. A contract award recommendation was made by the Source Evaluation Committee (SEC) on March 8, 2017, that MV Transportation, Inc. continue to provide service for NeighborLink and paratransit services.

With the Board’s permission, staff is requesting an extension to the existing contract in order to ensure uninterrupted NeighborLink services while negotiations of a new contract are underway.

FISCAL IMPACT:

LYNX staff included \$2,027,479 in the FY2017 Adopted Operating Budget for NeighborLink purchased transportation services. There are sufficient funds available to cover the contract extension amount for the NeighborLink services in the amount of \$459,000.